



STUDENT CODE OF CONDUCT

2015-2017

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Dear Parents:

A primary objective of the Oak Park School District is to assist students to become responsible citizens. To assure that this objective is achieved, the district has adopted a new Student Code of Conduct that define the rights and obligations of students in order to promote their educational welfare.

The Student Code of Conduct is based on the legal rights of the individual and the collective rights of the total student body. The Student Code of Conduct is designed to help our students to know their rights and responsibilities and to avoid engaging in unacceptable conduct.

The Oak Park School District values and recognizes the importance of parental involvement in ensuring that students behave in a manner that is acceptable and does not interrupt the learning process. We strongly urge parents to get involved in our schools and in the community as we find ways to help our students make better decisions.

Please take the necessary time to review the Student Code of Conduct with your child. You can support the district's policies by doing the following:

- Read and discuss the rules and regulations outlined in the Oak Park School District Student Code of Conduct.
- Talk with your child about the seriousness and consequences of guns and the use of dangerous weapons.
- Encourage your child to follow school rules and procedures.
- Teach your child how to resolve conflicts and arguments using non-violent practices.
- Encourage your child to report any guns or other weapons they see to the school administration.

Please do not hesitate to contact your child's school principal if you have any questions. Thank you for your support and cooperation.

Sincerely,

Stan Trompeter
Executive Director of Curriculum & Title Programs
Oak Park School District

OAK PARK BOARD OF EDUCATION
Student Code of Conduct
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INTRODUCTION

Legal Basis for School Discipline

The Oak Park School District's Student Code of Conduct is written in accordance with the Michigan Revised School Code and Federal regulations. The rules and regulations adopted inform students, their parents and the staff what behavior is permitted and what is not. The Legal Basis for School Discipline in Michigan is the Michigan School Code.

Section 1 1a (3) of the Michigan School Code of 1995 establishes:

Oak Park School District as "A general powers school district (which) has all of the rights, powers, and duties expressly stated in this act; (PA289 of 1995) may exercise a power implied or incident to any power expressly stated in this act; and, except as provided by law, may exercise a power incidental or appropriate to the performance of any related to operation of the school district in the interests of public elementary and secondary education in the school district."

Section 1311 of the Michigan School Code of 1995 provides:

"The Board may authorize or order the suspension or expulsion from school of a pupil guilty of gross misdemeanor or persistent disobedience when in the board's judgment the interest of the school may demand the authorization or order. If there is reasonable cause to believe that the pupil is handicapped, and the School District has not evaluated the pupil in accordance with rules of the state Board, the pupil shall be evaluated immediately by the intermediate school district of which the school district is constituent in accordance with Section 1711."

Section 1303 of the Michigan school Code of 1995 established:

"The board of a school district shall not permit any pupil to carry a pocket pager or electronic communication devise, OR OTHER PERSONAL COMMUNICATION DEVICE in school except for health or other unusual reasons approved by the board, and may develop penalties that it considers appropriate for a pupil who violates this prohibition."

Section 1311 (2) of the Michigan School Code of 1995 established:

"If a pupil possesses a weapon in a weapon free school zone, that constitutes a dangerous weapon, commits arson in a building or on school grounds, or commits criminal sexual conduct in a building or on school grounds, the school board, or the designee of the school board described in subsection (1) on behalf of the school board, shall expel the pupil from the school district permanently, subject to possible reinstatement under subsection (5)."

The Oak Park School District guarantees every student the right to a public education. The Student Code of Conduct is designed to help students to know their rights and responsibilities and to help them make informed decisions about what are acceptable school-related behaviors.

The Student Code of Conduct policy will be enforced by the Oak Park School District administration. The Student Code of Conduct will apply to any offenses that take place when students are en route to or from school (school grounds, school-sponsored field trips, extra-curricular activities, and on school buses).

All staff must employ and adhere to the Oak Park School District's Student Code of Conduct.

STUDENT RESPONSIBILITIES

Each student has the responsibility to:

- Respect the inherent human dignity and worth of every other individual.
- Be informed of and adhere to reasonable rules and regulations established by the Oak Park Board of Education and implemented by school administrators and teachers for the welfare and safety of the students.
- Study diligently and maintain the best possible level of academic achievement.
- Be punctual and present in the regular school program to the best of one's ability.
- Refrain from libel, slanderous remarks and obscenity in verbal and written expression and observe fair rules in conversation and responsible journalism.
- Dress and appear in a manner that meets reasonable standards of health, cleanliness and safety.
- Help maintain and improve the school environment, preserve school property and exercise the utmost care while using school facilities.
- Conduct oneself in an appropriate manner while in attendance at all school or school related functions held on or off school grounds.
- Continue or become actively involved in one's education, (understanding of people and preparation for adult life.)

STUDENT RIGHTS

The immediate objective of the Student Code of Conduct is to assure a suitable environment in which learning can take place and to encourage student growth in abilities, attitudes and values essential to acceptable behavior.

Penalties are applied to students when there are violations of the rules. The application of penalties takes into account the specific offense and an understanding of the student, guidance procedures, and the educational purposes of the school.

FAIR ADMINISTRATION OF DISCIPLINE

The Oak Park School District does not discriminate against, deny benefits to or exclude participation of any person in its programs, activities or employment on the basis of race, sex,

color, national origin, creed, religion, disability, sexual orientation, or any other basis prohibited by law.

MAKE-UP WORK

Students who are suspended on a short-term or long-term suspension and/or are pending an expulsion hearing are eligible to receive make-up work. Any parent who is eligible to receive make-up work for his/her child must contact the school principal or designee. Parents are responsible for picking up the make-up work and for returning the make-up work to the principal or designee on the due date. Students are not entitled to make up academic course work missed during absences due to truancy.

RIGHTS TO FREEDOM OF EXPRESSION

Students have the right to express their beliefs and opinions on issues in a reasonable manner, disagree, and petition to seek redress of grievances or to express dissatisfaction with policies.

FREEDOM FROM UNREASONABLE SEARCHES AND SEIZURES

Search of a student may be undertaken by any principal or his/her designee or authorized member of the staff when there is reasonable grounds to suspect that the search will uncover evidence that a student violated federal, state, local law or school rule.

SEARCH OF LOCKERS, DESKS, AND OTHER ASSIGNED SPACES

All students are hereby notified that lockers and desks are property of the Oak Park School District. Students should not expect privacy since the lockers can be searched at any time.

RULES FOR SCHOOL BUS RIDERS

Students are required to:

- Be on time at the bus stop.
- Remain behind the curb until the bus comes to a complete stop.
- Have Bus Permit and Student I.D. ready to show the driver.
- Stay seated when the bus is in motion.
- Remember that no part of the body is allowed to extend from a window.
- Not eat or drink on the bus.
- Avoid loud talking, shouting, profanity, fighting, or disturbing and distracting behavior.
- Leave their seats only after the bus has come to a complete stop.
- Help keep the bus clean.
- Pay for any damage to the bus which they cause.
- Be courteous and obedient to bus drivers. Student help will enable the driver to make school bus rides safe.

STUDENT DRESS CODE POLICY

The Board of Education has adopted a Student Dress Code Policy for the Oak Park School District to which all students must adhere.

STUDENT RIGHTS WHEN QUESTIONED BY THE POLICE

Building principals or designee are authorized to allow police officers and identified officials from the court to interview students on official business. Police officers can search students and make official arrests if deemed necessary by law. When applicable, the building principal or designee will be present during official police interviews. The principal or designee will inform parents of this questioning.

BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS

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

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

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

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

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

Notification

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

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

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

Implementation

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

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

Notification Procedure

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

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

The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behaviors that may violate this policy. The investigation must be completed as promptly as the circumstances permit and should be completed within 48 hours after a report or complaint is made.

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

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

Non-Retaliation/False Reports

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

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

Prevention/Training

The Superintendent shall establish a Bullying Prevention Task Force.

The District shall provide all administrators, school employees, contracted employees and volunteers who have significant contact with students, annual training on preventing, identifying, responding to, and reporting incidents of bullying and other aggressive behavior.

The District shall provide, and all students shall undertake, annual training on preventing, identifying, responding to, and reporting incidents of bullying, cyber bullying and other aggressive behavior.

The District shall provide and all parents or legal guardians shall be offered the opportunity to undertake annual training on preventing, identifying, responding to, and reporting incidents of bullying, cyber bullying and other aggressive behavior.

Definitions

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

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

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

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

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

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

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

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

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

“Staff” includes all school employees and Board members.

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

For further definition and instances that could possibly be construed as:

Harassment, see Policy 5517;

Hazing, see Policy 5516.

MCL 380.1310B (Matt’s Safe School Law, PA 241 of 2011)

Policies on Bullying, Michigan State Board of Education

Model Anti-Bullying Policy, Michigan State Board of Education

UNACCEPTABLE CONDUCT

Oak Park School District's students are responsible for acting in a manner that is acceptable as outlined by the Student Code of Conduct. Any student who violates the Oak Park School District's Student Code of Conduct is subject to disciplinary action. Discipline, including, but not limited to detention, suspension (short term or long term) or expulsion may be imposed for any violation or any provision of this Student Code of Conduct. There is no "progressive discipline" and each incident or series of incidents will be treated according to the particular facts and seriousness of the infraction(s).

OAK PARK SCHOOL DISTRICT STUDENT CODE OF CONDUCT

1. INSUBORDINATION/FAILURE TO FOLLOW CLASSROOM OR SCHOOL RULES

A student demonstrates disrespect toward a staff member(s), his/herself, and/or established rules or procedures in the classroom or school, fails to serve detention, or continues misbehavior after warnings.

2. DISOBEDIENCE OR DEFIANCE OF AUTHORITY

A student shall not be disobedient toward any authorized staff person at any time or refuse to comply with reasonable or lawful requests, orders, and directions from any authorized school personnel during any period of time when the student is within the authority of school personnel.

3. REFUSAL TO IDENTIFY SELF TO AUTHORIZED SCHOOL PERSONNEL

A student shall not refuse to show or wear an identification card and/or give his/her correct name when requested to do so by an authorized school personnel.

4. STUDENT DEMONSTRATIONS

A student shall not participate in any type of protest or demonstration that disrupts the educational process.

5. TRUANCY (ATTENDANCE, SKIPPING, AND TARDINESS)

All students are expected to be on time for school and for each class, unless illness or a delayed school bus prevents timely arrival and attendance at school. A student shall not be truant from school, classes, lunch period, study hall, homeroom, or record room. All schools in the District are closed campuses for lunch and students must attend the assigned lunch period. Daily attendance is necessary for school success. Truancy may cause the loss of academic course credits and referral to Juvenile Division of the Probate Court.

6. PROHIBITED ARTICLES OR POSSESSION OF ELECTRONIC PAGERS, CELLULAR PHONES, OR OTHER ELECTRONIC DEVICES WHILE IN SCHOOL

A student shall not bring to school any prohibited object that is deemed by the administration to disrupt and/or interfere with the educational process, or endangers the health, welfare, or safety of students or staff. This includes, but is not limited to CD/MP3 players, headphones, personal communication devices, iPods, personal pagers, TV sets, telephones, and other electronic communication devices. Any devices seen by a staff member will be confiscated.

7. UNAUTHORIZED USE AND/OR MISUSE OF SCHOOL MATERIALS AND EQUIPMENT

A student shall not use any unauthorized school materials or equipment without the official approval of an administrator or authorized school personnel.

8. DISRUPTION AND/OR DISORDERLY CONDUCT ON SCHOOL BUSES

A student shall not violate the prescribed rules and regulations for student conduct on school buses.

9. CHEATING OR ACADEMIC DISHONESTY

A student shall not engage in any act of cheating, plagiarism, academic dishonesty, including but not limited to the removal and/or altering of any school records through unauthorized access.

10. UNAUTHORIZED SCHOOL VISITOR

A student shall not contact/coordinate arrangements for or bring an unauthorized visitor to the school or event to verbally or physically harm or endanger another student, staff member, or authorized guest in the building, on school grounds, or during a school-sponsored event.

11. COMPLICITY

A student shall not actively or passively aid, abet, and/or otherwise encourage or coerce other students to violate and/or disobey the rules contained in this Code of Conduct.

12. DISRUPTION OF SCHOOL AND/OR DISORDERLY CONDUCT

A student shall not cause any disruption of any classroom activity, the operation of the school, the education process, and/or shall not engage in any act that is potentially harmful to the health, welfare and safety of other students, and/or staff.

13. INAPPROPRIATE DRESS OR APPEARANCE

Refer to the Board Adopted Dress Code Policy

14. USE, POSSESSION OR DISTRIBUTION, AND/OR SALE OF UNAUTHORIZED MATERIALS AND SUBSTANCES

A student shall not distribute or sell unauthorized materials and substances inside the school or on school property. A student shall not use or possess, buy, be under the influence of, or smell of alcoholic beverages, illegal drugs, or narcotics on school

property or at any school-sponsored event at any time. Illegal substances include tobacco, alcohol, narcotics, drugs prohibited by law, including misuses of and prescription medications.

15. LITTERING

A student shall not litter within school or on school grounds.

16. PROFANITY/VULGAR LANGUAGE

A student shall not use strong offensive, vulgar, lewd, or irreverent language or body language. Profane / vulgar language includes, but is not limited to: swearing, cursing, cussing, or using expletives.

17. DIRECT OR INDIRECT THREATS OF VIOLENCE, INJURY, OR HARM

A student shall not intimidate, physically or verbally threaten to do injury or harm to another student or any staff member.

18. POSSESSION OF OTHER DANGEROUS OBJECTS, MATERIALS, OR SUBSTANCES

A student shall not bring to school, to any classroom, to any interscholastic competition or extracurricular event/activity on or off school property; or possess, handle, transmit, or conceal any object capable of injuring self or others. This includes but is not limited to, firecrackers, clubs, mace, pepper spray, irritant sprays, explosives, pyrotechnic devices of any kind, and other dangerous weapons or weapon-like objects or ordinances; including objects made, constructed, or altered so that to a reasonable person the object appears to be a firearm.

19. USE OR POSSESSION OF E-CIGARETTES AND/OR ANY OTHER IMITATION CONTROLLED SUBSTANCE

A student shall not engage in the selling, using, possession, or dispensing of an imitation controlled substance as defined in Section 28-401, of the Michigan statutes, or materials represented to be alcohol, narcotics, drugs, controlled substances or inhalants. Students in violation of these rules are subject to immediate confiscation of the electronic cigarette and disciplinary consequences.

20. USE OF TOBACCO

A student shall not possess or use smoking or smokeless tobacco while on school grounds.

21. BURGLARY, THEFT, ROBBERY, LARCENY, OR BREAKING AND ENTERING

A student shall not intentionally cause or attempt to cause damage to school property or the property of another person, or steal, attempt to steal, or knowingly be in the unauthorized possession of, school property or the property of another person.

22. LOITERING, TRESPASSING OR UNAUTHORIZED AREA

A student shall not be in an unauthorized area within school or on school grounds at any time. A student shall not loiter or delay in any way that may cause disruption of any regular school activity or function. A student who has been suspended is not permitted on school grounds without the authorization of the school administrator. A student shall not enter a location, not typically accessible to students before, during or after the school day.

23. EXTORTION, COERCION OR BLACKMAIL

A student shall not force or threaten another person to give money or articles of value.

24. VANDALISM OR OTHER INTENTIONAL AND MALICIOUS DESTRUCTION OF PROPERTY

A student shall not attempt to act or act in a way that result in the destruction or defacement of school or private property. A student shall not cause or attempt to cause damage to either school property or private property, through improper or unlawful use or otherwise, on school premises or during school activities conducted on or off school grounds.

25. INTERFERENCE WITH OR INTIMIDATION OF SCHOOL PERSONNEL

A student shall not intimidate, insult, or engage in verbal abuse by written or electronic means, toward any student and staff member.

26. INTERFERENCE WITH THE MOVEMENT OF PUPILS IN AND OUT OF SCHOOLS, BETWEEN SCHOOLS, OR BETWEEN HOME AND AN ASSIGNED SCHOOL

A student shall not interfere with the safe movement of pupils in and out of schools, between schools, or between home and an assigned school.

27. INAPPROPRIATE AND/OR EXCESSIVE DISPLAY OF AFFECTION

A student shall not engage in inappropriate and/or excessive display of affection while on school property.

28. HARASSMENT, INTIMIDATION OR MENACING

A student shall not intimidate, insult, harass, or in any manner abuse verbally or in writing any student or staff member. Sexual harassment may include, but is not limited to: sexual flirtation, touching, advances, or propositions; verbal or physical abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; the use of sexually degrading words to describe an individual; displaying sexually aggressive objects or photographs; and sexually explicit or obscene jokes.

29. GAMBLING

A student shall not engage in any gambling activities, such as playing for money, profit, personal favors, or other stakes.

30. FALSE ALARM

A student shall not activate a fire alarm system or give false alarm of fire, bomb, or other hazard on school district property.

31. VERBAL CONFRONTATION OR VERBAL ASSAULT

A student shall not use words to cause or threaten to cause harm to the person being spoken to. The conflict is of words, alone, without action. Verbal Abuse may consist of but is not limited to: name calling, insulting, intimidating, shaming, threatening, demeaning, racial or ethnic slurs or derogatory language, among other forms of communication.)

32. BULLYING/PEER AGGRESSION

A student shall not intimidate others by threatening infliction of physical, verbal, written, electronically transmitted, or through attacks on the property of another. Bullying may include verbal taunts, name- calling and put-downs, ethnically-based or gender-based verbal put-downs, extortion of money or possessions, and threatened or intentional exclusion from peer groups within school.

33. FORGERY/GIVING FALSIFIED INFORMATION

A student shall not intentionally misrepresent information to any school district personnel.

34. INTERNET ETIQUETTE/IMPROPER USE OF TECHNOLOGY OR SOCIAL MEDIA

A student shall not take, disseminate, transfer, upload, or share obscene, lewd, harmful, violent (including fights, bullying activities and assault), or illegal images, photographs, or video footage of students or staff in any Oak Park School District building or on any Oak Park School District campus. Video footage, photographs, or images that fuel school conflicts, disrupt learning or the operation of the school, spur bullying, and inflict harm as a result of the content is prohibited and subject to consequences, including applicable criminal charges.

35. FIGHTING

A student shall not engage in any fight, physical force, or other act of violence that causes physical/bodily harm or threatens to cause harm to another person. The physical force must not cause serious injury. Fighting may lead to the involvement of the local law enforcement agency.

36. MISUSE OF VEHICLES ON SCHOOL PROPERTY

A student shall not violate the prescribed rules and regulations process and shall not engage in any act that is potentially harmful and/or hazardous to the health, welfare and safety of the student himself, other students or staff. This also includes inappropriate physical contact in vehicles.

37. FAILURE TO SERVE SCHOOL DISCIPLINE

A student shall not refuse to serve an in-school suspension, misbehave while serving school discipline, or fail to report for an assigned detention. Walking out of the principal's or assistant principal's office while discussing or receiving discipline will not be tolerated. The student may be required to serve the original consequence in addition to further disciplinary action.

38. HAZING

A student shall not participate in hazing or other degrading or disgraceful acts that endanger the physical safety and/or cause mental distress to another/other students.

39. POSSESSION OF A FIREARM

A student shall not bring to school, to any interscholastic competition or extracurricular events/activities on or off school property, or possess, handle, transmit, or conceal any firearm capable of injuring self or others. This includes but is not limited to, handguns, rifles, shotguns, zip guns, starter pistols, stun guns, pellet guns, BB guns, toy guns, explosives, pyrotechnic devices of any kind, and other dangerous weapons or ordinances, including objects made, constructed, or altered so that to a rational person the object appears to be a firearm.

40. POSSESSION OF A KNIFE

A student shall not bring to school, to any interscholastic competition or extracurricular events/activities on or off school property, or possess, handle, transmit, or conceal any knife capable of injuring self or others. Knives include box cutter with razor, straight razor, letter opener, file, or any other sharp object that can be used as a weapon and/or projectile.

41. POSSESSION OF OTHER DANGEROUS WEAPONS

A student shall not bring to school or extracurricular events/activities on or off school property, or possess, handle, transmit, or conceal any object capable of injuring or killing self and/or others.

42. USE OF A WEAPON OR AN OBJECT AS A WEAPON

A student shall not use a weapon or any other type of dangerous object to cause bodily injury to another student or staff. This includes but is not limited to: having a weapon during a physical altercation, threatening a person with a weapon or dangerous object, extorting or coercing through threat, or discharging a firearm.

43. PHYSICAL ASSAULT OF AN EMPLOYEE, VOLUNTEER, OR CONTRACTOR

A student shall not engage in any act or threatened act of physical violence or force causing, attempting to cause, or threatening to cause physical harm to an employee, volunteer or contractor.

44. DESTRUCTION OF PROPERTY

A student shall not engage in any act that results in the actual destruction of property.

45. THEFT OR RECEIPT OF STOLEN PROPERTY

A student shall not engage in any theft or have in his/her possession any property which does not belong to him/her.

46. ARSON

A student shall not attempt to act or act in the burning or attempted burning of any item on school property.

47. SALE OR DISTRIBUTION OF CONTROLLED SUBSTANCES OR ILLEGAL MATERIALS

A student shall not sell or distribute any illegal substances on school property or at any school-sponsored events. Possession, actual sale, and distribution of any type of illegal substances are prohibited and any student found guilty of this offense will be turned over to the local law enforcement agency.

48. PHYSICAL ASSAULT OF ANOTHER STUDENT

A student shall not engage in any act or threatened act of physical violence or force causing, attempting to cause, or threatening to cause physical harm to another. Any intentional assault to a student through force or violence will be referred to the law enforcement authorities. Gang related activities are punishable under this provision.

49. CRIMINAL SEXUAL CONDUCT

A student shall not sexually penetrate or touch another student's private anatomy.

50. SEXUAL MISCONDUCT/INDECENT EXPOSURE

A student shall not display acts of affection that include sexual intercourse, oral sex, intentional touching of another student's genitals, buttocks, or breasts or the use of sexually explicit language photographs, or pictures, (i.e., sexting, cybersex, etc.). A student shall not intentionally show one's bare / private bodily parts (such as genitals) in public, where such exposure is offensive against the school's acceptable standard of decency.

51. FORGERY OR FRAUD

A student shall not defraud school personnel by signing and/or falsifying the name of another person. A student shall not falsify the name of another person or the school entity itself.

52. MISCONDUCT IN ANOTHER SCHOOL DISTRICT

A student shall not falsify information upon being admitted to Oak Park School District. A student who has been engaged in misconduct resulting in Expulsion or long-term suspension from respective school district or has withdrawn prior to the due process hearing will be enrolled but held on long-term suspension pending a public hearing before the Superintendent and the School Board.

53. OFF-CAMPUS MISCONDUCT

A student shall not engage in off-campus misconduct that disrupts learning or the operation of the school. The local Law Enforcement Agency will be contacted if any criminal acts are violated.

54. CRIMINAL ACTS OR OTHER ILLEGAL CONDUCT

A student shall not engage in any illegal criminal acts. The District will report such incidents to the appropriate local Law Enforcement Agency.

55. GROUP OR GANG-RELATED ACTIVITIES

A student shall not engage in any organized act or threatened act of violence which results in physical harm to another student or adult. More than two individuals are defined as a group or gang.

56. HABITUAL OR PERSISTENT MISCONDUCT

A student shall not repeatedly fail and/or blatantly refuse to comply with school rules and regulations or directions of authorized school personnel. Repeated violations may result in increased severity of the consequence per occurrence.

**SECONDARY STUDENT APPEAL PROCEDURE FOR
MATTERS OTHER THAN DISCIPLINE**

All Oak Park School District students who wish to bring a complaint to the attention of the administration may employ either of the following procedures:

- **The student may appeal to a Hearing Committee appointed by the principal, composed of:** One teacher selected from the faculty, three students selected by the student Council, and one other person selected by the four persons indicated above. This individual may be a teacher, counselor, student, parent or other person. The principal will appoint the chairperson. If the Hearing Committee finds that the student's complaint is not valid, it will write a report to that effect to the principal and to the student. The student may then appeal to a building administrator. If the Hearing Committee finds that the student's complaint is valid, one member of the committee will give the committee's written recommendation to the principal. The Hearing Committee shall be a continuing body for one school year. The committee will meet after school hours, or as designated by the committee chairperson. An annual summary of appeals and their dispositions will be submitted by the committee's chairperson to the building principal for transmittal to the Superintendent and Board of Education.
- **A student with a complaint or concern should go directly to the appropriate school person to resolve the problem informally. This person is usually a teacher. This should occur within a reasonable amount of time:** If the student believes he/she has not received a satisfactory response to the problem, he/she may present his/her case in writing to a building administrator for review. A written response from the administrator will be given to the student. If the student has not obtained a satisfactory response to the problem, he/she or the parents may request a conference

with the principal. If the problem is still not resolved, the student's parents may appeal in writing to the Superintendent of schools or her designee. The parent may request a hearing before the Board of Education if the matter has not been resolved satisfactorily.

TYPES OF DISCIPLINARY ACTION

IN-SCHOOL DISCIPLINE as defined by the Oak Park school District is:

- **Detention** - Time assigned as hours either before or after school served by a student in either a working or restricted capacity. The period of time and schedule are to be established by the administration. Transportation is the responsibility of the student and his/her parent or guardian.
- **School to Work Program** - Time assigned on Saturday, or before or after school for supervised school or community work and/or clean-up activities. Transportation is the responsibility of the student and/his parent or guardian.
- **Saturday School** - The student is required to attend school on Saturday under the supervision of school officials. Transportation is the responsibility of the student and his/her parent guardian.
- **In-School Suspension** - Removal of a student from all regular school activities for a period of one to ten days. The student is confined to an isolated location in the school and placed under the supervision of the school officials or their designee.

SUSPENSION is removal of a student from school for a period not to exceed ten days. This action may be taken by a principal or an assistant principal. Parents shall be notified of this action prior to the invocation of the action, when possible. In cases of temporary suspension for three days or more, the student shall be readmitted only after a parent conference is held.

SUSPENSION PENDING HEARING is removal from school pending action of the Board of Education. This action may be taken by a principal or an assistant principal. Parents shall be notified of this action prior to the invocation of the action, when possible. The Superintendent and the Board of Education shall be notified in writing by the school administrator within three days with a recommendation for action. Suspension Pending Hearing may not extend for more than ten school days without a hearing by the Board of Education.

EXPULSION is permanent removal of a student from school. This action may be taken only by the Board of Education and only after an opportunity for hearing is given to the student. The school administration shall recommend cases for expulsion to the Board of Education through the Superintendent or her designee. Parents shall be notified of this

action prior to the invocation of the action. The Board of Education is vested with final authority in all cases of expulsion.

SUSPENSION PROCEDURE

- An administrator will meet with the student prior to the invocation of action.
- The student will be informed of the alleged violation and will be given an opportunity to explain the circumstances of the incident.
- Parents may request a conference with an administrator.

Suspended students may make-up all school assignments missed and will receive full credit for properly completed assignments. Upon the parents' request, the student's academic advisor will obtain homework assignments from his/her teachers and make them available in the counseling office. A student will be permitted two school days for each day of school missed to complete assignments. A student's absences from class may affect grades even though homework assignments are completed.

DISCIPLINARY APPEAL PROCEDURES

At any step in the disciplinary process, a student and/or the student's parents have the right to appeal any disciplinary action taken by school officials. Appeals may involve findings relative to a student's violation of the Student Code of Conduct and imposed disciplinary action. The student and/or student's parents must appeal to school officials in the following order:

- **First:** Building Principal.
- **Second:** Superintendent of Schools, or her designee, 13900 Granzon, Oak Park, MI 48237 (The appeal request must be in writing and submitted within five (5) days of any action taken by the building principal). Call (248) 336-7705.
- **Third:** Board of Education, 13900 Granzon, Oak Park, MI 48237 (The appeal request must be in writing and must be submitted to the Board of Education within (5) days of action taken by the superintendent or her designee).

The school official to whom an appeal has been made has the authority to affirm, modify, or set aside any disciplinary action.

HEARING PROCEDURE

When expulsion or suspension longer than ten days is requested by school administrators or when student or the student's parents request a hearing before the Board of Education appealing the administrator's decision, written notice of the opportunity for hearing shall be sent to the student and the student's parents or guardians at their last known address, not less than five days before the date set for hearing. The written notice shall include a statement of charges against the student, the disciplinary action recommended and a copy

of the rules and procedures for the hearing. The hearing shall be held by the Board of Education in accordance with its rules and procedures.

A hearing may be public or private at the election of the student or student's parents or guardian. At the hearing, the student shall be entitled to representation by legal counsel and to present witnesses and documentary evidence for consideration by the Board of Education.

DISCIPLINE OF STUDENTS WITH DISABILITIES

When a student is identified as a special needs student or there is a reasonable cause to believe the student has a disability or qualifies for Section 504, the Board of Education shall not conduct the hearing prior to the completion of a review and evaluation by an Individualized Educational Planning Committee (IEPC)/504.

- If the evaluation determines that the student has a disability, then all disciplinary action must cease and the student must be referred for appropriate action.
- If there is not a disability, the student should be referred for appropriate disciplinary action.

The student shall not be excluded from school by the school administration for longer than ten school days or otherwise changed in his or her educational program placement during the time of the review or evaluation by the (IEPC)/504 and the exhaustion of the appeal procedures without written agreement of the parents to an interim change of placement. A court order may be obtained excluding the student from attending school in an appropriate case where the safety of students is involved.

The (IEPC)/504 shall be convened to determine the eligibility of the student for services and the appropriateness of the placement of the student. The (IEPC)/504 also will determine if the student's behavior is a manifestation of his/her disability. Where the student's behavior is a manifestation of his/her disability, the Board of Education will not conduct the hearing for suspension or expulsion, but will implement any revision in the student's IEPC/504.

Where the misconduct is found by the (IEPC)/504 not to be a manifestation of the disability of the student, the Board of Education may proceed to hold the hearing and make a determination with regard to the appropriateness of expulsion or suspension. Should the Board of Education determine that suspension or expulsion is appropriate, and IEPC/504 will be convened to determine the services appropriate for the student under the circumstances.

Federal laws for IDEA students afford school districts the right to request an expedited due process hearing to have an interim alternative placement ordered for up to forty-five (45) calendar days when it is believed that maintaining the student's current placement is substantially likely to result in injury to himself or others.

- The mandate also affords school personnel the right to order, at their own discretion, an interim alternative placement for up to forty-five (45) calendar days when the situation involves a weapon or drugs.
- Both types of placement can be requested/ordered even if the problem behavior was determined to be a manifestation of the student's disability or in the case of evaluating a student where the school suspects or has knowledge of a disability.

ATTENDANCE REGULATIONS

Regular and punctual attendance is essential to a quality educational experience. All students are required to be in school every day and on time for each class. Any absence from class not approved by a school official or justified by a written note by a parent or guardian or contact made to a parent or guardian by a school official will be identified as an unexcused absence.

Truancy from school and/or class will result in any of the following student support services provided by the school:

- Parent Connect Program
- Teacher Conference with the parent/guardian
- Referral / Conference to the Attendance Officer
- Referral to outside agency (Oak Park Youth Assistance)
- Referred to the proper authorities

Parents will be notified of chronic absenteeism and tardiness by phone messages, parent teacher conferences, and report cards. Any student who arrives late should report to class immediately. Staff will call parents after 2 consecutive days of absence. Students found loitering in the building or skipping class will be disciplined accordingly.

SCHOOL RULES AND REGULATIONS

The Oak Park School District believes that students should conduct themselves as responsible citizens. In addition to the rules and penalties described herein, each school may establish guidelines for student behavior that are not included in this Student Code of Conduct and may assign penalties for infractions. Teachers will establish rules for student behavior which contribute to positive learning experiences.

SAFETY IN TRAFFIC

Students should model and imitate behavior outlined by the "Seven Tips for Safe Walking" listed below. Following these rules could save your life. Walking to school requires following traffic safety instructions. These safe walking tips are provided by the American Automobile Association, Traffic Safety Department.

- Keep from between parked cars. Many children are struck each year in non-intersection accidents when they suddenly enter the roadway from between parked cars or from behind bushes or shrubs.
- Be extra alert in bad weather. Inclement weather tends to make people hurry and pay less attention to prevention. Motorists cannot stop as fast. Vehicles may skid. Visibility is sharply reduced. You must learn to watch out for vehicles and to exercise increased caution when the weather is inclement.
- Be seen at night. If it is necessary to be out after dark, wear white or light-colored clothing. Retro-reflective strips attached to jackets, coats and hats and a flashlight to carry are advised.
- Cross at corners. Studies show that motorists do not expect children to cross at mid-block and tend to slow down at intersections because they expect to see pedestrians cross there. Cross at corners, especially those protected by a traffic signal, police officer, adult crossing guard or school safety patrol member.
- Observe and obey. Police officers, adult-crossing guards, school safety patrols, traffic signs and signals are all traffic safety helpers. They should be observed and obeyed.
- Stop, look all ways before crossing. Learn to stop for oncoming vehicles in all directions. Before you walk - not run - straight across the street. Crosswalks are not "magic" safe lines. You must be alert for turning cars at all times, especially with right-turn-on-red laws in effect.
- Walk facing traffic. In areas where there are no sidewalks you should walk on the side of the roadway facing approaching traffic. You should also walk in single file, as far off the traveled part of the roadway as possible. If an adult is walking with you, the adult should walk between you and the roadway, acting as a more visible buffer to the vehicles.

PARENT EXPECTATIONS GUIDELINES

In the Oak Park School District, we put children first. The Oak Park Schools' Parent Expectations Guidelines details the expected behaviors of parents/guardians and visitors when on school property, field trips, athletic and extra-curricular events, or when engaging with school personnel. The Oak Park Schools' Parent Expectations Guidelines is established to ensure a positive working relationship between the school, parents/guardians, and the general community.

As a part of the enrollment application process, parents and/or guardians will be required to sign the Parent Expectations Guidelines as agreement to:

- Be courteous in speech and actions;
- Be supportive of the efforts of the school to educate my child(ren);
- Meet with school staff when requested to discuss the education or behavior of my child(ren);

- Contact my child's teacher first regarding classroom matters; Sign in at the office upon entering the school and seek permission prior to going to other areas of the building.

The Oak Park Board of Education complies with all federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education that no person on the basis of sex (Title XI); race, color, religion national origin or ancestry, age, marital status (Title VI), or handicap (Section 504) shall be discriminated against, excluded from participation denied the benefits or otherwise be subjected to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of education. Complaints should be addressed to:

**Superintendent
Administration Building
13900 Granzon
Oak Park, MI 48237
(248) 336-7705**

Each year, the Oak Park School District offers Vocational Education Programs at Oak Park High School. These programs are designed to prepare youth for a broad range of employment and training services and are offered under the guidance of certified teachers and academic advisors.

The following is a list of programs being offered this year. There are no prerequisite classes for enrollment in these programs:

- Health Occupation
- Marketing Education
- All Vocational/CTE Courses offered at OSTC

All vocational education programs follow the district's policies of nondiscrimination on the basis of race, color, national origin, sexual orientation, sex or handicap in all activities and in employment. In addition, arrangements can be made to ensure that the lack of English language skills is not a barrier to admission or participation. For general information about these programs, contact:

**Superintendent
Administration Building
13900 Granzon
Oak Park, MI 48237
(248) 336-7705**
dcolber@oakparkschools.org

GRIEVANCE PROCEDURES

Title VI of the Civil Rights Act of 1964 Title IX of the Education Amendment Act of 1972 Section 504 of the Rehabilitation Act of 1973

Section I: If any person believes that the Oak Park School District or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights act of 1964. (2) Title IX of the Education Amendment act of 1972 and (3) Section 504 of the Rehabilitation Act of 1973, he/she may bring forward a complaint, which shall be referred to as grievance, to the Local Civil Rights Coordinator at the following address:

**Superintendent
Administration Building
13900 Granzon
Oak Park, MI 48237
(248) 336-7705**

Section II: The person who believes he/she has a valid base for grievance shall discuss the grievance informally and on verbal basis with the Local Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complaint. He/she may initiate formal procedures according to the following steps:

Step 1: A written statement of the grievance signed by the complainant shall be submitted to the 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 complaint within five (5) days.

Step 2: If the complainant wishes to appeal the decision of the Local Civil Rights Coordinator, he/she may submit a signed statement of appeal to the Superintendent of schools within five (5) business days after receipt of the 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 the complainant remains unsatisfied he/she may appeal through a signed, written statement to the Board of Education within five (5) business days of his receipt of the Superintendent's response in step two. 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) days of this meeting.

Step 4: If at this point the grievance has not been satisfactorily settled, further appeal may be made to the Office for Civil Rights, Department of education, Washington, D.C. 20201. Inquiries concerning the non-discriminatory policy may be directed to: Director, Office for Civil Rights, department of Education, Washington, D.C. 20201. The Local Coordinator, on request, will provide a copy of the district's grievance procedure and investigative all complaints in accordance with procedure. A copy of each of the Acts and Regulations on which this notice is based may be found in the Civil Rights Coordinator's Office.

NOTIFICATION OF RIGHTS FOR ELEMENTARY AND SECONDARY SCHOOLS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s educational records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the School principal a written request that identifies the records they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate or misleading. They should write the School principal or appropriate official, clearly identify the part of the records they want changed and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses educational records without consent of officials to another school district in which a student seeks or intends to enroll.

[NOTE: FERPA requires a school district to make a reasonable attempt to notify the parents or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

NOTICE FOR DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Oak Park School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Oak Park School District may disclose appropriately designed "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the School District to include this type of information from your child's education records in certain school publications. Examples include:

- ◆ A playbill, showing your student's role in a drama production
- ◆ The annual yearbook
- ◆ Honor roll or other recognition lists
- ◆ Graduation program; and
- ◆ Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary or Secondary Education Act of 1965 (ESEA)¹ to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their students information disclosed without their prior written consent.

If you do not want Oak Park School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 15th of the current school year, i.e., 2014 through 2016. Oak Park School District has designated the following information as directory information:

- ◆ Student's name
- ◆ Address
- ◆ Telephone listing
- ◆ Electronic mail address
- ◆ Date and place of birth
- ◆ Participation in officially recognized activities and sports
- ◆ Weight and height of members of athletic teams
- ◆ Degrees, honors and awards received
- ◆ Dates of attendance
- ◆ Grade level
- ◆ The most recent educational agency or institution attended

¹ These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107 – 107), the legislation that provides funding for the Nation's armed forces.



Oak Park School District

ADMINISTRATIVE OFFICES: 13900 GRANZON • OAK PARK, MICHIGAN 48237-2799
TELEPHONE: (248) 336-7700 • TELEFAX (248) 336-7738

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The Oak Park Schools' Board of Education complies with all federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education that no person on the basis of sex (Title IX); race, color, religion, national origin or ancestry, age, marital status (Title VI); or handicap (Section 504) shall be discriminated against, excluded from participation or denied the benefits or otherwise be subjected to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education.