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EAST LANSING PUBLIC SCHOOLS

Parent/Guardian and Student Handbook Acknowledgment and Pledge

Name of Student: _____

Student Acknowledgement and Pledge

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations. In order to help keep my school safe, I pledge to adhere to all School and School District rules, policies and procedures.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies and procedures.

Student Signature

Date

Parent/Guardian Acknowledgement

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with School and School District rules, policies and procedures.

Parent/Guardian Signature

Date

General School Information

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website www.elps.us or at the Board office, located at:

501 Burcham Drive East Lansing, MI 48823 517-333-7420

The School Board governs the school district, and is elected by the community. Current School Board members/Trustees are:

Kate Powers
Terah Chambers
Chris Martin
Kath Edsall
Monica Fink
Debbie Walton
Elizabeth Lyons

The School Board has hired the following administrative staff to operate the school:

Dori Leyko, Superintendent
Shannon Mayfield, Principal
Ashley Schwarzbek, Assistant Principal
Quiana Davis-Lewis, Assistant Principal
Nikki Norris, Athletic Director
Nikie Tabor, Administrative Assistant
Mary Fata, Administrative Assistant

The school is located and may be contacted at:

509 Burcham Drive
East Lansing, MI 48823
517-333-7500
Fax 517-333-7559

Visitors

Visitors and volunteers, including parents/guardians, may access the District's property subject to all applicable Policies. The District may deny such access for any lawful reason.

A. Visitors

1. A person may not enter or remain on the District's property if prohibited by law.
2. A person visiting a school building during instructional hours must first report to the building's main office. In the Superintendent's or building principal's discretion, a visitor may be required to sign in, present a form of identification, explain the visitor's purpose, wear a visitor badge, and be escorted while on District property.
3. District personnel that discover a visitor who has not reported to the building's main office will promptly direct the visitor to the building's main office.
4. The District may require advance notice from a person who desires to observe classroom instruction. See also Policy 5401.
5. The building principal or designee may permit a parent/guardian who is a registered sex offender to visit District property to participate in or attend his or her child's school activities. The building principal or designee may require the parent/guardian to comply with other conditions upon visitation, including: a check-in/check-out system, an employee escort while on District property, and a requirement to leave District property immediately upon conclusion of the child's activity.

Legal authority: MCL 28.721 et seq.; MCL 257.6, 257.1807; MCL 380.1137, 380.1230, 380.1230a-h
Board Policy: 3105

Equal Opportunity/Nondiscrimination Statement

The District does not discriminate on the basis of race, color, national origin, religion, sex including pregnancy, gender identity, gender expression or sexual orientation, marital status, disability, or any other legally prohibited basis in admission or access to District programs and activities.

- A. Employee complaints of unlawful discrimination (including harassment) and unlawful retaliation are governed by Policy 4104. Employee complaints of Title IX sexual harassment are governed by Policy 3118.
- B. Student complaints of unlawful discrimination (including harassment) and unlawful retaliation are governed by Policy 5202. Student complaints of Title IX sexual harassment are governed by Policy 3118
- C. A contractor, volunteer, visitor, employee acting outside the scope of employment, or other non-student who believes he or she has been the subject of, or is otherwise aware of, unlawful discrimination (including harassment) or unlawful retaliation must timely file a good faith complaint alleging unlawful discrimination (including harassment) or unlawful retaliation using Form 4104-F with the Superintendent or, if a complaint is against the Superintendent, with the Board President. A complaint of unlawful discrimination (including harassment) or unlawful retaliation will be promptly and thoroughly investigated. The Superintendent or Board President will forward the complaint to one of the following, as applicable:
 - 1. Title IX Coordinator;
 - 2. Section 504 Coordinator; or
 - 3. Civil Rights Coordinator.

Any person may also contact the Office for Civil Rights, U.S. Department of Education (“OCR”), by email at OCR.Cleveland@ed.gov, by telephone at (216) 522-4970, or by fax at (216) 522-2573 regarding compliance with the regulations implementing Title VI, Title IX, Section 504, or any other applicable laws for which OCR has jurisdiction. contractor and its subcontractors not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, national origin, religion, sex including pregnancy, gender identity, gender expression or sexual orientation, age, height, weight, and marital status.

Legal authority: 20 USC 1681 et seq.; 29 USC 701 et seq.; 38 USC 4301-4335; 42 USC § 2000d et seq., 42 USC 12101 et seq.; Const 1963, art 1, § 26; MCL37.1101 et seq., 37.2101 et seq., 37.2209

Board Policy: 3115

Animals on School Property

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a disability or approved facility dog. This rule prohibiting animals on school property may be temporarily waived by the building principal in the case of a unique educational opportunity for students, provided that: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

See Board Policy 3108 and 3109 for more information.

School Volunteers

A. Volunteers

1. A person desiring to volunteer must provide information to the District, including that person's name, address, telephone number, and a form of identification.
2. The District may lawfully require a volunteer to complete an application and consent to a background check as described in Policy 4205.
3. Volunteering is a privilege, not a right. A person does not have any right to volunteer or to perform any particular volunteer assignment. The Superintendent or designee will assess a volunteer's capabilities and determine the appropriate volunteer assignment. The Superintendent or designee may reject a volunteer's request or deny or terminate a volunteer's assignment at any time for any reason that is not unlawful.
4. Volunteer Drivers and Non-School Bus Transportation
 - a. With the Superintendent or designee's approval, District personnel, an approved volunteer, or a student's parent/guardian may transport students to and from a school or school-sponsored event in a non-school bus vehicle (a "non-school vehicle").
 - b. Except in an emergency, before a student rides in a non-school vehicle, the driver must receive the written consent of the student's parent/guardian to be the parent's/guardian's designee to transport the student to or from the school or applicable event.
 - c. A driver of a non-school vehicle must:
 - hold a valid driver's license appropriate for the non-school vehicle;
 - provide to the Superintendent or designee's satisfaction proof of insurance, and proof of the non-school vehicle's lawful registration; and
 - if required by law, hold a valid chauffeur's license.
 - d. The driver of a non-school vehicle is responsible for any loss, damage, cost, and liability related to the driver's operation of a non-school vehicle.

Legal authority: MCL 28.721 et seq.; MCL 257.6, 257.1807; MCL 380.1137, 380.1230, 380.1230a-h
Board Policy:3105

Emergency School Closings

The Superintendent, or designee may close, delay, or dismiss school, and cancel or alter any school-related activities, to protect the health, safety, and welfare of students, employees, and others. The Superintendent will endeavor to timely and accurately notify persons affected by schedule alterations.

In case of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. School closings for any reason will be announced by automated call and placed on the district's website (www.elps.us). If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

If we dismiss early for an emergency, all after-school functions are automatically cancelled.

Video and Audio Monitoring System

A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. Video and audio recordings will not be shared with anyone outside of appropriate school staff. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel if appropriate in an emergency or when warrant or court order is provided.

See board policy 3104 for additional information.

Accommodating Persons with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

You may also contact the Director of Student Support Services at 517-333-7459.

Student Fundraising

Fundraising activities by school organizations must be approved in advance by the principal. Organization sponsors assume the responsibility for supervising the project, accounting for funds, making reports, and any other details involved in the project. Door-to-door sales are prohibited.

Care of Students with Diabetes

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan should be submitted to the school principal. Parents/guardians are responsible for and should:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

Your child may also be eligible for an individualized Section 504 Plan to provide needed supports and accommodations so he/she can access educational programs and services. For further information, please contact the Building Principal at (517) 333-7501.

Cross-Reference:

Section 504 of the Rehabilitation Act of 1973 (Section 504)

Americans with Disabilities Act of 1990 (ADA)

Individuals with Disabilities Education Act (IDEA)

Family Educational Rights and Privacy Act (FERPA)

Students with Severe Food Allergy or Chronic Illness

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (517) 333-7500.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports and accommodations so that he/she can access educational programs and services. The School District's Section 504 Policy is available from the Director of Student Support Services at 333-7459.

Not all students with severe allergies or chronic illnesses may be eligible for a Section 504 Plan. Our School District also may be able to appropriately meet a student's needs through other means.

Cross-Reference:

Section 504 of the Rehabilitation Act of 1973 (Section 504)

Attendance

Compulsory Attendance, Absenteeism, and Truancy

A. Required Attendance

Every person residing in the District who has legal or actual charge or control of a child who is of mandatory attendance age must ensure that the child regularly attends a public or private school or is receiving a home-school education unless the child has satisfied District graduation requirements or is otherwise exempt from Michigan's compulsory attendance requirements.

B. Mandatory Attendance Age

A child who is or will turn 6 years old before December 1 of the current school year and who has not turned 18 years old is of mandatory attendance age.

C. Exceptions

A parent/guardian of a child who is at least 16 years old may provide the District with written notice that the child has permission to stop attending school. Upon receipt of the written notice, the child will be exempt from this Policy.

D. Excused Absences

The following absences will be considered excused if they are confirmed by communication to the school from the student's parent/guardian:

- the student's physical or mental illness (a physician's verification is required after 4 consecutive days of absence for illness);
- severe weather;
- medical appointments for the student;
- death or serious illness of the student's family member;
- attendance at a funeral, wedding, or graduation;
- appearance at court or for other legal matters;
- observance of religious holidays of the student's own faith;
- college planning visits; and
- personal or family vacations.

E. Excessive Absenteeism and Truancy

When a student is unexcused absence for 80% of their class period in any term or semester, the building principal or designee will provide written notice to the student's parent/guardian encouraging the student's regular daily attendance and explaining the truancy process.

If the Superintendent or designee determines that a student is repeatedly absent from school without valid excuse, is failing, or has behavior problems, and attempts to confer with the student's parent/guardian have not been successful, the Superintendent or designee may request the attendance officer who has jurisdiction in the District to send notice to the parent/guardian requiring the parent/guardian to meet with District personnel to discuss the matter.

When a student is unexcused absence for more than 10 days per school year, the building principal or designee will notify the attendance officer who has jurisdiction in the District. Once notified, the attendance officer will investigate each case of nonattendance and will take all other steps permitted and required by law.

The building principal or designee may impose additional consequences for excessive absenteeism, consistent with the student handbook or published grading procedures.

Student Absences

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal using the pre-arranged absence form available in the main office.

The school may require documentation explaining the reason for the student's absence if a pattern of absenteeism occurs in order to excuse future absences.

In the event of any absence, the student's parent or guardian is required to call the school at 517-333-7567 to explain the reason for the absence within 48 hours of the absence. Failure to do so shall result in an unexcused absence. Excessive unexcused absences may result in the following: A formal truancy letter, parent/guardian conference or restorative circle, referral to county truancy agency, or loss of credit as outlined below.

*To earn credit in a course, absences must not exceed nine (9) unexcused absences in each class per semester. A student with 10 or more unexcused absences who earned a passing grade in a course and scored a minimum 78% on a comprehensive final exam for the course will receive credit. Any student not meeting this requirement will need to follow the appeal process in order to receive credit.

*Without an excused note, 10 minutes tardy is counted as an absence in class. Three tardies to class equals one unexcused absence.

APPEAL PROCESS

Students may appeal the withholding of credit due to excessive absences by completing the attendance appeal form.

At the time of the appeal, the student's attendance file will be reviewed. The high school administration will examine the following documentation provided by the parents:

- *Religious observations
- *Funerals
- *Doctor/dental appointments
- *Court dates
- *Recurring illness/extended illness
- *Pre-arranged absences

OUTCOMES

- *Appeal granted: credit is awarded
- *Appeal denied: credit is withheld

Make-Up Work

If a student's absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers. Students who are unexcused from school will not be allowed to make up missed work unless approved by the course instructor.

Truancy

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

A parent or other person in parental relation who fails to comply with the Michigan Compulsory School Law (§ 380.1561) is guilty of a misdemeanor, punishable by a fine of not less than \$5.00 nor more than \$50.00, or imprisonment for not less than 2 nor more than 90 days, or both.

Cross-references:
MCL 380.1599
MCL 380.1561

Dual Enrollment

High school credit may be granted to students who successfully complete a course of instruction offered by an eligible postsecondary institution. The following requirements apply to such courses of instruction:

1. Application and admission to the postsecondary institution are the responsibility of the student.
2. To receive high school credit for the successful completion of postsecondary institution coursework, the student must obtain prior approval from the high school principal [designate any other individual as applicable]. Approval will be based upon the following factors:
 3. Credit earned under this policy section shall be based on a letter grade
 4. Computation of high school credit for postsecondary institution coursework will be:

College/University Semester Credits	ELHS Credit
0 – 1 credit course	.00
2 – 3 credit course	.50
4 – 5 credit course	1.0
 5. Students that take dual enrollment coursework at a post-secondary institution (Lansing Community College, Michigan State University, etc.) will receive the grade issued by that institution. The grade will be calculated in to the student's grade point average using an unweighted scale. East Lansing Public Schools does not change a grade issued by another institution nor can it alter the point value associated with the grade and how it is applied towards a student's GPA. If a student takes the dual enrollment course as part of their six-hour school day, the grade will be reflected on the student's high school transcript and will be calculated as part of their grade point average. If a student takes and pays for the dual enrollment course as an additional class outside of the school day, it is at the family's discretion if they want the student's course and grade to be reflected on the transcript.
 6. The student is responsible to have the postsecondary institution report the student's grade and credit to the high school principal in a timely fashion.
 7. Tuition and fees for the course(s) will be paid by the school district for eligible students only in accordance with the requirements of the Postsecondary Enrollment Options Act, the Career and Technical Preparation Act and Section 21b of the State School Aid Act.

The East Lansing School District will pay the lesser of the actual charge for tuition, mandatory course fees, materials fees, and registration fees - or - the state portion of the student's foundation allowance adjusted to the proportion of the school year the student is attending the post-secondary institution.

Dual Enrollment Courses

A student who successfully completes a dual enrollment course will receive credit at both the college and high school level.

The student must be enrolled in both the East Lansing School District and the post-secondary institution during the regular academic year and may take up to 10 college courses to count for high school and postsecondary credit:

- If 9th grader – 2 in first 3 years, 4 in senior year
- If 10th grader – 2 in year, 4 in years 2 and 3
- If 11th or 12th grader – not more than 6 per year

Credit for Alternative Courses and Programs

Students should not assume that the credit opportunities described below will always result in earned credit towards graduation or course prerequisites. Students should first discuss the matter with a guidance counselor or administrator.

Correspondence Courses

A student enrolled in a correspondence course may receive high school credit for work completed, provided:

1. The course is given by an institution accredited by the North Central Association of Colleges and Secondary Schools;
2. The student assumes responsibility for all fees; and
3. The building principal approves the course in advance.

Virtual and Distance Learning

Virtual learning is completed through a computer-based internet-connected learning environment and may be offered at a supervised school facility during the day as a scheduled class period, through distance learning, or through self-scheduled learning where students have some control over the time, location, and pace of their education.

A student enrolled in virtual or distance-learning course may receive credit for work completed, provided that the course meets ALL of the following requirements:

1. Is capable of generating a credit or grade
2. Is not a course in which the student has previously gained credit
3. Is taught by a teacher who holds a valid Michigan teaching certificate who is responsible for determining appropriate instructional methods for each pupil, diagnosing learning needs, assessing pupil learning, prescribing intervention strategies, reporting outcomes, and evaluating the effects of instruction and support strategies.

Students may be limited as to the number of distance learning courses they can complete. Grades earned in approved distance learning courses count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.

Exchange Programs

District students will receive high school credit for foreign exchange courses that meet the criteria established in the curriculum and that are approved by the building principal. International study course work not meeting district

requirements may be placed in the student's permanent record and recorded as an international study experience.

Summer School and Independent Study

A student will receive high school credit for successfully completing: (1) any course given by an institution accredited by the North Central Association of Colleges and Secondary Schools, and (2) independent study in grades 9-12 in a curriculum area not offered by the District, provided the student obtains the consent of a supervising teacher as well as the building principal. Students are limited to two independent study courses.

See board policy 5409 for more information on Academic Credits and Graduation.

Cross Reference: MCL 388.1621f MCL 380.1177 MCL 380.1279e

Homebound/Hospitalized Instructional Services

The District will provide an enrolled student with instruction in the student's home, hospital, or licensed treatment facility if both of the following requirements are met:

A. The student's parent/guardian submits a homebound/hospitalized instruction form which includes verification by a licensed physician of a medical condition that requires the student to be hospitalized or confined to the home during regular school hours for a period longer than 5 consecutive school days. A student who is able to attend school for part of the day is not eligible for homebound instruction; and

B. The student is physically able to participate in instruction while hospitalized or confined to the home.

Homebound instruction is not intended to replicate the classroom experience. For most students, the District will provide a minimum of 2 45-minute sessions per week with a certificated teacher. For students with disabilities under the Individuals with Disabilities Education Act (IDEA), the District will provide a minimum of 2 nonconsecutive hours per week with a certificated teacher. Homebound instruction may be supplemented with a variety of in-person and distance learning services, as determined appropriate by the Superintendent or relevant educational team.

For students with disabilities under IDEA, the District will consider whether the student's homebound instruction constitutes a change in placement and whether an IEP Team meeting should be convened.

The District will provide homebound and hospitalized instruction consistent with state law and MDE guidance.

Legal authority: MCL 388.1709; Mich Admin Code R 340.2(11), 340.2(12), 340.1746; Providing Homebound and Hospitalized Educational Services for Michigan Public School Pupils, as amended; Michigan Pupil Accounting Manual

Date Adopted: December 13, 2021

Cross Reference: MCL 388.1709 Michigan Department of Education <i>Pupil Accounting Manual</i>

High School Graduation Requirements

To graduate from high school with a high school diploma, each student must:

1. Complete all District graduation requirements.
2. Successfully complete all of the following credit requirements of the Michigan Merit Standard, which includes:

(a) At least 4 *credits in English language arts* that are aligned with state subject area content expectations.

(b) At least 3 *credits in science* that are aligned with state subject area content expectations, including completion of at least biology and one of the following: chemistry, physics, anatomy, agricultural science, or a program or curriculum that are aligned with state subject area content expectations for chemistry and physics.

(c) At least 4 *credits in mathematics* that are aligned with state subject area content expectations, including completion of at least algebra I, geometry, and algebra II, or an integrated sequence of this course content that consists of 3 credits, and an additional mathematics credit, such as trigonometry, statistics, precalculus, calculus, applied math, accounting, business math, a retake of algebra II, a course in financial literacy.

(i) A student may complete algebra II over 2 years with 2 credits awarded or over 1.5 years with 1.5 credits awarded

(ii) A student also may partially or fully fulfill the algebra II requirement by completing an approved formal career and technical education program or curriculum that has appropriate embedded mathematics content, such as a program or curriculum in electronics, machining, construction, welding, engineering, or renewable energy.

(iii) Each student must successfully complete at least 1 mathematics course during his or her final year of high school enrollment.

(d) At least 3 *credits in social science* that are aligned with state subject area content expectations, including completion of at least 1 credit in United States history and geography, 1 credit in world history and geography, 1/2 credit in economics or 1/2 credit in personal economics, and a civics course.

(e) At least 1 *credit in subject matter that includes both health and physical education* aligned with state guidelines.

(f) At least 1 credit in visual arts, performing arts, or applied arts aligned with state guidelines.

(g) At least 2 credits in a language other than English, based on state guidelines. Students may fully or partially fulfill up to 1 credit of this requirement by completing an approved formal career and technical education program or an additional visual or performing arts course.

3. Students and/or a student's parent/legal guardian(s) are entitled to request a personal curriculum that modifies certain of the Michigan Merit Standard requirements. Personal curricula are subject to school approval, as provided in state law. If all of the requirements for a personal curriculum are met, then a high school diploma may be awarded to a student who successfully completes his/her personal curriculum even if it does not meet the requirements of the Michigan Merit Standard. All of the following apply to a personal curriculum:

(a) The personal curriculum shall be developed by a group that includes at least the student, at least 1 of the student's parents/legal guardian, a teacher or the student's high school counselor or another designee qualified to act in a counseling role and selected by the high school principal. In addition, for a student who receives special education services, a school psychologist will be included in this group. The teacher included in the group developing the personal curriculum will be a teacher who is currently teaching the student, who currently teaches in or whose expertise is in the subject area being modified by the personal curriculum, or who is determined by the principal to have qualifications otherwise relevant to the group. This group does not have to meet in person.

(b) The personal curriculum shall incorporate as much of the subject area content expectations of the Michigan Merit Standard as is practicable for the student; shall establish measurable goals that the student must achieve while enrolled in high school; shall provide a method to evaluate whether the student achieved these goals; and shall be aligned with the student's educational development plan.

(c) Before it takes effect, the personal curriculum must be agreed to by the student's parent/legal guardian and by the superintendent or his/her designee.

(d) The student's parent/legal guardian shall be in communication with each of the student's teachers to monitor the student's progress toward the goals contained in the student's personal curriculum.

(e) Revisions may be made in the personal curriculum if the revisions are developed and agreed to in the same manner as the original personal curriculum.

(f) The English language arts credit requirements and the science credit requirements are not subject to modification as part of a personal curriculum.

(g) The mathematics credit requirements may be modified as part of a personal curriculum if the student successfully completes at least 3-1/2 total credits of the mathematics credits before completing high school, including algebra I and geometry. The student must successfully complete at least 1 math credit during his/her final two years of high school enrollment. The algebra II credit requirement may be modified as part of a personal curriculum only if the student meets 1 or more of the following:

(i) Has successfully completed the same content as 1 semester of algebra II.

(ii) Elects to complete the same content as algebra II over 2 years, with a credit awarded for each of those 2 years, and successfully completes that content.

(iii) Enrolls in a formal career and technical education program or curriculum and in that program or curriculum successfully completes the same content as the algebra II benchmarks assessed on the state 11th grade assessment.

(iv) Successfully completes 1 semester of statistics, functions and data analysis, or technical mathematics.

(h) The social science credit requirements may be modified as part of a personal curriculum only if all of the following are met:

(i) The student has successfully completed 2 credits of the social science credits, including the civics course.

(ii) The modification requires the student to complete 1 additional credit in English language arts, mathematics, or science or 1 additional credit in a language other than English or to complete a formal career and technical education program.

(i) The health and physical education credit requirement may be modified as part of a personal curriculum only if the modification requires the student to complete 1 additional credit in English language arts,

mathematics, or science or 1 additional credit in a language other than English or to complete a formal career and technical education program.

(j) The visual arts, performing arts, or applied arts credit requirement may be modified as part of a personal curriculum only if the modification requires the student to complete 1 additional credit in English language arts, mathematics, or science or 1 additional credit in a language other than English or to complete a formal career and technical education program.

(k) If the parent/legal guardian requests as part of the student's personal curriculum a modification of the Michigan Merit Standard requirements that would not otherwise be allowed under this section and demonstrates that the modification is necessary because the student is a child with a disability, the school district may allow that additional modification to the extent necessary because of the student's disability if the group determines that the modification is consistent with both the student's educational development plan and the student's individualized education program.

Refer to the ELHS Course Description Booklet (available online) for details including specific courses required in each department. Carefully review your transcript each year.

If a student transfers after the first semester in the senior year, the diploma should be issued from the previously attended high school, not East Lansing High School. The final transcript will be forwarded to the previous school. If the school from which the student transferred will not award the diploma, East Lansing Public Schools will award the diploma only if the student meets East Lansing Public Schools' class and credit requirements.

CREDIT/NO CREDIT POLICY

A credit/no credit option is provided to East Lansing High School students. The provisions of this policy are designed to allow students to select courses in which they do not already have experience and which may contain an element of risk, or to alleviate the pressure of an extraordinarily rigorous course of study.

Students are encouraged to take a full schedule of courses to make the most of the offerings available to them. The following conditions apply in the selection of the credit/no credit option:

*Students electing credit/no credit must submit a request form no later than the end of the first marking period of each semester.

*Before electing the credit/no credit option, the student must have parent/guardian approval, and counselor and teacher signatures. The signatures are an acknowledgment that the teacher has explained the expectations for that course.

*The decision to select the credit/no credit option may not be reversed after the deadline has passed. (Students may not revert back to a grade in the course.)

*Completion of this request will authorize credit/no credit for grades on the PERMANENT RECORD only. Progress grades will be reported by means of a letter grade.

*IMPORTANT NOTE: Students must earn a passing grade to receive credit in the course.

*COLLEGE BOUND STUDENTS, PLEASE NOTE: Credit/No Credit Grades may satisfy core-curriculum requirements. However, "Most College and NCAA Initial-eligibility Clearinghouses shall assign the course the lowest admissions passing grade at the high school, which will be a grade of 'D-'."

*Students withdrawing from a class after the first marking period will receive a No Credit Withdrawal notification on their transcript will be computed as a zero in the GPA.

When students experience a long-term disability, which prohibits them from participation in regularly scheduled class activities; the credit/no credit option may be pursued through use of the following procedure.

1. The teacher, counselor, parent or student may submit a request in writing to change the method of grading from the regular letter grade procedure to pass/fail. This request must be submitted to the high school administration.
2. The high school administration will make a decision and communicate that decision to the student and staff involved.

Graduation from East Lansing High School means that students have satisfactorily completed an approved course of study and have satisfactorily passed any examination and/or other requirements established by the school district. The total required credits for graduation is 22 credits.

Students transferring from another school will receive full-faced academic (Carnegie) credit value based on a mathematical formula. Certain transferred credit may be regarded as elective credit once officially matriculated at East Lansing High School.

See board policy 5409 for more information on Academic Credits and Graduation

Cross Reference:
MCL 380.1278a
MCL 380.1278b
MCL 380.1165
MCL 380.1166(2)

Testing Out

High school credit shall be granted in any course to a student enrolled in high school but not enrolled in the course who exhibits a reasonable level of mastery of the course's subject matter as outlined below:

1. The student will be granted high school credit by attaining a grade of not less than C+ (78%) in the final examination in the course.
 - a. A final examination is a comprehensive examination, which addresses all components of the course curriculum.
 - b. A non-comprehensive examination that is offered during the time set aside for final examinations is not considered a "final examination" for purposes of obtaining credit through the testing process.
 - c. No final examination will be created solely for the purpose of providing a student with an opportunity to test out of the course.
 - d. A student is eligible to take the final examination in the course at the same time that it is offered to the students currently enrolled in the course.
3. Credit earned under this policy section shall be based on a "pass" grade and shall not be included in the computation of the student's grade point average for any purpose.
4. Beginning with exams taken in the fall of 2022, credit earned under this policy section shall apply equally to all students and may be counted toward graduation.
5. Credit earned under this policy section shall be counted toward fulfillment of a requirement for a subject area course.
6. Credit earned under this policy shall be counted toward fulfillment of a requirement as to course sequence.
7. Once credit is earned under this policy section, a student may not receive credit thereafter for a course lower in course sequence concerning the same subject area.

Cross-reference: MCL 380.1279b

Fees, Charges, and Fines; Waiver of Student Fees

The school may establish fees and charges to cover the costs for certain extracurricular and noncredit activities. Materials for clubs, independent study, or special projects, as well as transportation costs and admission/participation fees for District-sponsored trips and activities may be included. Fees will not be charged for any mandatory school activity or required curriculum activity. Extracurricular activities for which fees are charged may not be used in determining credit or grades in any course. A fee shall not exceed the combined cost of the service(s) provided and/or materials used.

When school property, equipment, or supplies are damaged, lost, or taken by a student, whether in a regular course or extra-curricular offering, a fine may be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred.

The late return of borrowed books or materials from the school libraries will be subject to appropriate fines. Failure to pay the fines may result in loss of privileges.

A student whose parent/guardian is unable to afford these fees may request a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment. Applications for fee waivers may be submitted by a parent/guardian of a student who has been assessed a fee. A building administrator will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the appropriate building administrator.

See board policy 5404 for more information.

School Breakfast & Lunch Program¹

Breakfast is served every school day and lunch is served every school day except when there is a half day. .

Please check your child's school for his/her specific lunch time.

Free or reduced applications are always available at www.lunchapp.com. Hard copies will be sent home on the first day of school and they will also be available in the school office.

Parents can make deposits online at www.sendmoneytoschool.com (there is an additional fee for this option) or payments can be made at each building. Checks should be made out to: East Lansing Public Schools. If you have any questions about our district lunch or breakfast program, please call Sandy Leach at 333-7473.

Bus Transportation

The district provides bus transportation to and from school for students living miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parent/guardians must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

In the interest of the student's safety, students are expected to observe the following rules:

1. Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
2. Do not move from one seat to another while on the bus.
3. Keep all parts of the body and all objects inside the bus.
4. Loud conversation, singing, boisterous conduct, unnecessary noise, or profanity is not allowed.
5. Enter and exit the bus only when the bus is fully stopped.
6. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
7. Use emergency door only in an emergency.
8. In the event of emergency, stay on the bus and await instructions from the bus driver.
9. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
10. Do not open windows.
11. Keep the bus neat and clean.
12. Athletic footwear equipped with cleats or spikes are not allowed on the bus.
13. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.

14. Be waiting at your bus stop on time.
15. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
16. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
17. Eating is not permitted on the bus.
18. Parents will be liable for any defacing or damage students do to the bus.

Students may be suspended from riding the school bus for engaging in misconduct.

See board policy 5802 for more information.

Video cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

Parking

Visitor Parking

The school has very few locations available for school visitor parking.

Those dropping off and picking up children may do so in designated locations.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Student Parking

Student driving and parking on District property is a privilege, not a right, that may be revoked at any time.

Students may park their vehicles in the designated lots for a fee. Student parking passes must be purchased in the main office prior to parking on school grounds. Cars without passes are subject to ticketing and towing. Vehicles must be parked between the painted lines, and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

The two staff lots are off Old Hickory and just north of the tennis courts. These lots MAY NOT be used by students during the school day. Student vehicles parked in these lots may be ticketed or towed at the discretion of administration.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. **STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK.** Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in vehicles parked on school grounds. School lots may be searched by contraband dogs, administration, and police officers. Students should be aware that items on school grounds are subject to view by others. Based on the reasonable suspicion standard, vehicles parked on school grounds may be subject to search. Prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school, as well as referral to law enforcement.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

Immunizations

5713 Immunizations and Communicable Diseases

A. Enrollment, Immunization Certification, and Exemptions

1. Subject to the exemptions stated below, for a student entering the District for the first time or entering 7th grade, a parent/guardian must provide the building principal or designee with a certificate indicating that the student has received at least 1 dose of an immunizing agent against each disease specified by the Michigan Department of Health and Human Services (MDHHS) or other responsible agency.

The student's parent/guardian must provide the certificate at the time of registration, or no later than the first day of school.

A parent/guardian of a student who has not received all doses of any required immunizing agent must provide the District an updated immunization certificate demonstrating that the immunizations have been completed as required by the MDHHS. The updated certificate must be provided within 4 months of the student entering the District for the first time or upon entering 7th grade.

2. A student is exempt from the above requirements if:

- a) a physician certifies that a specific immunization is or may be inappropriate or detrimental to the student's health; or
- b) a student's parent/guardian, or a person acting *in loco parentis*, certifies to the building principal or designee that the child cannot be immunized as required because of religious convictions or other objection to immunization. Only waiver forms authorized, executed, and certified as required by applicable law and administrative rules will be accepted.

3. The District will not permit a student to attend school unless the parent/guardian provides evidence of immunizations or exemptions consistent with this Policy and state law.

B. Emergency Exclusion Due to Outbreak

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

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

C. District Reporting Requirements

The District will report student immunization information as required by and consistent with state and federal law.

D. Homeless Children and Youth

Nothing in this Policy diminishes the rights of homeless children and youth under Policy 5307.

Student Medication

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "Student Medical Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. This does not include the emergency administration an epinephrine auto-injector (EpiPen®) by a trained school or district employee as provided under state law.

Self-Administration of Medication

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

See board policy 5703 for more information.

Cross-References:

MCL 380.1178
MCL 380.1179
MCL 380.1179a

Safety Drill Procedures and Conduct

Safety drills will occur at times established by the district in compliance with state law. Students are required to be silent, off electronic devices, and shall comply with the directives of school officials during emergency drills. Each school shall conduct minimum of five (5) fire drills, two (2) tornado drills, and three (3) lock-down drills each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to students or families.

Cross References: MCL 29.19

Communicable Diseases

A person with a communicable disease will be restricted only to the extent necessary to prevent the transmission of the disease, protect the person's health and privacy rights, and protect the health and safety of others.

The Michigan Department of Health and Human Services maintains a list of reportable diseases and infections, including those capable of being transmitted to a person. The District will work cooperatively with the local health department to identify, report, and contain diseases and infections in accordance with applicable laws and local health department policies and guidance.

A. District personnel will immediately notify the Superintendent or applicable building principal when they reasonably suspect the presence of a listed communicable disease.

B. When it is reasonably suspected that a person has a communicable disease (except for AIDS or HIV infection), the Superintendent or building principal may exclude the person for a period sufficient to obtain a determination by a physician or local health officer as to the presence of a communicable disease.

C. A person excluded under subsection B may return to school and school-related activities when a physician or local health officer determines that the person does not represent a risk to others.

D. The Superintendent or applicable building principal will report to the local health department within 24 hours after suspecting either of the following:

1. The occurrence of a serious communicable disease listed by the Michigan Department of Health and Human Services (except for AIDS or HIV infection); or
2. The unusual occurrence, outbreak, or epidemic of any disease, infection, or condition within the District.

E. Reports, records, data, and other information associated with AIDS or HIV may be subject to heightened confidentiality requirements in accordance with MCL 333.5131.

Lice, Nits, and Bed Bugs

A. Lice and Nits

A student with nits within $\frac{1}{4}$ inch of the scalp or live lice may remain at school until the end of the school day. The student will be restricted from activities that involve close head-to-head contact or sharing of personal items. The District will notify the student's parent/guardian and provide educational materials on head lice prevention and treatment.

The student will be readmitted to school after treatment so long as the parent/guardian consents to a head examination and the examining District official does not find live lice on the student. If the District official finds nits within $\frac{1}{4}$ inch of the student's scalp, the student may return to class, but the District must inform the student's parent/guardian about the need to remove the nits.

District personnel will not ostracize or embarrass a student with lice or nits and will maintain student confidentiality.

If a student has a persistent infestation after 6 weeks or 3 separate cases within 1 school year, the District will form a team that may include the student's parents/guardians, teacher, social workers, or administrators to determine the best approach to resolve the issue.

B. Bed Bugs

If a District official suspects that a student's clothing or belongings contain bed bugs, the school nurse or other District official may visually inspect the student's clothing or belongings. Any bugs found should be removed and collected for identification. If a live bed bug is discovered, the District will notify the student's parent/guardian and provide educational materials on bed bug prevention and treatment.

If a student's clothing or belongings are infested by bed bugs, the student may be excluded from school until the parent/guardian has confirmed that successful treatment has occurred or other remedial steps have been taken to ensure that bed bugs are not brought to school.

If bed bugs are found in a classroom or elsewhere in the school building, the building principal or designee will notify the parents/guardians of all students in the affected school building and will provide information on bed bug prevention and treatment. The school building will not be closed due to bed bug presence. If pest management is necessary, it will be provided to affected areas of the school building consistent with Policy 3406.

Cross-references: Michigan Head Lice Manual

Emergency Medical Authorization

The student's parent/guardian should complete the school district's emergency medical treatment authorization form to indicate their preference of hospital, doctor, and dentist for emergency treatment. Of course, in an emergency situation the child should be transported to the nearest medical facility able to render appropriate care, regardless of parental preference. Typically, this decision is made by an EMT (emergency medical technician) or other first responder.

See board policy 5708 for more information.

School Dress Requirements/Student Appearance

Students are expected to wear clothing that includes a top and bottom (or combination i.e. dress, jumper etc.) when on school property and/or in attendance at school sponsored activities.

Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or depict alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Appropriate footwear must be worn at all times.
- Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline.

Prohibited Student Conduct and Student Discipline

Students may be disciplined for misconduct, including but not limited to the following:

1. **Tobacco and Nicotine Products:** Using, possessing, distributing, purchasing, or selling tobacco materials, including electronic cigarettes or vapes.
2. **Alcohol:** Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. **Marijuana and Other Illegal Drugs:** Using, possessing, distributing, purchasing, or selling:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish). Michigan law prohibits the possession or medical use of marijuana on school grounds or buses.
 - b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
 - c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
 - d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
 - e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
 - f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
4. **Dangerous Weapons:** Using, possessing, controlling, or transferring a dangerous weapon (firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length,

- pocket knife opened by a mechanical device, iron bar, or brass knuckles) or any object which may be used to cause or threaten harm to others, including a “look alike” weapon.
5. **Electronic Devices:** Using a cellular telephone, smartphone, video recording device, laser pointer, or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be out-of-sight during instructional time unless: (a) the supervising teacher grants permission under the schoolwide electronic use process; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period or passing time; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
 6. **Disorderly Conduct:** Engaging in any activity, on or off campus (school sponsored event), that interferes with, disrupts, or adversely affects the school environment, school operations, an educational function or endanger the health or safety of students, staff, or school property.
 7. **Insubordination:** Refusal to comply with school rules and regulations or refusal to obey reasonable directions or instructions of school personnel.
 8. **Academic Dishonesty:** Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
 9. **Bullying:** Bullying harassment, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.
 10. **Sexual Misconduct:** Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
 11. **Larceny/Theft:** Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.

12. **Unauthorized Presence/Trespassing:** Entering school property or a school facility without proper authorization.
13. **False Alarm:** In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
14. **Skipping/Truancy:** Being absent without a recognized excuse, leaving the building without permission and/or being present in an unassigned area of the building without a staff member's expressed permission.
15. **Unauthorized groups:** Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia. Being involved with any public-school fraternity, sorority, or secret society.
16. **Verbal or Physical Assault of a Staff Member or Student:**
 - a. Verbal assault means any willful spoken or written threat to inflict physical injury on another person, under circumstances that create a reasonable fear of imminent injury, coupled with the apparent ability to inflict injury.
 - b. "Physical assault" means intentionally causing or attempting to cause physical harm to another through force or violence.
17. **Fighting:** Fighting involves two or more parties in conflict when they are striking each other for the purpose of causing harm. This action may extend to mutual shoving, wrestling, or other aggressive actions which may result in the danger of harm or injury to either party, bystander, or school property.
18. **Harassment/Intimidation:** Engaging in or participating in any behavior that is included in the definition of harassment or intimidation. "Harassment or intimidation" means any gesture or written, verbal, or physical act that a reasonable person, under the circumstances, should know will have the effect of harming a student or damaging the student's property, placing a student in reasonable fear of harm to the student's person or damage to the student's property, or that has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment or intimidation includes, but is not limited to, a gesture or written, verbal, or physical act. This includes engaging in teen dating violence.
19. **Cyber Threats:** Making an explicit threat on an Internet website or other online/electronic platform against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment

status or status as a student inside the school.

20. **Operating an unarmed aircraft system:** Operating an AUS or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.
21. **Violating any criminal law:** including but not limited to, assault, battery, criminal sexual assault, arson, theft, gambling, eavesdropping, and hazing.

For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

When and Where Conduct Rules Apply

The grounds for disciplinary action also apply whenever the student’s conduct is reasonably related to school or school activities, including but not limited to:

1. On school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling on school transportation to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to:
(a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Disciplinary Measures

East Lansing High School is committed to the use of restorative practices and will always consider how to incorporate a restorative process into any disciplinary matter that occurs.

Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.

5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. Restorative Justice.
8. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
9. Suspension of bus riding privileges.
10. Suspension from school and all school activities. A suspended student is prohibited from being on school grounds.
11. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
12. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
13. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Permanent Expulsion

The Michigan School Code mandates the permanent expulsion, subject to possible reinstatement, of a student in grade 6 or above who, while on school property, school transportation, or at a school activity or event, possesses a dangerous weapon, commits an act of criminal sexual conduct or arson, or physically assaults a school employee, contractor or volunteer. "Physical assault" means intentionally causing or attempting to cause physical harm to another through force or violence.

Further, the Michigan School Code mandates the suspension or expulsion for a time period as determined by the School Board or its designee for a student who makes a bomb threat or similar threat directed at a school building, other school property, or a school-related event.

Corporal Punishment

Corporal punishment is illegal and will not be used. Corporal punishment is

defined as the deliberate infliction of physical pain by hitting, paddling, spanking, slapping, or any other physical force used as a means of discipline. Corporal punishment does not include physical pain caused by reasonable physical activities associated with athletic training. A school employee, contractor, or employee may use reasonable physical force 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 and for the reasons otherwise specified by law.

Gang & Gang Activity

“Gang” is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student’s conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non- verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

See board policy 5206 for more information.

Cross Reference:

MCL 380.1303
MCL 380.1311
MCL 380.1313
MCL 380.1312
MCL 333.16427

BULLYING, INTIMIDATION, AND HARASSMENT

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

A. Prohibited Conduct

1. Bullying, including cyberbullying, a student at school is prohibited. Bullying is any written, verbal, or physical act, or electronic communication that is intended to or that a reasonable person would know is likely to harm one or more students directly or indirectly by doing any of the following:
 - a. substantially interfering with a student's educational opportunities, benefits, or programs;
 - b. adversely affecting a student's ability to participate in or benefit from the District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
 - c. having an actual and substantial detrimental effect on a student's physical or mental health; or
 - d. causing substantial disruption in, or substantial interference with, the District's orderly operations.
2. Retaliation or false accusations against the target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying, are prohibited.

B. Reporting an Incident

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

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

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

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

C. Investigation

All bullying complaints will be promptly investigated. The building principal or designee will conduct the investigation, unless the building principal or Superintendent is the subject of the investigation. If the building principal is the subject of the investigation, the Superintendent or designee will conduct

the investigation. If the Superintendent is the subject of the investigation, the Board President will designate a neutral party to conduct the investigation.

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

D. Notice to Parent/Guardian

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

E. Annual Reports

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

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

F. Responsible School Official

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

G. Posting/Publication of Policy

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

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

Prevention Task Force. The Responsible School Official may form a bullying prevention task force. The task force will identify, develop, and recommend written materials, training programs, and initiatives to reduce bullying. In its discretion, the task force may involve school staff, students, school clubs or other student groups, administrators, volunteers, parents, law enforcement, community members, and other stakeholders.

Training. The Responsible School Official will provide and require annual training opportunities for District personnel who have significant contact with students on preventing, identifying, responding to, and reporting incidents of bullying.

Educational Programs. The Responsible School Official will periodically arrange or otherwise provide educational programs for students and parents on preventing, identifying, responding to, and reporting incidents of bullying and cyberbullying. The Responsible School Official may arrange for teachers to address these same issues within the classroom curriculum.

H. Definitions

1. "At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether it is held on school

premises. "At school" also includes any conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the device or provider is owned by or under the control of the District.

2. "Telecommunications access device" means any of the following:
 - a) any instrument, device, card, plate, code, telephone number, account number, personal identification number, electronic serial number, mobile identification number, counterfeit number, or financial transaction device defined in MCL 750.157m (e.g., an electronic funds transfer card, a credit card, a debit card, a point-of-sale card, or any other instrument or means of access to a credit, deposit, or proprietary account) that alone or with another device can acquire, transmit, intercept, provide, receive, use, or otherwise facilitate the use, acquisition, interception, provision, reception, and transmission of any telecommunications service; or
 - b) any type of instrument, device, machine, equipment, technology, or software that facilitates telecommunications or which is capable of transmitting, acquiring, intercepting, decrypting, or receiving any telephonic, electronic, data, internet access, audio, video, microwave, or radio transmissions, signals, telecommunications, or services, including the receipt, acquisition, interception, transmission, retransmission, or decryption of all telecommunications, transmissions, signals, or services provided by or through any cable television, fiber optic, telephone, satellite, microwave, data transmission, radio, internet based or wireless distribution network, system, or facility, or any part, accessory, or component, including any computer circuit, security module, smart card, software, computer chip, pager, cellular telephone, personal communications device, transponder, receiver, modem, electronic mechanism or other component, accessory, or part of any other device that is capable of facilitating the interception, transmission, retransmission, decryption, acquisition, or reception of any telecommunications, transmissions, signals, or services.
3. "Telecommunications service provider" means any of the following:
 1. a person or entity providing a telecommunications service, whether directly or indirectly as a reseller, including, but not limited to, a cellular, paging, or other wireless communications company or other person or entity which, for a fee, supplies the facility, cell site, mobile telephone switching office, or other equipment or telecommunications service;
 2. a person or entity owning or operating any fiber optic, cable television, satellite, internet based, telephone, wireless, microwave, data transmission, or radio distribution system, network, or facility; or
 3. a person or entity providing any telecommunications service directly or indirectly by or through any distribution systems, networks, or facilities.

Legal authority: MCL 380.1310b; MCL 750.157m, 750.219a

Date adopted: Jan 10, 2022

Lunch & Cafeteria Rules

Closed Campus Lunch Rules (9th and 10th grade)

ELHS has a closed campus during lunch for 9th and 10th graders. During lunch, students must proceed directly to the cafeteria or designated lunch area after getting their lunch. Students shall clean the area in which they are seated, dispose of any trash in the appropriate receptacle, and exit the cafeteria to their assigned location. Students shall follow all cafeteria rules during lunch.

Open Campus Lunch Rules (11th and 12th grade)

Students may leave campus or proceed to the cafeteria during lunch. School rules continue to apply to students who leave campus during the lunch period. The following rules shall be observed and abided by during lunch:

- Students shall choose whether they will leave campus or stay in the cafeteria during lunch each day.
- Students leaving campus must do so immediately upon dismissal from class.
- Students shall not loiter in the halls or classrooms, and shall immediately proceed to their lunch destination upon dismissal from class.
- Students who choose to stay in the school for lunch shall immediately proceed to the cafeteria. Students shall obey all cafeteria rules during lunch.
- If students are utilizing a vehicle to go to their chosen destination, students must obey all traffic laws and school rules while off campus. Drivers shall pay particular attention around the school where there is a high concentration of students leaving the building for lunch, and shall yield to pedestrians, and obey school zone speed limits. Violations of school rules that occur during lunch may result in discipline.
- If students are walking to their chosen destination, they shall obey signs and signals, and shall carefully cross streets and intersections.
- Students shall be respectful, courteous, and safe at their chosen lunch location. Students shall obey rules and laws, and shall clean up after themselves before returning to school.
- Students shall return to the school building on time.

Cafeteria Rules (K-12)

- Students shall not save seats for other students.
- Students shall walk to lunch and not be disruptive to classes that may still be in session.
- Trays shall be stacked neatly after placing silverware in its proper container. No food shall leave the cafeteria.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, drinks.
- Vending machines are provided for student convenience. Students shall not misuse, abuse, attempt to dismantle or cheat the machine, and must wait in line to use the machines.
- Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.

- Students shall not leave the cafeteria until the after the appropriate bell rings, or otherwise directed by staff.
- Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately

NO FOOD IN COMMONS

Misbehavior will result in disciplinary action in according to the school's disciplinary procedures.

Field Trips

Field trips should generally be conducted during the school day.

A. General Conditions

All field trips must be pre-approved by the building principal or designee. Out-of-state and overnight trips require pre-approval from the Board or its designee. Field trips should be primarily academic in nature and related to the curriculum. The Superintendent or building principal(s) will develop procedures for approval of trips and communicate those procedures to instructional staff.

B. Parent/guardian Permission

Each student must submit a completed permission form signed by the student's parent/guardian before being allowed to attend a field trip.

C. Supervision

Teachers must ensure that students are adequately supervised and chaperoned by a responsible adult at all times during field trips. All chaperones must be at least age 21. A chaperone who drives students must possess a valid driver's license. A chaperone who drives students in a private vehicle must possess adequate insurance coverage. A chaperone is prohibited from drinking alcoholic beverages or using non-prescribed controlled substances at any time during the field trip. A chaperone must adhere to all District and building volunteer requirements, including Policy 3105.

The District may deny or terminate a chaperone assignment for any lawful reason.

The District will not prohibit an eligible student from participating in a field trip solely because the student's parent/guardian does not chaperone.

D. Student Conduct

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

Sexual Harassment

Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
 1. Substantially interfering with a student's educational environment
 2. Creating an intimidating, hostile, or offensive educational environment;
 3. Depriving a student of educational aid, benefits, services, or treatment; or
 4. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Making a Complaint; Enforcement

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the Title IX coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student may choose to report to a person of the student's same sex. Students who make goodfaith complaints will not be disciplined. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

Title IX Coordinator:

Rulesha Glover-Payne

HR Director

517-333-7413

rulesha.glover@elps.us

See board policy 3118 for more information.

Cross-reference: MCL 380.1300a

Physical Assault

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

Any student in grade 6 or above who physically assaults a school district employee, volunteer, or contractor shall be permanently expelled, subject to reinstatement after 180 school days.

A student in grade 6 or above who physically assaults another student on school property, at any school-sponsored activity, or on any school-related vehicle shall be suspended or expelled for up to 180 days.

Cross-reference:
MCL 380.1310
MCL 380.1311a

Hazing

Hazing is an intentional or reckless act directed against a student that endangers the student's physical or mental health or safety that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization, activity, team, or social group. This Policy applies regardless of a student's consent, permission, or assumption of risk. Any student who engages in hazing may be subject to discipline.

Hazing includes, but is not limited to:

- physical brutality or punishment (e.g., whipping, beating, striking, branding, or placing a harmful substance on a student's body);
- physical activity that subjects a student to an unreasonable risk of harm or that adversely affects a student's physical or mental health or safety (e.g., sleep deprivation, exposure to the elements, confinement in a small space, or undressing or exposing a student);
- consumption of food, liquid, alcohol, drugs, or other substance that subjects a student to an unreasonable risk of harm or that adversely affects a student's physical or mental health or safety;
- an activity that induces, causes, or requires a student to commit a crime or an act of hazing;
- intentional humiliation or embarrassment of a student;
- detention or seclusion of a student; and
- other activities that subject a student to an unreasonable risk of harm or that adversely affect a student's physical or mental health or safety.

Cross-reference: MCL 750.411t



EAST LANSING PUBLIC SCHOOLS
Technology Acceptable Use Policy (6-12)

The purpose of this agreement is to provide student access to East Lansing Public Schools’ technology resources (computers, tablets, Internet, etc.) for educational purposes that are consistent with East Lansing Public Schools’ mission statement. In exchange for the use of East Lansing Public Schools’ technology resources either at school or away from school, I understand and agree to the following:

I WILL NEVER:

- Give out any personal information such as name, phone number, address, email address, or password
- Agree to meet someone met on the Internet
- Enter or access any inappropriate or unethical websites or chat-rooms
- Use inappropriate language
- Knowingly download, copy, or distribute unauthorized or copyrighted materials (i.e. movies, music, software, etc.)
- Knowingly transfer inappropriate or illegal materials through the Internet
- Threaten or harass any individual(s) using the Internet (cyber-bullying)
- Knowingly download or view visually obscene material

East Lansing Public Schools reserves the rights to any material stored on technology managed by the District and shall remove any material which East Lansing Public Schools, at its sole discretion, believes may be unlawful, obscene, abusive, or otherwise objectionable. East Lansing Public Schools also reserves the right to deny access to technology as well as refer the student for disciplinary action by the appropriate building administrator.

Any misuse may result in suspension of technology privileges or other disciplinary action determined by East Lansing Public Schools. Misuse includes but is not limited to:

- Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users
- Misrepresenting other users on the local network or Internet
- Disrupting the operation of technology through abuse of hardware or software
- Malicious use of the local network or Internet through cyber-bullying, hate mail, harassment, profanity, threats, vulgar statements, or discriminatory remarks
- Interfering with the use of technology by others
- Excessive use for non-educational purposes
- Allowing anyone to use an account other than the account holder
- Accessing or downloading of pornographic material
- Use that could make the computer or network susceptible to security risks
- Use that could degrade the performance of the computer or network

Students should have no expectation of privacy while using District technology resources. East Lansing Public Schools retains the right to monitor all use and the use may be subject to FOIA or disclosure in litigation. This includes but is not limited to: personal email and voice mail communications, computer files, databases, web logs, audit trails, or any other electronic transmissions accessed through East Lansing Public Schools’ technology resources.

The student may log on and use East Lansing Public Schools’ technology resources and East Lansing Public Schools’ Internet and wide area connections only with his/her authorized account. The student is responsible for the proper use of East Lansing Public Schools’ technology and shall be held accountable for any damage to equipment caused by abusive use. Students bring personal electronic devices to school at their own risk. East Lansing Public Schools assumes no liability for loss, theft, damage, vandalism, or for any unauthorized use of a personal electronic device. East Lansing Public Schools has the right to collect and examine any personal electronic device upon demand. If a device is confiscated under this policy, no responsibility for the safety or security of the device is guaranteed.

Student Name (PRINTED) _____

GRADE _____

Student Signature _____

Date _____

Parent Signature _____

Date _____

Internet Safety Policy For East Lansing Public Schools

Introduction

It is the policy of East Lansing Public Schools to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the Children's Internet Protection Act.*

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the East Lansing Public Schools online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the East Lansing Public Schools staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Director of Technology or designated representatives.

The Director of Technology or designated representatives will coordinate and/or provide age appropriate training for students who use the East Lansing Public School's Internet facilities. The training provided will be designed to promote the East Lansing Public School's commitment to:

- a) The standards and acceptable use of Internet services as set forth in the East Lansing Public School's Internet Safety Policy;
- b) Student safety with regard to:
 - i. safety on the Internet;

- ii. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
- iii. cyberbullying awareness and response.

c) Compliance with the E-rate requirements of the Children’s Internet Protection Act (“CIPA”).

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies.

Adoption

This Internet Safety Policy was adopted by the Board of East Lansing Public Schools at a public meeting, following normal public notice.

For more information regarding CIPA, Internet Safety and ELPS guidelines and processes for both, please refer to the district website.

CIPA definitions of terms:

MINOR. The term “minor” means any individual who has not attained the age of 17 years.

TECHNOLOGY PROTECTION MEASURE. The term “technology protection measure” means a specific technology that blocks or filters Internet access to visual depictions that are:

1. **OBSCENE**, as that term is defined in section 1460 of title 18, United States Code;
2. **CHILD PORNOGRAPHY**, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

HARMFUL TO MINORS. The term “harmful to minors” means 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 sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

SEXUAL ACT; SEXUAL CONTACT. The terms “sexual act” and “sexual contact” have the meanings given such terms in section 2246 of title 18, United States Code.

School Issued Devices

When using a school issued device on or off campus, all students will adhere to the building's electronic use procedure and the District's Internet Safety Policy as well as all Board policies governing technology. In regard to school issued devices, students will:

- Keep their device secure and safe at all times
- Bring their device to school every day, fully charged
- Practice ethical and responsible digital citizenship
- Use their device for educational purposes only
- Report any damage or loss immediately
- Be aware all school devices are filtered and monitored

East Lansing High School Technology Device Agreement

Each ELHS student will be offered an optional technology device for the 2022-23 school year. Students/Families accepting a school issued device will be responsible for the following:

LOSS: Students will be held accountable for 100% of the cost of a lost device or cable.

DAMAGES: Students will be fined 100% of the cost of user-caused damages. There is no fine for equipment failure.

FEES: Figures listed below represent a depreciated price:

- Laptop Replacement Cost: \$245.00
- Chromebook Replacement Cost: \$135.00
- Charging Cable Replacement Cost: \$30.00
- Damage to screen: \$40
- Damage to keyboard: \$30
- Damage to device body: Full replacement cost

If a fee is applicable, students/families will be notified and the fee will remain on the student record until paid. Failure to pay any fines may result in loss of privileges.

PAYMENT:

Payment must be made in the Media Center or online at <https://payments.efundsforschools.com/v3/districts/56455>
Please contact the building administration if payment poses a hardship.

REPAIR:

Any device in need of repair must immediately be returned to the building Media Center where it will be assessed and repaired or replaced.

EXIT OR TRANSFER:

All devices must be returned to the school Media Center PRIOR to exiting or transferring districts.

Guidelines for Student Distribution of Non-School-Sponsored Materials

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations determined by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
 - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
 - b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
 - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board Policy and Student Handbook,
 - d. Is reasonably viewed as promoting illegal drug use; or
 - e. Is primarily prepared by non-students and distributed in elementary and/or middle schools.¹
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

The distribution of non-school-sponsored materials must comply with the above guidelines and must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

Guidelines for School-Sponsored Publications, Productions and Websites [HS]

School-sponsored publications, productions and websites are governed by the Speech Rights of Student Journalists Act, school board policies and the student/parent handbook. Except as provided below, a student journalist has the right to exercise freedom of speech and of the press in school-sponsored media, including the right to determine the news, opinion, feature, and advertising content of school-sponsored media.

Student journalists are prohibited from using school sponsored media in a way that:

1. Is libelous, slanderous, or obscene;
2. Constitutes an unwanted invasion of privacy;
3. Violates Federal or State law, including the constitutional rights of third parties; or
4. Incites students to (a) commit an unlawful act; (b) violate any school district policy or student handbook procedure; or (c) materially and substantially disrupt the orderly operations of the school.

All school-sponsored media shall comply with the ethics and rules of responsible journalism. Text that fits into numbers one through four above will not be tolerated and school officials and student media advisers may edit or delete such material.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the school, school district or an expression of school board policy.

See board policy 5504 for more information.

Search and Seizure

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

See Board policy 5103 for more information

Cross-references: MCL 380.1306 MCL 380.1313

Athletic Rules & Code of Conduct¹

The Athletic Code applies to all students who want to participate in athletics. Athletics includes competitive sports, extracurricular activities, cheerleading and pom-poms. This code applies in addition to other rules and regulations concerning student conduct and imposes additional requirements on student athletes and cheerleaders.

Participation in athletics is a privilege. Those who participate in athletics have a responsibility to favorably represent the school and community. Student athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate in athletics may be lost in accordance with the terms of this Athletic Code.

MHSAA

Eligibility for most athletics is also governed by the rules of the Michigan High School Association and, if applicable, these rules will apply in addition to this Athletic Code. In a case of a conflict between MHSAA and this Athletic Code, the most stringent rule will be enforced.

Eligibility

To retain athletic eligibility, an athlete must have passed 2/3 of their classes from the semester preceding,

Requirements for Participation

An athlete must have the following fully executed documents on file at the school office before the athlete's first participation in any activity. Athletic equipment should not be issued and students must not be allowed to try out or practice until an acceptable signed statement of physical examination and consent has been provided.

- a. A current physical examination report (given on or after April 15 of the previous school year) completed by the M.D., D.O., Physician's Assistant, or Nurse Practitioner who administers the physical examination and which finds that the athlete has passed a physical examination and is physically able to participate in athletic tryouts, practices and contests; and

¹ This handbook procedure contains both required language and optional language that represents best educational practice. Consult your school district policy manual to assure consistency and alignment with district policy.

- b. A permission slip to participate in the specific sport in which the athlete intends to participate signed by the athlete's parent or guardian; and
- c. Proof the athlete is covered by medical insurance; and
- d. A receipt showing the athlete and his/her parents received a copy of the Athletic Code, understand the terms of the Athletic Code and agree to abide by its terms and conditions; and
- e. A signed statement acknowledging receipt of the state-required educational materials on the signs/symptoms and consequences of concussions.

Behavioral Conduct

Behavioral misconduct by student-athletes will not be tolerated. Behavioral misconduct shall include but shall not be limited to:

- a. Insubordination; or
- b. Any behavior or action which is negligently or intentionally injurious to a person or property or which places a person or property at risk of injury or damage; or
- c. Any behavior which disrupts the appropriate conduct of a school program or activity; or
- d. Hazing, bullying, or harassment of any kind; or
- e. Use of profanity; or
- f. Exhibition of bad sportsmanship; or
- g. Violation of any school rules or regulations or law.

Coaches and school officials will impose disciplinary measures appropriate to the offenses committed. The discipline imposed for any particular offense shall be at the sole and exclusive discretion of the coaching staff and school officials.

Drugs, Alcohol & Tobacco

Except for prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor, the possession, use, distribution, purchase or sale of any alcoholic beverage, drug, drug paraphernalia, controlled substance, look-alike, tobacco or tobacco product (including e-cigarettes) or any other substance which, when taken into the human

body is intended to alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the foregoing, regardless of the true nature or appearance of the substance, is prohibited in school buildings, on school buses and on all other school property or school-related events at any time. This prohibition shall include all school-sponsored or school-related activities, whether held before or after school, evenings or weekends and shall additionally include a prohibition of use by a student athlete in any instance where the school can demonstrate a reasonable connection to the school program or school athletic program. For purposes of this procedure, students who are under the influence of prohibited substances shall be treated in the same manner as though they had prohibited substances in their possession.

Rules in Effect

The rules set forth in this Athletic Code are in effect throughout the calendar year and twenty-four hours a day, whether or not school is in session and including vacation periods, and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale. The rules apply from the beginning of the athlete's first tryout or practice in the first sport which the athlete attempts until the completion of the athlete's athletic eligibility in all sports.

Absence from School on Day of Activity

An athlete who is absent from school after noon on the day of an activity is ineligible for any activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the coach: (1) for a medical absence pre-arranged with the coach, or (2) for a death in the athlete's family. An athlete who has one or more trancies or who has been suspended from school may be suspended from participation in athletic activities by administration.

An athlete who is absent from school on a Friday before a Saturday event may be withheld from Saturday activities at the sole discretion of the coach.

Travel

All athletes shall travel to athletic events and return home from athletic events with the team on which the athlete competes by use of school-approved means of transportation. A written waiver of this rule may be issued by a coach or administrator upon advance written request of an athlete's parent or guardian and provided the parent or guardian appears and accepts custody of the athlete. In no case shall a waiver be issued unless the alternate means of transportation

anticipated by the waiver will be provided by the parent. Oral requests shall not be honored and oral permissions shall not be valid.

Any student athlete found to be in violation of this policy shall be subject to discipline in accordance with the school district's athletic discipline policies, rules and regulations as provided herein.

Cross-references:

MCL 333.9155

MCL 333.9156

MHSAA Handbook

Michigan Department of Community Health

Attendance at School-Sponsored Dances

Attendance at school-sponsored dances is a privilege.

Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. A guest must be "age appropriate," defined as twenty years of age or younger.

All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances. In particular, students shall not:

1. Use, possess, distribute, purchase, or sell tobacco materials, alcoholic beverages, or any illegal substance or paraphernalia;
2. Use, possess, buy, sell, barter, or distribute any object that is or could be considered a weapon or any item that is a "look-alike" weapon;
3. Vandalize or steal;
4. Haze other students;
5. Behave in a manner that is detrimental to the good of the school; or
6. Be insubordinate or disrespectful toward teachers and chaperones.

Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code. Student who are suspended from school on a Friday are subsequently suspended from school dances that fall in the following weekend unless specific permission is granted by the building principal.

Equal Access for Non-School Sponsored Student Clubs

A student-initiated group may meet on school premises during non-instructional time and shall have the same rights and access and be subject to the same administrative guidelines that govern the meetings of school-sponsored student organizations, without regard to the religious, political, philosophical, or other content of the activity.

The principal shall grant the group's request and first determining that:

- A. The activity has been initiated by students
- B. Attendance at the meeting is voluntary
- C. No agent or employee of the District will promote, lead, or participate in the meeting
- D. The meeting does not materially and substantially interfere with the orderly conduct of educational activities in the school
- E. Non-school persons do not direct, conduct, control, or regularly attend the activity.

A school employee may be assigned to attend a student-initiated meeting in a custodial capacity but shall not participate in the activity.

<p>Cross-reference: MCL 380.1299 20 USC 4701 <i>et seq.</i></p>

Concussions and Head Injuries

Each coach, employee, volunteer, and other adult who works with student athletes in an athletic activity sponsored or operated by the District must complete the concussion awareness training program required by the Michigan Public Health Code at least once every 3 years.

Before allowing a student athlete to participate in any athletic activity, the District will annually:

- A. provide the MHSAA- or state-approved educational materials on concussion awareness to each student athlete and to the student athlete's parent/guardian; and
- B. obtain a statement signed by each student athlete and respective parent/guardian acknowledging receipt of the MHSAA- or state-approved concussion awareness educational materials. The District will maintain this signed statement for 5 years or until the student is 18, whichever is longer.

A student athlete must be removed from any practice or game when the student athlete is reasonably suspected of sustaining a concussion during a practice or game. The student athlete will not be permitted to participate in any school athletic activities involving physical exertion, including practices or games, until the student has:

- A. been evaluated by a licensed physician, physician's assistant, or nurse practitioner;
- B. received written and signed clearance to resume participation in athletic activities from a licensed physician, physician's assistant, or nurse practitioner; and
- C. submitted to the school the written and signed clearance to resume participation in athletic activities, accompanied by written permission from the student's parent/guardian to resume participation.

District officials are not required to verify the qualifications of the physician, physician's assistant, or nurse practitioner who provides the clearance.

A student who has sustained a concussion may need accommodations, supports, and monitoring until the student is fully recovered. Nothing in this Policy automatically entitles a student who has sustained a concussion to an individualized plan under Section 504 of the Rehabilitation Act or the Individuals with Disabilities Education Act. Staff should refer a student who has sustained a concussion for evaluation if they suspect the student may have a disability, consistent with Policies 5601 and 5603.

Cross Reference: MCL 333.9155 MCL 333.9156 MHSAA Handbook Michigan Department of Community Health

Education of Students with Disabilities

It is the intent of the school district to ensure that students who are disabled within the definition of the Individuals with Disabilities Education Act ("IDEA") or Section 504 of the Rehabilitation Act of 1973 ("Section 504") are identified, evaluated, and provided with appropriate educational services.

The school district provides a free appropriate public education in the least restrictive environment and necessary related services to all students with disabilities enrolled in the school.

For the provision of special education programs and services under the IDEA, the term "student with a disability" means a person between ages 3 and 26 for whom it is determined that special education services are needed. A student who reaches age 26 after September 1 is a "student with a disability" and entitled to continue a special education program or service until the end of that school year.

For the purposes of complying with Section 504, a "student with a disability" is a person who:

- (1) Has a physical or mental impairment, which substantially limits one or more of such person's major life activities;
- (2) Has a record of such an impairment; or
- (3) Is regarded as having such an impairment.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

Director of Student Support Services

Nick Hamilton

nick.hamilton@elps.us

Cross References:

Section 504 of the Rehabilitation Act of 1973 (Section 504)

Americans with Disabilities Act of 1990 (ADA)

Individuals with Disabilities Education Act (IDEA)

Family Educational Rights and Privacy Act (FERPA)

Discipline of Students with Disabilities

The School District will comply with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors.

Cross References:

Section 504 of the Rehabilitation Act of 1973 (Section 504)

Student Privacy Protections

The Protection of Pupil Rights Amendment affords parents certain rights regarding the District's conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations. These include the right to:

- A. *Consent* before the student is required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education:
 - 1. Political affiliations or beliefs of the student or the student's parent/guardian;
 - 2. Mental or psychological problems of the student or the student's family;
 - 3. Sex behavior or attitudes;
 - 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 - 5. Critical appraisals of others with whom the students have close family relationships;
 - 6. Legally-recognized privileged relationships, such as those with lawyers, doctors, or ministers;
 - 7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian; or
 - 8. Income, other than that required by law to determine program eligibility.

- B. *Receive notice and an opportunity to opt a student out of –*
 - 1. Any other protected information survey, regardless of funding;
 - 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under Michigan law; and
 - 3. Activities involving the collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- C. *Inspect*, upon request and before administration or use –
 - 1. Protected information surveys of students;
 - 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - 3. Instructional material used as part of the educational curriculum

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

Instructional Material

A student's parent/guardian may review the curriculum, textbooks, and teaching materials of the school in which the student is enrolled at a reasonable time and place and in a reasonable manner.

Cross-References: MCL 380.1137

Student Records

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

1. The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. The right to request removal from the student's academic transcript one or more scores received on college entrance examinations.¹

A parent/guardian or eligible student may ask the District to remove certain scores of college entrance exams from their student's academic transcript. Students often take college entrance examinations multiple times in order to improve their results. Test publishers provide the results from each examination taken to the student's high school. Schools must include each of these scores on the student's transcript, which may result in academic transcripts having multiple scores from a single college entrance exam. A parent/guardian or eligible student may not want certain scores to be sent to postsecondary institutions to which the student applies. To request the removal of scores on college entrance examinations, the parent/guardian or eligible student must submit a written request stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be removed.

3. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, irrelevant, or improper.

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing

procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

4. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. 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 District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

5. **The right to a copy of any school student record proposed to be destroyed or deleted.**

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

6. **The right to prohibit the release of directory information.**

Throughout the school year, the District may release directory information regarding students, limited to:

- Name
- Address
- Grade level
- Birth date and place

- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of Attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

7. The right to request that military recruiters or institutions of higher learning not be granted access to your student’s information without your prior written consent.²

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students’ names, addresses, and telephone numbers, unless the student’s parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.

8. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student’s temporary record which such individual may obtain through the exercise of any right secured under State law.

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

The name and address of the Office that administers FERPA is:
 Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington DC 20202-4605

¹This section is only applicable to high schools.

²This section is only applicable to high schools.

See Board Policy 5309 for more information.

Age of Majority

State law recognizes students are adults at age 18 or when otherwise legally emancipated. Except as noted below, all Board Policies, applicable codes of conduct, and any other applicable rules or behavioral expectations apply to all students regardless of age.

Students who are 18 years or older or legally emancipated may:

- A. have the same rights as their parents/guardians as they relate to access to or control of their student records;
- B. represent themselves during disciplinary conferences;
- C. sign themselves in and out of school;
- D. provide reason(s) for their absences and tardies; and
- E. have other rights or privileges as determined by the Superintendent or designee.

Eligible students who wish to assert these rights must notify the building principal in writing. Otherwise, sections B-E above will not apply. The building principal or designee may notify an eligible student's parent/guardian that the eligible student has exercised the rights listed under this Policy.

Cross-reference: MCL 722.52

Requests from Military or Institutions of Higher Learning

Upon their request, military recruiters and institutions of higher learning will be given access to students' names, addresses and telephone numbers. Parents who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the building principal.

Teacher Qualifications

Parents may request information about the qualifications of their child's teachers and paraprofessionals, including:

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

Cross References:
MCL 380.1249
MCL 380.1249a

Homeless Child's Right to Education

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. Continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. Enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Assistance and support for homeless families includes:

Educational organizations and schools

Food bank and meal programs

Local service organizations (Goodwill, Salvation Army, etc.)

Family Shelters

Medical services

See Board Policy 5307 for more information.

Cross-References:

McKinney-Vento Homeless Assistance Act

Sex Education

A student shall not be enrolled in a class in which the subjects of family planning or reproductive health are discussed unless the student's parent/guardian is notified in advance of the course and the content of the course, is given a prior opportunity to review the materials to be used in the course, and is notified in advance of his/her right to have the student excused from the class.

Upon the 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 a class in which sex education instruction is provided. "Class" means an instructional period of limited duration within a course of instruction and includes an assembly or small group presentation.

If a student's parent/guardian files with the school a continuing written notice that the pupil is to be excused from a class in which sex education instruction is provided, the student shall not be enrolled in such a class unless the parent/guardian submits a written authorization for that enrollment.

See Board Policy 5420 for more information.

Cross-References:

MCL 380.1169
MCL 380.1170
MCL 380.1507
MCL 380.1507a

English Learners

The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Language Learners will be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students.

For questions related to this program or to express input in the school's English Learners program, contact the Main Office at (517) 333-7500.

Pesticide Application Notice

The school district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact:

Richard Pugh

richard.pugh@elps.us

517-333-7345

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

Cross-References:
MCL 324.8316

Mandated Reporters

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to Centralized Intake (CI) at the Department of Health and Human Services (DHHS).

Cross References:
MCL 722.621 *et seq.*