



**2025-2026**

**Harper Creek Community Schools  
Student Handbook**



This handbook is intended for use by students, parents, and staff as a guide to the rules, procedures, and general information about the District. The use of the word “parent” in this handbook means a student’s natural or adoptive parent or legal guardian. Students and their parents are responsible for familiarizing themselves with this handbook, and parents should use the handbook as a resource to assist their students with following its rules and procedures.

Students must comply with all school policies, regulations, rules, and expectations. The use of the word “Policy” in this handbook includes bylaws or policies adopted by the Board of Education. Although the information in this handbook is comprehensive, it is not intended to address every situation that may arise during a school day or school year. This handbook does not create a contract between the District and parents, students, or staff. The administration is responsible for interpreting the rules contained in the handbook to ensure the implementation of the school’s educational program and well-being of all students. If a situation arises that is not specifically addressed by this handbook, the administration may respond based on applicable law and policy.

The rules and information provided in this handbook may be supplemented or amended by the administration at any time, consistent with applicable law and policy.

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## IMPORTANT INFORMATION

### District Website

www.harpercreek.net

### Board Policies

Board Policies are available at: <https://meetings.boardbook.org/Public/Organization/1420>

### Addresses

Harper Creek High School 12677 Beadle Lake Road, Battle Creek, MI 49014

Harper Creek Middle School 7290 B Drive North, Battle Creek, MI 49014

Beadle Lake Elementary School 8175 C Drive North, Battle Creek, MI 49014

Sonoma Elementary School 4640 B Drive South, Battle Creek, MI 49015

Wattles Park Elementary School 132 South Wattles Road, Battle Creek, MI 49014

### Contact Information

District Main Office: 269-441-6550

Fax: 269-979-5310

Student Services: 269-441-6577

Transportation: 269-441-6591

Athletics: 269-441-8462

Harper Creek High School 269-441-9450 Attendance Line: 269-441-8477

Harper Creek Middle School 269-441-4750 Attendance Line: 269-441-4749

Beadle Lake Elementary School 269-441-3250 Attendance Line: 269-441-3255

Sonoma Elementary School 269-441-7800 Attendance Line: 269-441-7805

Wattles Park Elementary School 269-441-5850 Attendance Line: 269-441-5855

### Administration

Superintendent: Rob Ridgeway

Assistant Superintendent: Laura Williams

Special Education Director: Eric LaFleur

Athletic Director: Melissa Feasel

Transportation Director: Stacy Hendon

High School Principal: Stefanie Howard

High School Vice Principal: Joe Yurisich

Harper Creek Center for Academic Achievement Administrator: Kris Meeker

Middle School Principal: Kim Thayer

Middle School Vice Principal, 5<sup>th</sup> and 6<sup>th</sup> Grades: Rebecca Boltjes

Middle School Vice Principal, 7<sup>th</sup> and 8<sup>th</sup> Grades: Jason O'Farrell

Beadle Lake Elementary School Principal: Nneka Daniels

Sonoma Elementary School Principal: Lindsey Cook

Wattles Park Elementary School Principal: Brent Swan

## 2025-2026 DISTRICT CALENDAR

Monday, August 18	Secondary Meet the Teacher Night 5:00 PM – 7:00 PM
Tuesday, August 19	Elementary Meet the Teacher Night 5:00 PM – 7:00 PM
Wednesday, August 20	First Day of School
Wednesday, August 27	Early Release
Friday, August 29	No School
Monday, September 1	No School, Labor Day
Wednesday, September 3	Early Release
Wednesday, September 10	Early Release
Wednesday, September 17	Early Release
Wednesday, September 24	Early Release
Wednesday, October 1	Early Release
Friday, October 3	Homecoming
Wednesday, October 8	Early Release
Friday, October 10	End of Middle School Quarter
Monday, October 13	No School
Tuesday, October 14	No School
Wednesday, October 15	Early Release
Wednesday, October 22	Early Release
Wednesday, October 29	Early Release
Tuesday, November 4	No School
Wednesday, November 5	Early Release
Friday, November 7	Half Day of School
Friday, November 7	End of Elementary Trimester
Wednesday, November 12	Early Release
Wednesday, November 19	Early Release
Wednesday, November 26, - Friday, November 28,	No School – Thanksgiving Break
Wednesday, December 3	Early Release



Wednesday, December 10	Early Release
Wednesday, December 17	Early Release
Monday, December 22 - Friday, January 2 – Winter Break, No School	
Wednesday, January 7	Early Release
Wednesday, January 14	Early Release
Thursday, January 15	½ Day of School
Friday, January 16	½ Day of School
Friday, January 16	End of Second Quarter, First Semester – Middle and High School
Monday, January 19	No School
Tuesday, January 20	First Day of School, Second Semester/Third Quarter
Wednesday, January 21	Early Release
Wednesday, January 28	Early Release
Wednesday, February 4	Early Release
Wednesday, February 11	Early Release
Friday, February 13	Half Day of School
Friday, February 13	End of Second Trimester, Elementary
Monday, February 16	No School
Wednesday, February 18	Early Release
Wednesday, February 25	Early Release
Wednesday, March 4	Early Release
Wednesday, March 11	Early Release
Wednesday, March 18	Early Release
Friday, March 20	End of Third Quarter, Middle School
Wednesday, March 25	Early Release
Friday, March 27 – Friday, April 3 No School – Spring Break	
Wednesday, April 8	Early Release
Wednesday, April 15	Early Release
Wednesday, April 22	Early Release
Wednesday, April 29	Early Release

Wednesday, May 6	Early Release
Wednesday, May 13	Early Release
Wednesday, May 20	Early Release
Monday, May 25	No School – Memorial Day
Wednesday, May 27	Early Release
Friday, May 29	Commencement
Wednesday, June 3	Half Day of School
Thursday, June 4	Half Day of School, Last Day of School
	End of Quarter, End of Trimester, End of Semester

## 2025-2026 DAILY SCHEDULE

Harper Creek High School Student Hours	7:45 a.m. – 2:50 p.m.
Harper Creek High School Early Release Student Hours	7:45 a.m. – 1:40 p.m.
Harper Creek High School Half Day Student Hours	7:45 a.m. – 10:50 a.m.

School staff will supervise students on school grounds 20 minutes before the school day begins and 20 minutes after the school day ends. **Unless students are participating in a school activity, school staff will not provide supervision before or after these times.**

Harper Creek Middle School Student Hours	7:40 a.m. – 2:40 p.m.
Harper Creek Middle School Early Release Student Hours	7:40 a.m. – 1:30 p.m.
Harper Creek Middle School Half Day Student Hours	7:40 a.m. – 10:43 a.m.

School staff will supervise students on school grounds 40 minutes before the school day begins and 20 minutes after the school day ends. **Unless students are participating in a school activity, school staff will not provide supervision before or after these times.**

Harper Creek Elementary Student Hours	8:50 a.m. – 3:45 p.m.
Harper Creek Elementary Early Release Student Hours	8:50 a.m. – 2:35 p.m.
Harper Creek Elementary Half Day Student Hours	8:50 a.m. – 12:00 p.m.

School staff will supervise students on school grounds 10 minutes before the school day begins and 5 minutes after the school day ends. **Unless students are participating in a school activity, school staff will not provide supervision before or after these times.**

## **EMERGENCY SCHOOL CLOSING PROCEDURES**

In the event of an emergency school closure, such as a bad weather day or when school is unexpectedly closed early, the District will notify students, parents, and the general public about the closure in the following manner:

District Call-Out System – Call, Text, Email

District Website: [www.harpercreek.net](http://www.harpercreek.net)

District Application: Harper Creek Beavers App

District Social Media – Facebook: Harper Creek Community Schools

Wood TV 8

WWMT 3

## NOTICE OF NON-DISCRIMINATION

The District does not discriminate on the basis of race, color, national origin, ethnicity, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis, and prohibits unlawful discrimination, including harassment and retaliation, in any education program or activity that it operates, including in admission and employment.

Inquiries about unlawful discrimination, including unlawful harassment and retaliation, may be referred to the District's applicable Coordinator and/or an agency with jurisdiction, such as the U.S. Department of Education's Office for Civil Rights, the Michigan Department of Civil Rights, the Equal Employment Opportunity Commission, or the Department of Justice.

Designated Title IX Coordinator  
Jason O'Farrell  
7290 B Drive North, Battle Creek, MI 49014  
269-441-4750  
ofarrellj@hareprcreek.net

Designated Section 504 Coordinator  
Laura Williams, Assistant Superintendent  
7454 B Drive North, Battle Creek, MI 49014  
269-441-6564  
williamsl@harpercreek.net

Designated Civil Rights Coordinator/Employment Compliance Officer  
Laura Williams, Assistant Superintendent  
7454 B Drive North, Battle Creek, MI 49014  
269-441-6564  
williamsl@harpercreek.net

The District's Non-discrimination, Anti-Harassment, and Non-Retaliation Policy and Grievance Procedures is available at

<https://meetings.boardbook.org/Public/Organization/1420>.

To report information about conduct that may constitute unlawful discrimination, including unlawful harassment and retaliation, or make a complaint of such conduct, please contact the applicable Coordinator listed above.

Any student who witnesses an act of unlawful discrimination, including unlawful harassment or retaliation, is encouraged to report it to District personnel. No student will be retaliated against based on any report of suspected discrimination. A student may also anonymously report an incident of unlawful discrimination. The District will investigate anonymous reports pursuant to its investigation procedures described by Policy. Minor students do not need parent permission to file complaints or participate in the Grievance Process described by Policy.

A student found to have engaged in unlawful discrimination, including unlawful harassment or retaliation, may be subject to discipline, including suspension or expulsion, consistent with Policy 5206.

The District provides equal access to the Boy Scouts and other designated youth groups as required by law.

### **Examples of Unlawful Harassment**

“Unlawful harassment” is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward a person because of the person’s membership in a Protected Class that has the purpose or effect of: (1) creating an intimidating, hostile, or offensive environment; or (2) unreasonably interfering with the person’s ability to benefit from the District’s educational programs or activities.

- **Race, color, and national origin harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics is considered race, color, and national origin harassment. Policy 3115 is attached to this handbook as Appendix A.
- **Disability harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as disability-motivated physical threats, attacks, or other hateful conduct. Policy 3115 is attached to this handbook as Appendix A.
- **Sex-based harassment** can take many forms. For the definition of sex-based harassment, including sexual harassment under Title IX, see Policy 3118, attached to this handbook as Appendix A.

## **SECTION I: DISTRICT-WIDE POLICIES AND PROCEDURES**

### **Attendance**

Students are expected to attend school every day school is in session. Students are to arrive before the first class and stay until the scheduled end of their school day. If a student is unable to attend school, the student or parent must report that absence to.

Harper Creek High School                      Attendance Line: 269-441-8477

Harper Creek Middle School                  Attendance Line: 269-441-4749

Beadle Lake Elementary School              Attendance Line: 269-441-3255

Sonoma Elementary School                  Attendance Line: 269-441-7805

Wattles Park Elementary School              Attendance Line: 269-441-5855

If a student arrives late, the student must sign in at the office. At the middle school and high school level, students may sign themselves in. At the elementary level, a parent must sign their child in. A student may only leave school early if the student's parent notifies the office or the student is an emancipated minor or 18 years old.

The following absences will be considered excused if they are confirmed by communication to the school from the student's parent:

- the student's physical or mental illness (verification from a physician, physician assistant, or nurse practitioner is required after four consecutive days of absence for illness);
- severe weather;
- medical appointments for the student;
- death or serious illness of the student's family member;
- attendance at a funeral;
- appearance at court or for other legal matters;
- observance of religious holidays of the student's own faith;
- college planning visits;
- school related absences; and
- in and out of school suspensions.

Students are considered tardy when they are not present in class at the start of the day or hour.

High School students who are more than 10 minutes late are considered absent for that hour.

Middle School students who are more than 10 minutes late are considered absent for that hour.

Elementary students who are more than 30 minutes of the morning or the afternoon session are considered absent for that half of the day.

A student who violates attendance expectations may be subject to discipline and any other applicable consequences.

### **Absences due to illness**

The school will contact parents if a student becomes ill at school and may ask that the parent pick up the student. A student who is absent due to illness is allowed to make up work as stated below.

#### **High School and Middle School**

The maximum time allowed to make up work when absent is twice the length of the absence. It is the student's responsibility to ask for make up work. If a student knows they will be absent from school during a specific time period, then the student is expected to contact their teachers to make arrangements for completing missed work.

#### **Elementary**

Students will have a specified amount of time to make up their missing assignment. Generally, this will be two days for every one day of absence, i.e., if the student missed five days, they would have a maximum of ten days to submit all missing assignments.

### **Planned absences**

Parents who know in advance that a student will be absent must contact the school at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence unless alternative arrangements are approved by the teacher in advance. Parents should make every attempt to schedule medical and other appointments outside of school hours.

High School only: A Pre-Arranged Absence Form is available from the attendance secretary and should be completed and submitted at least one week before the absence being taken.

### **Students are expected to:**

- Complete all class work in advance for any absence that can be anticipated or make alternative arrangements with their teacher in advance of the absence.
- Sign out of school at the office if leaving school during the school day.
- Make up all work that is assigned by teachers for the instructional time that has been missed.



For more information, see Policy 5301.

### **Bed Bugs**

If a District official suspects that a student's clothing or belongings contain bed bugs, the school nurse or other District official may visually inspect the student's clothing or belongings. Any bugs found should be removed and collected for identification. If a live bed bug is discovered, the District will notify the student's Parent and provide educational materials on bed bug prevention and treatment.

If a student's clothing or belongings are infested by bed bugs, the student may be excluded from school until the Parent has confirmed successful treatment has occurred or other remedial steps have been taken to ensure that bed bugs are not brought to school.

If bed bugs are found in a classroom or elsewhere in the school building, the building principal or designee will notify the Parents of all students in the affected building and will provide information on bed bug prevention and treatment. The school building will not be closed due to bed bug presence. If pest management is necessary, it will be provided to affected areas of the school building consistent with Policy 3406.

### **Books and Supplies**

The District will provide free instruction to all students and will not charge a fee for materials necessary to complete required or elective courses. Students and parents may purchase additional supplies at their own expense. The District may charge a reasonable and refundable deposit to cover damage to textbooks and supplies. A teacher may provide a list of suggested materials that students and parents may purchase. Purchasing materials is voluntary and not required for curricular activities.

Students must take care of books and other supplies provided by the District. The District may assess fees to repair or replace District property that is lost, damaged, stolen, returned in a different condition, or not returned on time.

### **Bulletin Boards**

Space may be provided within school buildings or on school electronic media for students and student organizations to post notices about student groups. Rules for posting on bulletin boards are found in Policy 5503.

### **Bullying**

All types of student-on-student bullying, including cyberbullying, without regard to subject matter or motivation, are prohibited. The District's Anti-Bullying Policy is attached to this handbook as Appendix B.

### **Cell Phone Use**

Students may not use cell phones or other electronic devices from bell to bell during school hours. Cell phones or other electronic devices must not be visible during school hours if a student chooses to bring them to school.

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The District is not responsible for theft, loss, or damage of any cell phone or other electronic device.

Taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal photographs, video, audio, or other similar data, whether by electronic data transfer or otherwise (including via cell phone or other electronic device), may constitute a crime under state or federal law. A student engaged in any of these activities at school, at a school event, or on school-provided transportation, may be subject to discipline pursuant to this Policy and the student code of conduct. A student engaged in any of these activities outside of school may be disciplined if the student's activities substantially disrupt or negatively affect the school environment.

School administrators and teachers may confiscate a student's cell phone or other electronic device if the student's use or possession of a cell phone or electronic device violates this Policy, the student code of conduct, or any applicable building or classroom rule. The building principal or designee may require a meeting with the student's Parent to discuss the rule violation before returning the cell phone or electronic device.

### **Harper Creek High School and Middle School Cell Phone Rules**

Students may not use a cell phone from the first tardy bell of the day to the last dismissal bell of the day.

Students may not use their cell phones or electronic devices in the bathrooms, locker rooms, or when in the hall on a pass.

Students found using their cell phone in any manner during prohibited times will be issued the following consequences:

Offense One – Student will take the phone to the office and may pick up the device after school. Parent informed.

Offense Two – Student will take the phone to the office and may pick up the device after school. Parent informed.

Offense Three – Student will take the phone to the office. Parent must pick up the device after school. Parent informed.

Offense Four – Student will take the phone to the office. Student is no longer allowed to bring a cell phone to school for a designated length of time. If subsequently found with a cell phone progressive discipline will occur.

Confiscated phones can be picked up after the last bell of the day.

The number of offenses will reset each school year.

Reasonable suspicion that a communication device has been used to violate District policies or used during the times listed above shall be subject to disciplinary action and may result in the communication device being confiscated.

## **Harper Creek Elementary Cell Phone Rules**

During the regular school day, students may not use any type of cellular phone or other electronic devices unless given specific permission. Classroom use of personal devices is permitted for instructional purposes with teacher permission. Failure to follow classroom procedures will result in suspension of personal use privileges. The use of personal laptop computers and personal electronic devices must abide by the District Technology and Acceptable Use agreement and Student Code of Conduct.

Cell phones must be powered off during the school day and kept in the student's backpack.

At after-school activities, and on a district vehicle, the use of cell phones is under the discretion of the supervising staff member. Its use may not be disruptive or distracting to the educational process, the scheduled activity, or other participants.

Reasonable suspicion that a communication device has been used to violate District policies or used during the times listed above shall be subject to disciplinary action and may result in the communication device being confiscated.

### **Cheating, Plagiarism, and Academic Dishonesty**

Students may not cheat, plagiarize, or otherwise participate in academic dishonesty in any form. Unless specifically authorized by a teacher, prohibited behavior may include, but is not limited to:

- Obtaining, attempting to obtain, or aiding another person in obtaining credit for work by any dishonest or deceptive means.
- Copying another person's work or answers.
- Discussing with other students the answers or questions on a test or assignment before the test or assignment has been submitted for a grade.
- Taking or receiving copies of a test.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Using artificial intelligence to assist or complete an assignment or test.
- Submitting work or any portion of work completed by another person.

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty may receive no credit on that assignment or class and will be subject to discipline, up to and including expulsion.

## **Children's Protective Services Investigations**

The District will cooperate with Children's Protective Services (CPS) during an investigation of suspected child abuse or neglect. Cooperation may include allowing CPS access to a student without parent consent if CPS determines access is necessary to complete the investigation or prevent abuse or neglect. As a matter of law, the identity of an individual who makes a report of suspected child abuse or neglect is confidential and will not be disclosed.

## **Classroom Behavior**

Teachers may establish classroom conduct rules that students must follow.

## **Closed Campus**

The school campus is a closed campus except for high school students who qualify for open lunch (see building administrator for details). All students must remain on campus during school hours. Students who leave campus without authorization are subject to disciplinary action.

## **Communicable Diseases**

The District, in conjunction with local health department officials, may exclude students who:

- Are suspected of having a communicable disease until a physician or local health department official determines the student is no longer a risk; or
- Lack documentation of immunity or are otherwise considered susceptible to a communicable disease until the local health department officials determine the risk of spreading the disease has passed.

Communicable diseases include, but are not limited to, diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, COVID-19, and other conditions indicated by the local and state health departments. Any removal will only be for the contagious period or as directed by the local health department.

## **Concussion Protocol**

Before allowing a student to participate in any athletic activity, including physical education, the District will annually:

- A. Provide the MHSAA educational materials on concussion awareness to each student and to the student's Parent; and
- B. Obtain a statement signed by each student and respective Parent acknowledging receipt of the MHSAA concussion awareness educational materials. The District will maintain this signed statement for 5 years or until the student is 18, whichever is longer.

The District's complete concussion protocol is in Policy 5712 including information on student removal from activity for possible concussion and return-to-play requirements.

### **Damage to School Property**

Students who damage school property either intentionally or unintentionally may be subject to discipline and required to pay to replace or restore the property.

### **Dress and Grooming**

In general, clothing should be clean and appropriate for the climate and the situation. Student dress, cleanliness, or personal appearance that is a threat to the safety, health, or welfare of others; violates any statute, Policy 5101, or the Dress Code; or substantially disrupts the educational environment or that school officials reasonably forecast will substantially disrupt the educational environment, is grounds for remedial or disciplinary action.

The final decision in any situation involving inappropriate attire rests with building administrators.

Students who are dressed inappropriately will be asked to change clothing immediately. If necessary, parents will be called to bring appropriate clothing, students can use extra clothing provided by the District, or the student may be sent home to change. Repeated dress code violations may result in more severe consequences.

### **Dress Code**

Tops must have straps or sleeves and must cover the student's entire torso from armpit to armpit. Pants, shorts, and skirts must provide full coverage of all personal areas and remain secure during typical activities, such as walking, sitting, and bending

Students are not permitted to wear the following during school hours:

- Hats and hoods, unless approved by the building administration;
- Blankets, Snuggies, or outdoor coats, unless approved by the building administration.

Clothing may not display material that:

- Is materially and substantially disruptive or that school officials can reasonably forecast will create a substantial disruption;
- Is obscene, sexually explicit, indecent, or lewd;
- Promotes the use of or advertises illegal substances, including but not limited to substances illegal for minors;
- Incites violence;
- Contains "fighting words";
- Constitutes a true threat of violence;

- Demonstrates hate group association/affiliation or uses hate speech targeting groups based on their membership in a protected class; or
- Displays nipples, genitals, or buttocks.

Students who represent the District at an official or school-sponsored function or public event (e.g., athletic teams, bands, choirs, and other groups) may be required to follow specific dress requirements as a condition of participation or attendance.

### **Driving and Parking Personal Vehicles**

Student driving and parking on District property is a privilege, not a right, that may be revoked at any time. Students who drive to school must obey the following rules:

1. Students may not move their vehicles, sit in, or be around their vehicles during the school day without permission from administration (i.e. A parking permit, which is limited to once per day).
2. Students may not drive carelessly or with excessive speed on school grounds.
3. By driving to school and parking on school grounds, students and parents consent to having that vehicle searched when school officials have reasonable suspicion that a search will reveal a violation of school rules, Board Policy, or law.
4. High school students must obtain a parking permit from the main office each year and are expected to park in the student parking lot. Parking permits are \$10.
5. Any student driving to the middle school for a class must fill out and have on file the Auto Tech Parking form.

### **Emergency Contact Information**

Parents must provide emergency information for each student enrolled in the District. The information should include the family physician's name, contact information for parents or a responsible adult, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes.

### **Fees**

The District will not charge students a fee to participate in curricular activities. The District may charge students a fee to participate in extracurricular and noncurricular activities to cover the District's reasonable costs. The District may require students to furnish specialized equipment and clothing required for participation in extracurricular and noncurricular activities or may charge a reasonable fee for the use of District-owned equipment or clothing. The activity's coach or sponsor will provide students with information about the fees charged and the equipment or clothing required.

### **Food Services**

The District is committed to providing a school environment that enhances opportunities for learning and lifelong wellness.

### **NUTRITION PROMOTION AND EDUCATION GOALS**

All students will receive nutrition education annually that is aligned with the Michigan Health Education Grade Level Content Expectations and the Michigan Merit Curriculum Guidelines for Health Education. Teaching healthy eating behaviors will be part of the curriculum.

The District promotes healthy food and beverage choices for students. The District will implement evidence-based healthy food promotion techniques through:

- offering school meal programs; and
- publicizing foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards. The District will collaborate with public and private entities to promote student wellness.

The District will make water available to students throughout the school day.

### PHYSICAL ACTIVITY GOALS

The District will offer physical education programs that are designed to equip students with the knowledge, skills, and values necessary for lifelong physical activity. Physical education instruction will be aligned with the Michigan Physical Education Grade Level Content Expectations and the Michigan Merit Curriculum Guidelines for Physical Education.

Students will have the opportunity to participate regularly in supervised physical activities, either organized or unstructured, intended to maintain physical fitness and an understanding of the benefits of a physically active and healthy lifestyle.

The District strives to provide physical activity breaks for all students, including recess for elementary students and before and after school activities, and encourages students to use active transport (e.g., walking, biking). Recess will not be taken away for strictly academic reasons (e.g. not completing work).

The District encourages Parents to support their students' participation in physical activity, to be physically active role models, and to include physical activities in family events.

### GOALS FOR OTHER SCHOOL-BASED ACTIVITIES DESIGNED TO PROMOTE STUDENT WELLNESS

The District may partner with community members or groups to implement this Policy. The District will also:

- participate in state and federal child nutrition programs as appropriate;
- allow other health-related entities to use school facilities for activities such as health clinics, screenings, and wellness events consistent with Policy 3304;
- use evidence-based strategies to develop, structure, and support student wellness; and

- create environments conducive to healthy eating, physical activity, and conveying consistent health messages.

## STANDARDS AND NUTRITION GUIDELINES FOR ALL FOODS AND BEVERAGES SOLD TO STUDENTS ON THE SCHOOL CAMPUS AND DURING THE SCHOOL DAY

The District will ensure that students have access to foods and beverages that comply with applicable laws and guidelines including, but not limited to, the USDA Nutrition Standards for School Meals and the USDA Smart Snacks in School nutrition standards.

The District will offer students a variety of age-appropriate, healthy food and beverage selections including fruits, vegetables, and whole grains aimed at meeting the nutrition needs of students within their calorie requirements to promote student health and reduce childhood obesity.

## STANDARDS FOR ALL FOODS AND BEVERAGES PROVIDED, BUT NOT SOLD, TO STUDENTS DURING THE SCHOOL DAY

The District may provide a list of healthy food and beverage alternatives to Parents, teachers, and students for classroom parties, rewards and incentives, or classroom snacks. The District discourages the use of unhealthy food and beverages as a reward or incentive for performance or behavior.

## FOOD AND BEVERAGE MARKETING

Marketing and advertising is allowed on school grounds or at school activities only for foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards. Food and beverage fundraising and marketing that occurs at events outside of school hours need not comply with the USDA Smart Snacks in School nutrition standards.

In-school fundraising events must comply with Policy 5501 and MDE's Non-Compliant Food Fundraiser Guidance, which permits 2 fundraisers per week, per school building that do not comply with USDA Smart Snacks in School nutrition standards. In-school fundraising events may last up to 1 day and may not be held in the food service area during meal times.

Equipment that currently displays noncompliant marketing materials (e.g., scoreboard with soft drink logo) need not be immediately removed or replaced. As the District reviews and considers new contracts and as durable equipment, like scoreboards, is replaced or updated, any food or beverages marketed and advertised will meet or exceed the USDA Smart Snacks in School nutrition standards.

## WELLNESS COMMITTEE

The District will form a Wellness Committee to establish goals for, oversee, and periodically review and update school health policies and programs. The Wellness Committee will also oversee this Policy's implementation.



The Wellness Committee will represent all school buildings and include, to the extent possible, Parents, students, food service representatives, physical and health education teachers, school and community health care professionals, and community members. The Board encourages community participation in the Wellness Committee. When possible, membership will also include Supplemental Nutrition Assistance Program education coordinators.

## IMPLEMENTATION AND OVERSIGHT

The superintendent of design is responsible for ensuring that each school building complies with this policy.

The Board will review this Policy at least every 3 years to determine compliance, progress, and the extent to which this Policy compares to model school wellness policies. Parents, students, school employees, school health professionals, Board members, and community members may provide input to the District during the Wellness Policy review process.

A copy of this Policy will be maintained in the District's administrative offices and posted on the District's website. The Superintendent or designee will maintain all legally required documentation for implementation of this Policy.

The Superintendent or designee will annually provide notice about this Policy and any updates to the community.

## SCHOOL MEAL PROGRAM

### Delinquent Meal Charge Debt and Bad Debt

The District is required to make reasonable efforts to collect unpaid meal charges of current students. The building principal or designee will contact households about unpaid meal charges and may establish payment plans and due dates by telephone, e-mail, or other written or oral communication. If these collection efforts are unsuccessful, the District may pursue any other methods to collect delinquent debt of current students as allowed by law. Collection efforts may continue into a new school year.

Unpaid meal charges of inactive students, such as graduated students and students no longer enrolled at the District, that are not collected by the end of the school year will be classified as bad debt. No later than December 31 of the following school year, non-federal funds will be used to reimburse the school meal program for the amount of bad debt.

### Elimination of "Lunch Shaming"

The District will strive to eliminate any form of "lunch shaming." "Lunch shaming" is the public identification or stigmatization of students who cannot pay for a school meal. In furtherance of this goal, the District prohibits the following:

- requiring a student who cannot pay for a school meal or who has unpaid meal charges to wear a wristband or handstamp;

- requiring a student to dispose of a meal after it has been served because the student cannot pay for the meal or has unpaid meal charges;
- communicating directly with a student about unpaid meal charges unless the District has attempted but has been unable to contact the student's Parent by telephone, e-mail, or other written or oral communication;
- requiring a student to perform chores or other labor to pay a student meal debt; and
- discussing a student's unpaid meal charges in the presence of other students.

### Meal Charge Policy

The District's policy on charged meals is if a student has no funds available to pay for a meal, the student will be provided a meal, and the student's account will be charged.

Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases.

The District will encourage Parents to complete financial eligibility forms as part of the student enrollment process to determine eligibility for free or reduced-price meals.

The Board directs the Superintendent to include this Policy in the student handbook and to distribute it to Parents.

### Field Trips

Classes occasionally take field trips off school property for educational enrichment. Each student must submit a completed permission form signed by the student's parent before being allowed to attend a field trip.

A student's failure to comply with Board Policy, the Student Code of Conduct, or any other applicable rules or behavioral expectations while on a field trip may result in disciplinary action and removal or exclusion from the trip or future field trips.

Students who have not met academic or behavioral expectations may not be allowed to attend field trips.

Parents are welcome and encouraged to participate as chaperones on school field trips, provided they have been cleared as a school volunteer through a background check. Arrangements need to be made, however, with the approval of the classroom teacher. The teacher may need to limit the number of chaperones for any given field trip. There may be limited space on the bus or only a certain number of tickets for an event.

Parents who act as chaperones are expected to give their complete attention to this very important task.

With this in mind, please be aware of the following expectations:

- Preschoolers, or children from a different grade level, may not accompany field trips with chaperones. Field trips are for children of a particular grade only.
- Cell phones should remain on vibrate. Chaperones should only use their cell phones in the event of an emergency. This is an important time for you and your child.
- The purchase of souvenirs and/or food items should not be purchased unless all students have been made aware of this opportunity for souvenirs or food items prior to the field trip.

All students must ride the school bus to and from the field trip destination. On occasion, permission may be given for a Parent to take their own child home from a field trip destination site. School staff must receive a request in writing and give permission prior to departure.

### **First Aid, Illness, or Injury at School**

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member.

When the building principal or designee determines that a student is too ill or injured to remain at school, school staff will contact the student's parent or other designated responsible adult to pick up the student from school. If the student requires immediate medical attention, the District will first attempt to contact a parent or other designated responsible adult when reasonably possible. If contact cannot be made, the building principal or designee will take any reasonable action necessary on the student's behalf, consistent with state law.

Students showing symptoms of a communicable disease may be sent home. The District may require a statement from a licensed physician or local health official before allowing the student to return to school.

### **Head Lice**

A student with nits within ¼ inch of the scalp or live lice may remain at school until the end of the school day. The student will be restricted from activities that involve close head-to-head contact or sharing of personal items. The District will notify the student's parent and provide educational materials on head lice prevention and treatment.

The student will be readmitted to school after treatment so long as the parent consents to a head examination and the examining District official does not find live lice on the student. If the District official finds nits within ¼ inch of the student's scalp, the student may return to class, but the District must inform the student's parent about the need to remove the nits. District personnel will not ostracize or embarrass a student with lice or nits and will maintain student confidentiality.

District personnel will not ostracize or embarrass a student with lice or nits and will maintain student confidentiality.

If a student has a persistent infestation after 6 weeks or 3 separate cases within 1 school year, the District will form a team that may include the student's parents, teacher, social workers, or administrators to determine the best approach to resolve the issue.]

### **Homeless Children and Youth**

The District will provide a free public education to homeless children and youth who are in the District and will afford them the educational rights and legal protections provided by federal and state law. Homeless children and youth will not be stigmatized or segregated based on their homeless status and will have the same access to services offered to students who are not homeless.

A student or parent in a homeless situation who requires assistance should contact the District's homeless liaison:

Michelle Burkhardt  
7454 B Drive North, Battle Creek MI 49014  
269-441-6564  
burkhardt@harpercreek.net

For detailed information about Homeless Children and Youth, see Policy 5307.

### **Immunizations**

For a student entering the District for the first time and entering 7th grade, a parent must provide the building principal or designee with a certificate stating that the student has received at least 1 dose of an immunizing agent against each disease specified by the Michigan Department of Health and Human Services (MDHHS) or other responsible agency or documentation of an applicable approved exemption.

The student's parent must provide the certificate or documentation at the time of registration, or no later than the first day of school. A parent of a student who has not received all doses of any required immunizing agent must provide the District an updated immunization certificate demonstrating that the immunizations have been completed as required by the MDHHS. The updated certificate must be provided within 4 months of the student entering the District for the first time or upon entering 7th grade. The District will not permit a student to attend school unless the parent provides evidence of immunizations or exemptions consistent with Policy 5713 and state law.

### **Law Enforcement Interviews**

Law enforcement officers may be called to the school at the request of school administration. Students may be questioned by law enforcement consistent with Policy 5201. Students may be questioned by school officials at any time, without parent notice or consent, consistent with the District's obligation to maintain a safe and orderly learning environment.

### **Limited English Proficiency**

Limited proficiency in the English language should not be a barrier to a student's equal participation in the District's instructional or extracurricular programs. Those students

identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular programs offered by the District.

### **Locker Use**

Pursuant to Policy 5102, lockers are District property and may be made available for student use. Lockers are assigned to students on a temporary basis, and District administration may revoke a student's locker assignment at any time. The District retains ownership of lockers notwithstanding student use.

Students have no expectation of privacy in their lockers. The building principal or designee may inspect lockers without any particularized suspicion or reasonable cause and without advance notice. Upon the request of the building principal or designee, law enforcement may assist with searching lockers.

During a locker search, student privacy rights will be respected for any items that are not illegal or violate Board Policy or building rules.

Students must keep all personal belongings, including coats and backpacks, in their lockers during the school day.

### **Lost and Found**

All lost and found items are to be taken to the building lost and found area. Found items of significant value (money, jewelry, eyeglasses, electronics, etc.) should be turned into the school office. Students may claim lost articles there. Unclaimed items may be donated to a local charity or otherwise disposed of at the conclusion of each semester.

### **Media Center**

Students must check out materials from the media specialist or designee on duty. Each borrower is responsible for all materials checked out in the borrower's name. If materials are lost and not returned by the end of the semester/year, the student must pay for the replacement cost. Students must also pay for any damage they cause to materials.

### **Medication**

An adult must bring all medications to the school. For purposes of this policy, the term "medication" shall include prescription and non-prescription medications taken by mouth, inhaler, injection (including EPI-PEN), or application drops or creams. This includes over the counter medication such as cough drops, throat lozenges, itch creams, and essential oils.

Whenever possible, parents should arrange student medication schedules to eliminate the need for administration of medication at school. When a student requires prescription or over-the-counter medication at school, the following procedures apply:

- The student's parent must annually submit a written request and consent form as required by the District.

- A building principal or designee must request that the parent supply medications in the exact dosage required whenever feasible.
- The building principal or designee will notify the student's parent of any observed adverse reaction to medication.
- All medications must be in the original container.

For additional information and requirements, see Policy 5703.

### **Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers**

A student may possess and use an asthma inhaler or epinephrine auto-injector or inhaler with written approval from the student's healthcare provider and consistent with Policy 5703. A minor student must also have written permission from the student's parent. The required documentation must be submitted to the building principal or designee. If a student is authorized to self-possess or self-administer an asthma inhaler or epinephrine auto-injector or inhaler, the building principal or designee will notify the student's teachers and other staff as appropriate.

Additionally, the school must maintain a written emergency care plan drafted by a physician in collaboration with the student's parent. The emergency care plan will contain specific instructions related to the student's needs. The physician and parent should update the emergency care plan as necessary to address any changes in the student's medical circumstances.

### **Parent Involvement in Education**

A copy of the District's Parent Involvement in Education policy, Policy 5401, is attached as Appendix C.

### **Parties**

Classes may have seasonal or curriculum-related parties during the year. Students must follow all expectations and rules established by the teacher or other relevant staff during the party. Invitations for private parties and non-school-sponsored events may not be distributed in the classroom.

#### **Elementary**

Parties and celebrations are scheduled at the discretion of the classroom teacher and building principal. Information will be sent home when there are scheduled celebrations. Please check with your child's classroom teacher regarding birthday celebrations.

Per District Wellness Policy 5707, the district encourages serving healthy food at school parties. Samples of these include: fresh fruit and vegetables, string cheese, and animal crackers. All items brought to school must be store-purchased.

Parties and celebrations are for elementary children. If parents decide to join their child at these events, they are requested to make other arrangements for younger children/siblings to avoid overcrowding, issues with enough food, distraction, and emphasis on our elementary students.

### **Playground/Recess Rules**

Students will follow the Positive Behavior Intervention System (PBIS) Playground Rules during recess or while on the playground.

Students are expected to participate in recess. The only exceptions to going outside are considered with a doctor's note.

Students need to come dressed appropriately for the weather. Students go outside unless it is raining, or the wind chill is zero degrees or below.

Students who violate these rules may be disciplined.

Staff will supervise students when the students use the playground or recess area during the school day or as part of a school activity. At all other times and circumstances, the District does not provide supervision of its playgrounds, equipment, or surrounding areas.

### **Protection of Pupil Rights**

The District respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy as required by law. The policy is available on the District's website or upon request from the District's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the Superintendent. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the Superintendent. A copy of the District's annual notice to parents regarding the Protection of Pupil Rights Amendment is attached as Appendix D.

### **Public Display of Affection**

Students may not engage in public display of affection that are disruptive to the school environment or distracting to others.

### **Rights of Custodial and Non-Custodial Parents**

Unless a parent has provided the building principal or designee with a court order that provides otherwise, District personnel will treat each parent, regardless of custody or visitation rights, the same as to accessing student records, meeting and conferring with District personnel, visiting a child at school, and transporting a child to or from school. District personnel are not responsible for enforcing visitation or parenting time orders.

Parents, regardless of custodial status, will be provided information about conference times so both parents may attend a single conference. The District is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff may terminate a conference and reschedule it with appropriate modifications or expectations.

## **Search and Seizure**

To maintain order and discipline in school and protect the safety and welfare of students and school personnel, school authorities may search a student or the student's personal effects (e.g., purse, book bag, athletic bag) as permitted by law and may seize any illegal, unauthorized, or contraband materials discovered in the search. As noted in "Locker Use," student lockers and desks are school property and remain at all times under the District's control. Student lockers and desks are subject to search at any time for any reason and without notice or consent.

School officials may use canines, metal detectors, wands, or other tools to conduct searches.

A student's failure to permit a search and seizure may be grounds for disciplinary action. A student's person and personal effects may be searched whenever a school official has reasonable suspicion to believe that the student possesses illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, these items may be turned over to law enforcement or stored in a secure place at school until a disciplinary hearing.

## **Student Education Records**

The District may collect, retain, use, and disclose student education records consistent with state and federal law. See Policy 5309 for an overview of the District's collection, retention, use, and disclosure of student records.

Parents may inspect and review their minor child's education records, regardless of custody status, unless a court order specifies otherwise. An eligible student (i.e., a student who is 18 years or older or an emancipated minor) may also inspect and review their education records.

### **Right to Request Explanation or Interpretation**

A parent or eligible student may request, in writing, an explanation or interpretation of a student's education records. School officials will respond to any reasonable request.

### **Right to Request Amendment of Education Records**

A parent or eligible student may request that a student's education record be amended if the parent or eligible student believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights as explained in Policy 5309.

## **Directory Information**

The District designates the following information as directory information:

"Directory information is the information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. The Board designates the following as directory information:

- student names, addresses, and telephone numbers;



- photographs and videos depicting a student's participation in school-related activities and classes;
- date and place of birth;
- major field of study;
- grade level;
- enrollment status (e.g., full-time or part-time);
- dates of attendance (e.g., 2023-2027);
- participation in officially recognized activities and sports;
- weight and height of athletic team members;
- degrees, honors, and awards received; and
- the most recent educational agency or institution attended.

School officials may disclose "directory information" without the prior written consent of a parent or eligible student unless the parent or eligible student specifically notifies the District that the parent or eligible student does not consent to the disclosure of the student's directory information for 1 or more of the uses for which the District would commonly disclose the information.

A Directory Information Opt Out Form is attached to this handbook as Appendix E. This form allows the parent or eligible student to elect not to have the student's directory information disclosed for 1 or more of the listed uses. Upon receipt of a completed Directory Information Opt Out Form, school officials may not release the student's directory information for any of the uses selected on the form.

### **Address Confidentiality Program**

The District will not disclose a student's or parent's phone number or address or the parent's employment address to another person who is the subject of a court order that prohibits disclosure of the information if the District has received a copy of the order. The District will not disclose a confidential address, phone number, or email address in violation of the Address Confidentiality Program Act if the student or the student's parent notifies the District that the student or the student's parent has obtained a participation card issued by the department of attorney general.

### **Technology**

Use of District technology resources is a privilege, not a right. Students are expected to use computers, the Internet, and other District technology resources for school-related educational purposes only. Students and their parents are required to sign and return the Acceptable Use Agreement attached as Appendix F before they may use or access District technology resources. Students who violate the District's Acceptable Use Agreement may have technology privileges terminated or suspended and may be subject

to discipline, up to and including expulsion.

### **Threat Assessment and Response**

The Board of Education is committed to providing a safe environment for all members of the school community. Our commitment to security includes creating and maintaining a safe school climate and supportive culture as a foundation for preventing violence and mitigating risk.

Students are encouraged to report any threat immediately. Threats may be reported to any District employee in-person, by e-mail, or by telephone. Students may also report threats through the OK2SAY program.

The District's Threat Assessment and Response is found in Policy 5714.

### **Transportation Services**

#### **School Vehicle Rules**

Riding in school vehicles is a privilege, not a right. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must comply with the Student Code of Conduct while in school vehicles.

When in school vehicles, the following rules apply:

1. Students must promptly comply with any directive given by the driver.
2. Students must wait in a safe place for the vehicle to arrive, clear of traffic and away from where the vehicle stops.
3. Students may not fight or engage in bullying, harassment, or horseplay while riding or waiting for school vehicles.
4. Students must enter the vehicle without crowding or disturbing others and go directly to a seat.
5. Students must remain seated and keep aisles and exits clear while the vehicle is moving.
6. Students may not throw or pass objects on, from, or into vehicles.
7. Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
8. Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
9. Students may converse in ordinary tones and volumes but may not be loud or boisterous and should avoid talking to the driver while the vehicle is moving. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.

10. Students may not open windows without the driver's permission. Students may not dangle body parts or other items (e.g., legs, arms, backpacks) out of the windows.
11. Students must secure any item(s) that could break or cause injury if tossed about the inside of the vehicle if the vehicle were involved in an accident.
12. Students must respect the rights and safety of others at all times.
13. Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
14. Students may not vandalize or intentionally cause damage to the vehicle.
15. Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.

Video cameras may be placed on vehicles and buses to monitor student behavior on the vehicle/bus. Exceptions or modifications to these rules may be made as necessary to accommodate a student with a disability.

### **School Vehicle Misconduct Consequences**

Students who violate the school vehicle rules will be referred to the building principal for discipline. Disciplinary consequences may include parent notification, suspension of vehicle/bus riding privileges, exclusion from extracurricular activities, in-school suspension, and suspension or expulsion.

These consequences are not progressive and school officials have discretion to impose any listed consequence they deem appropriate in accordance with state and federal law and board policy.

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be reported to law enforcement.

### **Video Surveillance and Photographs**

The District may monitor any District building, facility, property, bus, or vehicle with video recording equipment other than areas where a person has a legally recognized and reasonable expectation of privacy (e.g., restrooms and locker rooms). Except in those school areas, a person has no expectation of privacy.

The District may use video recordings for any lawful purpose, including student discipline, assisting law enforcement, or investigations.

Students may not make recordings: on school property; when on a vehicle owned, leased, or contracted by the District; or at a school-sponsored activity or athletic event unless otherwise authorized by Policies 5210 or 5805, applicable law, or a District employee.

### **Withdrawal From School**

Students who are transferring from the District must submit written notice to the building principal at least 1 week before the withdrawal.

## **SECTION II: ACADEMICS**

To encourage students and parents to stay apprised of student academic information, grades, attendance, and other information can be accessed via PowerSchool.

To register for PowerSchool visit the District website at [www.harpercreek.net](http://www.harpercreek.net) or contact the building secretary for assistance.

### **Academic Awards**

#### **High School:**

##### **Recognition of Student Achievement**

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments through the Student of the Month program. Areas that may merit recognition include but are not limited to academics, athletics, performing arts, citizenship, and volunteerism.

Recognition for such activities is initiated by staff and coordinated by the administration.

##### **Honor Roll**

Honor Roll status is determined at the end of each semester. Students with a B average, 3.0 grade point average or higher, qualify for the honor roll.

Highest Honors are awarded to students with a 4.0 grade point average or higher.

High Honors are awarded to students with a grade point average between 3.5 and 3.99.

Honors are awarded to students with a grade point average between 3.0 and 3.49.

##### **Valedictorian and Salutatorian Selection and Criteria**

The valedictorian will be based on the highest grade point average and any ties. The Salutatorian will be based on the 2<sup>nd</sup> highest grade point average, and any ties. All dual enrollment courses must be taken for a grade, which is to be included in the grade point average, for eligibility as valedictorian or salutatorian. A cutoff date for grades will be established to determine valedictorian or salutatorian and will be determined by the building principal. Valedictorian(s) will have the opportunity to speak at the commencement ceremony.

##### **Honor Award**

Honor Award students are those who earn a 4.0 grade point average or higher after eight semesters, regardless of classes completed.

## **Middle School:**

The Student Academic Awards Committee will meet annually to determine if there should be any changes for the following year's building awards.

### **Academic Awards:**

Highest Honors are awarded to students with a 4.0 grade point average or higher.

High Honors are awarded to students with a grade point average between 3.5 and 3.99.

Honors are awarded to students with a grade point average between 3.0 and 3.49.

### **Attendance Award:**

Perfect Attendance is awarded to students who have missed zero days of school.

## **Advanced Placement (AP) Courses**

Advanced Placement courses\* are given the following additional weight, provided that students complete both an AP course and the corresponding AP exam. Students who complete Battle Creek Math & Science Center courses listed below will also receive an extra grade point.

**\*This does not include AP support classes.**

Battle Creek Math & Science Center courses approved for 5.0 grade scale are:

- Analytical Chemistry
- Biotechnology 1 and 2
- Organic Chemistry
- Multivariate Calculus

## **Alternative Education Program**

Harper Creek Community Schools offers the Center for Academic Achievement (HCCAA) to students choosing alternative and virtual programs. In collaboration with the administrative and counseling staff of Harper Creek High School, the HCCAA will maintain a program that supports and monitors academic progress of students in both the alternative and virtual pathways. The HCCAA gives traditional and at-risk students the opportunity for success in an alternate setting. This program has built in flexibility to complete their educational goals that cater to each student's individual needs. Students will use the Edmentum online platform to earn a diploma if they successfully complete one of three pathways

1. Harper Creek Tiered Services (TS) on-track students who will graduate with their cohort – Harper Creek High School Diploma
2. Michigan Merit Curriculum (MMC) + Harper Creek (HR) Pathway 24 Credits – Harper Creek Center for Academic Achievement Diploma
  - a. Sophomores, Juniors, Seniors
3. Michigan Merit Curriculum (MMC) Pathway 19 Credits
  - a. 5<sup>th</sup> or 6<sup>th</sup> Year Seniors

# HARPER CREEK CENTER FOR ACADEMIC ACHIEVEMENT

<b>Subject</b>	<b>24 Credit Pathway</b>	<b>19.5 Credit Pathway</b>
English Language Arts	4	4
Mathematics	4	4
Science	3	3
Social Studies	3	3
Personal Finance	.5	.5
Physical Education and Health	1	1
Fine Arts, Performance Arts, Vocational Education, Practical Arts	1	1
World Language	2	2
Career Prep/Employability	1	.5
Electives	4.5	.5

Please call the counseling office for information on enrollment requirements.

## Commencement

The District may conduct a commencement ceremony for eligible students at the end of the school year. Participation in the ceremony is a privilege, not a right. Students may be prohibited from participating in the ceremony as a consequence for misconduct. A student's disqualification from participating in the commencement ceremony does not impact the issuance of a diploma to the student, provided that all graduation requirements have been satisfied.



To participate in commencement a student must have earned the minimum number of credits required for graduation by the specified Senior Credit Deadline. The official status of final grades will be determined and verified as it appears in the teacher of record's official gradebook. It is the responsibility of the student to know when all required work is due to the teacher of record to have it graded and included in the final grade by the deadline. It is possible for students to not participate in commencement but still receive a diploma later in the summer after getting all necessary credits completed.

Students are expected to have taken care of all responsibilities for materials loaned or advanced to the student and to have no outstanding debts or obligations to the school. Any senior suspended during the last five days of the semester could be excluded from graduation exercises.

Students participating in commencement will be required to wear the appropriate cap and gown and meet other dress code requirements as specified prior to the time of commencement.

Students may continue coursework past the deadline for commencement. With teacher approval, students may continue working to improve grades in any class until the last day of the course for that term.

This means:

- Graduating seniors who will be participating in commencement can continue to improve their grades in courses.
- Seniors who will not participate in commencement because they did not complete their requirements on time for the ceremony can still complete work toward earning a diploma.

### Graduation Cords and Expectations

Students who meet the following requirements and expectations may earn a cord for graduation.

Successful NHS participants can wear gold cords. These are available through the NHS advisor.

Cords provided by the Battle Creek Area Mathematics and Science Center for successful completion of their program(s) can be worn by graduates.

Students committed to service in the United States Armed Forces may wear cords. These cords are available through the respective branches.

Students who participated in recognized school-sponsored clubs and activities who met those requirements set by those clubs and activities for qualifying for cords. Those cords are available through the advisors of those clubs and activities.

### **Credits and Graduation Requirements**

A student must successfully complete all graduation requirements to earn a high school diploma.

## High School Diploma

Normally, a student will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student will need to meet the school requirements for basic course work for their graduating class, and earn the total number of minimum credits. All seniors will be reclassified at the end of the first semester of their senior year.

Students will qualify for a diploma when they:

- meet the requirements for graduation through credits earned at HCHS in combination with those earned through the Battle Creek Math and Science Center, CACC or early college, if enrolled in these programs.
- Are in attendance full time at HCHS or enrolled in one of its combined programs. Change to Are enrolled and attending at HCHS on a full time basis- including dual enrollment options.
- Any exceptions to below must be approved by the principal. All graduation requirements cited are the minimum that will be accepted for eligibility for graduation. It is anticipated that most students will exceed these minimums.
- The Online Learning Experience integrated throughout coursework.

Subject	2026 Credits	2027 Credits	2028 Credits	2029 Credits
English Language Arts	4	4	4	4
Mathematics 1 credit taken senior year	4	4	4	4
Science	3	3	3	3
Social Studies	3.5 + 20 service hours	3.5 + 20 service hours	3 + 20 service hours	3 + 20 service hours

World Language Experience	2	2	2	2
Health	0.5	0.5	0.5	0.5
Physical Education	0.5	0.5	0.5	0.5
Personal Finance	-	-	0.5	0.5
Fine Arts, Performance Arts, Vocational Education, Practical Arts	1	1	1	1
Minimum Required Electives *7 courses	11.5	8.5	6	3.5*
Seminar	.5	1	1.5	2
Total Credits to Graduate	30.5	28	26	24

### Class Schedule Worksheet

9th Grade	10th Grade
English (1 credit):	English (1 credit):
Math (1 credit):	Math (1 credit):
Science (1 credit):	Science (1 credit):
Social Studies (1 credit):	Social Studies (1 credit):
Physical Education (.50 credit):	Elective (.50 credit):
Health (.50 credit):	Elective (.50 credit):
Elective (.50 credit):	Elective (.50 credit):
Elective (.50 credit):	Elective (.50 credit):

Freshman Seminar (.50 Credit):	Sophomore Seminar (.50 Credit):
<b>11th Grade</b>	<b>12th Grade</b>
English (1 credit):	English (1 credit):
Math (1 credit):	Math (1 credit):
Science (1 credit):	Personal Finance (.50 credit)
Social Studies (1 credit):	Elective (.50 credit):
Elective (.50 credit):	Elective (.50 credit):
Elective (.50 credit):	Elective (.50 credit):
Elective (.50 credit):	Elective (.50 credit):
Elective (.50 credit):	Elective (.50 credit):
Junior Seminar (.50 Credit):	Elective (.50 credit):
	Elective (.50 credit):
	Senior Seminar (.50 Credit):

## Graduation Requirements

Students may be eligible to opt out of Physical Education if they successfully complete one MHSAA - school sanctioned sport, complete two semesters of Marching Band, or participate in an activity approved by the Superintendent.

The following courses count as the senior math requirement: Personal Finance (.5 credit) AND one of the following:

- Marketing 1
- Marketing 2
- Accounting 1
- Accounting 2
- Machine Woods
- Advanced Woods
- Culinary Arts

- Career and Personal Development
- General Business
- Design Exploration
- AP Chemistry
- AP Biology
- AP Calculus
- PreCalculus
- Physics
- Forensic Science
- Intro to Programming and Coding
- Understanding Music
- Completion of a CTE Program

The following courses count as meeting the Art requirement for graduation:

- Any class from the Art Department
- Any class from the Music Department
- Machine Woods
- Drama/Theater
- Technical Theater

### **Dropping or Adding a Class**

#### **Dual Enrollment**

Any student in 9th, 10th, 11th, or 12th grade may enroll in a postsecondary (dual) enrollment program providing s/he meets the requirements established by law and by the District. Any interested student should contact his/her counselor to obtain the necessary information. Students are assisted in finding courses, completing applications, and looking up credit transfer information.

Harper Creek High School has included these required considerations to establish the following guidelines for students and for dual enrollment courses. These include, but are not limited to the following:

- Principal approval.
- The student is ready for a college experience.
- Students are responsible for their own transportation.
- Students are on track for attaining credits towards graduation as expected.
- Student attendance records do not indicate a history of truancy (more than 10 days).
- Students must have received a qualifying score on at least one of the following tests: MME, ACT, SAT, PSAT or Next Generation.

Additionally:

- Dual enrollment courses may not replace any courses required or offered by Harper Creek High School. An exception to this is if the administration determines there is a scheduling conflict beyond the student's control.
- The dual enrollment course may not be in the subject area of physical education, theology, divinity, or religious education; hobby and recreational courses are prohibited as well.
- Students must take all state and district assessments during scheduled times. This includes, but is not limited to, the M-STEP, PSAT, SAT and final exams.
- If students have previously failed a dual enrolled course, the cost of the course must be paid back before you are eligible to take another.
- The HCHS schedule takes priority over dual enrolled courses. Should a dual enrolled course conflict with a HCHS schedule, it is the student's responsibility to adjust their dual enrolled courses. If students need assistance adjusting dual enrolled schedules, they must contact their college advisor. This also includes planning for post-secondary transferable credits.

There is an allotted amount that HC will pay for the dual enrolled course. Should your course and materials exceed that amount, the student is responsible for the remaining balance. Students who fail to successfully complete their dual enrolled course, drop the class after the college deadline, or fail the class outright, will be responsible for the cost of all expenses related to the class. All students will be expected to return to Harper Creek any books or materials and supplies that the district paid for at the end of each class.

Any student wishing to dual enroll must complete a Harper Creek High School Dual-Enrollment form prior to taking any courses. It should be understood that the final grade will be determined by the post-secondary institution. Additional grading and other information is available on the Harper Creek High School Dual-Enrollment form.

## **Grades**

### **High School**

Report cards will be issued at least once each semester. Grades are calculated using the following grading scale:

Harper Creek High School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher. The school uses the following grading system:

Letter Grade	Percent Grade	4.0 Scale	AP 5.0 Scale
A	93-100	4.0	5.0
A-	90-92	3.7	4.7
B+	87-89	3.3	4.3
B	83-86	3.0	4.0
B-	80-82	2.7	3.7
C+	77-79	2.3	3.3
C	73-76	2.0	3.0
C-	70-72	1.7	2.7
D+	67-69	1.3	2.3
D	63-66	1.0	2.0
D-	60-62	0.7	1.7
E	Below 60	0.0	0

Advanced Placement courses\* are given the following additional weight provided students complete an AP course and AP exam. Students who complete Battle Creek Math & Science Center courses listed below, will also receive an extra grade point.

**\*This does not include AP support classes.**

Battle Creek Math & Science Center courses approved for 5.0 scale are:

- Analytical Chemistry
- Biotechnology 1 and 2
- Organic Chemistry
- Multivariate Calculus

#### Middle School

Harper Creek Middle School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these

areas in determining a grade and will inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher. The school uses the following grading system:

Letter Grade	Percent Grade	4.0 Scale	AP 5.0 Scale
A	93-100	4.0	5.0
A-	90-92	3.7	4.7
B+	87-89	3.3	4.3
B	83-86	3.0	4.0
B-	80-82	2.7	3.7
C+	77-79	2.3	3.3
C	73-76	2.0	3.0
C-	70-72	1.7	2.7
D+	67-69	1.3	2.3
D	63-66	1.0	2.0
D-	60-62	0.7	1.7
E	Below 60	0.0	0

## Elementary Schools

Report cards will be issued at least once each trimester.

Consistent with Policy 5418, the Superintendent establishes the following procedures to address requested grade changes:

- A. Grade changes will only be considered within 10 school days of the completion of a reporting period for final term grades.
- B. The grade change request will first be submitted to the student's teacher of record. If the teacher declines to provide written grade change authorization as requested, the student's parent/guardian may appeal the teacher's denial in writing to the building administrator or designee.
- C. The building administrator or designee will review the grade change request in light of applicable Board policies (e.g., attendance, discipline) and applicable grading guidelines (e.g. curricular standards, IEP considerations, MMC standards, accreditation standards).



- D. The building administrator or designee will further review the request in light of extenuating personal or academic circumstances asserted by the student or parent/guardian/representative/official.
- E. Following the above review, the building administrator will take action upon the request. Actions may include: (a) granting the request; (b) denying the request; or (c) taking such other action as is appropriate, in light of applicable policies, guidelines, and extenuating circumstances (e.g., granting the request only upon completion of missing or modified assignments within a reasonable time.
- F. Grades shall not be adjusted for the intended purpose of allowing a student to participate in sports or extracurricular activities, unless the teacher consents.
- G. The building administrator or designee's review should be completed within 10 business days of its receipt, absent extenuating circumstances.
- H. The building administrator or designee will notify the student's parent/guardian in writing of the appeal's disposition within two days of completion of the appeal's review.
- I. The building administrator or designee's decision about grades appeals is final. However, if a teacher disagrees with a building administrator's decision to change a grade, the matter shall be referred to the superintendent or designee for a final.

### **Homework**

Classroom teachers may assign homework. Parents who have questions about homework or concerns about class work should contact their student's teacher.

Each student is expected to spend time preparing for classes outside of school hours. The amount of time that is needed will depend upon each student and each class.

### **Personal Curriculum**

For some students, it may be appropriate to modify the Michigan Merit Curriculum through implementation of a personal curriculum. All students who have completed 9<sup>th</sup> grade are entitled to a personal curriculum, and the District will implement a personal curriculum for a student if requested by a parent or by the student if the student is age 18 or older. A parent of a student with a disability under the Individuals with Disabilities Education Act may request a personal curriculum before the student has completed grade 9. Any modification to the Michigan Merit Curriculum must be consistent with Michigan law and must incorporate as much of the Michigan Merit Curriculum content standards as practicable for the student. The District retains discretion to determine what modifications to the Michigan Merit Curriculum are appropriate for a particular student through a personal curriculum. A student who successfully completes an approved personal curriculum will earn a regular high school diploma.

To request a personal curriculum, please contact the high school counseling office

For additional information about the Michigan Merit Curriculum and Personal Curriculum, see Policy 5409.

## **Placement**

The District has the sole discretion to make promotion, retention, and placement decisions for its students, consistent with state and federal law. The District may consider parent requests that a student be placed in a particular classroom, building, educational program, or grade. The District's placement decision is final.

## **Students with Disabilities**

Eligible students with disabilities under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act are entitled to a free appropriate public education. The District will follow state and federal law and applicable rules and regulations in identifying, locating, evaluating, and educating students with disabilities.

A parent who believes their student is eligible for special education or accommodations due to a disability or suspected disability should contact the building administrator.

## **Summer School**

Harper Creek Community Schools is committed to supporting student growth and engagement beyond the traditional school year. Each summer, we offer a variety of learning and enrichment opportunities designed to address academic and social needs, spark curiosity, and keep students connected and thriving.

One key offering is our Summer Extended Learning Program. This six-week program, which typically includes a two-week break in July, focuses on career and STEM exploration alongside academic learning. Sessions are held Monday through Thursday at Harper Creek High School and feature engaging discovery experiences such as:

- Visits to Willard Library
- Experiences at What-A-Do Theatre
- Explorations of local downtown businesses
- Career Pathway exploration

To support access and participation, transportation, breakfast, and lunch are provided as part of the summer school program.

Please note: All summer learning opportunities are offered based on grant and funding availability. As a result, programs may vary from year to year in terms of grade levels served, offerings provided, and the number of seats available. Families will receive updated information each spring regarding eligibility, registration, and program details.

## **Testing Out**

A student may test out of high school classes and earn credit. Students interested in testing out of a class should review Policy 5409 and make arrangements with their assigned counselor.

## **Work Permits**

Information about work permits is available at the Harper Creek High School main office or the Harper Creek Community Schools Administration Building.

### **SECTION III: STUDENT CLUBS, ACTIVITIES, AND ATHLETICS**

Students are encouraged to participate in the various student clubs, activities, and athletics offered by the District.

For the 2025-2026 school year, the District offers many student clubs, activities, and athletics. Please contact the specific building or go to the District website for more information.

A student's failure to comply with Policy, the Student Code of Conduct, or any other applicable rules or behavioral expectations while participating in or attending a student club, activity, or athletic competition, meeting, event, or practice, may result in disciplinary action.

#### **Extracurricular Activities**

Participation in extracurricular activities is a privilege, not a right. Students are encouraged to participate in extracurricular activities. Participation is open to students who meet the eligibility requirements established by the District and any applicable governing body.

The District has exclusive control over extracurricular activities, including, but not limited to, formation, naming, structure, operation, financing, and discontinuance.

Student athletes are also subject to the Athletic Code of Conduct (see Appendix G) and any applicable team rules.

For more information, see Policy 5507.

#### **Student-Initiated Non-Curricular Clubs**

Students may voluntarily form clubs that are not directly related to the school curriculum. Membership in a student-initiated, non-curricular club must be open to all interested and eligible District students, and the club may not refuse membership to a student based on any protected classification under state or federal law.

For more information about student-initiated non-curricular clubs, including how to form a club, see Policy 5510.

#### **Transportation To/From Extracurricular Activities**

The District may provide transportation to students who participate in school-sponsored events. If District-provided transportation is available, students must ride to and from those events in a school vehicle unless otherwise excused by the activity sponsor.

## **SECTION IV: DISCIPLINE AND CODE OF CONDUCT**

### **Discipline Generally**

The District may discipline students who engage in misconduct, up to and including suspension or expulsion from school.

The District will take steps to effectively discipline students in a manner that appropriately minimizes out-of-school suspensions and expulsions. The District will comply with applicable laws related to student discipline, including the consideration of specific factors and possible use of restorative practices.

If an administrator determines that an emergency requires the immediate removal of a student from school, the administrator may contact the student's parent or local law enforcement or take other measures to have the student safely removed from school.

Students who are involved in extracurricular activities and engage in misconduct may face consequences related to the activity in addition to the consequences provided in this handbook.

The District reserves the right to refer to an appropriate non-school agency any act or conduct which may constitute a crime. The District will cooperate with those agencies in their investigations as permitted by law.

The District's rules and policies apply to any student who is on school property or school-affiliated transportation, who is in attendance at school or at any school-sponsored activity or function, or whose conduct at any time or place directly interferes with the operation, discipline, or general welfare of the school, regardless of location, date, or time.

### **Forms of School Discipline & Applicable Due Process**

#### **After-School Detention**

Teachers and administrators may require students to stay after school to serve a detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

Students who ride the bus home from school will be given a 24-hour notice of a detention so that parents may make transportation arrangements for the student the following day.

#### **Saturday School**

The building administrator may require a student to attend Saturday School. Students follow strict rules and must work on assignments the entire time, except for short breaks. Students who do not follow Saturday School rules will be removed and will face further disciplinary action.

#### **In-School Suspension**

The building administrator may require a student to serve in-school suspension, during which students follow strict rules and must work on assignments the entire time, except for short breaks. Students not completing their In-School Suspension will face further disciplinary action.

## **Snap Suspension - Suspension from Class, Subject, or Activity by Teacher**

A teacher may suspend a student from any class, subject, or activity for up to 1 full school day if the teacher has good reason to believe that the student:

- Intentionally disrupted the class, subject, or activity;
- Jeopardized the health or safety of any of the other participants in the class, subject, or activity; or
- Was insubordinate during the class, subject, or activity.

Any teacher who suspends a student from a class, subject, or activity must immediately report the suspension and its reason to the building principal or designee. If a student is suspended from a class, subject, or activity, but will otherwise remain at school, the building principal or designee must ensure that the student is appropriately supervised during the suspension and, if the student is a student with a disability, that all procedures applicable to students with disabilities are followed.

Any teacher who suspends a student from a class, subject, or activity must, as soon as possible following the suspension, request that the student's parent attend a parent/teacher conference to discuss the suspension. The building principal or designee must attend the conference if either the teacher or the parent requests the building principal's attendance. The building principal or designee must make reasonable efforts to invite a school counselor, school psychologist, or school social worker to attend the conference.

## **Removal for 10 or Fewer School Days**

Before a student is suspended for 10 or fewer school days, an administrator will: (1) provide the student verbal notice of the offense the student is alleged to have committed, and (2) provide the student an informal opportunity to respond and explain what happened. Except in emergency circumstances, an administrator will not suspend the student unless, after providing the student notice and an opportunity to explain, the administrator is reasonably certain that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The building administrator will consider the 7 factors provided in the Student Code of Conduct before suspending a student.

## **Removal for More than 10 and Fewer than 60 School Days**

Before a student is suspended for more than 10 school days but less than 60 school days, the Superintendent or designee will provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a hearing at which the student may present evidence and witnesses to show that the student did not commit the alleged offense or that suspension is not an appropriate consequence.

The Superintendent or designee will provide the parent or student at least 3 calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Superintendent or designee will not suspend the student unless, following the hearing, he or she is convinced by a preponderance of the evidence that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The Superintendent or designee will consider the 7 factors noted in the Student Code of Conduct before suspending a student.

A parent or student may appeal the Superintendent's or designee's decision to the Board. The appeal must be submitted to the Board within 3 calendar days of the decision. The Board will hear the appeal at its next regularly scheduled meeting. The Board's decision is final. The student's suspension will run while the appeal is pending.

### **Removal for 60 or More School Days**

Before the Board suspends or expels a student, the Superintendent or designee must provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a Board hearing at which the student may present evidence and witnesses to show that the student did not commit the suspected offense or that suspension or expulsion is not an appropriate consequence.

The Superintendent or designee will provide the parent or student at least 3 calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Board will not suspend or expel the student unless, following the hearing, a majority of the Board finds by a preponderance of the evidence that the student committed misconduct that should result in suspension or expulsion under either the Student Code of Conduct or Board Policy and that suspension or expulsion is the appropriate consequence. The Board will consider the 7 factors noted in the Student Code of Conduct before suspending or expelling a student. The Board's decision is final.

### **Student Code of Conduct**

This Student Code of Conduct is meant to be a guide and is subject to the discretion of administration and the Board.

Administration will, as required or permitted by state law, always consider the use of restorative practices as an alternative to, or in addition to suspension or expulsion. Nothing in the following table limits the District's ability to impose more or less severe disciplinary consequences depending on the situation's unique circumstances and the following factors:

1. The student's age;
2. The student's disciplinary history;

3. Whether the student has a disability;
4. The seriousness of the behavior;
5. Whether the behavior posed a safety risk;
6. Whether restorative practices will be used to address the behavior; and
7. Whether a lesser intervention would properly address the behavior.

The District will also comply with Policy 5206 Section I for victims of an alleged sexual assault.

Nothing in this handbook limits the District's authority to discipline a student for conduct that is inappropriate in school, but that is not specifically provided in this table. Depending on the circumstances of a particular situation, separate athletic or extracurricular sanctions may be imposed, in accordance with the applicable handbook or rules.

Prohibited Conduct	Potential Consequence(s)
<b>Illegal Substances or Paraphernalia, including Alcohol:</b> possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of drugs, alcohol, fake drugs, illegal steroids, illegal inhalants, or look-alike drugs	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion</li> <li>• Police Referral</li> </ul>
<b>Tobacco/Nicotine:</b> possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of any form of tobacco, including vaping devices or supplies.	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion</li> <li>• Police Referral</li> </ul>
<b>Disruptive Behavior or Insubordination:</b> disrupting the learning environment or school activity or violating a school rule or directive.	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion</li> </ul>
<b>Dangerous Weapon Possession:</b> firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles.	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Permanent Expulsion from all Michigan public schools</li> <li>• Police Referral</li> </ul>
<b>Other Weapons and Look-Alike Weapons Possession:</b> an object that is not a "dangerous weapon," including but not limited to a pellet or air-soft gun, a knife with a blade of 3 inches or less, items intended to look like a dangerous weapon, or similar items.	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Permanent Expulsion</li> <li>• Police Referral</li> </ul>



<b>Use of an Object as a Weapon:</b> any object used to threaten or harm another, regardless of whether injury results.	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Permanent Expulsion</li> <li>• Police Referral</li> </ul>
<b>Arson:</b> purposefully, intentionally, or maliciously setting a fire on school property.	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Permanent Expulsion from all Michigan public schools</li> <li>• Police Referral</li> </ul>
<b>Physical Assault (Student to Student):</b> causing or attempting to cause physical harm to another through intentional use of force or violence.	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion up to 180 school days</li> <li>• Police Referral</li> </ul>
<b>Physical Assault (Student to Employee, Volunteer, or Contractor):</b> causing or attempting to cause physical harm to another through intentional use of force or violence.	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Permanent Expulsion from all Michigan public schools</li> <li>• Police Referral</li> </ul>
<b>Verbal or Written Threat, including Bomb or Similar Threat:</b> statement that constitutes a threat against a student, employee, other person, or school property.	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion</li> <li>• Police Referral</li> </ul>
<b>Plagiarism, Cheating, or other Falsification of Schoolwork:</b> submitting work that is not your own, including copying from others' work, or unauthorized use of AI.	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Credit Loss or Grade Reduction</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion</li> </ul>
<b>Discrimination, Harassment (including Sexual Harassment), and Bullying:</b> violating Board Policy addressing anti-discrimination, anti-harassment, and anti-bullying.	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion</li> </ul>

<p><b>Criminal Sexual Conduct:</b> commits criminal sexual conduct in a school building or on school grounds; or pleads to, is convicted of, or is adjudicated for criminal sexual conduct against another student enrolled in the same school district; or commits criminal sexual conduct against another student enrolled in the same school district.</p>	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Permanent Expulsion from all Michigan public schools</li> <li>• Police Referral</li> </ul>
<p><b>Fighting, Inciting Violence, Filming a Fight or Assault, Distributing or Publishing a Fight or Assault Video</b></p>	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion</li> </ul>
<p><b>Sexting:</b> distribution or publication of lewd, pornographic, or sexually suggestive videos or photographs of students or staff.</p>	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion</li> <li>• Police Referral</li> </ul>
<p><b>Misuse of District Technology:</b> violating the District's acceptable use policies and agreement.</p>	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion</li> <li>• Police Referral</li> </ul>

## **SECTION V: BUILDING-SPECIFIC RULES AND PROCEDURES**

### **Harper Creek High School**

#### **Assemblies**

Assemblies are part of the school day, and attendance is required

#### **Backpacks**

Students must place their backpacks in their lockers upon entering the school building. Backpacks are not to be kept in classrooms, outside of classrooms, or in the hallway. Any backpack found in any location outside of a student locker will be brought to the office, and school rule violations will be considered.

#### **Deliveries – Food, Flowers, Balloons, and Others**

Any deliveries to students during the school day will be delivered to the office. Deliveries may then be picked up after school. Deliveries of food during school days are prohibited. If parents wish to bring lunch for their students, they may. Students will not be called out during class to pick up deliveries.

#### **Earbuds and Headphones**

Earbuds and headphones should not be worn in classrooms unless part of a specific student plan.

#### **Student Drop Off and Pick Up**

Students shall be dropped off at the beginning of the day at either the main entrance or the auditorium entrance.

Pickup at the end of the day is allowed at the main entrance, located at the front of the building.

### **Harper Creek Middle School**

#### **Backpacks**

Students must place their backpacks in their lockers upon entering the school building. Backpacks are not to be kept in classrooms, outside of classrooms, or in the hallway. Any backpack found in any location outside of a student locker will be brought to the office, and school rule violations will be considered.

#### **Deliveries – Food, Flowers, Balloons, and Others**

Any deliveries to students during the school day will be delivered to the office. Deliveries may then be picked up after school. Deliveries of food during school days are prohibited. If parents wish to bring lunch for their students, they may. Students will not be called out during class to pick up deliveries.

## **Earbuds and Headphones**

Earbuds and headphones cannot be worn in the hallways or at lunch from bell to bell without administration permission. Earbuds and headphones may only be used in the classroom with teacher permission for academic purposes or as part of a student plan.

## **Glass Water Bottles**

Students may not bring glass water bottles to school.

## **Student Drop Off and Pick Up**

Students shall be dropped off at the beginning of the day at one of the two designated drop-off spots on the east and south sides of the buildings.

## **Harper Creek Elementary Schools**

### **Bus Assignments and Transfers**

Students are assigned to only one bus route. The bus route must be the same both to and from school. Students are assigned to a bus route until changes are made between the Parent, the elementary office, and the transportation department.

Each student will be assigned one pickup and one drop-off location. These may differ as long as they are on the same route.

Students may board an unassigned bus only if they have a transfer slip. And on a space-available basis.

Students may board or get off their assigned bus at an unassigned stop only if they are issued a transfer slip from the school office.

Bus transfers should only come in the form of a signed note to the school from the Parent. Students should notify their teacher as soon as possible in the morning. In an emergency, phone calls will be accepted but not guaranteed after 2:00 p.m.

### **Bus Safety**

- Students must remain seated at all times. The aisle must remain clear with no feet or hands. Backpacks, etc., in the aisle.
- Good behavior is expected. There will be no swearing, fighting, pushing, tripping, roughhousing, etc., on the bus.
- Normal conversation is expected while on the school bus. Students must remain quiet at all railroad crossings.
- Students are not to throw paper or other items while on the bus. There is a wastebasket on each bus.
- Students should follow all directions given by the bus driver immediately.

- When bus windows are open, students' heads and hands must remain inside, along with other objects.
- Sharp or potentially dangerous objects may not be transported on school buses.
- Students are not allowed to eat on the bus.
- Students must wait until the bus comes to a complete stop before entering or leaving the bus.
- Students on the bus may be assigned seats for safety reasons. Assigned seats may not be changed without the bus driver's permission.
- Any action that endangers student safety will be addressed and corrected.
- At no time are any non-students allowed to board the bus.

### **Elementary Bus Procedures**

- Common courtesy and respect are expected at all times
- For the safety of Developmental Kindergarten, Kindergarten, and First-Grade students, we kindly request that parents make visible contact with the bus driver before their child exits the bus.
- Students are expected to be ready and waiting at their scheduled bus stop five minutes before the scheduled pickup time. Students are to stay off the road at all times while waiting for the bus. Bus schedules can be affected by weather and traffic. Please dress appropriately for waiting outside.
- If a student is not riding the bus in the morning, Parents should call the bus garage (269) 441-6590 before 7:30 a.m.
- Students must ride in their assigned bus and get off at their designated stop unless a bus transfer has been authorized.
- After three days of a no-show at the bus stop, services will be discontinued until the parent calls the school.
- School bus capacity is mandated by law.
- If there is a change to transportation services, it should be communicated to the school in writing by the parent. In an emergency situation, phone calls will be accepted but not guaranteed after 2:00 p.m.
- Students should expect to walk up to one-half mile to a bus stop, if necessary.
- Students should report any damage to the bus to the driver.
- Students may not leave the bus without the driver's permission.

- Large objects or packages may not be transported on the school bus without the driver's prior permission.
- Students need to be on the bus ready to leave as soon as school is dismissed. When student disciplinary problems arise, the following procedure will be implemented: The student will receive a warning, be assigned a specific seat, or face a bus suspension for a first disciplinary write-up. Problems that continue will result in longer bus suspensions or even removal from the bus for the balance of the year.

### **Deliveries – Food, Flowers, Balloons, and Others**

Any deliveries to students during the school day will be delivered to the office. Deliveries may then be picked up after school. Deliveries of food during school days are prohibited. If parents wish to bring lunch for their students, they may. Students will not be called out during class to pick up deliveries.

### **Early Pickup from School**

Parents picking students up early from school for an appointment must do so through the office. Students will be excused from class to meet Parents in the office. The Parent must notify us if anyone, including brothers, sisters, or relatives, is to pick up their child. Otherwise, no person other than a custodial parent or legal guardian will be allowed to pick up a student from school. The release of the student during school hours is to be handled through the office only.

### **Formation of Classes**

We consider many factors when forming classes for the upcoming school year, including the learning styles of students, the balance of boys and girls, student dynamics, mixed academic ability, and class size and student numbers. Requests will be considered based on students' educational and learning needs, not for a specific teacher. Parents have the right to request information regarding the qualifications of their child's teacher(s) and, where appropriate, the paraprofessionals working with their child. Requests are to be made using the District Educational Placement Request form.

### **Pets**

Permission to bring pets to school must first come from the school office. If approved through the office, the parent should then contact the teacher. Generally, parents will be asked to bring the pet to school, stay during the visit, and then return the pet home afterward—District Policy 3109.

### **Parent Photo Etiquette**

Photos of school events, concerts, and field trips are great memories and serve to keep our families and friends up to date; however, we ask that you be aware of the public nature of your social interactions. Please keep privacy issues in mind when sharing pictures and

information on social media. Please do not post photos that include someone else's child unless you have the consent of the Parent. Parents should be allowed to decide whether their photos should be published.

### **Parent Responsibilities**

- The ultimate responsibility for a child's behavior rests with Parents. The following are specific guidelines for Parents to help their child be more successful in school:
- Support the school in requiring students to observe all school rules and accept responsibility for any misbehavior on their part.
- Send students to school with the proper attention to having been given to health, diet, personal cleanliness, and neatness of dress.
- Maintain an active interest in the student's daily work. Make it possible for him/her to complete assigned homework, particularly by providing a quiet place and suitable conditions for study.
- Please read carefully all school communications, sign and return them as requested.
- Collaborate with the school in attending conferences designed to exchange information on students' progress in school. Parent/Teacher conferences are held a minimum of twice per year, once in the fall and again in the spring. If you feel the need for an additional conference with your child's teacher, please do not hesitate to contact them to arrange an appointment.
- Maintain a positive attitude and respectful demeanor toward other individuals, including students, parents, and school personnel.
- Continually stress the importance of a good education for the student's future.
- Please provide your current address and phone number, as well as your correct and current emergency contact numbers. Please notify the office of any changes throughout the school year.
- If parents live separately and would like information sent to both parents regarding their child's progress and school events, it is most helpful to provide the school with a current address to which to mail the information. Folders with this information may be kept in the office for a parent pickup. Other arrangements will be considered upon request.

### **Promotion/Placement /Retention**

Because the Harper Creek Community Schools are dedicated to the best possible development of each student enrolled, the professional staff is expected to place students at the grade level that best suits their academic, social, and emotional needs. When a student's progress is satisfactory, he/she will be promoted to the next grade level.

On occasion, a pupil may be placed in the next grade level. A placement is based on several factors, including academic performance, age, and previous detention. It is not a promotion. This action is taken with the knowledge that his child does not have all the academic skills required for the next highest grade level.

If retention is a consideration, the teacher will discuss the option with the Parent. If the student is in 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup> grade, a Child Study Team meeting will be initiated. The Parent will be invited to this meeting. This team will determine if retention is appropriate, but the final decision will rest with the school administration.



**APPENDIX A: NON-DISCRIMINATION, ANTI-HARASSMENT, AND NON-RETALIATION  
(INCLUDING TITLE IX AND ELLIOTT-LARSEN CIVIL RIGHTS ACT)**

**3115 Non-Discrimination, Anti-Harassment, and Non-Retaliation**

The District does not discriminate on the basis of race, color, national origin, ethnicity, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis in admission, access to District programs and activities, or employment. Unlawful discrimination, including unlawful harassment and retaliation, in District programs, services, and activities is prohibited.

Title IX sexual harassment is covered by Policy 3118.

A contract to which the District is a party will be read to include a covenant by the contractor and its subcontractors not to discriminate against an employee or applicant for employment with respect to hiring, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, national origin, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, height, weight, and marital status.

The Board directs the Superintendent or designee to designate one or more employees to serve as the District's applicable Coordinator(s), as described in Policy 3115B.

- DEFINITIONS: FOR DEFINITIONS RELATED TO THE DISTRICT'S NON-DISCRIMINATION, ANTI-HARASSMENT, AND NON-RETALIATION POLICY, INCLUDING EXAMPLES OF PROHIBITED CONDUCT, SEE POLICY 3115A – DEFINITIONS.
- DESIGNATION OF COORDINATORS: TO FIND THE APPROPRIATE COORDINATOR/COMPLIANCE OFFICER, SEE POLICY 3115B – DESIGNATION OF COORDINATORS.
- SUPPORTIVE MEASURES: FOR MORE INFORMATION ABOUT SUPPORTIVE MEASURES, SEE POLICY 3115C – SUPPORTIVE MEASURES.
- INFORMAL RESOLUTION: FOR MORE INFORMATION ABOUT INFORMAL RESOLUTION, SEE POLICY 3115D – INFORMAL RESOLUTION.
- GRIEVANCE PROCEDURE AND REMEDIES: FOR MORE INFORMATION ABOUT THE GRIEVANCE PROCEDURE FOR INVESTIGATING UNLAWFUL DISCRIMINATION, HARASSMENT, AND RETALIATION COMPLAINTS, AND FOR POSSIBLE REMEDIES, SEE POLICY 3115E – GRIEVANCE PROCEDURE AND REMEDIES.
- COMPLAINT DISMISSAL AND APPEALS: FOR MORE INFORMATION ABOUT DISMISSING A COMPLAINT, APPEALING A COMPLAINT DISMISSAL, OR APPEALING A DETERMINATION OF RESPONSIBILITY, SEE POLICY 3115F – COMPLAINT DISMISSAL AND APPEALS.

- RESERVED
- TRAINING AND NOTICE: FOR MORE INFORMATION ABOUT TRAINING REQUIREMENTS AND NOTICE OF THE DISTRICT'S NON-DISCRIMINATION POLICY, SEE POLICY 3115H – TRAINING REQUIREMENTS AND POLICY NOTICE.

Legal authority: 20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701 et seq., 794, 2601 et seq., 6101 et seq.; 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1, et seq.; MCL 37.1101 et seq., 37.2101 et seq.

### **3118 Title IX Sexual Harassment**

Consistent with Policy 3115, the District prohibits unlawful sex discrimination, including harassment and retaliation, in any of its education programs or activities in accordance with Title IX of the Education Amendments of 1972 and its implementing regulations.

This Policy addresses allegations of Title IX sexual harassment that occurred on or after August 14, 2020 unless the District previously investigated the allegations under a different policy pursuant to the now-vacated Title IX 2024 regulations. Allegations of discrimination, harassment, or retaliation not covered by this Policy should be addressed under the District's applicable non-discrimination or anti-harassment policies. Allegations alleging both Title IX sexual harassment and other forms of Unlawful Discrimination and Unlawful Harassment (e.g., race, age, disability) that cannot be reasonably separated into distinct complaints should be investigated under this Policy. Complaints that include allegations of Title IX sexual harassment may be investigated under this Policy or bifurcated and investigated pursuant to the applicable Grievance Procedure under Policies 3115-3115H. Investigating other forms of discrimination, including harassment and retaliation, pursuant to this Policy will fulfill the District's investigation requirements under Policies 3115-3115H, 4104, and 5202, but nothing in this paragraph limits the District's right to determine at any time that a non-Title IX allegation should be addressed under Policies 3115-3115H, 4104 or 5202 or any other applicable Policy.

The Board directs the Superintendent or designee to designate one or more employees who meet the training requirements in Section M of this Policy to serve as the District's Title IX Coordinator(s). The Title IX Coordinator will designate an Investigator, Decision-Maker, and Appeals Officer, if applicable, for each Formal Complaint made under this Policy. If a Formal Complaint is made under this Policy against the Title IX Coordinator, the Board President will designate the persons who will serve as the Investigator, Decision-Maker, and Appeals Officer and will work with District administrators to ensure that all other requirements of this Policy are met.

The Investigator, Decision-Maker, Appeals Officer, and Informal Resolution Facilitator cannot be the same person on a specific matter, and the persons designated to serve in those roles may or may not be District employees. Any person serving as the Investigator, Decision-Maker, Appeals Officer, or Informal Resolution Facilitator must meet the training requirements in Section M of this Policy.

Inquiries about Title IX's application to a particular situation may be referred to the Title IX Coordinator(s), the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

- **DEFINITIONS**

For purposes of this Policy only, the below terms are defined as follows:

"Sexual Harassment" means conduct on the basis of sex that satisfies one or more of the following:

a District employee conditioning the provision of a District aid, benefit, or service on a person's participation in unwelcome sexual conduct;

unwelcome conduct that a reasonable person would determine to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or

"Sexual assault" as defined in 20 USC 1092(f)(6)(A)(v), "dating violence" as defined in 34 USC 12291(a)(10), "domestic violence" as defined in 34 USC 12291(a)(8), or "stalking" as defined in 34 USC 12291(a)(30).

"Sexual assault" is an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. It includes unlawful sexual intercourse (including incest and statutory rape) and any sexual act, including rape, sodomy, sexual assault with an object, or fondling, directed against another person without the consent of that person, including when that person is incapable of giving consent.

Rape: (Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

Sodomy: Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

Sexual Assault With an Object: To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

Fondling: The touching of the private body parts of another person for the purpose of sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

Incest: Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape: Nonforcible sexual intercourse with a person who is under the statutory age of consent.

“Dating violence” means violence committed by a person who is or has been in a romantic or intimate relationship with the Complainant. The existence of such a relationship is based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

“Domestic violence” means felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the Complainant, person with whom the Complainant shares a child, person who is cohabitating with or has cohabitated with the Complainant as a spouse or intimate partner, person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Michigan; or any other person against an adult or youth Complainant who is protected from that person’s acts under the domestic or family violence laws of Michigan.

“Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for the person’s safety or the safety of others; or (2) suffer substantial emotional distress.

“Actual Knowledge” means notice of sexual harassment or allegations of sexual harassment to the District’s Title IX Coordinator or any District employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only District employee with actual knowledge is the Respondent.

“Appeals Officer” is the person designated by the District to decide appeals of a dismissal or determination of responsibility for matters investigated under this Policy. The Appeals Officer may not be the same person as the Investigator, Title IX Coordinator, Decision-Maker, or person designated to facilitate an informal resolution process on a specific matter.

“Complainant” is a person who is alleged to be the victim of conduct that could constitute Title IX sexual harassment.

“Consent” means a voluntary agreement to engage in sexual activity by a person legally capable of consenting. Someone who is incapacitated cannot consent. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent can be withdrawn at any time. Coercion, force, or threat of either invalidates consent. Sexual conduct or relationships between District employees, volunteers, or contractors and students, regardless of age or consent, are prohibited.

“Day,” unless otherwise indicated, means a day that the District’s central office is open for business.

“Decision-Maker” is the person designated by the District to review the investigation report and provide a written determination of responsibility that provides the evidentiary basis for the Decision-Maker’s conclusions. The Decision-Maker may not be the same person as the Investigator, Title IX Coordinator, Appeals Officer, or person designated to facilitate an informal resolution process on a specific matter.

“Education Program or Activity” means any location, event, or circumstance over which the District exercised substantial control over both the Respondent and the context in which the harassment occurred.

“Formal Complaint” means a written document or electronic submission signed and filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the District investigate the sexual harassment allegation.

“Grievance Process” is the process by which the District investigates and determines responsibility for Formal Complaints.

“Investigator” is the person designated by the District to investigate a Title IX Formal Complaint. The Investigator cannot be the same person as the Decision-Maker, Appeals Officer, or person designated to facilitate an informal resolution process on a specific matter. The Title IX Coordinator may serve as the Investigator on a particular investigation, unless the Title IX Coordinator has a conflict of interest or bias.

“Report” means an account of alleged Title IX sexual harassment made by any person (regardless of whether the reporting party is the alleged victim).

“Respondent” is a person who has been reported to be the perpetrator of conduct that could constitute Title IX sexual harassment.

“Supportive Measures” are non-disciplinary, non-punitive, individualized supports offered and implemented by the Title IX Coordinator as appropriate, as reasonably available, and at no-cost to the Complainant and the Respondent before or after the filing of a Formal Complaint or when no Formal Complaint has been filed. Supportive measures are designed to restore or preserve equal access to the District’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District’s educational environment, or deter sexual harassment.

“Title IX Coordinator” is the person(s) designated by the District to coordinate the District’s Title IX compliance. The Title IX Coordinator may not be the same person as the Appeals Officer or Decision-Maker on any matter. A person not serving as a Title IX Coordinator in a particular matter is not disqualified from serving in another role in that matter. The Title IX Coordinator may also serve as the Investigator or person designated to facilitate an informal resolution

process on a particular investigation, unless the Title IX Coordinator signed the Formal Complaint.

- **POSTING REQUIREMENT**

The Title IX Coordinator's contact information (name or title, office address, electronic mail address, and telephone number), along with the District's Title IX nondiscrimination statement, must be prominently posted on the District's website and in any catalogs or handbooks provided to applicants for admission or employment, students, parents/guardians, and unions or professional organizations with a collective bargaining or professional agreement with the District.

The District will provide notice of this Policy to all applicants, students, parents/guardians, employees, and unions or professional organizations with a collective bargaining or professional agreement with the District by prominently posting this Policy on its website and referencing this Policy in its handbooks, which will include the Title IX Coordinator's name or title, office address, electronic mail address, and telephone number.

- **DESIGNATION OF TITLE IX COORDINATOR**

All Coordinators, including the Title IX Coordinator, are identified in Policy 3115B.

- **REPORTING TITLE IX SEXUAL HARASSMENT:**

A person may make a report of sexual harassment or retaliation at any time. Reports may be made in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that result in the Title IX Coordinator receiving the person's verbal or written report.

Any District employee who receives a report of sexual harassment or has actual knowledge of possible sexual harassment must convey that information to the Title IX Coordinator by the end of the next day.

Any other person who witnesses an act of sexual harassment is encouraged to report it to a District employee and may do so anonymously. No person will be retaliated against based on any report of suspected sexual harassment or retaliation.

- **GENERAL RESPONSE TO SEXUAL HARASSMENT**

District's Obligation to Respond without Deliberate Indifference

Upon actual knowledge of Title IX sexual harassment, the Title IX Coordinator must respond promptly in a manner that is not deliberately indifferent. The District will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

If the Title IX Coordinator receives a report of sexual harassment and the Complainant does not file a Formal Complaint, the Title IX Coordinator must evaluate the information and determine whether to sign and file a Formal Complaint. If the Title IX Coordinator determines not to sign and file a Formal Complaint, the Title IX Coordinator must address the allegations in a manner that is not deliberately indifferent.

#### Response to Report of Title IX Sexual Harassment

Upon receipt of a report of sexual harassment, the Title IX Coordinator must promptly contact the Complainant to discuss the availability of supportive measures, consider the Complainant's wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without the filing of a Formal Complaint, and explain to the Complainant the process for filing a Formal Complaint.

#### Formal Complaint Filed

Upon the receipt of a Formal Complaint, the District must follow the Grievance Process in Section F of this Policy. A Formal Complaint may be submitted using a designated Title IX Sexual Harassment Formal Complaint Form.

#### Equitable Treatment

The District will treat the Complainant and Respondent equitably throughout the Grievance Process, which may include offering supportive measures as described in Subsection E(6) of this Policy.

#### Documentation and Recordkeeping

The Title IX Coordinator will document all sexual harassment reports and all incidents of sexual harassment that the Title IX Coordinator receives or personally observes.

The District will retain this documentation in accordance with applicable record retention requirements in Section N of this Policy.

#### Supportive Measures

After receiving a report of Title IX sexual harassment, the Title IX Coordinator must promptly contact the Complainant to discuss the availability of supportive measures, with or without the filing of a Formal Complaint. If the District does not provide a Complainant with supportive measures, then the Title IX Coordinator must document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

The District may provide, as appropriate, non-disciplinary, non-punitive individualized services to the Complainant or Respondent before or after the filing of a Formal Complaint or when no Formal Complaint has been filed.



Supportive measures should be designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party.

Supportive measures are offered without charge and are designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment.

Supportive measures may include, but are not limited to:

District-provided counseling;

course-related adjustments, such as deadline extensions;

modifications to class or work schedules;

provision of an escort to ensure that the Complainant and Respondent can safely attend classes and school activities; and

no-contact orders.

All supportive measures must be kept confidential, to the extent that maintaining such confidentiality would not impair the District's ability to provide the supportive measures.

## Respondent Removal

### Emergency Removal (Student)

The District may only remove a student Respondent from a District program or activity if, following an individualized safety and risk analysis, the District determines that there is an immediate threat to the physical health or safety of any student or other person arising from the sexual harassment allegations. The District must provide the Respondent with notice and an opportunity to immediately challenge the removal decision. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

### Administrative Leave (Employee)

The District may place an employee Respondent on non-disciplinary administrative leave during the pendency of the Grievance Process. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

## Law Enforcement

In appropriate circumstances, a District employee will notify law enforcement or Child Protective Services, consistent with Policies 4202, 5201, and 5701.

The District will attempt to comply with all law enforcement requests for cooperation with related law enforcement activity. In some circumstances, compliance with law enforcement requests may require the District to briefly suspend or delay its investigation. If an investigation is delayed, the District will notify the parties in writing of the delay and the reasons for the delay.

If the District's investigation is suspended or delayed, supportive measures will continue during the suspension or delay. If the law enforcement agency does not notify the District within 10 days that the District's investigation may resume, the District will notify the law enforcement agency that the District intends to promptly resume its investigation.

- **GRIEVANCE PROCESS**

Generally

The Grievance Process begins when a Formal Complaint is filed or when the Title IX Coordinator signs a Formal Complaint and concludes the date the parties receive the Appeals Officer's written decision or the date on which an appeal is no longer timely. The District will endeavor to complete the Grievance Process within 90-120 days, absent extenuating circumstances or delays as described below. The District will treat both the Complainant and the Respondent equitably throughout the Grievance Process.

Neither the Title IX Coordinator, the Decision-Maker, the Investigator, Appeals Officer, nor any person designated to facilitate an informal resolution process will have a conflict of interest or bias for or against Complainants or Respondents generally or for or against an individual Complainant or Respondent.

The Grievance Process requires an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a Complainant, Respondent, or witness.

Throughout the Grievance Process, there is a presumption that the Respondent is not responsible for the alleged conduct unless, in the determination of responsibility, the Decision-Maker finds the Respondent responsible for the alleged conduct.

At any point, the Title IX Coordinator, Investigator, Decision-Maker, or Appeals Officer may temporarily delay the Grievance Process or permit a limited extension of time frames for good cause. Good cause may include, but is not limited to, absence of a party, party's advisor, or witness; concurrent law enforcement activity; or the need for accommodations (e.g., language assistance or accommodation of disabilities). If there is a delay or extension, the parties will receive written notice of the delay or extension and the reasons for the action.

Any disciplinary action resulting from the Grievance Process will be issued in accordance with District Policy, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, and individual employee contracts.

After the investigation portion of the Grievance Process has concluded, the Decision-Maker will endeavor to issue a determination of responsibility within 30 days, absent extenuating circumstances.

### Notice of Allegations

Upon receipt of a Formal Complaint, the District must provide written notice to the parties who are known at the time that includes:

- a copy of this Policy, which includes the District's Grievance Process, and any informal resolution process;

- the sexual harassment allegations, including sufficient details known at the time and with sufficient time so that parties may prepare a response before the initial interview. Sufficient details include parties involved in the incident, if known; the alleged conduct constituting sexual harassment; and the date and time of the alleged incident;

- a statement that the Respondent is presumed not responsible for the alleged conduct;

- a statement that a determination of responsibility is made at the Grievance Process's conclusion;

- a statement that the parties may have an advisor of their choice, who may be an attorney, although any attorney or advisor who is not a District employee will be at the party's own cost;

- a statement that the parties will be provided an opportunity to inspect and review any evidence before the investigation report is finalized; and

- if the Complainant or Respondent is a student, and the District's Student Code of Conduct addresses false statements by students during an investigation or the disciplinary process, a citation to that portion of the Code of Conduct. If, during the course of an investigation, the Investigator decides to investigate allegations that are not included in the initial notice, the District will provide notice of the additional allegations to the Complainant and Respondent.

### Informal Resolution

During the Grievance Process, *after* a Formal Complaint has been filed but before a determination of responsibility has been made, the District may offer to facilitate an informal resolution process, or either party may request the

informal resolution process. A Formal Complaint must be filed to initiate the informal resolution process.

Informal resolution does not require a full investigation and may encompass a broad range of conflict resolution strategies, including, but not limited to, arbitration, mediation, or restorative justice. The Title IX Coordinator will determine the informal resolution process that will be used, including the person who will facilitate that process.

Informal resolution is not available for a Formal Complaint alleging that an employee sexually harassed a student.

A party is not required to participate in an informal resolution process.

When offering informal resolution, the Title IX Coordinator must (1) provide both parties written notice of their rights in an informal resolution; and (2) obtain written, voluntary consent from both parties to enter into the informal resolution process. The written notice must contain the:

- allegations;

- informal resolution requirements, including the circumstances under which the informal resolution precludes the parties from resuming a Formal Complaint arising from the same allegations;

- right to withdraw from informal resolution and resume the Grievance Process at any time prior to a final resolution; and

- any consequences resulting from participating in the informal resolution process, including the records that will be maintained or that could be disclosed.

## Investigation

The District has the burden of proof and the burden to gather evidence sufficient to reach a determination of responsibility.

### Investigation Process

The District will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege unless the person holding the privilege has waived the privilege in writing.

The District may not access, consider, disclose, or otherwise use a party's medical records, including mental health records, which are made and maintained by a healthcare provider in connection with the party's treatment unless the District obtains that party's voluntary, written consent to do so for the Grievance Process.

The Investigator must provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory or exculpatory evidence. The Investigator cannot restrict parties from discussing the allegations under investigation, nor can the Investigator restrict parties from gathering or presenting relevant evidence.

Parties may be accompanied by an advisor of their choice, including an attorney, during the Grievance Procedure. If a party chooses an advisor who is not a District employee, the District is not responsible for any associated costs. The Investigator or Title IX Coordinator may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties (e.g., abusive, disruptive behavior or language will not be tolerated; advisor will not interrupt the investigator to ask questions of witnesses).

The Investigator must provide the date, time, location, participants, and purpose of all hearings (if any), investigative interviews, and meetings, to a party whose participation is invited or expected. Written notice must be provided a sufficient time in advance so that a party may prepare to participate.

As described in Section L of this Policy, retaliation against a person for making a complaint or participating in an investigation is prohibited.

The Investigator must ensure that the Complainant and Respondent have an equal opportunity to inspect and review any evidence obtained as part of the investigation so that each party has the opportunity to meaningfully respond to the evidence before the investigation's conclusion. This evidence includes (1) evidence upon which the District does not intend to rely in reaching a determination regarding responsibility, and (2) inculpatory or exculpatory evidence obtained from any source.

Before the investigation's completion, the Investigator must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 calendar days to submit a written response to the Investigator. The party's response must be considered by the Investigator before completing the final investigation report.

### Investigation Report

The Investigator must create an investigation report that fairly summarizes relevant evidence and submit the investigation report to the Decision-Maker.

At least 10 calendar days before a determination of responsibility is issued, the Investigator must send the investigation report to each party for review and written response. Written responses to the investigation report must be submitted directly to the Decision-Maker.

The Investigator will endeavor to complete the investigation and finalize the report within 60 days.

#### Determination of Responsibility

The Decision-Maker cannot be the same person as the Title IX Coordinator, Investigator, Appeals Officer, or person designated to facilitate an informal resolution process.

Before the Decision-Maker reaches a determination of responsibility, and after the Investigator has sent the investigation report to the parties, the Decision-Maker must:

- afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness; and

- provide each party with the answers, and allow for additional, limited follow-up questions from each party.

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant unless offered to prove that someone other than the Respondent committed the alleged misconduct, or the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

If the Decision-Maker decides to exclude questions from either party as not relevant, the Decision-Maker must explain the decision to the party proposing the questions.

The Decision-Maker must issue a written determination of responsibility based on a preponderance of the evidence standard (i.e., more likely than not) simultaneously to both parties. The written determination of responsibility must include:

- identification of the sexual harassment allegations;

- description of the procedural steps taken from the receipt of the Formal Complaint through the determination of responsibility, including any:

  - notification to the parties;

  - party and witness interviews;

  - site visits;

  - methods used to collect evidence; and

  - hearings held.

- factual findings that support the determination;

conclusions about the application of any relevant code of conduct, policy, law, or rule to the facts;

a statement of, and rationale for, the result as to each allegation, including:

a determination of responsibility;

any disciplinary action taken against the Respondent (consistent with Policies 4309, 4407, 4506, 4606, or 5206, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, or individual employee contracts); and

whether remedies designed to restore and preserve equal access to the District's education program or activity will be provided to the Complainant.

appeal rights.

## Appeals

Notice of the determination of responsibility or dismissal decision must include notice of the parties' appeal rights.

Both parties may appeal a determination of responsibility or the decision to dismiss a Formal Complaint in whole or in part for the following reasons only:

A procedural irregularity that affected the outcome.

New evidence that was not reasonably available at the time the determination of responsibility or dismissal decision was made that could affect the outcome.

The Title IX Coordinator, Investigator, or Decision-Maker had a conflict of interest or bias for or against the Complainant or Respondent, generally or individually, that affected the outcome.

An appeal must be filed with the Title IX Coordinator within 5 calendar days of the date of the determination of responsibility or dismissal decision.

Upon receipt of an appeal, the Title IX Coordinator will assign an Appeals Officer who will provide both parties written notice of the appeal and an equal opportunity to submit a written statement in support of, or challenging, the determination or dismissal decision.

The Appeals Officer must provide a written decision describing the result of the appeal and the rationale for the result to both parties simultaneously. The Appeals Officer will endeavor to decide an appeal within 30 days.

The Appeals Officer cannot be the same person who acts as the Title IX Coordinator, Investigator, Decision-Maker, or person designated to facilitate an informal resolution process on the same matter. The Appeals Officer also

cannot have a conflict of interest or bias against Complainants and Respondents generally or individually.

The determination of responsibility is final upon the date the parties receive the Appeals Officer's written decision or on the date on which an appeal is no longer timely.

- **DISMISSAL**

#### Mandatory Dismissals

The Title IX Coordinator must dismiss a Formal Complaint if:

the Formal Complaint's allegations, even if substantiated, would not constitute sexual harassment as defined in this Policy;

the Formal Complaint's allegations did not occur in the District's programs or activities; or

the Formal Complaint's allegations did not occur in the United States.

#### Discretionary Dismissals

The Title IX Coordinator may dismiss a Formal Complaint if:

the Complainant notifies the Title IX Coordinator in writing that the Complainant wishes to withdraw the Formal Complaint in whole or in part;

the Respondent's enrollment or employment ends; or

specific circumstances prevent the District from gathering evidence sufficient to reach a determination (e.g., several years have passed between alleged misconduct and Formal Complaint filing, Complainant refuses or ceases to cooperate with Grievance Process).

The Title IX Coordinator will promptly and simultaneously notify both parties when a Formal Complaint is dismissed. The notice must include the reasons for mandatory or discretionary dismissal and the right to appeal. Appeal rights are discussed above in Subsection F(6) of this Policy.

Dismissal of a Formal Complaint under this Policy does not excuse or preclude the District from investigating alleged violations of other policy, rule, or law, or from issuing appropriate discipline based on the results of the investigation.

- **CONSOLIDATION OF COMPLAINTS**

The Title IX Coordinator or Investigator may consolidate Formal Complaints where the allegations arise out of the same facts or circumstances. Where a Grievance Process involves more than one Complainant or more than one Respondent, references in this Policy to the singular "party," "Complainant," or "Respondent" include the plural, as applicable.



- **REMEDIES AND DISCIPLINARY SANCTIONS**

The District will take appropriate and effective measures to promptly remedy the effects of sexual harassment. The Title IX Coordinator is responsible for the effective implementation of any remedies.

Appropriate remedies will be based on the circumstances and may include, but are not limited to:

providing an escort to ensure that the Complainant and Respondent can safely attend classes and school activities;

offering the parties school-based counseling services, as necessary;

providing the parties with academic support services, such as tutoring, as necessary;

rearranging course or work schedules, to the extent practicable, to minimize contact between the Complainant and Respondent;

moving the Complainant's or the Respondent's locker or work space;

issuing a "no contact" directive between the Complainant and Respondent;

providing counseling memoranda with directives or recommendations.

These remedies may also be available to any other student or person who is or was affected by the sexual harassment.

The District will impose disciplinary sanctions consistent with District Policy, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, or individual employee contracts. Discipline may range from warning or reprimand to termination of employment, or student suspension or expulsion.

After a determination of responsibility, the Title IX Coordinator should consider whether broader remedies are required, which may include, but are not limited to:

assemblies reminding students and staff of their obligations under this Policy and applicable handbooks;

additional staff training;

a climate survey; or

letters to students, staff, and parents/guardians reminding persons of their obligations under this Policy and applicable handbooks.

If the Complainant or Respondent is a student with a disability, the District will convene an IEP or Section 504 Team meeting to determine if additional or different programs, services, accommodations, or supports are required to ensure that the Complainant or Respondent continues to receive a free appropriate public

education. Any disciplinary action taken against a Respondent who is a student with a disability must be made in accordance with Policy 5206B and the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act.

- **FALSE STATEMENTS**

Any person who knowingly makes a materially false statement in bad faith during a Title IX investigation will be subject to discipline, up to and including discharge or permanent expulsion. A dismissal or determination that the Respondent did not violate this Policy is not sufficient, on its own, to conclude that a person made a materially false statement in bad faith.

- **CONFIDENTIALITY**

The District will keep confidential the identity of a person who reports sexual harassment or files a Formal Complaint, including parties and witnesses, except as permitted or required by law or to carry out any provision of this Policy, applicable regulations, or laws.

- **RETALIATION**

Retaliation (e.g., intimidation, threats, coercion) for the purpose of interfering with a person's rights under Title IX is prohibited. This prohibition applies to retaliation against any person who makes a report, files a Formal Complaint, or participates in, or refuses to participate in a Title IX proceeding. Complaints alleging retaliation may be pursued in accordance with District Policy.

The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this Section.

When processing a report or Formal Complaint of sexual harassment, pursuing discipline for other conduct arising out of the same facts or circumstances constitutes retaliation if done for the purpose of interfering with that person's rights under Title IX.

Any person who engages in retaliation will be disciplined in accordance with District Policy, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, and individual employee contracts.

- **TRAINING**

All District employees must be trained on how to identify and report sexual harassment.

Any person designated as a Title IX Coordinator, Investigator, Decision-Maker, Appeals Officer, or any person who facilitates an informal resolution process must be trained on the following:

the definition of sexual harassment;

the scope of the District's education programs or activities;

how to conduct an investigation and the District's grievance process, including, as applicable, hearings, appeals, and informal resolution processes; and

how to serve impartially, including avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

Investigators must receive training on how to prepare an investigation report as outlined in Subsection F(4)(b) above, including, but not limited to, issues of relevance.

Decision-Makers and Appeals Officers must receive training on issues of evidence and questioning, including, but not limited to, when questions about a Complainant's prior sexual history or disposition are not relevant.

Any materials used to train District employees who act as Title IX Coordinators, Investigators, Decision-Makers, Appeals Officers, or who facilitate an informal resolution process must not rely on sex stereotypes and must promote impartial investigations and adjudications of Formal Complaints. These training materials must be posted on the District's website.

- **RECORD KEEPING**

The District will maintain records related to reports of alleged Title IX sexual harassment for a minimum of seven years. This retention requirement applies to investigation records, disciplinary sanctions, remedies, appeals, and records of any action taken, such as supportive measures.

The District will also retain any materials used to train Title IX Coordinators, Investigators, Decision-Makers, Appeals Officers, and any person designated to facilitate an informal resolution process.

- **OFFICE FOR CIVIL RIGHTS**

Any person who believes that he or she was the victim of sexual harassment may file a complaint with the Office for Civil Rights (OCR) at any time:

U.S. Department of Education Office for Civil Rights  
Cesar E. Chavez Memorial Building  
1244 Speer Boulevard, Suite 310  
Denver, CO 80204-3582  
Telephone: 303-844-5695  
FAX: 303-844-4303; TDD: 800-877-8339  
Email: [OCR.Denver@ed.gov](mailto:OCR.Denver@ed.gov)

An OCR complaint may be filed before, during, or after filing a Formal Complaint with the District. A person may forego filing a Formal Complaint with the District and instead file a complaint directly with OCR. The District recommends that a person who has been subjected to sexual harassment also file a Formal Complaint

with the District to ensure that the District is able to take steps to prevent any further harassment and to discipline the alleged perpetrator, if necessary. OCR does not serve as an appellate body for District decisions under this Policy. An investigation by OCR will occur separately from any District investigation.

Legal authority: Education Amendments Act of 1972, 20 USC §§1681 - 1688; 34 CFR Part 106

## APPENDIX B: ANTI-BULLYING

### 5207 Anti-Bullying Policy

All types of bullying, including cyberbullying, without regard to subject matter or motivating animus, are prohibited.

#### ▪ PROHIBITED CONDUCT

Bullying, including cyberbullying, a student at school is prohibited. Bullying is any written, verbal, or physical act, or electronic communication that is intended to or that a reasonable person would know is likely to harm one or more students directly or indirectly by doing any of the following:

substantially interfering with a student's educational opportunities, benefits, or programs;

adversely affecting a student's ability to participate in or benefit from the District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;

having an actual and substantial detrimental effect on a student's physical or mental health; or

causing substantial disruption in, or substantial interference with, the District's orderly operations.

Retaliation or false accusations against the target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying, are prohibited.

#### ▪ REPORTING AN INCIDENT

If a student, staff member, or other person suspects there has been a bullying incident, the person must promptly report the incident to the building principal or designee, or to the Responsible School Official(s), as defined below.

A report may be made in person, by telephone, or in writing (including electronic transmissions). If a bullying incident is reported to a staff member who is not the building principal, designee, or a Responsible School Official, the staff member must promptly report the incident to the building principal, designee, or a Responsible School Official.

To encourage reporting of suspected bullying or related activities, each building principal, after consulting the Responsible School Official(s), will create, publicize, and implement a system for anonymous reports. The system must emphasize that the District's ability to investigate anonymous reports may be limited.

Complaints that the building principal has bullied a student must be reported to the Superintendent. Complaints that the Superintendent has bullied a student must be reported to the Board President.

- INVESTIGATION

All bullying complaints will be promptly investigated. The building principal or designee will conduct the investigation, unless the building principal or Superintendent is the subject of the investigation. If the building principal is the subject of the investigation, the Superintendent or designee will conduct the investigation. If the Superintendent is the subject of the investigation, the Board President will designate a neutral party to conduct the investigation.

A description of each reported incident, along with all investigation materials and conclusions reached, will be documented and retained.

- NOTICE TO PARENT/GUARDIAN

If the investigator determines that a bullying incident has occurred, the District will promptly notify the victim's and perpetrator's parent/guardian in writing.

- ANNUAL REPORTS

At least annually, the building principal or designee, or the Responsible School Official, must report all verified bullying incidents and the resulting consequences, including any disciplinary action or referrals, to the Board.

The District will annually report incidents of bullying to MDE in the form and manner prescribed by MDE.

- RESPONSIBLE SCHOOL OFFICIAL

The Superintendent is the "Responsible School Official" for this Policy and is responsible for ensuring that this Policy is properly implemented. This appointment does not reduce or eliminate the duties and responsibilities of the building principal or designee as described in this Policy.

- POSTING/PUBLICATION OF POLICY

The Superintendent or designee will ensure that this Policy is available on the District's website and incorporated into student handbooks and other relevant school publications.

The Superintendent or designee will submit this Policy to the MDE within 30 days after its adoption.

- DEFINITIONS

"At school" means 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 it is held on school premises. "At school" also includes any conduct

using a telecommunications access device or telecommunications service provider that occurs off school premises if the device or provider is owned by or under the control of the District.

“Telecommunications access device” means any of the following:

any instrument, device, card, plate, code, telephone number, account number, personal identification number, electronic serial number, mobile identification number, counterfeit number, or financial transaction device defined in MCL 750.157m (e.g., an electronic funds transfer card, a credit card, a debit card, a point-of-sale card, or any other instrument or means of access to a credit, deposit, or proprietary account) that alone or with another device can acquire, transmit, intercept, provide, receive, use, or otherwise facilitate the use, acquisition, interception, provision, reception, and transmission of any telecommunications service; or

any type of instrument, device, machine, equipment, technology, or software that facilitates telecommunications or which is capable of transmitting, acquiring, intercepting, decrypting, or receiving any telephonic, electronic, data, internet access, audio, video, microwave, or radio transmissions, signals, telecommunications, or services, including the receipt, acquisition, interception, transmission, retransmission, or decryption of all telecommunications, transmissions, signals, or services provided by or through any cable television, fiber optic, telephone, satellite, microwave, data transmission, radio, internet based or wireless distribution network, system, or facility, or any part, accessory, or component, including any computer circuit, security module, smart card, software, computer chip, pager, cellular telephone, personal communications device, transponder, receiver, modem, electronic mechanism or other component, accessory, or part of any other device that is capable of facilitating the interception, transmission, retransmission, decryption, acquisition, or reception of any telecommunications, transmissions, signals, or services.

“Telecommunications service provider” means any of the following:

a person or entity providing a telecommunications service, whether directly or indirectly as a reseller, including, but not limited to, a cellular, paging, or other wireless communications company or other person or entity which, for a fee, supplies the facility, cell site, mobile telephone switching office, or other equipment or telecommunications service;

a person or entity owning or operating any fiber optic, cable television, satellite, internet based, telephone, wireless, microwave, data transmission, or radio distribution system, network, or facility; or

a person or entity providing any telecommunications service directly or indirectly by or through any distribution systems, networks, or facilities.

Legal authority: MCL 380.1310b; MCL 750.157m, 750.219a

## **APPENDIX C: PARENT INVOLVEMENT IN EDUCATION**

### **5401 Parent Involvement in Education**

#### **▪ PARENT INVOLVEMENT**

The District will take the following steps to encourage Parent involvement in their student's education:

Parents will be provided the opportunity to review District-approved curriculum, textbooks, and instructional materials, including any material that will be used in connection with a survey, analysis, or evaluation, upon request.

Requests to review curriculum, textbooks, and instructional materials must be made to the building principal.

Parents may review textbooks based on availability and may review instructional materials within a time frame determined by the building principal or designee.

Parents will be permitted to attend and observe instructional activities in a class or course in which their student is enrolled and present.

Parents must make an appointment with the building principal to observe instructional activities in a class or course in which the student is enrolled and present. The building principal will permit a Parent observation unless the building principal determines that the observation would disrupt the class or course. Frequent observations are likely disruptive. Absent unusual circumstances, as determined by the building principal, observations that last more than 30 minutes or occur on consecutive days will not be permitted. Parents who want to observe instructional activities also must adhere to Policy 3105.

Parents are not permitted to observe testing.

Parents may inspect and review their student's education records, upon written request, consistent with Policy 5309 and state and federal law.

A copy of this Policy must be included in the Student Handbook.

See Policy 5405 for Parent and Family Engagement Policy at schools receiving Title I funds.

The Superintendent is directed to develop and implement parental involvement contracts with Parents. These contracts must be voluntary and must include the following:

The Parent will:

review homework and offer assistance when needed;



ensure the student arrives at school each day on time and ready to learn;  
attend school functions and support the student's school activities; and,  
make every effort to attend parent-teacher conferences.

The student will:

participate in class discussions;  
complete assignments in an accurate, neat, and timely manner;  
come to school each day on time;  
pay attention in class and complete assigned lessons;  
obey applicable rules and codes of conduct; and  
respect teachers, school administrators, and other students.

The teacher will:

set high standards for quality instruction that promote grade-appropriate academic skills;  
keep accurate attendance records;  
teach students how to study;  
review basic concepts taught in class;  
maintain a welcoming atmosphere; and  
provide flexible scheduling for Parent visits and participation.

Ways for the Parent to explain any obstacles that prevent compliance with the contract.

If a parental involvement contract identifies obstacles to participation, the Superintendent will consider accessing possible resources to help overcome those obstacles.

#### ▪ ASSESSMENTS AND SURVEYS

State assessments

Pursuant to state law, the District will not approve Parent requests to opt students out of state assessments.

National Assessment of Educational Progress

As a condition of receiving federal funds and as required by state law, the District may be selected to participate in the National Assessment of

Educational Progress (NAEP). To help ensure that the District has a representative sample of students taking the NAEP, which will allow the District to assess the quality and effectiveness of its programming on a national level, the District strongly encourages all eligible students to participate. Student participation in NAEP is voluntary.

The District will notify Parents of students eligible to take the NAEP before the assessment is administered. Parents wishing to opt their students out of the NAEP assessment must notify the District in writing at least 3 school days before the assessment date to ensure that the District can coordinate supervision and alternative activities for students who have opted out.

### Surveys

Parents will be notified before their student participates in surveys on certain topics in accordance with Policy 5308.

Legal authority: MCL 380.1137, 380.1280b, 380.1295, 380.1507(3)

## APPENDIX D: PROTECTION OF PUPIL RIGHTS

### 5308 Protection of Pupil Rights

#### ▪ SURVEYS, ANALYSES, AND EVALUATIONS

Parents may inspect any survey created by a third party before that survey is administered or distributed to their student. All survey inspection requests must be made in writing to the building principal before the survey's scheduled administration date.

The District must obtain written consent from a student's Parent before the student is required to participate in a survey, analysis, or evaluation funded, in whole or in part, by the U.S. Department of Education that would reveal sensitive information. For all other surveys, analyses, or evaluations that would reveal sensitive information about a student, the District will provide prior notice to the student's Parent and an opportunity for the Parent to opt their student out.

Employees may not request or disclose the identity of a student who completes a survey, evaluation, or analysis containing sensitive information.

"Sensitive information" includes:

- political affiliations or beliefs of the student or the student's Parent;
- mental or psychological problems of the student or the student's family;
- sexual behavior or attitudes;
- illegal, anti-social, self-incriminating, or demeaning behavior;
- critical appraisals of other persons with whom the student has close family relationships;
- legally recognized privileges or analogous relationships, such as those with lawyers, physicians, and ministers;
- religious practices, affiliations, or beliefs of the student or the student's Parent; or
- income (other than that required by law to determine eligibility for participating in a program or for receiving financial assistance under that program).

#### ▪ INVASIVE PHYSICAL EXAMINATIONS

Parents may refuse to allow their students to participate in any non-emergency, invasive physical examination or screening that is: (1) required as a condition of attendance, (2) administered and scheduled by the District, and (3) not necessary to protect the immediate health and safety of a student.

“Invasive physical examination” means:

any medical examination that involves the exposure of private body parts; or

any act during an examination that includes incision, insertion, or injection into the body that does not include a hearing, vision, or scoliosis screening.

- **COLLECTION OF STUDENT PERSONAL INFORMATION FOR MARKETING**

No employee will administer or distribute to students a survey or other instrument for the purpose of collecting personal information for marketing or selling that information.

“Personal information” means individually identifiable information that includes:

student’s and Parents’ first and last name;

home or other physical address;

telephone number; or

Social Security Number.

This Policy does not apply to the collection, disclosure, or use of personal information for the purpose of providing educational services to students, such as:

post-secondary education recruitment;

military recruitment;

tests and assessments to provide cognitive, evaluative, diagnostic, or achievement information about students; or

student recognition programs.

- **INSPECTION OF INSTRUCTIONAL MATERIAL**

Parents/guardians may inspect instructional material consistent with Policy 5401.

- **NOTIFICATION OF RIGHTS AND PROCEDURES**

The Superintendent or designee will notify Parents of:

this Policy and its availability upon request;

how to opt their child out of participation in activities as provided for in this Policy;

the approximate date(s) when a survey, evaluation, or analysis that would reveal sensitive information is scheduled or expected to be scheduled;

the approximate date(s) when the District or its agents intend to administer a non-emergency, invasive physical examination or screening required as a condition of attendance (except for hearing, vision, or scoliosis screenings); and

how to inspect any survey or other material described in this Policy.

This notification will be given to Parents at least annually at the beginning of the school year and within a reasonable period after any substantive change to this Policy.

Parents who believe their rights have been violated may file a complaint with:

Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

Legal authority: 20 USC 1232h

## APPENDIX E: DIRECTORY INFORMATION AND OPT OUT FORM

### 5309-F-2 Directory Information and Opt-Out

Student's Name: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

The Family Educational Rights and Privacy Act (FERPA) requires that Harper Creek Community Schools obtain your written consent prior to the disclosure of personally identifiable information from your child's education records, unless certain conditions specified by FERPA are met. FERPA distinguishes between personally identifiable information and directory information, however, and the District may disclose appropriately designated "directory information" without your written consent, unless you have advised the District to the contrary.

If you *do not* want your student's directory information released for one or more of the purposes listed below, please complete this form and return it to your student's school office by September 1.

If you fail to complete and return this form, the District will presume that you give permission to release your student's directory information for all the uses listed below.

Your Opt-Out request will be recorded in the student information system and kept on file in the school's office for 1 school year.

Directory information includes:

- student names, addresses, and telephone numbers;

- photographs, including photographs and videos depicting a student's participation in school-related activities and classes;

- date and place of birth;

- major field of study;

- grade level;

- enrollment status (e.g., full-time or part-time);

- dates of attendance (e.g., 2013-2017);

- participation in officially recognized activities and sports;

- weight and height of athletic team members;

- degrees, honors, and awards received; and

- the most recent educational agency or institution attended.

The Board further designates District-assigned student email addresses as directory information for the limited purposes of: (1) facilitating the student's participation in and access to online learning platforms and applications; and (2) inclusion in internal school and District email address books.

**Please check the boxes next to the purpose(s) for which you *do not grant* the District permission to disclose your student's directory information, below.**

Harper Creek Community Schools *may not* disclose my student's directory information for the following purposes:

- ☐ For School or District publications, including but not limited to, a yearbook, graduation program, theater playbill, athletic team or band roster, newsletter, and other school and district publications.
- ☐ For School or District auto-dialer system to communicate School or District information.
- ☐ To news media outside the School or District.
- ☐ To the School PTO or District parent organization.
- ☐ To other groups and entities outside of the School or District, including community, advocacy, and/or parent organizations.
- ☐ On official school-related websites or social media accounts.
- ☐ On school employees' personal classroom websites or social media accounts.

#### **Information to U.S. Military Recruiters and Institutions of Higher Education Recruiters**

Federal law requires the District to release a secondary school student's name, address, and telephone number to U.S. Military recruiters and institutions of higher education upon their request. If you do not want your student's information released for one or both of those purposes, please check one or both of the boxes below:

- ☐ Do not release my student's name, address, or telephone number to U.S. Military recruiters without my prior written consent.
- ☐ Do not release my student's name, address, or telephone number to institutions of higher education recruiters without my prior written consent.

\_\_\_\_\_  
Parent/Guardian/Eligible Student Signature

\_\_\_\_\_  
Date

## APPENDIX F: ACCEPTABLE USE AGREEMENT

# Student Technology & Device Agreement



This Agreement is entered into between Harper Creek Community Schools,  
the Student and the Parent(s)/Guardian(s) of the Student.



This agreement serves three purposes: (1) to govern the usage of district-issued devices, (2) obtain consent to create a Google account, and (3) confirm acceptance of the district Acceptable Use Agreement. The Google terms and conditions and Acceptable Use Agreement can be found in the student handbook. Please read those documents and ask any questions you may have prior to signing the attached signature page.

Students at Harper Creek Community Schools will need a personal learning device intended for use as a positive learning tool in coordination with the District's curriculum. The district will provide this device. Students have the option of using a suitable device of their own instead of a district-owned device.

To receive a district-issued device to use, the student and his or her parent/guardian must sign and submit to this Student Technology & Device Agreement and the student must complete assigned student-use modules. Students using a personally-owned device are subject to the Acceptable Use Agreement and Google Workspace terms and conditions.

**Applicable Policies:** In using the device, students must adhere to all District policies, accompanying procedures, and guidelines in order to maintain access to this resource. The student is subject to and must comply with District's Board of Education Policies, Acceptable Use Policy and Student Handbook Policies addressing student discipline, harassment/bullying, and acceptable use of electronic network/technology and their associated administrative procedures and regulations. A violation of any of these policies could result in loss of network/technology privileges, loss of right to use a device, or appropriate discipline.

### Expectations

#### 1. Students may not:

- A. Disrupt the educational process of the school district through non-educational use of the device.
- B. Endanger the health or safety of themselves or anyone else through the use of the device.
- C. Invade the rights and privacy of others at school through the use of the device.
- D. Engage in illegal or prohibited conduct of any kind through the use of the device.



- E. Violate the conditions and rules of acceptable use of electronic network/technology.
  - F. Remove district-provided protective case from devices.
2. **Maintenance of device.** Students using a district-owned device are expected to keep the device in good and working condition. In addition to following the District and manufacturer's maintenance requirements, students should:
- A. Use only a clean, soft cloth to clean the screen. No cleansers of any type should be used.
  - B. Insert and remove cords and cables carefully to prevent damage to connectors.
  - C. Not write, draw, apply any stickers, or remove any labels applied by the District.
  - D. Handle the device carefully and ensure others do the same.
  - E. Not leave the device in places of extreme temperature, humidity, or limited ventilation. (e.g., in a car) for an extended period of time.
  - F. Secure the device when it is out of their sight. The device should not be left in an unlocked locker, on a desk, or other location where someone else might take it.
  - G. Use district-provided protective carrying case with the device. Damage to devices not in cases will incur a charge.
3. **Daily Use of device.** The device may be used in class any given day. Students are responsible for bringing it to school every day, fully charged. K-8 devices require teacher or administrator permission to leave the school building.
4. **No Unauthorized Software or Data.** Only legally licensed software, apps, media, or other data is permitted on the device. Students shall not download software, apps, media or other data (including songs, photos, or videos) without a District employee's prior approval. Students will not replace the manufacturer's operating system with custom software (i.e., "jailbreak" the device), or remove or modify the District-installed device configuration.
5. **No Right to Privacy.** District-issued devices are District property; therefore, the District may examine the devices and search their contents at any time for any reason. Neither students nor parents/guardians have any right to privacy of any data saved on the device or in a cloud-based account to which the device connects. The school administration may involve law enforcement, if it is possible the device may have been used for an illegal purpose.
6. **Internet Filtering:** By signing this Agreement, parent(s)/guardian(s) understand and acknowledge this and agree that their child's use of the Internet on the device at home or off of school grounds is at the discretion of, and should be monitored by, the parent(s)/guardian(s). Parent(s)/guardian(s) assume complete responsibility for the Internet access beyond the network provided by the District.

When using the device outside the District, students are bound by the same policies, procedures, and guidelines as in school.

### **Additional Terms**

1. **Damage to or Loss of device.** Parent(s)/guardian(s) are responsible for their child's use of the device, including any damage to or loss of the device.
  - A. **Damage:** Damage to devices will be billed at the actual cost of repairs, not to exceed the cost of the entire device. If multiple incidents of accidental damage occurs, Harper Creek Community Schools will determine an appropriate replacement cost(s) for the student and/or parent(s)/guardian(s). We understand accidents happen and these will be evaluated on a case-by-case basis. Damage incurred when an issued case was not used will be billed.
  - B. **Theft:** In the event of theft, upon presentation of a filed police report, the parent(s)/guardian(s) may be responsible for the first \$50 of the replacement cost. Harper Creek Community Schools will fund the remainder of the replacement cost, for a single occurrence.
  - C. **Loss:** In the event that the device, case, or charger is lost, the student and/or parent(s)/guardian(s) are responsible to cover the entire replacement cost.
  - D. **Headphone Ports:** Headphone ports are soldered to the computer motherboard. When this port is damaged, the repair may require replacing the entire board. This repair may be equivalent in price to replacing the entire unit.
  - E. **Charges:** The following are examples of charges that may be incurred and are adjusted annually. Note that broken headphone jacks may require replacing the entire device.
    - a. **LCD / Screen:** \$50
    - b. **Case:** \$20
    - c. **Charger:** \$35
    - d. **Headphone jack:** up to whole device cost
    - e. **Keyboard:** \$75
    - f. **Whole device:** \$200 (1<sup>st</sup>-12<sup>th</sup>), \$300 (Kdg)

The decision to assess a charge, as well as the amount of any charge, is at the sole discretion of the District, but will not be greater than the full replacement value of the device.

2. **Hardware or Functionality Problems.** If a problem arises with the functionality of a student's district-issued device, the student must notify the help desk and/or appropriately designated school staff (District Technology Department staff) within 24 hours or on the next school day. Under no circumstances should the student or his/her parent(s)/guardian(s) attempt to fix or allow anyone but District staff the attempt to fix suspected hardware faults or the device's operating system. Do not take the device to any repair shop. Replacement parts and chargers must be provided by the district to ensure compatibility and consistency among all devices.
3. **Failure to Return the Device.** If a student fails to return the district-issued device and any assigned accessories as directed, the District may, in addition to placing the expenses onto the student account and seeking reimbursement from the student's parent(s)/guardian(s), file a theft report with local law enforcement authorities.
4. **Data as Records.** Data saved to the device is not maintained by the District as public records or as student records. In the event this data needs to be maintained by the District for any reason, the District will take affirmative steps to preserve it.
5. **Waiver of Device-Related Claims.** By signing below, you acknowledge that you have read, understand, and agree to follow all responsibilities outlined in this Agreement and agree to be bound by this Agreement. You also agree that the device was delivered in good working order and acknowledge that it must be returned to the District in good working order. By signing this Agreement, you waive any and all claims you (and your heirs, successors, and assigns) may have against Harper Creek Community Schools, its Board of Education and its individual Board members, employees, and agents, from any and all claims, damages, losses, causes of action, and the like relating to, connected with, or arising from the use of the device or from this Agreement.
6. **Indemnification for Device-Related Claims.** To the fullest extent allowed by law, you agree to indemnify, defend, and hold harmless Harper Creek Community Schools, its Board of Education, and its individual Board members, employees and agents, from any and all claims, damages, losses, causes of action, and the like relating to, connected with, or arising from the use of the device or from this Agreement.
7. **Google Services.** Harper Creek Community Schools uses Google Workspace for Education for students to complete assignments, communicate with their teachers, sign into their Chromebooks (K-8 students), and learn 21st century digital citizenship skills. The full document related to the use of Google services, terms, and conditions is located in the student handbook.

## **Parent and Guardian Rights**

Parents/guardians have the right at any time to review the contents of their child's electronic and e-mail files. In the event that a parent/guardian has a serious concern regarding their child's safety and wishes to review their child's electronic files, they must submit their request in writing to the school principal. The request must include the student's name, and a list of files or accounts. The building principal will work with the Technology administration to provide the files.

Parents/guardians also have the right to request termination of their child's technology and account access. Parents/guardians should be aware that their decision to limit or eliminate access to technology resources will significantly affect their child's ability to work collaboratively on projects and assignments, and will hamper the development of skills necessary to live and work in an increasingly digital world.

Parents/guardians who wish to terminate their child's access to specific District technology resources must complete the *Technology Opt-Out form* located at the end of this document, and submit the form to the main office of their child's school. A separate form must be completed for each child and must be submitted each school year.

## **Opt-Out**

Parents/guardians have the option to not use a district-provided device. It is expected that each student will have a suitable device to use instead. Phones and similarly sized devices are not suitable devices.

When choosing to use a personal device instead of the district device, please be aware of the following:

- Most district-licensed software cannot be installed on a personal device. Exceptions are Microsoft Office 365 (K-12) and Adobe Creative Suite (9-12).
- The district cannot provide any repair or troubleshooting services.
- The district is not responsible for the device should it be lost or damaged.
- Most personal devices can be configured to print to district printers, but software must be installed on the device to support this.
- Personally-owned devices are not filtered by the district when not using the district network.
- The Acceptable Use Agreement and other provisions of this document still apply to the student's technology use regardless of which device is used.
- You may request a district-owned device at a later date if the personal device is unavailable, subject to device availability.
- Students in grade K-8 are issued Chromebooks. High school student devices are Windows based. Choosing a different platform may require different software or procedures to accomplish a given task.

To parents and guardians,

At Harper Creek Community Schools, we use Google Workspace for Education, and we are seeking your permission to provide and manage a Google Workspace for Education account for your child. Google Workspace for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At Harper Creek Community Schools, students will use their Google Workspace for Education accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn 21st century digital citizenship skills.

The notice below provides answers to common questions about what Google can and can't do with your child's personal information, including:

- What personal information does Google collect?
- How does Google use this information?
- Will Google disclose my child's personal information?
- Does Google use student personal information for users in K-12 schools to target advertising?
- Can my child share information with others using the Google Workspace for Education account?

Please read it carefully, let us know of any questions, and then sign below to indicate that you've read the notice and give your consent. If you don't provide your consent, we will not create a Google Workspace for Education account for your child. If your child does not have any account, he or she will not be able to sign into school Chromebooks or other Google resources, such as Google Docs or Classroom. We are not able to allow or block access to specific resources.

**I give permission for Harper Creek Community Schools to create/maintain a Google Workspace for Education account for my child and for Google to collect, use, and disclose information about my child only for the purposes described in the notice below.**

Thank  
Harper Creek Community Schools

you,

---

Full name of student

---

Printed name of parent/guardian

---

Signature of parent/guardian

---

Date

## Google Workspace for Education Notice to Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their Google Workspace for Education accounts, students may access and use the following “Core Services” offered by Google (described at [https://workspace.google.com/terms/user\\_features.html](https://workspace.google.com/terms/user_features.html)):

- Currents
- Calendar
- Chrome Sync
- Classroom
- Cloud Search
- Contacts
- Docs, Sheets, Slides, Forms
- Drive
- Groups
- Google Hangouts, Google Chat, Google Meet, Google Talk
- Jamboard
- Keep
- Sites
- Vault

In addition, we also allow students to access certain other Google services with their Google Workspace for Education accounts. Specifically, your child may have access to the following “**Additional Services**”:

- YouTube
- Earth
- Maps
- Photos
- Takeout

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from Google Workspace for Education accounts in its Google Workspace for Education Privacy Notice. You can read that notice online at [https://workspace.google.com/terms/education\\_privacy.html](https://workspace.google.com/terms/education_privacy.html). You should review this information in its entirety, but below are answers to some common questions:

### What personal information does Google collect?

When creating a student account, Harper Creek Community Schools may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone number for account recovery or a profile photo added to the Google Workspace for Education account.

When a student uses Google services, Google also collects information based on the use of those services. This includes:

- device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number;
- log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address;
- location information, as determined by various technologies including IP address, GPS, and other sensors;
- unique application numbers, such as application version number; and
- cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.

### **How does Google use this information?**

In Google Workspace for Education Core Services, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

In Google Additional Services, Google uses the information collected from all Additional Services to provide, maintain, protect and improve them, to develop new ones, and to protect Google and its users. Google may also use this information to offer tailored content, such as more relevant search results. Google may combine personal information from one service with information, including personal information, from other Google services.

### **Does Google use student personal information for users in K-12 schools to target advertising?**

No. For Google Workspace for Education users in primary and secondary (K-12) schools, Google does not use any user personal information (or any information associated with a Google Workspace for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using an Google Workspace for Education account.

### **Can my child share information with others using the Google Workspace for Education account?**

We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. When users share information publicly, it may be indexable by search engines, including Google.

### **Will Google disclose my child's personal information?**

Google will not share personal information with companies, organizations and individuals outside of Google unless one of the following circumstances applies:

- **With parental or guardian consent.** Google will share personal information with companies, organizations or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through Google Workspace for Education schools.
- **With Harper Creek Community Schools.** Google Workspace for Education accounts, because they are school-managed accounts, give administrators access to information stored in them.
- **For external processing.** Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the Google Workspace for Education privacy notice and any other appropriate confidentiality and security measures.
- **For legal reasons.** Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:
  - meet any applicable law, regulation, legal process or enforceable governmental request.
  - enforce applicable Terms of Service, including investigation of potential violations.
  - detect, prevent, or otherwise address fraud, security or technical issues.
  - protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.

Google also shares non-personal information -- such as trends about the use of its services -- publicly and with its partners.

### **What choices do I have as a parent or guardian?**

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a Google Workspace for Education account for your child, and Google will not collect or use your child's information as described in this notice.



If you consent to your child's use of Google Workspace for Education, you can access or request deletion of your child's Google Workspace for Education account by contacting your child's school. If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to limit your child's access to features or services, or delete your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the Google Workspace for Education account to view and manage the personal information and settings of the account.

### **What if I have more questions or would like to read further?**

If you have questions about our use of Google's Google Workspace for Education accounts or the choices available to you, please contact your child's school. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the Google Workspace for Education Privacy Center (at <https://www.google.com/edu/trust/>), the Google Workspace for Education Privacy Notice (at [https://workspace.google.com/terms/education\\_privacy.html](https://workspace.google.com/terms/education_privacy.html)), and the Google Privacy Policy (at <https://www.google.com/intl/en/policies/privacy/>).

The Core Google Workspace for Education services are provided to us under Google Workspace for Education Agreement (at [https://www.google.com/apps/intl/en/terms/education\\_terms.html](https://www.google.com/apps/intl/en/terms/education_terms.html)).

## APPENDIX G: ATHLETIC CODE OF CONDUCT

Participation in Harper Creek Community School's (the "District") athletics is a privilege, not a right. Student-athletes are students first. When participating in District athletics, student-athletes are District representatives and are held to the highest standards. Accordingly, this Athletic Code of Conduct applies 24 hours a day, 365 days a year. Student-athletes and parents should be familiar with this Athletic Code of Conduct. By participating on any school-sponsored athletic team both student-athletes and parents agree to abide by these terms.

Athletic Director: Melissa Feaasel

269-441-8462

feaselm@harpercreek.net

### Available Sports

#### MHSAA Sports Offered at Harper Creek

##### Boy's Sports

Cross Country (F)  
Football (F)  
Soccer (F)  
Tennis (F)  
Basketball (W)  
Swimming & Diving (W)  
Wrestling (W)  
Baseball (S)  
Golf (S)  
Track & Field (S)  
Lacrosse (S)

##### Girl's Sports

Cross Country (F)  
Golf (F)  
Swimming & Diving (F)  
Volleyball (F)  
Basketball (W)  
Competitive Cheer (W)  
Soccer(S)  
Softball (S)  
Tennis (S)  
Track & Field (S)  
Lacrosse (S)

F – Fall Sports

W- Winter Sports

S – Spring Sports

#### Clubs Offered at Harper Creek that Adhere to the Athletic Handbook

Sideline Cheer

Pom Pon

Clay Target Shooting

Bowling

## **Middle School Sports**

### **Boy's Sports**

Cross Country (F)  
Football (F) (club)  
Basketball (W)  
Swim and Dive (W)  
Wrestling (W)  
Track (S)  
Tennis (S)  
Lacrosse (S) (club)

### **Girl's Sports**

Cross Country (F)  
Volleyball (F)  
Basketball (W)  
Swim and Dive (W)  
Competitive Cheer (W) (club)  
Track (S)  
Tennis (S)  
Softball (S) (club)

## **Athletic fees**

High School - \$40 per season

Middle School - \$30 per season

Harper Creek families will pay no more than \$200 in athletic fees

Free and reduced meals qualified students will receive waived athletic fees

## **Communication Protocol**

The District has full faith in its coaches to make decisions that are in the best interest of their teams. If parents have questions or concerns about their student-athletes' sports participation, use the following protocol:

1. Wait 24 hours before contacting the coach.
2. Schedule a time to speak with the coach, either via phone or in-person, at the coach's discretion.
3. If the issue is unresolved, schedule a time to speak with the Athletic Director, either via phone or in-person, at the Athletic Director's discretion.

## **Concussion Protocol**

Before allowing a student to participate in any athletic activity, the District will annually:

1. Provide MHSAA educational materials on concussion awareness to each student and to the student's Parent; and
2. Obtain a statement signed by each student and respective Parent acknowledging receipt of MHSAA concussion awareness educational materials. The District will

maintain this signed statement for 5 years or until the student is 18, whichever is longer.

The District's complete concussion protocol is in Policy 5712, including information on student removal from activity for possible concussion and return-to-play requirements.

### **Athletic Code of Conduct**

A student-athlete must:

1. Learn and understand the rules and regulations of your sport.
2. Unless otherwise approved by your coach, if school is in session, attend school for the full day to be eligible to practice or play in an event on the same day.
3. Comply with the law, Board Policy, the Student Code of Conduct, the Athletic Code of Conduct, and all team rules. Failure to comply with this provision may result in suspension or removal from a team.
4. Not possess, use, or consume alcohol, tobacco, cannabis, nicotine (including a vape), or controlled substances (other than those prescribed by a physician for the student-athlete).
5. Not engage in conduct that is unbecoming of student-athletes.
6. Maintain academic eligibility as required by the Michigan High School Athletic Association.

### **Weekly Eligibility**

Grades will be checked approximately at 3:00pm on Wednesdays, starting with the fourth week of the semester. A student/athlete must be passing all classes (D- or better) in order to continue participating in athletics. If a student/athlete is failing 1 or more classes at the time of the grade check that student/athlete shall be ineligible to participate in competitions starting the following Monday through Saturday.

### **Semester Eligibility**

A student/athlete shall pass a minimum of 4 of the 6 classes (not including the seminar class) at the semester. If a student/athlete receives 3 or more E's as a semester grade that student/athlete will be ineligible to participate in athletics for 60 school days.

7. Notify your coach or District athletic trainer of any injury or medical condition that may affect your athletic participation.

If a student-athlete violates any provision of the Athletic Code of Conduct, practice, game, team, or complete athletic suspension may result. Any disciplinary consequences will be at the sole discretion of the Athletic Director or designee.

If a student-athlete is suspended or expelled from school, the student-athlete is prohibited from participating in any practice or game during the suspension or expulsion.

## APPENDIX H: CONCUSSION

# Concussion INFORMATION SHEET



This sheet has information to help protect your children or teens from concussion or other serious brain injury. Use this information at your children's or teens' games and practices to learn how to spot a concussion and what to do if a concussion occurs.

### What Is a Concussion?

A concussion is a type of traumatic brain injury—or TBI—caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move quickly back and forth. This fast movement can cause the brain to bounce around or twist in the skull, creating chemical changes in the brain and sometimes stretching and damaging the brain cells.

### How Can I Help Keep My Children or Teens Safe?

Sports are a great way for children and teens to stay healthy and can help them do well in school. To help lower your children's or teens' chances of getting a concussion or other serious brain injury, you should:

- Help create a culture of safety for the team.
  - Work with their coach to teach ways to lower the chances of getting a concussion.
  - Talk with your children or teens about concussion and ask if they have concerns about reporting a concussion. Talk with them about their concerns; emphasize the importance of reporting concussions and taking time to recover from one.
  - Ensure that they follow their coach's rules for safety and the rules of the sport.
  - Tell your children or teens that you expect them to practice good sportsmanship at all times.
- When appropriate for the sport or activity, teach your children or teens that they must wear a helmet to lower the chances of the most serious types of brain or head injury. However, there is no “concussion-proof” helmet. So, even with a helmet, it is important for children and teens to avoid hits to the head.



**Plan ahead.** What do you want your child or teen to know about concussion?

### How Can I Spot a Possible Concussion?

Children and teens who show or report one or more of the signs and symptoms listed below—or simply say they just “don't feel right” after a bump, blow, or jolt to the head or body—may have a concussion or other serious brain injury.

#### Signs Observed by Parents or Coaches

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

#### Symptoms Reported by Children and Teens

- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness, or double or blurry vision
- Bothered by light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Confusion, or concentration or memory problems
- Just not “feeling right,” or “feeling down”

**Talk with your children and teens about concussion.** Tell them to report their concussion symptoms to you and their coach right away. Some children and teens think concussions aren't serious, or worry that if they report a concussion they will lose their position on the team or look weak. Be sure to remind them that *it's better to miss one game than the whole season.*



[cdc.gov/HEADSUP](https://cdc.gov/HEADSUP)

## CONCUSSIONS AFFECT EACH CHILD AND TEEN DIFFERENTLY.

While most children and teens with a concussion feel better within a couple of weeks, some will have symptoms for months or longer. Talk with your children's or teens' healthcare provider if their concussion symptoms do not go away, or if they get worse after they return to their regular activities.

### What Are Some More Serious Danger Signs to Look Out For?

In rare cases, a dangerous collection of blood (hematoma) may form on the brain after a bump, blow, or jolt to the head or body and can squeeze the brain against the skull. Call 9-1-1 or take your child or teen to the emergency department right away if, after a bump, blow, or jolt to the head or body, he or she has one or more of these danger signs:

- One pupil larger than the other
- Drowsiness or inability to wake up
- A headache that gets worse and does not go away
- Slurred speech, weakness, numbness, or decreased coordination
- Repeated vomiting or nausea, convulsions or seizures (shaking or twitching)
- Unusual behavior, increased confusion, restlessness, or agitation
- Loss of consciousness (passed out/knocked out). Even a brief loss of consciousness should be taken seriously

► **Children and teens** who continue to play while having concussion symptoms, or who return to play too soon—while the brain is still healing—have a greater chance of getting another concussion. A repeat concussion that occurs while the brain is still healing from the first injury can be very serious, and can affect a child or teen for a lifetime. It can even be fatal.

### What Should I Do If My Child or Teen Has a Possible Concussion?

As a parent, if you think your child or teen may have a concussion, you should:

1. Remove your child or teen from play.
2. Keep your child or teen out of play the day of the injury. Your child or teen should be seen by a healthcare provider and only return to play with permission from a healthcare provider who is experienced in evaluating for concussion.
3. Ask your child's or teen's healthcare provider for written instructions on helping your child or teen return to school. You can give the instructions to your child's or teen's school nurse and teacher(s) and return-to-play instructions to the coach and/or athletic trainer.

Do not try to judge the severity of the injury yourself. Only a healthcare provider should assess a child or teen for a possible concussion. Concussion signs and symptoms often show up soon after the injury. But you may not know how serious the concussion is at first, and some symptoms may not show up for hours or days.

The brain needs time to heal after a concussion. A child's or teen's return to school and sports should be a gradual process that is carefully managed and monitored by a healthcare provider.

To learn more, go to [cdc.gov/HEADSUP](https://cdc.gov/HEADSUP)



#### Discuss the risks of concussion and other serious brain injuries with your child or teen, and have each person sign below.

Detach the section below, and keep this information sheet to use at your children's or teens' games and practices to help protect them from concussion or other serious brain injuries.

☐ I learned about concussion and talked with my parent or coach about what to do if I have a concussion or other serious brain injury.

Athlete's Name Printed: \_\_\_\_\_ Date: \_\_\_\_\_

Athlete's Signature: \_\_\_\_\_

☐ I have read this fact sheet for parents on concussion with my child or teen, and talked about what to do if they have a concussion or other serious brain injury.

Parent or Legal Guardian's Name Printed: \_\_\_\_\_ Date: \_\_\_\_\_

Parent or Legal Guardian's Signature: \_\_\_\_\_

*Revised January 2019*