

**CODE OF CONDUCT AND STUDENT
CONSEQUENCES**

CODE OF CONDUCT

ARTICLE I - Student Discipline

A. PREAMBLE

In accordance with the provisions of law, the Board of Education has set forth in this Student Code of Conduct the rules governing the most serious and obvious types of student misconduct. The prohibited acts listed in this Student Code of Conduct are not to be construed as an all-inclusive list or as a limitation upon the authority of school officials to deal appropriately with violations of a school building's individual rules and regulations, or other types of conduct which interfere with the good order of the school system, the proper functioning of the educational process, or the health and safety of students.

The Student Code of Conduct does not cover the School District's attendance and tardiness policies, the School District's requirements for credit and graduation, or the School District's authority to regulate the participation of students in extracurricular and athletic activities. A decision to expel or suspend a student from participating in extracurricular and athletic events is solely within the discretion of the Superintendent of Schools, or his/her designee.

Each prohibited act listed in the Student Code of Conduct sets forth the discipline, which will be imposed for a violation. The discipline for violating some prohibited acts ranges from administrative intervention to expulsion; for other prohibited acts, the penalty ranges from suspension to expulsion; and for violation of the most serious prohibited acts, the penalty is expulsion. In cases where the stated penalty is not expulsion but is set forth in terms of a range, then the actual penalty imposed will depend upon the nature and severity of the offense, the particular facts involved, the age of the student, the student's prior behavioral records, the recommendation of school personnel, and all other circumstances deemed relevant.

In accordance with the Board's authority under law, a student violating any of the prohibited acts and penalties listed in this Student Code of Conduct are applicable when a student:

1. Engages in a prohibited act on school property;
2. Engages in a prohibited act in a motor vehicle being used for a school business-related purpose;
3. Engages in prohibited act at a school-related activity, function or event;
4. Engages in a prohibited act en route to or from school.
5. Engages in a prohibited act which has its inception in school, is school-connected or adversely affects, interferes with, or endangers the good order of the school system, or the proper functioning of the education process or the health or safety of students. For example, the sale, delivery or transfer of drugs, narcotic drugs, marijuana or other controlled substances to students off school property would be a violation of the Student Code of Conduct.
6. Engages in a prohibited act when the student was not enrolled in the Crestwood School District or was enrolled in another school district, if the act of gross misdemeanor or other misconduct would constitute a sufficient basis for suspension or expulsion had it occurred while the student was attending the Crestwood School District (see Article IV of this Code of Conduct.)

B. DEFINITIONS OF DISCIPLINE

Student misconduct is classified in four levels. Depending upon the severity or repetition, violations may be classified at any of the four levels. The definitions of misconduct at each level are not all-inclusive, but only representative and illustrative. A student who commits an act of misconduct not listed herein is nonetheless subject to disciplinary action.

Level I:

Depending upon the severity or repetition of misconduct, a Level I violation may be reclassified as a Level II violation.

- Bus rules
- Cell phones, pagers, electronic devices
- Cheating/Academic misconduct
- Closed campus
- Defacement of property
- Disrespect toward another student
- Disrespect toward staff
- Disruptive conduct
- Dress code
- Failure to Cooperate
- False Allegations
- Falsification of Records
- Gangs
- Inappropriate display of affection
- Indecency

- Insubordination
- Loitering
- Possession of inappropriate personal property
- Profanity, Obscenity, and Vulgarity
- Rough housing or running in the halls
- Sexual harassment
- Teasing
- Technology abuse
- Trespassing
- Truancy (Skipping)
- Vandalism

Level II:

Depending upon the severity or repetition of misconduct, a Level II violation may be reclassified as a Level III violation.

- Bullying
- Bus rules
- Comply With Directions of School Personnel
- Destruction of property
- Disruption of school
- Drug, Narcotic Drugs And Counterfeit Substances
- Failure to cooperate
- False identification
- Fighting
- Fireworks
- Forgery
- Fraud
- Gambling
- Gangs
- Harassment
- Hazing
- Indecency
- Legal infractions
- Look-a-like weapons
- Personal Protection Devices
- Physical Assault Against Staff
- Physical Assault Against Another Student
- Possession of inappropriate personal property
- Profanity, Obscenity, and Vulgarity
- Public Displays of Affection
- Racial harassment
- Sexual harassment
- Smoking/Tobacco
- Technology abuse
- Theft or possession of stolen property
- Trespassing
- Truancy (Attendance)
- Vandalism

Level III:

Depending upon the severity or repetition of misconduct, a Level I or Level II violation may be reclassified as a Level III violation.

- Alcohol/Chemical substances
- Arson
- Drug, Narcotic Drugs And Counterfeit Substances
- Extortion
- False fire alarm or bomb report; tampering with fire alarm system
- Harassment/Bullying/Intimidation
- Felony
- Fighting

- Fireworks
- Interference with school authorities
- Legal infractions
- Look-a-like weapons
- Personal Protection Devices
- Physical Assault Against Staff
- Physical Assault Against Another Student
- Racial harassment
- Robbery
- Sexual assault
- Smoking/Tobacco
- Technology abuse
- Theft or possession of stolen property
- Truancy (Attendance)
- Vandalism
- Verbal Assault Against Staff/Bomb Threats
- Weapons: Dangerous instruments
- Weapons: Dangerous weapons
- Weapons: Use of legitimate tools as weapons

Level IV

Depending upon the severity or repetition of misconduct, a Level I, II, or III violation may be reclassified as a Level IV violation.

- Alcohol/Chemical substances
- Arson
- Drug, Narcotic Drugs And Counterfeit Substances
- Extortion
- False fire alarm or bomb report; tampering with fire alarm system
- Look-a-like weapons
- Physical Assault Against Staff
- Physical Assault Against Another Student
- Weapons: Dangerous weapons

All Level IV infractions are covered by school district policy and infractions will be referred to the superintendent and carry automatic suspension – length to be determined by central office.

Except where the response is prescribed by law, and at the option of school administrators, a student accused of any violation of the Student Code of Conduct may undergo a risk assessment and be referred to a school social worker or counselor, in conjunction with or in lieu of other disciplinary actions. Where the misconduct is subject to mandatory discipline under local, state, or federal law, the school board will act to impose any mandatory sanctions.

1. **Administrative Intervention** - Disciplinary actions include, but are not limited to the following:
 - Administrator and teacher-parent/guardian conference with student;
 - Administrator /student conference;
 - Removal of a student from a class period or part of the day;
 - Change in student's class schedule;
 - Comply with directions of school personnel;
 - Confiscation of inappropriate item;
 - Daily/weekly progress reports;
 - Peer mediation;
 - Behavior plan/contract;
 - Referrals and conferences involving various support staff or agencies;
 - Restitution/restoration;
 - Detention and/or work assignment before or after school;
 - In-school suspension;
 - Saturday school;
 - Loss of the privilege of attending non-classroom functions, activities, events, etc.;
 - Law enforcement agency notification
 - Other intervention strategies, as needed.

2. **Out-of-School Suspension** - Exclusion of a student from school for a Level III violation, which is terminated upon the fulfillment of a specific set of conditions. A risk assessment may be conducted for serious incidents, which could involve a district social worker and/or psychologist and lead to possible expulsion. (A student placed on suspension is not allowed on school grounds or at school activities for any reason during the suspension period, unless authorized by an administrator. Any student on school grounds during a suspension will be considered a trespasser).
3. **Expulsion** – The permanent exclusion of the student from the school system is based upon the recommendation of the Superintendent of Schools and by action of the Board of Education.

Unless otherwise stated, all offenses are cumulative over the current school year only. Students may expect to get a more severe punishment for repeated offenses of a rule. Students who have a history of violating several rules may face suspension or expulsion for their total disciplinary record. While an effort has been made to write a complete code, the following rules are not considered to be a complete list. Students may be disciplined for inappropriate behavior not specified in these rules. For extremely inappropriate behavior, a student may be disciplined at a higher level than the offense he or she is currently on, or more severely than the stated discipline for the offense. Where a range of possible disciplines is possible, the administrator will determine the appropriate punishment based upon the severity of the incident.

Students are reminded that these rules are applicable at any time the student is on any school grounds, en route to and from school, during all school activities on or off campus, and at all times the student is under the supervision of the school or school officials.

The following violations of the code of conduct are arranged in alphabetical order making it easier to find information.

1. Alcohol/Chemical Substances

A student shall not manufacture, sell, handle, possess, use, deliver, transmit or be under any degree of influence (legal intoxication not required) of any alcoholic beverages or intoxicant of any kind. A student shall not inhale glue, aerosol paint, lighter fluid, reproduction fluid or other chemical substance for the purpose of becoming intoxicated or under the influence (legal intoxication not required).
Penalty - suspension to expulsion.

2. Arson

A student shall not burn, or attempt to burn, any school building, structure or property, or intentionally set, or attempt to set, a fire on school property, or cause or attempt to cause an explosion.

Penalty - suspension to expulsion.

3. Bullying

Bullying is defined as: "The repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted or emotional abuse, or through attacks on the property of another. It may include, but not be limited to, actions such as verbal taunts, name-calling and put-downs, including ethnically-based or gender based verbal put-downs, extortion of money or possessions, and exclusion from peer groups within schools." Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior and is prohibited.

All offenses: Administrative intervention up to and including expulsion.

4. Bus Rules

Riding a school bus is a privilege and convenience for students and their parents; as such everyone accepts certain responsibilities to ensure student safety while utilizing this service. Students and parents are advised that the Crestwood School District student code of conduct will be enforced relevant to student behavior on the school bus. The school will cooperate with parents and law enforcement agencies relevant to behavior to, from, and while on the bus and at bus stops.

Parent

It is the responsibility of each parent to:

1. Know where your child's assigned bus stop is located.
2. Know your child's Route #.
3. Make sure your child knows and follows the rules.
4. Have the student(s) at the bus stop at least five minutes ahead of the scheduled stop time.
5. Teach your child how to walk to and from the bus stop.
6. Be courteous and respectful of neighboring homes if taking your child to the bus stop.

Student

While waiting for the bus, students are responsible for:

1. Getting on and off at his/her **assigned** bus stop.
2. Riding only his/her **assigned** bus
3. Arriving at his/her bus stop five minutes before scheduled pick up time.
4. Knowing how to walk to and from the bus stop.
5. Staying off of lawns, porches, and driveways and out of the street.
6. Not damaging or littering surrounding property.
7. Lining up 6 feet from the curb, single file.
8. Not approaching the bus until it has come to a complete stop and the door is opened.
9. Respecting others at all times.

While on the bus, students are responsible for following the rules

1. Do not engage in disturbances that distract the driver and remain seated at all time. **Students are to sit back-to-back, bottom-to-bottom, facing the front of the bus.** Failure to do so jeopardizes student safety.
2. Keep the aisles clear at all times
3. Observe classroom conduct while on the bus.
4. Speak in a low tone of voice.
5. No "rough housing", pushing, hitting, or throwing things.
6. No drinking, eating or chewing gum on the bus is allowed.
7. Foul or obscene language and/or gestures are not permitted.
8. No smoking on the bus.
9. All items must be in backpack/bag, and be held on your lap, including band instruments.
10. Cell Phone use is discouraged and if necessary should be used in a responsible way.

When arriving at school students are expected to:

1. Leave the bus in an orderly manner.

When departing from the bus at your stop going home:

1. Once off the bus, move well away from the side of the bus. Beware of the "Danger Zones" around the bus
2. Cross the street in front of the bus going corner to corner. No jaywalking.

Bus Disciplinary Procedure

No warning will be given for any action that impairs the safety of riders or driver.

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|---------------------------|---|
| 1 st Violation | Warning, Conference with Principal |
| 2 nd Violation | One to three days off the bus (Amount of days will depend on the severity of the incident). |
| 3 rd Violation | Ten days off the bus. |
| 4 th Violation | One month off the bus. |
| 5 th Violation | Off the bus for the remainder of the school year. |

5. Cell Phones, iPods, Cameras, Pagers, Electronic Devices, etc.

Student cell phones and all electronic devices **MUST** be turned off at the beginning of the school day and put away in lockers. If a cell phone or any electronic device is used during the school day – a cell phone call is made, a cell phone rings, a pager goes off, text messages are checked, a photo is taken, etc. – the following consequences apply:

- 1st offense: The device will be confiscated and turned over to the office. The device will only be returned to a parent or guardian who is listed on the emergency card and appears at school to claim the device. One day of in-school suspension assigned.
- 2nd offense: The device will be confiscated and turned over to the office. The device will only be returned to a parent or guardian who is listed on the emergency card and appears at school to claim the device. One day of out-of-school suspension assigned.
- 3rd offense: The device will be confiscated and turned into the office and held until further notice. A three-day out-of-school suspension will be assigned. Further offenses will result in progressive disciplinary action.

6. Cheating/Academic Misconduct

A student shall not engage in academic cheating. Cheating includes, but is not limited to, the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work. A student shall not engage in plagiarism, which includes the copying of language, structure, idea and/or thought of another and represent it as one's own original work.

Penalty: student loss of credit, teacher intervention and discipline to administrative intervention.

7. Closed Campus

It is a violation of this rule for any student to leave the building without direct permission from the principal or his/her designee during the school day, unless under the direct supervision of a teacher or other staff member. Being in any parking lot during a student's school day is a violation of this rule.

Penalty - administration intervention

8. Complying With Directions of School Personnel

A student shall not be insubordinate or fail to comply with instructions and directions of School District employees (including substitute and student teachers), volunteers or persons acting in a chaperone or supervisory capacity.

Penalty: teacher intervention and discipline to administrative intervention.

9. Disrespect Toward Another Student

Students shall behave in a respectful manner toward other students. Students shall not be belligerent or threatening toward other students. Put-downs, name-calling and racial, sexual, and ethnic remarks are all forms of disrespect.

Penalty: teacher intervention and discipline to administrative intervention

10. Disrespect Toward Staff

A student shall not be verbally disrespectful toward any staff member. The use of obscenity directed toward a staff member would be considered a severe form of disrespect. Threats or implied threats will be treated as verbal assaults.

Penalty: teacher intervention and discipline to administrative intervention.

11. Disruption of School

A student shall not, by any type of conduct (violence, force, noise, coercion, threat, intimidation, fear, passive resistance, etc.), cause the disruption, disturbance, or obstruction of any School District function, activity or event, nor shall he or she engage in any such conduct if such disruption or obstruction is reasonably likely to result. Neither shall a student urge other students to engage in such conduct for the purpose of causing such disruption or obstruction.

While the following acts are not intended to be exclusive, they illustrate the kinds of offenses encompassed within this rule, but it must be remembered that any conduct, which causes disruption, is likely to result in disruption, or interferes with the education process, is forbidden.

- Occupying any school building, school grounds, or a part thereof, without the permission of a school building staff member, which deprives others of its use;
- Blocking normal pedestrian or vehicle traffic, the entrances or exits of any school building or corridor or room, without the permission of a school building staff member;
- Preventing, attempting to prevent, or interfering with, the convening or continued functioning of any class, activity, meeting or assembly;
- Instigating or participating in a disturbance or causing a disturbance, which interrupts the educational opportunities of others or threatens the general health, safety and welfare of others on school property or at a school sponsored activity.
Penalty - administrative intervention to expulsion.

12. Disruptive Conduct

A student shall not continuously and/or intentionally interfere with the teacher's ability to conduct his/her class. The teacher will deal with such disruptions in an efficient and appropriate manner so as to maintain a positive classroom environment.

Penalty: teacher intervention and discipline to administrative intervention.

13. Dress Code Policy

A student shall not violate the restrictions detailed in the District Dress Code Policy.

Penalty: teacher intervention and discipline to administrative intervention.

14. Drug, Narcotic Drugs And Counterfeit Substances

A student shall not manufacture, sell, possess, use, deliver or transfer, or be under the influence (legal intoxication not required) of any drugs, narcotic drugs, marijuana, hallucinogen, stimulants, depressants or other controlled substance, or counterfeit substance, or a controlled substance analogue intended for human consumption, as defined in Article VII of the Public Health Code, being MCL 33.7101, et seq, and as defined in other Michigan or federal statute. If Article VII of the Public Health Code, being MCL 33.7101, et seq, is amended or repealed, then the definition of a drug, controlled substance or counterfeit substance or a controlled substance analogue shall be defined under existing state law.

A student shall not sell, deliver or transfer, or attempt to sell, deliver or transfer, any prescription or non-prescription drug, medicine, vitamin or chemical substance (e.g., pain relievers, stimulants, diet pills, pep pills, No-Doze pills, cough medicines, laxatives, stomach or digestive remedies), nor shall a student use or possess these substances for an improper purpose.

A student shall not sell or represent a legal substance as an illegal or controlled substance (e.g., selling No-Doze as "speed" or "crack") or sell, manufacture, possess, use, deliver or transfer "designer" drugs.

Penalty – suspension to expulsion.

15. Extortion

Extortion is a criminal offense, which occurs when a person either unlawfully obtains money, property or services from a person, entity, or Institution through coercion or intimidation or threatens a person, entity, or institution with physical or reputational harm unless he or she is paid money, property, or services.

Penalty – suspension to expulsion.

16. Failure to Cooperate

A student shall not refuse to cooperate with School District administrators and/or teaching staff investigating a possible violation of this Code of Conduct and/or building rules, and no student shall make false statements or give false evidence to School District administrators and/or teaching staff. A student shall not refuse to testify or otherwise cooperate with School District personnel in any disciplinary proceeding.

Penalty: teacher intervention and discipline to administrative intervention.

17. False Allegations

A student shall not libel or slander, or make false allegations against, another student, School District employee (including substitute and student teachers), Board of Education members or volunteers.

Penalty: teacher intervention and discipline to administrative intervention.

18. Falsification of Records

A student shall not use the name of another person or falsify times, dates, grades, addresses or other data, on School District forms or records. A student shall not provide false, misleading or inaccurate statements or information on School District forms or records.

Penalty: teacher intervention and discipline to administrative intervention.

19. Fighting

A student shall not be involved in any physical contact that could result in injury to another person. A student who does not "fight back" will not be disciplined under this rule unless he/she provoked the fight. In all cases, the student will be suspended for the remainder of the day and the police may be notified plus:

Penalty - administration intervention to expulsion

20. Fireworks, Explosives, Chemical Substances

A student shall not possess, handle or transmit any substance or prepared chemical that can explode, is capable of inflicting bodily injury, or is reasonably likely to cause physical discomfort to another person.

Penalty - suspension to expulsion.

21. Gangs

Gang affiliated clothing, bandanas, jewelry, insignias, or other paraphernalia will not be allowed.

Penalty - Students will be required to remove these items and their parents will be contacted.

22. Harassment

Harassment is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. Internet, cell phone, personal digital assistant (pda), or wireless hand held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle. It is unlawful under both Michigan and Federal law, and is contrary to the commitment of Crestwood High School to provide a stable learning environment. Crestwood High School will not tolerate any harassment of students. It is the practice of Crestwood High School that all contact between students, teachers, and other employees of Crestwood High School be in keeping with respect for the individual, be of a nature that does not make a person feel uncomfortable, and be conducive to creating a stable learning environment.

Penalty - administration intervention to expulsion.

23. Hazing

Hazing is defined 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 this prohibition.

Penalty: Administrative intervention up to and including expulsion.

24. Indecency

A student shall not engage in conduct that is contrary to commonly recognized standards of decency and behavior, which includes obscenity, indecent exposure, other use of language in verbal or written form, or in pictures, or in caricatures or gestures, which are offensive to the general standards of propriety.

Penalty: teacher intervention and discipline to administrative intervention.

25. Insubordination

A student shall comply with directions of teachers and all other school personnel. Failure to identify oneself when requested by any staff member is Insubordination. *Penalty: teacher intervention and discipline to administrative intervention.*

26. Legal Infractions

In general, anything that is a violation of public law is a violation of school rules. In all cases the parents will be contacted, plus a police contact made.

All offenses: Up to expulsion

27. Loitering

Because of the necessity to allow easy movement of students and staff within the building, loitering will not be allowed. Students are not to loiter in any halls, near any lockers, in stairwells, or vestibules at any time.

Students are always welcome at the high school whenever they have a valid reason for being here. However, the high school is not a place to "hang around" unsupervised. Students at the school without direct supervision and a reason for being at the school can expect to be asked to leave. Examples of unacceptable loitering include, but are not limited to:

- Coming to an athletic contest, dance, concert, or other event, but not paying and/or entering and joining the crowd
- Being in a locker room at any time while not involved in a physical education class or athletic activity
- Hanging around the parking lot before or after school.
- Being present in the school after school past 2:40 p.m. without a specific appropriate intent (for example waiting for a late practice or

working on a group project).

- Being present in hallways past 2:40 p.m., without a specific appropriate intent (coming or going from a supervised activity).

Penalty: Violations of this rule may lead to restriction to a specified area, detention and in repeated cases, to discipline for insubordination.

28. Look-A-Like Weapons

A student shall not possess, handle or transmit any object or instrument that is a "look-a-like" weapon or instrument (e.g., starter pistol, rubber knife, toy gun, etc.).

Penalty – administrative intervention to expulsion.

29. Personal Protection Devices

A student shall not possess, handle or transmit a personal protection device (e.g., pepper gas, mace, stun gun, electric shock device, etc.) capable of inflicting bodily injury or causing physical discomfort to another person.

Penalty – suspension to expulsion.

30. Physical Assault Against Staff

A student shall not physically assault a staff member. Physical assault means "intentionally causing or attempting to cause physical harm to another through force or violence." If a student commits assault against a staff member, a volunteer, or a contractor employed by the school, the following consequence applies:

All offenses: Police contact and up to recommendation for expulsion. (See section 380.1311a of Michigan Revised School Code, Act 451 of 1976).

31. Physical Assault Against Another Student

A student shall not physically assault another student. Physical assault means "intentionally causing or attempting to cause physical harm to another through force or violence."

Penalty - administration intervention to expulsion

32. Profanity, Obscenity, and Vulgarity

The use of profane language (swearing), obscene gestures, or vulgar behavior will not be tolerated.

Penalty: teacher intervention and discipline to administrative intervention.

33. Public Displays of Affection

Students should not, under any circumstances, show affection to one another that creates a scene or draws undue attention to themselves. This behavior creates a poor image of the school and student body. School is not the place to engage in affectionate gestures other than holding hands, walking arm-in-arm, or an occasional hug. Any sitting on one another's lap, long embraces, or "making out" is unacceptable.

Penalty - In all cases, staff will confront the couple and direct them to cease the behavior, plus: teacher intervention and discipline to administrative intervention.

34. Racial harassment

A student will not use words, pictures, objects, gestures, or other actions relating to a person's racial background that cause embarrassment, discomfort, or a reluctance to participate in school activities.

Penalty - administration intervention to expulsion.

35. Sexual harassment

A student will not use words, pictures, objects, gestures, or other actions relating to sexual activity or a person's gender that cause embarrassment, discomfort, or a reluctance to participate in school activities.

Penalty - administration intervention to expulsion.

36. Smoking/Tobacco

A student shall not smoke, chew or otherwise use tobacco. A student shall not, while on school property, have in his/her possession or under his/her control, tobacco in any form.

Penalty - administrative intervention to expulsion.

37. Thefts or Possession of Stolen Property

The theft of school or personal property or the possession of stolen property is not permissible.

Penalty - In all cases the police may be notified, plus the parent contacted, plus full restitution will be required, plus: administrative intervention.

38. Truancy

Any unauthorized absence from school for any period of time. Chronic tardiness can be considered truancy.

Penalty – administrative intervention, behavior contract, in-school suspension and police involvement for students under compulsory school age. Ten unexcused absences may result in a "truancy complaint" filed with the Wayne County Prosecutor.

39. Vandalism

No student will intentionally damage or deface any school building, school-owned property, or personal property located at the school. In all cases a police report may be filed, plus full restitution will be required, plus administrative intervention.

In the event a student unintentionally damages school property or personal property at school while misbehaving, he/she will be responsible for full restitution.

40. Verbal Assault Against Staff/Bomb Threats

A verbal assault is defined as a real and credible threat, verbal, written or otherwise, which denotes possible harmful bodily contact or intimidation. Students who commit verbal assault against school staff, or make bomb threats or similar threats directed at a school building, other school property, or a school-related event, will face the following consequences:

All offenses: up to and including expulsion.

41. Weapons: Dangerous Instruments

A student shall not possess, handle, transmit, or use a dangerous instrument capable of harming another person. A "dangerous instrument" means any device intended to cause injury or bodily harm, any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection. Dangerous instruments include, but are not limited to, chemical mace, pepper gas or like substances; stun guns; BB guns; pellet guns; razors/ or box cutters, known allergens to particular students (i.e. peanuts).

Penalty for weapons/dangerous instruments – one to ten days' suspension with the possibility of recommendation for expulsion.

42. Weapons: Dangerous weapons

Possession of a dangerous weapon on school property will result in expulsion by the Board of Education in compliance with state law (MCL 380.1312 and 380.1313). A dangerous weapon is defined as any object which, in the manner in which it is used is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, "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 metallic "knuckles" or guns of any type, including air and gas powered guns, (whether loaded or unloaded), razors, clubs, electric weapons, martial arts weapons, ammunition and explosives."

Students are expected to report knowledge of weapons and threats of violence by students to an administrator.

Failure to report such knowledge may subject the student to discipline up to and including suspension or expulsion from school.

43. Weapons: Use of Legitimate Tools as Weapons

A student will not use a legitimate tool, instrument, or equipment as a weapon including, but not limited to, pens, pencils, compasses, or combs, with the intent to harm another.

Penalty: One to five days' out-of-school suspension with the possibility of recommendation for expulsion.

C. SEARCH AND SEIZURE

Students possess the right of privacy of person as well as freedom from unreasonable search and seizure of property. This individual right, however, is balanced by the school's responsibility to protect the health, safety and welfare of all its students. Although school authorities will respect the rights of students in their lockers and property, it should be made clear to all that lockers are the property of the school, and a student's locker or other possessions may be searched in the event "reasonable suspicion" dictates the administration take such action. Canine searches may also be conducted. . Drug testing may be required of a student if school authorities have reasonable, individualized suspicion to believe that a student is under the influence of drugs or alcohol (see Board Policy 5771, Searches of Students and Their Property).

In addition, students who drive to school and park on school property agree to the search of their vehicles by administrators who have "reasonable suspicion" that the student's car contains drugs, alcohol, weapons, or other items not permissible at school. Canine searches may also be conducted.

D. CRESTWOOD HIGH SCHOOL DRESS CODE POLICY

District students are expected to dress, groom and attire themselves in a manner that is not potentially dangerous, does not distract others or in any way could cause a disruption, **presents the best possible appearance** and does not convey a message contrary to District policy. Good grooming and appropriate dress are an important aspect of success in the world of work. The following are examples of dress, grooming, and attire that may violate this policy. This should not be considered an exclusive list:

Potentially Dangerous Items – All gang identifying symbols including but not exclusive of chains, pointed rings, metal spikes, clothing or attire restricting physical movement, etc.

Distraction or Disruptive Items – clothing that exposes or draws undue attention to breasts, buttocks, or genitals; styles that expose undergarments; bizarre clothing, grooming, or attire that focuses attention on a student or group of students at the expense of learning, such as nightwear or beachwear, etc.

Some guidelines regarding appropriate student dress:

1. Clothing should be clean, in good repair, not ripped or filled with holes; and appropriate for the educational environment.
2. All headwear is to be removed when entering the building, unless it is a required aspect of religious practice, and is not to be carried during the school day. Hats, hoods, and sunglasses may not be worn in school. Narrow hair restraints and barrettes are only acceptable when used/needed to hold hair out of the face.
3. Tops that show a bare midriff at any time, halter tops, tank tops, and low cut tops are not acceptable. All tops must have sleeves. No spaghetti strap shirts, tank tops, cut-offs, muscle shirts, etc. are permitted.

4. Shorts, skirts, and dresses should be no shorter than fingertip length with arms straight at the side. Short-shorts, boxer (underwear style), spandex, and gym shorts are examples of prohibited clothing.
5. Pants and shorts must be worn at the hips or higher; sagging pants or shorts are not permitted
6. Shoes must be worn in the classroom and throughout the school. Bare feet and stocking feet are not permitted.
7. Coats and book bags are to be stored in the locker and not allowed in the classroom.

Items Contrary to District Policy – clothing that advertises or promotes smoking, alcohol or the illegal use of drugs; reasonably likely to be perceived as promoting racial, ethnic or religious discrimination or intolerance; as advertising or promoting illegal behavior; or as obscene, lewd, vulgar, or plainly offensive.

District students are also expected to remove coats and hats when they enter the building and leave these items in their lockers until they are ready to leave the building.

Students who violate the District's Dress Code Policy may be subject to discipline according to the District's Student Code of Conduct.

Additionally, students may be sent home (with parent contact) to change his/her clothes before returning to class, asked to modify his/her attire in some way in school, or be excluded from classes for the day if a change of attire is not possible.

E. ACCEPTABLE USE POLICY/COMPUTERS

ACCEPTABLE TECHNOLOGY USE GUIDELINES ON-LINE CODE OF ETHICS

The Crestwood School District believes that the Internet's information resources and opportunities for collaboration are of great benefit to students and its skillful use is necessary to success. Students of the Crestwood School district may use authorized hardware and software tools to prepare to be information literate life-long learners. However, the Internet is, by its nature, an unregulated medium, which requires appropriate self-discipline by student users. To establish appropriate limits, the Crestwood School District requires that all Internet use by students be for an educationally approved activity. To retain this right, students need to behave responsibly, ethically, and legally, consistent with the mission and philosophy of the school. Users behaving irresponsibly will face disciplinary action deemed appropriate in keeping with the policies of the school which may include but not be limited to denying access and making financial restitution for unauthorized expenses incurred or damages caused.

RESPONSIBILITIES INCLUDE:

- Following the Student Code of Conduct set forth in the Student Handbook
- Forfeiting use of equipment to students with specific course assignments
- Proper use of authorized hardware and software with staff designated supervision
- Downloading, sending, storing, printing or displaying materials appropriate to an educational setting
- Using e-mail, chat modes, listserves or newsgroups only in an authorized educational setting
- Following acceptable use and state and federal copyright laws
- Keeping all food and drink away from hardware and software

MISUSE SHALL INCLUDE BUT NOT BE LIMITED TO:

- Loading Software directly on computers or downloading files, including games, over the Internet without network administrator approval.
- Modifying or damaging hardware, software or network
- Moving hardware or software from its designated location without administrator approval
- Using another's password with or without permission
- Trespassing in other's files or folders
- Plagiarizing others' work or ideas
- Wasting consumable resources
- Using obscene language
- Disrupting, cyber-bullying, harassing, insulting, attacking or discriminating against others
- Infiltrating unauthorized computer systems
- Using computers, software or on-line services for financial or commercial gain
- Revealing personal information about yourself or another person without staff permission

SAFE USE INCLUDES:

- Never give out personal information such as full name, phone number, address or age
- Never arrange an in-person meeting without adult approval or supervision
- Never share a password, even with friends
- Never give out a credit card number online without a parent/guardian present
- Read before you click (evaluate addresses and abstracts before opening sites)
- End an uncomfortable online experience by pressing the back key and tell a trusted adult

- Be aware that people online are not always who they say they are
- Understand that online information is not always accurate

F. SATURDAY SCHOOL GUIDELINES

1. The Saturday session will begin at 8:15 a.m. SHARP!! Students arriving late WILL NOT be allowed to enter. Students must be out of the building and OFF school grounds by 11 a.m.
2. The students are to enter the building through the south door, main hallway and report immediately to the library. Parking, drop off and pick up is to be in the south lot only. (Staff parking)
3. All students must bring appropriate study materials, i.e., pencils, textbooks, paper, assignments, etc. Students will not be allowed access to lockers, classrooms or any other areas of the building on Saturday.
4. All regular school rules will apply, as outlined in the student handbook. (Radios, beverages, food, and magazines are NOT permitted.) Appropriate dress is required.
5. Failure to comply with rules and/or *non-attendance will result in student not being allowed back in school until a conference with parents/student and administrator has been completed. *Original Saturday session assigned will then be reassigned and MUST STILL BE SERVED in addition to additional disciplinary action.
6. This completed sheet, with parent's signature, must be presented to the supervisor upon entering the library on the assigned Saturday.

Each student is expected to comply with all the rules and regulations governing the Saturday School.

G. STUDENT RESPONSIBILITY CENTER (SRC) Guidelines:

You are in control of your behavior. We feel you should be given the opportunity to be responsible for your behavior.

You will be allowed to remain in the SRC to complete your behavior improvement plan to regain admission to the classes or activities that you are involved in, if you can find the self control to obey the following rules:

1. Find enough self-control to remain quiet. Do not talk to other students.
2. Remain seated in your work area.
3. Students must bring all of their books and supplies to SRC at 7:41 a.m. Students will not have access to lockers after 7:41 a.m.
4. Normal classroom rules apply, including the use of items such as cell phones, audio devices, food and drink (except during the lunch time), etc...
5. Sleeping is not allowed in the SRC.
6. Students will be given one-half hour quiet, supervised lunchtime. Lunch may be purchased from the cafeteria at 10:35 and eaten in the SRC area.
7. Find enough self-control to raise your hand and ask for assistance or to ask a question from the SRC director or one of the volunteer staff.
8. Find enough self-control to respect the rights of all staff and students involved in the SRC.
9. You will be allowed to return to you normal schedule or activities the following day, when you have successfully discussed your behavior improvement plan with administration.

If you cannot find the self-control to follow the rules of the Student Responsibility Center, your parents will be notified and you will be asked to leave the building.

In order to return to school, a parent meeting must be held with administration and the student must complete a behavior improvement plan through the SRC.

ARTICLE II - Due Process Procedures

A. Introduction To The Rules Of Due Process

The following due process procedures only govern the suspension or the expulsion of a student from the School District's regular education program. Discipline in the form of administrative intervention is solely within the discretion of the building principal or his/her designee, and is not subject to the procedures of due process as provided in this Student Code of Conduct.

If a student charged with violation of this Code of Conduct has been returned to the regular school program pending a decision by either the building administrator, hearing officer, Superintendent of Schools, or the Board of Education, then such action of reinstatement shall not limit or prejudice the School District's right to suspend or expel the student following a decision by the building administrator, hearing officer, Superintendent of Schools or Board of Education.

The building administrator shall make the initial judgment that a student has engaged in a prohibited act under this Student Code of Conduct.

B. Suspension Of Ten School Days Or Less

As a general rule, prior to any suspension of the student, the building administration shall investigate the alleged violation of the Student Code of Conduct and provide the student with the following due process:

- The administrator shall inform the student of the charges against him/her, and if the student denies the charges, the administrator shall provide the student with an explanation of the evidence the administrator possesses.
- The student shall be provided an opportunity to explain to the Administrator his/her version of the facts.
- If a student's presence in school poses an immediate danger to persons or property or an ongoing threat of disruption to the educational process, the building administrator may immediately suspend the student, but the next school day, the student shall be provided with his/her due process rights as set forth in the bullet points above.
- If after providing the student with his/her due process rights, the administrator determines that the student has engaged in a prohibited act under this Student Code of Conduct, then he/she may impose a disciplinary penalty of a suspension not to exceed ten (10) school days.

The building administrator, or his/her designee, shall directly inform (in person or by phone) the student's parent or guardian of the suspension, giving the parent a clear explanation of the reasons and conditions of the suspension.

A building administrator's decision to impose a penalty of ten (10) or less school days is final and not subject to further review or appeal.

C. Suspension For Eleven Or More School Days And Expulsion

1. **Step One** - If, after his/her investigation, the building administrator decides that suspension for eleven or more school days or expulsion is warranted, and the Superintendent of Schools or his/her designee agrees with the administrator's decision, the student and the parent(s) or guardian shall be notified of:

- The charges against the student;
- The recommended disciplinary action
- The fact that a hearing will be held before an impartial school employee or outside consultant (i.e., hearing officer);
- The time, place, location and procedures to be followed at the hearing;
- The right to appeal any adverse decision of the hearing officer if the hearing officer recommends a suspension for more than twenty (20) school days or recommends expulsion.

If the building administrator decides that the student's presence in school would present a danger to the student himself, or to other students, school personnel or the educational process, then the student shall be suspended pending the decision of the hearing officer. If the student would not present a danger as described above, the student may be returned to school pending the decision of the hearing officer.

If the student is suspended pending a decision of the hearing officer, the Superintendent or designee shall appoint the hearing officer and schedule the hearing to commence within ten (10) school days following the initial suspension of the student. If the student is not suspended pending the decision of the hearing officer, the Superintendent or designee shall appoint the hearing officer and schedule the hearing to commence within fifteen (15) school days following the completion of the building principal's investigation of the charges. The time lines for commencement of the hearing may be enlarged upon the request of the administrator, student, parent(s) or guardian for cause approved by the hearing officer.

2. **Step Two** - The hearing before a hearing officer will be held for the purpose of determining the truth or falsity of the charges against the student and, if the charges are true, the appropriate disciplinary measure unless:

The student and/or his/her parent(s) or guardian notify the school district that they waive the right to a hearing before a hearing officer. In such cases, the principal's recommended disciplinary penalty shall be imposed. Provided, however, if the recommended penalty is expulsion, the Board of Education will nevertheless make the final decision on expulsion, but the decision will be based upon information submitted to it by appropriate school officials;

The hearing officer may amend the principal's charges upon motion of the administrator, student, parent(s) or guardian, or amend the charges upon his/her own motion, to conform to the evidence presented at the hearing. Additionally, the hearing officer may impose a greater or lesser penalty than that imposed or recommended by the building administrator.

3. **Step Three** - The hearing officer's decision shall be given orally to the student and parent(s) or guardian not later than two (2) business days after the close of the hearing and a written decision shall be mailed not later than four (4) business days after the close of the

hearing. The hearing officer, due to extenuating circumstances, however, may enlarge the time lines.

If the hearing officer's decision imposes a suspension of twenty (20) school days or less, then the decision of the hearing officer shall be final and not subject to further appeal. If the hearing officer's decision imposes a suspension in excess of twenty (20) school days or recommends expulsion, the student and/or his/her parent(s) or guardian may appeal the hearing officer's decision to the Board of Education.

4. **Step Four** - If an appeal of the hearing officer's decision is going to be made to the Board of Education, the student and/or his/her parent(s) or guardian must file the appeal in writing with the Superintendent of Schools within five (5) calendar days (excluding weekends) following receipt of the hearing officer's written decision.

If a timely appeal is not made, then the decision of the hearing officer regarding suspension shall be final and not subject to further appeal. If the hearing officer's decision recommends expulsion and a timely appeal is not made, the Board of Education will nevertheless make the final decision on expulsion, but the decision will be based upon information submitted to it by appropriate school officials.

Upon receipt of a timely appeal by the student and/or his/her parent(s) or guardian, the Superintendent, or his/her designee, shall notify the student and parent(s) or guardian of the time, place, location and procedures to be followed at the Board of Education meeting. The Superintendent, or his/her designee, shall determine, based upon the record and decision of the hearing officer, whether the student should be suspended pending the decision of the Board of Education.

Upon a timely appeal, the Board of Education shall consider the decision and record made before the hearing officer and shall provide for a meeting to take place for the purpose of allowing the administration and the student, parent(s) or guardian to present oral argument in support of, or in opposition to, the hearing officer's decision.

The Board of Education may permit the administration or student, parent(s) or guardian to introduce in the appeal meeting newly discovered material evidence, which could not, with reasonable diligence, have been discovered and presented at the hearing before the hearing officer.

The Board, no later than at its next regular public meeting following the meeting with the student, parent(s) or guardian, shall make a decision and shall, not later than seven (7) business days following the public meeting, mail to the student, parent(s) or guardian a written notice of the decision.

ARTICLE III - Miscellaneous Provisions

A. Voluntary Agreements Of Discipline

At any time during the disciplinary proceedings, the Superintendent or his/her designee may enter into a written contract with the student and/or his/her parent(s) or guardian setting forth the parties' agreement in settlement of the disciplinary charges. In such cases, the written agreement shall be final and binding and may not be later challenged by the Superintendent or his/her designee or the student and/or his/her parent(s) or guardian.

B. Suspended/Expelled Students On School Property Or Attending School Activities

A suspended or expelled student who enters onto school property without the Permission of a building administrator shall be deemed to be trespassing.

C. Disabled/Handicap Students

Although disabled students are covered by the provisions of this Student Code of Conduct, the time limitations set forth in the due process procedures may be temporarily suspended or enlarged by the School District to assure compliance with federal and state laws governing the discipline of disabled students.

ARTICLE IV - Misconduct Prior to Enrollment

A. Suspension/Expulsion

In order to protect the health and safety of students and employees and to prevent threatened disruption to the educational process, an otherwise eligible resident student may be suspended or expelled on the basis of:

- a prior act of misconduct committed outside of school hours and/or off school premises when the student was not enrolled in the Crestwood School District;
- a prior act constituting a gross misdemeanor, and other acts of misconduct, while the student was enrolled in another school district;
- if the act of gross misdemeanor or other misconduct would constitute a sufficient basis for suspension or expulsion had it occurred while the student was attending the Crestwood School District.

B. Due Process Procedures

1. **Step One** - The building administrator, with the consent of the Superintendent of Schools, or his/her designee, shall make the initial judgment if a student's prior misconduct is of sufficient gravity that the student's presence in school would represent a threat to the health and safety of other students and/or school personnel or threaten disruption to the educational process.

If the initial judgment is that the student's presence in school represents such a threat, the student shall be temporarily suspended from school and the student and the parent(s) or guardian shall be notified of:

- The prior act of misconduct relied upon the building administrator which forms the basis for his/her decision to deny attendance;
- The building administrator's recommendation regarding the suspension or expulsion of the student;
- The fact that a hearing will be held before an impartial school employee (i.e., hearing officer);
- Time, place, location and procedures to be followed at the hearing;
- The right to appeal any adverse decision of the hearing officer if a suspension is for more than twenty (20) school days or if the hearing officer recommends expulsion.

The student and/or his/her parent(s) or guardian may waive their right to a hearing before the hearing officer. In such cases, the principal's recommended disciplinary penalty of suspension or expulsion, as the case may be, shall be imposed.

2. **Step Two** - If the due process hearing is not waived, the hearing officer shall convene a hearing for the purpose of determining if the student's prior act of misconduct is an act of gross misdemeanor or other misconduct which would constitute a sufficient basis for suspension or expulsion had it occurred while the student was attending the Crestwood School District. If the prior act would be of sufficient basis, and the student's presence in school would represent a threat to the health and safety of other students and/or school personnel or threaten a disruption to the educational process, then the hearing officer shall decide the appropriate disciplinary penalty.

The hearing officer may amend the principal's charges upon motion of the building administrator or amend the charges upon his/her own motion to conform to the evidence presented at the hearing. Additionally, the hearing officer may impose a greater or lesser penalty than that recommended by the building administrator.

The hearing officer's decision shall be given orally to the student and parent(s) or guardian not later than two (2) business days after the close of the hearing, if possible, and a written decision shall be mailed not later than four (4) business days after the close of the hearing.

If the hearing officer's decision imposes a suspension of twenty (20) school days or less, then the decision of the hearing officer shall be final and not subject to further appeal. However, if the hearing officer's decision imposes a suspension in excess of twenty (20) school days or recommends expulsion, the student and/or his/her parent(s) or guardian may appeal the hearing officer's decision to the Board of Education.

3. **Step Three** – If an appeal is going to be made to the Board of Education concerning the hearing officer's decision, the student and/or his/her parent(s) or guardian must file an appeal in writing with the Superintendent of Schools within five (5) calendar days following receipt of the hearing officer's decision.

If a timely appeal is not made, then the decision of the hearing officer regarding suspension shall be final and not subject to further appeal. If the hearing officer's decision recommends expulsion and a timely appeal is not made, the Board of Education will nevertheless make the final decision on expulsion, but the decision will be based upon information submitted to it by appropriate school officials.

Upon receipt of a timely appeal by the student and/or his/her parent(s) or guardian, the Superintendent shall notify the student and parent(s) or guardian of the time, place, location and procedures to be followed at a Board hearing. The Superintendent shall determine, based upon the record made before the hearing officer, whether the Student should be suspended pending the decision of the Board of Education.

Upon a timely appeal, the Board of Education shall review the decision and record made before the hearing officer and shall provide for a meeting to take place for the purpose of allowing the student, parent(s) or guardian to present oral argument why they disagree with the hearing officer's decision and to present any additional evidence which could not have been presented at the hearing before the hearing officer.

The Board, no later than at its next regular public meeting following the meeting with the student, parent(s) or guardian, shall make a decision and shall, not later than seven (7) business days following the public meeting, mail to the student, parent(s) or guardian a written notice of the decision.

C. Voluntary Agreements Of Discipline

At any time during the due process proceedings, the Superintendent or his/her designee may enter into a written contract with the student and/or his/her parent(s) or guardian, setting forth the parties' agreement and settlement of the matters. In such cases, the written agreement shall be final and binding and may not be later changed by the Superintendent or his/her designee, or the student and/or his/her parent(s) or guardian.

D. Administrative Procedures

The administration shall implement procedures to ensure, to the extent practical, that students, upon enrollment, have not committed an act of gross misdemeanor, or other misconduct, prior to attending the Crestwood School District, which gross misdemeanor or misconduct would represent a threat to the health and safety of students and/or employees or threaten disruption to the educational process.

E. Disclosure Of Information At Time Of Enrollment

At time of enrollment, a student, parent(s) or guardian shall not give false or incomplete information, or fail to disclose information, relative to a student's prior act of gross misdemeanor, or other misconduct. A violation will result in disciplinary proceedings being initiated against the student.

***SPECIAL NOTE:** In a continuing effort to provide students with a safe, drug-free school environment, we will be periodically utilizing trained canines to detect contraband items on school property. Searches may include lockers, book bags, automobiles, commons areas, and other locations. Canines will not be used to detect contraband on individuals.*

Student and parent support of this effort is greatly appreciated. For more information contact the principal's office.

NONDISCRIMINATION STATEMENT

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disability Act of 1990, and the Elliott-Larsen Civil Rights Act of 1977, it is the policy of Crestwood School District that no person shall, on the basis of race, color, religion, national origin or ancestry, age, gender, martial status, disability, or limited English proficiency be discriminated against, excluded from participation in, denied the benefits of, or otherwise subjected to, discrimination in any program, activity, service or in employment to which it is responsible or for which it receives financial assistance from the U.S. Department of Education. For information, contact Dr. Richard Klee, Curriculum Director.

**GRIEVANCE PROCEDURES FOR TITLE VI OF THE CIVIL RIGHTS ACT OF 1964
TITLE IX OF THE EDUCATION ADMENDMENT ACT OF 1972
SECTION 504 OF THE REHABILITATION ACT OF 1972
AGE DISCRIMINATION ACT OF 1975
TITLE II OF THE AMERICANS WITH DISABILITY ACT OF 1990**

Section I

Any person believing that the Crestwood School District or any part of the school district has inadequately applied the principles and/or regulation of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Educational Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) the Age Discrimination Act of 1975, and (5) Title II of the Americans with Disability Act of 1990 may bring forward a complaint, which shall be referred to the as a grievance to:

The Office of Superintendent – Civil Rights Coordinator
Crestwood School District
1501 N. Beech Daly Road
Dearborn Heights, MI 48127
(313) 274-5712

Section II

The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer within five (5) business days.

Step #1

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

Step #2

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

Step #3

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