



**EDUCATE • EMPOWER • EQUIP**  
**Students for Life**

**2023-2024**

**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 children 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.

## Table of Contents

<b>IMPORTANT INFORMATION</b> .....	<b>1</b>
<b>2023-2024 DISTRICT CALENDAR</b> .....	<b>3</b>
<b>2023-2024 DAILY SCHEDULE</b> .....	<b>5</b>
<b>EMERGENCY SCHOOL CLOSING PROCEDURES</b> .....	<b>6</b>
<b>NOTICE OF NON-DISCRIMINATION</b> .....	<b>7</b>
<b>SECTION I: DISTRICT-WIDE POLICIES AND PROCEDURES</b> .....	<b>9</b>
Attendance.....	9
Absences due to illness .....	10
Planned absences .....	10
Students are expected to:.....	11
Bed Bugs .....	11
Books and Supplies .....	11
Bulletin Boards.....	11
Bullying .....	12
Cell Phone Use.....	12
Cheating, Plagiarism, and Academic Dishonesty.....	14
Children’s Protective Services Investigations .....	15
Classroom Behavior.....	15
Closed Campus .....	15
Communicable Diseases .....	15
Damage to School Property.....	16
Dress and Grooming.....	16
Dress Code.....	17
Driving and Parking Personal Vehicles .....	17
Emergency Contact Information.....	18
Fees.....	18
Food Services .....	18
Field Trips .....	18
First Aid, Illness, or Injury at School.....	19
Head Lice.....	19
Homeless Children and Youth .....	20
Immunizations.....	20
Law Enforcement Interviews .....	20
Limited English Proficiency .....	21
Locker Use.....	21
Lost and Found .....	21
Media Center .....	21
Medication .....	21
Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers .....	22
Parties.....	22
Playground/Recess Rules.....	23
Protection of Pupil Rights.....	23
Public Display of Affection .....	23
Rights of Custodial and Non-Custodial Parents .....	23
Search and Seizure .....	24

Student Education Records .....	24
Right to Request Explanation or Interpretation .....	24
Right to Request Amendment of Education Records .....	24
Directory Information .....	24
Technology .....	25
Transportation Services .....	26
School Vehicle Rules.....	26
School Vehicle Misconduct Consequences.....	27
Video Surveillance and Photographs .....	27
Withdrawal From School.....	27
<b>SECTION II: ACADEMICS.....</b>	<b>28</b>
Academic Awards .....	28
Advanced Placement (AP) Courses.....	29
Alternative Education Program .....	29
Commencement.....	30
Credits and Graduation Requirements.....	30
Dropping or Adding a Class .....	33
Dual Enrollment .....	34
Grades .....	35
Homework.....	37
Personal Curriculum .....	38
Placement.....	38
Students with Disabilities .....	38
Summer School.....	38
Testing Out .....	39
Work Permits .....	39
<b>SECTION III: STUDENT CLUBS, ACTIVITIES, AND ATHLETICS .....</b>	<b>40</b>
Extracurricular Activities.....	40
Student-Initiated Non-Curricular Clubs .....	40
Transportation To/From Extracurricular Activities .....	40
<b>SECTION IV: DISCIPLINE AND CODE OF CONDUCT .....</b>	<b>41</b>
Discipline Generally .....	41
Forms of School Discipline & Applicable Due Process .....	41
After-School Detention .....	41
Saturday School .....	41
In-School Suspension.....	41
Snap Suspension - Suspension from Class, Subject, or Activity by Teacher .....	42
Removal for 10 or Fewer School Days.....	42
Removal for More than 10 and Fewer than 60 School Days .....	42
Removal for 60 or More School Days.....	43
Student Code of Conduct.....	43
<b>SECTION V: BUILDING-SPECIFIC RULES AND PROCEDURES .....</b>	<b>47</b>
<b>APPENDIX A: TITLE IX SEXUAL HARASSMENT .....</b>	<b>52</b>
<b>APPENDIX B: ANTI-BULLYING .....</b>	<b>65</b>
<b>APPENDIX C: PROTECTION OF PUPIL RIGHTS .....</b>	<b>66</b>
<b>APPENDIX D: DIRECTORY INFORMATION AND OPT OUT FORM.....</b>	<b>68</b>

**APPENDIX E: ACCEPTABLE USE AGREEMENT..... 70**  
**APPENDIX F: ATHLETIC CODE OF CONDUCT ..... 70**  
**APPENDIX G: BUILDING PBIS MATRIXES .....79**

## IMPORTANT INFORMATION

### District Website

<https://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

Student Services: 269-441-6577

Transportation: 269-441-6591

Athletics: 269-441-8462

Harper Creek High School: 269-441-8450 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:

Athletic Director: Melissa Feasel

Transportation Director: Stacy Hendon

High School Principal: Ed Greenman

High School Vice Principal: Joe Yurisich

HCCAA Administrator Kris Meeker

Middle School Principal:	Kim Thayer
Middle School Vice Principal 5 <sup>th</sup> &6 <sup>th</sup> Grades:	Beckie Boltjes
Middle School Vice Principal: 7 <sup>th</sup> &8 <sup>th</sup> Grades:	Jason O'Farrell
Beadle Lake Elementary School Principal:	Nneka Daniels
Sonoma Elementary School Principal:	Shalen King
Wattles Park Elementary School Principal:	Brent Swan



# 2023-2024 Calendar

Elementary Meet the Teacher Night.....Wednesday, August 16  
 Secondary Meet the Teacher Night.....Thursday, August 17  
**First Day of School.....Monday, August 21**  
 No School.....Friday, September 1  
 No School, Labor Day .....Monday, September 4  
 Early Release.....Wednesday, September 13  
 Early Release.....Wednesday, September 20  
 Early Release.....Wednesday, September 27  
 Homecoming.....Friday, September 29  
 Early Release.....Wednesday, October 4  
 Early Release.....Wednesday, October 11  
 End of Middle School Quarter.....Thursday, October 12  
 Fall Break – No School.....Friday, October 13 & Monday, October 16  
 Early Release.....Wednesday, October 18  
 Early Release.....Wednesday, October 25  
 Early Release.....Wednesday, November 1  
 Early Release.....Wednesday, November 8  
 ½ Day of School.....Friday, November 10  
 End of 1<sup>st</sup> Trimester Elementary.....Friday, November 10  
 Early Release.....Wednesday, November 15  
 ½ Day of School – Thanksgiving Break.....Wednesday, November 22  
 No School, Thanksgiving Break.....Thursday, November 23 & Friday, November 24  
 Early Release.....Wednesday, November 29  
 Early Release.....Wednesday, December 6  
 Early Release.....Wednesday, December 13  
 ½ Day of School.....Thursday, December 21  
 ½ Day of School.....Friday, December 22  
 End of Second Quarter, First Semester - Secondary..... Friday, December 22  
**No School Monday, December 25 through Friday, January 5 – Winter Break**

High School Semesters End Dates
December 22, 2023
May 31, 2024
Middle School Quarters End Dates
October 12, 2023
December 22, 2023
March 15, 2024
May 31, 2024
Elementary Trimesters End Dates
November 10, 2023
February 23, 2024
May 31, 2024

**Meet the Teacher Night**  
 6:00 PM – 8:00 PM  
 Elementary, August 16  
 HS/MS, August 17

High School Student Hours		Middle School Student Hours		Elementary Student Hours	
Full Day	7:45 AM - 2:50 PM	Full Day	7:40 AM - 2:40 PM	Full Day	8:50 AM - 3:45 PM
Half Day	7:45 AM - 10:50 AM	Half Day	7:40 AM - 10:43 AM	Half Day	8:50 AM - 12:00 PM
Early Release	7:45 AM - 1:40 PM	Early Release	7:40 AM - 1:30 PM	Early Release	8:50 AM - 2:35 PM





# 2023-2024 Calendar

High School Semesters End Dates
December 22, 2023
May 31, 2024
Middle School Quarters End Dates
October 12, 2023
December 22, 2023
March 15, 2024
May 31, 2024
Elementary Trimesters End Dates
November 10, 2023
February 23, 2024
May 31, 2024

**Spring Break**  
Friday, March 22 –  
Friday March 29

**First Day of School Second Semester**.....Monday, January 8

Early Release.....Wednesday, January 10

No School .....Monday, January 15

Early Release.....Wednesday, January 17

Early Release.....Wednesday, January 24

Early Release.....Wednesday, January 31

Early Release.....Wednesday, February 7

Early Release.....Wednesday, February 14

Early Release.....Wednesday, February 21

Half Day of School. ....Friday, February 23

End of Second Trimester, Elementary.....Friday, February 23

No School .....Monday, February 26

Early Release.....Wednesday, February 28

Early Release.....Wednesday, March 6

Early Release.....Wednesday, March 13

End of Quarter, Middle School.....Friday, March 15

Early Release.....Wednesday, March 20

No School – Spring Break.....Friday, March 22 – Friday, March 29

Early Release.....Wednesday, April 3

Early Release.....Wednesday, April 10

Early Release.....Wednesday, April 17

Early Release.....Wednesday, April 24

Early Release.....Wednesday, May 1

Early Release.....Wednesday, May 8

Early Release.....Wednesday, May 15

Early Release.....Wednesday, May 22

No School – Memorial Day.....Monday, May 27

Half Day of School .....Thursday, May 30

**Half Day of School, Last Day of School** .....Friday, May 31

**End of Quarter, End of Trimester, End of Semester, Graduation**

High School Student Hours		Middle School Student Hours		Elementary Student Hours	
Full Day	7:45 AM - 2:50 PM	Full Day	7:40 AM - 2:40 PM	Full Day	8:50 AM - 3:45 PM
Half Day	7:45 AM - 10:50 AM	Half Day	7:40 AM - 10:43 AM	Half Day	8:50 AM - 12:00 PM
Early Release	7:45 AM - 1:40 PM	Early Release	7:40 AM - 1:30 PM	Early Release	8:50 AM - 2:35 PM

## 2023-2024 DAILY SCHEDULE

Harper Creek High School Student Hours:	7:45AM – 2:50PM
Harper Creek High School Early Release Student Hours:	7:45AM – 1:40PM
Harper Creek High School Half Day Student Hours:	7:45AM – 10:50AM

Harper Creek High 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:	7:40AM – 2:40PM
Harper Creek Middle School Early Release Student Hours:	7:40AM – 1:30PM
Harper Creek Middle School Half Day Student Hours:	7:40AM – 10:43AM

Harper Creek Middle 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:	8:50AM – 3:45PM
Harper Creek Elementary Early Release Student Hours:	8:50AM – 2:35PM
Harper Creek Elementary Half Day Student Hours:	8:50AM – 12:00PM

Harper Creek Elementary 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 messaging system parents and guardians

Notification Harper Creek Community School's Official Website: [www.harpercreek.net](http://www.harpercreek.net)

WOOD TV 8

WBCK/WBXX/WWKN

WWMT 3

WKFR/WRKR

Fox 17

WNWN

Parents and students are responsible for knowing about emergency closings and delays.

## NOTICE OF NON-DISCRIMINATION

The District does not discriminate on the basis of race, color, religion, national origin, ethnicity, sex (including pregnancy, gender identity, or sexual orientation), disability, age, height, weight, marital or family status, veteran status, ancestry, genetic information, military status, or any other legally protected category (collectively, “Protected Classes”), in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups as required by law.

The District prohibits unlawful discrimination, including unlawful harassment and retaliation. The District will investigate all allegations of unlawful discrimination and will take appropriate action, including discipline, against any person who, following an investigation, is determined to have engaged in unlawful discrimination.

“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.
- **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.
- **Sex-based harassment** can take many forms. For the definition of sex-based harassment, including sexual harassment under Title IX, see Policies 3118 and 5202. The District’s Title IX Policy is attached to this handbook as Appendix A.

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 formal complaint resolution process described by Policy.

If you or someone you know has been subjected to **sex-based discrimination, harassment, or retaliation**, you may file a report with any District employee. Formal Complaints of sexual harassment must be filed with the Title IX Coordinator:

Jason O’Farrell  
7290 B Drive North, Battle Creek, MI 49014  
269-441-4750  
o’farellj@harpercreek.net

If you or someone you know has been subjected to **disability-based discrimination, harassment, or retaliation**, you may file a complaint with:

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

If you or someone you know has been subjected to **any other type of unlawful discrimination, harassment, or retaliation**, including unlawful conduct based on race, color, or national origin, you may file a complaint with:

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

A report of unlawful discrimination, including unlawful harassment or retaliation, may be made orally or in writing.

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.

## 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 (a physician's verification is required after 4 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 tardy when not present in class at the start of the day/hour.

**High school** students who miss more than 30 minutes are considered absent for that block.

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

**Elementary school** students miss more than 90 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:**

Students are responsible for knowing the make-up policies of their teachers. Students are responsible for contacting the teacher to get the work and completing it in the time specified but no later than 5 days after they return to school for excused absences only.

If the student knows that he or she will be absent from school during a certain time period, the student is expected to contact his or her teachers to make arrangements for making up work.

If a student misses a teacher's test due to excused absence, s/he may make arrangements with the teacher to take the test.

An Unexcused absence the day of the final semester exams may result in failure of the exam.

#### **Middle School:**

Students who return to school with a valid written excuse may make up work missed and receive full credit. The maximum time allowed for make-up work when absence is due to illness is twice the length of the absence. It is the student's responsibility to ask for make-up work. If the student knows that he or she will be absent from school during a certain time period, the student is expected to contact his or her teachers to make arrangements for making up work.

#### **Elementary:**

Students will have a specified amount of time to make up their missing assignments. Generally, this will be two days to every one day absent, i.e. if the student missed 5 days s/he would have a maximum of 10 days to have all missing assignments turned in.

### **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 a week prior to 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/guardian and provide educational materials on bed bug prevention and treatment.

No student will be excluded from school because of bed bugs unless efforts to remedy an infestation have been unsuccessful. An individual plan between the family and school may be implemented to avoid exclusion from school.

If bed bugs are found in a classroom or elsewhere in the school building, the building principal or designee will notify the parents/guardians 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. The following general



limitations apply:

- All postings will be subject to the review and approval of the appropriate building administrator or designee. Students may not post any material containing any statement or expression that is libelous, obscene, or vulgar; violates Board policy, including the student code of conduct; promotes illegal substances (including, but not limited to, substances that are illegal for minors to possess or consume); or is otherwise unsuitable for or disruptive to the school environment.
- All postings must identify the student or the student organization responsible for posting the notice.
- The building principal or designee may remove any posted material after a reasonable time, as determined in the building principal's or designee's discretion.

### **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 use cell phones or other electronic devices while at school, so long as they do so safely, responsibly, and respectfully, and comply with all other school rules while using the devices. Please see individual building Cell Phone Policies below.

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.

Students may not use cell phones or other electronic devices while they are in locker rooms, restrooms, or any other area in which others may have a reasonable expectation of privacy.

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. 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.

### **Harper Creek High School Cell Phone Policy**

Students may not use a cell phone during instructional hours from the first tardy bell of the day to the last dismissal bell of the day, except during the student's lunch and passing time.

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

Offense 1 – Student may pick up device. Parent informed.

Offense 2 – 1 Lunch Detention. Student may pick up device. Parent informed.

Offense 3 – 2 Lunch Detentions. Student may pick up device. Parent informed.

Offense 4 – Student may receive ISS or OSS. Parent or guardian must pick up device.

Offense 5 – Student may receive ISS or OSS for the remainder of the day plus 1 Day OSS. Parent or guardian must pick up device.

Offense 6 – Student is no longer allowed to bring cell phone to school for a designated length of time. If subsequently found with a cell phone, progressive OSS.

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 any 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 Middle School Cell Phone Policy**

Students may not be in possession of a cell phone from the first tardy bell of the day to the last dismissal bell of the day, including when in the hall on a pass, during class time, during passing time and at lunch.

From the first class bell until the dismissal of the last class of the day, cell phones are to be kept in the student's locker and powered off.

Students may not use their cell phones or electronic devices in the bathrooms, hallways during passing time or in the lunchroom during their lunch time.

Students may bring larger tablets or E-Readers to class, with prior approval from their teacher, to be used for educational purposes only.

Students found to be in possession of a cell phone will earn a referral and be sent immediately to the main office. The principal or their designee, will confiscate and secure the device and the student will return back to class without the device. Students refusing to give their device to a school official, they will be disciplined for insubordination.

Confiscated devices may be picked up the same day between 2:40 and 3:30, or any day following between 2:40 and 3:30. See consequences below for information about who may pick up the phone.

Offense 1 – Student may pick up device. Parent informed.

Offense 2 – 1 Lunch Detention. Student may pick up device. Parent informed.

Offense 3 – 2 Lunch Detentions. Student may pick up device. Parent informed.

Offense 4 – Student sent home OSS. Parent or guardian must pick up device.

Offense 5 – Student sent home OSS plus 1 Day OSS. Parent or guardian must pick up device.

Offense 6 – Student is no longer allowed to bring cell phone to school for a designated length of time. If subsequently found with a cell phone, progressive OSS.

The number of offenses will reset each school year.

Reasonable suspicion that any 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 Policy**

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 Access and Use of Technology agreement and Student Code of Conduct.

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

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

At after school activities, and on a school 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.

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 Board 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.

### **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. 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.

In case of communicable disease, please call the school office and let us know so that parents of other children in your child's room may be prepared. A note from the physician is required to excuse dates missed due to communicable disease. Parents will be notified of any communicable illness that your child may have been exposed to as directed by the Calhoun County Health Department. We ask that you use the following guidelines and keep your child home if they experience any of the following:

- A fever at or greater than 100.4 degrees orally
- Vomiting and/or diarrhea
- Rash, especially with a fever or behavior change
- Coughing up phlegm and/or frequent sneezing or severe runny nose
- Difficulty breathing
- Unable to eat
- Headache with aches and pains
- Yellowish drainage and/or redness to eyes, which may be an indication of pinkeye.
- Sore throat with a fever, large tonsils, presence of white spots in the back of the throat, or redness and swelling to throat. (Check with your physician if these symptoms are present.) The following are guidelines about when your child may return to school after being ill:
  - After they have had no fever for 24 hours without the use of medication 16
  - 24 hours after starting antibiotics
  - 24 hours after last episode of vomiting or diarrhea

### **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, hair style, make up, 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 have an inseam at least 4 inches in length. The material covering private areas must not be see through.

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

- Hats or Hoods, unless approved by building administration
- Blankets, Snuggies or outdoor coats, unless approved by building administration

**High School and Middle School:** No pajamas, pajama pants, or slippers unless approved by 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.

Trench coats and overcoats are not permitted to be worn on school grounds.

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.
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 \$10.00.

### **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 Board believes the development of healthy behaviors and habits with regard to eating cannot be accomplished by the District alone. It will be necessary for the school staff, in addition to parents and the public at large, to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits. Parents interested in being involved should contact the superintendent's office.

The school participates in the National School Lunch Program and makes lunches available to students for a fee. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the principal. High school students may not go to their car during lunch.

Food served in the cafeteria should be consumed in the cafeteria.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that s/he is eligible, contact the main office.

### **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/guardians are welcome and encouraged to participate as chaperones on school field trips, providing 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 have a need to limit the number of chaperones for any given field trip. There may be limited space on the bus or only a certain amount of tickets for an event.

Parents/guardians 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:

- Pre-schoolers, or children of a different grade level, may NOT be brought on field trips with the chaperones. Field trips are for children of a particular grade only.
- Cell phones should remain off or on vibrate. Chaperones should ONLY use their cell phone 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 the opportunity for a souvenir or food item 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/guardian to take their own child home from the 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. 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.

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  
burkhardtm@harpercreek.net

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

### **Immunizations**

For a student entering the District for the first time or 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 personal belongings not needed for classes, including coats and backpacks, in their lockers during the school day.

### **Lost and Found**

All found items are to be taken to the building lost and found area. Found items of significant value (money, jewelry, eye glasses, electronics, etc.) should be turned into the office. Students may claim lost articles in the lost and found area or in the office. 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.

Prescription and over-the-counter medication should be brought to school by the student's parent/guardian. Please do NOT send medication on the school bus with the student. Refill of the medication is the sole responsibility of the student's parent/guardian.

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 the District Medication 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.

### **Parties/Celebrations**

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 the District's Wellness Policy which is based on State recommendations, the District encourages serving healthy food at school parties. Samples of these include: fresh fruit

and vegetables, string cheese, animal crackers. All items brought to school must be store purchased.

Parties and celebrations are for our 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 must follow PBIS Playground Rules during recess or while using the playground:

Students are expected to participate in recess. The exception to going outside is only 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 0° 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 C.

### **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.

### **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:

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:

- a. student names, addresses, and telephone numbers;

- b. photographs, including photographs and videos depicting a student's participation in school-related activities and classes;
- c. date and place of birth;
- d. major field of study;
- e. grade level;
- f. enrollment status (e.g., full-time or part-time);
- g. dates of attendance (e.g., 2013-2017);
- h. participation in officially recognized activities and sports;
- i. weight and height of athletic team members;
- j. degrees, honors, and awards received; and
- k. 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.

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 D. 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.

## **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 E 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.

## 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 transportation supervisor or 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.

School officials have the 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 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 the district website [www.harpercreek.net](http://www.harpercreek.net) or call your individual building.

### 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. 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 the 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) qualify for the Honor Roll. Highest Honors go to those students with a 4.0 GPA or higher;

High Honors are awarded to students with a GPA of 3.99 to 3.5;

Honors are awarded to students with a GPA of 3.49 to 3.0.

##### VALEDICTORIAN SELECTION AND CRITERIA

The valedictorian will be based on highest GPA and any ties. The Salutatorian will be based on 2<sup>nd</sup> highest GPA and any ties. All eight semesters will be used for the selection process. Beginning with the class of 2022, all dual enrolled classes must be taken for a grade, which is to be included in determining GPA, for eligibility as a valedictorian. A cutoff date for grades will be established to determine Valedictorian eligibility and set by the building Principal. Valedictorian(s) may also have the opportunity to speak at the commencement ceremony.

##### HONOR AWARD

Honor Award students are those that earn a 4.0 GPA or higher after eight semesters, regardless of classes completed.

##### ATHLETIC AWARDS

Requirements for athletic awards are developed by each head coach with the approval of the Athletic Director. These requirements will be reviewed with interested students by the appropriate coach.

## **Middle School:**

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

The award criteria for this school year will be the following:

Academic Awards Highest Honors 4.00 GPA

High Honors 3.7 – 3.99 GPA

Honors 3.3 – 3.69 GPA

Attendance Awards

Perfect Attendance 0 absences

Outstanding Attendance 1-3 absences

## **Advanced Placement (AP) Courses – High School**

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.

A = 5.0

B = 4.0

C = 3.0

D = 2.0

E = 0

\*This does not include AP support classes.

Battle Creek Math & Science Center courses approved for 5.0 scale are (follow up for any changes):

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

## **Alternative Education Program**

Harper Creek 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 the 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's catered to each student's needs. Students will use the Graduation Alliance online platform to earn a diploma if they successfully complete one of the three pathways:

- Harper Creek Tired Services (TS) on-track students who will graduate with their cohort (traditional diploma)
- The Center for Academic Achievement (alternative diploma, two pathways)
  - Michigan Merit Curriculum (MMC) + Harper Creek (HR) Pathway 24 Credits
    - Sophomores, Juniors, and Seniors
  - Michigan Merit Curriculum (MMC) Pathway 19 Credits
    - 5<sup>th</sup> or 6<sup>th</sup> year Seniors

Please call the HCHS Counseling office for information on enrollment and 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.

### **Credits and Graduation Requirements**

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

#### **REGULAR 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.

A student enrolled in special education may be exempted from the State mandated-test. Such an exemption is made by the IEP Team. The student may still need to earn the required credits indicated by the IEP or in a personal curriculum. For more information about the different methods by which credits can be earned, refer to Policy 5460 in the Board Policy manual, a copy of which is accessible electronically at [www.harpercreek.net](http://www.harpercreek.net)

Additionally, 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.
- have successfully completed 20 hours of community service. A student may begin accruing hours at the completion of their Junior year (June), but not any earlier.

**SUBJECT AREA**

English 4 credits 1 in last year

Social Studies 4 credits + 20 service hours

Science 3 credits Math 4 credits 1 in last year

Physical Ed/Health (2 yrs. Marching Band) 1 credit

Computers 1 credit

Fine Arts, Performing Arts, 1 credit

Vocational Education, Practical Arts World Language Experience 2 credits

Electives 13 credits (Class of 2025 and after 11 Credits)

Class of 2024                      Total Credits to Graduate 33

Class of 2025 and after      Total Credits to Graduate 31

Class of 2024 Any exceptions to the above 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.

Students who transfer to Harper Creek High School often come from schools in which 9 credits cannot be earned in a year. The following chart will be used to determine graduation requirements of students entering Harper Creek High School from schools that do not offer 9 credits each year. The left column is the total number of potential credits a student had during high school and the right column is the minimum credits required for graduation from Harper Creek High School.

36.....33 (class of 2025 and on)	30.....27
35.....31	29.....26
34.....31	28.....25
33.....30	27.....24
32.....29	26.....23
31.....28	25.....22

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 official 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 each 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 their 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 their 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 their respective branches.
- Students who participated in recognized school-sponsored clubs and activities who have met those requirements set by those clubs and activities for qualifying for cords. These cords are available through the advisors of those clubs and activities.

## Dropping or Adding a Class

### High School:

Schedule changes may be requested, but only for the following reasons, and will be subject to the timeline(s) below:

- Student failed a class and needs to retake
- Student already passed a class that is currently on their schedule
- Student is enrolled in a course for which they have not met the prerequisite
- Student has been placed incorrectly
- Due to staff error - schedule will be changed as soon as possible upon notification
- Related to ability in core area course - student must attempt the course and discuss with teacher. Changes will be made according to appeal procedures that require student/teacher agreement.
- Student has an emergent or pre-existing medical condition that relates to their request
- 6. Students who were not scheduled for a required course due to a scheduling conflict within the master schedule will be afforded the opportunity to take the course equivalent through an alternative option, to be determined by the counseling and administrative staff in consultation with the student.

Harper Creek High School Students are notified that they are required to discuss their course selections for the following year with their parent(s)/guardian(s). Parents/guardians are notified about the beginning and ending of the course selection window. Furthermore, parents/guardians are asked to provide approval in the form of a signature. Failure on the part of the students to communicate course selections with parents/guardians does not allow for the students to request a schedule change.

Days 1 – 4: Contact counselor prior to the start of school on the 5th day.

- Requires parent permission/signature at counselor discretion.
- Must be space available in the requested class.
- Must meet criteria listed above (1-6).

Days 5-10: Completed appeal form due prior to the start of school on the 11th day

- Requires parent, exiting teacher, entering teacher, counselor, and principal permission/signature (with a communication by the counselor with the parent).
- Must be space available in the requested class.
- Must meet criteria listed above (1-6).
- Student must make up the work missed in the new class in the first 10 days of semester (as determined by entering teacher).
- All student initiated requests require the appeal form. Email records will be considered sufficient for all staff initiated requests.
- There will be no appearance on the student's transcript regarding the original class.

Days 11-20: Completed form due prior to the start of school on the 21st day

- Requires parent, exiting teacher, entering teacher, counselor, and principal permission/signature (with a communication by the counselor with the parent).
- Must be space available in the requested class.
- Must meet criteria listed above (1-6).
- Student must make up the work missed in the new class in the first 20 days of the semester (as determined by entering teacher).
- Student will receive an “H” on the transcript for the original class.

Days 21-45: Completed form due prior to the start of school on the 46th day

- Requires parent, exiting teacher, entering teacher, counselor, and principal permission/signature (with a communication by the counselor with the parent).
- Must be space available in the requested class.
- Must meet criteria listed above (1-6).
- Student must make up the work missed in the new class in the first 45 days of the semester (as determined by entering teacher).
- Student will receive an “E” on the transcript for the original class. Possible exceptions to this procedure:
  - Balance classroom sizes (staff: student) as determined by administration
  - Special education needs
  - Documented medical condition
  - Transfer students
  - Student conflicts as determined by school staff
  - Counselor initiated changes during senior audit for the current year or during junior/sophomore/freshman for the future year
  - Student didn't get a course in their schedule that prevents them from continuing in a school program that extends beyond the school day (band, DECA, choir, etc.)
  - Student may request teacher change only in the case of failing a course and being reassigned to the same teacher for the same course.
  - Career/post-secondary needs as determined by the counseling team and principal. Students must demonstrate that they have become aware of requirements for post-secondary program entrance.
  - Recommendation from college coach for students committed to participate in college athletics.

### **Dual Enrollment**

Students in grades 9 and above may be eligible to dually enroll in college classes to obtain high school and college credit. Please contact your assigned counselor for information about enrollment eligibility, charges paid by the District, eligible institutions, and other matters related to dual enrollment.

## Grades

### High School

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

A	Outstanding	90%-100%	D	Below Average	60%-69%
B	Above Average	80%-89%	E	Failing	0%-59%
C	Average	70%-79%	I	Incomplete	

A teacher may give an incomplete grade if work has not been completed by the end of the semester. This incomplete "I" must be removed, and a letter grade given within two weeks after completion of semester, or the "I" will be changed to an "E". The student is responsible for contacting the teacher to determine what make-up work is outstanding. Once completed, the grade will be changed.

Failures in classes are most often caused by irregular attendance and neglect in completing assignments. Students are much more likely to succeed if they operate at their highest level. The bottom line is that effort and attendance will be the surest route to success.

Final semester marks are determined by 80% (or more) of the semester assignments, projects, tests, and homework and up to 20% on the final exam. Exam policy requires a phone call verifying any absence the day of a final exam to qualify for make-up opportunities.

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.

A = 5.0      B = 4.0      C = 3.0      D = 2.0      E = 0

\*This does not include AP support classes.

Battle Creek Math & Science Center courses approved for 5.0 scale are (follow up for any changes):

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



## Grade Point Average

To calculate a grade point average (GPA), assign a weighted point value to each course grade and divide by the total number of credits. For partial-credit courses use the fractional value of the grade. For example, a half credit course with an earned grade of C would be  $.5 \times 2=1$ . Then add this to the other grades earned for total points earned. This total is then divided by the total credits earned for the GPA. This can be done by grading period, semester, year, or for a series of school years.

### Middle School

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

A	Outstanding	90%-100%	D	Below Average	60%-69%
B	Above Average	80%-89%	E	Failing	0%-59%
C	Average	70%-79%	I	Incomplete	

Failures in classes are most often caused by irregular attendance and of neglect in completing assignments. Effort and attendance will be the surest route to success. A teacher may give an incomplete grade "I" if work has not been completed in a marking period. If a student receives an "I", the "I" must be removed, and a letter grade given within a reasonable time.

Citizenship scores reflect the social and academic behaviors essential for success in our school and democratic society. Citizenship scores may be used in determining eligibility for school organizations.

### 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 decision.

### **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.

Homework is intended to facilitate and support student learning of concepts or skills found in the curriculum. Building principals or designees shall adopt building- or grade-specific homework guidelines, which will be communicated to students, parents/guardians, and teachers.

Teachers shall comply with any building- or grade-specific homework guidelines and should consider a student's age and capabilities and use their professional judgment in determining length, difficulty, and student readiness when assigning homework. Teachers may consider a student's homework performance in determining a student's grade. see Policy 5417

## **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. 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 administration.

## **Summer School**

Summer school will be made available each year, pending funding.

In the event that funding is available our leadership team will provide supplemental summer instruction to students for the following:

Student Selection Process for Closing achievement gaps:

- 1) Our on-track report will be pulled and prioritized for inviting students when summer programming is available. The experience will include career exploration and wellness with embedded priority learning standards.

- 2) The on-track report includes the following data:
  - a. Attendance
  - b. Behavior incidents
  - c. Course completion
  - d. NWEA standardized test results
  - e. Risk factors as identified by 31a standards
  
- 3) The students will be prioritized based on the data listed above- serving the highest need for the supplemental instruction.

Student Selection Process for Summer extended learning when funding is available:

- 1) Our on-track report will be pulled and students who are performing in the top 10% (attendance, grades, and standardized tests) will be invited to participate in a project-based career exploration with priority learning standards embedded into the learning experiences.
- 2) The on-track report for this opportunity will include the following data:
  - a. Attendance
  - b. Behavior incidents
  - c. Course completion
  - d. NWEA standardized test results
  - e. Evidence of volunteering in neighborhoods and community
- 3) The students will be prioritized on the data listed above.

### **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 and 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 2023-2024 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 F) 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 to promote activities unrelated to 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.

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.

### Threat Assessment

Each school building will maintain a Multidisciplinary Threat Assessment Team trained in SIGMA School Behavioral Threat Assessment and Management (BTAM). The purpose of this team is to help ensure a safe and supportive environment for all students and staff. Upon receiving a report of a threat toward a school, or person in a school, the appropriate Threat Assessment Team will determine:

- if the threat meets the policy threshold regarding concerning and prohibitive behaviors
- if the threat meets the threshold for immediate law enforcement intervention (this step may be done by building administration or their designee if an imminent threat is perceived)

Should the threat meet the policy threshold regarding concerning and prohibitive behaviors, and the situation has been deemed safe, the Multidisciplinary Threat Assessment Team will complete the District Threat Assessment Screener. The screener will determine if a full Threat Assessment is warranted.

Should the outcome of an assessment determine the person of concern does not pose a threat of violence to others or themselves, the case will be closed and documented.

If the outcome of an assessment determines that the person of concern does pose a threat of violence to others or themselves, next steps may include disciplinary action, but will include an intervention and/or monitoring plan.

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>

<p><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.</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>Disruptive Behavior or Insubordination:</b> disrupting the learning environment or school activity or violating a school rule or directive.</p>	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion</li> </ul>
<p><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.</p>	<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>
<p><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.</p>	<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>
<p><b>Use of an Object as a Weapon:</b> any object used to threaten or harm another, regardless of whether injury results.</p>	<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>
<p><b>Arson:</b> purposefully, intentionally, or maliciously setting a fire on school property.</p>	<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>
<p><b>Physical Assault (Student to Student):</b> causing or attempting to cause physical harm to another through intentional use of force or violence.</p>	<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>
<p><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.</p>	<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>

<p><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.</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>Plagiarism, Cheating, or other Falsification of Schoolwork:</b> submitting work that is not your own, including copying from others' work.</p>	<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>
<p><b>Discrimination, Harassment (including Sexual Harassment), and Bullying:</b> violating Board Policy addressing anti-discrimination, anti-harassment, and anti-bullying.</p>	<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</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>

## **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 backpacks in their lockers upon entering the school building. Backpacks are not to be kept in class, 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 Other**

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 the school day is prohibited. If parents wish to bring lunch to their student they may. Students will not be called out during class time 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 athletic entrance.

Pick up at the end of the day is only allowed at the main entrance at the front of the building.

### **Harper Creek Middle School**

#### **Backpacks**

Students must place backpacks in their lockers upon entering the school building. Backpacks are not to be kept in class, 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 Other**

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 the school day is prohibited. If parents wish to bring lunch to their student they may. Students will not be called out during class time 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 side of the building.

Pick up at the end of the day is only allowed at the main entrance at the front of the building.

## **Harper Creek Elementary Schools**

### **Bus Assignments And Transfers**

1. 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.
2. Each student will be assigned one pick-up and one drop-off location. These may differ as long as they are on the same route.
3. Students may board an unassigned bus only if they have a transfer slip, and on a "space available" basis.
4. 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.
5. Bus Transfers should come in the form of a signed note to the school from the parent. Students should notify their teacher first thing in the morning. In an emergency situation phone calls will be accepted but not guaranteed after 2:00 PM.

### **Bus Rules/Safety**

1. Students must remain seated in seats at all times. The bus aisle must remain clear with no feet, hands, book bags, etc., in the aisle.
2. Good behavior is expected. There will be no swearing, fighting, pushing, tripping, roughhousing, etc., on the bus.
3. Normal conversation is expected while on the school bus. Students are to be quiet at all railroad crossings.
4. Students are not to throw paper or other items while on the bus. There is a wastebasket on each bus.
5. Students should immediately follow all directions given by the bus driver.
6. When bus windows are open, student's head and hands must be kept inside, along with all other objects.
7. Sharp or potentially dangerous objects may not be transported on school buses.

8. Students may not eat on the bus.
9. Students must wait until the bus has come to a full stop before entering or leaving the bus.
10. Students on the bus may be assigned seats for safety reasons. Assigned seats may not be changed without the bus driver's permission.
11. Anything that endangers the safety of students will be corrected.
12. At no time are any non-students allowed to board the bus.

### **Elementary Bus Procedures**

1. Common courtesy and respect are expected at all times.
  2. For the safety of our kindergarten and first grade students, we ask that parents make visible contact with the bus driver before the child exits the bus.
  3. Students are to be ready and waiting at their scheduled 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.
  4. If a student is not riding the bus in the morning, parents/guardians should call the bus garage (441-6590) prior to 7:30 a.m.
  5. Students must ride in their assigned bus and get off at their assigned stop unless a bus transfer has been authorized.
  6. After three days of a no show at the bus stop, services will be discontinued until the parent calls the school.
  7. School bus capacity is mandated by law.
  8. If there is a change to transportation services it should come in the form of a note to school from the parent. In an emergency situation phone calls will be accepted but not guaranteed after 2:00 PM.
  9. Students should expect to walk up to one half mile to a bus stop if necessary.
  10. Students should report to the driver any damage to the bus.
  11. Students may not leave the bus without the driver's permission.
  12. Large objects or packages may not be transported on the school bus without the bus driver's prior permission.
  13. 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 used (depending on the level of the problem): a student may be given a warning, an assigned seat, or a bus suspension for a first discipline 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 Other**

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 scheduled lunch times are prohibited. If parents wish to bring lunch to their student they may. Students will not be called out during class time to pick up deliveries

## **Early Pick-Up From School**

Parents/guardians picking students up early from school for appointments must do so through the office. Students will be excused from class to meet their parents/guardians in the office. We must have a note signed by the parent/guardian 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 students during school hours is to be handled through the office only.

## **Formation Of Classes**

We consider many factors when forming classes for the coming year: learning styles of students, balance of boys/girls, student dynamics, mixed academic ability of students, and class size/student numbers. Requests will be considered based on the student's academic/learning needs, not for a specific teacher. Parents have a right to request information regarding the professional 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 afterwards. 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 are aware of the public nature of your social interactions. Please keep privacy issues in mind as you share pictures / information on social media. Please do not post photos that include someone else's child unless you have the consent of the parents or guardians. Parents or guardians should be given the courtesy and opportunity to decide about the publication of photos.

## **Parent/Guardian Responsibilities**

The ultimate responsibility for a child's behavior rests with the parents/guardians. The following are specific guidelines for parents/guardians 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 proper attention 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.
- Read carefully all school communications, signing and returning them as requested.

- Cooperate with the school in attending conferences established for exchanging information on student's progress in school. Parent/Teacher conferences are held a minimum of twice during the year, once in the fall and again in the spring. Any time you feel the need for an additional conference with your child's teacher, please feel free to contact the teacher for an appointment.
- Maintain a positive attitude and respectful demeanor to other individuals, including students, parents, and school personnel.
- Continually stress the importance of a good education for the student's future.
- Provide your current address and phone number as well as correct and current emergency numbers. Please notify the office of any changes throughout the school year.
- In the event that parents live separately and would like double information sent regarding student progress and school events, it is most helpful to provide the school with a current address to which to mail the second set of information. Folders with this additional information may be kept in the office for a parent to pick up. 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 pupil enrolled, the professional staff is expected to place pupils at the grade level best suited to meet their academic, social, and emotional needs. When a pupil'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 upon social factors, academic performance, age, or previous retention. It is not a promotion. This action is taken with the knowledge that the child does not have all the academic skills required for the next highest grade.

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: 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 corresponding implementing regulations.

This Policy addresses allegations of Title IX sexual harassment that occurred on or after August 14, 2020. 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 harassment (e.g., race, age, disability) that cannot be reasonably separated into two distinct complaints should be investigated under this Policy. Investigating other forms of discrimination, including harassment and retaliation, through this Policy will fulfill the District's investigation requirements under Policies 4104 or 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 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 any person designated to facilitate an informal resolution process 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 person designated to facilitate an informal resolution process 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, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

### Definitions:

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

1. "Sexual Harassment" means conduct on the basis of sex that satisfies one or more of the following:
  - a. A District employee conditioning the provision of a District aid, benefit, or service on a person's participation in unwelcome sexual conduct;

- b. 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
- c. Sexual assault, dating violence, domestic violence, or stalking, as defined by the Violence Against Women Act, 34 USC § 12291 et. seq., and the uniform crime reporting system of the Federal Bureau of Investigation, 20 USC 1092(f)(6)(A)(v).
  - i. "Sexual assault" means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
  - ii. "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.
  - iii. "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.
  - iv. "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.
- 2. "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.
- 3. "Appeals Officer" is the person designated by the District to handle 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.
- 4. "Complainant" is a person who is alleged to be the victim of conduct that could constitute Title IX sexual harassment.
- 5. "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.
- 6. "Day," unless otherwise indicated, means a day that the District's central office is open for business.

7. “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.
8. “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.
9. “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.
10. “Grievance Process” is the process by which the District handles Formal Complaints.
11. “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 signed the Formal Complaint.
12. “Report” means an account of alleged Title IX sexual harassment made by any person (regardless of whether the reporting party is the alleged victim).
13. “Respondent” is a person who has been reported to be the perpetrator of conduct that could constitute Title IX sexual harassment.
14. “Supportive Measures” are non-disciplinary, non-punitive, individualized services 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.
15. “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 a specific 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.

## B. 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.

#### C. Designation of Title IX Coordinator

The District designates the following person(s) as the Title IX Coordinator(s):

Jason O'Farrell, MS Vice Principal  
7290 B Drive North, Battle Creek, MI 49014  
(269) 441-4753  
o'farrellj@harpercreek.net

#### D. 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 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.

#### E. General Response to Sexual Harassment

##### 1. 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.

##### 2. 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.

##### 3. 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 the Title IX Sexual Harassment Formal Complaint Form.

##### 4. 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.

## 5. 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.

## 6. 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 to all parties 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:

- a. District-provided counseling;
- b. Course-related adjustments, such as deadline extensions;
- c. Modifications to class or work schedules;
- d. Provision of an escort to ensure that the Complainant and Respondent can safely attend classes and school activities; and
- e. 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.

## 7. Respondent Removal

### a. 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.

### b. 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.

## 8. 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.

## F. Grievance Process

### 1. 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 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.

### 2. 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. A copy of this Policy, which includes the District's Grievance Process, and any informal resolution process;
- b. 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;
- c. A statement that the Respondent is presumed not responsible for the alleged conduct;
- d. A statement that a determination of responsibility is made at the Grievance Process's conclusion;
- e. 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;
- f. A statement that the parties will be provided an opportunity to inspect and review any evidence before the investigation report is finalized; and
- g. If the Complainant or Respondent is a student, and the District's Student Code of Conduct addresses false statements by students during the disciplinary process, a citation to that portion of the Code of Conduct. If the Code of Conduct does not address false statements by students, the notice is not required to include any reference.

If, during the course of an investigation, the Investigator decides to investigate allegations that are not included in this notice, the District will provide notice of the additional allegations to the Complainant and Respondent.

### 3. 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:

- a. Allegations;
- b. Informal resolution requirements, including the circumstances under which the informal resolution precludes the parties from resuming a Formal Complaint arising from the same allegations;
- c. Right to withdraw from informal resolution and resume the Grievance Process at any time prior to agreeing to a resolution; and
- d. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared

### 4. Investigation

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

#### a. 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 such 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, in any meeting or Grievance Process proceeding. If a party chooses an advisor who is not a District employee, the District is not responsible for any associated costs. The Superintendent or designee 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.

#### b. 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.

### 5. 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:

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

- a. Identification of the sexual harassment allegations;
- b. Description of the procedural steps taken from the receipt of the Formal Complaint through the determination of responsibility, including any:
  - i. Notification to the parties;
  - ii. Party and witness interviews;
  - iii. Site visits;
  - iv. Methods used to collect evidence; and
  - v. Hearings held.
- c. Factual findings that support the determination;
- d. Conclusions about the application of any relevant code of conduct, policy, law, or rule to the facts;
- e. A statement of, and rationale for, the result as to each allegation, including:
  - i. A determination of responsibility;
  - ii. 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
  - iii. Whether remedies designed to restore and preserve equal access to the District's education program or activity will be provided to the Complainant.

f. Appeal rights

## 6. 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. A procedural irregularity that affected the outcome.
- b. New evidence that was not reasonably available at the time the determination of responsibility or dismissal decision was made that could affect the outcome.

c. 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.

#### G. Dismissal

##### 1. Mandatory Dismissals

The Title IX Coordinator must dismiss a Formal Complaint if:

- a. The Formal Complaint's allegations, even if proven, would not constitute sexual harassment as defined in this Policy;
- b. The Formal Complaint's allegations did not occur in the District's programs or activities; or
- c. The Formal Complaint's allegations did not occur in the United States.

##### 2. Discretionary Dismissals

The Title IX Coordinator may dismiss a Formal Complaint if:

- a. The Complainant notifies the Title IX Coordinator in writing that the Complainant wishes to withdraw the Formal Complaint in whole or in part;
- b. The Respondent's enrollment or employment ends; or
- c. 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.

## H. 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.

## I. 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:

1. Providing an escort to ensure that the Complainant and Respondent can safely attend classes and school activities;
2. Offering the parties school-based counseling services, as necessary;
3. Providing the parties with academic support services, such as tutoring, as necessary;
4. Rearranging course or work schedules, to the extent practicable, to minimize contact between the Complainant and Respondent;
5. Moving the Complainant’s or the Respondent’s locker or work space;
6. Issuing a “no contact” directive between the Complainant and Respondent;
7. 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:

8. Assemblies reminding students and staff of their obligations under this Policy and applicable handbooks;
9. Additional staff training;
10. A climate survey; or
11. 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.

#### J. False Statements

Any person who knowingly makes a materially false statement in bad faith in 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.

#### K. 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.

#### L. 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.

#### M. 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:

1. The definition of sexual harassment;
2. The scope of the District's education programs or activities;
3. How to conduct an investigation and the District's grievance process, including, as applicable, hearings, appeals, and informal resolution processes; and
4. 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.

#### N. 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.

#### O. 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  
1350 Euclid Avenue, Suite 325  
Cleveland, Ohio 44115  
Phone: (216) 522-4970  
E-mail: [OCR.Cleveland@ed.gov](mailto:OCR.Cleveland@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.

## APPENDIX B: ANTI-BULLYING

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:

- a. substantially interfering with a student's educational opportunities, benefits, or programs;
- b. 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;
- c. having an actual and substantial detrimental effect on a student's physical or mental health; or
- d. 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.

## APPENDIX C: PROTECTION OF PUPIL RIGHTS

### A. Surveys, Analyses, and Evaluations

Parents/guardians 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/guardian 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/guardian and an opportunity for the parent/guardian 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/guardian;
- 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/guardian; 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/guardians 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:

1. any medical examination that involves the exposure of private body parts; or
2. any act during an examination that includes incision, insertion, or injection into the body that does not include a hearing, vision, or scoliosis screening.

### C. 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:

1. student’s and parents’/guardians’ first and last name;
2. home or other physical address;
3. telephone number; or
4. 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:

1. post-secondary education recruitment;
2. military recruitment;
3. tests and assessments to provide cognitive, evaluative, diagnostic, or achievement information about students; or
4. student recognition programs.

#### D. Inspection of Instructional Material

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

#### E. Notification of Rights and Procedures

The Superintendent or designee will notify parents/guardians of:

1. this Policy and its availability upon request;
2. how to opt their child out of participation in activities as provided for in this Policy;
3. the approximate date(s) when a survey, evaluation, or analysis that would reveal sensitive information is scheduled or expected to be scheduled;
4. 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
5. how to inspect any survey or other material described in this Policy.

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

Parents/guardians 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



## APPENDIX D: DIRECTORY INFORMATION AND OPT OUT FORM

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 15.

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:

- a. student names, addresses, and telephone numbers;
- b. photographs, including photographs and videos depicting a student's participation in school-related activities and classes;
- c. date and place of birth;
- d. major field of study;
- e. grade level;
- f. enrollment status (e.g., full-time or part-time);
- g. dates of attendance (e.g., 2013-2017);
- h. participation in officially recognized activities and sports;
- i. weight and height of athletic team members;
- j. degrees, honors, and awards received; and
- k. 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 E: 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.

## APPENDIX F: 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 Feasel  
                                  269-441-8462  
                                  feaselm@harpercreek.net

### High School Sports:

#### **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)

F – Fall Sports     W- Winter Sports     S – Spring Sports

### 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)

F – Fall Sports     W- Winter Sports     S – Spring Sports  
club – not a school sport/not affiliated with MHSAA



## **Participation Fees**

Participation fee pays for insurance, the athletic trainer, and medical supplies.

High School Students:     \$40.00 per sport     District Family Cap \$200  
Free and Reduced Meal Students have fee waived

Middle School Students:     \$30.00 per sport     District Family Cap \$200  
Free and Reduced Meal Students have fee waived

## **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**

The District will comply with the concussion protocol in Policy 5712.

## **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.
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 G: BUILDING PBIS BEHAVIOR MATRIXES**

[Harper Creek High School PBIS Behavior Matrix](#)

[Harper Creek Middle School PBIS Behavior Matrix](#)

[Beadle Lake Elementary PBIS Behavior Matrix](#)

[Sonoma Elementary PBIS Behavior Matrix](#)

[Wattles Park Elementary PBIS Behavior Matrix](#)