



Bay-Arenac ISD
Special Education Programs

Student Handbook K-26
Code of Conduct and
Technology Agreement
2023-2024

Bay-Arenac ISD Mission Statement

Educational Excellence

Vision

Bay-Arenac ISD...a leading educational service organization for the benefit of all students.

Bay-Arenac ISD

Special Education Department

Our Mission is to provide a rich and meaningful educational environment that embraces and values all students and empowers them to actively participate in developing skills to ensure success.

Our Vision is to provide positive learning and experiences that promote growth, development, and quality of life in each student. This is best achieved through an individualized approach based on the unique strengths, desires, and changing needs of each student.

Parents and Students

POLICY AGAINST DISCRIMINATION AND RETALIATION (Title II, Title VI, Title VII, Title IX, Section 504)

The District Board of Education complies with all federal, state and local statutes and laws prohibiting discrimination and retaliation and expressly prohibits unlawful discrimination or unlawful retaliation in any form. Specifically, Bay-Arenac ISD provides equal employment opportunity and treatment regardless of race, religion, color, gender, age, national origin, disability, height, weight, or any other orientation status protected by federal, state or local law.

Grievance Procedure: If any person believes the Bay-Arenac ISD or any part of the school organization is in some way discriminating on the basis of race, religion, color, sex, age, national origin, handicap or disability, height, weight, marital status or any other status protected by federal, state or local law, in providing instructional opportunities, job placement assistance, employment practices, policies governing student conduct and attendance, or in any other services provided by the Bay-Arenac ISD, he/she may bring forward a complaint which shall be referred to as a grievance, to the Bay-Arenac ISD Civil Rights Coordinator at the following address: Becky Smith, Director of Human Resources, Civil Rights Coordinator, Bay-Arenac ISD, 4228 Two Mile Road, Bay City, MI 48706, 989-667-3201.

Bay-Arenac ISD
Special Education Administrators

Mike Vieau Superintendent
 (989) 667-3273

Susanne Masters..... Director of Special Education
 (989) 667-3276

Gretchen Wagner..... Director of Early Childhood
 (989) 667-3290

Jamey Norman Assistant Director of Special Education
 (989) 667-3285 ext. 3262

Nicole Napolitano Assistant Director of Early Childhood
 (989) 667-3240 ext. 4001

Jennifer Ayers Special Education Supervisor
 (989) 667-3205

Matt McPhee Special Education Supervisor
 (989) 545-2551

Holly Polzin..... Special Education Supervisor
 (989) 778-0014

Kim Haley-Stein Special Education Supervisor
 (989) 667-3212 ext. 3212

Cara Hart..... Special Education Supervisor
 (989) 667-3285 ext. 3343

Alisha Vislosky..... Special Education Supervisor
 (989) 667-3285 ext. 3350

Adopted by the Board of Education on June 29, 2023 .

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PARENT INVOLVEMENT

The BAISD's Board of Education recognizes and values parents and families as children's first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents and family members in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism.

LUNCH PROGRAM

Students may purchase a hot lunch at school or bring a sack lunch from home. Milk may be purchased daily. Lunch counts are required by 9:00 a.m. Prices for lunch or beverage are determined by the local school district.

School lunches must be paid for each day or in advance (by the week).

Information regarding free or reduced price lunches is sent home at the beginning of each school year or upon request. Should your financial status change anytime during the year, you may reapply for free and reduced lunch.

GUARDIANSHIP

When a student reaches the age of majority (age 18 in Michigan) all rights accorded to the parent transfer to the student unless legal guardianship has been established by the court. A copy of the Letter of Guardianship must be on file with the school office.

For information about guardianship, contact your local County Probate Court. For additional resources contact your Community Mental Health agency.

TRANSITION AND COMMUNITY LIVING EXPERIENCES

Transition and Community Living Experiences (TCLE) programs are unpaid work experiences in the community. Job site experiences are located in a variety of settings and are selected to provide

concrete, hands-on experience of working based on student interest. Students will be prepared to work in either a continuous supervised work setting or community placement with on-going support.

TCLE has been shown to improve students' self-esteem, teaches and reinforces academic and life skills, promotes an understanding of workplace expectations, and develops employability potential. Specific dress code may be required depending on the job site, i.e. - shirts, hats, shoes and socks.

ILLNESS AND ACCIDENTS

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures. The student's **emergency card** must be up-to-date with accurate information regarding who to contact.

Bay-Arenac ISD follows the recommendations of the Local Health Department. We ask that you do so, as well. In the effort to reduce the spread of illnesses, we ask that your child remain home from school for a minimum of 24 hours, after fever, vomiting and diarrhea has ceased, *OR* until a healthcare provider determines they are no longer infectious. Signs that your child may not be feeling well enough to attend school include, but are not limited, to:

- Severely ill appearance- may include lethargy or lack of responsiveness, irritability, persistent crying, difficulty breathing or a quickly spreading rash
- Fever- a temperature of 101.0 or greater and behavior change or other signs/symptoms
- Diarrhea- two or more stools (above normal for the child) that are loose or watery and cannot be attributed to a more likely cause
- Vomiting- two or more times (that cannot be attributed to a more likely cause)
- Abdominal pain- that continues for more than two hours, or intermittent pain associated with fever or other symptoms
- Rash- with fever or change in behavior

- Skin sores- weeping sores on an exposed area that cannot be covered with a waterproof dressing
- Certain Communicable Diseases- including COVID-19 may have to be excluded for a certain period of time based on the type of disease and current guidelines

When needed, the school staff will seek additional guidance from the Health Department.

If your child comes to school with or develops signs of these symptoms while at school, you will be contacted and may be expected to pick him/her up as soon as possible.

In the event of a medical emergency, 911 will be called immediately followed by immediate contact with parent/guardian. Building supervisor will also be notified.

Homebound/Hospitalized: BAISD shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability in accordance with MDE Rule R.340.1746:

- Homebound services shall be initiated within 15 school days after verification, by a licensed physician, of a medical impairment which requires the eligible special education student to be confined to the home. Such verification shall indicate the anticipated duration of the required confinements.
- Hospitalized service shall be provided for eligible students who cannot attend school because of hospitalization for a physical or medical impairment. These services shall be initiated when determined medically feasible.

Please contact the program supervisor for more information or assistance.

ENROLLING IN SCHOOL

To enroll your student in a BAISD Center Program, parents or guardians, must first enroll the student in their resident district school. The resident district and the Special Education Supervisor will review the student's most recent Individualized Education

Plan(IEP) and refer to the BAISD's Center Program Process and Guidelines.

PROGRAM ASSIGNMENT

Program assignments are provided to each student at the beginning of the school year or upon enrollment. Program assignments are based on the student's needs and are determined by the IEP team. Any changes in a student's program assignment will be handled through the Special Education Supervisor.

RELEASE OF STUDENT DURING THE SCHOOL DAY

Students will only be released to parent/legal guardian or other individuals designated on the emergency card.

WITHDRAWAL FROM SCHOOL

Any student who wishes to withdraw from BAISD should contact the Special Education Supervisor.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

For the health and safety of all, the school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease pest, such as lice.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

CONTROL OF NON CASUAL-CONTACT COMMUNICABLE DISEASES

In the case of non casual-contact, communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected.

The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non Casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Humanimmunodeficiency); HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health. As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

Parents must notify the school if their child has any serious communicable disease: COVID-19, Hepatitis B, AIDS (Acquired Immune Deficiency Syndrome), ARC (Aids Related Complex), herpes, or other like diseases that may present potentially serious health problems for those who come in contact with the disease or the disease carrier.

ADMINISTRATION OF MEDICATION & PROCEDURES

Some students may require medication at school. A signed Medical Authorization form must be completed before a student will be administered a medication or procedure. If there are medication/procedure changes, your child's teacher must be made aware and a new Medical Authorization form must be completed by a physician. All medications and procedures will be administered by trained school personnel.

Medication must be brought to school in the original prescription bottle, identified with the student's name and dosage. A parent/guardian is responsible to deliver medication to program staff. Refills of prescriptions shall be the responsibility of the parent/guardian.

If school personnel receive a medication refill and the medication appears different than the last supply, parents will be contacted prior to the dispensing of the medication.

Medication means any prescription or over-the-counter

medication including, but not limited to, vitamins and food supplements, eye, ear or nose drops, inhalers, injectors, medical ointments or lotions, aspirin, cough drops and antacids.

Procedure means any medically necessary action required to ensure a student's continued health including, but not limited to, tube feeding, ventilator care, suctioning, diabetes care, etc. Students with a need for emergency medication may also be allowed to self-possess and self-administer such medications, provided the physician and parents authorize this. (See full medication policy on BAISD.net)

FOOD AND LATEX ALLERGIES

Allergies can be life-threatening. Bay-Arenac ISD is committed to offering safe educational environments for all students, including students with such allergies. Cooperative efforts between students, parents, physicians, and school staff members can help minimize risks.

EPINEPHRINE AUTO-INJECTORS (EPI PEN)

Michigan laws (PA186-187) require every public school in Michigan to have epinephrine injectors to treat allergic reactions. Schools are required to have 2 non-student specific epinephrine auto-injectors available on campus. The law requires that schools have employees trained in the administration of epinephrine. (See full medication policy on BAISD.net)

HEAD LICE PROCEDURE

When an active case of head lice is identified during school hours:

1. Students may return to class but are restricted from activities involving close head-to-head contact or sharing personal items with other children.
2. The parent/guardian should be notified by phone but the child can stay until the end of the day and should be allowed to ride the bus home.
3. A copy of the "Quick Guide for Managing Head Lice" will be sent home and the School Nurse will be notified to

counsel on treatment and provide support.

Student with suspected case of head lice returns to school:

1. Parent/guardian should accompany their child to the school office with confirmation of treatment
2. Designated school personnel will re-examine the student's hair:
 - Student will be readmitted to school if no live lice are found.
 - If lice are found and not removed, the student may not be readmitted to class
 - Suggest parent call their pediatrician for further assistance
 - May also contact School Nurse or local Health Department for assistance
 - If nits are found but are more than one quarter inch from the scalp the student can return to class
 - If nits are found within one quarter inch of the scalp, educate the parents about the need for removal of those potentially viable eggs and return the child to class.
 - Periodic checks of the student's hair by designated school personnel should be done over the next few weeks to assure successful treatment.
 - Request parent to continue daily checks for the next three weeks.

IMMUNIZATIONS

According to Board policy, students must meet immunization requirements set by the State. This includes current, newly enrolled, or transfer students. Up-to-date immunization records are required within 30 days of the first day of attendance.

There are circumstances in which a required vaccine may be waived or delayed, such as medical or religious restrictions. This waiver is obtained through your local health department and is the responsibility of the parent/guardian.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT NOTICE

Each year, the Bay-Arenac ISD Career Center is required to give notice of various rights afforded to parents or students pursuant to the Family Educational Rights and Privacy Act (FERPA). In accordance with FERPA, you are notified of the following: You have the right to inspect and review all of your education records that are maintained at the Bay-Arenac ISD Career Center. You have the right to seek to correct any parts of an education record which you believe is inaccurate, misleading or otherwise in violation of your rights. You have the right to prevent disclosure of education records to third parties with certain limited exceptions. You have a right to file a complaint with the United States Department of Education concerning the alleged failure of the Bay-Arenac ISD to comply with FERPA. Your complaint should be directed to:

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

You have the right to obtain a copy of the policy adopted by the Board of Education in compliance with FERPA. You have the right to object to release of directory information. Directory information may include student name, address, telephone number, date and place of birth, name, address and telephone number of parent(s) or guardian(s), student recognition in official recognized activities and sports, weight and height, dates of attendance, honors, degrees, awards received, information generally found in yearbooks, and student pictures, including videotapes. You will have 90 days from the receipt of this document to advise BAISD in writing, to your objection to releasing this directory information. Your objection(s) should be addressed to:

Bay-Arenac ISD, Attention Director of Special Education,
4228 2 Mile Road, Bay City, MI 48706
(989)667-3286

REVIEW OF INSTRUCTIONAL MATERIALS

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the program supervisor prior to coming. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

EMERGENCY/SAFETY PROCEDURES

All threats to the safety of our students shall be responded to promptly in accordance with the BAISD plan for emergency preparedness. The school complies with all state safety laws including fire, tornado, and lockdown drills and will conduct drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

The BAISD attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's Preparedness for Toxic Hazard and Asbestos Hazard Policy and asbestos management plan will be made available for inspection at the Board offices upon request.

EMERGENCY CLOSINGS AND DELAYS

Please listen to your local radio/TV stations for school closing information.

Parents may obtain school closings/delay information from the following sources: WNEM (TV-5), WJRT (TV 12), WIOG (102.5 FM) and WSGW (790 AM).

BAISD programs housed in local districts follow that district's closings/delays.

Living & Learning Center - Bay: Bay City Public Schools.
BAISD programs housed in Bay City: Bay City Public Schools
Pinconning & Linwood Programs: Pinconning Area Schools

Standish-Sterling Central Elementary: Standish-Sterling

The following guidelines for transporting students are as follows:

- If your local school district is closed or the school district your child attends is closed, we will not transport.
- Should your student be at school when it closes for various reasons, we ask that you listen to local radio/TV stations for updated information. We will make every effort to transport your student to their regular scheduled drop off as soon as possible within safety limits.
- When a parent transports or arranges transportation for their student(s) into school, from a closed district, it will also be the parent's responsibility to arrange transportation back home.

CLASSROOM OBSERVATION POLICY

The BAISD Board of Education welcomes and encourages visits to school by parents/guardians, community agencies, and interested educators. In order for the educational program to continue undisturbed, when visitors are present, and to protect the privacy rights of all students and their families, it is necessary to invoke observation guidelines.

Visitor access to students and classes must be limited to the schedule which has been determined after consultation with the school administrator and teacher whose classroom is being visited. Classroom observations must be non-obtrusive and should not occur on an excessive basis. To ensure a safe environment, parents and visitors entering the school during the school day are required to report to the secretary and sign in.

Observations shall be made in accordance with the following guidelines:

1. Observations shall be requested in advance with the teacher and school administrator.
2. An Observation Agreement form will be completed indicating the purpose of visit, date, and time (up to 30 minutes).
3. The administrator or designated representative(s) may

accompany the visitor during the observation.

4. If the visitor has a concern, this concern should be discussed with the classroom teacher and school administrator immediately following the classroom observation.

VOLUNTEERS

Parents are encouraged to maintain regular contact with their student's instructors. Parents may also visit their student's classroom, subject to the approval of school administration.

Bay-Arenac ISD recognizes that certain programs and activities can be enhanced through the use of volunteers. Any individual who volunteers in any BAISD classroom, school building or on any school sponsored activity must submit a criminal history records check, prior to being allowed to participate in any activity or program. This includes all field trips and classroom volunteer work. Any person who volunteers with the district will be screened. You may obtain a copy of the Volunteer Agreement form and the ICHAT Background Check form from the program supervisor.

FIELD TRIPS

Field trips are designed to enrich a unit of instruction for a group of students. If you are volunteering for a field trip you must submit a criminal history records check and a volunteer agreement form one week prior to attending the field trip.

STUDENT PROGRESS REPORTS

Student progress reports are written periodically throughout the school year and distributed to parents/guardians according to the student's IEP.

Progress reports provide information on the progress your child is making on annual IEP goals and objectives.

STUDENT ASSESSMENT

Your student will be assessed throughout the school year. Students in grades K, 3-8 and grade 11 will be administered state

assessments. The IEP team will use MDE's Alternative Assessment flowchart to assist in determining the appropriate assessment. Students who meet the criteria for the alternate assessment will take MI-Access. Students who do not meet the criteria for the alternate assessment, will take M-STEP in grades 3-8 and 11. They may also take the PSAT in grades 8, 9 and 10. Parents and students will be informed by their teacher of testing times.

Classroom and individual tests will be used to assess student progress and to determine instructional needs. Vocational and interest surveys may be given to identify particular areas of student interest or talent.

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

LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extracurricular programs of the District. It is, therefore, the policy of the District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extracurricular program offered by the District. Parents should contact the program supervisor to inquire about evaluation procedures and programs offered by the District.

ATTENDANCE

BAISD is required by law and Board Policy to enforce regular attendance of students. It is the district's responsibility to ensure that laws and policies are followed. Regular attendance and promptness are marks of a good student and future employee. It is very important for students to attend school each day in order to have the full advantage of all educational programs. Students are required to be in school the days and hours that the programs are in session. Please refer to the current school calendar for holidays, vacations and professional development days.

Absence: If your child is too sick to attend school please call the office as soon as possible. If notice is not received your child will be marked as unexcused. Unexcused absences may result in truancy. Notification of absence concerns will be sent to parents according to the table below. Continued excessive absences could result in a meeting with the principal and/or truancy referral.

Attendance Notification	Days Absent
Letter of Concern	6 Unexcused Absences
Referral to Truancy Officer	10 Unexcused Absences

Excused Absences: Students may be excused from school for one of the following reasons and will be provided an opportunity to make-up missed school work and/or tests: illness, recovery from accident, required court attendance, professional appointments, death in the immediate family, such other good cause as may be acceptable to the Superintendent

POSITIVE BEHAVIOR INTERVENTIONS

BAISD staff members practice Positive Behavior Intervention and Support (PBIS). PBIS is the recommended form of intervention for dealing with challenging behavior in children with disabilities. PBIS is an empirically validated, function-based approach to eliminate challenging behaviors and replace them with pro-social skills. Use of PBIS decreases the need for more intrusive or aversive interventions (i.e., punishment or suspensions) and can lead to both systemic as well as individualized change.

CODE OF CONDUCT

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

Expected Behaviors

Each student shall be expected to:

- abide by national, State, and local laws as well as the rules of the School;
- respect the civil rights of others;
- act courteously to adults and fellow students;

- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- act at all times in a manner that reflects pride in self, family, and in the School.

DRESS CODE

The BAISD believes that student dress and appearance is the responsibility of the parent and the student. Because student dress should not be disruptive to the educational process, the following minimum standards have been established:

- Clothing should always be neat and clean
- No clothing that displays drugs, alcohol, violence, tobacco products or that is obscene or offensive
- See-through clothing materials are inappropriate
- Midriffs should be covered at all times
- No low cut shirts/dresses, muscle shirts, short shorts, or mini-skirts
- Long wallet chains are not allowed
- No spaghetti straps
- No hats inside building
- No sagging - wearing trousers which sag so that the top is significantly below the waist

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, will be asked to solve the problem by changing the garment(s), calling home for a change of clothes, turning the garment inside out, borrowing a garment from the office supply, adding a garment to cover up, putting on a belt, etc.

Students who are representing BAISD at a job site, an official function or public event may be required to follow specific dress requirements.

GANGS

Gangs which initiate, advocate or promote activities which threaten the safety or well being of persons or which are disruptive to the school environment are not tolerated. Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student will be disciplined.

HAZING

The act of “hazing” is a crime in the state of Michigan and will not be tolerated by the District. The District will comply, in all ways, with Michigan law regarding any “hazing” incidents.

Students engaging in any hazing or hazing-type behavior will be subject to the provisions of the Student Code of Conduct as would apply to any other student violation of State Law.

“Hazing” means any intentional, knowing, or reckless act meant to induce physical pain, embarrassment, humiliation, deprivation of rights or that creates physical or mental discomfort, and is directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or activity sponsored or supported by the District and whose membership is totally or predominately other students from the District.

Students engaging in any hazing or hazing-type behavior that is, in any way, connected to any activity sponsored or supported by the District, will be subject to disciplinary actions.

CARE OF PROPERTY

Students are personally and solely responsible for the care and security of any form of electronic device (for example, cellphones, iPads, e-readers, etc.) The use of personal electronic devices during school hours will be at the discretion of the BAISD special education classroom teacher and/or administration.

BAISD assumes no responsibility of the theft, loss, damage, or vandalism to the electronic device brought onto its property or the unauthorized use of such devices.

(Tear off and return)

PARENT/STUDENT AGREEMENT FORM 2023-2024

The information contained within this handbook describes the policies, regulations, and procedures adhered to by Bay-Arenac Intermediate School District's Center-Based Programs. Questions regarding this information should be directed to that particular program's Special Education Supervisor or the Director of Special Education. My signature indicates that I have received a copy of the Student Handbook Code of Conduct, the Technology User Agreement, and the annual notice to request a personal curriculum.

_____ Student Name _____ Building Location (Please Print)

_____ Parent/Guardian (Please Print)

_____ Parent/Guardian Signature _____ Date

_____ Student Signature (if appropriate) _____ Date

EMERGENCY INFORMATION - BAY-ARENAC INTERMEDIATE SCHOOL DISTRICT

Teacher: _____ Bldg.: _____ Student Date of Birth: _____

Student: _____ Home Phone: _____

Student Address: _____ Email: _____

City: _____ Zip Code: _____

Parent/Guardian: _____ Home Phone: _____

Address (if different): _____ Work Phone: _____

City: _____ Zip Code: _____ Cell Phone: _____

List two individuals who can assume temporary care of student if you cannot be reached:

1. Name: _____ 2. Name: _____

Relationship: _____ Relationship: _____

Address: _____ Address: _____

City: _____ Phone: _____ City: _____ Phone: _____

Physicians Name: _____ Phone: _____

Address: _____ City: _____

Known allergies: _____ Student Insurance: _____

Medications (list all medication given at home and school): _____

Has student ever had seizures? _____ Yes _____ No

*In the event of a medical emergency, parent/guardian will be immediately notified and 911 will be called.

Signature of parent/guardian: _____ Date: _____

BAISD provided electronic devices for educational purposes. If the student damages or loses school property, the student or his/her parents may be required to pay for the replacement or damage. If the damage or loss was intentional, the student may also be subject to discipline according to the Student Discipline Code.

BEHAVIOR THREAT ASSESSMENT

BAISD recognizes the importance of maintaining a safe and secure learning environment for all students. The school district has established a behavioral threat assessment system to identify and respond to potential threats of violence or harm to individuals. This system involves a team of trained professionals who will investigate and assess any safety concerns related to student behavior and take appropriate actions to ensure the safety of all individuals involved.

Students are expected to conduct themselves in a manner that does not pose a threat to the safety and well-being of others. Any student who engages in behaviors that are deemed threatening or violent may be referred to the behavior threat assessment team for a safety assessment. The behavior threat assessment team will take into account the severity of the behavior, the risk of harm to others, and any other relevant factors when determining the appropriate course of action.

It is imperative that all students understand the seriousness of making any threats, and they should report any concerns immediately to a trusted adult, school administrator or OK2Say.

BAISD takes the safety of its students and staff very seriously and will not tolerate any behavior that poses a threat to the school community.

BULLYING, INTIMIDATION & HARASSMENT

All students, families, visitors and staff are responsible to act consistently with the Board Policies 5517 and 5517.02, which requires all persons to be treated with dignity and respect in the

education environment.

- Bullying, intimidation, and harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or harassment, and will take disciplinary action against any student who participates in such conduct.
- No person shall harass, intimidate or bully another based upon race, color, national origin, sex, sexual orientation, transgender identity, disability, age, or religion, marital status, physical characteristics, cultural background, socioeconomic status or geographic location. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.
- Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.
- Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with an administrator, counselor, or teacher. Students may choose to report to a person of the student's same gender. Complaints will be kept confidential to the extent possible given the need to investigate. Complaints may also be made to the official listed below pursuant to the student grievance process found in Board Policies 5517. Students who make good faith complaints and/or who provide witness statements will not

be disciplined for reporting a perceived violation and will be protected against retaliation.

- Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences, including but not limited to, suspension and expulsion consistent with the local school and district's discipline policies. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.
- New procedures for Title IX sex discrimination and harassment complaints and processes are effective August 14, 2020 and can be found at www.baisd.net. Parents and students will be provided additional information about how these matters will be handled when school commences in August 2020.

Title IX Coordinator Becky Smith 989-667-3201

STUDENT DISCIPLINE CODE

Students may be disciplined for misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, or selling alcoholic beverages and/or tobacco materials, including e-cigarettes (vapes).
2. Using, possessing, distributing, purchasing, or selling:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
 - b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
 - c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
 - d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing

intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.

- e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
 - f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
3. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
 4. Using, possessing, controlling, or transferring a dangerous weapon (defines by Michigan law as a "firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles") or any item which may be used to cause or threaten harm to others, or a "look alike" weapon.
 5. Using a cellular telephone, video recording device or similar electronic device in any manner that disrupts the educational environment or violates the rights of others.
The use of personal electronic devices during school hours will be at the discretion of the BAISD special education classroom teacher and/or administration.
 6. Engaging and/or encouraging other students to engage in sexual harassment. Sexual harassment consists of

unwelcomed sexual conduct, whether verbal or physical, which unreasonably interferes with a student's educational rights, privileges, advantages or opportunities or which creates an intimidating, hostile or offensive educational environment

7. Disobeying rules of student conduct or directives from staff members or school officials.
8. Bullying, hazing, or any kind of aggressive behavior or encouraging other students to engage in such behavior.
9. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
10. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
11. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
12. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
13. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting."
14. Violation of bus rules- Refer to the Transportation Student and Parent Handbook.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or

other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Disciplinary Measures – Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to 180 days. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding or vehicle driving privileges.
6. Notifying law enforcement whenever the conduct involves criminal activity.
7. Notifying parents/guardians.
8. Temporary removal from the classroom.

The BAISD will comply with all new requirements and procedures as required by state law regarding student seclusion and restraint, zero tolerance policies, and restorative practices.

DISCIPLINE PROCEDURE

When a student with a disability engages in behavior at school that requires suspension or expulsion, schools must consider a variety of factors before removing the student from school. Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

All discipline decisions regarding students with disabilities must be consistent with the following legal and procedural principles:

Principle 1: Students with disabilities have a right to special protections if the behavior that led to the discipline is related to their disability.

Principle 2: Attention must be paid to the numbers of days of suspensions.

Principle 3: Attention must be paid to the type and severity of the behavior.

Principle 4: Disciplinary action involves a variety of procedural steps, and the parent must be made aware of these steps through procedural safeguards.

Principle 5: No matter what happens, the special education student always retains the right to a free and appropriate public education experience.

Principle 6: Special education students retain all of the rights that general education students have regarding suspension and expulsion.

MANDATORY FACTORS - 1310D

Before suspending or expelling a student, the school must consider:

1. Student's age
2. Disciplinary history

3. Disability
4. Seriousness of behavior
5. Whether behavior posed safety risk
6. Restorative practices
7. Whether lesser interventions would address behavior

RESTORATIVE JUSTICE

Restorative Justice (RJ) is an approach to addressing conflict and misconduct that focuses on healing rather than punishment. RJ assumes that misconduct and conflict injure those directly involved (victims and offenders) as well as the broader community to which they belong. Rather than relying on punishment, RJ expects those who cause injuries to make things right with those they have harmed and with their community (Zehr, 2002; Umbreit, 2011). Its foundational principles of respect, accountability, healing, and empathy speak to fundamental human values, ethics, and practices. Restorative Justice may be used at the discretion of the administration in lieu of/in support of other disciplinary consequences.

MISCELLANEOUS PROVISIONS

In any circumstance where a violation of the BAISD Center Programs regulations governing BAISD behavior and conduct of the student handbook is alleged, the principal (or designee) shall hear the student's explanation and investigate the matter, as appropriate, before imposing any disciplinary sanctions. A student accused of violation of rules that warrant suspension or exclusion from school shall be afforded the right of procedural due process. The degree and extent of formality of a suspension conference or an expulsion hearing depends upon the nature of the violation and the severity of the sanctions imposed as a result.

The student or parent/guardian may appeal to the principal for reconsideration of a school disciplinary action, up to and including out-of-school suspensions of up to ten (10) days. The principal has final review of any such appeal. Appeals for reconsideration of a suspension exceeding more than ten (10) days in length or of an expulsion must be made to the Bay-Arenac ISD Board of Education.

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.

The District shall report incidents of bullying to the Department of Education on an annual basis according to the form and procedures established by the Department of Education.

Should this Policy be amended or otherwise modified, the District shall submit a copy of the amended or modified Policy to the Department of Education no later than thirty (30) days after adopting the modification.

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.

A student (or adult through collaboration with the student) may also submit a report or complaint to any of the above designated individuals through email, voicemail, regular mail or by leaving a sealed note addressed to the individual at that person's office or desk. The student may submit a report or complaint anonymously, but this may affect the ability to fully investigate the matter, when the complaining student is not available to provide additional information during the course of the investigation.

The identity of the student who files the report or complaint will not be voluntarily shared with the alleged perpetrator(s) or the witnesses unless the student (and his/her parent/guardian) give written permission to do so. Any investigation report will likewise not be voluntarily produced with the names of the reporting student(s) or witnesses. However, under certain circumstances, the District may be required by law to disclose the report and/or the student(s) names. Also, under certain circumstances, the identity of the reporting student may become obvious even without disclosure by school personnel.

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. While reports may be made anonymously, formal disciplinary action may not be taken solely on the basis of an anonymous report without other corroborating evidence.

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.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

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.

POSSESSION OF A FIREARM, ARSON, AND CRIMINAL SEXUAL CONDUCT

In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

A dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

Students shall be subject to disciplinary action (Suspension/Expulsion) as required by statute for such specified offenses as physical and verbal assault (see Policy 5610.01).

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to students with disabilities. A student who has been expelled under this policy may apply for

reinstatement in accordance with guidelines which are available in the principal's office.

CRIMINAL ACTS

Students should be aware that state law requires that school officials, teachers and appropriate law enforcement officials be notified when a student of this District is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.

SEARCH AND SEIZURES

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

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The BAISD reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy. A student's refusal to permit such access may be grounds for disciplinary action. When appropriate, evidence may be transferred to law enforcement authorities.

BAY-ARENAC ISD ACCEPTABLE USE POLICY (AUP) STUDENT

The purpose of this Agreement is to grant access to and define acceptable use of the District's technology resources ("Technology Resources"). Technology Resources are any type of instrument, device, machine, equipment, technology, or software that is capable of transmitting, acquiring, or intercepting, any telephone, electronic, data, internet, audio, video, or radio transmissions, signals, telecommunications, or services, and include without limitation:

- Internal and external network infrastructure
- Internet and network access
- Computers
- Servers
- Storage devices
- Peripherals
- Software
- Messaging or communication systems including your district issued email address

In exchange for the use of the District's Technology Resources either at school or away from school, you understand and agree to the following:

- A. Your use of the District's Technology Resources is a privilege that may be revoked by the District at any time and for any reason.
- B. You have no expectation of privacy when using the District's Technology Resources. The District reserves the right to monitor and inspect all use of its Technology Resources, including, without limitation, personal e-mail and voicemail communications, computer files, databases, web logs, audit records, or any other electronic transmissions accessed, distributed, or used through the Technology Resources. The District also reserves the right to remove any material

from the Technology Resources that the District, at its sole discretion, chooses to, including, without limitation, any information that the District determines to be unlawful, obscene, pornographic, harassing, intimidating, disruptive, or that otherwise violates this Agreement.

- C. The Technology Resources do not provide you a “public forum.” You may not use the Technology Resources for commercial purposes or to support or oppose political positions or candidates unless expressly authorized in advance by a teacher or administrator as part of a class project or activity. You may, however, use the Technology Resources to contact or communicate with public officials.
- D. The District’s Technology Resources are intended for use only by registered users. You are responsible for your account/password and any access to the Technology Resources made using your account/password. Any damage or liability arising from the use of your account/password is your responsibility. Use of your account by someone other than you is prohibited and may be grounds for suspension from the Technology Resources and other disciplinary consequences for both you and the person(s) using your account/password.
- E. You may not use the Technology Resources to engage in bullying, which is defined as: Any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more pupils either directly or indirectly by doing any of the following:
 - Substantially interfering with educational opportunities, benefits, or programs of one or more pupils;
 - Adversely affecting the ability of a pupil to participate in or benefit from the educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress;

- Having an actual and substantial detrimental effect on a pupil’s physical or mental health; or
 - Causing substantial disruption in, or substantial interference with, the orderly operation of the school.
 - Use of other communication/messaging devices (including devices not owned by the District) to engage in bullying may be grounds for discipline under the District’s Code of Conduct/Student Handbook.
- F. If you misuse the Technology Resources, your access to the Technology Resources may be suspended and you may be subject to other disciplinary action, up to and including expulsion. Misuse includes, but is not limited to:
- Accessing or attempting to access material that is “harmful to minors.” Material that is “harmful to minors” includes any picture, image, graphic image file, or other visual depiction that:
 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion
 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 3. Taken as a whole lacks serious literary, artistic, political, or scientific value as to minors.
 - Accessing or attempting to access material that is unlawful, obscene, pornographic, profane, or vulgar.
 - Accessing or attempting to access material that is inappropriate for minors. Material that is inappropriate for minors is defined as obscene, explicit content or pornography.
 - Bullying (as defined in paragraph E).
 - Sexting, which includes, without limitation, possessing,

sending, or distributing nude, sexually explicit, or sexually suggestive photographs, videos, or other visual depictions of yourself or another person.

- Vandalism, which includes, without limitation, any malicious or intentional attempt to harm, steal, destroy, or disrupt user data, school material, or school hardware or software.
- Hacking, which includes, without limitation, gaining or attempting to gain access to, modifying, or obtaining copies of, information belonging to others or information you are not authorized to access.
- Unauthorized copying or use of licenses or copyrighted software.
- Plagiarizing, which includes the unauthorized distributing, copying, using, or holding out as your own, material that was written or created by someone else, without permission of, and attribution to, the author/creator.
- Posting or distributing confidential or inappropriate information meant to harass, intimidate, or embarrass others.
- Allowing someone else to use your account or password or not preventing unauthorized access to Technology Resources when leaving them unattended.
- Using or soliciting the use of, or attempting to use or discover the account information or password of, another user.
- Attempting to or successfully disabling security features, including technology protection measures required under the Children’s Internet Protection Act (“CIPA”).
- Misusing equipment or altering system software without permission.
- Commercial for-profit activities, advertising, political lobbying, or sending mass mailings or spam. However, you may contact a public official to express an opinion on a topic of interest.

- Using the Technology Resources in any way that violates any federal, state, or local law or rule, or the District’s Code of Conduct/Student Handbook.

- G. You must promptly disclose to your teacher or other school employee any content you view or receive over the Technology Resources that is inappropriate or that makes you feel uncomfortable, harassed, threatened, or bullied, or that contains sexually explicit content. You should not delete such content until instructed to do so by a staff member.
- H. It is the policy of the District, as a recipient of certain federal funds, to monitor the online activities of its minor students and provide technology protection measures on its computers with Internet access designed to prevent minors from accessing visual depictions that are:
 - Obscene
 - Child pornography
 - Or harmful to minors
- I. It is the policy of the District to prohibit its minor students from:
 - Accessing inappropriate matter on the Internet
 - Engaging in hacking or other unlawful online activities
 - Accessing materials that are harmful to minors. It is also the policy of the District to educate students about cyberbullying awareness and response and about appropriate online behavior, including disclosing, disseminating, or using personal information and safely and appropriately interacting with other individuals in social networking websites, chat rooms, by e-mail, and other forms of direct electronic communications.
- J. The District does not guarantee that measures described in paragraphs H and I will provide any level of safety or security or that they will successfully block all inappropriate material from the District’s students. You agree that you will not

intentionally engage in any behavior that was intended to be prevented by paragraphs H and I.

- K. The District does not warrant or guarantee that its Technology Resources will meet any specific requirement, or that they will be error free or uninterrupted; nor will the District be liable for any damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the Technology Resources.
- L. You are responsible for the proper use of the Technology Resources and will be held accountable for any damage to or replacement of the Technology Resources caused by your inappropriate use.

