

SECTION J

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Student Goals – Board’s Commitment J7010

Since students are the first concern of the District, one of the major tasks of the educational program shall be to assist each student in becoming self-sufficient in decision making processes and techniques, eventually become responsible for determining his or her own learning purposes and the means for achieving them. Staff members shall seek to be wise counselors of children and youth and skillful facilitators of learning.

To this end, the Board and staff shall work together to establish an environment conducive to the very best learning achievement for each student through meeting the following goals regarding students:

1. To individualize the learning program to the extent possible in order to provide appropriately for each student according to his/her specific background, capabilities, learning styles, interests and aspirations.
2. To protect and observe the legal rights of students.
3. To enhance the self-image of each student through helping him/her feel respected and worthy, and through a learning environment which provides positive encouragement through frequent success.
4. To provide an environment of reality in which students can learn personal and civic responsibility for their actions through meaningful experiences as citizens.
5. To deal with students in matters of discipline in a just and constructive manner.
6. To provide for the safety, health, and welfare of students while under jurisdiction of the school program.
7. To promote faithful attendance and good work.

Equal Education Opportunities J7020

The right of a student to participate fully in classroom instruction and extracurricular activities shall not be abridged or impaired because of age, sex, race, religion, national origin, pregnancy, parenthood, sexual orientation, marriage, or for any other reason not related to his/her individual capabilities.

In order to carry out the intent of this policy, the Board directs the Superintendent to periodically review programs in operation and modify or initiate new programs or procedures where appropriate. These will include but not be restricted to such areas as:

- Counseling and other supportive services for students.
- Attendance and disciplinary procedures.
- Internal communication among and between Board members, administrators, supporting staff members, teachers, and students.
- Equal employment and promotional procedures for District personnel.
- Recruitment of minority group personnel.
- Orientation of new personnel.
- In-service training and staff development.
- Curriculum content and teaching techniques.
- External communication with the community.
- Liaison with community groups.

Schools must remove barriers that prevent children, because of their race, ethnic backgrounds, or socioeconomic status, from full access to education opportunities. The District will include in its curriculum recognition of the pluralistic cultures that make up our society, and through teaching about these cultures, afford value and dignity to each student.

Compulsory Attendance Ages J7030

All children between the ages 6 and 16 shall be required to attend school. A child becoming 6 years of age on or before December 1 shall be enrolled on the first day of the school year which his sixth birthday occurs. A child becoming 6 years of age after December 1 shall be enrolled on the first school day of the year following the school year in which his sixth birthday occurs.

Upon recommendation of the school psychologist, special exceptions may be made for underage pupils, including those who transfer from first grade and kindergarten programs of other school districts.

(Revised School Code, Section 1561.)

Non-Resident Student Admission J7040

A student who lives outside the Bay City Public School District may request to enroll in a District school. Such enrollment shall be subject to the following conditions:

1. The Board reserves the right to request and receive documentation of residency status and a written waiver from the district of residence if the request does not fall within the State and District guidelines for Schools of Choice.
2. For students who have not received a written waiver from their district of residence, tuition shall be charged in an amount equaling the per pupil state foundation allowance for the immediately preceding school year as determined by the School Code as updated and amended except as may be provided under the State School Aid Act (as amended) MCA. 388.1606. Payment shall be made in equal installments prior to the beginning of each semester.
3. Non-resident students admitted pursuant to the following exceptions will not be required to pay tuition or seek approval from their district of residence if:
 - a) The student is authorized as a funded non-resident student under duly authorized schools of choice provision as may be provided under State Law, and District approval.
 - b) The student was a victim of a criminal sexual assault or other serious assault, that (1) occurred “at school” in the student’s district of residence, or (2) that was committed by one or more students from the student’s district of residence, or (3) that was committed by an employee of the student’s district of residence.
 - c) The student was enrolled as a resident in the District at the beginning of the school year and became a non-resident after the pupil membership count day (fourth Wednesday in September).

- d) The student is the child of an employee who is under full-time or part-time employment during the current school year. This exception shall cease to exist when the parent/guardian discontinues employment with the District after the pupil membership count day.

Unless otherwise required by law or provided by School board authority, transportation for enrolled non-resident students shall be furnished by their parents/guardians.

Resident Attendance in another District – Non-Schools of Choice

The Board may approve resident students attending another school District when the needs of the student dictate as determined by the school's counselors, teachers, administrators and the student's parent(s)/guardian(s).

Assignments

To Schools

Attendance areas may be established for each attendance center in the District.

To Classes

To the extent possible, class assignments will be made in such a way as to give each student the greatest freedom of choice consistent with the student's interests and abilities.

4. Students living outside the Bay-Arenac ISD may be approved for enrollment in Bay City Public Schools only if tuition is paid as described in item 2 above, (except as may otherwise be mandated by State Law.)
5. Any approved non-District enrollment in Bay City Public Schools is subject to the limitations described in J7150-Building Choice Request Procedures.

All enrollment requests by students living outside the District must be submitted and approved through the Office of Student Support Services.

A non-resident student shall be defined as any student who does not meet the requirements to be a resident student of the District, as defined in state law. The enrollment of non-resident students is a privilege granted by the District and is not a legal right provided to the non-resident student and/or his/her parent/guardian. Non-resident students shall not be granted or refused enrollment based upon disability, religion, race, color, national origin, sex, height, or weight, or generally in violation of any state or federal law prohibiting discrimination.

Waivers (Student Releases) to Other Districts

J7045

The Bay City Public Schools will consider a request for a waiver (release) to another school district. Such request for waiver shall be filed in the Office of Student Support Services and may be approved by the Superintendent or his/her designee.

Waivers shall be considered for the following situations:

1. Cases involving recommendations from a doctor, social worker, or where a child would benefit for a specific learning problem diagnosis by placement in another district.
2. For students whose parents move into the Bay City Public School District at or after the student's junior year in high school, as an opportunity to complete high school in the school they previously attended.
3. In other extremely exceptional situations where the District determines placement in another district's schools to be in the best interest of the child.

Releases shall not be granted on the basis of retaining or maintaining school friendships nor on the basis of participation in athletic or other extracurricular programs.

Education Outside the Schools **J7160**

The Board of Education encourages the enrollment of all school age children resident in this district in public schools or in parochial or other private schools so that they may enjoy the benefits of a well-planned educational program and the socialization possible in a group environment. The Board also acknowledges the presence within the District, of home schools as established by State law.

The Superintendent or designee will refer to the Michigan Department of Education and the Bay Arenac Intermediate School District all situations in which a parent seeks to educate his/her child at home or in another educational setting.

Transfer from Non-Public/Home Schools **J7175**

Whenever a student seeks to transfer into the district from a nonpublic/home school, the following procedures should be used to determine the student's proper grade placement or credits toward graduation.

- A. Identify the grade level that the student's age would indicate is the likely grade placement.
- B. Review the courses of study for that grade to determine the critical learnings that would be prerequisite for success at subsequent grade levels or courses.
- C. Review the student's performance on tests (if available) and/or other means of assessment that were used to assess the student's learning while participating in the nonpublic/home school. Determine whether the critical learnings identified in the District's courses of study were properly assessed and, if so, how well the student has achieved each critical learning.

Credits from Non-Public/Home Schools J7180

In recognizing its responsibility to uphold the minimum educational standards of the State of Michigan, the Board of Education establishes the following policy and criteria regarding the acceptance of credits from nonpublic schools whether they be State-approved, non-approved or home schools.

Credit Transfers

For credit or course work to be accepted for courses taken in such schools, assurance of compliance with minimum requirements established by the State must be provided. Recognition of credits or course work shall be granted with the proper documentation and receipt of the nonpublic student's transcript. Transfer course work reported in terms of clock hours would require a minimum of 60 clock hours per course.

Graduation Requirements

In order to qualify for a Bay City Public Schools diploma, transfer students must be in attendance the third trimester of the senior year and have accrued a minimum of 2.5 credits in the District. (*See I6450 – Graduation Requirements.*)

Graduation Honors

Per Board Policy *I6390-P – Grading and Reporting System Procedures*, “Class rank will be determined by the total number of honor points earned through the tenth trimester of high school. No additional classes beyond a full class load as determined by the high school may be used for purposes of calculating class rank. Students transferring into the Bay City Public Schools must be enrolled and attending during their senior year and have completed a minimum of three trimesters semesters in a Bay City Public Schools high school to be considered for graduation honors.”

Transfer of Letter Grades

Recognition of letter grades will be granted with proper documentation and receipt of the non-public student's transcript. Transcript labels will indicate the name of the non-public school. Grades given as percentages will be translated into letter grades per student handbook. Weighted grades will be granted for advanced placement courses only.

Withdrawal from School J7200

The Board directs all parties concerned to make all efforts possible in an attempt to retain students in school and assist them in earning a diploma.

Students who have reached their sixteenth birthday and who are identified by the staff as potential or immediate dropouts will be encouraged to attend school for an assessment period of three days after they have indicated their intention of leaving school. During this three-day period the following procedures is to be implemented:

1. The student and his counselor will meet for the purpose of discussing the reason(s) for leaving school and the student's plan for the future.
2. The counselor and the student's teachers will meet to discuss the student's present scholastic standing.

3. The student, the parents, the counselor, and the building administrator or his designee will review all pertinent information and give their recommendations. If, after the above procedure has been followed, the student remains firm on his intention to leave school; a final meeting will be scheduled between the student and the counselor to discuss those educational and occupational alternatives which are available to him.

Dismissal of Student: Precautions J7270

No staff member shall excuse any pupil from school prior to the end of the school day, or into any person's custody, without the direct approval and knowledge of the building administrator.

The building administrator shall not excuse a pupil before the end of the school day without a request for the early dismissal by the student's parents. (See also *J7275-R – Removal of Child From School – Authorization.*)

Released Time for Religious Instruction J7280

Absence of a pupil from school during school hours for religious observance and education to be held outside the school building and grounds will be excused upon the request in writing signed by the parent or guardian of the pupil. The courses in religious observance and education must be maintained and operated by or under the control of a duly constituted religious body.

Pupils must be registered for the courses and a copy of the registration filed with the local public school authorities.

Such absence shall be for not more than two hours each week at a time to be fixed by the local school authorities. In the event that more than one school for religious observance and education is maintained, the hour for absence for each particular public school in such district shall be the same for all such religious schools.

Absence for religious observance and education shall be permitted under provisions of Michigan Statutes. (*Section 1561, Revised School Code, as amended.*)

Students Rights with Responsibilities J7305

The Board believes that responsible student action is possible if students are granted certain basic rights, among which are the following: the right to free inquiry and responsible expression; the right to due process; the right of freedom of association; the right of peaceful assembly and petition; the right to freedom from discrimination; the right to full educational opportunity; and the right to participate in the governance of the school in an advising capacity.

1. The rights and limits of students respecting freedom of speech, press, and assembly shall be in accord with the First Amendment of the United States Constitution.

2. In each high school there shall be established an elective and truly representative student-directed government with offices open to all students. All students shall be allowed to vote. This government shall be elected annually on the basis prescribed by the constitution of each individual school.
3. Students shall have the right to counsel and due process procedures in the matters of suspension, transfer, and expulsion.
4. Students shall have the right to participate in decisions affecting the curriculum through student representatives duly designated by the student government.
5. Students shall have the right to participate in the establishment of regulations regarding discipline through student representatives duly designated by the student government.
6. Students shall not be subjected to unreasonable or excessive punishment.
7. In light of the creation of these orderly procedures for dealing with student concerns, no student shall disrupt the education processes within a school.
8. Every member of the school community, including students, parents, the school staff, has the responsibility to promote regular attendance at school, orderly conduct and behavior, freedom from fear of insult or injury, and maximum opportunities for learning on the part of each student.
9. No regulation shall be established which diminishes the right of any student as set forth in the guidelines in *J7310-P – Administrative Guidelines*.

Anti-Bullying (includes Cyber Bullying) Policy **J 7315** (Rev. May 9, 2016)

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

A. Prohibited Conduct.

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

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

- a. Substantially interfering with education opportunities, benefits, or programs of one or more students;
- b. Adversely affecting a student’s ability to participate in or benefit from the District’s educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- c. Having an actual and substantial detrimental effect on a student’s physical or mental health; or

- d. Causing substantial disruption in, or substantial interference with, the orderly operation of the school
2. **Cyber Bullying.** A form of bullying, which may take many forms, including, but not limited to, such things as; sending mean messages or threats to a person's e-mail account, cell phone or on social media; spreading rumors, threats, negative information online, or any texts or posting of hurtful or threatening messages online, on social networking sites or web pages; using someone else's account information to send hurtful, threatening or negative messages about or to a person, pretending to be someone else online to hurt or injure another, distributing damaging pictures online, on social networks, on the internet or through electronic media, including cell phones, sexting, on sending/posting sexually suggestive pictures or messages about a person or similar conduct.
3. **Retaliation/False Accusation.** Retaliation or false accusation against a target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying is strictly prohibited.

- B. **Reporting an Incident.** If a student, staff member, or other individual believes there has been an incident of bullying or cyber bullying in violation of this policy, s/he shall promptly report such incident to the appropriate principal or designee, or the Responsible School Official(s), as defined below.

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

- C. **Assurance of Confidentiality.** Reports shall be promptly investigated, and those reporting such complaints shall be assured of confidentiality. The District shall develop administrative procedures to safeguard confidentiality of those reporting, and shall limit access to records of such reports to those employees who must investigate and respond to such allegations.
- D. **Complaints Against Certain School Officials.** Complaints of bullying by the building principal or designee may be reported to the Superintendent. Complaints of bullying by the Superintendent may be reported to the President of the Board of Education.
- E. **Investigation.** All reported allegations of a policy violation or related complaint about bullying shall be promptly and thoroughly investigated by the building principal or designee. A description of each reported incident, along with all investigation materials and conclusions reached by the principal or designee shall be documented and filed separately with similar materials in the District's central administrative office. Those records shall be deemed "confidential", and access to such records shall be limited to those employees who have a legitimate reason to have access.

- F. **Notice to Parent/Guardian.** If the principal or designee determines that an incident of bullying has occurred, s/he shall promptly provide written notification of same to the parent/guardian of the victim of the bullying and the parent/guardian of the perpetrator of the bullying.
- G. **Consequences.** If the principal or designee determines that an incident of bullying or retaliation has occurred in violation of this policy, the student perpetrator(s) may be subject to disciplinary action according to the Student Code of Conduct. If the perpetrator(s) is a district employee, the perpetrator(s) may be referred to the district's Personnel and Employee Relations Department for appropriate disciplinary action. Any incident involving other adults may be addressed by the principal or designee. In all cases of bullying or retaliation, incidents may result in the intervention of, or reporting to, law enforcement officials.
- H. **Annual Reports.** At least annually, the building principal or designee, or the Responsible School Official shall report all verified incidents of bullying and the resulting consequences, including any disciplinary action or referrals, to the Board of Education. The annual Board report may be given in writing, in person at a regular Board meeting, or as otherwise requested by the Board of Education.
- I. **Responsible School Official.** The Superintendent, or designee, ("Responsible School Official") shall be responsible for ensuring the proper implementation of this policy throughout the District. The foregoing appointment shall not reduce or eliminate the duties and responsibilities of a principal or designee as described in this policy.
- J. **Posting/Publication of Policy.** Notice of this policy will be: (a) annually circulated to all students and staff, (b) posted in conspicuous locations in all school buildings and departments within the District, (c) annually discussed with students, and (d) incorporated into the teacher, student, and parent/guardian handbooks.
- K. **Definitions.**
1. "At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. "At school" also includes cyber bullying and any conduct using a *telecommunications access device or telecommunications service provider* that occurs off school premises if the device or provider is owned by or under the District's control.
 2. "Telecommunications Access Device" means that term as defined in Section 219a of the Michigan Penal Code, 1931 PA 328, MCL 750.219a, as may be amended from time to time. As of January 2012, "Telecommunication Access Device" is defined to mean any of the following:
 - a. Any instrument, device, card, plate, code, telephone number, account number, personal identification number, electronic serial number, mobile identification number, counterfeit number, or financial transaction device defined in MCL

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

- b. Any type of instrument, device, machine, equipment, technology, or software that facilitates telecommunications or which is capable of transmitting, acquiring, intercepting, decrypting, or receiving any telephonic, electronic, data, internet access, audio, video, microwave, or radio transmissions, signals, telecommunications, or services, including the receipt, acquisition, interception, transmission, retransmission or decryption of all telecommunications, transmissions, signals, or services provided by or through any cable television, fiber optic, telephone, satellite, microwave, data transmission, radio, internet based or wireless distribution network, system or facility, or any part, accessory, or component, including any computer circuit, security module, smart card, software, computer chip, pager, cellular telephone, personal communication device, transponder, receiver, modem, electronic mechanism or other component, accessory, or part of any other device that is capable of facilitating the interception, transmission, retransmission, decryption, acquisition, or reception of any telecommunications, transmissions, signals, or services.
3. “Telecommunications Service Provider” means that term as defined in Section 219a of the Michigan Penal Code, *supra*, as may be amended from time to time. As of January 2012, “Telecommunications Service Provider” is defined to mean any of the following:
 - a. A person or entity providing a telecommunications service, whether directly or indirectly as a reseller, including, but not limited to, a cellular, paging, or other wireless communications company or other person or entity which, for a fee, supplies the facility, cell site, mobile telephone switching office, or other equipment or telecommunications service.
 - b. A person or entity owning or operating any fiber optic, cable television, satellite, internet based, telephone, wireless, microwave, data transmission or radio distribution system, network, or facility.
 - c. A person or entity providing any telecommunications service directly or indirectly by or through any distribution systems, networks, or facilities.

Suspension by Teacher from Class, Subject, or Activity J 7350

In accordance with Michigan Revised School Code (MCLA 380.1309), a teacher is authorized to immediately remove and suspend a student from a class, subject or activity when the student’s behavior is so unruly, disruptive, or abusive that it materially interferes with the

teacher's ability to effectively teach the class, subject or activity, or the student's behavior interferes with the ability of other students to learn.

Any student suspended pursuant to this policy shall not be allowed to return to the class, subject or activity from which he/she was suspended until the passage of one full school day from the time of the student's infraction unless otherwise permitted by the teacher who ordered the suspension. Students attending separate class periods throughout the school day shall be permitted during the term of the suspension to attend other classes taught by other teachers so long as the student's conduct does not rise to the level of requiring a multiple-day suspension or expulsion in accordance with Board of Education policy. (See J7310-P – *Rights with Responsibilities in the School District.*)

Teachers shall immediately contact parents to advise of such suspension and to request a parent/teacher conference. Teachers shall document such suspension and prepare an appropriate written report of same, which shall be available for administration and the student and/or his/her parent or guardian. 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 the parent or guardian so requests.

Due Process Rights J7480

The Board protects the constitutional rights of the individual through due process of law and will follow legally sound procedures in the administration of discipline. (See also J7310-P-*Rights with Responsibilities in the School District of the City of Bay City.*)

Drug Abuse J7500

There are three different identifiable drug abuse problems in the school, and these will be dealt with in three separate procedure statements:

1. The student who is using drugs and refers himself to a staff member for help.
2. The student who is using drugs in the school, but does not recognize their use as a problem to himself or the school.
3. The student who is selling or providing drugs to others.

It is conceivable a single student could fall into all three categories. This often is not the case, and the procedure for dealing with each situation should be different. In all cases it is imperative the professional adhere to the following appended administrative guidelines.

The primary responsibility of the school is to counsel and to educate the youth who are its clients. With the power of the school to compel and influence attendance goes a strong obligation to protect the young, who are under its control, from danger. Any flow of illicit drugs in the school poses a threat to safety of the students under its care. Because of this danger, the schools must make every reasonable effort to interdict drugs in the school setting while at the same time maintaining the trusting atmosphere necessary for students to learn and teachers to teach. Undue emphasis on apprehending offenders may well destroy what we set out to reserve. The effort to prevent the flow of drugs at school is for

the protection of the students and not primarily for the apprehension of offenders.

A. Criteria for determining the user.

1. Student refers himself to a staff member for assistance.
2. The student is under the influence of some substance in the school as evidenced by some deviation from his normal behavior.
3. The student possesses a drug such as a pill in such small amount indicating it is for his own use.

B. Criteria for determining the student distributor of illicit drugs.

1. The student has in his possession a quantity of substance beyond what could be expected for his own use.
2. Evidence is submitted that an exchange has taken place.

Students of Legal Age J 7530

Every student 18 years of age or older shall be deemed to have attained the age of majority. Such students, like all other students, shall comply with the rules established, pursue the prescribed course of study, and submit to the authority or teachers and others in authority over them.

Alcohol or Drugs. The use, possession, or distribution of alcohol or drugs in the building, on school grounds, or at alcohol-sponsored activities is prohibited. Students under the influence of either shall be subject to disciplinary procedures. The parent or guardian will be notified in the event of an offense unless the student who has attained the age of majority refuses parental participation. In any event, the school administration shall contact the appropriate law enforcement agency to take a formal report.

Complaints and Grievance – Student J 7550

It is the right and responsibility of both school officials and students to develop a functional and orderly procedure in each building through which consideration of student problems and concerns can be discussed and resolved quickly and equitably.

1. Students shall have the right to participate in recommending procedures through which discussion of student problems and concerns can be handled.
2. Students shall have the right to discuss with faculty members matters of both educational and personal concern.
3. Students shall have the right to appeal in writing matters of educational and personal concern to the building administrator, should discussion with the staff members not resolve the issue.
4. The right of appeal regarding educational and personal problems shall extend to the Director of Student Support Services, to the Superintendent, and to the Board.

**Demonstration and Strikes by Students J 7575
(Disruptions of the School)**

To insure the orderly process of education and business affairs connected with the schools and the safety of persons and property, the Board directs that the procedures below be followed in case of any type of disruptive demonstration on school property or within school buildings.

This policy is not intended to discourage or prohibit the peaceful expression of opinions or ideas. However, since the Board is required by law to provide proper school facilities and to maintain an appropriate program of instruction, and is further required to bar any disruption of the schools or interference with their normal operation, the following steps shall be taken in the event of any disruption of the normal operations of the schools.

1. The disruption shall be immediately brought to the attention of the Superintendent or his representative by the building administrator. The Superintendent or his/her designee shall have the authority at his discretion to alert the police authorities.
2. Students participating in a disruptive demonstration shall be directed by the building administrator or his representative to go to their regular classroom assignment. At the same time, the administrator or his representative will arrange for a meeting between the administration and the individuals, leaders of a group, or the group, if feasible, to discuss in a rational, orderly manner the problem which has caused the disorder.
3. Non-student demonstrators and other unauthorized persons will be directed by the building administrator or his representative to remove themselves from school property forthwith.
4. In the event steps 2 and/or 3 fail to stop the demonstration, the Superintendent or his representative will ask the police to remove the demonstrators and any individuals failing to comply under step 3.
5. When necessary for their safety, students and staff may be directed to leave the building and school property.
6. At no time, while any demonstration is in process, is the administrator or any school or Board personnel to enter into negotiations on the issues with the protesters, either orally or in written form.
7. As soon as normal educational and business processes can be resumed, the Superintendent or his/her designee shall be charged with establishing requests or to refer them to the Board in an orderly manner.
8. Students and/or employees participating in a disruptive demonstration on school grounds will be subject to suspension.

Discipline in the Schools J 7600

Good discipline in the school is extremely important to the school program. Without good discipline the school cannot discharge its primary responsibility in the development of citizenship. Without good discipline students cannot realize their greatest opportunities for growth. In maintaining discipline, teachers must be able to proceed with the assurance that support will be forthcoming from the building administrator, the Superintendent, and the Board.

The following guides to good discipline are recommended:

1. In all disciplinary action teachers should be mindful of the fact they are dealing with individual personalities. A child's personality, dispositions, and personal characteristics should be given consideration before

prescribing treatment. Each child is deserving of each teacher's very best thinking and most deliberate judgment.

2. Good discipline is usually positive rather than negative in nature. It consists of keeping students interested and busy doing something constructive rather than punishing them for doing things that are anti-social.
3. Disciplinary action should not be administered in such a way as to cause the child to lose status before his or her social group. Teachers should guard against making remarks to other pupils concerning the child's shortcomings or engaging in discussions with a pupil in such a way as to reflect discredit upon the pupil before the others.
4. Good discipline is always fair, dignified, and in good temper.
5. Conferences with teachers, administrators, and parents should be effectively employed to bring about acceptable classroom behavior.

In cases of insubordination or misconduct when ordinary and usual methods of correction are ineffective, the teacher may send the pupil to the building administrator for further action.

Corporal Punishment J 7610

Corporal punishment is defined as the intentional use of physical force upon a student for any alleged offense or behavior, or the use of physical force in an attempt to modify the behavior, thoughts, or attitudes of a student.

The use of corporal punishment in any form is strictly prohibited in the public schools. No student will be subject to the infliction of corporal punishment by any teacher, other student, administrator, or other school personnel. Permission to administer corporal punishment will not be sought or accepted by any parent, guardian, or school official.

School personnel may, however, use physical force against a student when it is essential for self-defense, the protection of the other persons, the safeguarding of public school property, or the preservation of order.

Insurance Program for Students J 7700

Students insurance will be made available under these guidelines and will be treated entirely as an administrative matter:

1. Scheduled or limited coverage will be offered in order to keep the premium within the reach of the majority of students. Once the student insurance has been selected and implemented, it becomes primarily a matter between the student (or Parent) and the insurance company, with the school participating only to the extent of filling out and turning over to the student (or parent) that portion of claim form necessary to certify the time, location, and circumstance of the accident, and to identify the student as a participant in the student insurance program.
2. The student insurance offered will be optional for any students participating in middle or high school athletic programs.

3. The student insurance program selected may be continued for up to five consecutive years, subject to the approval of the company, without seeking new proposals on the open market as long as the premium remains the same, as the service rendered proves satisfactory.
4. No company will be allowed to alter its coverage or premium rate after the deadline for submitting proposals.

Communicable Diseases J 7750

The Board authorizes the building administrator to temporarily suspend pupils from school when a contagious disease threatens the health and well-being of other children or staff.

Administration of Medications in School J 7770

When possible, medications should be scheduled outside of the school day. However, Bay City Public Schools recognizes the need for medication to be administered to students while they attend school. Medications must be administered in compliance with existing state and federal laws in a safe, effective manner. Due to the wide variety and complexity of medications being administered in the school setting, all staff involved will receive adequate training.

School Administered Medication

If a child is required to take medication administered by school personnel during school hours because the parent or guardian cannot be at school to administer the medication, except as otherwise provided herein, only the building administrator or adult designee, will administer the medication and only in compliance with the regulations that follow:

- A. The parent/guardian must complete an appropriate medication administration form giving authorization for the building administrator or adult designee to administer medication to her/her student.
- B. Written instructions signed by the parent must be provided with the parent acknowledging that such instructions are in compliance with the physician's directions or actual directions of the physician may be required and will include:
 - Student's name
 - Parent name and contact number
 - Name of medication
 - Specific dosage
 - Time to administer
 - Route of administration (inhaler, oral, injection, etc.)
 - Possible side effects
 - Date of authorization and termination of administration
 - Physician's name and phone number
 - Special instructions pertinent to the child or medication
 - Diagnosis
 - Prescription medications will require completion of the Prescription Medication Authorization Form (Med 1 Form)
 - Prescribed over-the-counter medications will require completion of the "Over-The-Counter Medication Authorization Form" including physician

signature (MED 2 Form).

- C. Any changes in medication, dosage, or time (s) will require a new medication authorization form from the parent/guardian. For prescription medication a properly labeled updated prescription container is required.
- D. Administration of medications will cease at the request of the parent/guardian. (Request to be noted on the medication log)
- E. The medication must be brought to school in a properly labeled current prescription container or the original over-the-counter (OTC) container. Medication must be provided by parent/guardian in exact dosage. Bay City Public School personnel are not permitted to split or crush medications.
- F. Medications must be delivered to the school office by the parent/guardian or their adult designee. Students are not permitted to deliver medications to school except for those who are authorized to self-administer inhaled medication for relief of asthma symptoms or manage their own diabetes.
- G. All medications except those authorized for self-administration will be stored in a locked cabinet or other secured location. Emergency medication such as inhalers or epipens should not be locked up. Special storage conditions, such as refrigeration, will be available if needed. Parents of students who have been approved by a physician to self-administer medication may opt to store extra inhaled medication at school.
- H. All medications must be administered by a building administrator or adult designee in the presence of an adult witness except in an emergency that threatens the life or health of the student or in cases where a physician has approved the student for self-administration of medication.
- I. An individual medication administration log will be maintained for each student: The log will contain the following information:
 - Student's name
 - Name of medication
 - Dosage of medication
 - Date, time and dose administered
 - Name and initials of all persons who administered medication, including witnesses
- J. An optional Medication Comment Form may be utilized for each student as needed.
- K. Any irregularity in medication administration must be documented on a "Medication Incident Report Form."
- L. All medication administration forms, the "Medication Log," "Medication Comments," the "Medication Incident Report Form," and communications which physicians or healthcare providers must be treated as confidential records.

Self-Administered Medications-Inhaled Medication for Asthma Symptoms & Epinephrine Auto-Injectors

According to Public Act 187 of Public Acts of 2013, dated December 17, 2013, under prescribed circumstances a student may possess and use one or more of the

following at school, on school-sponsored transportation or at any activity, event, or program sponsored by or in which the pupil's school is participating: (M.C.L.A. 380.1179)

1. A metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or for use before exercise to prevent the onset of asthmatic symptoms.
2. An epinephrine auto-injector or epinephrine inhaler to treat anaphylaxis

Students may be authorized to carry a self-administered inhaled medication if the following conditions are met:

- Both the parent/guardian and the physician/licensed prescriber have completed and signed the "Self-Administered Authorization Form" (Med-3 Form).
- Both the parent/guardian and physician/licensed prescriber have determined that the student is capable and responsible to self-administer her/his medication and have provided instructions for this.
- It is understood that school staff will not supervise, monitor, or maintain records of self-administered medication. Consent forms will be maintained for reference.
- Any misuse of a medication that violates district policies, such as the selling or giving away of medication, may result in the revocation of self-administration privileges and will be handled as prescribed in the Student Code of Conduct.
- According to P.A. 187, if the building administrator is aware that a student is authorized to possess an inhaler and/or an epinephrine auto-injector or epinephrine inhaler s(he) must notify each of the student's classroom teachers of that fact and of the provisions of this section.
- Parents of students who have been approved to self-administer medication may pt to store extra medication at school.

Protocol for Management of Diabetic Students

Bay City Public Schools recognizes that those students who are diabetic may need to check their blood glucose levels and administer insulin by injection during school hours. In the event this is needed, the schools will designate a clean, private area for a family member to help with this procedure. A sharps container to dispose of needles and picks will also be provided.

Bay City public Schools also recognizes that physicians may identify some students who may be mature and responsible enough to self-monitor blood glucose levels and self-administer insulin during school hours. Bay City Public Schools will allow self-administration of insulin, per syringe or pump, and self-monitoring of blood glucose levels only with a completed Self-Administered Medication Authorization Form (MED-4) signed by a physician.

Protocols for Responding to an Anaphylaxis Emergency for individuals with Unknown Allergies for students, staff, and any other individual on school grounds:

Definition: Anaphylaxis is a serious allergic reaction that is rapid in onset and may cause death. A variety of allergens can cause anaphylaxis, but the most common are

food, insect bites, medications and latex. Anaphylaxis typically begins within minutes or even seconds of exposure. Initial emergency treatment is the administration of injectable epinephrine along with immediate summoning of emergency medical personnel and emergency transportation to the hospital.

- Beginning with the 2014-2015 school year, the Bay City Public Schools shall have two epinephrine auto injectors (Epi-Pens) at each school building at all times regardless of whether or not any student/staff have been diagnosed with allergies. It shall be the responsibility of the Director of Student Services to be sure that the supply of Epi-Pens is maintained at the appropriate level and that they have not expired.
- The school district will determine the appropriate dose of epinephrine auto-injector based on their student population (e.g. Junior or Adult).
- Each school building with 10 or more instructional and administrative staff will designate at least two employees at the school for authorization to administer an epinephrine auto-injector. Only a licensed, registered professional nurse employed or contracted by the District or a school employee who has successfully passed the required training shall be allowed to administer Epi-Pens. The training will include the recognition of common allergens, anaphylaxis symptoms, and emergency treatment for a life-threatening anaphylaxis situation.
- Any person who administers an Epi-Pen injection to a student shall promptly notify the Building Administrator, who shall be responsible for notifying the student's parent or guardian. The Director of Student Services must also be notified in writing. The notification will include whether the school's or student's Epi-Pen was used. The Director of Student Services will report annually to the Department of Education the number of instances of administration of an epinephrine auto-injector to a student at school in a year; the number of students who were administered an epinephrine auto-injector at school that were not previously known to be severely allergic; and the number of students who were administered an epinephrine auto-injector at school using the school's stock of epinephrine auto-injectors.

District Procedures

A. Delegation and Training Requirements

- The building administrator shall designate adequate staff to administer medications at school.
- All staff who administer medication at school will complete a recognized training program taught by a qualified instructor. This could also include school personnel who may be required to administer emergency medications such as an Epi-pen.
- Documentation of the training program and all staff trained shall be maintained on site.

B. Administration of Medication

- Medication administered by designated school employee must be administered in the presence of a second adult, except in an emergency that threatens the life or health of the student.
- All medications shall be administered only from containers that have a current pharmacy label or original packaging label. Under no circumstances will medications sent in envelopes, old pharmacy bottles, or other unlabeled containers be administered at school. All such medications shall be labeled and held for the parent/guardian to pick up. The medication will stay at school unless it is picked up by the parent or adult designee. Students will not be allowed to transport medication to and from school unless a physician has approved the student for self-administration of medication.
- Medications shall be administered in such a way as to protect the dignity of the student as much as possible.
- Staff must administer the medication to the student and observe that it is taken. It is not permissible for students to pour/take their own medication except under those limited circumstances provided herein (inhalers and diabetic insulin).
- If students fail to appear for medication at prescribed times, parents will be contacted and administration of medication at school may be discontinued or an alternate plan developed where parent or parent's adult designee will administer medication at school.
- When it is necessary for a pupil to have medication administered while on a school-sponsored field trip or off-site activity, the individual designated to administer medication must carry the medication in the original container, and record the necessary information on the medication log upon return from the trip/activity.

C. Documentation

- All medications given by school personnel must be recorded on an individual "Medication Log Form" for that student.
- All documentation must be written in ink. 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.
- Both the person who administers the medication and the witness must personally initial the medication log each time a medication is given.
- Medication irregularities shall be reported immediately to the building administrator and the student's parent/guardian. A "Medication Incident Report Form" must be completed and kept with the child's medication log and other health documents.
- All prescription medication must be counted/measured by staff in the presence of the parent/guardian or their adult designee. The amount must be recorded on the student's medication log and initialed by other persons. All controlled-substance medications shall be recounted on a regular basis (monthly) and this count reconciled with the medication administration log/record.

- All medication documents must be stored as confidential records. Medication records, including medication logs, are to be maintained while the student is an Active Student, until superseded by a new order, until a doctor determines that the medication is no longer required, or until the end of the school year, whichever is shorter.
- All school-administered medications must be kept in a locked cabinet or other secured area; exception: emergency medications, inhalers, epipens, etc. that must always be immediately accessible.
- At the end of the school year, or when a student leaves the school, the parent/guardian shall be notified of any medications left at school and given a reasonable opportunity to pick them up. Disposal of remaining medications should be witnessed by two adults and recorded and initialed on the student's Medication Log Form.

Safety Patrols J 7800

The Board believes that it has the responsibility to teach children safety on the streets and well as to protect them from traffic hazards to and from school. The Board therefore authorizes student safety patrols with responsible supervision, with requirements for training and selection of patrol members having parental permission to serve at approved locations and operating under rules distributed to the student body. The Board encourages worthy recognition of students who serve as school safety patrols.

School safety patrols will be used as supplemental to other services afforded by the City of Bay City and other municipalities and not as a replacement for the services of those agencies.

Bicycle Use J 7810

Students may be permitted to commute to school by bicycle transportation. Bicycles shall be operated in conformance with State and local authority law and regulations, and shall be registered by the municipal authority. Students wishing to utilize bicycles shall contact the school office: obtain a copy of this policy, and a permission slip: and provide the completed permission slip to the school office.

Students who intend to ride bicycles to school shall comply with all administrative rules and regulations of the District. Students who bring bicycles to school, do so at their own risk. The District does not accept responsibility for bicycle use, for the bicycles, and no bailment is created by the action of the District authorizing students to bring their bicycles to school. Students will simply be provided space to leave their bicycle during school hours at their own risk. Students are encouraged to lock their bicycles in the space provided and to obtain a suitable policy of insurance.

Students shall not operated bicycles on school grounds or utilize them other than for transportation to and from school grounds or utilize them other than for transportation to and from school, and shall walk bicycles on school grounds to the designated storage space. Bicycles shall not be operated or utilized in any manner that is disruptive or dangerous. Failure to comply with reasonable District regulations or directive of staff may be grounds for suspension of bicycle privileges.

Student Volunteers for School and Public Service J 7860

The Board encourages the utilization of student volunteers in the educational program (e.g., student librarians, student office helpers, etc.) and in useful community services. However, student volunteers must be capable of carrying out the additional load without endangering their academic achievement. Therefore, all student volunteers shall be expected to maintain their grades, attend all classes, and recognize that the activity to which they are volunteering their services is secondary to their primary goal of getting an education.

Teachers and members of the community are encouraged to check with the guidance counselor and the building administrator before students are sought for volunteer help, to make sure that the students can afford academically to undertake the additional responsibility.

Employment of Students J 7870

It is the position of the Board that school responsibilities are to take precedence over non school-related jobs. If students need to work while attending school, guidance personnel shall make efforts to help them obtain employment, preferably in an occupation related to their field of study. However, they shall be cautioned against assuming work commitments that will interfere with their studies and achievement in school.

In-school Employment

Part-time school jobs shall be open to students in keeping with their abilities and needs of the school for student help. The Board also authorizes the District to serve as an employer for work-study programs, including those sponsored by other organizations. The arrangements must be approved by the Board.

Job Placement Service

In view of its objectives to train students for successful careers in specific occupational fields, the District shall maintain job placement services and work closely with other agencies in finding appropriate jobs both for graduating students and for students who need to augment their incomes while attending school.

Gifts and Solicitations J 7880

Money-Raising

The Board authorizes solicitation by students in the community for school-sponsored projects approved by the Superintendent of his/her designee. The Board limits money raising projects to those that are worthy and contributory to the educational welfare of students. Fund raising and/or welfare projects not encompassed by the above shall be approved on an individual basis by the Superintendent or his designee.

Gifts

Pupils, parents, and other patrons of the District shall be discouraged from the routine presentation of gifts to District employees. When a pupil feels a spontaneous desire to present a gift to a staff member, the gift shall not be elaborate or unduly expensive. The Board shall

consider as always welcome, and in most cases more appropriate than gifts, the writing of letters to staff members expressing gratitude or appreciation.

This policy shall not be interpreted as intended to discourage acts of generosity in unusual situations, and simple remembrances expressive of affection or gratitude shall not be regarded as violations of this policy.

Cumulative Student Records J 7900

A cumulative record shall be accurately maintained for every student in the District. The contents of this record will be made available to the parents or legal guardians of a student, or the student himself if he is 18 or over. This includes all material that is incorporated into the cumulative record Ñ specifically including, but not limited to:

1. Identifying data.
2. Academic work completed.
3. Level of achievement (grades and standardized achievement test scores).
4. Attendance.
5. Scores on standardized intelligence tests.
6. Aptitudes.
7. Psychological tests.
8. Interest inventory results.
9. Health data.
10. Family background information.
11. Teacher or counselor ratings and observations.
12. Verified reports of serious or recurrent behavior patterns.

Parents of legal guardians are to be given an opportunity to challenge the contents of such records. Any challenges should be directed to the building administrator or the Director of Student Services. Any request from parents or legal guardians or a student to examine their record must be answered within 5 school days of the time it is made.

The guidelines for the collection, maintenance, and dissemination of student records are stated in handbook form available from the Office of Student Support Services. Maintenance of school records shall be accomplished in accordance with the Family Educational Rights and Privacy Act, as amended.

Any unusual requests for student information should be channeled through the Director of Student Support Services.

Release of information to child care, family services, health services, special clinics, churches, courts, police and similarly recognized professional community status agencies for the mutual sharing and integration of their joint efforts is desirable in the interest of efficient expenditures of public and private monies and the strengthening of their joint services when consent is given by the 18 year old, parent, or legal guardian.

Requests for information regarding possible location of a student or a certain family by individuals wishing to establish contact for personal reasons may be honored depending upon circumstances. Local schools should refer and/or consult with the Office of Student Support Services.

Student educational records will be forwarded to a school in which a student seeks or intends to enroll. (*See also H 5030 – Freedom of Information Act – Policies for Implementation,*

and J 7310-P – Rights with Responsibilities.)