MONROE COUNTY MIDDLE COLLEGE
STUDENT/PARENT HANDBOOK

2020 - 21 School Year

RECEIPT AND ACKNOWLEDGMENT OF HANDBOOK

The 2020 – 2021 school year handbook is available on our website.

http://monroeisd.us/departments/curriculum/middlecollege/

If you are not able to read the handbook online and would like a hard copy, please ask and one will be made available to you.

I (student), _____ have accessed the 2020 - 2021 Monroe County Middle College Student/Parent Handbook, "Addendum A – Anti Bullying Policy" and "Addendum B – Monroe County Truancy Protocol "Project Graduation" through the MCMC website. I acknowledge that I have read and understand the policies of the handbook, "Addendum A – Anti Bullying Policy" and "Addendum B – Monroe County Truancy Protocol "Project Graduation"

Print Name: _____

Sign: _____

Grade: _____

Date: _____

I acknowledge, with my signature below, the receipt of the annual notification of parent/student handbook for 2020 - 2021, "Addendum A – Anti Bullying Policy" and "Addendum B – Monroe County Truancy Protocol "Project Graduation" I acknowledge that I have accessed, read and understand the policies of the handbook, "Addendum A – Anti Bullying Policy" and "Addendum B – Monroe County Truancy Protocol "Project Graduation"

Parent Name: _____

Signature: _____

Date: _____

Monroe County Middle College is a collaboration of the Monroe County Community College, Promedica Monroe Regional Hospital, Monroe County Intermediate School District and the nine local school districts of Monroe County.

MONROE COUNTY INTERMEDIATE SCHOOL DISTRICT

For information regarding the Monroe County ISD, including a list of the Board of Education members and central office staff, please visit;

www.monroeisd.us

MONROE COUNTY COMMUNITY COLLEGE

For more information regarding Monroe County Community College, including a list of the Board of Trustees and central office staff, please visit;

www.monroeccc.edu

PROMEDICA MONROE REGIONAL HOSPITAL

For more information regarding Mercy Memorial Hospital System, including a list of Board members and administration, please visit;

www.promedica.org/monroe-regional-hospital

MONROE COUNTY MIDDLE COLLEGE

ADMINISTRATION

Robert Krueger, Principal
Megan Hickey, Dean of Students

TEACHERS

Nicole Belair
Brandi Havekost
Amanda Himes
Michael Miller
Nate Mills
Ashley Powers
Lisa Sellers
Jennifer Riegle
Cheryl Ryan
Eric Swank

COUNSELOR

Michele Jenkins

SCHOOL INFORMATION

Monroe County Middle College
1555 S. Raisinville Road (Main campus of MCCC)
Monroe MI 48161

Main Office:
CLRC (Library) Lower Level C15
734-342-8750
Fax: 734-457-6065

www.monroeisd.us

Monroe County Middle College is an Equal Opportunity Employer and Educational Institution

Board adoption: September 15, 2009

Monroe County Middle College Student Handbook

Welcome to the Monroe County Middle College. We provide a high school option for students in the nine school districts of Monroe County who have identified an interest in health science or STEM career pathway. The school delivers a rigorous and relevant curriculum, enables students to reach their academic potential, and provides students an opportunity to earn up to 60 possible transferrable college credits by the end of year thirteen (13).

Monroe County Middle College will offer a college preparatory curriculum during the 9th, 10th and 11th grade year. As students prove their ability to be successful in college they are allowed to enroll in the appropriate number of college classes. We are pleased to have you as our student and will do our best to help make your experience as meaningful and successful as possible. This is an exciting opportunity and we are pleased you have chosen to be part of it.

The Michigan School Code authorizes local boards of education to enact "reasonable rules and regulations necessary for the proper establishment, maintenance, management and operation of the public schools. This includes regulations relative to the conduct of pupils concerning their safety while in attendance at school or school functions."

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year, and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the principal.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of September 1, 2009. If any of the policies or administrative guidelines referenced herein are revised after September 1, 2009**,** the language in the most current policy or administrative guideline prevails.

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Special note regarding COVID 19: Please use this link to review our Phase 3, 4 and 5 Plans

https://www.monroeisd.us/Core/News/Article/21181

EQUAL EDUCATIONAL OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the District's Compliance Officer.

Elizabeth J. Taylor
Assistant Superintendent for Human Resources and Legal Counsel
734-322-2640

Complaints will be investigated in accordance with the procedure as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

Special Statement Regarding COVID – 19

SECTION I – GENERAL INFORMATION

School Day

The office hours for Monroe County Middle College ("MCMC") are Monday - Friday from 7:00 am – 3:00 pm. School will be in session daily, Monday - Friday from 7:45 am - 2:20 pm unless otherwise noted. In such cases a modified daily schedule will be followed when appropriate. This schedule is for high school classes. When a student is taking college classes s/he must follow the appropriate and assigned schedule.

Early Dismissal

Students are not allowed to leave school prior to dismissal time without permission of the parent/guardian. No student will be released to a person other than the parent(s) or a person named on Emergency Contact form without permission of the parent(s) or guardian(s).

Withdrawal from School

Students who wish to withdraw from the school need to talk with the Principal to ensure that the correct steps are taken.

Student Rights and Responsibilities

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association, and to fair treatment, as long as they respect those rights of their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their student is succeeding in school and will be provided information on a regular basis, and as needed, when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their student's teachers and support staff by informing the staff of suggestions or concerns that may help their student better accomplish his/her educational goals. In addition, parents are encouraged to make use of Home Access Center which is provided by the ISD for the benefit of the student and family.

Students must arrive at school on time, prepared to learn, and participate in the educational program. If, for some reason, this is not possible, the student should seek help from the Principal.

With the following exceptions, the rules and regulations set forth in this Handbook will apply to all students regardless of age. Students 18 and older may have the same privilege as their parent/guardian as it relates to access to their student records. Eighteen year old students may also represent themselves during disciplinary conferences and be in receipt of their own grade reports.

Dangerous Communicable Disease

School Districts are required to teach about dangerous communicable diseases, including, but not limited to HIV/AIDS. Parents/legal guardians will be notified in advance of the content of the instruction, the right to review materials in advance, the right to observe instructions and the right to excuse their child without penalty.

Family Educational Rights and Privacy Act and Protection of Pupil Right's Amendment

ANNUAL NOTIFICATION OF STUDENT AND PARENT RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords parents and legal guardians ('parents") and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

These rights are outlined below:

1. The right to inspect and review the student's education records within 45 days of the date the District receives a request for access. Parents or eligible students should submit to the school principal or program supervisor a written request that identifies the record(s) they wish to inspect. The principal or supervisor will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. Upon request of the viewer, a record shall be reproduced unless the record is copyrighted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Both parents have a right to see the school records of their child unless there is a certified copy of a court order on file at the school that specifically denies the right to access to school records. Copies of school records are available for a minimum copying charge.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the Monroe County Intermediate School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District 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.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a

disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records, including disciplinary records, without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Monroe County Intermediate School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue. S.W.
Washington, D.C. 20202-4605

5. Directory Information: Monroe County ISD may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance in writing on the Opt Out form. The primary purpose of directory information is to allow the MCISD to include this type of information from your child's education record in certain school publications. Examples include:

- For school or district publications, including but not limited to a brochure about my student's program or class, the school's/district's website or social media accounts, a brochure about a student activity or competition, a yearbook or yearbook-type video, or a student recognition or honors program
- A photo of my student or my student's name posted in the building, or included in a program or brochure about a school program, event or activity
- News releases about programs and/or student honors, awards and certifications
- Colleges, U.S. military, prospective employers, employment-training and internship providers (MCMC only)
- Scholarship agencies (MCMC only)

Information may also be published in newspapers or shared with employers and colleges. In addition, federal laws require local educational agencies to provide military recruiters, upon request, with names, addresses and phone listings.

Directory information which would not generally be considered harmful or an invasion of privacy if disclosed includes: student's name, address, telephone listing, major field of study, program and session, student photographs, participation in recognized activities, dates of attendance (school year enrolled), certifications, awards and honors received, scholarships and other information that is generally found in directories, yearbooks and programs. **The District will not disclose directory information requested for the purpose of surveys, marketing or solicitation unless the district determines that the use is consistent with the educational mission of the district and is beneficial to the affected students. If you do not want the MCMC to disclose this information, you must notify the principal, in writing, within 30 days of the first day of attendance. An opt out form for that purpose is attached.**

Please contact your school office at 734-342-8750 if you have any questions about these rights.

Monroe County ISD Student "Directory Information" Sharing –and- Opt-Out Form

I understand that the Family Educational Rights and Privacy Act (FERPA), a federal law, allows my student's school and/or district to disclose designated "directory information" (listed below) about my student to third parties without my written consent unless I inform the school/district otherwise by submitting this form.

I further understand that Michigan law requires schools/districts, starting in 2017, to provide parents/guardians/adult students with a list of the various reasons a student's directory information may be released and give parents/guardians the opportunity to opt out of particular circumstances for such sharing.

I understand that I should submit this form indicating the types of information I do **not** want shared about my student within 30 calendar days of my student starting school with MCISD. **I understand I would need to submit this form each school year if choosing to opt out.**

Blanket "Do Not Share Directory Information" Elections: I do **not** want the school/district to share the following (checked) "directory information" about my student with **anyone** outside the school/district, ***unless required by law***:

- ☐ Student name
- ☐ Address
- ☐ Major field of study
- ☐ Participation in officially recognized activities and sports
- ☐ Dates of attendance
- ☐ Date of graduation
- ☐ Awards, certifications and honors received
- ☐ Scholarships
- ☐ Phone numbers for inclusion in school directories
- ☐ School photographs or videos of students participating in school activities, events or programs
- ☐ School-assigned email accounts, but only for the purpose of facilitating student registration for access to online educational services.

Specific Exceptions to Sharing of Directory Information: The directory information about my student **that I did not check, above, may be shared** for the following purposes:

- ☐ For school or district publications, including but not limited to a brochure about my student's program or class, the school's/district's website or social media accounts, a brochure about a student activity or competition, a yearbook or yearbook-type video, or a student recognition or honors program
- ☐ A photo of my student or my student's name posted in the building, or included in a program or brochure about a school program, event or activity
- ☐ News releases about programs and/or student honors, awards and certifications
- ☐ Colleges, U.S. military, prospective employers, employment-training and internship providers (MCMC only)
- ☐ Scholarship agencies (MCMC only)

Parent or guardian name: _____ Date: _____

Student name: _____ School Name: _____

Parent/Guardian signature (if student is under 18): _____

Student signature (if student is 18): _____ Date: _____

PLEASE COMPLETE AND RETURN TO THE SCHOOL OFFICE ONLY IF OPTING OUT

Emergency Medical Authorization

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent/guardian in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

The Emergency Medical Authorization Form is provided at the time of enrollment and the beginning of each school year. Failure to return the completed form to the school will jeopardize a student's educational program.

Injury and Illness

All injuries/illnesses must be reported to a teacher or the office so the parent may be contacted. Students will be given permission to go home only after the parent/guardian has been contacted. If a parent/guardian cannot be contacted, the person listed on the Emergency form will be contacted. If the parent/guardian or parent approved adult cannot be contacted, the student will remain in school. If the illness/injury appears severe, 911 will be called and the student will be transported to the hospital and parents will be billed for all expenses.

Homebound Instruction

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the **Assistant Superintendent for Curriculum and Instruction.** The District will provide homebound instruction only for those confinements expected to last five (5) days or more.

Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; and present evidence of the student's ability to participate in an educational program.

Use of Medications

In those circumstances where a student must take prescribed or non-prescribed (over the counter) medication during the school day, the following guidelines are to be observed:

A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.

B. The Medication Request and Authorization Form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.

C. All medications must be registered with the principal's office.

D. Medication that is brought to the office will be properly secured and in its original container. Medication MAY NOT be sent to school in a student's back pack, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.

E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered, or at the end of a school year.

F. The parents shall have sole responsibility to instruct their student to take the medication at the scheduled time, and the student has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.

G. A log for each prescribed medication shall be maintained that will note the personnel dispensing the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

Asthma Inhalers and Epi-pens

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the school principal and updated annually.

Non-prescribed drugs and over the counter drugs

Written physician prescription is required in order to allow students to take over the counter or non-prescription medications at school.

No staff member will be permitted to dispense non-prescribed, over-the-counter (OTC) medication to any student.

Individuals with Disabilities

The American's with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact Michelle Brahaney, Assistant Superintendent for Special Education and Early Intervention Services at 734-242-5799 x 1400.

Student Fund Raising

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines and Board Policies.

Student Supplies

Students are expected to come to school each day with supplies necessary to complete their work. It is recommended that all students use a book bag to organize and maintain their class work and supplies.

Review of Instructional Materials and Activities

Upon request parents have the right to review instructional materials and activities within a reasonable amount of time after the request. Parents/Guardians should make such request to the Principal.

Evacuation Drills

Due to the unique college campus learning environment, the evacuation policy of each building utilized for instruction has been reviewed with the students. It is extremely important that in the case of an evacuation students listen to the teacher and exercise safe, mature behavior.

Fire, Lock Down, and Tornado Drills

As a public school the MCMC will have a minimum of five (5) fire drills and two (2) tornado drills throughout the school year. MCMC will also conduct three (3) emergency management drills. The drills allow the students the opportunity to prepare in case of an emergency.

Unusual Situations

In the event that an unusual situation should arise it is of the utmost importance that the students listen to and follow the directions from the teacher.

Emergency Closings and Delays

The Monroe County Middle College may experience school closures for inclement weather. The times that we will not be in session due to the weather are as follows:

- The Monroe County Community College is closed
- At the discretion of the Monroe County ISD Superintendent

In addition to the website, local radio or TV, parents are encouraged to sign up for our Honeywell Instant Alert notification. For assistance with registering you may contact the

school office. Parents are also encouraged to register with AlertNow; the system that Monroe County Community College uses to announce such events.

Visitors

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must contact the office prior to entering the school. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school, in order to schedule a mutually convenient time.

Students may not bring visitors to school without prior permission from the Principal.

Use of Equipment and Facilities

Students must receive the permission of the teacher before using any equipment or materials in the classroom, and the permission of the Principal to use any other School equipment or facility. Students will be held responsible for the proper use and protection of any equipment or facility they are permitted to use.

Student Sales

No student is permitted to sell any item or service in the school without the approval of the Principal. Violation of this may lead to disciplinary action.

Office Phone Use

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

Electronic Communication Devices

Students, upon the request of and with the permission of their parent(s)/guardian(s), or by the request of a student over the age of eighteen (18), may be in the possession of a cellular phone, pager/beeper or other electronic communication device. The device shall be turned off when in the school buildings or for those students on work experience locations and shall not be used unless there is a bona fide health or safety emergency. In no case will any personal electronic communication device be allowed that provides for a wireless unfiltered connection to the Internet. Students violating this policy may be subject to disciplinary action.

The student who possesses a cellular phone or electronic communication device shall assume responsibility for its care. At no time shall the District be responsible for preventing theft, loss or damage to cell phones or electronic communication devices brought onto its property.

Advertising Outside Activities

Students may not post announcements or advertisements for outside activities without receiving prior approval form the Principal. The Principal will try to respond to requests for approval within twenty-four (24) hours of their receipt.

Plagiarism

It is the expectation of the MCMC staff that all students will demonstrate honesty and respect for the rights of others. Plagiarism is a form of dishonesty and demonstrates a lack of respect for another person's ideas, writing, or work by claiming it as his/her own.

The parent(s)/guardian(s) of a student suspected of plagiarism parents will be contacted and a failing grade equivalent to a "0" (zero) will be assigned to the plagiarized work. Such an offense may also result in the program being closed to students.

SECTION II - ACADEMICS

GRADUATION REQUIREMENTS

Graduation requirements will change throughout the high school and college experience to meet the requirements set forth by the State of Michigan. As a public Michigan early/middle college, the MCMC is held accountable to the Michigan Merit Curriculum.

The following are the graduation requirements for the class of 2017 and beyond:

Language Arts: 4 Credits

One credit of:

- **ELA 9**
- **ELA 10**
- **ELA 11 (or equivalent college course)**
- **ELA 12 (or equivalent college course)**

Math: 4 Credits

One credit of:

- **Algebra 1**
- **Geometry**
- **Algebra 2 (or equivalent college course or testing out option)**
- **One additional college level math course**

Science: 3 Credits

One credit of:

- **Biology**
- **Chemistry or Physics**
- **One additional science credit**

Social Studies: 3 Credits

One credit of:

- **World History & Geography**
- **U.S. History & Geography**
- **One/half (.5) credit for each of the following**
    - **Civics (or equivalent college course),**
    - **Economics (or equivalent college course)**

Physical Education/Health: 1 Credit from local MCMC district or college equivalent

Visual/Performing/Applied Arts (VPAA) and Foreign Language Credits: For the graduating class of 2017 and beyond the State of Michigan is allowing a student to choose between completing one credit of a VPAA and two credits of a foreign language (MUST be the same language) OR two credits of VPAA and one credit of foreign language. If the student plans to

attend a university after leaving MCMC it is strongly recommended the student complete two credits of a foreign language and one credit of VPAA

Completion of a Capstone Project which may include a field placement or completion of a project. The Capstone consists of a minimum 40 hours of verified career exploration, internship, job shadowing or clinical experience

An Online Learning Experience

The Michigan Merit Curriculum outlines the minimum requirements to receive a high school diploma for the class of 2017 and beyond and are subject to change.

A student must earn at least 15 college (non-remedial) credits to receive a high school diploma. Students may earn up to 60 college credits resulting in an Associates degree from MCCC and/or transfer credits.

Math Experience	**Student must take a class that satisfies the requirement of a "Math experience" in the fifth year.**

Students must complete 50 hours of verified, unpaid volunteer hours.

Students must also take and the Michigan Merit Examination (MME) including the prescribed college entrance exam.

Please note that students will satisfy graduation requirements in accordance with their Educational Development Plan.

***Certain components of this may be waived with appropriate personal curriculum.**

Field Trips

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent.

Attendance rules apply to all field trips.

Focus Groups

All students are assigned to a Focus Group. Students will have a Focus Group every year they are students at MCMC, and will have the same Focus instructor as long as staffing allows. The intent of the Focus Group is to provide students with a teacher that can guide him/her through his/her high school and early college career. The Focus Group is a "for credit" high school class in the 9th and 10th grade. Students who are not “credentialed” for college classes may be required to take additional Focus periods.

Grades

MCMC has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

The School uses the following grading system:

90 to **100** = A = Excellent achievement

80 to **89** = B = Good achievement

70 to **79** = C = Satisfactory achievement

60 to **69** = D = Minimum-Acceptable achievement

F = Failure

I = Incomplete

P = Acceptable achievement

Grade Point Average

To calculate a grade point average (GPA), assign a weighted point value to each course grade and divide by the total number of credits. For partial-credit courses use the fractional value of the grade. For example, a half credit course with an earned grade of C would be .5 x 2=1. Then add

this to the other grades earned for total points earned. This total is then divided by the total credits earned for the GPA. This can be done by grading period, semester, year, or for a series of school years.

Grading Periods

Students and parents will receive notification at the end of each **19** week period indicating their grades for each course of study are available to review on Home Access Center. When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

Recognition of Student Achievement

Students who have displayed significant achievements during the course of the year may be recognized for their accomplishments. Areas that may merit recognition include but are not limited to academics, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the principal

Homework

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for success in college.

Computer Technology and Acceptable Use

The Board of Education is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of District operations. It also recognizes that safeguards have to be established to ensure that the District's investment in both hardware and software is achieving the benefits of technology.

In compliance with the Federal Children's Internet Protection Act (47 U.S.C. 254(h)(i)), not later than June 30, 2002 there shall be instituted for the School District's computers and computer networks a technology protection measure that protects against Internet (which, as used in this policy, includes the World Wide Web) access by both adults and minors to materials which is: obscene, child pornography, or harmful to minors.

A. The term "minors" means individuals under the age of eighteen (18) years of age.

B. The term "child pornography" means any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where: 1) the production of such visual depiction involves the use of a minor engaging in sexually explicit conduct; 2) such visual depiction is, or appears to be, of a minor engaging in sexually explicit conduct; 3) such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct; or 4) such visual depiction is advertised, promoted, presented, described, or distributed in such a manner that conveys the impression that the material is or contains a visual depiction of a minor engaging in sexually explicit conduct.

C. The term "materials harmful to minors" means any communication, picture, image, graphic image file, article, recording, writing, or other matter of any kind that: 1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; 2) depicts, describes, or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and 3) taken as a whole, lacks serious literary, artistic, political, or scientific value to minors.

The activities of students on School District computers and computer networks shall be monitored by the teacher responsible for the class for which the computer activity is being conducted, and/or by School District personnel designated by the Superintendent.

No person shall use any School District computer, computer equipment, or School District-provided Internet connection to access sexually explicit or obscene material.

When using School District computers, computer equipment, or Internet connections for electronic mail, chat rooms, bulletin boards, or any other form of direct electronic communication, no student shall disclose any personal information (including, but not limited to, names, addresses, telephone numbers, and photographs) about other students or School District staff. Students shall be discouraged from disclosing personal information about themselves in electronic mail, chat rooms, bulletin boards, or any other form of direct electronic communication through the Internet.

School District computers, computer equipment, and Internet connections shall not be used by any person to access another person's accounts, files, data, or information without authorization or for any unlawful activity. The interference with others' accounts, files, data, or information is prohibited.

The School District reserves the right to monitor and review all use of its computers, computer equipment, and computer networks (including, but not limited to, Internet activity and external/internal electronic mail, files, and data); no user of the School District's computers, computer equipment, or computer networks shall have any expectation of privacy with respect to use of the School District's computers, computer equipment, or computer networks.

No person shall engage in any activity which is detrimental to the stability or security of the School District's computers, computer equipment, or computer networks, or use School District computers, computer equipment, or computer networks in any way which is detrimental to the stability or security of others' computers, computer equipment, or computer networks, including, but not limited to, the intentional or negligent introduction of viruses, or the vandalism or abuse of hardware or software.

No person shall use the School District's computers, computer equipment, or computer networks in violation of copyright laws, including, but not limited to, the installing, downloading, copying, or using of copyrighted software without proper authority.

No person shall, in the course of using the School District's computers, computer equipment, or computer networks, impersonate another person or user; no person shall reveal a password of another person or user.

No person shall use the School District's computers, computer equipment, or computer networks for commercial purposes.

Violations of this policy may result in disciplinary action, as well as restriction, suspension, or termination of access to the School District's computers, computer equipment, and/or computer networks. In addition, referral may be made to law enforcement authorities.

This policy shall not be instituted prior to the giving of reasonable public notice and the holding of at least one (1) public hearing or meeting to address the contents of this policy.

The Superintendent shall establish administrative guidelines not only for proper acquisition of technology, but also to ensure that staff and students are making legal, appropriate, and ethical use of the technology.

The Superintendent shall also ensure that both staff and students are adequately informed about disciplinary actions that will be taken if District technology is abused in any way or used in illegal, inappropriate, or unethical manner.

Child Internet Protect Act (47 U.S.C. 254(h)(i))

Students will yearly sign the Acceptable Use Acknowledgement form and that form will be kept in the student’s file

Student Assessment

MCMC will participate in statewide assessments as required by the Michigan State Board of Education.

First, second, third and fourth cohorts may take an assessment which is used as a preparatory assessment which aligns with the state required test.

Students will also take an entrance test at Monroe County Community College. This test is a requirement for dual enrollment at MCCC and certain scores must be obtained in order for students to dual enroll.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Any high school student who wishes to test-out of a course in which s/he is not enrolled may do so by taking the final examination for the course and receiving a grade of at least C+, or by demonstrating mastery of the subject matter as determined by the assessment used in lieu of a final examination. Credit for a course earned by a student through this process may be used to fulfill a course or course-sequence requirement and be counted toward the required number of credits needed for graduation, but may not be used to determine the student's GPA. The student can take the "Testing Out" Exam during dates and times set by the high school

Students may receive credit toward high school graduation who successfully complete, prior to entering high school, a State mandated curriculum requirement, provided the course meets the same content requirements as the high school course, and the student has demonstrated the same level of proficiency on the material as required of the high school students.

Vocational and interest surveys may be given to identify particular areas of student interest or talent.

Students will not be required, as part of the school program or District curriculum, to submit to or participate in any survey, analysis, or evaluation that reveals information of a personal nature in accordance with Board policy and Federal guidelines.

Depending on the type of testing and specific information requested, parent (or student) consent may need to be obtained. MCMC will not violate the rights of consent and privacy of a student participating in any form of evaluation.

College entrance testing information can be obtained from the Principal's office.

Limited English Proficiency

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the

educational and extra-curricular program offered by the District. Parents should contact the principal to inquire about evaluation procedures and programs offered by the District.

SECTION III - STUDENT ACTIVITIES

School Sponsored Clubs and Activities

MCMC provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

A student's use of a performance-enhancing substance is a violation that will affect the student's extracurricular participation.

The Board authorizes student groups that are sponsored by a staff member.

Extra-curricular activities do not reflect the MCMC curriculum, but may be available to students.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

Non-School Sponsored Clubs and Activities

Nonschool-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the Principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities, and that nonschool persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as proscribed by law is not permitted. All groups must comply with MCMC rules and must provide equal opportunity to participate.

A non-district-sponsored organization may not use the name of the school or school mascot.

SECTION IV - STUDENT CONDUCT

Attendance

At the MCMC, attendance is evaluated as part of the student's soft skills. Excessive absences from MCMC or MCCC classes may inhibit the student's opportunity to dual enroll. It is important for students to know that excessive absenteeism is unacceptable and may jeopardize their opportunity to take college classes. In order for us to recommend students for college classes, they must have demonstrated that they are capable of attending classes on a regular basis and in a timely manner.

Attendance Policy

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Important learning results from active participation in classroom and other activities which cannot be replaced by individual study. Attendance is important in the development of a high quality work ethic, which will be a significant factor in a student's success in college. This is a habit the MCMC wants to help students develop as early as possible in their school careers.

The following outlines the consequences of excessive absences.

- Monroe County Middle College follows the guidelines set forth by the Monroe County Truancy Protocol "Project Graduation"
- After 10 absences the student will have the opportunity to gain credit by successfully passing the class. A grade of "CA" (Credit Achieved) will be reported on the student's transcript. This will be reflected in the student's GPA as a 0.0
- Excessive absences may impact ability to dual enroll and also impact the number of college classes in which the student is allowed to enroll
- Inability to complete the appropriate number of college credits required for high school graduation may result in removal from MCMC and referral back to local district for high school graduation
- Each situation of excessive absences will be reviewed on an individual basis and decisions made at the discretion of MCMC administration
- Students will be dropped from MCMC based upon the consecutive absence attendance policy of the sending district

Tardies

Each student is expected to be in his/her assigned location throughout the school day. If a student is late in arriving to school, s/he is to report directly to the appropriate location. Students who are more than 15 minutes late will be considered absent for that instructional period, but will be allowed to stay for the remainder of the class period.

• A student less than 15 minutes late receives a tardy

• A student more than 15 minutes late receives an absence

Notification of Absence

If a student is going to be absent, the parents should contact the school prior to the absence or within 24 hours after and provide an explanation. Students may provide a written excuse, signed by a parent/guardian, upon return to school. The skipping of classes, or any part of the school day, is unacceptable behavior and parents will be contacted. Disciplinary action may follow. All absences count towards the 10, regardless if a reason has been provided or not.

Monroe County Community College has its own attendance policies and may be determined by each MCCC instructor. MCMC students who violate the attendance policies of any MCCC instructor may have academic restriction placed on them for the subsequent semester.

Code of Conduct

A major component of the educational program at MCMC is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

Expected Behaviors

Each student shall be expected to abide by national, State, and local laws, as well as the rules of the School; respect the civil rights of others; act courteously to adults and fellow students; be prompt to school and attentive in class, work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background; complete assigned tasks on time and as directed; help maintain a school environment that is safe, friendly, and productive; act at all times in a manner that reflects pride in self, family, and in the School, be respectful of school, PMRH and MCCC property and equipment.

Note: Monroe County Community College and Promedica Monroe Regional Hospital maintain Codes of Conduct and you are expected to comply with those codes of conduct when on their premises.

Dress and Grooming

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process, or presents risk to themselves or others, they will be asked to amend their clothing or they may be removed from the educational setting. The following items of clothing are not allowed, except where noted:

- Shorts and skirts need to have an inseam of at least three inches
- Tank tops need to have a minimum of three finger wide shoulders, no shirts which allow midriffs or undergarments to show are allowed
- Clothing which promotes, creates a safety hazard, racism, violence, alcohol, drugs, tobacco, gang affiliation, sexual innuendo or profanity
- Footwear must be worn at all time. No bedroom slippers allowed.

Please remember that your dress must follow the guidelines of the appropriate site, MCMC, MCCC or Promedica Monroe Regional Hospital and other Capstone sites.

General Decorum

It is imperative that all of us show respect for those around us. It is essential that we limit noise at all times, including the campuses of Monroe County Community College and Mercy Memorial Hospital Systems. There is no appropriate place in our school or on any of our partners' campuses for crude language which may offend or embarrass anyone.

When participating in an all-school gathering, it is important to respect anyone who may be speaking to the group, and to provide a safe environment for anyone who chooses to speak, realizing that mistakes may be made and difference of opinions may be expressed. It is not equally easy for all students to speak before their peers. Therefore, it is especially important to be kind, respectful and supportive of fellow students, staff and guests.

The delivery of instruction is critical to the success of students. In the absence of the regular instructor, students are expected to assist with continued educational success by treating all substitutes with courtesy and respect. Failure to comply with this expectation will result in administrative actions and/or a parent teacher conference.

MCMC students are given a unique opportunity, and as such, are expected to always act with courtesy and respect regardless of what campus learning is taking place.

Care of Property

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the School program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement/repair. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

Student Discipline Code

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the school's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

Discipline Process Steps-

Dual enrollment makes up a large part of MCMC. The opportunity to dual enroll is based on many factors, behavior is one of those factors. Please note that being placed on any of the steps below may result in a student becoming "de-credentialed". A result of becoming de-credentialed is the loss of, or limiting of dual enrollment.

*Please note that depending on the severity of the infraction a student may automatically be placed at a higher step.

STEP 1. Teacher Student Conference

STEP 2. Teacher Contacts Parent
May result in a Lunch, Focus and/or After-School Detention

STEP 3. Refer to Administration
A conference between administrator and student that will include reviewing the disciplinary policy and procedure. May result in a Lunch, Focus and/or After-School Detention

STEP 4. Administration/Teacher Conference with Parent and Student
May result in a Lunch, Focus and/or After-School Detention

STEP 5. Implementation of Probationary Contract
Takes place **after** second parent meeting. Includes Assistant Superintendent, Principal and/or Dean of Students, Parent and Student agreement and signature. Probationary Contract may include the following steps

STEP 6. In-School Suspension (1-3 Days)

STEP 7. 1-3 Day Out-Of-School Suspension

STEP 8. 5-9 Day Out-Of-School Suspension

STEP 9. Permanent removal from School, Student required to go back to local high school

Monroe County Intermediate School District
Bylaws & Policies

5600 - STUDENT DISCIPLINE

Student Discipline Generally

It is the Board's policy to provide students and staff with a safe learning environment free from substantial disruption. Consistent with this policy, the District may discipline students who engage in misconduct. Discipline may, but need not, include suspension or expulsion from school.

It is the Board's policy that students should rarely be suspended or expelled from school and that steps should be taken to minimize occurrences of suspension and expulsion. It is further the Board's policy to comply with all applicable state and federal laws related to student discipline.

It is the Board's expectation that this Board Policy, especially those provisions that require consideration of specific factors and the possibility of restorative practices before suspending or expelling a student, will reduce the number of out-of-school suspensions that exceed ten (10) days and the number of expulsions.

This Board policy applies to all student conduct that occurs: (1) on school property; (2) at a school-sponsored or school-related event; (3) on the school bus; (4) traveling to or from school, including at a school bus stop; and (5) at any other time or place if the conduct has a direct nexus to the school environment.

Student Code of Conduct

The Board directs the Superintendent to develop and regularly update a student code of conduct. The student code of conduct must: (1) identify offenses that may result in discipline; (2) identify the possible disciplinary consequences for each offense, which may, but need not, include suspension or expulsion; (3) be consistent with Board policy and applicable state and federal laws, including laws requiring mandatory suspension or expulsion; and (4) include a copy of the section of this Board Policy entitled "Suspension from Class, Subject, or Activity by Teacher."

Definitions

For purposes of this Board Policy:

A. "Suspend" or "Suspension" means a disciplinary removal from school for less than sixty (60) school days.

B. "Expel" or "Expulsion" means a disciplinary removal from school for sixty (60) or more school days.

C. "Restorative practices" means practices that emphasize repairing the harm to the victim and the school community caused by a student's misconduct.

Restorative Practices

Before suspending or expelling any student (except a student who possesses a firearm in a weapon-free school zone), teachers, administrators, and the Board must first determine whether restorative practices would better address the student's misconduct, recognizing the Board's policy to minimize out-of-school suspensions and expulsions. Likewise, when suspending or expelling a student, teachers, administrators, and the Board must consider whether restorative practices should be used in addition to the suspension or expulsion. Restorative practices, which may include a victim-offender conference, should be the first consideration to remediate offenses such as interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, class disruption, and harassment and cyberbullying.

A victim-offender conference is one type of restorative practice. Although not mandatory, a victim-offender conference allows the offender to repair harm caused to the victim through a formal, safe conference that includes the victim, a victim advocate, supporters of the victim, the offender, supporters of the offender, and other relevant members of the school community. A victim-offender conference must be initiated by the victim and, if the victim is under 15, must be approved by the victim's parent/guardian. The attendees may require the offender to do one or more of the

following: (1) apologize; (2) participate in community service, restoration, or counseling; or (3) pay restitution. The selected consequences will be described in a written agreement signed by all attendees and must identify the time frame for the offender to complete the consequences. No person who claims to be the victim of unlawful harassment may be compelled to meet with the alleged perpetrator of the harassment as part of a restorative practice.

Suspension from Class, Subject, or Activity by Teacher

A teacher may suspend a student from any class, subject, or activity for up to one full school day if the teacher has good reason to believe that the student: (1) intentionally disrupted the class, subject, or activity; (2) jeopardized the health or safety of any of the other participants in the class, subject, or activity; or (3) was insubordinate during the class, subject, or activity. Before suspending a student from a class, subject, or activity, a teacher must first determine whether suspension is warranted based on the following factors:

A. the student's age;
B. the student's disciplinary history;
C. whether the student has a disability;
D. the seriousness of the behavior;
E. whether the behavior posed a safety risk;
F. whether restorative practices are a better option; and
G. whether lesser interventions would address the behavior.

The Board directs any teacher who suspends a student from a class, subject, or activity to immediately report the suspension and the reason for the suspension to the building administrator or designee. If a student is suspended from a class, subject, or activity, but will otherwise remain at school, the Board directs the building administrator or designee to ensure that the student is appropriately supervised during the suspension and, if the student is a student with a disability, that all procedures that apply to students with disabilities are followed.

The Board directs any teacher who suspends a student from a class, subject, or activity to, as soon as possible following the suspension, request that the student's parent/guardian attend a parent-teacher conference to discuss the suspension. The Board directs the building administrator or designee to attend the conference if either the teacher or the parent/guardian requests the attendance of a school administrator. In addition, the Board directs the building administrator to make reasonable efforts to invite a school counselor, school psychologist, or school social worker to attend the conference.

Discretionary Suspension or Expulsion

Under Michigan law, a suspension of ten (10) or fewer school days is presumed to be reasonable. A suspension of greater than ten (10) school days, or an expulsion, is, in most circumstances, presumed not to be warranted. Before imposing a suspension of more than ten (10) school days or an expulsion, District administration or the Board must rebut the presumption (i.e., explain why the suspension or expulsion is warranted despite the presumption)by considering the following factors:

A. the student's age;
B. the student's disciplinary history;

C. whether the student has a disability;

D. the seriousness of the behavior;

E. whether the behavior posed a safety risk;

F. whether restorative practices are a better option; and

G. whether lesser interventions would address the behavior.

Building Administrators - ten (10) or fewer days

The Board delegates to all building administrators the authority to suspend a student for up to ten (10) school days for an offense identified in the student code of conduct if the code of conduct states that the offense may result in suspension. The building administrator may also suspend a student pending further investigation and possible further disciplinary consequences, including a longer-term suspension or expulsion. Before exercising this authority, the building administrator must consider all of the following factors:

A. the student's age;

B. the student's disciplinary history;

C. whether the student has a disability;

D. the seriousness of the behavior;

E. whether the behavior posed a safety risk;

F. whether restorative practices are a better option; and

G. whether lesser interventions would address the behavior.

Additionally, before suspending a student for any length of time, the building administrator must provide the student due process as described in the section of this policy entitled "Due Process." If the student is a student with a disability, the student's discipline is also subject to the section of this policy entitled "Students with Disabilities."

Superintendent - Less than sixty (60) days

The Board delegates to the Superintendent the authority to suspend a student for up to fifty-nine (59) school days for an offense identified in the student code of conduct if the code of conduct states that the offense may result in suspension of up to fifty-nine (59) school days. Before exercising this authority, the Superintendent must consider all of the following factors:

A. the student's age;

B. the student's disciplinary history;

C. whether the student has a disability;

D. the seriousness of the behavior;

E. whether the behavior posed a safety risk;

F. whether restorative practices are a better option; and

G. whether lesser interventions would address the behavior.

Any time the Superintendent finds that a suspension of more than ten (10) school days is warranted, the Superintendent must explain his or her rationale in writing. The Superintendents rationale must be based on the above factors.

Additionally, before suspending a student for any length of time, the Superintendent must provide the student due process as described in the section of this policy entitled "Due Process." If the student is a student with a disability, the student's discipline is also subject to the section of this policy entitled "Students with Disabilities."

Board - Expulsion

The Board may suspend or expel a student for an offense identified in the student code of conduct if the code of conduct states that the offense may result in suspension or expulsion. Before exercising this authority, the Board must consider all of the following factors:

A. the student's age;
B. the student's disciplinary history;
C. whether the student has a disability;
D. the seriousness of the behavior;
E. whether the behavior posed a safety risk;
F. whether restorative practices are a better option; and
G. whether lesser interventions would address the behavior.

Any time the Board finds that a suspension of more than ten (10) school days or expulsion is warranted, the Board must explain its rationale in writing. The Board's rationale must be based on the above factors.

Before exercising this authority, the Board must provide the student due process as described in the section of this policy entitled "Due Process." If the student is a student with a disability, the student's discipline is also subject to the section of this policy entitled "Students with Disabilities."

Mandatory Suspension or Expulsion

It is the policy of the Board to comply with the Federal Gun-Free Schools Act and sections 1310, 1311, and 1311a of the Revised School Code. *Nothing in this section of the Board Policy may be construed to limit the Board's discretion to suspend or expel a student for any offense that the student code of conduct identifies as possibly resulting in suspension or expulsion.* The Board directs all administrators to refer all incidents that may result in a mandatory suspension or expulsion to the Board. The Board recognizes that, as explained below, in some circumstances it may choose not to suspend or expel a student.

Possession of a Firearm

If a student possesses a firearm in a weapon-free school zone, the Board will permanently expel the student unless the student demonstrates, in a clear and convincing manner, at least one of the following:

A. The student was not possessing the instrument or object to use as a weapon or to deliver, either directly or indirectly, to another person to use as a weapon;

B. The student did not knowingly possess the weapon;

C. The student did not know or have reason to know that the instrument or object constituted a "dangerous weapon"; or

D. The student possessed the weapon at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

If a student demonstrates one of the above circumstances in a clear and convincing manner and the student has not been previously suspended or expelled from school, the Board will not expel the student unless the Board finds that, based on the circumstances, expulsion is warranted.

Possession of a Dangerous Weapon (Other than a Firearm)

If a student possesses a dangerous weapon in a weapon-free school zone, the Board will consider whether to permanently expel the student or to impose a less severe penalty after first considering the following factors:

A. the student’s age;

B. the student’s disciplinary history;

C. whether the student has a disability;

D. the seriousness of the behavior;

E. whether the behavior posed a safety risk;

F. whether restorative practices are a better option; and

G. whether lesser interventions would address the behavior.

Additionally, the Board is not required to expel a student for possession of a dangerous weapon (other than a firearm) if the student demonstrates, in a clear and convincing manner, at least one of the following:

A. the student was not possessing the instrument or object to use as a weapon or to deliver, either directly or indirectly, to another person to use as a weapon;

B. the student did not knowingly possess the weapon;

C. the student did not know or have reason to know that the instrument or object constituted a "dangerous weapon"; or

D. the student possessed the weapon at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

Applicable Definitions for Dangerous Weapon Offense

"Weapon-Free School Zone" means school property and a vehicle used by a school to transport students to or from school property.

"School Property" means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school, except a building used primarily for adult education or college extension courses.

"Dangerous weapon" means a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles.

"Firearm" means (1) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (2) the frame or receiver of any such weapon; (3) any firearm muffler or firearm silencer; or (4) any destructive device. "Firearm" does not include an antique firearm.

"Destructive device" means (1) any explosive, incendiary, or poison gas (including a bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or similar device); (2) any type of weapon (other than a shotgun or a shotgun shell that the Attorney General finds is generally recognized as particularly suitable for sporting purposes) by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and (3) any combination of parts either designed or intended for use in converting any device into a destructive device and from which a destructive device may be readily assembled.

"Antique firearm" means any firearm (including any firearm with a matchlock, flintlock, percussion cap, or similar type of ignition system) manufactured in or before 1898; or any replica of any such firearm if the replica: (1) is not designed or redesigned for using rim fire or conventional center fire fixed ammunition, or (2) uses rim fire or conventional center fire fixed ammunition that is no longer manufactured in the United States and which is not readily available in the ordinary channels of commercial trade. “Antique firearm" also means any muzzle loading rifle, muzzle loading shotgun, or muzzle loading pistol, which is designed to use black powder, or a black powder substitute, and which cannot use fixed ammunition. "Antique firearm" does not include any weapon that incorporates a firearm frame or receiver, any firearm which is converted into a muzzle loading weapon, or any muzzle loading weapon which can be readily converted to fire fixed ammunition by replacing the barrel, bolt, breechblock, or any combination thereof.

Additional Procedures for Dangerous Weapon Expulsion

The Board directs the Superintendent to ensure that if a student is expelled for possession of a dangerous weapon, the student’s permanent record reflects the expulsion. The Board directs the Superintendent or designee to refer a student who is expelled for possession of a dangerous weapon to the county department of social services or the county community mental health agency and to notify the student’s parent or legal guardian (or the student if the student is at least age 18 or is an emancipated minor) of the referral within 3 calendar days of the expulsion. The Board further directs the Superintendent or designee to make a referral to local law enforcement and to contact the student’s parent/guardian immediately any time a student is found to have brought a dangerous weapon to school or possessed a dangerous weapon at school, at a school related activity, or en route to or from school in a school vehicle.

Unless reinstated pursuant to section 1311(6) of the Revised School Code, a student expelled by another district for possession of a dangerous weapon may not enroll in the District.

Arson

If a student is convicted of, or pleads guilty or no contest to, committing arson, as defined in section 1311 of the Revised School Code, in a school building or on school grounds, the Board will consider whether to permanently expel the student or to impose a less severe penalty after first considering the following factors:

A. the student's age;
B. the student's disciplinary history;
C. whether the student has a disability;
D. the seriousness of the behavior;
E. whether the behavior posed a safety risk;
F. whether restorative practices are a better option; and
G. whether lesser interventions would address the behavior.

Additional Procedures for Arson Expulsion

The Board directs the Superintendent to ensure that if a student is expelled for committing arson, the student's permanent record reflects the expulsion. The Board directs the Superintendent or designee to refer a student who is expelled for committing arson to the county department of social services or the county community mental health agency and to notify the student's parent/guardian (or the student if the student is at least age 18 or is an emancipated minor) of the referral within 3 calendar days of the expulsion.

Unless reinstated pursuant to section 1311(6) of the Revised School Code, a student expelled by another district for committing arson may not enroll in the District.

Criminal Sexual Conduct

If a student is convicted of, or pleads guilty or no contest to, committing criminal sexual conduct, as defined in section 1311 of the Revised School Code, in a school building or on school grounds, the Board will consider whether to permanently expel the student or to impose a less severe penalty after first considering the following factors:

A. the student's age;
B. the student's disciplinary history;
C. whether the student has a disability;
D. the seriousness of the behavior;
E. whether the behavior posed a safety risk;
F. whether restorative practices are a better option; and
G. whether lesser interventions would address the behavior.

Additional Procedures for Criminal Sexual Conduct Expulsion

The Board directs the Superintendent to ensure that if a student is expelled for committing criminal sexual conduct, the student's permanent record reflects the expulsion. The Board directs the Superintendent or designee to refer a student who is expelled for committing criminal sexual conduct to the county department of social services or the county community mental health agency

and to notify the student's parent/guardian (or the student if the student is at least age 18 or is an emancipated minor) of the referral within 3 calendar days of the expulsion.

Unless reinstated pursuant to section 1311(6) of the Revised School Code, a student expelled by another district for committing criminal sexual conduct may not enroll in the District.

Physical Assault Against Employee, Volunteer, or Contractor

If a student in grade 6 or above commits a physical assault at school against an employee, volunteer, or contractor and the victim reports the physical assault to the Board or to an administrator or, if the victim is unable to report the assault, another person makes the report on the victim's behalf, the Board will consider whether to permanently expel the student or to impose a less severe penalty after first considering the following factors:

A. the student's age;
B. the student's disciplinary history;
C. whether the student has a disability;
D. the seriousness of the behavior;
E. whether the behavior posed a safety risk;
F. whether restorative practices are a better option; and
G. whether lesser interventions would address the behavior.

"Physical assault" means intentionally causing or attempting to cause physical harm to another through force or violence.

Additional Procedures for Physical Assault Against Employee/Volunteer/Contractor Expulsion

The Board directs the Superintendent to ensure that if a student is expelled for physically assaulting an employee, volunteer, or contractor, the student's permanent record reflects the expulsion.

The Board directs the Superintendent, or his or her designee, to refer a student who is expelled for physically assaulting an employee, volunteer, or contractor to the county department of social services or the county community mental health agency and to notify the student's parent/guardian (or the student if the student is at least age 18 or is an emancipated minor) of the referral within 3 calendar days of the expulsion.

Unless reinstated pursuant to section 1311a(5) of the Revised School Code, a student expelled by another district for physically assaulting an employee, volunteer, or contractor may not enroll in the District.

Physical Assault Against Another Student

If a student in grade 6 or above commits a physical assault at school against another student and the physical assault is reported to the Board or to an administrator, the Board or its designee will consider whether to suspend or expel the student or to impose a less severe penalty after first considering the following factors:

A. the student's age;

B. the student’s disciplinary history;

C. whether the student has a disability;

D. the seriousness of the behavior;

E. whether the behavior posed a safety risk;

F. whether restorative practices are a better option; and

G. whether lesser interventions would address the behavior.

"Physical assault" means intentionally causing or attempting to cause physical harm to another through force or violence.

Additional Procedures for Physical Assault Against Another Student

A resident student in grade 6 or above who was expelled by another school for committing a physical assault against another student may submit a petition to the Board requesting enrollment in the District. The Board will consider the petition, along with any information the Board determines relevant, at its next regularly scheduled board meeting. The Board may either grant or deny the petition. If the Board denies the petition, the student may not enroll in the District. The Board’s decision is final.

Bomb Threat or Similar Threat

If a student in grade 6 or above makes a bomb threat or similar threat directed at a school building, other school property, or a school-related event, the Board or its designee will consider whether to suspend or expel the student or to impose a less severe penalty after first considering the following factors:

A. the student’s age;

B. the student’s disciplinary history;

C. whether the student has a disability;

D. the seriousness of the behavior;

E. whether the behavior posed a safety risk;

F. whether restorative practices are a better option; and

G. whether lesser interventions would address the behavior.

Additional Procedures for Bomb Threat or Similar Threat

A resident student in grade 6 or above who was expelled by another school district for making a bomb threat or similar threat may submit a petition to the Board requesting enrollment in the District. The Board will consider the petition, along with any information the Board determines relevant, at its next regularly scheduled board meeting. The Board may either grant or deny the petition. If the Board denies the petition, the student may not enroll in the District. The Board’s decision is final.

Reinstatement Following Suspension or Expulsion

It is the policy of the Board to consider a petition for reinstatement from an expelled student and the parent/guardian and to follow the requirements of sections 1311 and 1311a of the Revised

School Code.

Reinstatement Following Mandatory Permanent Expulsion

The parent/guardian (or the student if emancipated or at least 18 years old) of a student who was in grade 5 or below at the time of expulsion and who was expelled for possessing a firearm or threatening another person with a dangerous weapon may file a petition for reinstatement sixty (60) school days or later from the date of the expulsion. The Board, in its discretion, may reinstate a student who was in grade 5 or below at the time of expulsion and who was expelled for possessing a firearm or threatening another person with a dangerous weapon no sooner than ninety (90) school days after the date of the expulsion.

The parent/guardian (or student if emancipated or at least 18 years old) of a student who was in grade 5 or below at the time of expulsion and who was expelled for possessing a dangerous weapon but not for possessing a firearm or threatening another person with a dangerous weapon, or who was expelled for committing arson or criminal sexual conduct, may file a petition for reinstatement at any time. The Board, in its discretion, may reinstate a student who was in grade 5 or below at the time of expulsion and who was expelled for possessing a dangerous weapon (unless the possession was of a firearm or involved threatening another person with a dangerous weapon) or for committing arson or criminal sexual conduct no sooner than ten (10) school days after the date of the expulsion.

The parent/guardian (or student if emancipated or at least 18 years old) of a student who was in grade 6 or above at the time of expulsion and who was expelled for (1) possessing a dangerous weapon; (2) committing arson; (3) committing criminal sexual conduct; or (4) physically assaulting an employee, volunteer, or contractor, may file a petition for reinstatement 150 school days or later from the date of the expulsion. The Board, in its discretion, may reinstate a student who was in grade 6 or above at the time of expulsion and who was expelled for (1) possessing a dangerous weapon; (2) committing arson; (3) committing criminal sexual conduct; or (4) physically assaulting an employee, volunteer, or contractor, no sooner than 180 school days after the date of the expulsion.

It is the responsibility of the parent/guardian (or the student if emancipated or at least 18 years old) to prepare and submit the reinstatement petition. The Board will, however, provide a reinstatement petition form, upon request, for the parent/guardian or student to use. The Board may request that the parent/guardian or the student attach additional relevant information to the reinstatement petition.

The Board will appoint a reinstatement committee, consisting of two (2) board members, one (1) administrator, one (1) teacher, and one (1) parent of a current District student, to consider a reinstatement petition. The Board will appoint the reinstatement committee no more than ten (10) school days after receiving a reinstatement petition. The Superintendent is directed to prepare and submit information to the reinstatement committee related to the circumstances surrounding the student's expulsion and any factors supporting and not supporting reinstatement.

The reinstatement committee must convene not later than ten (10) school days following its appointment to: (1) review the reinstatement petition and supporting documentation submitted by the parent/guardian or the student; (2) review the information submitted by the Superintendent; and (3) submit to the Board a written recommendation on whether the Board should unconditionally

reinstate the student, conditionally reinstate the student, or deny reinstatement to the student, based on consideration of all of the following factors:

A. the extent to which reinstatement would create a risk of harm to other students or personnel;
B. the extent to which reinstatement would create a risk of school liability or individual liability for the board or school personnel;
C. the age and maturity of the student;
D. the student's school record before the incident that caused the expulsion;
E. the student's attitude concerning the incident that caused the expulsion;
F. the student's behavior since the expulsion and the student's prospects for remediation; and
G. if the petition was filed by a parent or guardian, the degree of cooperation that the parent or guardian has provided the student and the degree of cooperation that the parent or guardian can be expected to provide the student if the student is reinstated.

Before making its recommendation, the reinstatement committee may request that the student and his or her parent/guardian appear in person to answer questions. If the committee recommends that the student be conditionally reinstated, the committee must include in its written recommendation to the Board a list of recommended conditions.

At or before its next regularly scheduled meeting following receipt of the reinstatement committee's recommendation, the Board will consider the recommendation and make a final decision to unconditionally reinstate the student, conditionally reinstate the student, or deny 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 to reinstatement, including, without limitation, a behavior contract, completion of an anger management program, a "last-chance" agreement, counseling, drug treatment, or a psychological evaluation. The Board's decision to unconditionally grant, conditionally grant, or deny the reinstatement petition is final. Unless otherwise expressly authorized by the Board at the time of denial, if the Board denies reinstatement, the parent, guardian, or student may not file another petition for reinstatement until 180 school days after the date of the denial.

Reinstatement Following Discretionary Permanent Expulsion

Unless otherwise expressly authorized by the Board at the time of a permanent expulsion, a student expelled for reasons other than those resulting in a mandatory permanent expulsion may not petition the Board for reinstatement until at least 150 school days after the date of the expulsion, and the student may not be reinstated until at least 180 school days after the date of the permanent expulsion. Upon receipt of a timely reinstatement petition, the Board will hold a hearing at its next regularly scheduled meeting to consider the petition and any information submitted by the student or his or her parent/guardian and the Superintendent in either support of or opposition to the petition. The Board may unconditionally grant, conditionally grant, or deny the reinstatement petition. The Board's decision is final. Unless otherwise expressly authorized by the Board, if the Board denies reinstatement, the parent, guardian, or student may not file another petition for reinstatement until at least 180 school days after the date of the denial.

Enrollment Following Misconduct at Another District

To the extent permitted by law, the District may deny enrollment to a student who engaged in misconduct in another school and who seeks to enroll in the District either: (1) before the previous school imposes disciplinary consequences for the misconduct, or (2) while the student is suspended or expelled from the previous school. The Superintendent is directed to refer any such student to the Board if, under the Districts student code of conduct, the student's misconduct in the previous school would result in a long-term suspension or expulsion from the District and, in the Superintendents opinion, the student's enrollment in the District would jeopardize the safety, welfare, or good order of the District. The Board will hold a pre-enrollment hearing following the Superintendents referral to consider whether the student may enroll and, if so, any conditions on enrollment. The Board will consider any information submitted by the student or his or her parent/guardian and the Superintendent in either support of or opposition to the student's enrollment.

Due Process

It is the Board's policy to ensure that all students are provided due process as required by state and federal law before a student is suspended or expelled. The Board directs the Superintendent and all school administrators to protect the due process rights of students as explained below.

If a school administrator determines that an emergency exists that requires the immediate removal of a student from school, the administrator may contact the student's parent/guardian or local law enforcement, or take other measures, to have the student safely removed from school. The administrator must, as soon as practicable thereafter, follow the procedures outlined in this section of the policy.

Before making the decision to suspend a student for ten (10) or fewer school days, an administrator will: (1) provide the student verbal notice of the offense the student is suspected to have committed, and (2) provide the student an informal opportunity to explain what happened. Except in emergency circumstances, an administrator will not suspend the student unless, after providing the student notice and an opportunity to explain, the administrator is reasonably certain that the student committed a violation of the student code of conduct and that suspension is the appropriate consequence. A student or his or her parent/guardian may appeal an administrator's decision to suspend a student for ten (10) or fewer school days to the Superintendent. The appeal must be submitted to the Superintendent within 3 calendar days of the suspension. The Superintendents decision is final. The student will remain suspended while the appeal is pending.

Before making the decision to suspend a student for more than ten (10) school days, the Superintendent will provide the student and his or her parent/guardian:(1) written notice of the offense the student is suspected to have committed, and (2) an opportunity for a hearing, at which the student may present evidence and witnesses to show that the student did not commit the alleged offense or that suspension is not an appropriate consequence. The Superintendent will provide the student and his or her parent/guardian at least three (3) calendar days notice before the hearing. The student and his or her parent/guardian may be represented at their cost by an attorney or another adult advocate at the hearing. The Superintendent will not suspend the student unless, following the hearing, he or she is convinced by a preponderance of the evidence that the student committed a violation of the student code of conduct and that suspension is the appropriate consequence. A student or his or her parent/guardian may appeal the Superintendents decision to the Board. The appeal must be submitted to the Board within three (3) calendar days of the suspension. The Board

will hear the appeal at its next regularly scheduled meeting. The Board's decision is final. The student will remain suspended while the appeal is pending.

Before the Board suspends or expels a student, administration will provide the student and his or her parent/guardian: (1) written notice of the offense the student is suspected to have committed, and (2) an opportunity for a Board hearing, at which the student may present evidence and witnesses to show that the student did not commit the suspected offense or that suspension or expulsion is not an appropriate consequence. Administration will provide the student and his or her parent/guardian at least three (3) calendar days' notice before the hearing. The student and his or her parent/guardian may be represented at their cost by an attorney or another adult advocate at the hearing. The Board will not suspend or expel the student unless, following the hearing, a majority of the Board is convinced by a preponderance of the evidence that the student committed misconduct that should result in suspension or expulsion under either the student code of conduct or the Revised School Code and that suspension or expulsion is the appropriate consequence. The Board's decision is final.

Law Enforcement

The Board directs administrators to contact law enforcement any time a student engages in suspected illegal conduct that jeopardizes the health or safety of other students or staff, including any time a student is in possession of a dangerous weapon at school or a school-related activity or en route to or from school. In addition, the Board directs administrators to notify law enforcement as required by the Statewide School Safety Information Policy.

Reporting

The Board directs administrators to notify law enforcement when required by the Statewide School Safety Information Policy and to make all other reports and provide all other notifications required by the School Safety Information Policy or any state or federal law.

The Board directs administrators to refer a student who is expelled for (1) possession of a dangerous weapon; (2) arson; (3) criminal sexual conduct; or (4) physically assaulting an employee, volunteer, or contractor to the county department of social services or the county community mental health agency and to notify the student's parent/guardian (or the student if the student is at least age 18 or is an emancipated minor) of the referral within 3 calendar days of the expulsion.

Educational Programming During Suspension or Expulsion

Except as otherwise provided in this policy, a student who has been suspended or expelled may not be on school property, attend classes or other school functions, or participate in extracurricular activities during the student's suspension or expulsion. The Board authorizes school officials to assist students who have been suspended or expelled to explore alternative means, as allowed by law, to earn credit and to complete course work during the period of the student's suspension or expulsion.

Students with Disabilities

It is the Board's policy to follow all applicable state and federal laws related to disciplining students with disabilities. Additionally, students with disabilities are entitled to the same due process protections as all other students.

On the date on which the District decides to (1) expel a student with a disability; (2) suspend a student with a disability for more than ten (10) consecutive school days; (3) suspend a student with a disability for more than ten (10) cumulative school days in the same school year if a pattern of removals exist (explained below); or (4) place a student with a disability in an interim alternative educational setting (explained below), the District will notify the student's parent/guardian of that decision and will provide the parent/guardian a copy of procedural safeguards.

Within ten (10) school days of a decision to (1) expel a student with a disability or (2) suspend a student with a disability for more than ten (10) consecutive school days, the District will convene a manifestation determination review team meeting, which must include the parent/guardian and relevant members of the student's IEP or 504 team, to determine whether the student's conduct was a manifestation of his or her disability. If the team concludes that the conduct was a manifestation of the student's disability, the District may not continue the suspension or expulsion. For a student with an IEP, if the team finds the conduct to be a manifestation of the student's disability, the District must either: (1) conduct a functional behavioral assessment (unless one was previously conducted) and implement a behavior intervention plan for the student, or (2) if a behavior intervention plan was already developed, review and modify the behavior intervention plan to address the conduct at issue. If the IEP or 504 team concludes that the conduct was a manifestation of the student's disability, the student must be returned to the placement from which the student was removed unless the parent and the District agree to change the placement or unless the student may be placed in a 45-school day interim alternative educational setting (explained below). If the team concludes that the conduct was not a manifestation of the student's disability, the District may proceed with the suspension or expulsion by observing the due process requirements discussed above and, if the student has and IEP must, if appropriate, conduct a functional behavioral assessment and develop a behavior intervention plan for the student.

Before suspending a student with a disability for more than ten (10) cumulative days in a school year, District administration must determine whether the student's removals from school constitute a pattern. If the District determines that the removals constitute a pattern, the District will, within ten (10) school days of a decision to expel the student or to suspend the student for more than ten (10) cumulative school days in a school year, convene a manifestation determination review team meeting, which must include the parent/guardian and relevant members of the student's IEP team, to determine whether the student's conduct was a manifestation of his or her disability. If the team concludes that the conduct was a manifestation of the student's disability, the District may not continue the suspension or expulsion. For a student with an IEP, if the team finds the conduct to be a manifestation of the student's disability, the District must either: (1) conduct a functional behavioral assessment (unless one was previously conducted) and implement a behavior intervention plan or (2) if a behavior intervention plan was already developed, review and modify the behavior intervention plan to address the conduct at issue. If the team concludes that the conduct was a manifestation of the student's disability, the student must be returned to the placement from which the student was removed unless the parent and the District agree to change the placement or unless the student may be placed in a forty-five (45) school day interim alternative educational setting (explained below). If the team concludes that the conduct was not a manifestation of the student's disability, the District may proceed with the suspension or expulsion by observing the due process requirements discussed above and, if the student has and IEP must, if appropriate, conduct a functional behavioral assessment and develop a behavior intervention plan for the student.

District administrators may remove a student with a disability who engages in any of the following conduct to an interim alternative educational setting for not more than forty-five (45) school days, even if the conduct is a manifestation of the student's disability:

A. carrying a weapon to or possessing a weapon at school, on school premises, or to or at a school function;

B. knowingly possessing or using illegal drugs, or selling or soliciting the sale of a controlled substance, while at school, on school premises, or at a school function; or

C. inflicting serious bodily injury upon another person while at school, on school premises, or at a school function.

For purposes of this section of the Policy *only*, a "weapon" means a device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury. A "weapon" does not include a pocket knife with a blade of less than two and one-half (2½") inches in length. No student may be removed to an interim alternative educational setting without first receiving the due process rights afforded under this Board policy.

Within ten (10) school days of a decision to place a student in an interim alternative educational setting, District administration must convene a manifestation determination review team meeting, which must include the parent/guardian and relevant members of the student's IEP team, to determine whether the student's conduct was a manifestation of his or her disability. If the student has an IEP and the team concludes that the conduct was a manifestation of the student's disability, the District must either: (1) conduct a functional behavioral assessment (unless one was previously conducted) and implement a behavior intervention plan or (2) if a behavior intervention plan was already developed, review and modify the behavior intervention plan to address the conduct at issue. If the student has an IEP and the team concludes that the conduct was not a manifestation of the student's disability, the District must, if appropriate, conduct a functional behavioral assessment and develop a behavior intervention plan for the student.

The District reserves its right to remove a dangerous student from school to the maximum extent permitted by law. The Board directs administration to follow all state and federal laws governing the removal of dangerous students with disabilities.

If a student who is eligible for services under the Individuals with Disabilities Education Act is expelled or suspended for more than ten (10) school days during a school year or placed in a forty-five (45) school day interim alternative educational setting, administrators must ensure that the student continues to receive programs and services, although in a setting other than the regular school setting, that are sufficient to enable the student to participate in the general education curriculum and to progress toward meeting the goals contained in the student's IEP.

A student who is not currently identified as a student with a disability is entitled to the rights and procedures provided to students with disabilities if the District had knowledge that the student was a student with a disability before the misconduct occurred. The District will be deemed to have knowledge that a student was a student with a disability only if: (1) the student's parent/guardian expressed concern in writing to a District administrator that the student needed special education or related services, (2) the student's parent/guardian requested a special education evaluation, or (3) the student's teacher or other personnel expressed specific concerns about a pattern of behavior demonstrated by the student to the Districts special education director or to other supervisory personnel. The District will, however, be deemed to not have had knowledge that the student was a

student with a disability if: (1) the student's parent/guardian refused to allow the District to evaluate the student; (2) the student's parent/guardian refused special education for the student; or (3) the student was previously evaluated and determined to not be a student with a disability.

This policy does not provide a comprehensive description of the disciplinary rights and procedures due to students with disabilities. The Board directs administration to ensure that all other rights of students with disabilities are protected and all procedures applicable to students with disabilities are followed as required by the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act, state law, and Board policy.

MCL 380.11a, 380.1308, 380.1309, 380.1310, 380.1310a, 380.1310c, 380.1310d
MCL 380.1311, 380.1311a, 380.1313
Gun Free Schools Act, 20 U.S.C. 7151
18 U.S.C. 921
Individuals with Disabilities Education Act, 20 U.S.C. 1401 *et seq*.
Rehabilitation Act of 1973, 29 U.S.C. 705, 794-794b.

Revised 7/17/17

Search and Seizure

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

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

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The School reserves the right not to return items 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 classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

Student concerns, suggestions and grievances

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. Any suggestions, concerns, and grievances may be directed to the principal or to the student government.

A student may have the right to a hearing if the student believes s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

MCCC Tobacco Policy

Smoking and the use of all tobacco products is prohibited at the college and is subject to all applicable laws, including Federal and State "clean air" acts.
This tobacco-free policy prohibits the use of all tobacco products and includes use of all devices intended to simulate smoking, including electronic cigarettes and other similar types of devices.

Addendum A – Anti Bullying Policy

Please see attachment.

Addendum B – Project Graduation Truancy Protocol

Please see attachment.

Addendum A - Anti Bullying Policy

5517.01 - ANTI-BULLYING POLICY

It is the policy of the District to provide a safe educational environment for all students. Bullying of a student at school is strictly prohibited. This policy shall be interpreted and enforced to protect all students and to equally prohibit bullying without regard to its subject matter or motivating animus.

A. **Prohibited Conduct.**

1. **Bullying.** Bullying of a student at school is strictly prohibited. For the purposes of this policy, "bullying" shall be defined as:

Any written, verbal, or physical act, or any electronic

communication, including, but not limited to, cyberbullying, that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

a. Substantially interfering with educational opportunities, benefits, or programs of one or more students;

b. Adversely affecting a student's ability to participate in or benefit from the District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;

c. Having an actual and substantial detrimental effect on a student's physical or mental health; or

d. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

2. **Retaliation/False Accusation.** Retaliation or false accusation against a target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying is strictly prohibited.

B. **Reporting an Incident.** If a student, staff member, or other individual believes there has been an incident of bullying in violation of this policy, s/he shall promptly report such incident to the appropriate principal, supervisor or designee.

A report may be made in person, via telephone, or in writing (including electronic transmissions). If an incident of bullying is reported to a staff member who is not the appropriate principal, supervisor or designee, the staff member shall promptly report the incident to one or more of the aforementioned individuals.

Confidentiality. The identity of the individual reporting an act of bullying will remain confidential to the extent possible and to the extent allowable by law. Only school personnel directly involved in the investigation or responsible for remedying any violations will be provided access to the identity of the individual reporting the act of bullying.

C. **Investigation.** All reported allegations of a policy violation or related complaint about bullying shall be promptly and thoroughly investigated by the building principal or designee. A description of each reported

incident, along with all investigation materials and conclusions reached by the principal, supervisor or designee shall be documented and filed separately with similar materials in the District's central administrative office.

D. **Notice to Parent/Guardian.** If the principal, supervisor or designee determines that an incident of bullying has occurred, s/he shall promptly provide written notification of same to the parent/guardian of the victim of the bullying and the parent/guardian of the perpetrator of the bullying.

E. **Annual Reports.** At least annually, the Responsible School Official shall report all verified incidents of bullying and the resulting consequences, including any disciplinary action or referrals, to the Board of Education. The annual Board report may be given in writing, in person at a regular Board meeting, or as otherwise requested by the Board of Education. The Responsible School Official shall report incidents of bullying on an annual basis to the department on a form provided by the Department.

F. **Responsible School Official.** The Superintendent ("Responsible School Official") shall be responsible for ensuring the proper implementation of this policy throughout the District. The foregoing appointment shall not reduce or eliminate the duties and responsibilities of a principal, supervisor or designee as described in this policy.

G. **Posting/Publication of Policy.** Notice of this policy will be: (a) annually circulated to all students and staff, (b) posted in conspicuous locations in all school buildings and departments within the District, (c) annually discussed with students, and (d) incorporated into the teacher, student, and parent/guardian handbooks.

H. **Definitions**

1. "At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. "At school" also includes any conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the device or provider is owned by or under the District's control.

2. "Telecommunications Access Device" means that term as defined in Section 219a of the Michigan Penal Code, 1931 PA 328, MCL 750.219a, as may be amended from time to time. As of January 2012, "Telecommunication Access Device" is defined to mean any of the following:

    a. Any instrument, device, card, plate, code, telephone number, account number, personal identification number, electronic serial number, mobile identification number,

counterfeit number, or financial transaction device defined in MCL 750.157m (e.g., an electronic funds transfer card, a credit card, a debit card, a point-of-sale card, or any other instrument or means of access to a credit, deposit or proprietary account) that alone or with another device can acquire, transmit, intercept, provide, receive, use, or otherwise facilitate the use, acquisition, interception, provision, reception, and transmission of any telecommunications service.

b. Any type of instrument, device, machine, equipment, technology, or software that facilitates telecommunications or which is capable of transmitting, acquiring, intercepting, decrypting, or receiving any telephonic, electronic, data, internet access, audio, video, microwave, or radio transmissions, signals, telecommunications, or services, including the receipt, acquisition, interception, transmission, retransmission or decryption of all telecommunications, transmissions, signals, or services provided by or through any cable television, fiber optic, telephone, satellite, microwave, data transmission, radio, internet based or wireless distribution network, system, or facility, or any part, accessory, or component, including any computer circuit, security module, smart card, software, computer chip, pager, cellular telephone, personal communications device, transponder, receiver, modem, electronic mechanism or other component, accessory, or part of any other device that is capable of facilitating the interception, transmission, retransmission, decryption, acquisition, or reception of any telecommunications, transmissions, signals, or services.

3. "Telecommunications Service Provider" means that term as defined in Section 219a of the Michigan Penal Code, supra, as may be amended from time to time. As of January 2012, "Telecommunications Service Provider" is defined to mean any of the following:

a. A person or entity providing a telecommunications service, whether directly or indirectly as a reseller, including, but not limited to, a cellular, paging, or other wireless communications company or other person or entity which, for a fee, supplies the facility, cell site, mobile telephone switching office, or other equipment or telecommunications service.

b. A person or entity owning or operating any fiber optic, cable television, satellite, internet based, telephone, wireless, microwave, data transmission or radio distribution system, network, or facility.

c. A person or entity providing any telecommunications service directly or indirectly by or through any distribution systems, networks, or facilities.

I. Modifications or Amendments

The Board shall hold a public hearing at a regular Board meeting any time an amendment or revision is made to this policy. Any amendments or modifications to this policy must be submitted to the Department not later than thirty (30) days after adopting the modification or amendment.

MCL 380.1310B (Matt Epling Safe School Law 2014, PA 478)

Adopted 4/15/12
Revised 5/19/15

MONROE COUNTY TRUANCY PROTOCOL

"Project Graduation"

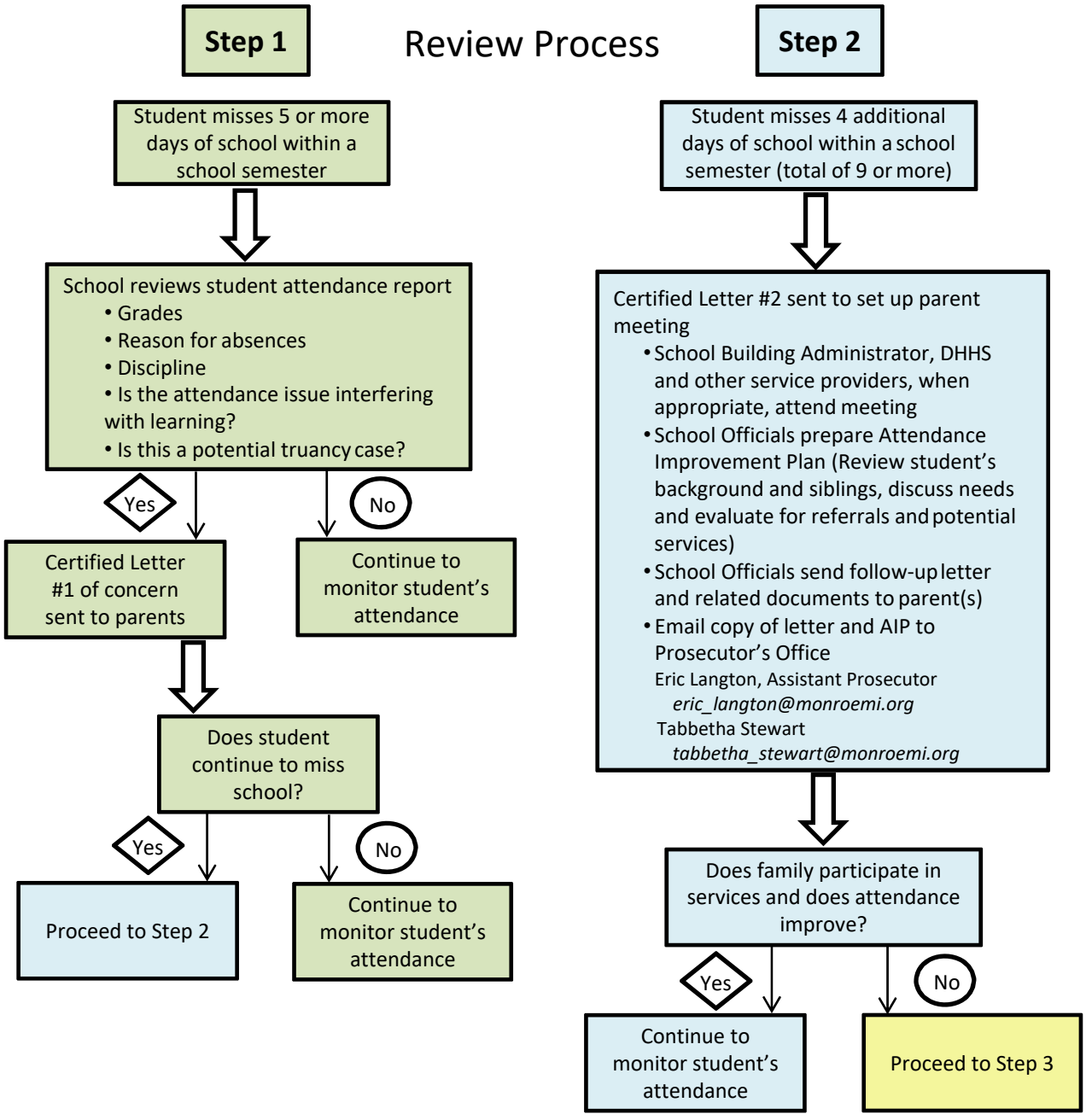
MONROE COUNTY PROSECUTOR'S OFFICE

Michael Roehrig, Prosecuting Attorney

MONROE COUNTY PUBLIC SCHOOL DISTRICTS
MONROE COUNTY INTERMEDIATE SCHOOL DISTRICT
Airport Community Schools
Bedford Public Schools
Dundee Community Schools
Ida Public Schools
Jefferson Schools
Mason Consolidated Schools
Monroe Public Schools
Summerfield Schools
Whiteford Agricultural Schools
Triumph Academy
New Bedford Academy

MONROE COUNTY TRUANCY PROTOCOL

"Project Graduation"



Step 3

Email Prosecutor the Prosecutor Truancy Referral Form with attachments:

- Copy of Certified Letter #1
- Copy of Certified Letter #2
- Student's Attendance Report
- Attendance Improvement Plan
- Other documents

eric_langton@monroemi.org and *tabbetha_stewart@monroemi.org*

Prosecutor meets with family and/or student to review potential consequences and offer an Attendance Agreement to avoid prosecution

- Copy of Agreement will be emailed to School Attendance Officer

Do family and student follow attendance agreement and does attendance improve?

Yes → Continue to monitor student's attendance

No → Proceed to Step 4

Step 4

Email local Police Agency the Law Enforcement Truancy Referral Form with attachments:

- Letters to Parents
- Student's Attendance Report
- Attendance Improvement Plan
- Prosecutor Truancy Referral Form
- Prosecutor Attendance Agreement
- Additional Documents

Criminal charge(s) will be filed against parent(s) (when appropriate) and/or delinquency charge will be filed against the juvenile (when appropriate)

Monroe County Schools "Project Graduation" Contact Information

Monroe County Office of Prosecuting Attorney
125 E. Second Street
Monroe, Michigan 48161
734-240-7600 (main)
734-240-7626 (fax)

Michael Roehrig, County Prosecutor
michael_roehrig@monroemi.org

Eric Langton, Assistant Prosecutor
eric_langton@monroemi.org

Tabbetha Stewart
tabbetha_stewart@monroemi.org

MONROE COUNTY TRUANCY PROTOCOL

"Project Graduation"

School Checklist

Step 1: Send Letter #1 by certified mail to parents once the child has missed 5 days of school AND absences are interfering with education. Keep a copy of this letter for your records only. Proceed to Step 2 if attendance continues to be a problem.

Step 2: Send Letter #2 by certified mail to parents to set up a meeting to personally meet regarding attendance problem. This letter should be sent out once the student has 9 absences. This meeting may include DHHS and any other providers. E-mail a copy of Letter #2 to the Monroe County Prosecutor's Office by sending it as an attachment to eric_langton@monroemi.org and tabbetha_stewart@monroemi.org. The Prosecutor's Office will also send a letter to the parent(s) urging them to meet with the school and work to remedy the problem to avoid additional consequences. Proceed to Step 3 if attendance continues to be a problem or the parents fail to attend the meeting at the school.

Step 3: Send Prosecutor Truancy Referral Form along with the following attachments:

- Copy of Letter #1
- Copy of Letter #2
- Student's Attendance Report
- Attendance Improvement Plan
- Other documents

E-mail referral form and all attachments to eric_langton@monroemi.org and tabbetha_stewart@monroemi.org or fax them to (734) 240-7626.

The Prosecutor's Office will then set up a time to meet with the parents (and child when appropriate) and offer to enter into an Attendance Agreement to avoid prosecution. A copy of this agreement will be emailed to the Attendance Officer at the school.

Step 4: If attendance continues to be a problem, send Law Enforcement Truancy Referral Form and all attachments by e-mail to the local police agency. Criminal charges will be immediately filed against the parents (when appropriate) and/or delinquency charges against the juvenile (when appropriate).

Repeat Offenders: For families who have been through all of the above steps, send a Law Enforcement Truancy Referral Form and all attachments to the local police agency seeking immediate prosecution.

STEP 1

FORMS

[DATE]

Parent/Guardian of:
[Students Name]
[Street Address]
[City, State, Zip]

Dear Parent/Guardian,

Student attendance is a critical factor in determining academic success at all grades. At every age, families play a key role in providing an understanding of why attendance is so important for success in school and in life. Research shows that:

- Children chronically absent in kindergarten and 1st grade are much less likely to read at grade level by the end of 3rd grade.
- By 6th grade, chronic absences are a proven early warning sign for students at risk of dropping out of school.
- By 9th grade, good attendance can predict graduation rates even better than 8th grade test scores.

Clearly attendance matters!

Our records indicate that **[STUDENTS FIRST NAME]** has reached **(#)** morning absences, **(#)** afternoon absences, **(#)** tardies and has left early **(#)** times. A student is considered chronically absent if he or she has missed 10 percent or more of the days he or she has been enrolled in school. Your child's attendance has reached a level of concern.
We realize some absences are unavoidable. However, when students miss too much school – regardless of the reason – it can cause them to fall behind academically.

We want your child to be successful. Please ensure that your child attends school every day and arrives on time. As **[INSERT NAME]**, my role is to help support you, your child and your child's teacher to improve his or her attendance. Here are a few suggestions to help support your child's attendance.

- Establish a regular bedtime and morning routine.
- Lay out clothes and pack backpack the night before.
- Only allow your child to stay home if he/she is ill.
- If your child seems anxious about going to school, talk to teachers or Student Support Staff for suggestions regarding your child's comfort.
- Develop a support system you can rely on for assistance in getting your child to school.

Let me know how we can best support you and your child in order to improve his or her attendance. If I can be of assistance, please contact me. I can be reached during school hours at **[PHONE NUMBER].** We want your child to be successful!

Your Partner in Education,

[Name]
[Title]

Cc: [**Building Principal's Name**], Principal
Student Cumulative File

FOOTNOTE: Step 1, Letter 1

STEP 2

FORMS

[Date]

Parent/Guardian of:
[Student Name]
[Street Address]
[City, State, Zip]

Dear Parent/Guardian,

[School District} is dedicated to academic achievement and success for all students. Consistent school attendance is a critical part of that success. Our district is committed to increasing the student attendance rate in all of our district schools. Regular attendance improves academic skills, as well as social and emotional growth for our students.

We understand some absences from school are unavoidable. However, chronic absenteeism can be a barrier to your child's education. Chronic absenteeism is linked to drop out rates and academic struggles. We care about your child and their future success.

You have been contacted regarding **[STUDENT's NAME]**'s attendance reaching a level of concern. Our records show that **[STUDENT's FIRST NAME]** continues to be chronically absent from school and has reached **(#)** morning absences, **(#)** afternoon absences, **(#)** tardies and has left early **(#)** times.

If this pattern continues, state law requires [School District] to file legal truancy charges. In an effort to support you and your child in identifying and eliminating barriers to regular attendance we will hold an Attendance Improvement Plan meeting. You are an important member of our team and your presence at this meeting is critical. The meeting has been scheduled for **[DATE/TIME].** Please call me at **[PHONE NUMBER]** at your earliest convenience to confirm your attendance.

Our Student Support team is committed to supporting you and your family in this effort to have **[STUDENT's FIRST NAME]** attend school regularly.

Your Partner in Education,

[Name]
[Title]

[BUILDING PRINCIPAL]
Principal

Cc: Student Cumulative File

FOOTNOTE: Step 2, Letter 2

Attendance Improvement Plan Meeting
Sign-In Sheet

Student Name	Date
Address	DOB
School	Grade

Home Phone	Parent Cell Phone	Student Cell Phone

AIP Team Participation

Individual(s) participated in the Attendance Improvement Plan Meeting

Principal/Designee	Date
Family(note relationship to student)	Date
Student	Date
Other(note relationship or title)	Date

Other(note relationship or title)	Date
Other(note relationship or title)	Date
Other(note relationship or title)	Date
Other(note relationship or title)	Date

Did parent(s) attend: [ ] Yes [ ] No Forms given to parent: [ ] Yes [ ] No Forms given to student: [ ] Yes [ ] No

Cc: Student Cumulative File

Student Family

FOOTNOTE: STEP 2 - Attendance Improvement Plan

Attendance Improvement Plan

Student Name	Date
School	Grade

Primary Reason(s) for absences: (Identify family and student barriers)
Previous Attendance Interventions:
Identify Student's Strengths/Goals

FOOTNOTE: STEP 2 - Attendance Improvement Plan

Attendance Improvement Plan

Attendance Improvement Plan: (Identifying specific goals and responsible parties)
Student Check-In Plan: (Include time of day, frequency and contact person)
Additional Interventions / Supports Needed: (Consider family, school and community supports)
Other Comments / Considerations:

FOOTNOTE: STEP 2 - Attendance Improvement Plan

[DATE]

To the Parent of:
[STUDENT NAME]
[STREET ADDRESS]
[CITY, STATE, ZIP]

Dear **[PARENT/GUARDIAN NAME]**,

Thank you for attending the Attendance Improvement Plan meeting regarding **[STUDENT FIRST NAME]**. It is very important that schools and families work together to ensure success at school. Regular attendance is a critical part of every student's success. The State of Michigan requires that every child of compulsory school age attend school daily.

This letter is intended to summarize the **[DATE]** Attendance Improvement Plan held for **[STUDENT NAME]**.

Information provided to parent during the Attendance Improvement Plan:

- Student Attendance Summary
- Student Attendance Detail
- Attendance Improvement Plan

Information included in this letter:

- Compulsory Attendance – Michigan Law
- District Attendance Policy
- Copy of Attendance Improvement Plan

If **[STUDENT FIRST NAME]**'s attendance does not improve your child's attendance records will be submitted to the Monroe County Prosecutor's Office for further review.

[SCHOOL NAME] have an active Student Support Team and other services to assist you and your child. Please contact me at **[PRINCIPAL'S PHONE NUMBER]** to discuss **[STUDENT'S FIRST NAME]**'s attendance and any other barriers that may be preventing **[STUDENT'S FIRST NAME]** from attending school regularly.

Thank you for your support in this matter. I look forward to working with you in furthering your child's educational success.

Your Partner in Education,

[PRINCIPAL NAME]
[SCHOOL NAME, PRINCIPAL]

Cc: Student Cumulative File
Student's Teacher(s)

FOOTNOTE: STEP 2: Meeting Summary Letter

MICHAEL G. ROEHRIG
PROSECUTOR

JAHN F. LANDIS
CHIEF ASSISTANT PROSECUTOR

OFFICE OF THE PROSECUTING ATTORNEY
Monroe County Courthouse • Third Floor
125 East Second Street
Monroe, Michigan 48161-2193

DATE

Parent/Guardian of
Address
City, State & Zip

RE: Meeting with_____to discuss lack of school attendance for student – Student's Name

Dear Parent/Guardian:

Our office has been informed that your child has been excessively absent from school. Currently, the school reports your child has been absent a total of__ days (OR__ am/__ pm classes). You should know that truancy is a criminal offense for the parent and child. For an adult, the penalty carries a minimum sentence of no less than 2 days in jail and a maximum sentence of 90 days. Additionally, educational neglect can result in the involvement of Child Protective Services. For a child who refuses to go to school, the result can be probation or even the removal of the child from the home.

If you have not yet met with the school to discuss the attendance issue, you will need to contact them immediately to schedule a meeting. In the meantime, because of the excessive absences, your child needs to be at school every day or be excused, in writing, by a doctor. There are no other acceptable excuses at this point. If the school documents that your child is ill, the school may allow your child to return home. If your child is too ill to attend school, then a doctor's visit is required.

At the present time, our office is choosing not to file criminal charges against you on the condition that your child attends school every day. We are willing to help you if you are having problems getting your child to school or there are problems at school. However, we will file charges for all the past and current absences if you do not fulfill your promise to get your child to school every day.

Your child's success in school is very important to us. If you have any questions or would like to discuss this matter, please do not hesitate to contact me at the telephone number listed below. I am sending a copy of this letter to the school and requesting that they notify us if attendance continues to be an issue. Thank you for your anticipated cooperation with this matter.

Sincerely,

Eric M. Langton
Assistant Prosecuting Attorney
cc: School name
c/o Principal's name

STEP 3

FORMS

MONROE COUNTY SCHOOLS "Project Graduation"
PROSECUTOR TRUANCY REFERRAL FORM

Student's Full Name:_____ ☐ Male ☐ Female

Grade:_____ Birthdate:_____ Today's age: _____

_____

Street Address City, Zip Home Phone Cell Phone

Mother's Name: _____

_____

Street Address City, Zip Home Phone Cell Phone

Father's Name: _____

_____

Street Address City, Zip Home Phone Cell Phone

Legal Guardian: _____

_____

Street Address City, Zip Home Phone Cell Phone

Child Resides with: _____

List communications that have taken place, the date completed and by whom:

☐ Letter 1 date sent_____School Official _____

Outcome _____

☐ Letter 2 date sent_____School Official _____

Outcome _____

☐ Parent Meeting_____School Official _____

Outcome _____

Number of Unexcused Absences:_____ **Date Range**: _____

_____ _____

School District Building

_____

Principal/Designee: email and phone Date

Attach copies of all documents in chronological order:

- ○ Letter #1
- ○ Letter #2
- ○ Student's Attendance Report
- ○ Attendance Improvement Plan
- ○ Other documents

Email Referral Form and Attachments to eric_langton@monroemi.org AND tabbetha_stewart@monroemi.org or fax to (734) 240-7626

If you have any questions or concerns, please contact Eric Langton at (734) 240-7606.

FOOTNOTE: STEP 3 – Prosecutor Truancy Referral Form

MICHAEL G. ROEHRIG
PROSECUTOR

JAHN F. LANDIS
CHIEF ASSISTANT PROSECUTOR

OFFICE OF THE PROSECUTING ATTORNEY
Monroe County Courthouse • Third Floor
125 East Second Street
Monroe, Michigan 48161-2193

DATE

Parent/Guardian of
Address
City, State & Zip

RE: Meeting with Prosecutor's Office to discuss lack of school attendance for student –Student's Name

Dear Parent/Guardian:

Our office has been informed that your child continues to have issues with attendance despite previous correspondence from our office and the school's attempt to address the situation.

As noted in our previous letter, criminal charges were not filed against you as the school was attempting to resolve the outstanding attendance problem. Unfortunately, the efforts appear to have been unsuccessful.

At the present time, the Monroe County Prosecutor's Office is considering filing criminal charges against you and your student. In an attempt to avoid the possibility of arrest and criminal charges being pursued, I am willing to meet with you personally to discuss resolutions for this matter. A meeting is scheduled for **DAY, DATE & TIME** at the Monroe County Prosecutor's Office, 125 East Second Street, 3rd Floor, Monroe, Michigan 48161. Please bring your student and all documentation for any days that your student was properly excused from school to the meeting. If you fail to attend the meeting scheduled for **DAY, DATE & TIME** criminal charges will be immediately filed.

Our office remains willing to assist you in correcting the issues with attendance. I look forward to meeting with you and your student.

Sincerely,

Eric M. Langton
Assistant Prosecuting Attorney
cc: School name
c/o Principal's name

MONROE COUNTY TRUANCY PROTOCOL
"Project Graduation"

ATTENDANCE AGREEMENT

As a **Parent**, I agree that it is my responsibility that _____ attends school. I promise to do the following:

1. I will ensure my child attends school on a daily basis. I will provide written documentation from any medical professional regarding any illness that requires my child to miss school.

2. I will sign any medical or school releases of information and provide any other documentation that is required for the Monroe County Prosecutor's Office to verify the terms of this Agreement are being satisfied.

3. If applicable, I will contact the School Attendance Officer within the next business day. I will fully cooperate with them and follow the terms of any agreement that is reached.

I understand that breaking the promises of this Agreement may result in criminal prosecution and this information being shared with the Court.

Parent/Guardian_____ Date _____

Signature of Parent/Guardian _____

Address_____City_____Zip Code _____

Email Address _____

Parent/Guardian_____ Date _____

Signature of Parent/Guardian _____

Address_____City_____Zip Code _____

Email Address _____

The Prosecutor's Office also agrees that as long as these promises are kept, no truancy charges will be filed against the child or the parent/guardian.

_____ Date _____

Eric Langton
Monroe County Prosecutor's Office
734-240-7606

FOOTNOTE: STEP 3 – Attendance Agreement with Prosecutor/Parent

MONROE COUNTY TRUANCY PROTOCOL
"Project Graduation"

PARENT / STUDENT ATTENDANCE AGREEMENT

As a **Parent**, I agree that it is my responsibility that_____attends school. I promise to do the following:

1. I will ensure my child attends school on a daily basis. I will provide written documentation from any medical professional regarding any illness that requires my child to miss school.

2. I will sign any medical or school releases of information or provide any other documentation that is required for the Monroe County Prosecutor's Office to verify the terms of this Agreement are being satisfied.

I understand that breaking the promises of this Agreement may result in criminal prosecution and this information being shared with the Court.

Parent/Guardian_____ Date _____

Signature of Parent/Guardian _____

Address_____City_Zip Code _____ Email Address _____

As a **Student**, I agree that my education is important for my future. Therefore, I promise to do the following:

1. I will attend school every day and attend every class unless excused by the school.
2. I agree to cooperate with my School Attendance Officer and teachers to improve my attendance.

I understand that if I break my promises in this Agreement I will face charges.

Student_____ Date _____

Signature of Student_____

The Prosecutor's Office also agrees that as long as these promises are kept, no truancy charges will be filed against the child or the parent/guardian.

_____ Date _____

Eric Langton,
Monroe County Prosecutor's Office
734-240-7606

FOOTNOTE: STEP 3 – Parent/Student Attendance Agreement

STEP 4

FORMS

MONROE COUNTY SCHOOLS "Project Graduation"
LAW ENFORCEMENT TRUANCY REFERRAL FORM

School District:_____ Date Submitted: _____

Student's Full Name:_____ ☐ Male ☐ Female

Grade:_____ Birthdate:_____ Today's age: _____

_____

Street Address City, Zip Home Phone Cell Phone

Parents: See Prosecutor Referral Form

Number of Unexcused Absences:_____ **Date Range**: _____

I am submitting the following documentation to law enforcement seeking truancy charges against

☐ Parents and/or ☐ Student:

- ○ Letters to Parents
- ○ Student's Attendance Report
- ○ Attendance Improvement Plan
- ○ Prosecutor Truancy Referral Form
- ○ Attendance Agreement(s)
- ○ Additional Documents: _____

The following witnesses have personal knowledge of the excessive absences:

- ○ School Attendance Officer: _____
- ○ School Liaison Officer: _____
- ○ School Representative at Parent/School Meeting: _____
- ○ Service Providers: _____

  Name/Agency/Title/Address
- ○ Other: _____

ACKNOWLEDGMENT

The Monroe County Prosecutor's Office would like to acknowledgment and thank Judge Frank Arnold - Monroe County Probate Court; Monroe County ISD - Assistant Superintendent Elizabeth Taylor and Assistant Superintendent Michelle Brahaney; Monroe Public Schools - Deputy Superintendent Julie Everly and District Climate and Engagement Liaison Kim VanDevelde for their efforts and assistance in the development of this Truancy Protocol.

We would also like to thank the Muskegon County Prosecutor's Office for allowing us to use their successfully implemented program as a model.

Created: January 22, 2016, updated Sept. 2019