



GENESEE CAREER INSTITUTE

Explore. Experience. Excel.



Student/Parent Handbook

2023-2024

Contents

WELCOME 6

- Genesee Intermediate School District 6
 - Board Of Education 6
 - Administration 6
- Genesee Career Institute 6
- Genesee Career Institute Staff List 7
 - Genesee Career Institute Administration 7
 - Instructors 7
 - Para-Educators 8
 - Office Staff 8
 - Student Support 8
 - Base Camp 8
- Genesee Career Institute Information..... 9
 - Introduction 9
 - Mission Statement 9
 - Learner Outcomes..... 9
 - Grading, Awards, and Honors 10
 - Grading Scale 10
 - Reporting Procedures for Grades 10
 - Academic Recognition 10
 - ParentVUE 10
 - National Technical Honor Society (NTHS) 10
 - Career Essentials and Career Explorations 11
 - 2nd Year Eligibility 11
 - Work Based Learning Experiences 12
 - Genesee County Career Technical Education Early Middle College (GC CTE EMC) 12
 - Plagiarism-Cheating 13
- Attendance Policy and Procedures 13
 - The student and/or parent/guardian shall: 13
 - GCI staff shall: 13
 - Notification Procedures 14
 - Attendance Codes 14
 - Making Up Missed Assignments after an Absence 15
 - Work Based Learning Attendance 15

Tardiness	15
Early Departure	16
Balanced Calendar Students	16
Attendance Incentives	16
Consequences of Excessive Absences	16
Appeal Process	17
General Student Information.....	18
Daily Class Schedule	18
Acceptable Use Policy	18
Dress and Appearance	18
Driving, Parking and Rider Permits	18
Parking Violations	19
Driving Violations	19
Riders	19
Vehicle Theft/Vandalism	19
Transportation Conduct	19
Public Display of Affection (PDA)	19
Wireless Communication Devices (WCD) and Electronic Storage Devices (ESD)	19
Cell Phones in Class	20
Technology on Loan (TOL)	21
Compulsory Attendance	21
Media Release/Classroom Photo Use	21
Extracurricular Activity	21
Student Visitors	21
Student Fundraising	22
Audio/Visual Recordings	22
Removal/Banning from School Property	22
District Web Site	22
School Closing	22
Weapons	23
Weapons-Free Zones	23
Genesee Intermediate School District Rights and Responsibilities	24
Speech	24
Press	24
Assembly	24

Personal Appearance	25
Student Activities	25
Privacy – Student Records	25
Privacy – Age of Majority	25
Responsibilities of Students	25
Responsibilities of Parents/Guardians	26
Responsibilities of Teachers	26
Responsibilities of the Board of Education	26
Student Records	26
Address Confidentiality Program Act	28
Armed Forces Recruiting	28
Protection of Pupil Rights Amendment	29
Parent Rights and Cooperation	29
GISD parents have the right and responsibility to:	29
Student Health and Safety	30
Illness and Injury Procedure	30
Epinephrine Auto-Injectors (Epi-Pens)	30
Concussions	30
Use of Medication	30
Illness and Injury	31
COVID-19	31
Child Abuse or Neglect	31
Enforcement of Rights, Responsibilities and Rules.....	33
Discipline	33
Definitions of Discipline and Interventions	33
Consideration of Individual Factors	34
Restorative Practices	34
Criminal Acts	35
Prohibited Acts	35
Student Due Process	45
Teacher Imposed Suspension	46
Short-Term Suspensions	46
Long-Term Suspensions	47
Appeals and Reviews of Suspensions	47
Closing of Program	48

Reopening of Programs for a Student	48
Criteria for Reinstatement	49
Conditions of Reinstatement	50
Counseling	50
Behavioral/Academic/Attendance Probation	50
Student Property – Search and Seizure	50
Grievance Procedure	51
Investigation and Complaint Procedure	51
Informal Procedure	51
Formal Complaint Procedure	52
Non-Discrimination and Access To Equal Educational Opportunity – Board Policy 2260	53
District Compliance Officers	54
Reports and Complaints of Unlawful and Discrimination and Retaliation	55
Investigation and Complaint Procedure	56
Informal Complaint Procedure	57
Formal Complaint Procedure	58
Privacy/Confidentiality.....	60
Sanctions and Monitoring.....	60
Retaliation.....	61
Nondiscrimination on the Basis of Sex in District Programs or Activities (Board Policy 2266)	61
Title IX Coordinator(s)	63
Asbestos Notice to Parents/Guardians/Students/Staff	72
Pesticide Notice to Parents/Guardians.....	72
AGREEMENT FOR ACCEPTABLE USE OF TECHNOLOGY RESOURCES FOR SECONDARY STUDENTS	73
STUDENT DIRECTORY INFORMATION OPT-OUT FORM	79

WELCOME

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

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

We believe that Genesee Career Institute graduates can find success “anywhere in the world.” We hope that you are as excited about your possibilities as we are! If you have a question or need some help, please stop and see me. I am looking forward to a great 2023-2024 school year.

Sincerely,

Jason Carlisle

Principal; Genesee Career Institute



Genesee Intermediate School District

Board of Education

Richard E. Hill, President
Larry P. Ford, Vice President and Treasurer
Janis D. Bugbee, Secretary
Salvatore A. Ausiello, Trustee
DesRae A. Joubran, Trustee

Administration

Dr. Steven W Tunnichiff, Superintendent
Diana M. Allard, Executive Director, Career Technical Education

Genesee Career Institute

G-5081 Torrey Road
Flint, MI 48507
Main Office (810) 591-4462
Fax Number: (810) 244-1242
www.geneseecareerinstitute.org
Student Attendance Hotline 24/7: (810) 591-3386
Student Attendance Email: GCI@geneseeisd.org

Genesee Career Institute Staff List

Genesee Career Institute Administration

Jason Carlisle, Principal

Instructors

Jenifer Almassy, CTE Instructional Couch
Crystal Amaya, Cosmetology
Aviation, Staff
David Banks, Game Programming
Kevin Biecker, Culinary
Teresa Blaska, Nursing
Dawn Bright, Forensic Science
Johnathan Clark, Electrical Wiring
Michael Crawford, Digital Art Design and Broadcasting
SGT Scott DeLay, JROTC
Aimee Dittenber, Math Specialist
Erin Dunn, Nursing
Therena Elliott, Medical Assistant
Fire Academy, Staff
Heather Gatlin, Culinary
Kandra Gellings, Clinical Instructor
Jamie Gooding, Early Childhood Ed & Teacher Cadet Academy
Tracey Groom, Agriculture, Food & Natural Resources
Insurance and Risk Management, Staff
Tiana Harrington, Cosmetology
Robert Heath, Emergency Medical Concepts
William Hoffmann; Mechatronics and Robotics
Joseph Hollinger, Medium/Heavy Truck
Leslie Holt, Marketing and Entrepreneurship
Melissa Hyatt, ELA Specialist
Dr. Jill Klumpp, Veterinary Medicine
Laura Manning, Culinary
Michelle Murphy, Medical Career Foundations
1SG Steven La Haine, JROTC
Robert Lester, Construction Trades
Alex Loney, Welding Technology
Robert Magee, Computer Hardware Technician
Laura Manning, Culinary
Stephen Mayfield, Public Safety & Homeland Security
Luke Middleton, Welding
Melissa Phillips, Sports Medicine
Travis Pike, Automotive Technology
Julie Root, Digital Art, Design and Broadcasting
Scott Rose, Construction Trades
Michael Shustock, Automotive Technology
Jennifer Staley, Medical Career Foundations

Para-Educators

Kellie Alvarado, Culinary
Shannon Bergquist, Culinary
Kim Burney, Cosmetology
Gregg Carey, Health Careers
Linda Carnell, Health Careers
Halle Hoover, Sports Medicine
Jennifer Maddock, Culinary

Skye McWilliams, Agriscience
Doris Richardson, Health Careers
Jazmin Sorvala, Welding
Digital Art, Design and Broadcasting, Staff
Carla Stowe, Health Careers
Hanna Wilson, Culinary

Office Staff

Anne Coleman, Secretary
Gaby Pike, Secretary
Deborah Duncan, Secretary

Denise Gilkerson, Program Secretary
Kelly Mitchell, Business Services
Norma Villarreal, Project Specialist I

Student Support

Deputy Samantha Edmundson, Resource Officer
Toyonna Green, Social Worker
Amy Hoeksema, Career Preparation Coordinator
Jenni Jackson, Genesee County Career Navigator
Kimberly Mossing, Special Populations Consultant
Dean Roberts, Placement Specialist

MerryJane Robertson, CTE Early Middle College
Program Mentor
Richard Roffman, Digital Arts Design and Broadcasting
Andrea Tomczak, Genesee County CTE Early Middle
College Coordinator
Vanita Wilson, Counselor

Base Camp

Tammera Bean, Base Camp Facilitator
Katie Bigelow, Base Camp Facilitator
Alex Boylan, Base Camp Director

Ethan Colmer, Base Camp Facilitator
Linda L. Smith, Base Camp Facilitator
Karen Whittaker, Base Camp Facilitator

Genesee Career Institute Information

Introduction

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

Mission Statement

GCI prepares high school students for a successful future through the full integration of high school, post-secondary education and training, and the world of work.

Learner Outcomes

1. Self-Directed Learner

- Takes responsibility for own learning
- Practices and extends learning processes
- Applies knowledge
- Sets goals/plans
- Self-evaluates – is aware of own thinking and resists impulsivity

2. Effective Communicator

- Expresses ideas clearly, both orally and in writing
- Demonstrates capable listening and reading skills
- Communicates through a variety of mediums and purposes
- Communicates with diverse audiences

3. Creative/Complex Thinker

- Accesses, evaluates, integrates information
- Uses a variety of reasoning strategies for managing complex situations/issues
- Generates new ways of viewing
- Seeks accuracy and clarity
- Perseveres

4. Cooperative Group Member

- Possesses effective interpersonal skills
- Evaluates/manages individual behavior in a positive manner
- Participates constructively in cooperative learning groups
- Demonstrates sensitivity towards others

Grading, Awards, and Honors

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

Grading Scale

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

Reporting Procedures for Grades

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

Academic Recognition

Seniors who earn a B- (80%) or higher for the first semester and the third marking period, and also pass their Career Essentials/Explorations course, will receive a Genesee Career Institute Academic Excellence medal. All students who earn a C or better for both semesters (73% or higher) and have taken the state assessment in their cluster (if available), qualify as Career Technical Education Completers and will receive a certificate of completion. All students who pass their class with a 60% or higher will receive a certificate listing the proficiencies they have completed.

ParentVUE

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

National Technical Honor Society (NTHS)

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

To qualify, students must have the following:

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

Quarterly reports will be run to assure all members are in good standing. The Advisor will place members that fall out of the above range on probation. Members not in compliance by April 30th, will be dropped from membership status. Juniors that meet all requirements will be awarded a NTHS pin and tassel.

Returning seniors that meet all requirements will be awarded purple honor cords. First year seniors that meet all requirements will receive a pin, tassel, and cords. Note: Local districts determine if NTHS cords may be worn at the graduation ceremony.

Career Essentials and Career Explorations

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

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

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

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

2nd Year Eligibility

Students planning to return for the second year are expected to maintain a minimum of 70% each semester during their first year. In some instances, returning for a second year in the same program may have additional requirements which can be found in the program syllabus. In some programs, seats in the second year of a program will have limited capacity. When students requesting to return for the advanced portion of their program exceeds the number of available seats, students will be ranked on the following criteria:

- Grades
- Attendance
- Behavior
- Instructor Recommendation

Work Based Learning Experiences

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

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

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

1. Training Agreement
2. Training Plan
3. Criminal Background check (if required)
4. Any other program specific document(s)

Time card submission is required of all students weekly with the signature of the work site supervisor. Time cards are due to the teacher no later than the last work day of each week the student works.

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

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

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

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

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

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

Plagiarism-Cheating

Claiming to be the author of another's work or dishonestly using resources to potentially improve a grade is wrong. Cutting and pasting words/sentences into an assignment without accurately quoting and citing the source is plagiarism. Students caught cheating or helping others to cheat will be disciplined with a loss or reduction of credit on the assignment and career readiness points upon review by the instructor and administrator. Repeat behavior may result in the student's exclusion from future class projects (clinical) and/or dismissal from GCI.

Attendance Policy and Procedures

State law requires that a student must attend school until they are 18 years of age. The Board of Education of the Genesee Intermediate School District strongly supports a policy of utilizing every resource available to involve students in an ongoing educational program on the basis of regular attendance to the end that each child is encouraged through a conscious effort on the part of school personnel to reach his/her maximum potential in all areas of development.

To benefit from the primary purpose of the school experience, it is essential that each student maintain regular and punctual daily attendance in all assigned classes. Because class attendance is necessary for learning and academic achievement, as well as for developing habits of punctuality, dependability and self-discipline, it is a relevant objective criterion which can be related to a pupil's course grade. The purpose of the attendance procedures is to help students develop these responsibilities and to maintain academic standards for earning credit.

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

The student and/or parent/guardian shall:

- Be sure the student wakes up in time to prepare for and travel to school and arrive early or on time.
- Notify GCI when the student is absent by calling (810-591-3386), email to GCI@geneseeisd.org, or sending in a note.
- Have the student contact the teacher on the day of the absence using methods established at the start of school year.
- Approach the teacher upon returning to school to get work that can be made up.
- Provide GCI with official documentation for absences due to medical reasons, court, or funeral in order to be considered exempt absence.

GCI staff shall:

- Keep accurate attendance records.
- Counsel each student who has unexcused absences upon his/her return to school.
- The teacher will contact the parent/guardian about unexcused absences. All contacts regarding students relative to attendance should be documented by the teacher.
- When the student returns to school, inform the student of missed work and provide deadline for submitting missed assignments.
- Utilize technology to automate communication to inform parents on the day of a teacher reported student absence.

- Establish an attendance improvement plan for a student with excessive absences, and inform the sending school counselor of such plan.
- If absenteeism continues, the assistant principal will counsel the student concerning the poor attendance, may impose a behavior intervention module, and will contact parents.
- If more absences occur, a GCI administrator will close the student's class until a conference can be held with the student and parents. Problem solving will be attempted and consequences for continued absences will be discussed.

Excessive absences may result in the student's exclusion from future class projects (clinical) and/or dismissal from GCI.

Notification Procedures

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

1) The parent/guardian must contact GCI within two school days of the student's return to excuse the absence. This can be done with a phone call to the attendance office (810-591-3386), email, or a note from the parent/guardian sent with the student. This will be entered in the attendance record as a "P" meaning a *parent verified* absence. **Note: notifying the sending school does not excuse a GCI absence – GCI must be contacted.** Phone lines or voicemail are available 24/7.

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

Note: These contacts are not required if the absence is school-related since the sending school will notify GCI.

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

Excused means that a parent or the sending school has communicated with GCI, by telephone, email, or by note, to verify the student's absence was authorized. Excused absence codes include:

Attendance Codes	
P—parent verified	E—court absence with documentation
R—school-related	O—out of school suspension imposed by sending school
FT – field trip	X—exams
F—funeral	W—work-based absence
M—medical absence with documentation	C—closed classes (suspension) imposed by GCI

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

1. Illness
2. Medical/health related appointment*
3. Legal/court business*(at least 60 minutes)
4. Funeral Attendance*
5. Religious holidays

6. Arriving too late or leaving too early (Must attend)

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

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

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

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

Making Up Missed Assignments after an Absence

- Assignments missed due to *excused* absences may be submitted for up to full credit. The teacher will specify the deadline for submitting the work upon the student’s return to school.
- Assignments missed due to *unexcused* absences may earn credit for this work at the discretion of the teacher. The teacher will specify the deadline for submitting the work upon the student’s return to school.
- Daily Career Readiness points missed due to an excused absence may be made up or exempted if the student follows the absence notification process established with the teacher at the beginning of the school year. Daily Career Readiness points missed due to an unexcused absence may be made up or exempted at the teacher’s discretion.

Work Based Learning Attendance

GCI students who have the privilege of participating in Work Based Learning (WBL) must maintain good attendance. Students who miss six (6) WBL days will be removed from the WBL placement. Students who miss two (2) WBL days will be counseled by the teacher. At three (3) WBL absences, the teacher will notify the parent and remind them of the WBL attendance policy. At six (6) WBL absences, the Placement Specialist will notify the WBL site supervisor and the parent that the student’s placement has been revoked. Individual programs may have different requirements. Refer to program syllabus for specific requirements.

Tardiness

Students who arrive more than five (5) minutes late to GCI are required to report to the office for an Admit to Class slip. Arriving after the session start time is considered tardy. The first tardy will be recorded without consequence. Each tardy after that will result in a loss of Career Readiness points and will negatively impact the student’s grade. Upon the fifth tardy, the teacher will notify the office and a discipline consequence will be given. Students who drive to GCI may have their privilege suspended as a consequence of tardiness. **Note: Students arriving 20 minutes, or more, late to class will be marked absent - not tardy.**

Early Departure

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

Balanced Calendar Students

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

Attendance Incentives

GCI students who have perfect or good attendance will have opportunities to win prizes and earn recognition. More information regarding the rewards will be provided to students at the start of and throughout the school year.

Consequences of Excessive Absences

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

The goal of Genesee Career Institute is to ensure students are prepared for future workplace-like attendance expectations. In order to ensure high college and career readiness attendance expectations are met, GCI will implement the following practices.

Instructors will communicate with the student and their guardians at any point that the student accrues 5 unexcused absences in a quarter or a total of 7 unexcused absences in a semester.

The student attendance committee will review student attendance quarterly. Students identified as having unexcused absences more than 10% of the total school days to date will be placed on an attendance contract. Students that have been placed on an attendance contract may be sent back to their local district at the end of the semester if they fail to show improvement by the end of the first semester. Students placed on an attendance contract will remain on the contract for the remainder of the school year.

Students that accrue 18 or more unexcused absences during the school year may not be eligible for re-enrollment the following year.

Excessive absences may result in the student's exclusion from future class projects (clinical) and/or dismissal from GCI.

Special Note: Students with parent-verified absences of more than 10% of the available school days and fail to show appropriate academic progress may not be eligible for re-enrollment.

Discontinued Enrollment

Individual programs may have program-specific requirements to return for a 2nd year course. Refer to the program syllabus for program-specific information.

Appeal Process

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

General School Information

Daily Class Schedule

Genesee Career Institute holds three sessions per day.

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

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

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

Programs that run after regular sessions:

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

Acceptable Use Policy (AUP)

Students will be required to sign an AUP annually. The AUP governs the acceptable use of networks, computers, internet services and any electronic devices owned or operated by the GISD.

Dress and Appearance

It is important that the home and school promote and encourage good grooming and personal hygiene standards for all students. Dress and appearance of all students impact the educational environment. What a student wears to school can influence attitudes, academic performance, and behavior. A student's personal grooming and manner of dressing should be conducive to a good educational environment and appropriate for an employment environment as related to each GCI program.

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

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

Driving, Parking and Rider Permits

Students are permitted to park on school premises as a matter of privilege, not of right. If it is determined by the parents and the sending school that a student may drive to GCI, the student must apply to the GCI office for a parking permit. The form must be completed with all vehicle information and the signatures from parents and the sending school administrator. Before a parking permit will be issued, students must also provide a copy of their driver's license, current vehicle registration, and valid proof of insurance. There is no fee for the first parking permit. Students that lose a permit and need to replace it will pay a \$3 fee. The permit must be displayed on the back of the rear-view mirror when in the student parking lot.

Parking Violations

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

Driving Violations

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

Riders

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

Vehicle Theft/Vandalism

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

Transportation Conduct

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

Public Display of Affection (PDA)

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

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

A "wireless communications device" (WCD) is a device that emits or receives an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication. The following devices are examples of WCDs: cellular and wireless telephones, pagers/beepers, personal digital assistants (PDA), smart phones, Wi-Fi-enabled or broadband access devices, two-way radios or video broadcasting devices, laptops, netbooks, tablets, iPads, and other devices that allow a person to record and/or transmit sound, video, still images or other information. An electronic storage device (ESD) is any device used for recording any format of electronic data. Common examples include; portable hard drives, thumb drives, SD cards, CD's, etc. A student may possess a WCD and an ESD in school, on school property, at after-school activities, and at school-related functions provided that the WCD and/or ESD are not disruptive, distracting or otherwise harmful to the educational process, the scheduled activity, or other participants. The device must be off during class time unless special permission has been granted by a GCI staff member.

The unauthorized use of WCDs and ESDs to communicate or access information during classes or testing is prohibited, except as authorized under this policy. Misuse of WCDs and ESDs in school, on school property, at after-school activities, at school-related functions, or on school owned-vehicles will be subject to disciplinary action. Students may not use WCDs or ESDs on school property or at a school-sponsored activity to access and/or view internet websites that are otherwise prohibited by GCI's Internet Acceptable Use Policy. Using WCDs or ESDs to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy. Students are prohibited from using a WCD or ESD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, bullied or intimidated. The use of audio or video recording capacity of any WCD or ESD is prohibited in locker rooms or restrooms. The possession of a WCD or ESD is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy.

Violations of this policy may result in disciplinary action against the student which may include confiscation and/or searching of the WCD/ESD. The building principal designee may also refer the matter to law enforcement if the violation involves an illegal activity. The student who possesses the WCD/ESD shall assume responsibility for its care. At no time shall Genesee Intermediate School District or GCI be responsible for preventing theft, loss, or damage to WCDs or ESDs brought onto its property. More details on GISD's policy 5163 on wireless communication devices can be found at www.geneseeisd.org. GCI students are required to sign and adhere to the Acceptable Use and Internet Safety Policy guidelines as detailed in the current GISD Agreement for Acceptable Use of Technology Resource for Secondary Students.

Cell Phones in Class

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

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

Students who violate the cell phone rules will have the following consequences:

- Teacher collects the phone from the student for the remainder of the class period. Teacher documents the violation. Teacher reminds student of the consequences of another offense.
- Teacher collects the phone from the student. Teacher notifies the parent that the second offense has occurred, and that the student may not bring a cell phone to class for the rest of the semester. Cell phone is returned to student at the end of the class period. Teacher documents the violation.

- Next offense(s): Student referred to the office for insubordination, defiance, and/or disrupting class. Teacher shares documentation of previous violations. Progressive disciplinary action will be assigned that may include a behavior intervention module(s), parent meeting, suspension, and/or closed classes.
- A student who refuses to surrender a phone to the teacher will be escorted to the office for disciplinary action.

Technology on Loan (TOL)

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

Compulsory Attendance

Michigan's Compulsory School Law requires a parent/guardian of a child from age six to his or her eighteenth birthday to send that child to school unless the child is sick or otherwise excused from attendance. Parents should call the school when their child is ill and may wish to call the school nurse for further information and/or guidance.

Media Release/Classroom Photo Use

Media releases will be issued only by the Associate Superintendent, Communications and Development with approval of the superintendent. A student's picture will be used only with prior written parent/guardian approval. Each program will also need parent/guardian approval for a student to have classroom photos taken for school use.

Extracurricular Activity

GISD programs sponsor many excellent social and athletic functions, and we urge student participation in them because of their overall value.

Once students are in attendance at any after school extracurricular function, they are expected to remain at the activity until its conclusion unless other arrangements are made by the parent/guardian (except in emergency situations, approved by sponsor.)

All school rules apply at any school-related event. Any student who does not conduct him/herself in accordance with school rules may lose the privilege of attending further activities. A student, while on suspension, shall not participate in, or attend any school-related activity, function or event, held on or off school property, without permission of a building administrator

Student Visitors

Students at sending schools that wish to experience a day at the GCI in order to help them decide on future enrollment may visit with a currently enrolled student. A "Student Visitation Form" must be completed by the instructor and endorsed by a sending school representative before the visitation can occur. This form should be returned to the office. All student visitations must be scheduled one week in

advance. On the day of the visit the guest student must report to the office to register and pick-up a VISITOR'S PASS. It is extremely important that classroom activities not be interrupted. Unscheduled visitors in the classroom will not be allowed.

Student Fundraising

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community as approved by the Center Principal. Students may not participate in fundraising activities off school property without proper supervision by approved staff or other adults.

Audio/Visual Recordings

No student, parent/guardian, or visitor shall be allowed to videotape students or staff members while on school property or in attendance at school-sponsored or school-related events to which the public is not invited, without the prior approval of administration. Use of audio or visual equipment to record classroom activities must be pre approved by the building principal and the teacher. Recording of other school activities to which the public is invited will be in accordance with Board Policy 9160 - Public Attendance at School Events.

Removal/Banning from School Property

A person, including a parent, may be banned from going onto school property in order to preserve order in the educational process or to protect students from potential harm. In accordance with the Michigan Sex Offenders Registrations Act, registered sex offender shall not reside, work, or loiter within a school safety zone. GISD reserves the right to require that a parent/guardian on the sex offender registry be accompanied by a GISD chaperone while on school property.

District Web Site

Much of the information found in this handbook is based on GISD Board Policies. Parents may use this up-to-date resource to find all-encompassing GISD information. You will find a general overview of any school in GISD. You will also find legal notices, special events, and board policy information regarding the Genesee Intermediate School District at the following:

www.geneseeisd.org/inside_gisd/board_of_education.

School Closing (Snow Days – Severe Weather)

Final determination concerning all closings of district facilities is made by the GISD superintendent and is based on information received from city/state law enforcement agencies, K-12 districts, civil defense officials, other agencies or information sources. Parents are advised to listen to local radio and television programs, and the GISD website for school closing announcements. If GISD closes, then GCI is closed. If a sending school is closed for inclement weather, students from that school are excused from attending GCI and excused from attending work-based learning assignments.

Weapons

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

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives. The term "dangerous weapon" shall include a firearm (including a starter gun or pistol except as referenced in Board Policy 5772) or any device which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, any destructive device or any explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or similar device; a dagger, dirk, stiletto, knife with a blade over three (3) inches in length, or pocket knife opened by a mechanical device, an iron bar or brass knuckles or, any other weapon as set forth in 18 USC 921. This policy also prohibits any electronic device or spring/manually loaded device that inflicts or causes pain or suffering, including BB pellet, paintballs and bows, unless the device is required for curriculum or course work and has the approval of the Superintendent. When this is the case, the approved staff shall be required to adhere to the appropriate safety standards. Additionally, a detailed inventory shall be maintained at all times.

The Superintendent will refer any student who violates this policy to the student's parent/guardian and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including permanent expulsion from a GISD program.

Weapons-Free Zones

The Board of Education, operating within their legal duty to ensure student safety while at school, en route to school, or at school sponsored activities, and an educational environment free from disruption, declares all properties owned or leased by GISD as Dangerous Weapon and Disruption-Free Zones.

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

This prohibition does not apply to officers duly sworn to and in good standing with public law enforcement agencies.

This prohibition further does not apply to persons properly licensed to carry a concealed weapon in the following circumstances only:

- A. A parent or legal guardian of a student of the school may carry a concealed weapon in a vehicle on school property if s/he is dropping the student off at the school or picking up the student from the school and any person properly licensed to carry a concealed weapon may carry a concealed weapon solely in the parking lot.
- B. A county corrections officer, a member of a Sheriff's posse, a police or sheriffs reserve or auxiliary officer, or a State Department of Corrections parole or corrections officer, a private investigator, a Michigan State Police motor carrier officer or Capitol security officer, a State court judge, a security officer required by the employer to carry a concealed weapon while on the premises, a court officer, a parole, probation, or corrections officer or absconder recovery unit member of the Department of Corrections, if that individual has obtained a Michigan Department of Corrections weapons permit.
- C. A retired police or law enforcement officer, a retired Federal law enforcement officer, or a retired State court judge, a retired corrections officer of a county sheriff's department, if that individual has received county sheriff approved weapons training, a retired parole, probation, or corrections officer or retired absconder recovery unit member of the Department of Corrections, if that individual has obtained a Michigan Department of Corrections weapons permit.

Genesee Intermediate School District

Rights and Responsibilities

Speech

Every student has the right to express their opinion either verbally or symbolically as long as it does not cause a material or substantial disruption to the educational process. A school instills habits and manners of civility. It is a highly appropriate function of a public school education to prohibit the use of vulgar and offensive terms in public discourse. Speech that undermines a school's basic educational mission may be subject to discipline

Press

School-Sponsored Publications: Journalism provides many learning experiences. In a school community, students involved in student publications shall convey information with accuracy and insight in such a manner that truth shall remain predominant. Such publications shall operate under the concept of the First Amendment, which guarantees freedom of the press. The responsibility and authority for decisions based on the standards mentioned above are vested with the principal or designee.

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

The display or distribution of certain written materials which subject a student to discipline include, but are not limited to, materials determined as:

1. causing a material and substantial interference to the educational environment;
2. obscene or containing indecent or vulgar language;
3. defamatory or libelous;
4. invading the privacy of another person;
5. offensive, discriminatory or harassing to a person's race, religion, ethnicity, gender, sexual orientation or gender identity , handicap, national origin, or other Protected Class under federal or state law;
6. encouraging illegal activity or violation of school rules.

Assembly

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

Personal Appearance

Students have the right to determine their pattern of dress and grooming provided that such dress and grooming do not interfere with the health and safety of themselves or others and do not interfere with the educational process of the school. Teachers will determine and communicate any dress and/or grooming requirements that are classroom/lab appropriate based on industry standards.

Student Activities

Students have the right to participate in school activities regardless of race, sex, color, creed, religion or national origin. Students may not be denied participation in any activity for any reason other than those established by state, county, and school eligibility requirements legitimately related to the purpose of the activity.

Privacy – Student Records

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

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

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

Privacy – Age of Majority

The Board of Education recognizes when a student reaches the age of majority (18 years) or is declared an emancipated minor by a court of competent jurisdiction, that student is afforded all the rights and privileges of adulthood. When a student with a disability reaches the age of majority, rights of the parent transfer to the student unless the student has been determined to be incompetent under state law or has

been determined not to have the ability to provide informed consent with respect to their educational program. However, all school rules still apply.

The Michigan Department of Education has stated that rules may be made by the state, local boards of education, teachers, and principals, and those rules may be enforced reasonably against all who are in the school setting, regardless of age. Those rules may be relative to anything necessary for the proper establishment, maintenance, management, and carrying on of the public schools, rules about student conduct. A student attending school, regardless of age, is covered by board policy which are published on the ISD's website. Eighteen-year-old students may also represent themselves during disciplinary conferences and be in receipt of their own grade reports. To excuse absences, sign permission slips, etc.; students must complete an "Age of Majority" form found in the office. The Michigan compulsory attendance age is 18.

Responsibilities of Students

1. Attend school regularly, be on time, and be prepared to learn to the best of their ability;
2. Respect the rights and feelings of others;
3. Respect the property of others, including school and teachers' property;
4. Follow the requests, instructions, and directions of school personnel, and to contribute at all times to the peace and tranquility of the school;
5. Communicate ideas for improvement of the school through representative student government and appropriate staff.

Responsibilities of Parents/Guardians

1. Assist your child in attending school regularly and on time;
2. Provide for your child's health, personal cleanliness, acceptable grooming and suitable dress;
3. Listen to, consult with, understand, and trust your child;
4. Work with school personnel and community groups to communicate concerns which may interfere with a child's education;
5. Teach your child to respect lawful procedures and the rights of others;
6. Encourage and be responsible for and insistent upon your child's understanding and development of self-reliance and independence.

Responsibilities of Teachers

1. Respect the individuality of students;
2. Assist students in becoming self-reliant and independent;
3. Work with parents, students, and school staff to provide for positive change;
4. Know and enforce consistently and fairly the rules of the individual school and the policies of the district;
5. Notify parents when a student may be failing the course (i.e., progress reports, parent conferences, report cards, and telephone calls).

Responsibilities of the Board of Education

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

Student Records

Annual Notification of Rights and Designation of Directory Information

Each year the GISD is required to give notice of the various rights afforded to parents or students pursuant to the Family Educational Rights and Privacy Act ("FERPA). Section 1136 of Michigan's Revised School Code. The term "eligible student" refers to a student who is "emancipated", eighteen (18) years of age or older enrolled in or attending a post-secondary institution, "Emancipation" is defined under MCL 722.1 as "the termination of rights of the parents to the custody, control, services and earnings of the minor. In accordance with FERPA and state law, you are notified of the following:

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

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

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

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

3. Right to Request Amendment: You have the right to seek to have corrected any parts of an education record, which you believe to be inaccurate, misleading, or otherwise in violation of your student's privacy. Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want amended, and specify why it is inaccurate, misleading, or a privacy violation. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. If no change is made to the education record after the hearing, you have a right to place a written statement in the record.
4. Right to Prevent Disclosures: You have the right to prevent disclosure of education records to third parties including recruiters of the U.S. Armed Forces with certain limited exceptions. It is the intent of the Board of Education to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA or Section 1136 of the Revised School Code which allow disclosure without prior written consent. One such exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); and a person serving on the Board. The Board further designates the following individuals and entities as "school officials" for the purpose of FERPA; persons or companies with whom the Board

has contracted to perform a specific task (such as an attorney, auditor, insurance representative, or medical consultant), contractors, consultants, volunteers or other parties to whom the Board has outsourced a service or function otherwise performed by the Board employees (e.g. a therapist, authorized information technology (IT) staff, and approved online educational service providers).

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

5. Right to Complain: You have the right to file a complaint with the United States Department of Education concerning the alleged failure of the Genesee Career Institute to comply with FERPA. The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and Protection of Pupil Rights Amendment (PPRA). Parents and/or 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 20202-4605
www.ed.gov/offices/OM/fpc

6. Right to Obtain Policy: You have the right to obtain a copy of the policy adopted by the Board of Education in compliance with FERPA. A copy may be obtained in person or by mail from:

Office of the Superintendent
Genesee Intermediate School District
2413 W. Maple Avenue
Flint, Michigan 48507-3493
Or on the website at www.geneseeisd.org

7. Right to Object to Release of Directory Information: Generally, school officials must have written permission from the parent of a student or an eligible student before releasing any information from a student's record. However, FERPA allows school districts to disclose, without consent, "directory" information. The Board of Education has designated the following personally identifiable information contained in a student's education record as "directory information":

- a student's name
- participation in officially recognized activities and sports

The Superintendent or designee will also develop a list of uses for which the District commonly would disclose a student's directory information and develop an opt-out form that lists all of the uses or instances and allows a parent or legal guardian to elect not to have their child's directory information disclosed for one (1) or more of these uses. A parent of an eligible student may also elect, through the GISD opt-out form, to prevent disclosure of any directory information.

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

If an opt-out form is signed and submitted to the District by a student's parent/guardian, GISD will not include the student's directory information in any of the opted-out uses as identified on the signed and submitted opt-out form. A student who is at least age eighteen (18) or is an emancipated minor may act on their own behalf as to the opt-out form.

Address Confidentiality Program Act

Parents or legal guardians of students who provided the District with notice that they have received a participation card issued by the attorney general under the address confidentiality program act, the District shall not disclose the confidential address of the student.

Armed Forces Recruiting

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

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

Genesee Intermediate School District (GISD) Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection, and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

· *Consent* before students are 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 (ED)–

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent; or
8. Income, other than as required by law to determine program eligibility.

· *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 State law; and
3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to

the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

·*Inspect*, upon request and before administration or use –

1. Protected information surveys of students and surveys created by a third party;
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.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

GISD has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. See Board Policy 2416 – Student Privacy and Parental Access to Information. GISD will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes.

GISD will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. GISD will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

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

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

Student Health and Safety

Illness and Injury Procedure

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

Epinephrine Auto-Injectors (Epi-Pens)

GISD maintains at least two epinephrine auto-injectors, commonly known as “epi-pens,” in each school building. Trained staff will administer an epinephrine auto-injector to any individual on school grounds believed to be having an anaphylactic reaction. If administered to a student, the parent/legal guardian will be notified.

Concussions

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

Use of Medication

Prescribed medications are prohibited on the campus without prior authorization.

Before any prescribed medication or treatment may be administered to any student during school hours, the District shall require the written prescription from the student’s health care provider accompanied by the written authorization of the parent/guardian. Both must authorize any self-medication by the student.

A “Medication Consent Form” must be obtained from the office, completed by the parent/guardian, endorsed by the physician, and kept on file in the office. Medications must be administered by one (1) adult in the presence of a second adult, except where the individual administering the medication is a licensed nurse (as described in the Michigan Revised School Code, R.C. 380.1178), or when an emergency threatens the life or health of the student.

Students may possess and self-administer a metered-dose or dry powder inhaler for relief of asthma, or before exercise to prevent onset of asthma symptoms, while at school, on school-sponsored transportation, or at any school-sponsored activity in accord with the District's guidelines, if the following conditions are met:

1. there is written approval from the student’s physician or other health care provider and the student or parent/guardian (if student is under eighteen (18)) to possess and use the epinephrine auto-injector and;
2. the building administrator has received a copy of the written approvals from the health care provider and the parent/guardian and;
3. a written emergency care plan prepared by a health care provider with the student and parent/guardian is on file at the student’s school. Such plan shall contain specific instructions on the student’s needs, including what to do in the event of an emergency.

Students with a need for emergency medication may also be allowed to self-possess and self-administer such medication, provided that they meet the same conditions established above. Students who are prescribed epinephrine to treat anaphylaxis shall be allowed to self-possess and administer the medication if they meet the conditions stated above.

No student is allowed to provide or sell any type of over-the-counter medication to another student. Violations of this rule will be considered violations of Policy 5530 - Drug Prevention and of the Student Discipline Code/Code of Conduct.

Before any non-prescribed medication or treatment may be administered, the District shall require the prior written consent of the parent/guardian along with authorization for any self-medication by the student. Administration of all forms of medication shall be administered by the District, in accordance with the District's guidelines.

Students shall be permitted to possess and self-administer U.S. Food and Drug Administration (FDA) approved, over-the-counter topical products while on school property or at a school-sponsored event provided the student has submitted prior written approval of the student's parent/guardian to the Principal or designee of the student's school.

Illness and Injury

In case of illness and injury, parents must keep their child's school informed with emergency phone numbers and any changes that might occur.

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

COVID-19

GISD will adhere to current guidelines and/or recommendations from the Centers for Disease Control and Prevention (CDC), the Michigan Department of Health and Human Services, and/or the local health department or any other governing orders when determining when it is safe for a staff/student to return to work/school after displaying symptoms of COVID-19, testing positive for COVID-19 or coming into close contact with someone with a confirmed case of COVID-19 or who is displaying one or more of the principal symptoms of COVID-19.

Child Abuse or Neglect

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

Enforcement of Rights, Responsibilities and Rules

Discipline

In accordance with the provisions of law, the Board of Education approves the following administrative procedures when a student's behavior interferes with their own educational opportunity or that of others, or with the safe orderly conduct of school activities.

Each prohibited act listed here sets forth the discipline that may be imposed for a violation. The discipline for violating some prohibited acts ranges from administrative intervention to closing of classes; for other prohibited acts, the penalty ranges from suspension to closing of classes; and, for violation of the most serious prohibited acts, the penalty is closing of classes. In cases where the stated penalty is not closing of classes, but is set forth in terms of a range, the actual penalty imposed will depend on the student's age, disciplinary history, whether the student is a student with a disability, the seriousness of the behavior, the recommendation of school personnel, the particular facts involved, and all other relevant circumstances. Restorative practices will also be considered as an addition or alternative to discipline.

The method of discipline used is at the discretion of school staff following guidelines of this student handbook. The disciplinary measure selected should be the least severe and most constructive possible for the circumstances.

The prohibited acts and penalties in this student handbook are applicable when a student:

1. Engages in a prohibited act on any premises or property owned, leased, or used by GISD;
2. Engages in a prohibited act in a motor vehicle owned or leased by GISD or being used for a school business-related purpose;
3. Engages in a prohibited act at a school-related activity, function, or event;
4. Engages in a prohibited act en route to or from GISD or a GISD-related activity, function, or event;
5. Engages in prohibited act that has a sufficient nexus to or with GISD, GISD personnel or students, or GISD property or adversely affects the educational environment.

Definitions of Discipline and Interventions

1. **Administrative Intervention:** Disciplinary action that does not result in a student being suspended or closing of classes. For example, administrative intervention includes but is not limited to measures such as: restorative practices, the removal of a student from a class period; a reprimand; additional classroom assignments; revocation of the privilege of attending non-classroom functions, activities, and/or events.
2. **Suspension:** Removal of a student from a GISD program for disciplinary reasons for a specific period of time that is less than sixty (60) school days. Students with disabilities who are removed for more than 10 consecutive school days, or whose removals from school constitute a change of placement, will be entitled to a manifestation determination review (MDR). Students with disabilities may be entitled to the provision of appropriate educational services during the time of the suspension, as determined by the IEP Team.

GCI recognizes suspensions imposed by sending schools. Students suspended from a sending school may not attend during that period. In addition, students who are suspended as a result of misbehavior at GCI may not attend classes at their sending school during the suspension period.

3. **Closing of Program:** Student misconduct and/or lack of academic progress may result in the student's ineligibility to continue enrollment the Genesee Career Institute. The ineligibility to continue enrollment in this program is considered the "closing" of the program to the student. The process of closing a student's program will be consistent with the procedures set forth in Board Policy 5610 and Administrative Guideline 5610.

If a student's program has been closed, the student may petition for reinstatement pursuant to Board Policy 5610 and Administrative Guideline 5610.

4. **Positive Behavioral Interventions and Supports:** Positive Behavioral Interventions and Supports (PBIS) are a broad range of systematic and individualized strategies for achieving important social and learning outcomes while preventing problem behavior with all students. The emphasis is on a school-wide system of support that includes proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. Restorative practices shall be considered as a strategy to support student behavior.
5. **Bus/Transportation Suspension or Expulsion:** Suspension or expulsion of student from bus based on student's conduct on bus.

The precise discipline to be imposed may vary in type or length depending upon the seriousness of the misconduct, consideration of the restorative practices, and the cumulative effect of the misconduct.

Consideration of Individual Factors. Before a student is removed from a GISD program for any period of time (including suspension or closing of classes), administrators will consider:

1. The student's age;
2. The student's disciplinary history;
3. Whether the student is a student with a disability;
4. The seriousness of the violation or behavior committed by the student;
5. Whether the violation or behavior committed by the student threatened the safety of any student or staff member;
6. Whether restorative practices will be used to address the violation or behavior committed by the student; and
7. Whether a lesser intervention would properly address the violation or behavior committed by the student.

Restorative Practices. Consistent with Michigan law, MCL 380.1310d, in each case, GISD will consider restorative practices as an addition or alternative to suspension or closing of classes. Restorative practices are practices that emphasize repairing the harm of the victim and the GCI community of a student's misconduct or other behavior. Restorative practices may be considered and implemented by a restorative practices team. The restorative practices team may be constituted and act in the manner described in Section 1310c(2) of the Revised School Code or in a similar manner, depending on the circumstances as a whole in the sole discretion of the Superintendent. Restorative practices should be the first consideration to remediate offenses such as interpersonal conflicts, verbal and physical conflicts, theft, damage to property, class disruption and harassment, bullying and cyberbullying.

Criminal Acts

The following activities are among those defined as criminal under laws of the state of Michigan and may not be all-inclusive:

1. Arson
2. Assault
3. Battery
4. Burglary
5. Explosives to include fireworks, smoke bombs, or other incendiary devices
6. Extortion, blackmail or coercion
7. Possession or use of firearms or weapons, including look a-likes
8. Larceny
9. Malicious mischief, destruction of property, vandalism, and/or pranks
10. Robbery
11. Sale, use, or possession of alcoholic beverages or controlled substances including look-a-likes
12. Breaking and entering
13. Trespassing
14. Criminal sexual conduct
15. Possession or use of noxious gases

The commission of or participation in any criminal acts in school buildings, on school property, or at school-sponsored events is prohibited and may result in disciplinary action up to and including expulsion. Disciplinary action will be taken by the school regardless of whether or not a criminal charge results. The preceding list is not all-inclusive. In addition, a student may be disciplined for commission of or participation in a criminal act that does not occur on school property or at a school-sponsored event, if the student's conduct impacts the normal function of the school or the safe learning environment of students or staff.

Prohibited Acts

1. Aiding and Abetting

A student shall not aid or abet another in the commission of a crime. A student or students having knowledge of weapons, explosives, or violent threats made to the school and does not report what they know to administration will be aiding and abetting.

Penalty – administrative intervention to closing of program.

2. Arson

A student shall not set fire or do any act which results in the starting of a fire, or aid, counsel, induce, persuade, or procure another to do such act or acts. MCL 750.71. Section 1311 of the Michigan School Code permits schools to use discretion over whether or not to suspend or expel a student from all Michigan public schools for an act of arson.

Penalty – administrative intervention to closing of program. If committed in a GISD building or on GISD grounds, the penalty shall be closing of program.

3. **Assault**

A student shall not physically assault, cause, or behave in such a way as to cause or threaten to cause physical injury to GISD personnel (including guest teachers and student teachers), students, volunteers, chaperones, or other persons. Under this policy a student shall not make any threats, which includes any statement or act, oral or written, which can reasonably be expected to induce in another person(s) apprehension of danger of bodily injury or harm. Bomb threats and similar threats directed at a school building, school property, or a school-related event are considered threats.

Penalty – suspension to closing of program.

4. **Bullying**

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

“Bullying” under this policy means any written, verbal, or physical acts, including cyberbullying, that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- Substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- Adversely affecting the ability of a student to participate in or benefit from GISD’s educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- Having an actual and substantial detrimental effect on a student’s physical or mental health; and/or
- Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

“Cyberbullying” under this policy means any electronic communication, including, but not limited to, electronically transmitted acts, such as internet, telephone or cell phone, personal digital assistant (PDA), or wireless handheld device that is intended or that a reasonable person would know if likely to harm one (1) or more students either directly or indirectly by doing any of the four items listed above.

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

Any student who believes they are the victim of bullying by another student should immediately report the situation to the principal or designee. The student may also report concerns to a

teacher or counselor who will be responsible for notifying the appropriate administrator or Board official.

Any student who believes they are the victim of bullying by an adult must report the situation to the principal or designee and GISD compliance officer. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

A student may also submit a report or complaint to any of the above designated individuals through email, voicemail, regular mail, or by leaving a sealed note addressed to the individual at that person's office or desk. The student may submit a report or complaint anonymously, but this may affect the ability to fully investigate the matter, when the complaining student is not available to provide additional information during the course of the investigation. The identity of a student who reports bullying, hazing, or aggressive behavior, as well as those students who provide information during an investigation will remain confidential to the extent possible and allowable by law.

Upon receipt of a complaint of bullying GISD shall conduct a prompt investigation. The building principal or designee will be responsible for conducting and documenting the investigation. If, during the investigation, the principal or designee determines that the reported misconduct may have created a hostile learning environment or may have constituted unlawful discriminatory harassment based on a Protected Class, the principal or designee will report the suspected harassment to one of the Anti-Harassment Compliance officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 – Anti-Harassment.

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying, aggressive behavior, hazing, or unlawful harassment, or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying, aggressive behavior, hazing, or unlawful harassment is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior. Making intentionally false reports about bullying, aggressive behavior, hazing, or unlawful harassment is similarly prohibited and will not be tolerated.

GISD Board Policy 5517.01 provides more information and this handbook shall serve as notice of the Board's policy and compliance with PA 241 of 2011.

The Board designates the following individuals to serve as "Anti-Harassment Compliance Officers".

Executive Director of Human Resources
Genesee Intermediate School District
810-591-4591
2413 W. Maple Ave.
Flint, MI 48507

Deputy Superintendent

Genesee Intermediate School District
810-591-4528
2413 W. Maple Ave.
Flint, MI 48507

Penalty – administrative intervention to closing of program.

5. Chemical Substance

A student shall not possess, transfer, or use any chemical ejecting device, caustic or noxious substance capable of rendering a person unconscious temporarily or causing temporary or permanent injury.

Penalty – administrative intervention to closing of program.

6. Closed Campus

A student shall not leave school premises without authorization during the student's scheduled class hours and/or lunch hours. A student driving their personal vehicle to school will be required to remain at school for the instructional day unless specific alternate arrangements have been made. The student will drive, on campus, in a safe, orderly manner in accordance with state law. Inappropriate or unsafe use of a vehicle will result in disciplinary action.

Penalty – administrative intervention to suspension.

7. Continued Class Disruption

A student shall not engage in conduct which disrupts the educational process of other students in the classroom.

Penalty – administrative intervention to closing of program.

8. Disrespect

A student shall not insult, call derogatory names, dishonor, or in other manner abuse verbally or in writing any other student or staff.

Penalty – administrative intervention to closing of program.

9. Disruption of the Education Process

A student shall not engage in behavior which seriously disrupts any school activity or the orderly and safe operation of GCI. This includes behavior or communication that occurs outside of school.

Penalty – administrative intervention to closing of program.

10. Dress Code

A student shall not dress or groom in a manner, which is unsafe to the health or safety of the student or others or causes or can be reasonably forecasted to cause a substantial disruption to the educational process. Bare-midribs, mesh or see through tops, baggy or loose fitting pants/shorts, short shorts/skirts, and hats are not permitted. Clothing and/or accessories with profanity, vulgar or obscene suggestions are not permitted. In addition, items with sexual

overtures or promoting prohibited substances such as drugs, alcohol, or tobacco are forbidden. Students wearing inappropriate clothing will be asked to change and parents may be notified.

Penalty - classroom discipline up to and including suspension.

11. Extortion, Strong Arm, Coercion

A student shall not secure or attempt to secure money or other items of value by use of threats, implied threats of violence, or the act of threats of violence to force another person to do an unwilling act.

Penalty – administrative intervention to closing of program.

12. False Alarms

A student shall not initiate a fire alarm or initiate a report warning of a fire or an impending bombing or other catastrophe without just cause.

Penalty – administrative intervention to closing of program.

13. False Reports

A student shall not falsely report incidents, make false accusations, or give false testimony to school personnel which would affect the welfare of others.

Penalty – administrative intervention to closing of program.

14. Fighting

A student shall not display hostile bodily contact in or on school property, or going to or from school, including any activity under school sponsorship (e.g., dance, athletic event, etc.). The issue of self-defense, if involved, must be proven by the student accused.

Penalty – administrative intervention to closing of program.

15. Fireworks or Explosives

A student shall not possess, use, or threaten to use any incendiary devices (including matches and lighters), fireworks, explosives, or other such instruments capable of inflicting bodily injury.

Penalty – administrative intervention to closing of program.

16. Forgery

The unauthorized using or writing of the name of another person on school forms, passes or other school related correspondence.

Penalty – administrative intervention to suspension.

17. Gambling

A student shall not gamble for money or valuables.

Penalty – administrative intervention to closing of program.

18. Gross Misconduct

Conduct detrimental to the normal functioning of the school or school activities including gross or repeated disobedience of school rules, violation of state laws, local ordinances and laws pertaining to civil disobedience. Gross misconduct also includes behavior that impacts the normal functioning of the school or the safe learning environment by students during non-school times/hours (including, but not limited to, summer recess, holiday recess) where a student is arrested, charged or convicted of a crime. This behavior may result in disciplinary action or loss of participation in extracurricular activities to be determined by administration.

Penalty – administrative intervention to program.

19. Unlawful Harassment

A student shall not engage in any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal, or physical conduct directed against a student or school employee, which is based on a Protected Class as defined in Policy 5517, that:

- Places a student or staff in reasonable fear of harm to the person or damage to property;
- Has the effect of substantially interfering with a student’s educational performance, opportunities, or benefits, or an employee’s work performance; or
- Has the effect of substantially disrupting the orderly operation of a school.

More details on GISD’s Policy 5517 on unlawful harassment can be found at www.geneseeisid.org.

Penalty – administrative intervention to closing of program.

20. Hazing

A student shall not engage in the hazing of another student. “Hazing” is “an intentional, knowing or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization.

Penalty – administrative intervention to closing of program.

21. Inciting Others to Violence or Disobedience

A student shall not encourage others by words, acts, deeds, demonstrations, or protests which disrupt the normal educational process of the school.

Penalty – administrative intervention to closing of program.

22. Indecency in Behavior

A student shall not engage in conduct that is contrary to the commonly recognized standards of propriety, health, or safety, including behavior which reflects obscene or vulgar actions or content.

Penalty – administrative intervention to closing of program.

23. Insubordination

A student shall not willfully fail to respond or carry out a request by authorized GCI personnel.

Penalty – administrative intervention to closing of program.

24. Littering

A student shall not litter on school property or on private property when going to and from school.

Penalty – administrative intervention to suspension.

25. Loitering

A student shall not be in or about any school building, or in any specifically restricted area of a school building at unauthorized times or without specific authorization from the school's personnel.

Penalty – administrative intervention to closing of program.

26. Obscenity

A student shall not use obscene or profane language in verbal or written form or in pictures, caricatures, or obscene gestures on any school property.

Penalty – administrative intervention to closing of program.

27. Persistent Disobedience

A student who engages in repeated misconduct or violation of rules shall be subject to discipline. Consistent violations of school rules and regulations; repeated involvement in behavior that disrupts the educational process of other students.

Penalty – administrative intervention to closing of program.

28. Plagiarism/Cheating

A student shall not engage in academic cheating or plagiarism. Cheating includes, but is not limited to, the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work. Plagiarism includes, but is not limited to, copying of language, structure, idea, and/or thought of another and representing it as one's own original work. Other violations of academic integrity include lying; using or providing unauthorized materials in preparation for an assignment, project, test, quiz; or using or providing unauthorized materials during an exam, test, or quiz, and other acts, such as the theft or falsification of records and files.

Penalty – GCI considers cheating and plagiarism to be serious offenses. At the first offense, a student will be disciplined with a loss or reduction of credit on the assignment and career readiness points upon review by the instructor and administrator. Continuing offenses may warrant penalties ranging from administrative intervention to closing of classes.

29. Sexting – “Sexting” is the act of electronically sending to another person or receiving sexually explicit text messages, photographs, graphic images and/or videos. “Sexting” is not only an

inappropriate behavior that violates the Student Code of Code; it also violates many state and local laws.

Penalty – administrative intervention to closing of program.

30. Sexual Harassment

A. Non-Title IX Sexual Harassment

A student shall not engage in unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either implicitly or explicitly a term or condition of an individual’s employment, or status in a class, educational program, or activity.
- Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individuals.
- Such conduct has the purpose or effect of interfering with the individual’s work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one’s ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of any gender against a person of the same or another gender.

Students and other members of the GISD community are encouraged to promptly report incidents of harassing conduct to a teacher, administrator, supervisor, or other District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent.

Additional information on the Board Policy 5517 prohibiting non-Title IX sexual harassment and outlining grievance procedures may be obtained at www.geneseeisd.org.

Penalty – administrative intervention to closing of program.

B. Title IX Sexual Harassment

Sexual Harassment as defined under Title IX is conduct on the basis of sex that satisfies one or more of the following:

- A. Board employee conditioning the provision of an aid, benefit, or service of the District on an individual’s participation in unwelcome sexual conduct (often called “quid pro quo” harassment);
- B. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District’s education program or activity; or
- C. “Sexual assault” as defined in 20 U.S.C. 1092(f)(6)A(v), or “dating violence” as defined in 34 U.S.C. 12291(a)(10), “domestic violence” as defined in 34 U.S.C. 12291(a)(8), or “stalking” as defined in 34 U.S.C. 12291(a)(30).

Additional information on the Board Policy 2266 prohibiting Title IX sexual harassment and Title IX grievance procedures may be obtained at www.geneseeisd.org.

Penalty – administrative intervention to closing of program.

31. Theft

A student shall not take or acquire the property of others without their consent.

Penalty – administrative intervention to closing of program.

32. Threatening Communication

A student shall not make any statement or act, oral or written, which can necessarily be expected to induce in another person an apprehension of danger of bodily injury or harm. Threatening communications also include bomb threats (or similar threats) directed at GCI, other GISD property, or a GISD-related event.

Penalty – administrative intervention to closing of program.

33. Threatening or Intimidating Acts

A student shall not engage in the act of verbally or by gesture, threatening the well-being, health, or safety of any person on GISD property or en route to or from school.

Penalty – suspension to closing of program.

34. Tobacco/Vaping Products

A student shall not smoke, use, or possess any tobacco products (including electronic cigarettes and vaping products) or any nicotine delivery system on school property or school activities (including field trips) pursuant to Public Acts of 1993.

Penalty – administrative intervention to closing of program.

35. Truancy and Tardiness

A student shall not have unauthorized absences or lateness to school or class for a specified period of time as outlined in the district’s attendance policy.

Penalty – administrative intervention to closing of program.

36. Unauthorized Sale, Distribution, and/or Possession

A student shall not manufacture, distribute, sell, possess, use, or be under the influence of the following substances:

- Alcohol or alcoholic beverages, including “non-alcoholic malt beverages;”
- Illicit drugs;
- Any abusable glue, aerosol, synthetics, or other chemical substance, including, but not limited to, petroleum distillates, lighter fluid, and reproduction fluid for inhalation;
- Any prescription or non-prescription drug, medicine, vitamin, or other chemical including, but not limited to, aspirin, other pain relievers, stimulants, diet pills, multiple or other type vitamins, pep pills, no-doze pills, cough medicines and syrups, cold medicines, laxatives, stomach or digestive remedies, depressants, and sleeping pills not taken in accordance with the school district’s authorized use of medication procedures;
- Steroids, human growth hormones, or other performance-enhancing drugs;

- Substances purported to be illegal, abusive, or performance-enhancing, i.e. “look-a-like” drugs.

It shall not be a violation of this policy for a student to use or possess a prescription or patent drug when taken pursuant to a legal prescription issued by a licensed physician for which permission to use in school has been granted pursuant to school district policy. These standards of conduct apply to all students while on school property or in school-sponsored transportation, as well as to all student participants in any school-sponsored activity or function regardless of location, date, or time.

Penalty – administrative intervention to closing of program.

37. Unauthorized Video or Audio Recording

A student shall not videotape students or staff members while on school property or in attendance at school-sponsored or school-related events that the public is not invited, without the prior approval of administration, as it violates the privacy rights of the students unrelated to the visitor. Use of audio or visual equipment to record classroom activities must be preapproved by the building principal and the teacher. Recording of other school activities to which the public is invited will be in accordance with Board Policy 9160 – Public Attendance at School Events.

Penalty – administrative intervention to closing of program.

38. Violence

A student shall not engage in, or attempt to engage in, acts that result in bodily harm to another, damage of property, and/or the necessity to be physically restrained.

Penalty – administrative intervention to closing of program.

39. Vandalism

A student shall not willfully destruct property belonging to others. This shall also prohibit tampering with, and/or causing the discharge of, any sprinkler system or other apparatus installed in a school building for prevention of fire or for the safety of the school population or school property; also included is the placing of graffiti on any school property.

Penalty – administrative intervention to closing of program.

40. Weapons (Possession or Use)

A student shall not possess, use, or threaten to use any weapon or instrument capable of inflicting bodily injury or temporary incapacitation.

Penalty – administrative intervention to closing of program. Program will be closed to any student for possessing a firearm in a Weapons Free School Zone.

41. Weapons (Look-A-Like)

A student shall not possess, handle, or transfer any object or instrument that is a “look-a-like” weapon or instrument, i.e., starter pistol, rubber knife, toy gun.

Penalty – administrative intervention to closing of program.

42. Wireless Communication Device

A student shall not possess, transfer, and/or use any wireless communication device, i.e., pocket pager, beeper, and cellular phone, illegally or in a manner inconsistent with school policies.

Penalty – administrative intervention to closing of program.

Student Due Process

A student will not be suspended or removed from a GISD program without due process. Discipline in the form of administrative intervention is solely within the discretion of the building principal or designee. The following due process procedure will be followed when any student is accused of violating a school rule.

1. The student will be informed of the specific charge(s), which could be the basis for disciplinary action to be taken.
2. The student will have the opportunity to respond to the charge(s) and present any relevant information that will support the student's defense.
3. If the proposed exclusion from a GISD program is for a period of more than ten (10) consecutive school days, the student and parent/guardian will have the opportunity for a hearing with the Superintendent or designee.

Before a student is suspended from a GISD program for any period, administrators will consider the individual factors listed in this section and consideration of restorative practices.

1. The student's age.
2. The student's disciplinary history.
3. Whether the student is a student with a disability.
4. The seriousness of the violation or behavior committed by the student.
5. Whether the violation or behavior committed by the student threatened the safety of any student or staff member.
6. Whether restorative practices will be used to address the violation or behavior committed by the student.
7. Whether a lesser intervention would properly address the violation or behavior committed by the student.

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

If the student subject to suspension is a student with a disability, the Board of Education will abide by Federal and State laws regarding suspension from GCI. When a student with a disability is subject to suspension for more than ten (10) consecutive school days, or where the student has been subjected to a series of disciplinary exclusions that constitute a pattern, a manifestation determination review (MDR) will be convened.

Teacher-Imposed Suspensions

A student may be removed from a class, subject, or activity for up to one (1) day by a teacher for certain conduct. A student so removed may not be allowed to attend other classes taught by other teachers during the term of a one (1) day removal.

At the discretion of the principal or designee, a student who receives a teacher-imposed suspension from a class, subject, or activity may be permitted to attend other classes, subjects, or activities if the student's conduct does not otherwise qualify for a multiple day suspension or program closure in accordance with this handbook.

If the student remains at school, the student shall be appropriately supervised while suspended from the class, subject, or activity.

All teacher-imposed suspensions shall be applied in a manner consistent with GCI student discipline procedures, as well as all federal and state laws for students determined to be eligible for special education programs and services.

Short-Term Suspensions

A short-term suspension is a denial to a student of the right to attend school and to take part in any school function for a period of time up to and including ten (10) school days. The principal or designee may invoke a short-term suspension only after investigating the misconduct following these procedures:

1. The student and parent/guardian will be notified of the charges in writing.
2. The student involved shall have the opportunity to respond to the charges and offer evidence and/or witnesses to provide additional information or evidence on their behalf.
3. A short-term suspension shall be levied solely at the discretion of the building principal or designee based on the findings of the investigation.

Once a principal or designee has determined that a short-term suspension is in order, they shall follow the procedures for implementing a short-term suspension from school.

GCI encourages a student who has been suspended to make up missed class work. Such work may be made up while the student is suspended and must be submitted within two (2) school days from the date of returning to classes, unless otherwise agreed upon by the building principal, the student, and the teacher involved. Some course work that is heavily dependent on class performance and group discussion may be impossible to make up.

Long-Term Suspensions

A long-term suspension is a denial to a student of the right to attend school and to take part in any school function for up to sixty (60) school days. If, after an investigation, the principal or designee decides that a suspension for eleven (11) or more school days is warranted, the student and the parent/guardian shall be notified in writing of:

1. The charges against the student;
2. The recommended disciplinary action;
3. The fact that a hearing will be held before an impartial school employee (i.e., hearing officer);
4. The time, place, location, and procedures to be followed at the hearing;
5. The right to appeal any adverse decision of the hearing officer to the Superintendent.

The written notice will also document the principal or designee's consideration of the individual factors listed above. If the principal or designee decides that the student's presence in school would present a danger to the student or other students, school personnel, or the educational process, the student shall be suspended pending the decision by the hearing officer. If the student would not present a danger, the student may return to school pending the decision of the hearing officer.

If the student is suspended pending a decision of the hearing officer, the Superintendent or designee will appoint the hearing officer and schedule the hearing to commence within ten (10) school days following the initial suspension of the student. The time lines for commencement of the hearing may be extended (up to an additional ten (10) school days) upon the request of the Administrator, student, parent/guardian. If the request for extension is by the Administrator, written consent shall be obtained from the eligible student or parent/guardian.

Appeals and Reviews of Suspensions

Appeals of suspensions are available to the student and parent/guardian of the involved student. Such appeals must, however, follow the steps listed below. Appeals must be in writing and submitted within five (5) school days of the receipt of the letter of suspension and must be directed to the Administrator at the Level specified below. The process is as follows:

- An appeal for a short-term suspension of ten (10) days or less shall constitute two levels:
 - **Level I** – an appeal for a suspension of ten (10) days or less may be made to the building principal.
 - **Level II** – further appeal may be made to the Deputy Superintendent of GISD who will review the case with the building principal. Based upon the review, the Deputy Superintendent of GISD will adjust, revoke, or sustain the suspension. The Deputy Superintendent's decision will be final.
- An appeal for a long-term suspension of more than ten (10) days and not exceeding sixty (60) school days or the balance of the current school year shall constitute three levels:
 - **Level I** – appeals may be submitted to the building principal.
 - **Level II** – additional appeal may be made to the Deputy Superintendent of GISD. Following review, the Deputy Superintendent of GISD will adjust, revoke, or sustain the suspension.

- **Level III** – further appeal may be made to the Superintendent of GISD. Based upon the review, the Superintendent of GISD will adjust, revoke, or sustain the suspension. The Superintendent’s decision shall be final.

At all appeal levels the person hearing the appeal shall notify the student/parents of their decision concerning the appeal in writing within three (3) school days from the date of the hearing/review. The person representing the next level of appeals, as well as those persons having heard the appeal previously, should also be notified.

Closing of Program

A student’s access to programs may be closed by the Superintendent of GISD or designee.

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

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

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

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

A program may be closed pending a parent conference. The conference, with the parent, student, teacher, and an administrator present, may be held in lieu of a suspension, when the principal or designee deems appropriate.

The conference should be as soon as can be mutually arranged with the parent/guardian or other adult designated with authority over the student. Upon completion of that conference, the student may be reinstated to the class or classes which have been closed unless otherwise mutually agreed.

Reopening of Programs for a Student

Students who have had a program closed, or their parent/guardian, may petition the GISD Board of Education at any time after the expiration of 150 school days subsequent to the date of the closure of programs. The GISD will make available the proper forms to those who wish to petition for reinstatement. The petitioner shall provide an authorization and release for the GISD Board and its designated committee to request, receive, and review all student records and student record information maintained by any

public or private school which the petitioning student has attended. If such records are already in the possession of the GISD, the parent/guardian or student (if emancipated) shall furnish written authorization for review of same by the committee and board members.

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

- Not later than ten (10) school days after receiving a petition for reinstatement, the school board shall appoint a committee to review the petition and any supporting information submitted by the parent/guardian or from the student.
- The committee shall consist of two (2) school board members, one (1) school administrator, one (1) teacher, and one (1) parent of a student attending the GISD.
- The Superintendent of GISD may prepare and submit for consideration by the committee information concerning the circumstances of the program closure and any factors mitigating for or against reinstatement.
- Not later than ten (10) school days after all members are appointed, the committee shall review the petition and any supporting information, including any information provided by the GISD, and shall submit a recommendation to the school board on the issue of reinstatement.
- The recommendation of the committee shall be for unconditional reinstatement, for conditional reinstatement or against reinstatement, and shall be accompanied by an explanation of the reasons for the recommendation and of any recommended conditions for reinstatement.
- The Superintendent shall be allowed to attend meetings of the committee appointed by the Board when considering petition for reinstatement.

Criteria for Reinstatement

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

- Whether the reinstatement would create a risk of harm to other students or school personnel.
- Whether reinstatement would create a risk of GISD or individual liability for the school board or GISD personnel.
- The age and maturity of the individual.
- The individual's school record before the incident that caused the closure of programs.
- The individual's school record before the incident that caused the closure of programs.
- The individual's attitude concerning the incident that caused the closure of programs.
- The individual's behavior since the closure of programs and the prospects for recommendation of the individual.
- The degree of cooperation and support from the individual's parent/guardian as well as any support which may be expected from a parent/guardian if the student is reinstated.

Petitions for reinstatement from students whose programs have been closed by the Board of Education of another school district shall not be processed if the student has not first submitted a petition for reinstatement to the expelling Board.

Conditions of Reinstatement

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

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

Counseling

In certain instances, a student may be encouraged to enter individual or group counseling within the school environment or with a counselor outside of the school. Each case shall be handled on an individual basis, keeping in mind the needs of the student and the needs of the school community.

Behavioral / Academic / Attendance Probation

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

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

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

The student will be removed from probation if, at the completion of the probationary period, satisfactory adjustment has been made as agreed upon by the student, the staff member overseeing the student during probation, and the school's administrative staff. In addition, any student who has amassed serious academic or attendance deficiencies may be placed on a probation program.

Student Property – Search and Seizure

Search of a student's person and possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is reasonable suspicion that the student is in violation of the law or school rules and that the search will uncover evidence of the violation. A search may also be conducted to protect the health and safety of others. Searches may be conducted with or without a student's consent. Any law enforcement agency with jurisdiction over the school may assist the school personnel consistent with state and federal law.

Students are provided lockers, desks, and other equipment in which to store materials. This equipment is GISD property, may be searched at any time, and are subject to routine search. Students have no expectation of privacy in lockers, desks, or other GISD property. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the administrator.

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

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

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

Rights carry with them certain responsibilities which must be shared by the student, parents, teachers, administrators, and the Board of Education.

Grievance Procedure

Investigation and Complaint Procedure

Except for Sexual Harassment as defined under Title IX (see GISD Board Policy 2266 below for Title IX Sexual Harassment), any student who believes that they have been subjected to unlawful harassment may seek resolution of the complaint through the informal and/or formal complaint procedures below. The formal complaint process involves an investigation of the Complainant's claims of harassment or retaliation and a process for rendering a decision regarding whether the charges are substantiated.

Informal Procedure

The goal of the informal complaint procedure is to promptly stop inappropriate behavior and facilitate resolution through informal means, if possible. The informal complaint procedure is provided for a student who believes they have been unlawfully harassed or retaliated against. This informal procedure is not required as a precursor to the filing of a formal complaint. The informal process is only available in those circumstances where the Complainant and the Respondent mutually agree to participate in it.

Students who believe that they have been unlawfully harassed against may proceed immediately to the formal complaint process but are not required to do so.

All complainants may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

All complainants involving a District employee, any other adult member of the School District community, or a third party and student will be formally investigated.

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

- A. Advising the Complainant about how to communicate the unwelcome nature of the behavior to the respondent.
- B. Distributing a copy of Policy 5517– Non-Discrimination/Anti-Harassment as a reminder to the individuals in the school building or office where Respondent works or attends.
- C. If both parties agree, the Anti-Harassment Compliance Officer (CO) may arrange and facilitate a meeting or mediation between the Complainant and the Respondent to work out a mutual resolution.

A Complainant may make an informal complaint, either orally or in writing: (1) to a teacher, other employee, or building administrator in the school the student attends; (2) to the Superintendent or other District-level employee; and/or (3) directly to one (1) of the Compliance Officers. All informal complaints must be reported to one (1) of the COs who will either facilitate an informal resolution or appoint another individual to facilitate an informal resolution. While there are no set time limits within which an informal complaint must be resolved, the CO or designee will exercise their authority to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint.

Formal Complaint Procedure

The formal complaint process shall be implemented if one of the following occurs: (1) a complaint is not resolved through the informal complaint process, (2) one (1) of the parties requested that the informal complaint process be terminated to move to the formal complaint process, (3) the Complainant elects to file a formal complaint, or (4) the CO determines the allegations are not appropriate for resolution through the informal process.

A Complainant may file a formal complaint, either orally or in writing, with a teacher, Principal, or other District employee at the student's school, the Compliance Officer, Superintendent, or another District official who works at another school or at the District level. Due to the sensitivity surrounding complaints of unlawful harassment and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a formal complaint within thirty (30) days after the conduct occurs. If a Complainant informs a teacher, principal, or other District official at the student's school, Superintendent, or other District employee, either orally or in writing, about any complaint of harassment or retaliation, that employee must report such information to the CO within two (2) business days.

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

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

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

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

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

More details on the GISD's Policy 5517 on Nondiscrimination/Anti-Harassment can be found at www.geneseeisd.org

Non-Discrimination and Access to Equal Educational Opportunity - Board Policy 2260

Any form of discrimination or harassment can be devastating to an individual's academic progress, social relationship, and/or personal sense of self-worth.

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

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

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

Definitions:

Words used in this policy shall have those meaning defined herein: words not defined shall be construed according to their plain and ordinary meanings.

Complainant is the individual who alleged, or is alleged, to have been subjected to unlawful discrimination/retaliation, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged discrimination/retaliation.

Respondent is the individual who has been alleged have engaged in unlawful discrimination/retaliation, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged discrimination/retaliation.

School District community means students and Board employees (*i.e.*, administrators, and professional and classified staff),, as well as Board members, agents volunteers. contractors, or other persons subject to the control and supervision of the Board,

Third Parties include. but are not limited to guests and/or visitors on School District property_(e.g. , visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with the Board. and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off *District* property.)

Days (s): Unless expressly stated otherwise. the term day or days as used in this policy means a business day(s) (*i.e.*, a day(s) that the Board office is open for normal operating hours, Monday - Friday., excluding State-recognized holiday.

District Compliance Officers

If any individual believes they have been discriminated against or believes that the District or an employee of the District has inadequately applied the principles and/or regulations of any Federal or State law or regulation, or any requirement or regulation of the U.S. Department of Education, they should direct a complaint or request for accommodation to:

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

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

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

The names, titles, and contact information of these individuals will be published annually on the School District's website and in the parent/student and staff handbooks.

The District will accommodate the use of certified service animals when there is an established need for such supportive aid in the school environment. Certain restrictions may be applied when necessary due to allergies, health, safety, disability or other issues of those in the classroom or school environment. The goal shall be to provide all students with the same access and participation opportunities provided to other students in school. Confirmation of disability, need for a service animal to access the school programming, and current certification/training of the service animal may be required.

The COs are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination, retaliation or denial of equal access. The COs shall also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination Act of 1975 is provided to students, their parents, staff members, and the general public. A copy of each of the Acts and regulations on which this notice is based may be found in the CO's office.

The Superintendent shall annually attempt to identify children with disabilities, ages 0-25, who reside in the District but do not receive public education.

The Board is committed to educating (providing for the education of) each qualified person with a disability with persons who are not disabled to the maximum extent appropriate. Generally, the District will place a person with a disability in the regular educational environment unless it is demonstrated that the education of the person in the regular environment, even with the use of supplementary aids and services cannot be achieved satisfactorily. If the Board operates a separate class or facility that is identifiable as being for persons with disabilities, the facility, program, and activities and services must be comparable to the facilities, programs, and activities and services offered to students without a disability.

In addition, the Superintendent or designee shall establish procedures to identify students who are Limited English Proficient (LEP), including immigrant children and youth, to assess their ability to participate in District programs, and develop and administer a program that meets the English language and academic needs of these students. This program shall include procedures for student placement, services, evaluation and exit guidelines and shall be designed to provide students with effective instruction that leads to academic achievement and timely acquisition of proficiency in English. As a part of this program, the District will evaluate the progress of students in achieving English language proficiency in the areas of listening, speaking, reading and writing, on an annual basis (also see Policy 2225). The Superintendent or designee is responsible for verifying that a concentration of students who are Limited English Proficient (LEP) in one or more programs is not the result of discrimination.

Reports and Complaints of Unlawful Discrimination and Retaliation

Students and Board employees are required, and all other members of the School District community and third parties are encouraged to promptly report incidents of unlawful discrimination and/or retaliation to a teacher, administrator, supervisor, or other District official so that the Board may

address the conduct. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the CO within two (2) days.

Members of the School District community, which includes students or third parties, who believe they have been unlawfully discriminated/retaliated against are entitled to utilize the complaint process set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the Complainant's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known, and potential witnesses are available.

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior, the Principal believes that the reported misconduct may constitute unlawful discrimination based on a Protected Class, the Principal shall report the act to a CO who shall investigate the allegation in accordance with this policy. While the CO investigates the allegation, the Principal shall suspend the Policy 5517.01 investigation to await the CO's written report. The CO shall keep the Principal informed of the status of the Policy 2260 investigation and provide the Principal with a copy of the resulting written report.

The COs are available during regular school/work hours to discuss concerns related to unlawful discrimination/retaliation. COs shall accept reports of unlawful discrimination/retaliation directly from any member of the School District community or a third party, or receive reports that are initially filed with another Board employee. Upon receipt of a report of alleged discrimination/retaliation, the CO will contact the Complainant and begin either an informal or formal process (depending on the Complainant's request and the nature of the alleged discrimination/retaliation), or the CO will designate a specific individual to conduct such a process. The CO will provide a copy of this policy to the Complainant and the Respondent or any person who files a complaint. In the case of a formal complaint, the CO will prepare recommendations for the Superintendent or oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of discrimination/retaliation that are reported to them to the CO within two (2) days of learning of the incident/conduct.

Any Board employee who directly observes unlawful discrimination/retaliation of a student is obligated, in accordance with this policy, to report such observations to a CO within two (2) business days. Additionally, any Board employee who observes an act of unlawful discrimination/retaliation is expected to intervene to stop the misconduct, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the misconduct. Thereafter, the CO or designee must contact the Complainant, if age eighteen (18) or older, or the Complainant's parents/guardians if the Complainant is under the age eighteen (18), within two (2) days to advise of the Board's intent to investigate the alleged wrongdoing.

Investigation and Complaint Procedure

Except for sex discrimination and/or Sexual Harassment that is covered by Policy 2266 – Nondiscrimination on the Basis of Sex Education Programs or Activities, any student who alleges to have been subjected to unlawful discrimination or retaliation may seek resolution of the complaint through

the procedures described below. The formal complaint procedures involve an investigation of the individual's claims of discrimination/retaliation and a process for rendering a decision regarding whether the charges are substantiated.

Due to the sensitivity surrounding complaints of unlawful discrimination or retaliation, timelines are flexible for initiating the complaint process; however, individuals are encouraged to file a complaint within thirty (30) days after the conduct occurs. Once the formal complaint process begins, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) days of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of unlawful discrimination or retaliation with the United States Department of Education Office for Civil Rights ("OCR"). The Cleveland Office of the OCR can be reached at 1350 Euclid Avenue, Suite 325, Cleveland, Ohio 44115; Telephone: (216) 522-4970; Fax: (216) 522-2573; TDD: (216) 522-4944; E-mail: ocr.cleveland@ed.gov; Web: <http://www.ed.gov/ocr>.

Informal Complaint Procedure

The goal of the informal complaint procedure is to promptly stop inappropriate behavior and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student who alleges unlawful discrimination or retaliation. This informal procedure is not required as a precursor to the filing of a formal complaint.

The informal process is only available in those circumstances where the Complainant and the Respondent mutually agree to participate in it.

The Complainant may proceed immediately to the formal complaint process and individuals who participate in the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

All complaints involving a District employee or any other adult member of the School District community and a student will be formally investigated.

As an initial course of action, if a Complainant feels comfortable and safe doing so, the individual should tell or otherwise inform the Respondent that the allegedly discriminatory/retaliatory conduct that it is inappropriate and must stop. The Complainant should address the alleged misconduct as soon after it occurs as possible. The COs are available to support and counsel the Complainant when taking this initial step or to intervene on behalf of the individual if requested to do so. A Complainant who is uncomfortable or unwilling to directly approach the Respondent about the inappropriate conduct may file an informal or a formal complaint. In addition, with regard to certain types of unlawful discrimination, such as sexual discrimination, the CO may advise against the use of the informal complaint process.

A Complainant who alleges unlawful discrimination/retaliation may make an informal complaint, either orally or in writing: (1) to a teacher, other employee, or building administrator in the school the student attends; (2) to the Superintendent or other District-level employee; and/or (3) directly to one of the COs.

All informal complaints must be reported to a CO who will either facilitate an informal resolution as described below or appoint another individual to facilitate an informal resolution.

The School District's informal complaint procedure is designed to provide the Complainant with a range of options aimed at bringing about a prompt resolution of their concerns. Depending upon the nature of the complaint and the Complainant's wishes, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the Complainant about how to communicate concerns to the Respondent.
- B. Distributing a copy of Policy 2260 – Non-Discrimination and Access to Equal Educational Opportunity to the individuals in the school building or office where the Respondent works or attends.
- C. If both parties agree, the CO may arrange and facilitate a meeting or mediation between the Complainant and the Respondent to work out a mutual resolution.

While there are no set time limits within which an informal complaint must be resolved, the CO or designee is directed to attempt to resolve all informal complaints within fifteen (15) days of receiving the informal complaint. If the Complainant is dissatisfied with the informal complaint process, the Complainant may proceed to file a formal complaint, and, as stated above, either party may request that the informal process be terminated at any time to move to the formal complaint process.

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one (1) of the parties requested that the informal complaint process be terminated to move to the formal complaint process, or if the Complainant, from the outset, elects to file a formal complaint, or the Compliance Officer(s) determine the allegations are not appropriate for the resolution through the informal process, the formal complaint process shall be implemented.

The Complainant may file a formal complaint, either orally or in writing, with a teacher, Principal, or other District official at the student's school, the CO, Superintendent, or another District official who works at another school or at the District level. Due to the sensitivity surrounding complaints of unlawful discrimination, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a formal complaint within thirty (30) days after the conduct occurs. If a Complainant informs a teacher, Principal, or other District employee at the student's school, Superintendent, or other District employee, either orally or in writing, about any complaint of discrimination/retaliation, that employee must report such information to the CO/designee within two (2) days.

Throughout the course of the process, the CO should keep the parties reasonably informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent known: the identity of the Respondent; the discriminatory/retaliatory conduct; a detailed description of the facts upon which the complaint is based (i.e., when, where, and what occurred); a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter, the CO will prepare a

written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further discrimination or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the Respondent. In making such a determination, the CO should consult the Complainant to assess whether the individual agrees with the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO may still take whatever actions deemed appropriate in consultation with the Superintendent.

Within two (2) days of receiving the complaint, the CO or designee will initiate a formal investigation to determine whether the Complainant has been subjected to unlawful discrimination/retaliation. The Principal will not conduct an investigation unless directed to do so by the CO.

Simultaneously, the CO will inform the Respondent that a formal complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or administrative guidelines, including Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity. The Respondent must also be informed of the opportunity to submit a written response to the formal complaint within five (5) days.

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

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

At the conclusion of the investigation, the CO or designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful discrimination/retaliation as provided in Board policy and State and Federal law as to whether the Respondent has engaged in unlawful discrimination/retaliation of the Complainant. The CO's recommendations must be based upon the totality of the circumstances. In determining if unlawful discrimination or retaliation occurred, a preponderance of evidence standard will be used. The CO may consult with the Board's legal counsel before finalizing the report to the Superintendent.

Absent extenuating circumstances, within five (5) business days of receiving the report of the CO or designee, the Superintendent must either issue a written decision regarding whether the charges have been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5)

days. At the conclusion of the additional investigation, the Superintendent shall issue a final written decision as described above.

If the Superintendent determines the Respondent engaged in unlawful discrimination/retaliation toward the Complainant, the Superintendent must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate and effective, and tailored to the specific situation.

The decision of the Superintendent or Deputy Superintendent shall be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful discrimination/retaliation regardless of whether the student alleging the unlawful discrimination/retaliation pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

The parties may be represented, at their own cost, at any of the above-described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a Complaint with the Office for Civil Rights, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

Privacy/ Confidentiality

The District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the Board 's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. Additionally, the Respondent must be provided the Complainant's identity.

During the course of a formal investigation, the CO or designee will instruct each person who is interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to Third Parties any information that is learned or provided during the course of the investigation.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful discrimination/retaliation by taking appropriate action reasonably calculated to stop and prevent further misconduct. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful discrimination/retaliation is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may, intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a report, formal complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

More details on GISD's Policy 2260 on unlawful harassment can be found at www.geneseeisid.org.

NONDISCRIMINATION ON THE BASIS OF SEX IN DISTRICT PROGRAMS OR ACTIVITIES - Board Policy 2266

The Genesee Intermediate School District does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to enrollment and employment. GISD is committed to maintaining an education and work environment that is free from discrimination based on gender, including sexual harassment.

GISD prohibits Sexual Harassment that occurs within its education programs and activities. When the District has actual knowledge of Sexual Harassment in its education program or activity against a person in the United States while participating in a school program, it shall promptly respond in a manner that is not deliberately indifferent.

Pursuant to its Title IX obligations, GISD is committed to eliminating Sexual Harassment and will take appropriate action when an individual is determined responsible. Employees, students, third-party vendors and contractors, guests, and other members of the School District community who commit Sexual Harassment are subject to the full range of disciplinary sanctions. GISD will provide persons who have experienced Sexual Harassment ongoing remedies as reasonably necessary to restore or preserve access to the District's education programs and activities.

Definitions

Sexual Harassment: conduct on the basis of sex that satisfies one or more of the following:

- A. Board employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct (often called "quid pro quo" harassment);
 - B. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
 - C. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)A(v), or "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).
- Complainant: an individual who is alleged to be the victim of conduct that could constitute Sexual Harassment.
 - Respondent: an individual who has been reported to be the perpetrator of conduct that could constitute Sexual Harassment.
 - Formal Complaint: a document filed by a Complainant or signed by the Title IX Coordinator alleging Sexual Harassment against a Respondent and requesting that the District investigate the allegation(s) of Sexual Harassment. At the time of filing a Formal Complaint with the District, a Complainant must be participating in or attempting to participate in the District's education program or activity. A "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal that the Board provides for this purpose) that contains the Complainant's physical or digital signature, or otherwise indicates that the Complainant is the person filing the Formal Complaint. Where the Title IX Coordinator signs a Formal Complaint, the Title IX Coordinator is not a Complainant or a party to the Formal Complaint and must not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.
 - Actual Knowledge: notice of Sexual Harassment or allegations of Sexual Harassment to the District's Title IX Coordinator, or any District official who has authority to institute corrective measures on behalf of the Board, or any Board employee. The mere ability or obligation to report Sexual Harassment or to inform a student about how to report Sexual Harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective measures on behalf of the District. "Notice" includes, but is not limited to, a report of Sexual Harassment to the Title IX Coordinator. This standard is not met when the only District official with actual knowledge is the Respondent.
 - Supportive Measures: non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. Such measures are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or deter Sexual Harassment. Supportive measures may include counseling, extensions of

deadlines or other course-related adjustments, modifications of work or class schedules, school/campus escort services, mutual restrictions of contact between the parties, changes in work locations), leaves of absence, increased security and monitoring of certain areas of the campus (including school buildings and facilities), referral to Employee Assistance Program, and other similar measures.

Title IX Coordinator(s)

The Board of Education designates and authorizes the following individual(s) to oversee and coordinate its efforts to comply with Title IX and its implementing regulations, including enrollment and employment. The District's Title IX Coordinator(s) is/are:

Jeffrey Adams
Executive Director of Human Resources
Genesee Intermediate School District
810-591-4591
2413 W. Maple Ave.
Flint, MI 48507
jadams@geneseeisd.org

Tricia L. Hill
Deputy Superintendent
Genesee Intermediate School District
810-591-4528
2413 W. Maple Ave.
Flint, MI 48507
tlhill@geneseeisd.org

Steven Polega
Director of Compliance and Special Services Administration
Genesee Intermediate School District
810-591- 4881
2413 W. Maple Ave.
Flint, MI 48507
spolega@geneseeisd.org

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process that provides for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process is included in Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities, which is available at: www.geneseeisd.org. The grievance process specifically addresses how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

Grievance Process

The Board is committed to promptly and equitably resolving student and employee complaints alleging Sexual Harassment. The District's response to allegations of Sexual Harassment will treat Complainants and Respondents equitably, including providing supportive measures to the Complainant and Respondent, as appropriate, and following this Grievance Process before imposition of any disciplinary sanctions or other actions, other than supportive measures, against the Respondent.

The Title IX Coordinator(s), along with any investigator(s), decision-maker(s), or any person(s) designated to facilitate an informal resolution process, shall not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent.

If a determination of responsibility for Sexual Harassment is made against the Respondent, the Board will provide remedies to the Complainant. The remedies will be designed to restore or preserve equal access to the District's education program or activity. Potential remedies include, but are not limited to, individualized services that constitute supportive measures. Remedies may also be disciplinary or punitive in nature and may burden the Respondent.

Report of Sexual Discrimination/Harassment

Any person may report sex discrimination, including Sexual Harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or Sexual Harassment), in person, by mail, by telephone, or by electronic mail, using the Title IX Coordinator's(s') contact information listed above, or by any other means that results in the Title IX Coordinator receiving the person's oral or written report. Reports may be made at any time (including during non-business hours), by using the telephone number(s) or electronic mail address(es), or by mail to the office address(es), listed for the Title IX Coordinator(s).

Students, Board members, and Board employees are required, and other members of the School District community and Third Parties are encouraged, to report allegations of sex discrimination or Sexual Harassment promptly to the/a Title IX Coordinator or to any Board employee, who will in turn notify the/a Title IX Coordinator. Reports can be made orally or in writing and should be as specific as possible. The person making the report should, to the extent known, identify the alleged victim(s), perpetrator(s), and witness(es), and describe in detail what occurred, including date(s), time(s), and location(s).

If a report involves allegations of Sexual Harassment by or involving the Title IX Coordinator, the person making the report should submit it to the Superintendent, or another Board employee who, in turn, will notify the Superintendent or designee of the report. The Superintendent will then serve in place of the Title IX Coordinator for purposes of addressing that report of Sexual Harassment.

When a report of Sexual Harassment is made, the Title IX Coordinator shall promptly (i.e., within two (2) days of the Title IX Coordinator's receipt of the report of Sexual Harassment) contact the Complainant (including the parent/guardian if the Complainant is under 18 years of age or under guardianship) to discuss the availability of supportive measures, consider the Complainant's wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without the filing of a Formal Complaint, and explain to the Complainant the process for filing a Formal Complaint. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. Any supportive measures provided to the Complainant or Respondent shall be maintained as confidential, to the extent that maintaining such confidentiality will not impair the ability of the District to provide the supportive measures.

Emergency Removal: Subject to limitations and/or procedures imposed by State and/or Federal law, the District may remove a student Respondent from its education program or activity on an emergency basis after conducting an individualized safety and risk analysis. The purposes of the individualized safety and risk analysis is to determine whether the student Respondent poses an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Sexual Harassment that justifies removal. If the District determines the student Respondent poses such a threat, it will so notify the student Respondent and the student Respondent will have an opportunity to challenge the decision immediately following the removal. See Policy 5610 – Emergency Removal, Suspension, and Closure of Programs of Students and Policy 5611 – Due Process Rights.

Formal Complaint of Sexual Harassment

A Formal Complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information set forth above. If a Formal Complaint involves allegations of Sexual Harassment by or involving the Title IX Coordinator, the Complainant should submit the Formal Complaint to the Superintendent, who will designate another person to serve in place of the Title IX Coordinator for the limited purpose of implementing the grievance process with respect to that Formal Complaint.

When the Title IX Coordinator receives a Formal Complaint or signs a Formal Complaint, the District will follow its Grievance Process, as set forth herein. Specifically, the District will undertake an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations will not be based on a person’s status as a Complainant, Respondent, or witness.

The Respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

Timeline

The District will seek to conclude the grievance process, including resolving any appeals, within sixty (60) days of receipt of the Formal Complaint.

If the Title IX Coordinator offers informal resolution processes, the informal resolution processes may not be used by the Complainant or Respondent to unduly delay the investigation and determination of responsibility. The timeline, however, may be subject to a temporary delay of the grievance process or a limited extension for good cause with written notice to the Complainant and the Respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party’s advisor, or a witness; concurrent law enforcement activity; and the need for language assistance or accommodation of disabilities. The Title IX Coordinator will provide the parties with reasonable updates on the status of the grievance process.

Upon receipt of a Formal Complaint, the Title IX Coordinator will provide written notice of the following to the parties who are known:

- A. Notice of the Board’s grievance process, including any informal resolution processes;
- B. Notice of the allegations of misconduct that potentially constitutes Sexual Harassment as defined in this policy, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties

involved in the incident, if known, the conduct allegedly constituting Sexual Harassment, and the date and location of the alleged incident, if known. The written notice must:

1. include a statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process;
2. inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence.
3. inform the parties of any provision in the Student Code of Conduct, this policy, and/or Employee/Administrator Handbook that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If, during the course of the investigation, the investigator becomes aware of allegations about the Complainant or Respondent that are not included in the original notice provided to the parties, the investigator will notify the Title IX Coordinator and the Title IX Coordinator will decide whether the investigator should investigate the additional allegations; if the Title IX Coordinator decides to include the new allegations as part of the investigation, the Title IX Coordinator will provide notice of the additional allegations to the parties whose identities are known.

Dismissal of a Formal Complaint

The District shall investigate the allegations in a Formal Complaint, unless the conduct alleged in the Formal Complaint:

- A. would not constitute Sexual Harassment (as defined in this policy) even if proved;
- B. did not occur in the District's education program or activity; or
- C. did not occur against a person in the United States.

If one of the preceding circumstances exist, the Title IX Coordinator shall dismiss the Formal Complaint. If the Title IX Coordinator dismisses the Formal Complaint due to one of the preceding reasons, the District may still investigate and take action with respect to such alleged misconduct pursuant to another provision of an applicable code of conduct, Board policy, and/or Employee/Administrator Handbook.

The Title IX Coordinator may dismiss a Formal Complaint, or any allegations therein, if at any time during the investigation:

- A. a Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint or any allegations therein;
- B. the Respondent is no longer enrolled in the District or employed by the Board; or
- C. specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations therein.

If the Title IX Coordinator dismisses a Formal Complaint or allegations therein, the Title IX Coordinator must promptly send written notice of the dismissal and the reason(s) therefore simultaneously to the parties.

Consolidation of Formal Complaints

The Title IX Coordinator may consolidate Formal Complaints as to allegations of Sexual Harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party, where the allegations of Sexual Harassment arise out of the same facts or circumstances.

Informal Resolution Process

Under no circumstances shall a Complainant be required to waive any right to an investigation and adjudication of a Formal Complaint of Sexual Harassment. Similarly, no party shall be required to participate in an informal resolution process.

If a Formal Complaint is filed, the Title IX Coordinator may offer to the parties an informal resolution process. If the parties mutually agree to participate in the informal resolution process, the Title IX Coordinator shall designate a trained individual to facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication. The informal resolution process may be used at any time prior to the decision-maker(s) reaching a determination regarding responsibility.

Any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the Formal Complaint.

Before commencing the informal resolution process, the Title IX Coordinator shall obtain from the parties their voluntary, written consent to the informal resolution process.

During the pendency of the informal resolution process, the investigation and adjudication processes that would otherwise occur are stayed and all related deadlines are suspended.

The informal resolution process is not available to resolve allegations involving a sexual assault involving a student Complainant and a student Respondent.

Investigation of a Formal Complaint of Sexual Harassment

In conducting the investigation of a Formal Complaint and throughout the grievance process, the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility is on the District, not the parties.

In making the determination of responsibility, the decision-maker(s) is directed to use the preponderance of the evidence standard. The decision-maker(s) is charged with considering the totality of all available evidence, from all relevant sources.

As part of the investigation, the parties have the right to:

- A. present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence; and
- B. have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney. The District may not limit the choice or presence of an advisor for either the Complainant or Respondent in any meeting or grievance proceeding.

Neither party shall be restricted in their ability to discuss the allegations under investigation or to gather and present relevant evidence.

The District will provide to a party whose participation is invited or expected written notice of the date, time, location, participants, and purpose of all investigative interviews, or other meetings, with sufficient time for the party to prepare to participate.

Both parties shall have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including the evidence upon which the District does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation.

Prior to completion of the investigative report, the Title IX Coordinator will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least ten (10) calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report.

At the conclusion of the investigation, the investigator shall create an investigative report that fairly summarizes relevant evidence and send the report to each party and the party's advisor, if any, for their review and written response. The investigator will send the investigative report in an electronic format or a hard copy, at least ten (10) calendar days prior to the decision-maker(s) issuing a determination regarding responsibility.

Determination of Responsibility

The Title IX Coordinator shall appoint a decision-maker(s) to issue a determination of responsibility. The decision-maker(s) cannot be the same person(s) as the Title IX Coordinator(s) or the investigator(s).

After the investigator sends the investigative report to the parties and the decision-maker(s), and before the decision-maker(s) reaches a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. The decision-maker(s) must explain to the party proposing the questions any decision to exclude a question as not relevant.

Determination regarding responsibility: The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) must apply the preponderance of the evidence standard.

The written determination will include the following content:

- A. Identification of the allegations potentially constituting Sexual Harassment pursuant to this policy;
- B. A description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence.
- C. Findings of fact supporting the determination;
- D. Conclusions regarding the application of the applicable code of conduct to the facts;

- E. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the decision-maker(s) is recommending that the District impose on the Respondent(s), and whether remedies designed to restore or preserve equal access to the District's education program or activity should be provided by the District to the Complainant(s); and
- F. The procedures and permissible bases for the Complainant(s) and Respondent(s) to appeal.

The following disciplinary sanctions/consequences may be imposed on a student Respondent who is determined responsible for violating this policy (i.e., engaging in Sexual Harassment):

- A. Informal Discipline
 - 1. writing assignments;
 - 2. changing of seating or location;
 - 3. pre-school, lunchtime, after-school detention;
 - 4. in-school discipline;
 - 5. Saturday school;
- B. Formal Discipline
 - 1. suspension of bus riding/transportation privileges;
 - 2. removal from co-curricular and/or extra-curricular activity(ies), including athletics;
 - 3. emergency removal;
 - 4. suspension for up to ten (10) school days;
 - 5. long-term suspension or closure of programs;
 - 6. any other sanction authorized by the Student Code of Conduct.

If the decision-maker(s) determines the student Respondent is responsible for violating this policy (i.e., engaging in Sexual Harassment), the decision-maker(s) will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX Coordinator will notify the Superintendent of the recommended remedies, so an authorized administrator can consider the recommendation(s) and implement an appropriate remedy(ies) in compliance with Policy 5600 – Student Discipline, Policy 5605 – Suspension/Expulsion of Students with Disabilities, Policy 5610 – Emergency Removal, Suspension, and Expulsion of Students, Policy 5610.01 - In-School Discipline, and Policy 5611 – Due Process Rights. Discipline of a student Respondent must comply with the applicable provisions of the Individuals with Disabilities Education Improvement Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1972, and their respective implementing regulations.

Appeal

Both parties have the right to file an appeal from a determination regarding responsibility, or from the Title IX Coordinators dismissal of a Formal Complaint or any allegations therein, on the following bases:

- A. Procedural irregularity that affected the outcome of the matter (e.g., material deviation from established procedures);
- B. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

- C. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant(s) or Respondent(s) that affected the outcome of the matter.

The Complainant(s) may not challenge the ultimate disciplinary sanction/consequence that is imposed.

Any party wishing to appeal the decision-maker(s)'s determination of responsibility, or the Title IX Coordinator's dismissal of a Formal Complaint or any allegations therein, must submit a written appeal to the Title IX Coordinator within five (5) days after receipt of the decision-maker(s)'s determination of responsibility or the Title IX Coordinator's dismissal of a Formal Complaint or any allegations therein.

Nothing herein shall prevent the Superintendent from imposing any remedy, including disciplinary sanction, while the appeal is pending.

As to all appeals, the Title IX Coordinator will notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties.

The decision-maker(s) for the appeal shall not be the same person(s) as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator(s). The decision-maker(s) for the appeal shall not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant(s) or Respondent(s) and shall receive the same training as required of other decision-makers.

Both parties shall have a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.

The parties' written statements in support of, or challenging, the determination of responsibility must be submitted within five (5) days after the Title IX Coordinator provides notice to the non-appealing party of the appeal.

The decision-maker(s) for the appeal shall issue a written decision describing the result of the appeal and the rationale for the result. The original decision-maker's(s') determination of responsibility will stand if the appeal request is not filed in a timely manner or the appealing party fails to show clear error and/or a compelling rationale for overturning or modifying the original determination. The written decision will be provided to the Title IX Coordinator who will provide it simultaneously to both parties. The written decision will be issued within five (5) days of when the parties' written statements were submitted.

The determination of responsibility associated with a Formal Complaint, including any recommendations for remedies/disciplinary sanctions, becomes final when the time for filing an appeal has passed or, if an appeal is filed, at the point when the decision-maker(s) for the appeal's decision is delivered to the Complainant and the Respondent. No further review beyond the appeal is permitted.

Retaliation

Neither the Board nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or Sexual Harassment, but arise out of

the same facts or circumstances as a report or complaint of sex discrimination, or a report or Formal Complaint of Sexual Harassment, for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of Sexual Harassment, filing a Formal Complaint, or participating in an investigation.

Complaints alleging retaliation may be filed according to the grievance process set forth above.

Confidentiality

The District will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a Formal Complaint of Sexual Harassment, any Complainant, any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. 1232g, or FERPA regulations, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder (i.e., the District's obligation to maintain confidentiality shall not impair or otherwise affect the Complainant's and Respondent's receipt of the information to which they are entitled related to the investigative record and determination of responsibility).

More details on GISD's Policy 2266 on unlawful harassment can be found at www.geneseeisd.org.

Cooperation with Law Enforcement Agencies

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

Asbestos Notice to Parents/Guardians/Students/Staff

Each year the Genesee Intermediate School District must notify parents, guardians, students and staff that we have complied with State and Federal regulations pertaining to asbestos inspections and review.

The AHERA regulation requires surveillance of the condition of asbestos-containing material (ACM) every six months and reinspection every three years. The last re-inspections were conducted on July 26, 2023, by our environmental consulting firm, Nova Environmental, Inc. The next re-inspections will be scheduled on July 24, 2026. A six-month periodic surveillance was completed on February 1, 2023. The next six-month periodic surveillance is scheduled on July 18, 2023. The re-inspection and periodic surveillances will be incorporated as part of the management plans.

GISD buildings are in excellent condition with respect to asbestos. All of the areas requiring operation and maintenance activities identified in the last re-inspection have occurred.

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

Pesticide Notice to Parents/Guardians

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

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

Genesee Intermediate School District

Human Resources and Operations

AGREEMENT FOR ACCEPTABLE USE OF TECHNOLOGY RESOURCES FOR SECONDARY STUDENTS

Building Name: _____ Username: _____

This Agreement is entered into on:

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

The purpose of this Agreement is to grant access to, and define acceptable use of, the ISD’s technology resources (“Technology Resources”). Technology Resources are any type of instrument, device, machine, equipment, technology or software capable of transmitting, acquiring, or intercepting, any telephone, electronic, data, internet, audio, video, or radio transmissions, signals, telecommunications, or services, and include without limitation:

1. Internal and external network infrastructure;
2. Internet and network access;
3. Computers;
4. Servers;
5. Storage devices;
6. Peripherals;
7. Software;
8. Messaging or communications systems.

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

- A. Your use of the ISD’s Technology Resources is a privilege that may be revoked by the ISD at any time and for any reason.
- B. You have no expectation of privacy when using the ISD’s Technology Resources. The ISD reserves the right to monitor and inspect all use of its Technology Resources, including, without limitation, personal e-mail and voice-mail communications, computer files, data bases, web logs, audit trails, or any other electronic transmissions accessed, distributed, or used through the Technology Resources. The ISD also reserves the right to remove any material from the Technology Resources that the ISD, at its sole discretion, chooses to, including, without limitation, any information that the ISD determines to be unlawful, obscene, pornographic, harassing, intimidating, disruptive, or that otherwise violates this Agreement.
- C. GISD Administration is responsible for determining who can access Technology Resources based on business or educational need, and for providing general supervision of authorized users who are granted access. This includes requiring that users understand and accept their individual obligations as set forth in this AUP.

- D. The Technology Resources does not provide a “public forum”. Technology Resources may not be used for commercial purposes or to support or oppose political positions or candidates unless expressly authorized in advance by an appropriate administrator. Technology Resources may be used to contact or communicate with public officials.
- E. The ISD’s Technology Resources are intended for use by registered users. You are responsible for their account/password and any access to the Technology Resources made using an account/password. Any damage or liability arising from the use of an account/password is that individual’s responsibility. Use of an account by someone other than the registered user is prohibited and may be grounds for suspension from the Technology Resources and other disciplinary consequences for employees, up to and including termination of employment, for both the registered user and the person using the account/password.
- F. You may not use the Technology Resources to engage in bullying, which is defined as:

Any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more pupils either directly or indirectly by doing any of the following:

- 1. Substantially interfering with educational opportunities, benefits, or programs of one or more pupils;
- 2. Adversely affecting the ability of a pupil to participate in or benefit from the educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress;
- 3. Having an actual and substantial detrimental effect on a pupil’s physical or mental health;
or
- 4. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Use of other communication/messaging devices (including devices not owned by the ISD) may be grounds for discipline under the ISD / School “Student Code of Conduct”.

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

- 1. Accessing or attempting to access material that is “harmful to minors”. Material that is harmful to minors includes any picture, image, graphic image file, or other visual depiction that (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sex act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole lacks serious literary, artistic, political, or scientific value as to minors.

2. Accessing or attempting to access material that is unlawful, objectional, obscene, pornographic, profane, or vulgar.
3. Accessing or attempting to access material that is inappropriate for minors, such as material that is defamatory, lewd, vulgar, profane; harassing or discriminatory; bullying; terroristic; or that promotes behaviors considered harmful to the minor viewer, or that are socially unacceptable.
4. Bullying (as defined in paragraph F).
5. Sexting, which includes, without limitation, possessing, sending, or distributing nude, sexually explicit, or sexually suggestive photographs, videos, or other visual depictions of yourself or another person.
6. Vandalism, which includes, without limitations, any malicious or intentional attempt to harm, steal, destroy, or disrupt user data, school materials, or school hardware or software.
7. Hacking, which includes, without limitation, gaining or attempting to gain access to, modifying, or obtaining copies of, information belonging to other users or information you are not authorized to access.
8. Unauthorized copying or use of licenses or copyrighted software.
9. Plagiarizing, which includes the unauthorized distributing, copying, using, or holding out as your own, material that was written or created by someone else, without permission of, and attribution to, the author/creator.
10. Posting or distributing confidential or inappropriate information meant to harass, intimidate, or embarrass others.
11. Allowing someone else to use your account or password or not preventing unauthorized access to Technology Resources when leaving them unattended.
12. Using, or soliciting the use of, or attempting to use or discover the account information or password of another user.
13. Attempting to, or successfully disabling security features, including technology protection measures required under the Children's Internet Protection Act ('CIPA').
14. Misusing equipment or altering system software without permission.
15. Commercial for-profit activities, advertising, political lobbying, or sending mass mailings or spam. However, you may contact a public official to express an opinion on a topic of interest.
16. Using the Technology Resources in any way that violates any Federal, State, or local laws, or any rule, or this handbook.

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

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

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

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

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

M. You are responsible for the proper use of the Technology Resources and will be held accountable for any damage to or replacement of the Technology Resources caused by your inappropriate use.

N. The ISD does not warrant or guarantee that its Technology Resources will meet any specific requirement, or that they will be error free or uninterrupted; nor will the ISD be liable for any damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the Technology Resources.

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

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

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

I have read this Agreement and agree to its terms.

Student Printed Name

Student Signature

Date

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

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

Use of District IT Resources is a privilege, not a right. The Board of Education's IT Resources, including its computer network, Internet connection, and online educational apps/services, are provided for educational purposes only. Unauthorized and inappropriate use will result in loss of this privilege and/or other disciplinary action. Students who sign this Agreement are affirming that they will not use District IT Resources for illegal, unethical, or harassing purposes or to access online content that may be considered obscene, pornographic, or unsuitable for children.

The Board has implemented technology protection measures that protect against (e.g., block/filter) Internet access to visual displays/depictions/materials that are obscene, constitute child pornography, or are harmful to minors. The Board also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication, and/or services on the Internet that the Board has not authorized for educational purposes and/or that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Students using District IT Resources are personally responsible and liable, both civilly and criminally, for unauthorized or inappropriate use of such resources.

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

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

I have read this Agreement and agree to its terms.

Parent/Guardian Printed Name

Parent/Guardian Signature

Date

STUDENT DIRECTORY INFORMATION OPT-OUT FORM

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

- Student name
- Participation in officially recognized activities and sports

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

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

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

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

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

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

Print Student’s Name	School
----------------------	--------

Print Name of Person Signing	Relationship to Student
------------------------------	-------------------------

Signature of Parent/Guardian/Adult Student	Date
--	------