



## 2012- 13 Policy Handbook

The Midland Public Schools, in partnership with our community, prepares students as knowledgeable, self-reliant, cooperative and ethical learners who are contributing citizens.



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## **BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS**

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

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

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

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

### **NOTIFICATION**

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

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

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

## **Implementation**

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

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

## **PROCEDURE**

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

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

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

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

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

## **Non-Retaliation/False Reports**

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

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

# MIDLAND PUBLIC SCHOOLS

## CRIME-FREE SCHOOLS POLICY

*As Amended by the 1999 Safe Schools Legislation and the 2000 Revised School Code*

The Midland Public Schools complies with all state and federal legislation regarding the maintenance of a safe environment at school, specifically involving K-12 students who possess firearms or other dangerous weapons, who commit criminal sexual conduct, arson, physical or verbal assault, or who make bomb threats or similar threats.

### **Definitions:**

- A dangerous weapon is defined as a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, a pocket knife opened by a mechanical device, iron bar, brass knuckles or any other instrument tending to cause great bodily harm when used in its intended manner.
- A firearm means any weapon (including a starter gun) which will expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or silencer; or any destructive device. It does not include an antique firearm.
- A destructive device means any explosive, incendiary, poison gas, bomb, grenade, rocket having a propellant charge of more than one-quarter ounce, mine, or similar device; which will 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 any combination of parts either designed or intended for use in converting any device into any destructive device described above and from which a destructive device may be readily assembled. It does not include any device that is intended to be used solely for sporting, recreational, or cultural purposes. Class C common fireworks are also not included.
- Arson is defined as used in the penal code, MCL§750.71 through 750.80. It includes burning dwellings, real property, personal property, insured property, woods, grounds, or mines. Burn means not only setting fire to any of the above, but also doing any act which results in the starting of a fire or aiding, counseling, inducing, persuading, or procuring another to do such acts.
- Criminal Sexual Conduct is defined as used in the penal code, MCL§750.520 b-e and g. It includes first through fourth degree criminal sexual conduct and assault with intent to commit criminal sexual conduct.
- Physical assault means intentionally causing or attempting to cause physical harm to another through force or violence.
- Verbal assault means an oral or written threat of an immediate harmful or offensive touching, coupled with an apparent immediate ability to commit same, and which puts a person in a reasonable apprehension of such a touching; or, the use of offensive language directed at a person, where such language is likely to provoke a reasonable person to physical violence.
- 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.
- School property includes school buildings, school grounds, and school buses or similar vehicles.

### **Mandatory Expulsions:**

A student who possesses a firearm or other dangerous weapon on school property may be permanently expelled from Midland Public Schools, subject to reinstatement according to the procedures as set forth below, unless the student can establish one of the following in a clear and convincing manner:

- The object or instrument possessed by the pupil was neither possessed for use as a weapon, nor for delivery to another person for use as a weapon.
- The weapon was not knowingly possessed by the pupil.
- The pupil did not know or have reason to know that the object or instrument possessed by the pupil constituted a dangerous weapon.
- The weapon was possessed by the pupil at the suggestion, direction, request or with the permission of school or police authorities.

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- A student who possesses a dangerous weapon on school property as defined by the Revised School Code of the State of Michigan (2000) and/or as amended by the 1999 Safe Schools Legislation will be permanently expelled from all public schools in Michigan, subject to reinstatement according to the same procedures as listed above.

A student who commits criminal sexual conduct or arson on school property must be permanently expelled from all public schools in Michigan, subject to reinstatement according to the procedures set forth below.

A pupil in grade 6 and above who commits a physical assault at school against a person employed by the school or engaged as a volunteer shall be permanently expelled from all public schools in Michigan, subject to reinstatement according to the procedures set forth below.

A pupil in grade 6 and above who commits a physical assault against another student, shall be suspended or expelled for up to 180 school days. A pupil in grade 6 or above who commits a verbal assault against a person employed by the school or engaged as a volunteer or who makes a bomb threat or similar threat directed at a school building, other school property, or a school-related event shall be suspended or expelled for a period of time as determined at the discretion of the Board of Education or superintendent. A student suspended or expelled under this provision has a right to reinstatement following the period of expulsion. The parent or legal guardian does not have to apply for the student's reinstatement. Other school districts in Michigan may accept a student suspended or expelled under this provision during the period of expulsion, but they are not required to do so.

All procedures detailed in the district Code of Student Conduct regarding expulsion and suspension will be followed. Only the Board of Education can permanently expel a student or can reinstate a student who has been permanently expelled. The superintendent may suspend or expel a student for up to 180 days without Board action or approval. If a student is expelled or suspended pursuant to this policy, that fact shall be entered on the student's permanent education record.

In compliance with the statewide school safety information policy, the school district will report all offenses of these kinds to the appropriate law enforcement agency. In addition, within three (3) days of the date of expulsion, the district will make a referral to the appropriate county department of social services or county community mental health agency, and notify the student's parents or, if the student is age 18 or older or is an emancipated minor, notify the student of the referral.

The school district is not required to but may operate or participate cooperatively to operate an alternative education program or strict discipline academy for individual students who are expelled. Such a program will ensure that expelled students are physically separated at all times during the school day from the general pupil population. The district is not required to but may provide appropriate instructional services to an expelled student at the student's home. This would be similar to the services provided to homebound or hospitalized students.

It is the responsibility of the parent or legal guardian of a student who has been expelled to locate a suitable alternative educational program and to enroll the student in such a program during the expulsion.

## **Reinstatement Procedures:**

The parent or legal guardian of a student who was enrolled in grade 5 and below at the time of an expulsion for possessing a firearm or threatening another person with a dangerous weapon may initiate a petition for reinstatement at any time after the expiration of sixty (60) school days after the date of expulsion. The student cannot be reinstated before the expiration of ninety (90) school days after the date of expulsion.

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The parent or legal guardian of a student who was enrolled in grade 5 and below at the time of an expulsion for a reason other than possessing a firearm or threatening another person with a dangerous weapon may initiate a petition for reinstatement at any time. The student shall not be reinstated before the expiration of ten (10) school days after the date of expulsion.

The parent or legal guardian of a student who was enrolled in grade 6 and above at the time of expulsion for possession of a firearm or dangerous weapon, arson, criminal sexual conduct, or physical assault against an employee or volunteer may initiate a petition for reinstatement at any time after the expiration of one hundred fifty (150) school days after the date of expulsion. A student in grade 6 and above cannot be reinstated before the expiration of one hundred eighty (180) school days after the date of expulsion.

A student in grade 6 and above who was expelled for physical assault against another student, verbal assault against an employee or volunteer, or bomb threat or similar threat is automatically reinstated at the end of his or her period of expulsion. It is not necessary for the student and parent or guardian to petition for reinstatement. The district may request a conference with the student and parent or guardian before the student is readmitted to school so that plans can be made for a smooth transition back into the school setting.

It is the responsibility of the parent or legal guardian or, if the individual is at least age 18 or is an emancipated minor, of the individual to prepare and submit a petition for reinstatement. The State Department of Education is required by law to develop and distribute to all school districts a form for petitions for reinstatement. The school district is required to make this form available, but the school board is not required to provide any assistance in preparing the petition. Upon request by a parent or legal guardian or, if the individual is at least age 18 or is an emancipated minor, by the individual, the school board shall make available the form for the petition.

No later than ten school days after a petition for reinstatement is filed, the Board of Education will appoint a committee to review the petition and any additional information supplied by both the petitioner and school personnel. The committee will consist of two school board members, one school administrator, one teacher, and one parent of a pupil in the school district. The district superintendent may prepare and submit information concerning the circumstances of the expulsion and any factors mitigating for or against reinstatement.

No later than ten school days after the committee is appointed, it will meet, review all information, and submit a recommendation to the board. In all reinstatement situations other than those that are automatic as dictated by statute, the recommendation shall be for unconditional reinstatement, for conditional reinstatement, or against reinstatement, and shall be accompanied by an explanation of the reasons for the recommendation and of any recommended conditions for reinstatement. The recommendation shall be based on consideration of all of the following factors:

- The extent to which reinstatement of the individual would create a risk of harm to pupils or school personnel.
- The extent to which reinstatement of the individual would create a risk of school district or individual liability for the school board or school district personnel.
- The age and maturity of the individual.
- The individual's school record before the incident that caused the expulsion.
- The individual's attitude concerning the incident that caused the expulsion.
- The individual's behavior since the expulsion and the prospects for remediation of the individual.
- If the petition was filed by a parent or legal guardian, the degree of cooperation and support that has been provided by the parent or legal guardian and that can be expected if the individual is reinstated, including, but not limited to, receptiveness toward possible conditions placed on the reinstatement.

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At the next regularly-scheduled board meeting after receiving the committee's recommendation, the board will make a decision to unconditionally reinstate the individual, conditionally reinstate the individual, or deny reinstatement of the individual. The decision of the board shall be final.

The board may require the student and his or her parent or legal guardian to agree in writing to specific conditions before reinstating the individual in a conditional reinstatement. The conditions may include, but are not limited to, the agreement to a behavior contract, which may involve the individual, parent or legal guardian, and an outside agency; participation in or completion of an anger management program or other appropriate counseling; periodic progress reviews; and specified immediate consequences for failure to abide by a condition. The petitioner also may include proposed conditions in a petition for reinstatement.

If the board denies a petition for reinstatement, the parent or legal guardian or, if the student is at least age 18 or is an emancipated minor, the student may petition another school board for enrollment in the other school district.

The board or school administrator who complies with the state law regarding expulsions is not liable for damages for expelling a student.

NOTHING IN THIS POLICY SHALL DIMINISH THE DUE PROCESS RIGHTS UNDER FEDERAL LAW OF A PUPIL WHO HAS BEEN DETERMINED TO BE ELIGIBLE FOR SPECIAL EDUCATION PROGRAMS AND SERVICES. SPECIAL EDUCATION STUDENTS ARE ONLY SUBJECT TO DISCIPLINE CONSISTENT WITH THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA) AND THE REGULATIONS PROMULGATED THEREUNDER.

Adopted for inclusion in [How Midland Schools Work](#) by the Midland Board of Education on November 14, 1994, for implementation January 1, 1995. **REVISED and ADOPTED by the Board of Education on September 25, 2000.**

## MANDATORY EXPULSIONS

June 2001 CWF

OFFENSE	GRADE LEVEL	LENGTH OF EXPULSION	REINSTATEMENT PROVISIONS	ENROLL AT OTHER PUBLIC SCHOOLS?
<b>Firearm/Dangerous Weapon</b>	K - 12	Permanent, subject to reinstatement at discretion of the Board of Education.	Grade 5 and below - Can apply after 60 school days, can be reinstated after 90 school days.  Grade 6 and above - Can apply after 150 school days, can be reinstated after 180 school days.	No
<b>Arson</b>	K - 12	Permanent, subject to reinstatement at discretion of the Board of Education.	Grade 5 and below - Can apply at any time, can be reinstated after 10 schools days.  Grade 6 and above - Can apply after 150 school days, can be reinstated after 180 school days.	No
<b>Criminal Sexual Conduct</b>	K - 12	Permanent, subject to reinstatement at discretion of the Board of Education.	Grade 5 and below - Can apply at any time, can be reinstated after 10 school days.  Grade 6 and above - Can apply after 150 school days, can be reinstated after 180 school days.	No
<b>Physical Assault Against an Employee or Volunteer</b>	Grade 6 and Above	Permanent, subject to reinstatement at discretion of the Board of Education.	Can apply after 150 school days, can be reinstated after 180 school days	No
<b>Physical Assault Against Another Student</b>	Grade 6 and Above	Suspension or expulsion of up to 180 school days as determined by the Board of Education or superintendent	Automatic at end of expulsion period.	Yes, if other public school agrees to accept the expelled student.
<b>Verbal Assault Against an Employee or Volunteer</b>	Grade 6 and Above	Suspension or expulsion for a period of time as determined at the discretion of the Board of Education or superintendent	Automatic at end of expulsion period.	Yes, if other public school agrees to accept the expelled student.
<b>Bomb Threats/ Other Threats</b>	Grade 6 and Above	Suspension or expulsion for a period of time as determined at the discretion of the Board of Education or superintendent	Automatic at end of expulsion period.	Yes, if other public school agrees to accept the expelled student.

**NOTE** \*\*\*Students can be expelled by the Board of Education for additional reasons and at different grade levels, under the provisions of the Code of Student Conduct.

# MIDLAND PUBLIC SCHOOLS

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## CODE OF STUDENT CONDUCT

### *Explanatory Preface*

On December 9, 1970, the Michigan State Board of Education adopted a resolution which required all local boards of education to develop, adopt, and publish a code of student conduct. In accordance with this resolution, the Midland Public Schools appointed a committee in early 1971 to develop a code of student conduct for Midland Board of Education consideration. The code was approved by the Board on August 9, 1971.

On July 6, 1999 certain legislative amendments to the Revised School Code MCL§ 380.1 et seq became immediately effective, specifically MCL§ 380.1309, § 380.1310 and § 380.1311a, collectively known as the "Safe Schools" legislation. By resolution, the Board incorporated the "Safe Schools" legislative amendments into its policies and Code of Student Conduct on August 23, 1999.

On May 18, 2000 the State Board of Education adopted the "Policies on Safe Schools," followed by a specific policy on bullying prevention on July 19, 2001. The Midland Board of Education incorporated these policies into the Code of Student Conduct on October 22, 2001.

Following the instructions of the Michigan State Board of Education, the Midland Public Schools Code of Student Conduct identifies categories of misconduct, defines the conditions and dimensions of out-of-school suspension, in-school suspension and expulsion, and describes the procedures to provide due process for students who violate the code. The absence of specifications of the rights of students as citizens is not intended to diminish these rights in any way. All Midland students retain all of the rights and privileges which are the prerogatives of United States citizens, and the responsibilities which are the accompaniment of these rights.

Carl R. Ellinger, Superintendent  
Midland Public Schools

*October, 2001*

# MIDLAND PUBLIC SCHOOLS

## *Code of Student Conduct*

Students, parents, teachers, administrators, and the Board of Education share the responsibility for maintaining an environment conducive to education for all students attending the Midland Public Schools.

Because a favorable atmosphere is essential to the learning process, it is expected that all personnel connected with the educational setting, in cooperation with the home, will endeavor to help individual students adapt to constructive limits and control.

A student's individual rights must be respected. The rights of the student body and school district must also be protected.

- I. The Board of Education has established that the following forms of conduct are detrimental to the best interests of the operation of the Midland Public Schools and the purposes of education. This list refers to conduct or conditions during the school day and at all school-sponsored activities, whether on or off school property and whether during or outside of class time, including travel to and from school or to and from school-sponsored activities unless specific times and/or locations are indicated.
  - A. **Health and Hygiene** - The condition under which any student is suspected of having a communicable disease, or who persistently neglects personal hygiene.
  - B. **Verbal Assault** – An oral or written threat of an immediate harmful or offensive touching, coupled with an apparent immediate ability to commit same, and which puts a person in a reasonable apprehension of such a touching; or, the use of offensive language directed at a person, where such language is likely to provoke a reasonable person to physical violence.
  - C. **Obscenity and Indecency** - Offending against commonly recognized standards of propriety or good taste in dress or lack of dress; in language, either spoken or written; in pictures or caricatures.
  - D. **Physical Assault** – Intentionally causing or attempting to cause physical harm to another through force or violence.
  - E. **Threatening Communications** - Writing, telephoning, telecommunicating, or otherwise communicating to other individuals verbal threats, racial or ethnic intimidation, annoying nuisance communications, and vulgar and/or obscene messages.
  - F. **Fighting** - Quarreling involving bodily contact.
  - G. **Bullying** – The repeated abuse of a student over time by another student or other students, which can take the form of any combination of physical, emotional, and verbal abuse.
  - H. **Truancy** - Unauthorized absence from school for any period of time. Chronic tardiness can be considered truancy.
  - I. **Forgery** - Fraudulently using in writing the name of another person, or falsifying times, dates, grades, addresses, or other data on school forms, records, or other communications to the school.
  - J. **Stealing** - Dishonestly acquiring the property of another or others.
  - K. **Extortion** - Securing or attempting to secure money or other items of value by the use of threats and/or violence or without the mutual consent of both parties involved.
  - L. **Demonstration or Disturbance** - Instigating or participating in a demonstration or disturbance which interrupts the educational opportunities of others or threatens the general welfare and safety of others.
  - M. **Tobacco** - Possessing or using tobacco in any form in school or on school property.
  - N. **Drugs and Alcohol** - Possessing, using, distributing or being under the influence of material which is, in fact, or represented to be a drug, alcohol, or other substance which may produce abnormal behavior.

- O. **Vandalism** - Willful destruction or defacing of property belonging to another or others.  
**Hazing** – To persecute or harrass by means of meaningless or humiliating tasks or actions, as a way of initiation or as a condition for continued membership or acceptance in a school organization, club or activity.
- Q. **Arson** - Burning dwellings, real property, personal property, insured property, woods, grounds, or mines. Burn means not only setting fire to any of the above, but also doing any act which results in the starting of a fire or aiding, counseling, inducing, persuading, or procuring another to do such acts.
- R. **Bomb Threats** - Disrupting school procedure by placing, threatening to place, or falsely reporting explosive or flammable devices.
- S. **Weapons** - Possessing, transferring, using, or threatening to use any weapons or instruments capable of inflicting bodily harm. This includes firearms, dangerous weapons, or other destructive devices.
- T. **Gang Activity** - The presence of gang activities can cause substantial disruption of, or material interference with, school and school activities. A "gang" is defined in this policy as a group of two or more persons whose purposes include the commission of illegal acts. By this policy, the Board of Education prohibits the existence of gangs and gang activities as follows.  
 No student on or about school property or at any school activity shall:
1. Wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign, or other things which are evidence of membership or affiliation in any gang;
  2. Commit any act or omission, or use any speech, either verbal or nonverbal (gestures, handshakes, etc.) showing membership or affiliation in a gang;
  3. Use any speech or commit any act of omission in furtherance of the interests of any gang or gang activity, including, but not limited to:
    - a. Soliciting others for membership in any gang;
    - b. Requesting any person to pay protection or otherwise intimidating or threatening any person;
    - c. Committing any other illegal act or other violation of school district policies;
    - d. Inciting other students to act with physical violence upon any other person.
- U. **Open Defiance** - Willful disregard of directives of a staff member or persistent disobedience.
- V. **Criminal Sexual Conduct** - First through fourth degree criminal sexual conduct as outlined in the state penal code and assault with intent to commit criminal sexual conduct.
- W. **Sexual Harassment** - Abuse of the dignity of anyone through sexist slurs or through other objectionable or derogatory conduct.
- X. **Technology Misuse** - Specific intentional tampering with any of the electronic equipment to which students have access or misuse of district technology in any illegal or unethical ways, in violation of the district's Guidelines for Acceptable Use of Telecommunications and Technology.
- Y. **Unacceptable Behavior** - Deliberate or willful conduct detrimental to the normal functioning program or activity under school sponsorship. Unacceptable Behavior can include any of the aforementioned items (A through X), but is not limited to them. Examples of Unacceptable Behavior can also consist of use or possession of fireworks, possession of ammunition, use or possession of laser pointers, possession of drug paraphernalia, setting of false fire alarms, acts of poor judgment which either interrupt normal school routine or threaten the safety and welfare of others, and the act of harassing school employees and/or vandalizing their private property at any time on school property or elsewhere.
- Z. **Electronic Communication Devices** - During class time, use of personal electronic communication devices is allowed only under the specific direction of a teacher, with approval of the principal. At any time during a class, a teacher may prohibit the use of personal electronic communication devices. Use of these devices outside of class time (as defined in Section I of this Code of Student Conduct) will be under the direction of the principal. The school district is not responsible for lost, stolen, or damaged devices. Any misuse of electronic communication devices, in any illegal or unethical way, is in violation of the district's *Guidelines for Acceptable Use of Telecommunications and Technology*.

## II. Disposition of Violations

### A. Closed Class Procedures

1. "Closed class" is defined as the denial of the right to attend some classes for a specified period of time not to exceed ten days.
2. Some classes may be closed to a student for a period not to exceed ten days by the principal or assistant principal of the school attended by the student. Hereafter, the term administrator shall mean any one of the foregoing officials.
3. The following procedures will be followed:
  - a. The student will be immediately notified by the administrator that some of the student's classes are closed, the reasons therefor, and what must be done before the student can return to classes.
  - b. The parent will be notified as soon as possible that the student has been denied the privilege of attending classes. The administrator will inform the parent as to why the student's classes have been closed and arrange for an appointment for the parents to come to school if necessary.
  - c. The administrator who closes the student's classes will use every reasonable means of resolving the problem and arranging for the classes to be opened to the student as soon as possible.
  - d. The administrator who closed the student's classes will keep a record of the case separate from the student's permanent record.

### B. Suspension Procedures

1. Suspension is defined as the denial of the right to attend school, or, if in high school, to be assigned to an in-school suspension room, for a specified period of time.
2. If a student is to be suspended by an administrator, the following procedures shall be followed:
  - a. The administrator will determine that the Board of Education policies are being followed and that suspension is appropriate. A building principal or assistant principal may suspend a student for a period not exceeding ten school days. The superintendent may suspend a student for up to 180 school days without Board action or approval.
  - b. The administrator shall explain to the student all charges against the student, setting forth the nature, time, and place of the violation charged and the duration of the suspension, which may be up to ten school days. The parent or guardian shall be notified of the suspension, and a written copy of the notice shall be given personally to the parent or sent by certified mail to the parent or guardian. The written notice of suspension will also be placed in the student's permanent educational record.
  - c. The written notice shall include the time, place, and date of a hearing if a hearing is deemed necessary prior to the student being readmitted to school. The written notice shall advise the student and parent or guardian of the right to have counsel present at the hearing. The hearing on the charges shall be presided over by a school district administrator and shall be so conducted that both sides shall have full opportunity to be heard, including the right to hear and examine adverse witnesses and the right to testify and present evidence and witnesses or affidavits in one's own behalf.
  - d. When suspension is involved, the fundamental rights of the students must be respected.
    - Right of students to be informed of the charges against them. The charges should be specific, setting forth the nature, time, and place of the violation charged.
    - Right of students to be heard and present their view of the occurrence.
    - Right of students not to be judged guilty simply by virtue of being accused.

- e. Within five school days of the conclusion of the hearing, the administrator who presided over the hearing shall make a written report of the findings of fact, conclusions as to the validity of the charges, and the administrator's decision regarding readmittance. The report shall be filed with the Director of Facilities, Operations, and Student Services, and a copy thereof shall be served personally or by certified mail to the student charged and the parent or guardian.
  - f. The record of all action taken shall be placed in the student's permanent educational record.
  - g. After the student, parent, or guardian has exhausted the appeal process at the building level, the decision may be appealed to the Director of Facilities, Operations, and Student Services, the Superintendent of Schools, and the Board of Education, in that order.
  - h. During the time in which an appeal is being processed, serving of the suspension may be held in abeyance, at the request of the parent or guardian.
3. If a student is to be suspended by a teacher, the following procedures shall be followed:
- a. The teacher will determine that the student's behavior violates the provisions of the Board-adopted Code of Student Conduct, other than such conduct that requires expulsion. The teacher may suspend the student from the class, subject, or activity for up to one full school day.
  - b. The teacher shall explain to the student the reason for the suspension and shall immediately send the pupil to the school office and shall immediately report the suspension and the reason for the suspension to the administrator.
  - c. The administrator will take appropriate action, consistent with district policy and the Code of Student Conduct. If the student remains at school, the student will be under appropriate supervision. The pupil will not be returned that school day to the class, subject, or activity from which he or she was suspended without the agreement of the teacher and the school principal.
  - d. As soon as possible, the teacher shall contact the student's parent or guardian to set up a parent-teacher conference regarding the suspension. Under normal circumstances, the contact with the parent should be made the same day as the suspension.
  - e. Whenever practicable, a school counselor, school psychologist, or school social worker shall attend the conference. A school administrator shall attend the conference if the teacher or parent or guardian so requests.
  - f. The teacher will provide a written notice of suspension, which will be given personally to the parent or sent by certified mail to the parent or guardian. The written notice of suspension will also be placed in the student's permanent educational record. The written notice of suspension will include the specific nature of the violation of the Code of Student Contact, the time and place of the violation, the duration of the suspension, and the date on which the parent-teacher conference is scheduled.
  - g. A parent or guardian and student may appeal the suspension to the building principal. Due process procedures will be followed. The parent or guardian and student may request a hearing, which is a separate proceeding from the parent-teacher conference mentioned previously. The parent or guardian and student have the right to have counsel present at the hearing. The hearing on the charges shall be presided over by a school district administrator and shall be so conducted that both sides shall have full opportunity to be heard, including the right to hear and examine adverse witnesses and the right to testify and present evidence and witnesses or affidavits in one's own behalf.
  - h. Within five school days of the conclusion of the hearing, the administrator who presided over the hearing shall make a written report of the finding of fact, conclusions as to the validity of the charges, and the administrator's decision regarding the readmittance. The report shall be filed with the Director of Facilities, Operations, and Student Services, and a copy thereof shall be served personally or by certified mail to the student charged and the parent or guardian.
  - i. The record of all action taken shall be placed in the student's permanent educational record.

- j. After the student, parent, or guardian has exhausted the appeal process at the building level, the decision may be appealed to the Director of Facilities, Operations, and Student Services, the Superintendent of Schools, and the Board of Education, in that order.
- k. During the time in which an appeal is being processed, serving of the suspension may be held in abeyance, at the request of the parent or guardian.

### C. Expulsion Procedure

1. Expulsion is defined as the denial of the right to attend school for a period longer than ten days.
2. Only the Board of Education can permanently expel a student or can reinstate a student who has been permanently expelled. The superintendent may expel a student for up to 180 school days without Board action or approval.
3. If it is the judgment of the administrator that a student should be recommended for expulsion, the following procedures shall be followed:
  - a. The administrator shall submit to the Superintendent of Schools such a recommendation, together with written rationale and the necessary supporting pupil personnel data justifying the recommendations.
  - b. The Superintendent or the Superintendent's representative will review the case and discuss it with the parents.
  - c. If the Superintendent or the Superintendent's representative concludes that the pupil should be denied the privilege of attending school for up to 180 school days, the Superintendent will expel the student. If there is a decision that the student shall be permanently expelled, the student and parent or guardian will be notified that such a recommendation will be presented to the Board of Education.
  - d. The student and parent or guardian will be notified of the following:
    - The nature of the recommendation.
    - The date, time, and place the recommendation will be presented to the Board of Education.
    - The right to be present and participate in the proceedings in person and/or by legal counsel.
    - The right to request an open or closed hearing with the Board.
4. The information furnished to the Board of Education shall include the following:
  - a. A record of all preliminary procedures.
  - b. The recommendation that the student is to be expelled and the duration of the expulsion.
  - c. The justification for the recommendation.
5. Procedures for reinstatement after an expulsion are outlined in the district's Crime Free Schools Policy.

### III. Appeal Procedure

Students in the Midland Public Schools have the right to a fair and impartial hearing in cases involving disciplinary action such as the right to appeal an adverse decision through appropriate channels.

- A. A student, parent, or guardian has the right to appeal the Board of Education's decision to the Michigan State Board of Education or through the courts.
- B. The Board or school administrator who complies with state law regarding expulsions is not liable for damages for expelling a student. This includes expulsions under the district's Crime Free Schools Policy (weapons, arson, criminal sexual conduct, physical assault against an employee or volunteer, physical assault against another student, verbal assault against an employee or volunteer, or bomb threats or similar threats).

# MIDLAND PUBLIC SCHOOLS

## POLICY ON STUDENT RECORDS

July 2003

The policy of the Midland Public Schools on the content of records to be kept on all students, as well as the access to these records and related procedures, is:

- a. **Policy on Student Records Shall Be in Accord With Public Act 442 of 1976 and Regulations for 34 CFR Part 99, as published in 53 Federal Register 11942 (April 1988) and amended by the No Child Left Behind Act of 2001.**
- b. **Material Which May be Kept in Student Records**
  - Folder Itself
  - Basic information such as parents' names, schools attended, transfer records and student's picture
  - Initial Registration Form
  - Grades (Marks): Report cards and transcripts: K-5  
Transcripts: 6-12\*
  - Attendance Records: Report cards and transcripts: K-5  
Transcripts: 6-12\*
  - Health Records: Information on health record cards: K-5  
Unusual situations on comment sheets: 6-12
  - Test Results: Separate form or transcript: K-5  
Transcripts: 6-12\*
  - Pertinent Legal Papers  
Examples: guardianship papers, waivers signed by parents, guardian, or adult student for right of some agency to see the records
  - Notations of Referrals to Special Services and Reports on Referrals
  - Notations of Referrals to Community Agencies
  - Certification from Physicians of Need for Homebound or Hospitalized Services
  - Physician's Prescription, Parent's Request to Administer Medication, and Medication Administration Log
  - Transfer Student Information  
Information on transfer students which most nearly parallels information kept by the Midland Schools
  - Correspondence Between the Home and School
  - Anecdotal Notations  
Teacher comments which would appear to have continuing significance. These comments are to be objective and factual; subjective or opinion-type comments must not be made.
  - Suspension Notices
  - Record of Expulsion
  - Computer Use Guidelines form
  - Classroom Release form for Electronically Displayed Photos

\* In addition to the record folder itself and information relative to post high school employment or college entrance, only the transcript will be retained for a student leaving school.

- c. **Tagging of Records**

Certain records are color tagged (especially when moving from elementary schools) for students with serious health problems.

**d. Access to Student's Complete Record**

Access to a student's complete record will be limited to:

- School officials with legitimate educational interests. A school official is a person employed by the School 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 School 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.
- Parent, legal guardian, or adult student upon request for a scheduled conference to review the records in the presence of the principal or designee – such conference to be held within 45 calendar days.
- The court upon issuance of a court order. The parent, legal guardian, or adult student will be notified of the school's receipt of the order and intention to comply in advance of actual compliance whenever possible. The court order will be maintained in the student's record.
- Third parties, upon written request by the parent, guardian, or adult student.
- Officials of another school district in which a student seeks or intends to enroll. (Release of information form should be obtained, if possible.)

**e. Access to Certain Specific Information From a Student's Record**

Access to certain specific information from a student's record will be limited to:

- Specific information requested by an outside agency or person upon a written waiver for release of the information by the parent, legal guardian, or adult student with the understanding that the recipient will treat the information received as confidential. The written waiver for release of information will be maintained in the student's record.
- Nonadult secondary students as needed for academic guidance (example: a student may wish to know of potential success in a course the student is considering electing.)
- Post high school educational institutions, to which the student is applying if the student or parent requests that the information be released. Note: If a student requests school officials to complete an application form which asks for certain items of information from the record, this will be considered as a request for release of the information. It is understood that recipients will treat the information with confidentiality. The request will be maintained in the student's record.

**f. Access to Education Records**

Release of student records shall be governed by the following rules:

- (1) A parent (or in the case of an adult student, the student) shall have the right to consent in writing before the school district releases to any individual, agency, or organization (other than those specifically listed in FERPA, 20 U.S.C. § 1232g(b)) any education record or personally identifiable information contained in an education record. No such record or information shall be released prior to written consent having been as specified herein. The written consent required shall specify precisely the records or information to be released, the reasons for such release, and to whom the record is to be released. In addition, a copy of the records to be released will be provided at the school district's expense to the student's parents, and to the student if desired by the parents, upon request. The written consent shall be maintained in the student's record.

**g. Refusal to Allow Access to Student Records**

Names of persons or agencies requesting, but refused access to a student's record, will be maintained in the student's record.

**h. Location of Student Records**

- Elementary school records will be kept in the main office or in the classrooms in a locked storage facility.
- Secondary school records will be kept in a locked storage facility in the main office and/or the counselors' offices. If records are stored in two locations, a parent, legal guardian, or adult student who requests access to a student's records will be so informed and provided with access to both sets of records.
- The custodian of a student's record is the principal of the school the student attends.
- After a student graduates, the student's records are kept permanently at the high school.

**i. Appeal Procedure to Have Material Removed From a Student's Record**

If a parent, legal guardian, or adult student wishes to have material removed from a record because any one of them considers it to be inaccurate:

- A written appeal should be made to the principal, clearly identifying the part of the record they want changed and specifying why it is inaccurate.
- If the decision of the principal is not satisfactory, a written appeal should be made to the superintendent of schools.
- If the decision of the superintendent of schools is not satisfactory, a written appeal should be made to the Board of Education for a review in either an open or closed session at the discretion of the person making the appeal. The person making the appeal may be represented by an attorney if so desired.

**j. Release of Information From Student Records for Transfer Students**

- When a student enrolls in the Midland schools from another school system, the school in which the student is enrolling should give the parent, legal guardian, or adult student a Release Form to be signed and sent with the request to the sending school for student information.
- Prior consent, written or verbal, is not required for transmission of student records to officials of other private or public elementary or secondary schools or school systems for any student who is enrolled or seeks, or is instructed to enroll on a full or part-time basis. This includes disciplinary records of suspension or expulsion.

**k. Directory Information**

- Midland Public Schools has designated the following information about a student as directory information: name, address, telephone listing, e-mail address, date and place of birth, major field of study, year in school, class schedules, class rosters, participation in officially recognized activities and athletics, weight and height of members of athletic teams, photographs, dates of attendance, diplomas received, awards received, and the name of the last previous school attended by the student, and other similar information which would not generally be considered harmful to a student, or an invasion of privacy if disclosed.
- Directory information may be released without prior consent of the adult student or the student's parent or guardian unless the school principal is notified in writing no later than the 15<sup>th</sup> day of the school year that such information is not to be released.
- Directory information may be released for the purpose of developing, evaluating, or providing educational products or services for or to students or educational institutions, such as the following:
  - a. College or other postsecondary education recruitment, or military recruitment.
  - b. Book clubs, magazines, and programs providing access to low-cost literary products.
  - c. Curriculum and instructional materials used by elementary schools and secondary schools.
  - d. Tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students.
  - e. The sale by students of products or services to raise funds for school-related or education-related activities.
  - f. Student recognition programs.

- Directory information shall not be released to any third party who intends to use it for marketing purposes or who intends to sell it to others for that purpose.

**m. Photographs of Students**

- Pictures of students, identified by name, will not be published without parental permission.

**n. Publicity on the Adoption of the Student Record Policy**

The public was informed upon the adoption of this policy of the right of parents, legal guardians, and adult students to examine student records, the circumstances under which they may be examined, and the appeal procedures. All students are given a copy to take home on registration day in the fall and all students transferring into the district are given copies at registration regardless of the time of year or grade.

**o. Posting of Student Photos on the Internet**

Elementary teachers (K-5) who wish to place student photos on the Internet will distribute the Classroom Release Form for Electronically Displayed Photos to parents at an appropriate parent/teacher function, prior to the posting of any photo.

Middle and high school parents (6-12) need only complete the Classroom Release Form for Electronically Displayed Photos at the time of the student's initial building registration if they **do not** wish to have their child's photo displayed on any school district web page.



# MIDLAND PUBLIC SCHOOLS

## **Administration of Medication Policy**

Medication Definition: Medication includes prescription, nonprescription and herbal medications and includes those taken by mouth, taken by inhaler, injected (epi-pen), applied as drops to eye or nose, or applied to the skin.

Administration of medication (prescription, nonprescription, and herbal) to a student by a school administrator or an employee designated by the school administrator is allowed if:

- The request to administer the medication form should be completed and signed by the student's parent or guardian.
- The request for prescription medicine must include the written instructions for the medication signed by the prescribing physician. The prescribing physician must authorize any changes in medication.
- Administration of medication by a school staff member must be done in compliance with a physician's instructions if a prescription medicine and parent/guardian instructions if a nonprescription medicine. Administration of the medicine shall be done in the presence of another adult and a log of the medication administration shall be maintained. In a life-threatening emergency an individual may administer the medication, record this into the log and notify the school administrator.
- Parental or guardian request/permission and physician's instructions shall be renewed annually, or more often if necessary.
- Medication shall be stored in a secure location in a labeled container as prepared by the pharmacy, physician or pharmaceutical company and include the pupil's name, the name of the medication, dosage and frequency of administration. This container will be kept at the school for the duration of the administration.
- Non-prescription medications will not be given for more than the amount listed on the package without a note from a physician.
- All controlled-substance medications will be counted and recorded in the medication administration log upon receipt from the parent/guardian. The medication will be recounted on a regular basis (monthly or bi-weekly) and be reconciled with the medication administration log.

### ***Self-Administration***

Self-Administration means that the pupil is able to consume or apply prescription, non-prescription and herbal medication in the manner directed by a physician without additional assistance or direction. Self-possession means that the pupil may carry medication on his/her person to allow for immediate and self-determined administration

- The student's parent/guardian must provide written permission and request the school to allow student to self-possess and self-administer medication (prescription and/or nonprescription), except when prohibited by law.
- The request must include the written instructions for the medication and state that the student may self-possess and/or self-administer the medication. This request must be signed by the prescribing physician if a prescription medicine.
- Medication that a pupil possesses must be labeled and prepared by a pharmacy or pharmaceutical company and include the dosage and frequency of administration
- The parental or guardian request/permission and physician's instructions shall be renewed annually, or more often if necessary.
- Sharing of prescribed or non-prescribed medication is prohibited.
- Controlled substances (e.g., Ritalin or codeine) shall not be self-administered.
- Non-prescription medications will not be given for more than the amount listed on the package without a note from a physician.

The *Administration of Medications* policy and procedure plan shall be communicated to parents, guardians and physicians on an annual basis.

# MIDLAND PUBLIC SCHOOLS

## **Additional Information**

- If there is a question on the appropriateness of administering a particular type of medication or procedure, the involved employee should contact the building administrator who will seek further clarification.
- Medication should be brought to school by the parent/guardian unless other safe arrangements are necessary and possible.
- The school may set a designated time for administration of medication. The parent/guardian should be informed of this designated time and communicate this to the family physician when he/she writes instructions for administration of the medication. Exceptions to the designated time will be dealt with on an individual basis.
- Dividing a dose of medication is not the responsibility of the school personnel (e.g., pill-splitting, liquid dosage).
- Expiration dates on prescription medications, epi-pens, and inhalers shall be checked at least twice a year.

## ***Medication Log***

- A log of Medication administration shall be kept in the school office and filed in a pupil's permanent record at the end of each school year.
- The Medication Log shall include the pupil's name and the name and dosage of the medication. It should also include a place for the individual administering medication to record the date and time, the signature of individual administering the medication and the signature of the adult witness.
- Prescription Accounting should be included on the Medication Log.
- If an error is made in recording, the individual who administered the medication shall cross out, initial the error, and make the correction in the log.

## ***School Staff Training***

- Training will be provided in the following situations:
  - When new staff is assigned to administer medications,
  - When special circumstances require procedures that fall outside the regular procedures,
  - When requested by building personnel.



# **Guidelines**

for

## **Acceptable Use of Telecommunication and Technology**

**GUIDELINES**  
For  
**Acceptable Use of Telecommunication  
And Technology**

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## **SUMMARY**

Because of the growth of technology in the Midland Public Schools and the growing use of telecommunications as a learning tool, it is prudent to define the rights and responsibilities of individuals using these tools. The following sections cover use of telecommunications, hardware and software. Also covered are consequences for violations of the policy.

## **PART 1 - GUIDELINES FOR THOSE USING TELECOMMUNICATIONS**

The goal of participation in telecommunications is to assist in the collaboration and exchange of information between and among individuals and between Midland Public Schools and other schools and institutions.

The intent of this policy is to comply with the stated purposes and acceptable use policies of any networks utilized. This acceptable use policy applies to all users accessing any network and equipment at Midland Public Schools, both on-site and by means of remote connections.

### **USERS RIGHTS:**

Users have the right to telecommunicate to facilitate personal growth in technology, information gathering skills, and communication skills. Any use of telecommunications for commercial or for-profit purposes is prohibited. Extensive use of telecommunications for personal and private business is prohibited. Any use of the Internet for product advertisement is prohibited. Any illegal behavior is prohibited. Selling or buying of research projects in order to represent them as one's own is prohibited.

Users have the conditional right to use any method for accessing information such as: Electronic (e-mail), Telnet, and File Transfer Protocol (FTP). Users may send e-mail to any member on the Internet.

Users have the conditional right to sign up for LISTS on the Internet.

Users have the conditional right to request newsgroups from the Internet in order to facilitate real-time learning with members on the network.

NOTE - "Conditional right" is defined as a right subject to limitations of hardware or other limitations imposed by school officials. For example, if there is not room on a network to store mail from a LIST, subscriptions to LISTS will not be allowed.

Network storage areas may be treated like school lockers or desks. Network administrators may review e-mail, files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files will always be private.

### **RESPONSIBILITIES:**

Each user is responsible for all material sent electronically. Hate mail, harassment, discriminatory remarks and other antisocial behaviors as defined in the *Code of Student Conduct* in *How Midland Public Schools Work* are prohibited. Any violations of the use of telecommunications should be reported to the building administrator.

Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users.

Users shall not allow others to use their network account or password.

Users will accept the responsibility of keeping copyrighted software of any kind from entering the local area network.

Users may not use telecommunications to access any pornographic material, inappropriate text files, or files dangerous to the integrity of the school district or any other network. It is the user's responsibility to maintain the integrity of the private electronic mail system. The user has the responsibility to report all violations of privacy. The user is also responsible for making sure all e-mail sent or received by him/her does not contain pornographic material, inappropriate information, or text-encoded files that are potentially dangerous to the integrity of the local area network or other networks.

## **PART 2 - GUIDELINES FOR THOSE USING HARDWARE AND SOFTWARE**

### **RIGHTS:**

Each user has the conditional right to make use of authorized hardware and software found on school grounds in order to facilitate personal academic growth and a greater understanding of the utilization of technology.

### **RESPONSIBILITIES:**

The user, exercising his/her right to use any hardware and software as an educational resource, shall also accept the responsibility for the preservation and care of that hardware and/or software. Only those users with instruction or prior experience shall be authorized to use any hardware and software.

Only software purchased by the Midland Public Schools may be stored or installed on district hardware. No software programs may be downloaded off the Internet without the permission of the Coordinator of Instructional Media and Technology.

Only hardware approved by the Midland Public Schools may be attached to the district network.

It is the user's responsibility to make sure no hardware or software is destroyed, modified, or abused in any way. It is the user's responsibility to make sure that all food and drinks are kept away from all hardware and software.

It is the user's responsibility to keep programs of a viral nature off any school equipment. The user will be held accountable for any deliberate attempts at knowingly installing and/or running a computer virus.

It is the user's responsibility to keep pornographic material and other inappropriate files off school premises.

The user is responsible for all files stored or printed under his/her user account without exception.

It is the user's responsibility to keep hardware and software from being removed from school premises without prior consent from a building administrator.

It is the user's responsibility to obtain written permission from a building administrator prior to removing, relocating, or modifying any hardware or software. A building administrator will oversee all repairs to equipment done on school grounds.

## **PART 3 - GUIDELINES FOR THOSE USING PRINTERS**

### **RIGHTS:**

Each user has the right to access a printer in order to produce quality documents pertaining to his/her respective topic or interest area and to facilitate personal growth in technology and visual presentation.

**RESPONSIBILITIES:**

Each user has the responsibility to monitor all printed documents. It is the user's responsibility to keep images containing pornographic material or material otherwise deemed inappropriate for school use from being printed on any printer or plotter being used on school premises.

Each user signed onto the network will be responsible for all files printed under his/her user account without exception. Extensive use of district printers for personal and private business is prohibited.

**PART 4 - GUIDELINES FOR THOSE USING THE SCANNER****RIGHTS:**

Each user has the right to access a scanner to facilitate personal growth in technology and visual presentation.

**RESPONSIBILITIES:**

The user, exercising his/her right to use a scanner as an educational resource, shall also accept the responsibility for the preservation and care of the scanner. Only those users with prior experience or instruction shall be authorized to use a scanner.

Each user is responsible for all scanned material. It is a user's responsibility to keep images containing pornographic material or material otherwise deemed inappropriate for school use from being scanned and used within the school. All copyrighted materials scanned on district equipment must be accompanied by proper notice of copyright.

**PART 5 - GUIDELINES FOR THOSE USING TELECOMMUNICATIONS DEVICES and PERSONAL ELECTRONIC COMMUNICATION DEVICES****RIGHTS:**

Each user has the right to access network connections. Network connections may be provided by MPS, or a commercial carrier, in order to retrieve information from a wide variety of educational resources and to facilitate personal growth in technology and information gathering skills.

**RESPONSIBILITIES:**Telecommunication Devices

The user, by exercising his/her right to use a network connection as an educational resource, shall accept responsibility for its preservation and care.

Each user is responsible for all files received. It is a user's responsibility to make sure no unauthorized copyrighted software enters the school.

It is the user's responsibility to keep pornographic material, inappropriate files, and files known to carry harmful viruses off school premises.

Personal Electronic Communication Devices (ECDs)

A personal electronic communication device is a device owned by a Midland Public School student or employee that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. Examples are: cellular and wireless phones, pagers/beepers, personal digital assistants, smartphones, Wi-Fi-enabled or broadband access devices, two-way radios or video broadcasting devices, laptops, portable gaming systems, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information.

It is the user's responsibility to:

- View Internet sites that are only allowed at school.
- Respect the privacy of others:

- Users must receive explicit consent to capture, record, or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person during any classroom activity.
- Users are prohibited from: sending sexual messages or pictures through text messages (“sexting”), any form of cyber bullying, or any malicious activities.
- Users are prohibited from using ECDs at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The building principal has authority to make determinations as to other specific locations and situations where possession of an ECD is absolutely prohibited.
- Ensure that the use of the ECD does not promote academic dishonesty (i.e. cheating on tests, etc.)

Each user is responsible for their own ECD. Users understand:

- That if devices are loaned to or borrowed and misused by non-owners, device owners are jointly responsible for the misuse or policy violations.
- Midland Public Schools will not be held liable for either texting or internet usage charges that occur from the use of an ECD. It is the parent’s responsibility to make sure their child understands the usage options that are available to them, such as the number of texts available, or whether or not a student’s service plan includes Internet.
- Midland Public Schools will not be held liable for the content already existing on student owned devices; this would include music/lyrics, movies, pictures, games, etc.
- Midland Public Schools will not be held liable for any lost, stolen, or damaged ECDs. Students are encouraged to take their ECDs home every day after school.
- The parents and/or guardians of any student bringing personal technology to school agree to be responsible for and to reimburse Midland Public Schools for any damage that their student may cause arising out of and relating to the use of the Midland Public Schools wireless network with his/her personally owned device.

## **PART 6 - GUIDELINES FOR USE OF THE INTERNET**

### I. Safety - Children’s Internet Protection Act (CIPA)

- A. All Midland Public Schools students will access the internet through an appropriate filter that blocks objectionable (inappropriate and harmful) material. Objectionable material is defined as any visual depiction of obscenity, pornography, or other depictions not appropriate for viewing by elementary school students. The filter is set to automatically block these kinds of web pages. Sites that advocate antisocial behavior will also be blocked to the extent possible. An appeal process is provided for staff and students who believe specific sites are inappropriately filtered or not filtered. The appeal process is outlined below. Midland Public Schools staff members have the option of using the filter or turning it off for greater research flexibility. Neither staff members nor students will access pornographic material regardless of whether or not the filter is used.
- B. The safety and security of Midland Public School students is of utmost importance. It is expected that students will never give personal information to a stranger by way of email, chat rooms, or other forms of electronic communications. Electronic mail accounts will be given to students only when a parent or guardian signs the Acceptable Use Guidelines form indicating they have read, understand, and are willing to abide by these provisions. Chat rooms and message boards will be blocked to the extent

possible through the district's filtering hardware and software. Teachers may request appropriate chat areas to be unblocked for educational purposes a minimum of one week before students are to use this resource.

- C. Unauthorized access to the Midland Public Schools network is strictly prohibited. Any use of the network for hacking or unlawful activities is strictly prohibited.
- D. Disclosure, use, and dissemination of personal identification information regarding minors is strictly prohibited by any student or Midland Public Schools staff member without prior permission by the Director of Human Resources.

## II. Content

- A. Ultimate responsibility for a school website's content lies with the building principal or designee. He or she will be identified on the home page of the website with the title of "Webmaster" or "Web Advisor" and an email link will be provided for comments, questions, or feedback.
- B. A "Media Release Form" will be distributed upon a student's initial entry to a Midland Public School. Parents or guardians will have the opportunity to prohibit the publishing of a student's name and photograph. If student information is used on a website, ONLY the name, grade level and photograph may be published. (No addresses, phone numbers or other personal information may be published.)
- C. The web developer and/or a Midland Public Schools staff member may determine that a link to an external website or web page may be beneficial for curriculum purposes or other appropriate situation. Any Midland Public School website containing a link or links to external pages or sites will include this disclaimer on the site's home page: *"A link to an external site does not in any way constitute a district endorsement of its content."*
- D. Appeals:
  - 1. In case of a disagreement regarding web content between the principal and the party requesting a posting, the principal may elect to appoint a review panel of three staff members to provide advice on the following topics:
    - relevancy and appropriateness of posting content
    - size/space requirements of the proposed material
    - other issues regarding a proposed posting
  - 2. After consultation with the review committee, the building principal will have the responsibility of making the final decision concerning the web content for his or her building.
  - 3. If a staff member or student believes a website to be inappropriately filtered he or she should use the web form found on the blocked page to request a review of the site. If the Coordinator of Instructional Media and Technology concurs with the staff member or student that a website is clearly appropriate for students, then a change will be made in the filter to allow or disallow viewing of the site. If it is not readily apparent whether a site is or is not appropriate for elementary school students, a committee will decide whether or not to block the site. The committee will be composed of the Director of Curriculum and Staff Development, the Coordinator of Instructional Media and Technology, a principal, a media specialist, and a classroom teacher.
  - 4. If a staff member or student believes that a website that is currently not filtered needs to be blocked, he or she should send an email to the Coordinator of Instructional Media and Technology requesting that it be blocked. If it is clearly evident that the site is inappropriate for elementary school children, it will be immediately blocked. If it is not readily apparent whether the site is inappropriate for elementary school children, the same process noted in #3 above will be used.

## III. Web Page Development

All websites representing the Midland Public Schools will be hosted on the Midland Public Schools' web server and will be part of the Midland Public Schools' internet domain (mps.k12.mi.us)

- B. A school or staff website may be developed by a Midland Public Schools staff member (principal, teacher, paraprofessional, BTIL, media specialist, etc.) or a volunteer (student, parent, or community member). If the webmaster is a volunteer, the principal or a designee will be assigned to serve as a contact person between the school and the volunteer. Midland Public Schools' Guidelines for Technology Volunteers must be observed.
- C. The webmaster will develop and build the website privately, whether in a "test" folder on the Midland Public Schools server or on another site with a private URL. After approval is received from the building principal or designee, the site may be uploaded to the district server at the district designated URL.
- D. All MPS websites should be monitored and updated regularly.

## **PART 7 - DISCIPLINARY ACTION FOR VIOLATION OF ACCEPTABLE USE OF TELECOMMUNICATIONS AND TECHNOLOGY POLICY**

The guidelines on the preceding pages are not all-inclusive, but only representative and illustrative. A user who commits an act of misconduct that is not listed may also be subject to disciplinary action.

Disciplinary actions are based on the discipline procedures of Midland Public Schools. Staff intervention strategies such as teacher/student conferences, auxiliary staff/student intervention and teacher/parent contacts are to be made for acceptable use policy violations when referring for administrative action. School personnel may use any or all of the following intervention strategies and disciplinary actions.

Staff and non-student/community users are responsible for abiding by all the policies and procedures set forth in this document. Failure to do so may result in the loss of use privileges and/or payment of damages.

### **Possible actions to be taken by teachers or administrators:**

- \* Student conference or reprimand
- \* User required to seek assistance in learning the proper procedures before being allowed to use technological equipment at Midland Public Schools
- \* Parent contact
- \* Referrals and conferences involving various support staff or agencies
- \* Behavioral contracts
- \* Confiscation of inappropriate items
- \* Other intervention strategies as needed

### **In addition, the following disciplinary actions may be taken by building administrators:**

- \* Required to make full financial restitution
- \* Denial of participation in class and/or school activities
- \* Banned from using all computer equipment for a minimum of one day
- \* In-school suspension
- \* Out-of-school suspension
- \* Removal from a course resulting in a loss of credit \* Expulsion

## Media Release Form

Occasions may arise when photographs of students are taken for use in the Midland Daily News, other newspapers, school publications, the school yearbook, the school website, television or other media. If this form is not filed with the student's school, full name and photo may be used.

\_\_\_\_\_  
Student's Name (please print)

\_\_\_\_\_ I **DO NOT** give permission for my student's full name or photograph to be published.

\_\_\_\_\_  
Parent/Guardian's Name (please print)

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

This form will be kept in the student's CA60 file for as long as he or she attends the Midland Public Schools unless it is revoked and a new form is received.

(Revised 1/06)

# Midland Public Schools Instructional Media and Technology Center MIDLAND PUBLIC SCHOOLS COMPUTER USE GUIDELINES

The Midland Public Schools has a permission slip for the use of district technology. This form is called "Midland Public Schools Computer Use Guidelines". This form is a summary of the *Acceptable Use of Technology and Telecommunications* guidelines that each staff member and student receives.

All students and legal guardians must sign the form to receive a network account and Internet access upon registration into Midland Public Schools. **This form will be valid as long as a student attends the Midland Public Schools.**

Year of grad	Last Name	First Name	M.I.
Student	Class	Date	Teacher

Use of the computers and the Internet provide great educational benefits to students. Unfortunately, some material accessible via the Internet may contain items that are illegal, defamatory, or offensive to some people. Access to the Internet and the use of the computer network is given as a privilege to students who agree to act in a considerate and responsible manner. We require that students and parents or guardians read, accept, and sign the following rules for acceptable online behavior at the time of registration.

1. Students are responsible for good behavior on the computer systems just as they are in a school building. General school rules for behavior and communications apply. This includes the Internet.
2. Network storage areas may be treated like school lockers or desks. Network administrators may review e-mail, files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files will always be private.
3. The following are not permitted:
  - Sending or displaying offensive messages or pictures
  - Using obscene language
  - Harassing, insulting or attacking others
  - Damaging computers, computer systems, or computer networks
  - Violating copyright laws
  - Using another's password
  - Trespassing in another's folders, work or files
  - Wasting limited resources, including the use of "chain letters" and messages broadcast to mailing lists or individuals
  - Employing the network for commercial purposes
  - Revealing the personal address or phone number of yourself or any other person without permission from your teacher
4. Violations may result in a loss of access to technology, loss of credit for the class, suspension from school, and other disciplinary or legal action.

I have read the rules for acceptable online behavior, understand the rules, and agree to comply with the above stated rules. Should I violate the rules, I understand that I may lose privileges at my school.

Student Name (please print **first, middle, and last name**) \_\_\_\_\_

Student Signature (**Middle & High School Only**) \_\_\_\_\_

School \_\_\_\_\_

Grade \_\_\_\_\_

Yr. of Grad. \_\_\_\_\_

As the parent or legal guardian of the above named student, I grant permission for her/him to use the school district technology and to access Midland Public Schools networked computer services such as electronic mail, individual files, and the Internet. I understand that all students use a filtered connection to the Internet that is designed to protect them from inappropriate materials. I understand that no filter can catch 100% of these sites, but the district makes a good faith attempt in this area. I understand there could be disciplinary consequences if the above named student does not follow the guidelines set for acceptable use of the school district technology.

Parent or Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

**The Guidelines for Acceptable Use of Telecommunication & Techology is available online at [www.mps.k12.mi.us](http://www.mps.k12.mi.us) in the "Documents" area.**  
**If you wish to receive a printed copy you may contact your school office.**

# MIDLAND PUBLIC SCHOOLS

## **NOTIFICATION OF RIGHTS UNDER FERPA AND THE DIRECTORY INFORMATION PUBLIC NOTICE**

The Family Educational Rights and Privacy Act ("FERPA") affords 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 day that Midland Public Schools receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
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 Midland Public Schools 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 Midland Public Schools decides not to amend the record as requested by the parent or eligible student, Midland Public Schools 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 Midland Public Schools 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 Midland Public Schools 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, Midland Public Schools discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to refuse to permit Midland Public Schools to designate certain personally identifiable information about the student as directory information which is not subject to the above restrictions on disclosure. Midland Public Schools may within its discretion release some or all directory information as it determines is appropriate. Midland Public Schools has designated the following information about a student as directory information: name, address, telephone listing, e-mail address, date and place of birth, major field of study, year in school, class schedules, class rosters, participation in officially recognized activities and athletics, weight and height of members of athletic teams, photographs, dates of attendance, diplomas received, awards received, and the name of the last previous school attended by the student, and other similar information which would not generally be considered harmful to a student, or an invasion of privacy if disclosed. If a parent or eligible student does not wish to have the student's information designated as directory information and disclosed, the parent or eligible student must request and complete a Request to Prevent Disclosure of Directory Information form from the school principal and submit the completed form to the school principal no later than the 15<sup>th</sup> day of a school year. Please note that a request to block the designation of information as directory information will apply to all categories listed above and to all requests for directory information from within and outside the Midland Public Schools community. This notification will remain in effect until the parent or eligible student informs the school principal in writing to remove the block to designation and disclosure.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Midland Public Schools to comply with the requirements of FERPA. To contact the Office that administers FERPA:

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

# MIDLAND PUBLIC SCHOOLS

## REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION

Under the provisions of the Family Educational Rights and Privacy Act of 1974, as amended, parents and students over 18 years of age ("eligible students") have the right to withhold the disclosure by Midland Public Schools of the categories of directory information listed below:

Please consider very carefully the consequences of any decision by you to withhold directory information. Should you decide to inform Midland Public Schools not to release any or all of the student's directory information, any future requests for such information from non-instructional persons or organizations will be refused.

Midland Public Schools will honor your request to withhold a student's directory information but cannot assume responsibility to contact you for subsequent permission to release the information. Regardless of the effect upon the student, Midland Public Schools assumes no liability for honoring your instructions that such information be withheld.

Please affix your signature below to indicate your disapproval for Midland Public Schools to disclose the following information regarding the student:

Name, address, telephone listing, e-mail address, date and place of birth, major field of study, year in school, class schedules, class rosters, participation in officially recognized activities and athletics, weight and height of members of athletic teams, photographs, dates of attendance, diplomas received, awards received, and the name of the last previous school attended by the students, and other similar information which would not generally be considered harmful to a student, or an invasion of privacy if disclosed.

Student Name: \_\_\_\_\_

School: \_\_\_\_\_

Signature of Parent: \_\_\_\_\_

Date: \_\_\_\_\_

(or student if over 18 years of age)

**This form must be received by the student's school principal on or before the 15<sup>th</sup> day of a school year. If the form is not received by such date, the directory information may be disclosed for the remainder of the current academic year.**



**IPM Notification Letter for  
Staff and/or Parents/Guardians of Students**

Dear Parent or Guardian,

We would like to inform you that an Integrated Pest Management (IPM) approach for controlling insects, rodents, and weeds will be used at Midland Public Schools. We have contracted with Orkin, a reputable national provider of IPM services to schools, to provide this service at our school.

The IPM approach we will be using focuses on making the school buildings and grounds an unfavorable place for pests to live and breed. Through maintenance and cleaning, we will reduce or eliminate available food and water sources, and hiding places for the pests. We will also routinely monitor the school area to detect pest problems and prevent the pests from becoming established. Some IPM techniques we will employ include monitoring, increased sanitation, sealing entry points, physically removing the pest, and modifying storage practices.

From time to time, it may be necessary to use chemicals to control a pest problem. Chemicals will only be used when necessary, and will not be routinely applied. When chemicals must be used, the school will try to use the least toxic products when possible. Access to treated areas will be secured against unauthorized access for the period specified on the pesticide label. Notices will be posted at application sites and will remain there until the posted safe re-entry time is met. For your information, we have a list of pesticides and material safety and data sheets (MSDS) that may be used in the school this school year. This list may be obtained by contacting the school's IPM coordinator, Michael Moeggenberg, at 989-923-5035.

You may request prior notification of specific pesticide applications made at the school. To receive notification, you must be placed on the notification registry. Registrants will be notified by the IPM Coordinator at least 72 hours before a pesticide is applied. If a chemical application must be made to control an emergency pest problem, notice will be provided as soon as possible after the application. Exemptions to this notification include cleaners (disinfectants), pesticides formulated as baits or gels, and any EPA-exempt pesticide. If you would like to be placed on this registry, please complete and return the enclosed form.

If you have any questions, please contact the school's IPM Coordinator at the phone number above.

Sincerely,

Michael Moggenberg  
Manager of Buildings  
Midland Public Schools

# **MIDLAND PUBLIC SCHOOLS**

## **ADMINISTRATION OF SURVEYS TO STUDENTS**

The Protection of Pupil Rights Amendment (Statute: 20 U.S.C. § 1232h. Regulations: 34 CFR Part 98) governs the administration to students of a survey, analysis, or evaluation that concerns one or more of the following eight protected areas:

1. political affiliations or beliefs of the student or the student's parent;
2. mental or psychological problems of the student or the student's family;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating, or demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. religious practices, affiliations, or beliefs of the student or the student's parent; or
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.)

Parents will be notified in writing in advance before any survey that includes any of the eight protected areas.

Parents will have the right to review, upon request, any survey that includes any of the eight protected areas.

If the survey is funded in whole or in part by U. S. Department of Education funds, the district must obtain prior written consent from parents before students can participate in the survey. If the survey is not funded in whole or in part by the U. S. Department of Education funds, the parent will have the opportunity to opt his or her child out of participating.

Student responses on such surveys will be anonymous so that there will be no way to connect a particular student to his or her responses to individual questions.

# MIDLAND PUBLIC SCHOOLS

## STUDENT RECORDS

In compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974, the Midland Board of Education approved a policy in November 1974 regarding the student and parent rights with regard to privacy of school records. A complete copy of this policy is sent home with each student at the time of registration or enrollment. **The school does not release directory information.** We do release a list of graduates (names only) when organizations request them.

However, under the general provisions in Title IX of the recently reauthorized federal *Elementary and Secondary Education Act of 1965 (ESEA)* also known as the *No Child Left Behind (NCLB) Act of 2001*, local educational agencies (LEAs) receiving assistance under this act are required to provide military recruiters, upon request, with three directory information categories: names, addresses and telephone listings unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. (These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S.C. 503 as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.) If you do not want Midland Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing **by the 15<sup>th</sup> day of the school year**. A form is available in each of the high school's main office.

# MIDLAND PUBLIC SCHOOLS

## **Parental Objection to Release of High School Student Information to Military Recruiters and Institutions of Higher Learning**

A recently enacted federal law mandates the release of the name, address and telephone number of your child to military recruiters or institutions of higher learning.

The law provides, in relevant part, that the School District "(1)...shall provide, on a request made by a military recruiter or an institution of higher education, access to secondary school students' names, addresses, and telephone listings, (2) Consent – A secondary school student or the parent of the student may request that the student's name, address, and telephone listing described above not be released without written parental consent..."

According to the new law, you may request that your child's name, address and telephone listing not be released without your consent. If you do not want your child's name, address and telephone listing provided to military recruiters or institutions of higher education, please fill out the bottom of this form.

### **Parents/Guardians Complete This Section:**

Name of High School:  
MIDLAND HIGH SCHOOL

I hereby request that the name, address and telephone number of my child

*Print name of child*

*Student ID*

*Date of Birth*

**not be released to military recruiters.**

\_\_\_\_\_  
*Signature of parent/guardian*

\_\_\_\_\_  
*Print Name of Parent/Guardian*

\_\_\_\_\_  
*Date*

# MIDLAND PUBLIC SCHOOLS

## *Policy on Parental Involvement*

The Midland Board of Education is committed to effective communication between school and parents. The Board supports the active involvement of parents in our schools at both the district and building level.

In accordance with the Revised School Code of 2004, Public Act 451, Section 380.1294, the Board of Education establishes a Parent Involvement Plan. It requires buildings (but does not limit buildings) to:

- Establish a welcoming atmosphere that is reflected by flexible scheduling of events and an open-door policy that promotes two-way communication;
- Provide parent teacher conferences;
- Make publicly available volunteer opportunities.
- Each building will publish this plan in the Student Handbook that is distributed annually to each family.
- In accordance with the Revised School Code of 2004, Public Act 451, Section 380.1295, the Board of Education not only encourages, but requires each building to discuss the roles of parents, students, teachers, and administrators in the education of the child.
- In accordance with federal statute, all Title I buildings shall make an effort to build capacity for parental involvement of at-risk students identified as Title I (Section 1118 of the ESEA Title I Parent Involvement Policy).

### AT THE DISTRICT LEVEL

Invite a representative of parents of identified Title I children on the district School Improvement Committee.

### USING THE SELF-STUDY REVIEW, THE DISTRICT WILL

- Assist participating buildings in planning and implementing their parent involvement procedures.
- Coordinate and integrate with other programs, including preschool programs and community programs.
- Discuss with each participating building the effectiveness of its parent involvement procedures, ways to enhance participation, and barriers to participation. Assist building to design strategies for improvement as needed.
- Reserve at least 1% of the Title I budget for parent involvement activities. Involve parents in defining those activities.

# MIDLAND PUBLIC SCHOOLS

## *Policy on Parental Involvement*

### AT THE BUILDING LEVEL

Parent involvement procedures shall include at least the following elements:

- a. Maintaining records of all Title I parent involvement. Records shall include:
  - A listing of parents present
  - An Agenda
  - Minutes of meetings
- b. Using a variety of involvement activities such as: progress reports, conferences, parents serving on the school improvement team, feedback surveys, parent/child development workshop.
- c. Holding at least one event for all Title I parents annually. At each meeting, explanation of national, state, and local initiatives will be given, suggestions for improvement or meeting needs will be gathered. Effort shall be made to offer meaningful parent training programs based on input from planning teams, surveys and individual parents will be offered annually.
  - Buildings will strive to include all Title I parents by:
    - Having timely and informative notification of meetings and events.
    - Scheduling at varying (flexible) convenient times for parents.
    - Making allowances for parents with disabilities.
    - Assisting with transportation and childcare.
    - Coordinating with other program parent activities.
    - Being well-planned and meaningful for parents.
  - A School-Parent Compact shall be reviewed annually with parent input. It will demonstrate the shared responsibility for high student performance. The compact will:
    - Describe the schools' responsibility for high quality curriculum and instruction, how parents will be responsible for supporting their child's learning, and how students can take responsibility for their own learning.
    - Stress the importance of ongoing communication (in the parent's language) which includes a list of when to expect report cards, conferences, and when staff is accessible.

# MIDLAND PUBLIC SCHOOLS

## **Right to Review Teacher Qualifications**

4/03

NCLB

Under the new federal education law No Child Left Behind Act of 2001, parents have the right to know the professional qualifications of the classroom teachers who instruct their children. The federal law allows them to ask for specific information about their child's classroom teacher(s). The law also requires MPS to give the information to them in a timely manner if information is requested. Specifically, parents have the right to ask for the following information about each of their child's classroom teachers:

- Whether the Michigan Department of Education has licensed the teacher for the grades and subjects he/she teaches.
- Whether the Michigan Department of Education has decided that the teacher can teach in a classroom without being licensed under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teachers' paraprofessionals provide services to your child and, if they do, their qualifications.

If any parent would like to receive any of this information, please send a request to the Director of Human Resources, 600 East Carpenter, Midland, MI 48640 or call at 989 923-5020.

# MIDLAND PUBLIC SCHOOLS

**STATEMENT OF NONDISCRIMINATION, DESIGNATED COORDINATORS, GRIEVANCE PROCEDURES FOR TITLE VI OF THE CIVIL RIGHTS ACT OF 1964  
TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972  
TITLE II OF THE AMERICANS WITH DISABILITIES ACT OF 1990  
SECTION 504 OF THE REHABILITATION ACT OF 1973  
AGE DISCRIMINATION ACT OF 1975**

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Title II of the Americans With Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the State of Michigan's Elliott-Larsen Civil Rights Act of 1977, it is the policy of the Midland Public Schools that no person on the basis of race, color, religion, national origin or ancestry, age, sex, height, weight, marital status, or disability shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in employment or in any program or activity for which the Board is responsible or for which it receives financial assistance from the United States Department of Education.

## ***Section I—Designated Coordinators***

Any person believing that the Midland Public Schools or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) Title II of the Americans with Disabilities Act of 1990, and (5) Age Discrimination Act of 1975, may bring forward a complaint, which shall be referred to as a grievance, to the local Civil Rights Coordinators as listed below at the following address:

Section 504 Coordinator –Assistant Superintendent  
Title II Coordinator and Title VI -- Assistant Superintendent  
Title IX and Age Coordinator – Assistant Superintendent

Midland Public Schools  
600 E. Carpenter Street  
Midland, MI 48640  
Telephone: 989-923-5001

## ***Section II—Grievance Procedures***

The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the appropriate district Civil Rights Coordinator who shall, in turn, investigate the complaint and reply with an answer to the complainant within five (5) business days. The complainant may initiate formal procedures according to the following steps:

### ***Step 1***

A written statement of the grievance signed by the complainant shall be submitted to the appropriate district Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) days.

### ***Step 2***

A complainant wishing to appeal the decision of the district Civil Rights Coordinator may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion and respond in writing within ten (10) business days.

### ***Step 3***

If unsatisfied, the complainant may appeal through a signed, written statement to the Board of Education within five (5) business days of receiving the Superintendent's response in Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within forty (40) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) days of this meeting.

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office of Civil Rights, Department of Education, Washington, D.C. 20202.

The district Coordinator, on request, will provide a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure. A copy of each of the acts and the regulations on which this notice is based may be found in the office of the district's Civil Rights Coordinator.

# MIDLAND PUBLIC SCHOOLS

## *Communication Protocol*

In order to facilitate questions or concerns by staff, students, parents, and community members, the following protocol is recommended.

1. If a question or concern arises regarding a building **personnel matter**, the contact source for each building is the **building principal**. The building principal will take action or refer the issue to the appropriate level.
2. If a question or concern arises regarding a **classroom issue**, the **teacher** in that classroom is the first contact source. Any initial discussion on an issue should be with the classroom teacher.

If further discussion is needed, the following process should be followed:

**Elementary Buildings:** Contact the building **principal**.

**Middle School Buildings:** Contact an **assistant principal**. If further consideration is needed, the assistant principal will contact the principal.

**High School Buildings:** Contact the appropriate department head. The department head may refer the issue to an **assistant principal**. If further consideration is needed, the assistant principal will contact the **principal**.

3. In the event that the issue cannot be resolved at the building level, the building **principal** will contact the **Assistant Superintendent** for further discussion or action.

The **Assistant Superintendent** will also be the contact source for the **Superintendent of Schools**.

4. If a classroom or building issue from a parent or community member is initiated outside the building level, it should be referred to the **building principal** for resolution or for appropriate referral either within the building or to Central Administration.
5. As a general rule, the **principal is the primary contact source for building issues**, and the **Assistant Superintendent is the primary contact source for district issues**. Appropriate referrals to other personnel can be made through these sources.

# MIDLAND PUBLIC SCHOOLS

## **Resolving a Concern with Special Education Services**

If you have a child with an individualized educational plan (IEP) and you have concerns that services written in the plan are not being delivered or with the plan that offers your child a free appropriate public education (FAPE), Midland Public Schools and the Michigan Department of Education have procedures to safeguard your right to address your concerns with the school district. If you have a concern about your child's IEP or special education service delivery, it is recommended that you work with the special education staff in the order outlined below to resolve your concerns:

1. Share your concerns with your child's special education caseload teacher and work to resolve your concerns with the teacher's support.
2. Meet with the building's school administrator to share your concerns and the results of the meeting with your child's special education teacher to seek possible resolution.
3. Call the office of Midland Public Schools' Special Services Department, 923-5141, and ask to speak with the Director of Special Services about your concerns.
4. Contact the Midland County Educational Services Agency, and ask to speak with the Special Education Monitor, to share your concerns and get advice and support from a neutral county representative/parent advocate regarding your concerns.
5. Access the state processes outlined in the Michigan Department of Education's "Notice of Procedural Safeguards Available to Parents of Students with Disabilities". This document is given to parents at an initial evaluation consent to evaluate for special education eligibility and once a year in the invitation for your child's IEP. These processes are explained beginning at rule number R 340.1722e. Written complaints for Midland Public Schools are to be sent to:

Director of Special Services  
600 E. Carpenter St.  
Midland, MI 48640

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## INTERSCHOLASTIC ATHLETICS

The goal of education is to help young people develop mentally, physically, emotionally and intellectually to their fullest potential. The athletic program contributes to this goal by providing seventh and eighth grade middle school students and high school students with opportunities to participate as team members in sports competition with other schools. The development of physical skills is important, but sportsmanship, teamwork, self-discipline, loyalty, tolerance and perseverance are also desired outcomes for each individual.

The Midland Public Schools offers a wide variety of athletic opportunities to boys and girls who participate as members of separate teams.

B-Boys, G-Girls, M-Middle School, H-High School

<u>FALL</u>		<u>WINTER</u>		<u>SPRING</u>	
B G Cross Country	H	B Basketball	M H	B Baseball	H
B Football	M H	B Swimming	H	G Tennis	H
G Golf	H	B Wrestling	M H	B G Track	M H
G Volleyball	H	B Ice Hockey	H	G Soccer	H
B Soccer	H	G Competitive Cheer	H	G Softball	H
G Swimming	H	G Basketball	H	B Golf	H
B Tennis	H	G Volleyball	M H	B G Lacrosse	H
G Basketball	M H				

Physical exams are required of all students before they will be allowed to ***TRY OUT OR PRACTICE*** with their athletic teams. This should be taken care of by parents ***AFTER April 15*** of the previous school year to be valid for the next school year. In order to accomplish this, it is advisable to make arrangements well in advance of the scheduled start of practice. Most physicians have the necessary forms in their offices, but if yours does not you may get one by contacting your student's school.

On the following pages you will find the MPS Standards for Athletics, MHSAA Regulations and Schools of Choice information. Information concerning NCAA eligibility rules may be obtained from your high school counselor.

Athletes are expected to travel to and from out-of-town contests with their respective teams. An exception may be made, however, if the coach receives a written request from the athlete's parents explaining that they will provide return transportation. This must be viewed as a rare exception.

Participation in the athletic program is voluntary but carries with it certain responsibilities that are obligatory. All athletes are expected to behave in a manner which will bring honor and respect to the school and team they represent. Maximum individual effort can be encouraged if the athlete has a balanced diet, proper rest, and a positive mental attitude. The Midland Board of Education has developed training rules to assist athletes and help guide their behavior. ***Specifically, the training rules prohibit drinking or possession of alcoholic beverages, abuse or possession of harmful narcotics, use or possession of tobacco, or any socially unacceptable behavior, such as failure to obey the civil laws of our society or the habitual violation of the Board of Education Code of Student Conduct.***

Students who violate training rules for the first time are disqualified from athletic competition for 90 school days. First-time violators may petition the Athletic Board of Review for early reinstatement after missing one-third of the season. Second and subsequent violations result in disqualification for one calendar year. (Please refer to training rules for further details.) **The Board of Education at their July 13, 1992, meeting directed the administrative and athletic staff to make the granting of early reinstatement after missing one-third of the athletic contests the exception rather than the rule. (Past practice for first violations had been to typically grant reinstatement for most offenses after the athlete had missed one-third of the contests.)**

Parents are expected to cover all medical costs arising from athletic and other school-related injuries. If you do not have adequate protection through individual or group insurance coverage, you are encouraged to investigate the policy described in the brochure that is available at the athletic or administrative office at your student's school. Be sure to note, however, that *this is a limited policy and that high school football is excluded from the standard policy coverage. High school football may be covered by purchasing a separate policy.* If you decide to participate in this plan, you should return a completed application *to your student's school.*

As in the past several years, only eighth graders are allowed to play football on the middle school teams. The only exception to this rule is for seventh graders who weigh over 150 pounds. All other seventh graders who wish to play organized football are encouraged to join the Midland Area Youth Football League. The youth football league may be contacted at 839-9797.

Also, members of athletic teams, school bands and cheerleading and pompon squads may have pictures taken that will appear in newspapers or on television programs. In addition, your son or daughter may be considered for awards related to their participation in athletics. Eligibility for athletic awards related to academic performance by nonschool organizations will require a written waiver for release of information by the parent, guardian, or adult student.

Please feel free to contact the principal or athletic chair in your student's school if you have further questions or concerns.

<i>School</i>	<i>Administrator Phone #</i>
Central Middle School	923-5571
Northeast Middle School	923-5772
Jefferson Middle School	923-5873
Midland High School	923-5181
H.H. Dow High School	923-5382

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# MIDLAND PUBLIC SCHOOLS

## **SCHOOL OF CHOICE**

### **MHSAA ATHLETIC TRANSFER CONSIDERATION**

1. A seventh grader who transfers from one Midland Public Schools middle school to another Midland Public Schools middle school is immediately eligible for athletic competition.
2. An eighth grader who transfers from one Midland Public Schools middle school to another Midland Public Schools middle school is immediately eligible for athletic competition.
3. An incoming ninth grader who enters the ninth grade for the first time is immediately eligible for athletic competition. Any ninth, tenth, eleventh, or twelfth grader who transfers from one Midland Public Schools high school to another without changing home residency will be ineligible to participate in interscholastic competition for one full semester.

## Homeless Assistance Act

### McKinney-Vento for Parents and Youth

As parents raising children while trying to manage the difficulties of homelessness, the last thing you want to worry about is your child's education. The McKinney-Vento Act was created to give your children some rights as you navigate your way to a permanent housing situation. Your children's rights include:

- **The right to enroll immediately, even if you don't have all the required paperwork.** Schools normally require parents to have birth certificates, proof of residency, school records, and medical records with them when they enroll their children. If you are experiencing one of the housing situations covered by the McKinney-Vento Act, then you can enroll your children without these documents, although you may need to get some of them later.
- **The right to school placement at the school in their best interest.** Your children may attend the school they attended when you were permanently housed or the school where you are temporarily staying. Your children may go to the school they attended when they were permanently housed, also called their school of origin, even if you are not staying in that district. This right lasts the entire duration of your homelessness or until the end of the school year after you achieve permanent housing.
- **The right to transportation services.** Schools must provide your children with transportation to their school if feasible until you get permanent housing. Parents needing this service for their children should request it from the McKinney-Vento Liaison.
- **The right to other services.** The fees for breakfast and lunch provided by the school as well as the fees for textbooks should be waived for your children. They also are automatically eligible for Title I services. Title I services may include before- and after-school programs, tutoring programs, or other assistance such as graphing calculators required for math classes.
- **The right to appeal decisions regarding enrollment and services.** If the school district makes a decision about your child's school enrollment or the services that your child receives (such as transportation) that you disagree with, you have the right to appeal that decision. The school's McKinney-Vento Liaison should be contacted immediately to assist you with the appeal. While the dispute with the school district is being resolved, your child has the right to attend the school or receive the services in question.
- **The right to attend school and school activities without the fear of being singled out.** Children in unstable housing situations cannot be separated from their peers just because of their housing situation. They have the right to attend school and participate in extracurricular activities just like any other student.

#### Who can help?

All school corporations have to have at least one McKinney-Vento Liaison. Their role is to help families in homeless situations with school related issues. For example, they can help with problems related to enrollment, request transportation on behalf of the children, help obtain immunizations or immunization records and birth certificates, and help mediate disputes with the school district. ***They are also there to help youth without parents or guardians.*** To find out who your school's McKinney-Vento Liaison is, call your school's central administration office to ask for information (989)923-5001.