

# Genesee Early College



## STUDENT HANDBOOK

2011-2012

Genesee Early College is a collaborative educational venture with the University of Michigan-Flint, Genesee Intermediate School District, 21 public school districts of Genesee and adjacent counties, and the various listed partners.



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Genesee Early College  
Student Handbook

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## INTRODUCTION

### What Is Genesee Early College?

Genesee Early College (GEC) is an intensive state-of-the-art five-year high school, combining the best elements of the high school and early university experience. It is located on the campus of the University of Michigan-Flint. The school provides a supportive and rigorous educational environment to “underserved” students throughout Genesee County and adjacent counties who are interested in exploring the medical/health professions and STEM (Science, Technology, Engineering, and Math) professions, as they relate to health. Students have the opportunity to earn up to 60 transferable college credits from the University of Michigan-Flint before graduating as a GEC high school student.

Highlights of Genesee Early College include hospital rotations during grade 12 and a work-based learning experience before graduation. Students are able to participate in almost all university campus activities and have access to university student services (limited access for grades 9 and 10).

Genesee Early College began the 2007-2008 school year with a cohort group of grade 11 students and added a new group of grade 11 and grade 10 students during the 2008-2009 school year. During the 2009-2010 school year, GEC accepted incoming grades 9 and 10 students and was fully implemented from grades 9 through 13. Genesee Early College begins accepting applications on February 1 for the upcoming school year. Applications for, and more information about, GEC can be obtained by visiting [www.geneseeearlycollege.org](http://www.geneseeearlycollege.org).

### The Goals of Genesee Early College

Goals of the GEC are to: create a first-class learning community on the campus of the University of Michigan-Flint where all who participate (students, staff, teachers/professors, parents and community members) are valued as both learners and teachers; provide real-world learning experiences for students in a health science career-related area; and support students in a college environment learn to utilize the university’s resources at their disposal. Genesee Early College will provide support, guidance and academic rigor to students who may have performed below their potential, may have been previously disengaged and/or not adequately challenged, are first-generation college students or otherwise “underserved.” GEC strives to:

- Improve student academic performance
- Increase high school completion rates
- Enhance student opportunity to earn up to 60 transferable college credits
- Increase the number of students eligible for the Michigan Merit Award
- Improve the college graduation rate
- Increase the number of students graduating with options in health science careers
- Provide an atmosphere where all parents and university stakeholders are part of the shared vision of GEC

### School Improvement Goals

#### Goal 1 – Writing (2009-2010)

*Objective 1: Seventy-five percent of Genesee Early College grade 11 students will meet or exceed writing standards on the MME.*

*Objective 2: Genesee Early College teachers will focus on improving student skills/competency in writing for a purpose; reading strategy; and building inquiry/reflection skills.*

*Objective 3: Seventy-five percent of grade 12 students will complete college English 111 (College Rhetoric), or the equivalent, by the end of grade 12 with at least a “C” grade.*

#### Goal 2 – High Academic Expectations (2009-2010)

*Objective: Genesee Early College will continue to establish a culture of high academic expectations among students and parents.*

Meeting these goals requires an atmosphere of fairness and equality. It can be neither regimented and rigid on the one hand, nor chaotic and irresponsible on the other.

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

This Student Handbook contains the rules and regulations necessary for maintaining an education environment that is conducive to maximum learning. It also describes the rights and responsibilities of students, parents, and staff. For each student to have maximum opportunity to fulfill his or her potential in achievement, there must be a balance of the traditional "three R's" which encompass rights, responsibilities, and rules.

### **High School Curriculum**

The Genesee Early College curriculum is designed to prepare students for the rigors of a top-tier university and the demands of the health and medical professions. The focus is project and inquiry-based. All students begin to dual enroll during grade 11 and experience hands-on clinically based experiences during grade 12 that lead to a 120-hour work-based learning experience.

Students learn to effectively research health-related topics that have community relevance. All courses are intended to build academic/personal confidence and communication skills, help students learn how to work collaboratively, build cultural competency, and learn to use resources effectively.

The high school curriculum includes the American Social History Project (ASHP), general (research and writing) seminar, civics, economics, integrated math, algebra, geometry, algebra II, trigonometry, biology, creative writing, focus, current issues, and other high school courses. College courses are taken (beginning in grade 11) with guided tutorial/counseling assistance. Students also participate in a Medical Career Foundations course as a precursor to the grade 13 work-based learning experience (previously referred to as the grade 13 internship).

### **Mission, Vision, and School Beliefs**

Mission Statement: "Genesee Early College is dedicated to providing students with rigorous and relevant instruction in an environment that supports seamless and successful post-secondary transition and baccalaureate degree attainment in a healthcare-related profession. Genesee Early College graduates will be adept critical thinkers/problem solvers and responsible citizens."

### **Vision Statement: *Transforming Potential into Success***

#### **School Belief Statements:**

- It is our responsibility to provide the highest quality of education to our students.
- Our curriculum must be purposeful, research-based, and data-informed.
- Mutual respect fosters a foundation for a positive and successful learning environment.
- Each student has the potential to make unique contributions.
- Post-secondary education is vital to compete in a global economy.
- It is our responsibility to support underserved student populations in achieving their full potential.

## DUAL ENROLLMENT

Students may enroll in (up to a maximum of) 20 dual-enrolled credits per year at UM-Flint and/or Mott Community College with approval of the GEC counselor or GEC administrator. The number of credits for fall, winter, and spring semesters may not exceed 20 credit hours in a school calendar year without the written permission of the GEC counselor or administrator. Factors that may affect continued GEC student status, the number of dual-enrolled credits a student may enroll in each semester, and subsequently each calendar school year include, but are not limited to:

1. **Previous Academic Performance** – Students who obtain less than a B- in a college or high school course will be directed to enroll in less than the maximum credits allowed to increase his/her opportunity for academic success. Academic success is measured by receiving a grade of B- or better in every high school and college course. Both “I” and “N” grades are considered less than successful academic performance.
2. **Dual-Enrolled Courses Dropped** – Courses dropped after the tenth (10th) day during fall/winter semesters, and courses dropped after five (5) days during the spring semester are included as part of the maximum twenty (20) credit hours offered by Genesee Early College.
3. **Behavior Concerns** – A student whose behavior is questionable and engages in prohibited behavior(s) identified in the GEC Student Handbook will be advised to take fewer credits to prevent the likelihood of such behavior occurring in college courses.
4. **Outstanding Tuition Balance** – A student who has an outstanding tuition balance for college courses will not be allowed to enroll in additional college courses until the obligation has been satisfied. Tuition and associated fee responsibilities are further explained below.

Parents/students will be required to pay for tuition, fees, and other associated costs if:

1. The student enrolls in courses and/or credit hours without Genesee Early College counselor or principal written approval.
2. The student enrolls in courses/credit hours that exceed the maximum twenty (20) credit hours allowed by Genesee Early College during any combination of fall, winter, and/or spring semesters.  
The student enrolls in any courses/credit hours during summer semester.

Students who dual enroll in any manner described above must pay tuition, fees, and associated expenses no later than one day before the last drop date (with no charge). Payment must be made by check or money order to Genesee Intermediate School District with GEC in the memo section. Payment not received by the deadline date will result in an administrative drop of the dual-enrolled course(s) in question. An administrative drop of a dual-enrolled course refers to the school administrator or his/her proxy contacting the postsecondary institution's registrar office to disenroll the student from a course(s) in which the student did not obtain appropriate permissions (including the necessary signatures) to enroll. Parents/students are responsible for any fees incurred as a result of an administrative drop. Dropping dual-enrolled courses may lead to enrollment in additional high school courses that fulfill high school graduation requirements, academic enrichment, and full-time student status. An administrative drop of dual-enrolled courses reduces the number of college courses/credit hours a student will be allowed to take in subsequent years.

### Postsecondary Course Tuition and Fee Agreement

The Genesee Early College ("GEC"), [Student Name] ("Eligible Student") and [Parent/Guardian Names], his/her parent(s)/guardian(s), agree to the following concerning their respective financial responsibilities for postsecondary Eligible Courses in which the Eligible Student has enrolled through GEC:

1. **Definitions.**
  - A. The terms "Eligible Student," "Eligible Course," "Eligible Charges," and "Eligible Postsecondary Institution," are given the meanings set forth in Section 3 of the Michigan Postsecondary Enrollment Options Act, MCL 388.513.
  - B. "Lower division course" means any courses taken by an Eligible Student having freshman or sophomore class standing at an Eligible Postsecondary Institution.
2. **Purpose.** As authorized by the Postsecondary Enrollment Options Act, MCL 388.511, et seq., and Section 21b of the State School Aid Act, MCL 388.1621b, GEC and the Eligible Student and his or her parents or guardians shall, through this Agreement, apportion financial responsibility for the Eligible Student's enrollment in Eligible Courses through designated Eligible Postsecondary Institutions.

3. **Payment by School District of Eligible Charges.** The GEC shall pay on behalf of the Eligible Student tuition and mandatory course fees, material fees, registration fees, and late fees attributable to GEC ("Eligible Costs") required by an Eligible Postsecondary Institution for enrollment in authorized Eligible Courses. Charges relating to transportation, parking, or activity fees are the responsibility of the Eligible Student or his or her parents or guardians. Appendix A, attached, sets forth current tuition and fee charges of participating Eligible Postsecondary Institutions.
4. **Limitation upon Payment of Eligible Charges.** GEC's responsibility for payment of Eligible Charges is limited to the greater of: (a) the Eligible Charges for up to twenty (20) credit hours of lower division course work taken per academic year at an Eligible Postsecondary Institution, or (b) the state portion of the foundation allowance attributable to the Eligible Student, prorated to the percentage of the school year that the Eligible Student attends an Eligible Postsecondary Institution. The Eligible Student or his parents or guardians shall be responsible for all Eligible Charges in excess of that amount, and for all other charges.
5. **Course Credit and Academic Restriction.** The Eligible Student may be granted high school credit by attaining course credit from an Eligible Postsecondary Institution. Eligible Students who do not earn at least a B- in all courses taken at an Eligible Postsecondary Institution or otherwise, are placed on academic restriction. Eligible Students placed on academic restriction are responsible for paying tuition, costs, and fees for future Eligible Postsecondary Institution credits in excess of those recommended by GEC, until such time as they are removed from academic restriction.
6. **Payment Responsibility for Excess Postsecondary Courses.** Eligible Students or their parents or guardians are responsible for all Eligible Charges associated with any Eligible Postsecondary Institution courses taken which would, upon successful completion, cause the Eligible Student to be awarded more than 20 credit hours per academic year.
7. **Payment Responsibility for Summer Postsecondary Course Costs.** Any costs associated with enrollment in any summer postsecondary course, at an Eligible Postsecondary Institution or elsewhere, shall be the sole responsibility of the Eligible Student or his/her parents or guardians.
8. **Non-Payment Penalty.** Unless other arrangements are made in writing and signed by the parties, non-payment of Eligible Costs and other costs owed by the Eligible Student or his/her parents or guardians will result in the Eligible Student being prohibited from enrolling in any Eligible Courses until the first available registration period following the time at which the sums owed are paid.
9. **Duration of Agreement.** This Agreement shall be in effect from the date of its full execution until the Eligible Student graduates or otherwise withdraws from GEC.
10. **Remedies Not Exclusive.** It is agreed that all the rights, remedies, and benefits provided by this Agreement are cumulative and are not exclusive of any other rights, remedies, and benefits allowed by law.
11. **Severability.** If any provision of this Agreement is determined invalid by a court of competent jurisdiction, the remainder of this Agreement shall remain in effect.
12. **Entire Agreement.** This Agreement represents a full and complete understanding of the Parties with respect to payment of tuition, fees, and other Eligible Costs during the Eligible Student's enrollment at GEC, and may be modified only by a written agreement signed by the Student, his or her parents or guardians, and an authorized GEC representative.

**GENESEE EARLY COLLEGE**

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Its: \_\_\_\_\_

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Its: \_\_\_\_\_

**ELIGIBLE STUDENT**

Dated: \_\_\_\_\_

\_\_\_\_\_

**ELIGIBLE STUDENT'S  
PARENT(S)/GUARDIAN(S)**

Dated: \_\_\_\_\_

\_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_

## **RIGHTS AND RESPONSIBILITIES**

### **Speech**

Every student has the right to express his/her opinion either verbally or symbolically as long as he/she does not disrupt the educational process. The rights of expression do not include the right to attack the reputation either through spoken words or symbolic expression or the use of obscenities towards others. Personal attacks and obscenities are prohibited.

As an intellectual being, every student has a right to search vigorously for truth by examining opposing ideas and to espouse and express in an orderly manner whatever views he/she has. Where soundness of his/her position can neither be proved nor disproved with documentation, he/she shall in no way be penalized academically for holding those views.

Student conduct that includes such actions as: distribution of unauthorized printed materials, disruption of the education process, false reports, indecency in behavior, obscenity, sexual harassment, threatening/intimidating acts, and unauthorized petitions/protest may result in disciplinary action by the Genesee Early College.

### **Press**

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

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

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

1. causing a material and substantial interference to the educational environment;
2. obscene to minors or containing indecent or vulgar language;
3. defamatory or libelous;
4. invading the privacy of another person;
5. offensive to a person's race, religion, ethnicity, or gender;
6. encouraging illegal activity or violation of school rules

### **Assembly**

Students have the right to assemble peacefully. There is an appropriate time and place for the expression of opinions and beliefs. Conducting and/or participating in demonstrations which interfere with the operation of the school or classroom is inappropriate. Behavior that results in the destruction of the educational process, includes unauthorized protest, or violates any of the previously mentioned standards may result in disciplinary action by Genesee Early College.

### **Personal Appearance**

Students have the right to determine their pattern of dress and grooming provided that such dress and grooming do not interfere with the health and safety of themselves or others and do not interfere with the educational process of the school.

### **Student Activities**

Students have the right to participate in school activities regardless of race, sex, color, creed, religion, or national origin.

Students may not be denied participation in any activity for any reason other than those established by state, county, and school eligibility requirements legitimately related to the purpose of the activity.

### **Acceptable Use Policy**

Students are required to sign an Acceptable Use Policy (AUP) annually. The AUP governs the acceptable use of networks, computers, Internet services, and of any electronic devices owned and operated by the Genesee Intermediate School District or University of Michigan-Flint.

### **Privacy – Student Records**

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

Access to permanent student records is available, in consultation with school officials, to authorized school personnel, to the student's parent or legal guardian, to eligible students, and to the students who have reached the age of majority.

Access to transcripts of permanent student records may be available to persons or agencies outside the school with consent of the students, if of legal age, or with the consent of parents or legal guardian or by court order of subpoena.

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

### **Privacy – Age of Majority**

Although 18-year-old students are recognized as adults under the Age of Majority Act, the Board of Education is nonetheless committed to the equal treatment in application of its policies and procedures to all students. With the following exceptions, the rules and regulations set forth in the Genesee Early College Student Handbook will apply to all students, regardless of their attainment of the age of majority. Students 18 years and older may have the same privilege as their parents/guardians as it relates to access to their students records. Eighteen-year-old students may also represent themselves during disciplinary conferences and be in receipt of their own grade reports.

### **Student Property**

A student's personal property is his/her own. Students are, however, discouraged from bringing to school valuable items such as jewelry and expensive coats, which could be stolen, damaged, or prove disruptive to others. If valuable personal property is brought to school, the student is responsible for its safe keeping. The search of student property is outlined in the district's search and seizure policy and references made in this document under search and seizure.

Rights carry with them certain responsibilities which must be shared by the student, parents, teachers, administrators, and the Board of Education. The primary responsibilities of each group are listed below:

### **Responsibilities of Students**

- A. To attend school regularly, on time, prepared to learn to the best of their ability;
- B. To respect the rights and feelings of others;
- C. To respect the property of others, including school property for which parents have paid for through taxes;
- D. To follow the requests, instructions and directions of school personnel, and to contribute at all times to the peace and tranquility of the school; and  
To communicate ideas for improvement of the school through representative student government and appropriate staff.

### **Responsibilities of Parents**

- A. To assist your child in attending school regularly and on time;
- B. To provide for your child's health, personal cleanliness, acceptable grooming, and suitable dress;

- C. To listen to, consult with, understand, and trust your child;
- D. To work with school personnel and community groups to communicate concerns which may interfere with a child's education;
- E. To teach your child to respect lawful procedures and the rights of others; and
- F. To encourage and be responsible for and insistent upon your child's understanding and development of self-reliance and independence.

### **Responsibilities of Teachers**

- A. To know and enforce consistently and fairly the rules of the individual school and the policies of the school district;
- B. To respect the individuality of students;
- C. To assist students in becoming self-reliant and independent;
- D. To work with parents, students and school staff to provide for positive change; and
- E. To notify parents when a student may be failing the course, i.e., progress reports, parent conferences, report cards, and telephone calls.

### **Responsibilities of the Board Of Education**

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

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

### **Annual Notification of Rights and Designation of Directory Information**

Each year the Intermediate School District is required to give notice of the various rights accorded to parents or students pursuant to the Family Educational Rights and Privacy Act ("FERPA"). Parents and eligible students have a right to be notified and informed. The term "eligible student" refers to a student who is "emancipated," eighteen (18) years of age or older enrolled in a post-secondary institution, or a student who is eighteen (18) years of age or older. "Emancipation" is defined under MCL 722.1 as "the termination of rights of the parents to the custody, control, services, and earnings of the minor. In accordance with FERPA, you are notified of the following:

- 1. RIGHT TO INSPECT:** You have the right to inspect and review substantially all of your education records maintained by or at the Genesee Early College within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- 2. RIGHT TO REQUEST AMENDMENT:** You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading, or otherwise in violation of your rights. Parents or eligible students who wish to ask the School to amend a record should write the School principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. If no change is made to the education record after the hearing, you have a right to place a written rebuttal in the record.
- 3. RIGHT TO PREVENT DISCLOSURES:** You have the right to prevent disclosure of education records to third parties, including recruiters of the U.S. Armed Forces, with certain limited exceptions. It is the intent of the Board of Education to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent. One such exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the 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 as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- 4. RIGHT TO COMPLAIN:** You have the right to file a complaint with the United States Department of Education concerning the alleged failure of the Genesee Early College to comply with FERPA. Your complaint should be directed to:

Family Policy and Compliance Office  
Office of Management  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington, DC 20202-5920  
(202) 732-2057

5. **RIGHT TO OBTAIN POLICY:** You have the right to obtain a copy of the policy adopted by the Board of Education in compliance with FERPA. A copy may be obtained in person or by mail from:
- Lisa A. Hagel  
Superintendent  
Genesee Intermediate School District  
2413 W. Maple Avenue  
Flint, Michigan 48507-3493
6. **RIGHT TO OBJECT TO RELEASE OF DIRECTORY INFORMATION:** Generally, school officials must have written permission from the parent of a student or an eligible student before releasing any information from a student's record. However, FERPA allows school districts to disclose, without consent, "directory" type information. The Board of Education has designated the following personally identifiable information contained in a student's education record as "directory information":
- Name, address, telephone number
  - Date and place of birth
  - Major field of study
  - Participation in school activities
  - Honors and awards
  - Other similar information, e.g., alumni associations, height and weight of athletes, honor roll members, information generally found in the yearbook
7. You have 10 days from the receipt of this notice to advise the school in writing of any or all of those types of information about the student which you refuse to permit the school to designate as directory information. Your objections should be addressed to:
- Sandra E. Morgan-Jones  
Principal  
Genesee Early College  
2413 West Maple Avenue  
Flint, Michigan 48507-3493

## **PROTECTION OF PUPIL RIGHTS AMENDMENT**

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. 123h, requires GISD to notify you and obtain consent to allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

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

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

Currently, Genesee Early College does not have any such activities scheduled. For surveys and activities scheduled after the school year starts, the GISD will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.)

## **ENFORCEMENT OF RIGHTS, RESPONSIBILITIES, AND RULES**

### **Discipline**

A student entering Genesee Early College becomes a member of a group. For that group to effectively function, each member needs to think not only about himself/herself, but about the other members of the group as well. Discipline, fairly administered, helps maintain the balance between the rights of the individual and the rights of the group. Good discipline controls the behavior of individuals and of groups so that the rights of all students are protected. It ensures justice and equality and recognizes the dignity and worth of each individual.

The goal of disciplinary action in the schools is to assist the student in learning self-discipline or control of his/her own behavior, so that the student's actions are acceptable within the group, contributing to friendly and business-like atmosphere where effective learning can take place. Attainment of the goal or self-discipline depends on the good judgment and compassion of teachers, understanding and leadership by administrators and the Board of Education, and the support of all parents within the community.

A student not in class has less opportunity to learn than one present. Disciplinary action therefore should, where possible, keep the student in the school setting engaged in learning activities rather than out of school. However, in order to maintain effective learning conditions, it may be necessary to deny certain students educational participation.

### **Physical Force**

All school employees may use reasonable physical force upon a student as necessary to maintain order and control in a school or school-related setting for the purpose of providing an environment conducive to safety and learning. The employee may also use physical force as follows:

- A. For self-defense of another.
- B. To prevent a pupil from inflicting harm on himself or herself.
- C. To quell a disturbance that threatens physical injury to another person.
- D. To obtain possession of a weapon or other dangerous object upon or within the control of a pupil.
- E. To protect property.

The employee, upon any of the above actions, shall notify or cause to be notified the student's parents or legal guardian, or other adult designated with authority over the student, and immediately file with the school principal a complete written description of the incident and why, in the opinion of the employee, such action was necessary.

## **GRIEVANCE PROCEDURE**

Normally, complaints of alleged discrimination on the basis of race, sex, color, creed, religion, national origin or physical handicap can be resolved at the building level through dialogue between staff and students. Should a student or parent feel the informal process has been unsatisfactory, a more formal grievance procedure described below will further insure the rights of students.

### **Level I**

- A. A parent or student may request a grievance form from the school office. It must be filled out and returned to the school office within 10 days after the incident occurs.
- B. The building principal or his/her designee will conduct a hearing within five school days from the receipt of the grievance form.
- C. A decision in writing will be mailed to the student's home within five school days after the hearing. The principal will additionally attempt to contact the parties by telephone.

### **Level II**

- A. Should the student or his parent wish to appeal the decision, a contact in writing should be made to the Superintendent, Genesee Intermediate School District, 2413 West Maple Avenue, Flint, Michigan 48507, within 10 school days after receiving the principal's decision.
- B. A hearing will be arranged as soon as possible before the Superintendent or his designee.
- C. The Hearing Committee will adjust, revoke, or sustain the original decision within 30 days of the request for a level II hearing.
- D. Their decision is final.

Representation at all levels of appeals shall be at the discretion of the parent or the student who has reached the age of majority. The grievant(s) shall be notified that a spokesperson for a minor student shall be approved by the parent.

Copies of this procedure will be distributed to each student and his/her parents through the Genesee Early College Student Handbook. Other copies of the procedure may be obtained from the Genesee Early College office.

## **DENIAL OF EDUCATIONAL PARTICIPATION**

### **Disciplinary Measures**

The following action may be taken when a student's behavior interferes with his/her educational opportunity or that of others, or in the safe orderly conduct of school activities:

- A. Exclusion from class
- B. Closing of classes
- C. Required counseling
- D. In-school suspension
- E. Behavioral probation, academic probation, attendance probation
- F. Suspension
- G. Expulsion
- H. Saturday school/support groups

The method of discipline used is at the discretion of school staff following guidelines of this Student Handbook. The type selected should be the least severe and most constructive possible for the circumstances. School staff recognizes that the goal of any disciplinary measure is to assist the student to change behavior in such a way that the student's future conduct will be more acceptable and more directed toward educational attainment.

### **EVERY EFFORT SHOULD BE MADE TO HAVE THE STUDENT CONTINUE STUDIES DURING ANY DISCIPLINARY PERIOD.**

A student who has his/her classes closed or has been suspended from school shall not be eligible to participate in any school function for the duration of such disciplinary action. In a long-term suspension, every attempt shall be made to continue the educational process in an alternate educational program.

After such denial of educational participation is made, every effort shall be exerted to determine and resolve the causes for such behavior which might lead to the student's reinstatement. These efforts may include psychological-psychiatric evaluation, social work, and/or counseling services when available and/or appropriate.

### **The Board of Education Approves the Following Administrative Procedures:**

#### **A. Exclusion from Class**

A teacher may remove a student from class when the seriousness of the offense, the persistence of the misbehavior, or the disruptive conduct, in the opinion of the teacher, disrupts the educational process of the other students in the classroom, or when the student has been disrespectful and defiant to the teacher.

If the seriousness of the situation warrants, the teacher will accompany the student(s) to the proper administrator, or, in less serious circumstances, the teacher will telephone the main office informing the principal or designee that a student is to be removed. The administrator shall be responsible for removing the student from the building as soon as possible.

The teacher, as soon as possible or no later than the end of the school day, will report, in writing, to the principal or designee the circumstances leading to the student's removal from class.

In cases when a student is sent to the principal or designee from class for extended disrespect or defiance of teacher authority, accompanied by a note stating such, said student shall not be readmitted without consultation between the administrator and the teacher. Additional conferences may be scheduled by the administrator and may include the student, parent, teachers, and assistant principal for student services or his/her duly authorized agent. The conference will be scheduled by the appropriate administrator and may be held during the hours of 8:00 a.m. and 4:00 p.m.

## **B. Closing of Classes**

A student's access to classes may be closed by the principal or designee.

### **1. Procedure**

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

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

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

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

### **2. Parent Conference**

A class or classes may be closed pending a parent conference. The conference, with the parent, student, teacher, and an administrator present, may be held in lieu of a suspension only if the following criteria are met:

- A. The student's record shows regular patterns of truancy and/or tardiness, persistent disobedience, or gross misdemeanor.
- B. The principal or designee must ascertain that the above misbehavior can best be dealt with through a conference including the student, his/her parent or legal guardian, or other adult designated with authority over the student, and whatever staff would seem appropriate.

The conference should be as soon as can be mutually arranged with the parent or legal guardian or other adult designated with authority over the student. Upon completion of that conference, the student will be reinstated to the class or classes which have been closed unless otherwise mutually agreed. In no instance shall a student's class or classes be closed for more than three days.

## **C. Required Counseling**

In certain instances, a student may be required to enter a counseling situation to remain in the Genesee Early College program. This may be individual or group counseling within the school environment or with a professional outside of the school.

A student may be required to leave the school environment temporarily to receive intense counseling.

Each case shall be handled on an individual basis, keeping the student's needs in mind as well as the needs of the school community.

## **D. In-School Suspension**

Where facilities are available, a student may be required to complete his/her regular class assignment in a specially supervised room for a prescribed period of time or until he/she is able to resume regular classroom instruction.

## **E. Behavioral Probation**

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

During the probation period, the student may be denied the privilege of participation in or attendance at all extra-curricular activities. At the close of the probationary period, the individual case shall be reviewed, and the student may regain all privileges.

If the student is further involved in an infraction of school rules during the probationary period, he/she shall be suspended or denied certain extra-curricular privileges under the stipulations set forth in the probationary agreement.

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

The student will be removed from probation if, at the completion of the probationary period, satisfactory adjustment has been made as agreed upon by the student, the staff member overseeing the student during probation, and the school's administrative staff.

In addition, any student who has amassed serious academic or attendance records may be placed on a probation program.

### **F. & G. Suspension/Expulsion**

Section 1309 of Michigan School Code mandates that a student may be suspended from school for a definite period of time by the principal or his/her duly authorized agent (including classroom teacher) for persistent disobedience or gross misdemeanor or may be recommended for expulsion.

A teacher is authorized to immediately remove and suspend a student from a class, subject, or activity for up to one school day when the student's behavior materially interferes with the teacher's ability to effectively teach or manage the class, subject, or activity.

The authority for teacher-imposed suspensions is limited to teachers under contract with the Genesee Early College (Genesee Intermediate School District) and permanent long-term substitute teachers. All other teachers are not authorized to utilize the teacher-imposed suspension procedure and must refer student discipline matter to the building principal or designee.

#### **Procedures - Students:**

1. A student receiving a teacher-imposed suspension shall not return to the class, subject, or activity from which the student was suspended until the passage of one full school day from the time of the student infraction, unless permitted by concurrence of both the teacher and the principal or designee.
2. At the discretion of the principal or designee, the student receiving a teacher-imposed suspension from a class, subject, or activity may be permitted to attend other classes, subjects, or activities if the student's conduct does not otherwise qualify for a multiple day suspension or expulsion in accordance with the Student Code of Conduct.
3. If the student remains at school, the student shall be appropriately supervised while suspended from the class, subject, or activity.
4. All teacher-imposed suspensions shall be applied in a manner consistent with GEC's student discipline procedures, as well as all federal and state laws for students determined to be eligible for special education programs and services.

To establish the best possible learning atmosphere for the student, as well as to provide for the health, safety, and welfare of all students and employees of Genesee Early College, the following categories of misconduct have been adopted along with guidelines for consequences (including suspension and expulsion) when a student engages in such misconduct. These standards of conduct apply to all school students for all activities of the Genesee Early College.

These rules and policies apply to any student who is on school property, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school.

This list is not intended to be exhaustive and includes, but is not limited to, the following:

**1. EXAMPLES**

- a. **ARSON**—Setting fire to, or doing any act which results in the starting of a fire, or aiding, counseling, inducing, persuading, or procuring another to do such act or acts. MCL 750.71. Section 1311 of the Michigan School Code mandates permanent expulsion from all Michigan Public Schools for an act of arson.
- b. **ASSAULT**—The Michigan School Code mandates that the Board of Education take the following disciplinary actions for students in grades 6 or above who engage in physical assault or verbal assault.
  - Physical assault of a school employee, volunteer, or contractor—permanent expulsion [per section 1311a(1)].
  - Physical assault of another student—expulsion up to 180 school days (per section 1310).
  - Threat of a school employee, volunteer, or contractor—expulsion up to 180 school days [per section 1311a(2)]

For purposes of this law and the Student Code of Conduct the following definitions will apply to these terms:

- **Physical assault:** Intentionally causing or attempting to cause physical harm to another through force or violence.
  - **Threat:** Any statement or act, oral or written, which can reasonably be expected to induce in another person(s) an apprehension of danger of bodily injury or harm. Bomb threats and similar threats directed at a school building, school property, or a school-related event are included as verbal assaults.
  - **At school:** In a classroom, elsewhere on school premises, or 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.
- c. **CHEMICAL SUBSTANCE**—The act of possessing, transferring, or using any chemical ejecting device, caustic or noxious substance capable of rendering a person unconscious temporarily or causing temporary or permanent injury.
  - d. **CLOSED CAMPUS**—Leaving the school premises without authorization during the student's scheduled class hours and/or the lunch hours.
  - e. **CONTINUED CLASS DISRUPTION**—Repeatedly involved in behavior which disrupts the educational process of the other students in the classroom.
  - f. **DISRESPECT**—To insult, call derogatory names, dishonor, or in other manner abuse verbally or in writing to any person.
  - g. **DISRUPTION OF THE EDUCATION PROCESS**—Behavior which seriously disrupts any school activity or the orderly and safe operation of the school. This includes behavior or communication that occurs outside of school.
  - h. **WIRELESS COMMUNICATION DEVICE** —The act of possessing, transferring, and/or using any wireless communication device, i.e., pocket pager, beeper, cellular phones illegally or in a manner inconsistent with school policies.
  - i. **EXTORTION, STRONG ARM, COERCION**—The act of securing or attempting to secure money or other items of value by use of threats, implied threats of violence, or the act of threats of violence to force another person to do an unwilling act.
  - j. **FALSE ALARMS**—The act of initiating a fire alarm or initiating a report warning of a fire or an impending bombing or other catastrophe without just cause.
  - k. **FALSE REPORTS**—The act of falsely reporting incidents, or making false accusations, or giving false testimony, to school personnel which would affect the welfare of others.
  - l. **FIGHTING**—The act of involving hostile bodily contact in or on school property, or going to or from school, including any activity under school sponsorship (i.e., dance, athletic event, etc.) The issue of self-defense, if involved, must be proven by the student accused.
  - m. **FIREWORKS OR EXPLOSIVES**—The act of possession, using or threatening to use any incendiary devices (including matches and lighters), fireworks, explosive or other such instruments capable of inflicting bodily injury.

- n. **FORGERY/CHEATING**–To falsely make, steal, alter, forge, or counterfeit any writing, including electromagnetic data.
- o. **GAMBLING**–The act of gambling for money or valuables.
- p. **HAZING** – “An intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, holding office in or maintaining membership in any organization”
- q. **INCITING OTHERS TO VIOLENCE OR DISOBEDIENCE**–Encouraging by words, acts, deeds, demonstrations, or protests which disrupt the normal educational process of the school.
- r. **INDECENCY IN BEHAVIOR**–The act of offending against commonly recognized standards of propriety, health, or safety including behavior which reflects obscene or vulgar actions or content.
- s. **INSUBORDINATION**–The willful failure to respond or carry out a request by authorized school personnel.
- t. **LITTERING**–The act of littering on school property or on private property passed when going to and from school.
- u. **LOITERING**–The act of being in or about any school building, or in specifically restricted area of a school building at unauthorized times or without the specific authorization of the school's personnel.
- v. **OBSCENITY**–The act of using obscene or profane language in verbal or written form or in pictures, caricatures, or obscene gestures on any school property.
- w. **SEXUAL HARASSMENT**–Sexual harassment has no place in the Genesee Early College and will not be tolerated. Sexual harassment consists of unwelcome sexual conduct, either verbal or physical, which unreasonably interferes with a student's educational right, privilege, advantage, or opportunity or which creates an intimidating, hostile or offensive educational environment. The Board of Education's policy prohibiting sexual harassment and outlining grievance procedures may be obtained from the building principal. Reports of sexual harassment should be made to the school's building principal or designee. Section 1311 of the Michigan School Code mandates permanent expulsion from all Michigan Public Schools for an act of criminal sexual conduct in any degree.
- x. **THEFT**–The act of taking or acquiring the property of others without their consent.
- y. **TRUANCY AND TARDINESS**–The act of unauthorized absence or lateness to school or classes for a specified period as outlined in the district's attendance policy.
- z. **THREATENING OR INTIMIDATING ACTS**–The act of verbally or by gesture threatening the well-being, health, or safety of any person on school property or en route to or from school. If a student needs to be physically restrained, they will be considered to be threatening.
- aa. **UNAUTHORIZED SALE OR DISTRIBUTION**–The manufacture, distribution, sale possession, use, or being under the influence of the following substances is prohibited.
  - Alcohol or any alcoholic beverage, including "non-alcoholic malt beverages".
  - Illicit drugs.
  - Any abusable glue, aerosol or other chemical substance, including but not limited to petroleum distillates, lighter fluid, and reproduction fluid for inhalation.
  - Any prescription or non-prescription drug, medicine, vitamin, or other chemical including, but not limited to, aspirin, other pain relievers, stimulants, diet pills, multiple or other type vitamins, pep pills, no-doze pills, cough medicines and syrups, cold medicines, laxatives, stomach or digestive remedies, depressants, and sleeping pills not taken in accordance with the school district's authorized use of medication procedures.
  - Steroids, human growth hormones, or other performance-enhancing drugs.
  - Substances purported to be illegal, abusive or performance-enhancing, i.e., "look- alike" drugs.It shall not be a violation of this policy for a student to use or possess a prescription or patent drug when taken pursuant to a legal prescription issued by a licensed physician for which permission to use in school has been granted pursuant to school district policy.
- bb. **VIOLENCE**- Attempted or actual acts that result in bodily harm to another, damage of property, and/or the necessity to be physically restrained.

cc. **VANDALISM\*** –The act of willful destruction of property belonging to others. This shall also include tampering with, and/or causing the discharge of, any sprinkler system or other apparatus installed in a school building for prevention of fire or for the safety of the school population or school property; also included is the placing of graffiti on any school property.

\*The Board of Education shall seek to recover damages from parents and students who have willfully destroyed or damaged school property.

dd. **WEAPONS (POSSESSION OR USE)** –The act of possessing, using or threatening to use any weapon or instrument capable of inflicting bodily injury. Section 1311 of the Michigan School Code mandates permanent expulsion from all Michigan Public Schools for possession or use of a dangerous weapon committed by a student on school property, in a school vehicle, and/or any property used for school purposes.

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers and desks under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times under the control of the Genesee Early College; however, students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed in school property, because school property is subject to search at any time by school officials. Periodic general inspections of lockers and desks may be conducted by school authorities for any reason at any time without notice, without student consent and without a search warrant.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and/or personal effects (e.g., purse, book bag, athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

Students are permitted to park on school premises as a matter of privilege, not of right. The Genesee Early College retains authority to conduct routine patrols of the student parking lot and inspections of the exteriors of student vehicles parked on school property. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant. The interiors of student vehicles may be inspected whenever a school official has reasonable suspicion to believe that illegal or unauthorized materials are contained inside.

ee. **WEAPONS (LOOK-A-LIKE)** –The act of possessing, handling or transferring any object or instrument that is a "look-a-like" weapon or instrument, i.e., starter pistol, rubber knife, toy gun.

## **2. SUBSTANCE ABUSE VIOLATION**

Possession, use, selling or transfer of drugs or alcohol will result in a minimum 10-day suspension from school, and a police report will be made. A student may receive a long-term suspension or may be recommended for expulsion. Students found in violation will be referred for an evaluation and/or counseling. Genesee Early College will not be financially responsible for the evaluation and/or counseling.

Possession, use, or transfer of any drug look-alikes, i.e., pills, alcohol, etc., is prohibited at Genesee Early College and will result in a suspension or expulsion.

## **3. GUIDELINES**

- a. **ONE TO FIVE DAYS FOR THE FOLLOWING OFFENSES** –Closed campus violation; continued class disturbances; forgery; gambling; indecency; littering; loitering; obscenity; repeated truancy and tardiness; unauthorized distribution of printed material; unauthorized petitions.
- b. **ONE TO TEN DAYS FOR THE FOLLOWING OFFENSES** –Disrespect; insubordination; fighting; threatening or intimidating acts; unauthorized sale or distribution; unauthorized student protest; disruption of educational process; sexual harassment; weapons (look-a-like).

- c. UP TO BALANCE OF SCHOOL YEAR OR EXPULSION–Arson; false reports; false reports of fire or bombs; inciting others to violence or disobedience; physical attack; fighting; possession (and/or use) of weapons; possession of chemical substance; possession, use, or sale of fireworks or explosives; repeated violation of the Student Handbook; theft; use, possession, transfer, or under the influence of any unlawful drug or behavior-altering substance; vandalism; extortion, strong arm and coercion.

#### **4. GUIDELINES FOR EXPULSION**

Genesee Early College students who are in possession of a dangerous weapon or firearm, who commit criminal sexual conduct in any degree or arson on grounds and/or property designated for Genesee Early College use, or destroy/damage property shall be expelled from the GISD-operated Genesee Early College program. Expulsion procedures will be in compliance with the guidelines/policies in the Genesee Early College Student Handbook, the Gun-Free Schools Act, the GISD Weapon Free Zone Policy, and section 1311 of the Michigan School Code.

PA 328 of 1994 requires the permanent expulsion of public school students who are in possession of dangerous weapons as defined by the school code. Dangerous weapons means a firearm, dagger, dirk, stiletto, knife with a blade over 3" long, pocket knife opened by mechanical device, iron bar, or brass knuckles. The law also requires the expulsion of students who commit arson in a school building or on school grounds.

The superintendent or designee, shall permanently expel a pupil from attending school in the school district if the pupil possesses a weapon in a weapon-free school zone. Such expulsion is mandatory, unless the pupil established, in a clear and convincing manner, at least one of the following:

- a. That object or instrument possessed by the pupil was not possessed for use as a weapon or for direct or indirect delivery to another person for use as a weapon.
- b. The weapon was not knowingly possessed by the pupil.
- c. The pupil did not know or have reason to know that the object or the instrument possessed by the pupil constituted a weapon or dangerous weapon.
- d. The weapon was possessed by the pupil at the suggestion, request, or direction of, or with the express permission of school or police authorities.

These policies are adopted to promote the welfare and safety of pupils and others. School officials shall notify by all appropriate means, students, their parents, and guardians of provisions of the applicable statutes, these policies and penalties for violations. School offices shall continue to seek the cooperation and assistance of students, their parents, and guardians in the ongoing effort to rid the schools of dangerous weapons, drugs, and other contraband.

If a dangerous weapon is found in the possession of a pupil while the pupil is in attendance at a school or a school activity or while the pupil is en route to or from school on a school bus or MTA bus, the Superintendent, or his/her designee, immediately shall report that finding to the pupil's parent or legal guardian and the local law enforcement agency.

#### **5. SPECIAL EDUCATION STUDENT SUSPENSION**

Students who are receiving special education services are expected to follow the District's rules the same as is expected of any student. Being a special education student does not prevent the student from being suspended. All due process rights will be followed.

#### **6. SHORT-TERM SUSPENSIONS**

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

- a. The student and the parents or legal guardian will be notified of the charges.
- b. Information from persons having knowledge of the incident will be accepted. The student involved shall have the opportunity to express his/her side of the problem and to have persons give information in his/her behalf.

- c. The accused shall be given an opportunity upon his/her request or that of the parent(s) to face his/her accuser. Should the principal or his/her designee consider that such a meeting would prove to be threatening to either party, he/she may deny the request.
- d. A short-term suspension shall be levied solely at the discretion of the building principal based on the findings of the investigation.  
Once a principal or his/her duly authorized agent has determined that a short-term suspension is in order, he/she shall follow the procedures for implementing a short-term suspension from school.

**7. IMPLEMENTING A SHORT-TERM SUSPENSION FROM SCHOOL**

When a student is suspended for ten days or less, the principal or his/her duly authorized agent shall:

- a. Immediately notify the parents or legal guardian, or other adult designated with authority over the student, of the school's action and inform them that their child is being sent from the building. If the principal or his/her duly authorized agent cannot reach the parent(s) or legal guardian or other adult designated with authority over the student, the student must remain on school property for the remainder of the school day. Should the school fail to make personal contact with the family within twenty-four hours, a letter must be sent informing them of the school's action. The principal or his/her duly authorized agent may, however, order a student to leave the premises immediately when the presence of that student on school property poses a threat to staff, students, or the normal educational process.
- b. Notices will be sent to the student, his/her parents or legal guardian, or other adult designated with authority over the student, the Superintendent of GISD, or the Assistant Superintendent of GISD stating the rule violated, the student's misconduct, the length of the suspension, and the principal's or his/her authorized agent's reason for action regarding serious misconduct that may lead to expulsion.
- c. Every effort will be made to hold a conference with the student's parents or legal guardian before or at the time the student returns to school. A student who has reached the age of majority may waive this provision and represent himself/herself in the conference.
  - a. All documentation concerning the misconduct will be kept on file.

**8. MAKEUP WORK FOR SHORT-TERM SUSPENSIONS**

Genesee Early College encourages a student who has been suspended to make up class work missed. Such work may be made up while the student is on suspension and must be submitted within five school days from the date of returning to classes, unless otherwise agreed upon by the building principal, the student, and the teacher involved. Some courses that are heavily dependent on class performance and group discussion may not be easy to make up.

**9. LONG-TERM SUSPENSION/CLOSING OF PROGRAM**

A long-term suspension or closing of program is a denial to a student of the right to attend school and to take part in any school function for any period of time in excess of ten school days, and not to exceed the balance of the school year. Student misconduct and/or lack of academic progress may result in the student's ineligibility to continue enrollment in the Genesee Early College Program. The principal or designee may invoke a long-term suspension and/or closing of the program only after following these procedures:

- a. Notify the student and the parent(s) or legal guardian of the charges.
- b. Accept information from persons having knowledge of the incident. The student involved shall also have the opportunity to express his/her side of the problem and to have persons give information on his/her behalf.
- c. The accused shall be given an opportunity upon his/her request or that of the parent(s) to face his/her accuser. Should the principal or his/her designee consider that such a meeting would prove to be threatening to either party, he/she may deny the request.
- d. Should the review by the Superintendent of GISD or his designee take longer than ten days, the student should be allowed to attend classes from the conclusion of the tenth day until the review is completed.
- e. If, after the review, the Superintendent of GISD or his designee concurs with the decision of the principal or his/her duly authorized agent, the principal or his/her duly authorized agent shall follow the procedures for implementing a long-term suspension from school.

## **10. IMPLEMENTING A LONG-TERM SUSPENSION FROM SCHOOL**

When a student is suspended for more than ten days, the principal or designee shall:

- a. Immediately notify the parents or legal guardian, or other adult designated with authority over the student, of the school's action and inform them that their child is being sent from the building. If the principal or his/her duly authorized agent cannot reach the parent(s) or legal guardian or other adult designated with authority over the student, the student must remain on school property for the remainder of the school day. Should the school fail to make personal contact with the family within twenty-four hours, a registered letter must be sent informing them of the school's action. The principal or his/her duly authorized agent may, however, order students to leave the premises immediately when the presence of that student on school property poses a threat to staff, students, or the normal educational process.
- b. A conference with the student and his/her parent(s) or legal guardian, or other adult designated with authority over the student, will be scheduled to review the reasons for the suspension. The student and/or parent may have legal counsel, an advocate, or other representatives (limited to two persons) at this meeting. A student who has reached the age of majority may waive this provision and represent himself/herself in the conference.
- c. Notices will be sent to the student, his/her parents or legal guardian, or other adult designated with authority over the student, the Superintendent of GISD or his designee, giving the following details:
  1. the student's misconduct
  2. the rule violated
  3. the length of the suspension
  4. the right to appeal, to whom the appeal must be directed (see appeals process), and the fact that the appeal must be registered within five school days of the receipt of the statement by mail.

## **11. COUNTING SUSPENSION DAYS**

Suspension days shall be counted as follows:

- a. The day the student left school will be counted as a part of the suspension providing he/she was denied class participation before twelve noon of that day.
- b. The suspension shall terminate at twelve midnight on the day listed as the last day of the suspension.
- c. Times when school is not officially scheduled are not counted as part of the suspension time.

## **12. APPEALS AND REVIEWS OF SUSPENSIONS**

Appeals of suspensions are available to the student and the parents of the involved student. Such appeals must, however, follow those steps listed below. Appeals must be registered within five school days of the receipt of the letter of suspension and must be directed to the appropriate administrator superior to the person levying the suspension. The pattern is as follows.

- a. An appeal for a short-term suspension of ten days or less shall constitute two levels. They are as follows:
  - LEVEL 1** - An appeal for a suspension of ten days or less may be made to the building principal either by phone or personal conference.
  - LEVEL 2** - Further appeal may be made either by phone or personal conference to the Associate Superintendent of GISD who will review the case with the building principal. Based upon this review, the Assistant Superintendent of GISD will adjust, revoke, or sustain the suspension.
- b. An appeal for a long-term suspension of more than ten days and not exceeding the balance of the current school year shall constitute four levels. They are as follows:
  - LEVEL 1** - Appeals for suspensions of more than ten days and not exceeding the balance of the current school year may be initiated with the building principal either by phone or personal conference, as the appellant may prefer.
  - LEVEL 2** - Additional appeal may be made to the Assistant Superintendent of GISD either by phone or personal conference. Following review, the Assistant Superintendent of GISD or his/her designee will adjust, revoke or sustain the suspension.
  - LEVEL 3** - Further appeal may be made to the Superintendent of GISD in writing. Based upon the review, the Superintendent of GISD will adjust, revoke, or sustain the suspension.
  - LEVEL 4** - Final appeal may be made in writing to the Board of Education or a committee of board members designated for this purpose.

- c. At all levels of appeal, the student and his/her parents have the right to be represented by a spokesperson of his own choosing, providing the following stipulations are met:
  1. the parent must be present and give his/her verbal consent for such representation. If not present, the parent must give written consent for such representation. Students having reached the age of majority may waive the requirements.
  2. In addition to the parents, legal guardian, or other adult designated with authority over the student, no more than two such persons may represent a student in any given conference.
- d. At appeal levels 2,3, and 4, the person or persons hearing the appeal shall notify the parents of their decision concerning the appeal within three school days from the date of the hearing. The person representing the next level of appeals, as well as those persons having heard the appeal previously, should also be notified.

### **13. EXPULSIONS**

Expulsion from school is a denial to a student of the right to attend school and to take part in or attend any school function. Expulsions and decisions on reinstatement will be made according to the policies of the Genesee Intermediate School District.

The Board of Education may expel a student upon the recommendation of the Superintendent or his/her designee after notice to the student and his/her parents of the charges against the student and a hearing thereon as required by law.

The principal may immediately close classes and remove the student from school if the student's presence poses a continuing danger to persons or property or any ongoing threat of disrupting the academic process.

The principal shall immediately notify the Assistant Superintendent of GISD of the recommended expulsion, accompanying this recommendation with all documentary evidence available in support of the recommendation.

The Assistant Superintendent shall immediately notify the Superintendent or his/her designee of the recommendation of the principal and alleged offense. If the Superintendent or his/her designee concurs with the recommendation of the principal, the Superintendent shall notify the principal, include a statement of the charges against the student, a statement that the student is entitled to a hearing on the charges at which he/she may be represented by the date, time and place of the hearing on the charges.

The Board of Education shall convene at the date, time, and place set forth in the notice or at any adjourned date agreed upon between the student, his/her parents, and the Board of Education. The Hearing Panel shall hear all pertinent testimony and evidence offered in support of and in opposition to the charges, and at the conclusion of the hearing or as soon thereafter as shall be practicable, the board shall issue its decision in writing. The

Superintendent shall promptly, after the decision of the Board is rendered, give a copy of the decision to the student and his/her parents.

All notices required or permitted to be given by this section shall be delivered to the person or persons entitled thereto or sent by registered mail return receipt requested.

### **14. REINSTATEMENT OF AN EXPELLED STUDENT**

#### **Petitions for Reinstatement**

Pupils expelled (or their parent or legal guardian if the pupil is unemancipated) may petition the GISD Board at any time after the expiration of 150 school days subsequent to the date of expulsion. The school district will make available the proper forms to those who wish to petition for reinstatement. The petitioner shall provide an authorization and release for the GISD Board and its designated committee to request, receive, and review all student records and student record information maintained by any public or private school which the petitioning

pupil has attended. If such records are already in the possession of this district, the parent/guardian or student (if emancipated) shall furnish written authorization for review of same by the committee and board members.

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

- a. Not later than ten school days after receiving a petition for reinstatement, the school board shall appoint a committee to review the petition and any supporting information submitted by the parent or legal guardian (if the expelled student is unemancipated) or from the expelled student;
- b. The committee shall consist of two school board members, one school administrator, one teacher, and one parent of a pupil attending this school district;
- c. The Superintendent of the school district may prepare and submit for consideration by the committee information concerning the circumstances of the expulsion and any factors mitigating for or against reinstatement;
- d. Not later than ten school days after all members are appointed, the committee shall review the petition and any supporting information, including any information provided by the school district, and shall submit a recommendation to the school board on the issue of reinstatement;
- e. The recommendation of the committee shall be for unconditional reinstatement, for conditional reinstatement or against reinstatement, and shall be accompanied by an explanation of the reasons for the recommendation and of any recommended conditions for reinstatement;
- f. The Superintendent shall be allowed to attend meetings of the committee appointed by this board of education when considering petition for reinstatement.

#### **15. CRITERIA FOR REINSTATEMENT**

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

- a. Whether the reinstatement would create a risk of harm to other pupils or school personnel.
- b. Whether reinstatement would create a risk of school district or individual liability for the school board or school district personnel.
- c. The age and maturity of the individual.
- d. The individual's school record before the incident that caused the expulsion.
- e. The individual's attitude concerning the incident that caused the expulsion.
- f. The individual's behavior since expulsion and the prospects for recommendation of the individual.
- g. The degree of cooperation and support from the individual's parent or guardian (if the petition was filed by a parent or guardian) as well as any support which may be expected from a parent or guardian if the expelled student is reinstated.

Petitions for reinstatement from students expelled by the Board of Education of another school district shall not be processed if that student has not first submitted a petition for reinstatement to the expelling board. This school district will only consider reinstatement, to the extent required by law, upon receiving written verification of the denial of the student's petition for reinstatement by the expelling board.

#### **16. CONDITIONS OF REINSTATEMENT**

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

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

### **H. In-School/After-School Support Groups**

Due to excessive absences, tardiness, and/or serious academic and/or behavior problems, after-school or support group participation may be required in order to provide adult guidance in behavior modification toward more positive behavior.

### **I. Tobacco Products**

The act of smoking, using, or possession of any tobacco products on school property or school activities (including field trips) pursuant to Public Acts of 1993. Students identified as using or having tobacco products are issued a citation, including a fine, by the University of Michigan-Flint Department of Public Safety. Following the issuing of the citation, students under 17 years of age will be contacted by Probate Court and an appearance date will be scheduled. Students who are 17 years old and older will be contacted by the 68th District Court.

## **DRESS AND APPEARANCE**

It is important that the home and school promote and encourage good grooming and personal hygiene standards for all students. The school district recognizes that the dress and appearance of all students impact the educational environment. It also recognizes that what a student wears to school can influence attitudes and behavior. A student's personal grooming and manner of dressing should be conducive to a good educational environment.

The school district takes the position that the dress and appearance of students must not present a health or safety problem nor disrupt the educational environment. Therefore, hats, headbands, and head coverings may not be worn in the classroom, auditorium or any indoor activity. Genesee Early College may choose to restrict the wearing of clothing or other adornment that is deemed disruptive to the school operation or perceived as unusually distracting. In addition, the wearing of clothing with messages that are obscene, provocative, or advocate drugs and/or alcohol or promote violence will not be permitted. Examples include, but are not limited to, see-through clothing, halter tops, bare midriff, short-shorts, sagging, etc. Students are not permitted to wear any adornments that may be used as weapons; i.e., large chains, spiked collars, laser pointers, and spiked bracelets, etc.

## **PUPILS—SEARCH AND SEIZURE**

### **Owner of School Property**

School buildings, school grounds and other school facilities, school buses, school lockers, desks, and other equipment provided by the District for the use of pupils are the property of the Genesee Intermediate School District and/or the University of Michigan-Flint. The Genesee Intermediate School District retains and will not release its complete dominion over an exclusive administrative control of school buildings, school grounds, other facilities, school buses, school lockers, desks, and other equipment provided for the use of pupils.

### **Search & Seizure**

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, and desks under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times under the control of the Genesee Early College; however, students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Periodic general inspections of lockers and desks may be conducted by school authorities for any reason at any time without notice, without student consent and without a search warrant.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and/or personal effects (e.g., purse, book bag, athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

Students are permitted to park on school premises as a matter of privilege, not of right. The Genesee Early College retains authority to conduct routine patrols of the student parking lot and inspections of the exteriors of student vehicles parked on school property. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant. The interiors of student vehicles may be inspected whenever a school official has reasonable suspicion to believe that illegal or unauthorized materials are contained inside.

### **Cooperation with Law Enforcement Agencies**

In accordance with the policy of the GISD Board of Education, school authorities are directed to cooperate with police, law enforcement officers and agencies to the end that policies shall be enforced to the fullest extent according to their terms.

In accordance with section 1135 of the Michigan School Code the Genesee Intermediate School District shall not disclose any personally identifiable information contained in a student record to a law enforcement agency, except in compliance with the Family Educational Right and Privacy Act. MCL380.1135(5).

## **ATTENDANCE PROCEDURES**

The Michigan compulsory attendance law states that a student must attend school until he/she is 16 years of age. The Board of Education of the Genesee Intermediate School District strongly supports a policy of utilizing every resource available to involve students in an ongoing educational program on the basis of regular attendance to the end that each child is encouraged through a conscious effort on the part of school personnel to reach his/her maximum potential in all areas of development.

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

In order to carry out an effective attendance policy, the attendance procedures at each grade level must be consistent through the Genesee Early College program.

- A. The initial responsibility rests with the teacher. The teacher shall:
  1. Keep accurate individual class attendance records.
  2. Contact the Focus Group Leader of each student who is absent three to five times and counsel with the student upon his/her return to school. The Focus Leader would then contact the parent/guardian. All telephone calls, letters, and contacts regarding students relative to attendance should be documented by the teacher.
  3. Make arrangements for the student's work to be made up within two weeks after the student returns to school, if the student initiates the request for makeup immediately upon his/her return to school.
  4. Notify the principal if significant improvement is not shown after steps 1 & 2.
  
- B. The Student Services Team shall:
  1. Upon receiving the referral from the principal, regarding unexcused absences, counsel personally with each student concerning his/her lack of attendance and place on attendance probation.
  2. Inform the student that he/she must request to make up the work immediately upon his/her return to school.
  3. Notify the student's parents or legal guardian by telephone that additional absences have been incurred since the teacher called and/or formal notification was sent by Genesee Early College. Form letters will be available if the student does not have a telephone.
  4. Document all of these contacts with parents and keep accurate records of the attendance conferences with the student.
  
- C. The principal shall, when notified by the student services team that a student's attendance probation has not been honored: Student Services Team shall:
  1. Hold a parent-student conference as soon as possible. If the parent cannot be contacted by telephone, a certified letter should be sent which describes the extent of the student's attendance problem, and make arrangement for a parent-student conference.
    - a. Inform the parent and student that the student should initiate a request to make up work as prescribed in A and B.
    - b. Inform the parent and student that there is a possibility of the student failing his/her class or classes, if her/her attendance does not improve.
    - c. Inform the parent and the student that if the student's attendance does not improve and he/she fails his/her classes, that the student may be counseled out of the Genesee Early College program and referred to alternative educational opportunities.

## **WIRELESS COMMUNICATION AND ELECTRONIC STORAGE DEVICES**

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

The unauthorized use of WCDs and ESDs to communicate or access information during classes or testing is prohibited, except as authorized under this policy. Use of WCDs and ESDs in school, on school property, at after-school activities, at school-related functions, or in school owned-vehicles will be subject to disciplinary action.

Students may not use WCDs or ESDs on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise prohibited by GEC’s Internet Acceptable Use Policy. Using WCDs or ESDs to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy. Students are prohibited from using a WCD or ESD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. The use of audio or video recording capacity of any WCD or ESD is prohibited in locker rooms or restrooms. The possession of a WCD or ESD is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy.

Violations of this policy may result in disciplinary action against the student which may include confiscation of the WCD/ESD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity. The student who possesses the WCD/ESD shall assume responsibility for its care. At no time shall Genesee Intermediate School District or Genesee Early College be responsible for preventing theft, loss, or damage to WCDs or ESDs brought onto its property.

## **OFF-CAMPUS EVENTS**

Students at school-sponsored, off-campus events shall be governed by school district rules and regulations and are subject to the authority of school district officials. Failure to obey the rules and regulations and/or failure to obey the lawful instructions of school district officials shall result in loss of eligibility to attend school-sponsored, off-campus events and may result in suspension and/or expulsion.

Any student's conduct occurring away from school premises that has a direct and immediate effect on GEC's school discipline, general safety, or welfare may result in disciplinary action. There are other effective disciplinary practices than those specifically covered in the Student Handbook, and teachers may develop other constructive practices provided, however, it is recognized that administrators have the right to require that practices be modified when they are demonstrated to be ineffective, inappropriate, or abusive to children.

## **TRANSPORTATION CONDUCT**

When a student is waiting for transportation and/or steps aboard a bus or other transportation services provided by the district, he/she is considered to still be in school and as such is in an "extended classroom." Because of this, the student is subject to all rules, rights, and responsibilities of this Student Handbook in addition to the special rules for health and safety while on the bus.

The following guidelines and disciplinary action will be enforced when students utilize school transportation:

1. Any student caught fighting while utilizing school transportation, or in the bus terminal, will be suspended from school for two weeks. The student's bus pass will be taken away, and the student will lose the privilege of riding free of charge. This action is subject to appeal and review by the student's principal.
2. Any student found loitering (remaining around a school facility or the MTA terminal) will be suspended for one week. The student's bus pass will be taken away, and the student will lose the privilege of riding MTA buses free of charge. This action is subject to appeal and review by the student's principal.
3. Any student illegally using a bus pass or allowing another student to use a bus pass will be suspended for one week. The student's bus pass will be taken away, and the student will lose the privilege of riding MTA buses free of charge. This action is subject to appeal and review by the student's principal.
4. Any student involved with or carrying a weapon on school transportation will be subject to the same disciplinary policy as students who are found with a weapon in school, up to and including expulsion.
5. Any student involved in disorderly conduct (such as loud, disruptive behavior, using abusive or foul language, and failure to follow instructions of those in authority, etc.) while riding school transportation or on MTA property will be suspended for one week. The student's bus pass will be taken, and the student will lose the privilege of using school transportation free of charge.
6. Any student who is suspended for reasons other than those listed above will have his or her bus pass taken away and lose the use of the pass for the duration of the suspension.

## **STATEMENT OF NONDISCRIMINATION**

Applicants for admission and employment, students, parents, employees, sources of referral of applicant for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements are notified that the Genesee Early College does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability in admission or access to, or treatment or employment in its programs, activities or policies. Any person having inquiries concerning the school's compliance with the regulations implementing Title VI, Title IX or section 504 is directed to contact: GISD's Deputy Superintendent, Human Resources and Operations, who has been designated to coordinate the school's efforts to comply with the regulations implementing Title VI, Title IX and Section 504:

Deputy Superintendent, Human Resources and Operations  
Genesee Intermediate School District  
2413 West Maple Avenue  
Flint, Michigan 48507-3493  
(810) 591-4432

Genesee Intermediate School District (GISD) does not discriminate on the basis of race, color, religion, national origin, gender, disability, age, height, weight, marital status, or any other legally protected characteristic, in its programs and activities, including employment opportunities. The following person has been designated to handle inquiries regarding the nondiscrimination policies of GISD or to address any complaint of discrimination:

Melinda McGraw, Human Resources Administrator  
Genesee Intermediate School District  
2413 West Maple Avenue  
Flint, Michigan 48507-3493  
(810) 591-4591

## GRADUATION REQUIREMENTS

4 credits	<b>English Language Arts</b> (1) English LA 9 (1) English LA 10 (1) English LA 11 (or equivalent) (1) English LA 12 (or equivalent)
4 credits	<b>Math</b> (1) Algebra 1, (1) Geometry (1) Algebra II (1) Additional year of math
4 credits	<b>Science</b> (1) Biology (1) Chemistry or Physics (2) Additional
3 credits	<b>Social Studies</b> (1) World History & Geography (1) U.S. History & Geography (.5) Civics (.5) Economics
1 credit	<b>Physical Education/Health</b> (.5) Physical Education (.5) Health
1 credit	<b>Visual/Performing/Applied Arts</b>
2 credits	<b>World Language (other than English)</b>
1 credit	<b>Technology</b>
2 credits	<b>Work-based Learning Experience (Year 13)</b>
1 credit	<b>Additional year of math or science (Year 13)</b>
.5 credit	<b>On-line Experience</b>
<u>1.5 credits</u>	<b>Medical Career Foundations (Year 12)</b>
<b>25 Total Credits</b>	

*Note: Students must complete 25 hours of documented community service hours from at least two separate and approved service organizations. Students do not receive course credit; however, it is a Genesee Early College graduation requirement. Students must successfully complete a yearly Educational Development Plan (EDP), the portfolio and presentation requirements in Grade 13, and all standardized assessments.*



**GENESEE INTERMEDIATE SCHOOL DISTRICT**  
*Genesee County's Regional Educational Service Agency*