

STUDENT REGISTRATION REQUIREMENTS

Upon enrolling or changing address, the parent/guardian **must** furnish an **original** of the following documents **with the parent/guardian name and address on each document** in order to prove residency in the South Redford School District. You must also furnish proof that the individual with whom the student lives is the custodial parent or guardian. **All documents must be original and current.**

A. You must bring in an **original** of **one** of the following:

- | | For office use only |
|--|----------------------------|
| <input type="checkbox"/> Closing statement from the mortgage company or | OK _____ |
| <input type="checkbox"/> Mortgage payment coupon or statement or | OK _____ |
| <input type="checkbox"/> Current Redford residence tax, or | OK _____ |
| <input type="checkbox"/> Bona fide lease from leasing, rental, or real estate agency | OK _____ |

B. You must bring in a **current utility bill** showing your name and address (example: DTE, Brighthouse, Direct TV.) OK _____

C. If you do not have a utility bill, you **must** bring in an **original** of at least **three** (3) of the following with your name and address on each document:

- | | For office use only |
|--|----------------------------|
| <input type="checkbox"/> Current paycheck | OK _____ |
| <input type="checkbox"/> Current government check | OK _____ |
| <input type="checkbox"/> Current Social Services check | OK _____ |
| <input type="checkbox"/> Current utility installment statement | OK _____ |
| <input type="checkbox"/> Current auto insurance bill | OK _____ |
| <input type="checkbox"/> Current home insurance policy | OK _____ |
| <input type="checkbox"/> Current major credit card statement | OK _____ |
| <input type="checkbox"/> Current bank statement | OK _____ |
| <input type="checkbox"/> Other _____ | OK _____ |
- (Driver's license and voter registration will not be accepted as a proof of residency.)

D. District's Parent/Guardian Residency Affidavit – Notarized OK _____

E. Other **original** information:

- | | For office use only |
|---|----------------------------|
| <input type="checkbox"/> Birth certificate | OK _____ |
| <input type="checkbox"/> If applicable, divorce decree showing custody | OK _____ |
| <input type="checkbox"/> If applicable, marriage license or court records for parent name changes | OK _____ |
| <input type="checkbox"/> Immunization record <input type="checkbox"/> Health Appraisal | OK _____ |
| <input type="checkbox"/> For high school students, official transcript from previous school and current report card if not listed on the transcript | OK _____ |
| <input type="checkbox"/> Personal identification of person bringing student (must be custodial parent, guardian) | OK _____ |

When a student is living with a parent in a relative's home, the following documents must be provided:

- | | |
|--|--|
| <input type="checkbox"/> Homeowner must supply documents listed in section A and also sections B or C above and sign a homeowner's affidavit (Notarized). | For office use only
OK _____ |
| <input type="checkbox"/> Parent/guardian must supply 3 documents listed in section B and/or section C above at the South Redford address. | OK _____ |

Completed registration packets and **all documents used to verify residency MUST be brought to the school your child(ren) will be attending.** When residency information is satisfactorily submitted and approved, an appropriate start date will be determined for your child(ren) in the school(s) the student(s) will be attending.

* Notary Publics are available at any South Redford School Building, any bank or real estate office.

STUDENT REGISTRATION LOCATIONS AND HOURS

Thurston High School

26255 Schoolcraft
Phone: 313 242-0600
Fax: 313 592-0740
Fax: 313 242-5168 (Counseling Office)
Registration Hours:
School Days Only
9am – 11am & 12:30pm – 2:30pm

Pierce Middle School

25605 Orangelawn
Phone: 313 937-8880
Fax: 313 937-9486
Registration Hours:
School Days Only

Addams Elementary School

14025 Berwyn
Phone: 313 532-8064
Fax: 313 532-2585
Registration Hours:
School Days Only

Fisher Elementary School

10000 Crosley
Phone: 313 532-2455
Fax: 313 532-5602
Registration Hours:
School Days Only
9:30am – 12:30pm and 1:30pm – 4:30pm

SOAR Academic Institute

26141 Schoolcraft
Phone: 313 535-4000 ext. 1250
Fax: 535-1059

Jefferson Elementary School

26555 Westfield
Phone: 313 937-2330
Fax: 313 937-0654
Registration Hours:
School Days Only

Vandenberg Elementary School

24901 Cathedral
Phone: 313 532-0300
Fax: 313 532-0327
Registration Hours:
School Days Only
9 – 11am and 1 – 3pm

Early Childhood Center

26141 Schoolcraft
Phone: 313 242-0533
Fax: 313 535-4772
Registration Hours:
School Days Only
8:30am – 12pm and 1pm – 4pm

South Redford School District

26141 Schoolcraft
Phone: 313 535-4000
Fax: 535-1059
Summer Registration Hours:
Mon-Fri (except holidays)
8:30am - 11am and 12:30pm-3pm

SOUTH REDFORD SCHOOL DISTRICT – STUDENT INFORMATION FORM

Office Use Only

AES FES JES VES PMS THS Y5 ECDD Student Services Speech Pre-School Start Date: _____
Homeowner Aff. McK.-Vento GSRP Completion Date: _____ Initials: ___ Bus ___/___ ID#: _____

Student's Legal Name: _____ **Grade:** _____
Last First Full Middle Name

Birth date: ___/___/___ Male Female **Home#** (____)____-____ Cell Number? Yes No

City of Birth: _____ If outside the U.S., date entered USA ___/___/___

Language(s) spoken in the home: English Other _____

Ethnicity and Race *NOTE: Both A and B MUST be completed.* We encourage you to select an answer for BOTH parts. If either part (A or B) is not answered, the U.S. Dept. of Education requires the school district to supply the answer on your behalf.

Part A – Ethnicity: Is the student's ethnicity Hispanic or Latino? Yes No

Part B – Race: Choose one or more by listing in order of 1, 2, 3

- | | |
|--------------------------------------|---|
| ___ Asian | ___ Native Hawaiian or Other Pacific Islander |
| ___ American Indian or Alaska Native | ___ White |
| ___ Black or African American | |

Home Address: _____ **When did you move to this address?** ___/___/___
Name of Last School Attended: _____ **District:** _____
Has Student attended South Redford Schools before? Yes No

- Check in the boxes below if you DO NOT grant permission for your child's name and/or picture to be released for:**
- Publications (such as: newspapers, newsletters, websites).
 - Directory information to be released to U.S. Armed Service recruiters.
 - Directory information released to colleges & other education institutions, prospective employers & appropriate third parties.

INFORMATION OF PARENT(S) / GUARDIAN(S) LIVING WITH STUDENT

Male Head: _____ Relationship Code _____ (choose one from below) Work # (____)____-_____ Cell # (____)____-_____ E-mail Address: _____	Female Head: _____ Relationship Code _____ (choose one from below) Work # (____)____-_____ Cell # (____)____-_____ E-mail Address: _____
A) Natural Parent B) Step Parent C) Court Guardian D) Grandparent E) Foster Parent F) Other _____ (Relationship to student)	

HEALTH INFORMATION

Current Health Insurance: None Private Medicaid MiChild or Healthy Kids Other _____
Health Conditions: None Asthma Diabetes Seizures Allergies Other _____
Medications: None 1. _____ 2. _____ 3. _____
Doctor: _____ **Doctor's Phone:** (____)____-_____

OTHER CHILDREN IN THE FAMILY/HOUSEHOLD LIVING AT SAME ADDRESS

First and Last Name	Birth Date	Grade	School Child Attends	Relationship to Student

Does the child have a parent serving in a branch of the Armed Services? Yes No

Is anyone court-ordered to not be allowed contact with the student? Yes No

SOUTH REDFORD SCHOOL DISTRICT – STUDENT INFORMATION FORM

DATA FOR A PARENT *NOT* LIVING WITH STUDENT

<u>Parent Information</u>	<u>Please Print</u>
Name of Parent	
Relationship	
Home Address City and Zip Code	
Home Phone with Area Code	()
Cell Phone with Area Code	()
Email Address	

Is this Parent authorized to have access to student records and receive district mailings? Yes ___ No ___

EMERGENCY CONTACT INFORMATION

***** Please list two nearby persons who will assume care of your child if you cannot be contacted. *****
(These should be individuals that do not live in the household with the student)

Do you wish to have the parent identified above listed as an Emergency Contact? Yes ___ No ___

Contact # 1: _____	Contact #2: _____
Address: _____	Address: _____
Phone: (_____) _____	Phone: (_____) _____
Relationship to student: _____	Relationship to student: _____

***** We hereby authorize the staff members of the South Redford School District to take whatever emergency actions they deem necessary in the event they are unable to contact us if our child requires help.**

Parent Signature: _____

Date: _____

Office Use

Student Name: _____

Building: _____

**SOUTH REDFORD SCHOOL DISTRICT
26141 SCHOOLCRAFT
REDFORD, MI 48239
(313) 535-4000**

PARENT/GUARDIAN AFFIDAVIT

PLEASE READ CAREFULLY. This form must be returned to the school office before the student can start school.

I, _____, declare that I physically reside at _____ located within the South Redford School District, and that I have no other residence other than that listed on this affidavit.

_____ I further declare that I sleep and eat at this residence and will be available for contact by officials of the South Redford School District at this address.

_____ I also declare that I am in compliance with the General School Laws of the State of Michigan, including Section 380.1148, which forbids placing a child "for an educational purpose" in a school district in which the parents or legal guardians of that child are not legally residing.

_____ I also further declare that I have legal custody (guardianship) of the child I am enrolling.

_____ I further declare that my child/student has not been expelled from another school.

_____ I further understand that if statements made on this affidavit change, or are proved to be untrue, my child/children's enrollment will be immediately terminated in the South Redford School District; and I will be liable for ALL COSTS incurred while my child was illegally enrolled in the South Redford School District.

SWORN:

Notary Public

Date

Student's Name

Signature of Parent/Guardian

Date

PLEASE NOTE

The Residency Affidavit must be notarized before you can register for school. You must sign this form in front of a notary public.

District school buildings have notaries who will do this free of charge.

RESIDENCY FRAUD - IT'S A CRIME

It's a crime to enroll a youngster in a school district by virtue of falsifying enrollment documents indicating that a person *is* a resident when, in fact, they are *not*--at least so says a district court judge in Eaton County.

As a result of an investigation with the Waverly Community Schools and the Michigan State Police, charges were brought against an East Lansing woman as a result of her falsifying enrollment documents indicating she lived in the Waverly Community Schools when, in fact, she did not. Not so, according to the Eaton County Prosecutor.

He took the information from the Waverly Community Schools and determined that falsifying documents prevented Waverly from having the ability to accept the child as a nonresident, which, under the law, a district can do, and, therefore, lost any opportunity to collect tuition.

As a result, a plea bargain arrangement resulted in the woman pleading guilty to a misdemeanor of collecting money under false pretenses for less than \$100. For that, she received 24 months' probation, \$50 fine, \$55 court costs, and has to pay \$1500 restitution to the Waverly Community Schools for tuition she would have owed.

Although it wasn't the full amount of tuition that could have been levied, Assistant Superintendent Jack Midgley indicated that they were pleased with the results of the investigation and the prosecution. This helps to set a precedent that in Eaton County, falsifying enrollment documents in order to "sneak" a student into the school district, is, in fact, a felony and will be treated as such by the Eaton County Prosecutor's Office.

Since this appeared in the paper, Waverly Community Schools have fired shots at a couple of other parents that resulted in them beating a quick retreat back to their home districts.

Although it can't be documented, there is a feeling among administrators that a number of students have left the school district as a result of the publicity of this case.

How about your county? It might be worth a phone call to discuss this issue with local prosecutors to see if districts can get the same cooperation that Waverly got from the Eaton County Prosecutor.

The bottom line is . . .when you falsify documents to produce an education for which a district has a legal right to collect tuition, it is the same as stealing and should be treated as such.

Jack Midgley
Educational Issues

South Redford School District
HOME LANGUAGE SURVEY

Student Name: _____

Birth Date: _____ Sex: Male ___ Female ___

Parent/Guardian Name: _____

Address: _____

Home Telephone: _____ Work Telephone: _____

School: _____ Grade: _____

Federal and state laws require the following information be collected about the primary and home language of every student upon enrollment in the school district. Please complete a survey for each child you are enrolling in the school district.

1. What language did your child learn when he/she first began to talk? _____

2. What language does your child most frequently speak at home? _____

3. What language is spoken by you and your family most of the time at home? _____

4. If available, in what language would you prefer to receive information from the school? _____

If a language other than English is indicated for any of the above questions, the school district will test your child's English language proficiency to determine eligibility for initial and continuing placement in an English language development program. You will be notified about the results of this testing.

Parent or Guardian's Signature

Date

Request Date ____/____/____

Request for Student Education Records and Information

_____/_____/_____
Student's Legal Name (Last, First, Middle) Birth Date

...who formerly attended your school, recently enrolled in grade ____ at our school identified at right of this form. **Please send us** a transcript showing entrance and withdrawal dates, past and current grades earned, amount of credit granted for each subject, grading scale, and I.Q. and achievement test scores. Also, please include health records, special education (confidential information), and other pertinent information from the student's permanent record.

Thank you.

Parent/Guardian Authorization _____

(Parental permission is no longer required when records are requested by authorized school personnel in compliance with Federal Education Rights and Privacy Act, Final Rule on Educational Records, Federal Register, June 17, 1976, Volume 41, No. 118, Page 24675)

Parent/Guardian/Student Statement of Information

My child has been evaluated for special education. Yes No

Has your child ever been suspended or expelled? Yes No

If yes, please indicate if the incident of suspension/expulsion from a public or private school in Michigan, or another state, involved any of the following offenses occurring at any school-sponsored activity, or on a public or private conveyance providing transportation to and/or from a school sponsored activity.

- ____ Weapons
- ____ Alcohol or Drugs
- ____ Willful infliction of injury to another person
- ____ An act of violence against person and/or property
- ____ Other

Please explain incident:

(Please use other side if necessary)

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____

(Willful false statements will result in a report to the appropriate authorities.)

Last School attended: _____

Address: _____

City, State, Zip: _____

Phone: _____

Sending School, please mail records to:

- Counseling Office – Thurston High School (313) 242-0600
26255 Schoolcraft, Redford, MI 48239 (313) 242-5168 Fax
- Counseling Office – Pierce Middle School (313) 937-8880
25605 Orangelawn, Redford, MI 48239 (313) 937-9486 Fax
- Principal – Addams Elementary School (313) 532-8064
14025 Berwyn, Redford, MI 48239 (313) 532-2585 Fax
- Principal – Fisher Elementary School (313) 532-2455
10000 Crosley, Redford, MI 48239 (313) 532-5602 Fax
- Principal – Jefferson Elementary School (313) 937-2330
26555 Westfield, Redford, MI 48239 (313) 937-0654 Fax
- Principal – Vandenberg Elementary School (313) 532-0300
24901 Cathedral, Redford, MI 48239 (313) 532-0327 Fax
- Director of Student Services – Shear ECC (313) 242-0533
26141 Schoolcraft, Redford, MI 48239 (313) 535-4772 Fax
- SOAR Academic Institute (313) 535-4000 x1250
26141 Schoolcraft, Redford, MI 48239 (313) 535-5910 Fax

Sending School, please check one:

- According to our records, we can verify the information provided at left by the parent/guardian/student is correct.
- According to our records, the information provided at left by the parent/guardian/student/ is not correct.

Signed _____

Date ____/____/____

**SOUTH REDFORD SCHOOL DISTRICT
DEPARTMENT OF STUDENT SERVICES
SPECIAL EDUCATION QUESTIONNAIRE**

Student's Name _____

Date of Birth _____

School _____

Grade _____

My child has been evaluated for special education.

Yes – Please complete form.

No _____

Parent Signature

What school district evaluated your child? _____

District/City/State

Name of previous school: _____

Name of previous teacher: _____

Was your child certified to receive special education services?

Yes

No

If yes, what is your child's special education certification? _____

Does your child have a current Individualized Education Plan (IEP) for special education services? Yes No

I understand that a copy of my child's current IEP must be provided before my child can be placed in special education.

Parent signature _____

Date _____

For Office Use:

- Residency has been established.
- Copy of current IEP has been received.
- Parent has signed release of confidential information to Department of Special Education from previous district. (Check off all "Reports Requested" lines on release form.)
- Parent has signed Temporary Placement in Special Education Program form.
- Team assignment: _____
- Assigned to the following special education staff member(s):

All of the above must be completed prior to forwarding the originals to the appropriate special education staff member(s), and copies to the Student Services Secretary.

The Department of Student Services has determined that additional evaluation of the student needs to take place prior to his/her placement in special education.

This form contains confidential information and should not be filed in the student's cumulative general education file.

South Redford School District

School Year: _____

Parent/guardian and student must sign below to confirm reading, understanding and agreeing to abide by the **South Redford School District Acceptable Use Policy for Information and Technology**, and the **South Redford School District Anti-Harassment, Bullying, and Hazing Policies**.

Acceptable Use Policy for Information and Technology Agreement

I have read, understand and agree to abide by the South Redford School District Acceptable Use Policy for Information and Technology.

Student Printed Name: _____ Building: _____

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Anti-Harassment, Bullying and Hazing Policy Agreement

I have read, understand and agree to abide by the South Redford School District Anti-Harassment, Bullying and Hazing Policies.

Student Printed Name: _____ Building: _____

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

SOUTH REDFORD SCHOOL DISTRICT ACCEPTABLE USE POLICY FOR INFORMATION AND TECHNOLOGY

<http://southredford.net/tech/aup/>

Please read the following district policy. Sign, date and return the enclosed verification form to acknowledge that both student and parent/guardian have read, understand and agree to abide by the South Redford School District Acceptable Use Policy for Information and Technology.

The South Redford School District believes that technology must be available and properly used in the school setting for educational growth. All use of technology must be consistent with district policies.

I. APPROPRIATE USES OF INFORMATION AND TECHNOLOGY

Approved users are required to:

- Read, sign, and comply with the Acceptable Use Policy.
- Adhere to copyright legislation and all other laws.
- Care for all equipment and software properly.
- Learn proper conduct as it relates to the use of information technology.
- Follow all other District rules and regulations.
- Represent the District appropriately when using the Internet and/or District e-mail to communicate externally and internally.
- Ensure the accuracy of information before passing information on to others.

Approved users may:

- Access hardware, peripheral equipment, and software for academic growth.
- Access information through all interconnected computer systems world-wide, accessible through equipment belonging to the South Redford School District.
- Receive, transmit, and share information between individuals, academic, and research organizations.
- Access to social media shall be permitted for educational use in accordance with their teacher's approved plan for such use.
- Develop resources for communicating with District community members.
- Disseminate educational knowledge, encourage collaborative projects, and resource sharing.

II. INAPPROPRIATE USES OF INFORMATION AND TECHNOLOGY

Users shall not:

- Access social media for personal use from the District's network. Disclose, use, or disseminate personal information regarding minors without authorization.
- Use the School District's technologies for commercial or unauthorized use.
- Use language that is libelous, abusive, harassing, illegal, or may result in legal action.
- Access or transmit (via the World-Wide Web, chat, conferencing, messaging, or using any other forms of electronic communication) pornographic representations (graphical, text, or audio) of any type (defined as the depiction of erotic behavior intended to cause sexual excitement); sexual innuendo, vulgar, lewd, indecent, obscene, and/or pornographic language; unlawful information; and any other information deemed to be objectionable to the

Student Printed Name: _____

traditionally accepted community's social and moral values. The South Redford School District will make the final decision of what constitutes the foregoing.

- Interfere with or disrupt the work of others.
- Distribute or reproduce chain mail, advertisements, or other non-educational e-mail. Seek or share the passwords belonging to you or other individuals or make unauthorized entry to other computational, information, or communication resources.
- Install software on any school equipment. All software must be approved and installed by authorized school personnel.
- Remove software or hardware equipment from the School District.
- Illegally copy software from the School District or infringe on software copyright laws.
- Create, copy, download, or transmit any form of computer virus.
- Damage or vandalize any computer equipment or software.
- Bypass or attempt to bypass any security measures or software the District has in place including, but not limited to, Internet content filtering, desktop security, and anti-virus software.

III. USERS WILL BE SUBJECT TO DISCIPLINARY ACTION FOR INAPPROPRIATE USES OF INFORMATION AND TECHNOLOGY AS FOLLOWS:

For inappropriate use of information technology, the user may be:

- Banned from using facilities and equipment and/or access to information and technology.
- Subject to suspension and/or other disciplinary action for insubordination and/or disruption as defined in the School Board policy.
- Subject to further legal action as permitted by local, state, and federal laws.
- Required to make financial restitution for any damage, vandalism, or theft.

IV. THE NETWORK, COMPUTERS, SERVERS, SOFTWARE, DISTRICT DATA, AND OTHER RELATED TECHNOLOGY IS THE PROPERTY OF THE SOUTH REDFORD SCHOOL DISTRICT. THEREFORE:

- The District administration and designated staff have the right to monitor all online activities of students while at school.
 - This includes, but is not limited to: examining data files, documents, images, e-mail, and other information and data that reside on and/or pass through the District network and servers.
- Network access, computer access, server access, and Internet access is logged.
- The South Redford School District network connects to external networks such as: RESA, Merit, and Bright House Networks (Road Runner). Information passing through those and other networks is also susceptible to their rules and policies.

ATTENTION STUDENT AND PARENT/GUARDIAN:

PLEASE SIGN, DATE AND RETURN THE ENCLOSED VERIFICATION FORM TO ACKNOWLEDGE THAT YOU HAVE READ, UNDERSTAND AND AGREE TO ABIDE BY THE SOUTH REDFORD SCHOOL DISTRICT ACCEPTABLE USE POLICY FOR INFORMATION AND TECHNOLOGY.

SOUTH REDFORD SCHOOL DISTRICT
BOARD OF EDUCATION POLICY
ANTI-HARASSMENT, BULLYING, HAZING

ANTI-HARASSMENT

General Policy Statement

It is the policy of the Board of Education to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the District.

The Board will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, genetic information, or any other unlawful basis, and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify the problems. The Board will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

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

Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

Definitions

Sexual Harassment

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

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

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Physical assault.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.

- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment.

NOTE: Sexual conduct/relationships with students by District employees or any other adult member of the School District community is prohibited, and any teacher, administrator, coach, staff, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual battery." The issue of consent is irrelevant in regard to such criminal charge and/or with respect to the application of this policy to District employees or other adult members of the School District community.

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs, etc.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs, etc.

National Origin Harassment

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national

origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs, etc.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

Reports and Complaints of Harassing Conduct

Members of the School District community and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent.

Members of the School District community or third parties who believe they have been unlawfully harassed by another member of the School District community or a third party are entitled to utilize the Board's complaint process. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

The names and titles of the Anti-Harassment Complaint Coordinators with whom complaints of sexual and other forms of unlawful harassment should be filed are set forth in the administrative guidelines that supplement this policy. The names and titles of these individuals will be published annually in the parent and staff handbooks and on the School District's web site.

The Superintendent shall establish administrative guidelines describing a formal and an informal process for making a charge of harassment, a process for investigating claims of harassment, and a process for rendering a decision regarding whether the claim of harassment was substantiated. This policy and the administrative guidelines will be readily available to all members of the School District community and posted in appropriate places throughout the School District.

Any District employee or contract employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Complaint Coordinators. Thereafter, the Complaint Coordinator must contact the student, if age eighteen (18) or older, or the student's parents if under the age eighteen (18), to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Complaint Coordinator or designee to conduct an investigation following all the procedures outlined for a formal complaint.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Informal Process for Addressing Complaints of Harassment

The administrative guidelines will include an informal complaint process to provide members of the School District community or third parties who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Members of the School District community or third parties who believe that they have been unlawfully harassed may initiate their complaint through this informal complaint process, but are not required to do so. The administrative guidelines will include as a requirement the prerequisite that the informal process is only available in those circumstances where the parties (alleged target of harassment and alleged harasser[s]) agree to participate in the informal process. Those members of the School District community or third parties who believe that they have been unlawfully harassed may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process. However, all complaints of harassment involving a District employee or any other adult member of the School District community against a student will be formally investigated.

Formal Process for Addressing Complaints of Harassment

The administrative guidelines will also include a formal complaint process. While the formal complaint process may serve as the first step to resolution of a charge of unlawful harassment, it is also available in those circumstances when the informal complaint process fails to satisfactorily resolve a concern. Because of the need for flexibility, no specific time lines are established for initiating the formal complaint process; however, once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within thirty-one [31] calendar days of the complaint being received).

Members of the School District community or third parties who believe they have been unlawfully harassed should file a formal written complaint with the administrator of their school building or with one of the Complaint Coordinators identified in the administrative guidelines. Oral complaints of harassment will be reduced to writing by the individual receiving the complaint and the complainant will be asked to verify the accuracy of the reported charge by signing the document. Complaints received by a school building administrator will be immediately reported to the appropriate Complaint Coordinator identified in the administrative guidelines.

After a complaint is filed, the Complaint Coordinator or designee shall conduct a prompt and timely investigation. The investigation may include interviews of the complainant, the individual accused of engaging in harassing behavior, and any other witness(es) who may reasonably be expected to have

information relevant to the situation. All interviewed parties and witnesses will be provided an opportunity to present any evidence that they reasonably believe to be relevant to the situation.

At the conclusion of the investigation the Complaint Coordinator or designee will prepare and deliver to the Superintendent a written report summarizing the evidence gathered during the investigation and providing his/her recommendations regarding whether or not the complaint of unlawful harassment has been substantiated. The written report must be based on the totality of the circumstances involved in the complaint, the nature of the alleged conduct, the context in which the alleged conduct occurred, and the ages and maturity of the individuals involved.

Upon review of the written report the Superintendent will either issue a final decision regarding whether or not the complaint of unlawful harassment was substantiated, or request that further investigation be conducted. A copy of the Superintendent's action will be delivered to both the complainant and the individual(s) accused of the harassing conduct.

A complainant who is dissatisfied with the Superintendent's decision may appeal it to the Board of Education by submitting written notice to the Superintendent within ten (10) days of the date of the Superintendent's decision. Upon receipt of a notice of appeal, the Board shall meet in executive session at its next regularly scheduled meeting, which is scheduled to occur at least ten (10) days after the Superintendent's receipt of the appeal notice, to review the complaint and the summary of the investigation. Following the meeting, the Board will issue a decision affirming, modifying, or rejecting the Superintendent's decision. The decision of the Board shall be final.

The complaint process set forth in the policy and in the administrative guidelines is not intended to interfere with the rights of a member of the School District community or a third party to pursue a complaint of unlawful harassment with the United States Department of Education, Office for Civil Rights, the Michigan Civil Rights Commission, or the Equal Employment Opportunity Commission.

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment regardless of whether the member of the School District community or third party alleging the harassment pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy and administrative guidelines or in such other manner as deemed appropriate by the Board or its designee.

Sanctions and Monitoring

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

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

Education and Training

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and harassment in general will be age and content appropriate.

BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS

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

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

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

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

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

Notification

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

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

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

Implementation

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

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

Procedure

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

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

The principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit and should be completed within three (3) school days after a report or complaint is made.

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

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as

any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis

Non-Retaliation/False Reports

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

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

Prevention/Training

The Superintendent shall establish a program or other initiatives involving school staff, students, clubs or other student groups, administrators, volunteers, parents, law enforcement, community members, and other stakeholders, aimed at the prevention of bullying or other aggressive behavior.

Definitions

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, s/he should report it immediately and allow the administration to determine the appropriate course of action.

"Aggressive behavior" is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

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

"Bullying" is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts, i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical: hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal: taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological: spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

"Intimidation/Menacing" includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with a person's property; or to intentionally interfere with or block a person's movement without good reason.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For further definition and instances that could possibly be construed as: Harassment, see Policy 5517; Hazing, see Policy 5516.

STUDENT HAZING

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Hazing involves conduct such as but not limited to:

- A. illegal activity, such as consuming alcohol or drugs;
- B. physical punishment or infliction of pain;
- C. intentional humiliation or embarrassment;
- D. dangerous activity;
- E. activity likely to cause mental or psychological stress;
- F. forced detention or kidnapping;
- G. undressing or otherwise exposing initiates.

[NOTE: If the school club or organization does not have an official and approved initiation procedure, and if no school staff is involved in the activity, there is a significant likelihood that the activity may result in violation of this policy. Michigan law also makes hazing a crime, punishable by fine and/or imprisonment.]

Administrators, faculty members, and other employees of the District shall be alert particularly to possible situations, circumstances, or events which might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil or criminal penalties.

The Superintendent shall distribute this policy to all students and District employees, and shall incorporate it into building, staff, and student handbooks. It shall also be the subject of discussion at employee staff meetings or in-service programs.

PARENT & ATHLETE CONCUSSION INFORMATION SHEET



WHAT IS A CONCUSSION?

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious.

WHAT ARE THE SIGNS AND SYMPTOMS OF CONCUSSION?

Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury.

If an athlete reports one or more symptoms of concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of play the day of the injury. The athlete should only return to play with permission from a health care professional experienced in evaluating for concussion.

DID YOU KNOW?

- Most concussions occur without loss of consciousness.
- Athletes who have, at any point in their lives, had a concussion have an increased risk for another concussion.
- Young children and teens are more likely to get a concussion and take longer to recover than adults.

SYMPTOMS REPORTED BY ATHLETE:

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Just not "feeling right" or is "feeling down"

SIGNS OBSERVED BY COACHING STAFF:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

Michigan Department
of Community Health



Rick Snyder, Governor
James K. Haveman, Director

▶ **"IT'S BETTER TO MISS ONE GAME
THAN THE WHOLE SEASON"**

CONCUSSION DANGER SIGNS

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. An athlete should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people or places
- Becomes increasingly confused, restless, or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously)

WHAT SHOULD YOU DO IF YOU THINK YOUR ATHLETE HAS A CONCUSSION?

1. If you suspect that an athlete has a concussion, remove the athlete from play and seek medical attention. Do not try to judge the severity of the injury yourself. Keep the athlete out of play the day of the injury and until a health care professional, experienced in evaluating for concussion, says s/he is symptom-free and it's OK to return to play.
2. Rest is key to helping an athlete recover from a concussion. Exercising or activities that involve a lot of concentration, such as studying, working on the computer, and playing video games, may cause concussion symptoms to reappear or get worse. After a concussion, returning to sports and school is a gradual process that should be carefully managed and monitored by a health care professional.
3. Remember: Concussions affect people differently. While most athletes with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

WHY SHOULD AN ATHLETE REPORT THEIR SYMPTOMS?

If an athlete has a concussion, his/her brain needs time to heal. While an athlete's brain is still healing, s/he is much more likely to have another concussion. Repeat concussions can increase the time it takes to recover. In rare cases, repeat concussions in young athletes can result in brain swelling or permanent damage to their brain. They can even be fatal.

STUDENT-ATHLETE NAME PRINTED

STUDENT-ATHLETE NAME SIGNED

DATE

PARENT OR GUARDIAN NAME PRINTED

PARENT OR GUARDIAN NAME SIGNED

DATE

JOIN THE CONVERSATION  www.facebook.com/CDCHeadsUp



HEADS UP

TO LEARN MORE GO TO >> WWW.CDC.GOV/CONCUSSION

Content Source: CDC's Heads Up Program. Created through a grant to the CDC Foundation from the National Operating Committee on Standards for Athletic Equipment (NOCSAE).