

ELEMENTARY HANDBOOK

HARPER CREEK COMMUNITY SCHOOLS



Beadle Lake Elementary
Sonoma Elementary
Wattles Park Elementary
2016-17

Harper Creek Community Schools

Elementary Handbook Acknowledgement

I have reviewed and understood the information listed in the Elementary Handbook, including the Appendix section. This information has been discussed with my child.

Print Student's Name

Parent's/Guardian's Signature

Date

Teacher and Room Number

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HARPER CREEK COMMUNITY SCHOOLS

The mission of Harper Creek Community Schools is to *Educate, Empower, & Equip Students for Life.*

BEADLE LAKE ELEMENTARY SCHOOL

The Beadle Lake learning community helps all children become lifelong learners in a changing world.

SONOMA ELEMENTARY SCHOOL

To assure student growth we commit to providing a strong foundation for future learning by offering a comprehensive system of support. We will:

- Use our building, district, parent/family, and community resources.
- Provide our very best teaching.
- Continually expand our own knowledge.
- Model positive attitudes toward learning.
- Recognize that every person's learning can be accelerated with positive self-esteem.

WATTLES PARK ELEMENTARY SCHOOL

Our mission is to create a positive, nurturing environment for students, staff, and volunteers so that all members of our school family have the opportunity to learn through quality instruction and meaningful collaboration.

All Harper Creek Elementary Staff believe students will master challenging content and complex problem-solving skills.

GENERAL DISTRICT INFORMATION

Superintendent of Schools, Mr. Robert Ridgeway
District Created June, 1949
Square Miles 83
Certified Personnel 160
Non-Certified Personnel 158
Total Students, K-12 2,775

HARPER CREEK ADMINISTRATION

7454 B DRIVE NORTH

Phone (269) 441-6550

Robert Ridgeway.....	Superintendent
Wendy Van Geison.....	Director of Curriculum and Assessment
Carol Davis.....	Director of Finance
Melody Askew.....	Assistant Director of Finance
Daniel Hubbell.....	Director of Technology
Ed Greenman.....	Director of Athletics
Jim Robinson.....	Director of Facilities
John Ruemenapp.....	Director of Food Service

HARPER CREEK SCHOOLS

Beadle Lake Elementary 8175 C Drive North

Kristy Newman, Principal..... Phone 441-3250

Sonoma Elementary 4640 B Drive South

Cyndi Conarton-Mead, Principal..... Phone 441-7800

Wattles Park Elementary 132 South Wattles Road

Dennis Anthony, Principal..... Phone 441-5850

Harper Creek Middle School 7290 B Drive North

Kim Thayer, Principal

Harper Creek High School 12677 Beadle Lake Road

THE ELEMENTARY HANDBOOK

(Revised August 2015)

This handbook is provided to you so that you may better understand our school rules and operations. In doing so, we can better work together to help our students have a great year.

GENERAL PROCEDURES

INQUIRIES/CONCERNS

We would like you to know whom to contact if you have questions or concerns.

- Please contact the teacher first if you have questions about your child's classroom.
- After that, if you still have some questions, talk to the building principal.

If your interest is with a building level rule or procedure, then you should contact the principal directly and appeal to the superintendent, if necessary.

- If your question relates to a district practice or board policy, then contact the superintendent directly and appeal to the Board if not satisfied with the response.
- If you have questions about transportation of students, contact our bus supervisor.
- If you have questions regarding our food service program, please contact our food service director.

ENROLLMENT PROCEDURE

At the time of a child's enrollment, a parent must:

- present an up-to-date immunization record.
- present an original certified birth certificate.
- provide proof of residency within the Harper Creek district.
- provide a completed Harper Creek registration form.
- provide a release of records form if transferring from another school.
- provide an affirmation of prior discipline record.
- provide proof of vision screening – Kindergarten students only.

IMMUNIZATIONS

Michigan Law and Michigan Health Department Administrative Guidelines require that all children entering school this fall have the immunizations listed. As per Board of Education policy, school principals will exclude and/or not permit a child to enroll/enter school who is out of compliance with the immunization schedule required by the Michigan Public Health Code.

Children 4 through 18 years of age:

1. Two doses of MMR. Both must be after the child's first birthday and at least one month apart. The second MMR must have been given after 15 months of age.
2. Four doses of DPT. If all four of the doses were given before the 4th birthday, a 5th or booster is required.
3. Three doses of Polio. If all three of the doses were given before the 4th birthday, a 4th dose or booster is required.
4. One dose of Varicella (Chicken Pox) vaccine must be given. A second dose is recommended, but not required at this time.
5. A Tetanus booster is required 10 years after the last DPT or TD.
6. All school-age children must have been immunized against Hepatitis B. The Hepatitis B immunization is a three-shot series. The second shot is given 30 days after the first, and the third shot is given four months from the date of the first shot with a minimum of two months between the second and third shots. Do not start the series over if more time than indicated above has lapsed.

Children may receive the needed immunizations either through private physicians or clinics at the health department.

MEDICATION

1. Per Board of Education Policy, 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, and itch creams.
2. Medication shall be administered to students only by school personnel who are specifically designated and authorized by the building principal or other school administrator, and only in compliance with the requirements of this policy. Student self-possession and/or self-administration of medication shall be permitted only as authorized by the building principal, or other school administrator, and only in compliance with the requirements of this policy.
3. Parents / guardians must complete the appropriate paperwork for prescription medications and non-prescription medications. All medication paperwork must be signed and dated on an annual basis.
4. The medication must be brought to school in the original or prescription container appropriately prepared and labeled by the pharmacy. The medication label must also include the dosage and frequency of administration of the medication. Over the counter, non-prescription medications **will not** be administered for more than ten (10) consecutive days. After ten days, the medication must be picked up from the school office. If it is not picked up, it will be destroyed. Administration beyond ten consecutive days requires a signed consent form from a physician.
5. 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. Medication shall be supplied in the prescribed dosage so that school personnel do not have to split pills.
6. The student’s parent/guardian is responsible for informing the building principal or his/her designated representative, immediately, in writing, of any change in the child’s health affecting the dispensation of medication or of any change in the medication, including the discontinuation or modification of the medication.

TAKING CHILDREN 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 in their stead. 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.

Please provide the office with a copy of any legal, court documentation that specifies if a biological parent is not to take the student from school. Without this documentation, we cannot stop a biological parent from picking up his/her own child.

CLOSING OF SCHOOL

School closings or delays will be broadcast on local radio and television stations. If there is an impending weather situation or other emergency, students may be dismissed early. During the winter, the decision to cancel school will normally be made prior to 6:30 a.m. Prior to 7:00 a.m., thirteen radio stations (including WBCK, WQLR, WUFN, WKFR, WNWN,) and television stations WWMT TV and WOOD TV are contacted and asked to provide information to their listeners.

Parents should review with their children the steps they would like them to take in case of any early dismissal. **Students will not be able to use the school phone, and we ask that you do not call the school unnecessarily.** You may call the Harper Creek Hotline to receive school closing updates. During such an emergency situation, it is important that our telephone lines remain open.

Because early dismissals for inclement weather may also occur, parents are asked to plan for these possibilities and let their children know where they are to go in such instances. We ask for this information at the beginning of the school year. This information must be kept up-to-date throughout the year.

PARTIES

Three parties are scheduled yearly at the discretion of the classroom teacher: Halloween or a harvest party, Winter Holiday and Valentine's Day.

Birthday treats for students are permitted. However, please make prior arrangements with the teacher. If your child has special dietary needs, please provide the teacher with appropriate treats that can be used during the year.

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, pizza (no extra cheese and no more than one meat). Snacks do not need to be limited to these suggestions.

PERSONAL BELONGINGS

The school is not responsible for lost, misplaced, or stolen items. If a personal item is brought to school, the student's name should be on the item and the item must be kept in a backpack during school hours or with a teacher in a prearranged, safe place.

PETS

Parents must contact the teacher before a pet may come to school. Generally, parents will be asked to bring the pet to school, stay during the visit, and then return the pet home afterwards.

LOST AND FOUND

Parents are urged to mark all personal belongings of students with the child's name in ink or with a name tape. The school maintains a lost and found area where children may claim their articles. Many times, items presumed to have been "taken" are located in our lost and found.

RECESS

Though we encourage all of our students to be in school every day, we ask that you not send your children unless they are well enough to go outside for recess. We do not have indoor supervision during this time. We are happy, however, to make an exception with a doctor's note. Students are expected to participate in recess. Students need to come dressed appropriately for the weather. Boys and girls go outside unless it is raining or the wind chill is 0° or below.

VOLUNTEERING

Per Board of Education policy, ALL volunteers working with children in the district must undergo a background check. Forms are sent home **each school year** for parents, guardians, family members, and/or community members to complete if they wish to volunteer. Once a person has been cleared to volunteer the teacher will be notified, and will then in turn notify the volunteer. Should a person not be cleared to volunteer s/he will be notified by a district representative. Any information gained from processing a background check will remain completely confidential. Parents should submit volunteer forms at least one week prior to any event for which they would like to volunteer.

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 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.

VISITORS

Students are not to bring visitors to school without teacher permission and prior written approval from the principal's office. Permission will be considered if the visitor is a guest in the home of the student requesting permission. A note signed by the host's parents/guardians should include the guest's emergency contact and phone number. No visitors are to be in the school building, or the school grounds, during the noon hour unless permission has been granted to them from the principal's office. When permission has been granted, it is the student's responsibility to make the visitor known to each classroom teacher and to show the teacher the written permission.

All visitors must report immediately to the office upon entering the building. Classroom visitation by parents/guardians/community members can be arranged by contacting the classroom teacher. Parents/guardians are requested to call at least one day in advance. All visitors/parents are required to wear visitor badges.

DRESS GUIDELINES

Students are expected to wear neat and clean clothing. Parents are asked to make sure their child's clothing is appropriate for the school setting and existing weather conditions.

SCHOOL BREAKFAST AND LUNCH

Our school provides a breakfast and lunch program that is available to all students. Milk may be purchased for those who carry a sack lunch or would like additional milk with their breakfast and/or hot lunch.

To save on bookkeeping we would appreciate it if parents or guardians would pay for milk and breakfast and/or hot lunches by the week, month, or year. Checks should be made out to Harper Creek Community Schools. We encourage students to pay for their lunches on the first day of the week. Notices are sent home with students when the account is low or overdrawn. After four days of a negative balance, a student will receive a limited lunch until the account is paid in full. No student in grade K-4 will be denied a lunch. Free and reduced lunch forms are available in the elementary office. Breakfast and lunch prices are subject to change.

We encourage all of our students to eat a lunch, make wise food selections, and eat what they select. We also encourage them to enjoy this opportunity to visit, expecting good table manners and behavior.

Students are expected to clear their table and return trays, dishes, and any silverware to the designated areas. To avoid unnecessary clean-up problems, food and drink are not to be taken from the cafeteria.

DIRECTORY INFORMATION

The custodian of records may make certain Directory information available without parent(s)/guardian(s) or eligible student's consent if public notice of the categories of information designated as Directory information has been given. After such public notice has been given, the parent(s)/guardian(s) have the right to object to the release of the information within a specified reasonable time. Directory information for this District includes the following information about the student: The student's name, picture; major field of study; participation in recognized activities and sports and related information; grade placement; and honors and awards received.

As provided in PA 39, 2002 (MCL 380.1139) a school must provide armed forces recruiters and service academies with a student's name, address, and telephone number unless the parent(s)/guardian(s) specifically "opts out" of having that information given to military recruiters.

ELECTRONIC DEVICES

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.

BEHAVIORAL INFORMATION

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 twice during the year, once in the fall and again in the spring. Any time you feel the need of additional conferences 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. Self-addressed stamped envelopes are helpful and appreciated.

STUDENT RESPONSIBILITIES

School is a place for students to begin to learn positive work and behavior habits. Developing positive life skills starts now.

- To be successful in life a person needs to develop a sense of responsibility. Students are expected to complete their daily academic assignments. Work not completed in school should be taken home to be completed and returned the following day.
- Students are pleased with themselves when they do well. They should take pride in the work they do and complete it with neatness and accuracy. Occasionally, students will be asked to take special assignments home to be completed and returned. Each student is expected to follow school rules and accept the authority of all school personnel, including teachers, bus drivers, paraprofessionals, office staff, custodial, etc. A student's behavior is important to the learning process, both socially and academically.

BEHAVIOR GUIDELINES

All students are expected to behave in a respectful manner whereby they treat others, and themselves, appropriately and safely. It is the belief of Harper Creek staff that children have control over the choices they make and must be

held responsible for those choices. Positive choices render positive consequences whereas negative behavior renders negative consequences. When unacceptable choices are made students are dealt with on an individual basis following an investigation process. Consequences are determined on an individual basis while taking into consideration the specific action(s) of the student, the age and developmental level of the student, as well as previous behavior incidents. Consequences are intended to be educational and a means by which the students will learn.

When behavior is of a more disruptive or serious nature the student may receive a discipline referral to the office. Often times the parent will be contacted at this time. Office consequences for inappropriate behavior include: loss of recess time, time in the office for a Time Out, out of school suspension, or expulsion. We encourage our parents to help us in emphasizing these important life skills and character traits with our students:

- Cooperation
- Consideration
- Safety
- Respectfulness
- Honesty
- Responsibility for actions and understanding how they impact self and others
- Courage
- Politeness, Courtesy, Good Manners

We believe that we can impact appropriate behavior by creating a caring, encouraging, and consistent environment. Our teaching staff develops classroom procedures and routines that support students in their social, as well as academic development. We work with students to take responsibility, self evaluate, and make appropriate changes when necessary.

CATEGORIES AND DISCRPTION OF MISCONDUCT:

Cheating - the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work.

Plagiarism - the copying of the language, structure, idea and/or thought of another and representing it as one's own original work.

Assault - threatening or endangering the safety or physical well being of another person.

Battery – attempting or executing physical harm to another person.

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

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

1. Substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
2. Adversely affecting the ability of a student to participate in or benefit from the school District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
3. Having an actual and substantial detrimental effect on a student's physical or mental health; and/or

4. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.”

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

Any student who believes he/she has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or Assistant Principal. A student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or school board official.

Students are expected to follow Board and State policies concerning substance abuse, weapons, possession, bullying, and sexual harassment. Please refer to the appendix section for these policies.

FREEDOM OF SPEECH

1. Students are expected to use appropriate language and respect when sharing ideas with the staff and each other.
2. Students may share their personal opinions and beliefs as part of an oral or written assignment. We do not publish student work without the teacher's permission.
3. Student petitions and requests will be considered if they are written in a proper form, use appropriate language, and are respectful in tone.

GENERAL RULES FOR AFTER SCHOOL FUNCTIONS- ON OR OFF PREMISES

1. Approval for after school activities in the school building must be obtained from the Director of Facilities office, where application forms are available. The building must be left in a clean and orderly condition after each function.
2. School rules apply to all school functions, including those held during non-school hours or at non-school facilities. Students, therefore, are expected to comply with the same behavior rules in after school events as during the school day.
3. Students in grades K- 4 must be accompanied by an adult to all sporting activities after school hours, and remain with their parents.
4. Students at school sponsored, off-campus events shall be governed by school district rules and are subject to the authority of the officials in charge of the event. Failure to follow the rules may result in disciplinary action.

TRANSPORTATION

BASIC INFORMATION

School bus transportation is provided for most students living within the boundaries of the school district. Good student bus behavior is required to maintain this privilege. Appropriate student conduct is an important factor in the safe and orderly operation of our buses. We expect the same level of appropriate student behavior while riding a school bus as we would in the classroom. Therefore, it is vital that bus drivers, the director of transportation, principals, and parents continually work together cooperatively and promptly to assure the best possible student behavior. **The school bus driver is in charge of the bus at all times when it is in operation and has the authority to enforce proper student conduct and the school bus rules. Each driver is given authority to stop the bus to talk with a student who is not conducting himself or herself properly and to report the student to the supervisor of transportation and principal.**

Appropriate disciplinary action will be taken with the student and a record of the incident will be kept. Repeat offenders may be asked to secure their own transportation to and from school. Bus suspensions of various lengths of up to a school year may be imposed if a student chooses not to obey the bus rules.

BUS ASSIGNMENTS AND TRANSFERS

Following are guidelines for 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 that 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. All requests for transfers must be written and signed by the parent or guardian. Transfer requests should be brought to the office in the morning. We cannot guarantee the issue of transfers if the request is received late in the day.

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.

BUS PROCEDURES

1. Common courtesy and respect are expected at all times.
2. For the safety of our kindergarten students, we ask that parents make a 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 a student is not riding the bus home in the afternoon, parents need to inform the school office by 2:45 p.m.
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.

ATTENDANCE

GENERAL ATTENDANCE INFORMATION

Under the Compulsory School Attendance Act, students are expected to be regular and punctual in attendance for the entire school day. A student's attendance pattern and punctuality in the early elementary grades sets his or her future attitude toward school and work obligations.

- When your child is absent, please call Operation Concern/Attendance Hotline **by 9:00 a.m.** This line is available 24 hours per day. If you wish to pick up homework, please let us know. Generally, we need 24 hours' notice. After that, you may pick up the homework in the office.
- Operation Concern/Attendance Hotline #'s:
Beadle Lake Elementary – (269) 441-3255
Sonoma Elementary – (269) 441-7805
Wattles Park Elementary – (269) 441-5855
- When your child returns to school from an absence, a written note explaining the reason for the absence as well as the date(s) of the absence with a parent/guardian signature is required.
An “excused” absence will only be considered if a written note is submitted to the office within two days of your child’s return to school. At times you may be asked to bring in a doctor’s note if your child has been sick for numerous days.
- Excellent Attendance - students may be eligible for a certificate of Excellent Attendance when they miss no more than three accumulated full days per year. Students with five or more tardies, or times left early, throughout the year will not be considered for the Excellent Attendance award.
- Prolonged Absence - extended absences should be reported immediately to enable teachers to assist in scheduling of student assignments. Parents/guardians are reminded that there is compulsory education in the State of Michigan until the age of sixteen (16).
- Leaving School Early - parents/guardians are encouraged to make prior arrangements when early release from school is necessary. It should be possible to arrange for extra activities such as shopping trips, doctor and dentist appointments, etc., after school hours.
- Tardiness - tardiness causes an interruption in the school day. Please be sure your child arrives at school on time. Promptness is important. The student should bring a written excuse from his/her parents/guardians telling the date, time, and reason for tardiness. The student will report to the office upon arriving.
- Excessive Absences and Tardiness - when a student's absences/tardies/times left early reach 10 days a letter from the school will be sent as notification. Once the absences, tardies, and/or times left early reach 15 another letter from the school will be sent. At that time, parents are requested to set up a meeting with the building principal to help resolve this matter. Should the absences/tardies/times left early not improve, the truancy issue must be reported to the Calhoun County Intermediate School District Attendance Officer. This information is additionally spelled out in each attendance letter.
- A student will be considered absent for the morning if he or she arrives two hours or later after the school start time. A student will be considered absent for the afternoon if he or she leaves two hours or more before the school dismissal time.

FAMILY VACATIONS

Families are discouraged from taking extended vacations when school is in session. When a student does go on vacation the parent needs to contact their child's teacher ahead of time of the dates the student will not be in attendance. During the child's absence the teacher will put together a packet of the work the student missed during his/her absence. The packet will be given to the student upon his/her return to school. Parents should be aware that not all work can be made up, i.e. Science Kit experiments and follow-up written work. 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.

Teachers may give the student some relevant work to do while on vacation. This work, at the discretion of the teacher, may be used in place of certain missing assignments. As a general rule teachers will not prepare missing assignments ahead of time for the child to take on vacation. Unfortunately, this has proven itself to be a very unproductive use of our teacher's time.

COMMUNICABLE DISEASE

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. Students with a communicable disease will be excused from school until released by their doctor. Parents will be notified of any communicable illness that your child may have been exposed to. (Appendix E)

INSTRUCTIONAL INFORMATION

TEXTBOOKS/WORKBOOKS/LIBRARY BOOKS

We are happy to provide textbooks and workbooks to our boys and girls. Students will be charged for textbooks and workbooks that are lost. Students also will be asked to pay for damages to the books that they use. The same rules apply to library books that are checked out. Specific rules may vary from school to school.

TESTING

Standardized tests, daily informal assessments, informal tests, daily assignments, homework, student participation in learning activities, and teacher observation are all part of a student's evaluation in their classroom. Formal District Assessments include:

- Fountas & Pinnell - This assessment tells us each student's current reading level.
- Writing Assessment - all K- 4 students are assessed each Fall, Winter, and Spring. This assessment indicates writing proficiency.
- Reading Inventory- all third and fourth grade students are assessed each Fall and Spring. This assessment shows general reading level by grade.
- M-STEP Test – Third and Fourth grade students take this State assessment in the spring, usually in April and May. This assessment provides student progress information in language arts and math. \
- MLPP (Michigan Literacy Progress Profile) - this is an observation and assessment tool for our K-3 students. This wide variety of assessments gives us an understanding of a student's knowledge with regard to literacy.
- Math – assessments are given to students in the fall, winter and spring, based upon guidelines from the Calhoun Intermediate School District. These tests measure the understanding of math standards.

These tests measure student skills and competencies that the state and district believe are important. Please encourage your child to do his/her best on these tests.

REPORT CARDS & PROGRESS REPORTS

There are three marking periods during the school year. Parents are requested to sign the report card envelope and return it to the school with their child. Parent-teacher conferences are held twice yearly, once in the fall and again in the spring. Parents/guardians can request a conference at any time with the teacher or principal.

Interim (mid-term marking) reports may also be sent home with students. These are not official report cards, but provide you with a “heads up” if a student is struggling in a particular subject area. Fourth grade parents may also check their student’s academic progress in Power School, for specific grade levels, on the internet.

PARENT / TEACHER CONFERENCES

Parent / Teacher conferences are held two times each year, once in the fall and then again in the spring. Parents are contacted previous to the scheduling of conferences to determine the best time for the parent to meet. Face-to-face conferences are preferred. However, in the event that a parent is unable to attend at the scheduled time, a telephone conference is also an option.

It is our policy to schedule **one** conference per child. Parents who live apart are asked to discuss and coordinate dates in order for **both parents to attend together**. This assures that both parents receive the same information regarding their child’s progress in school. If other arrangements need to be made due to family situations or time constraints, please contact your child’s teacher or building principal.

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 a 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, a Child Study Team meeting, including parents, will be initiated. This team will determine if retention is appropriate, but the final decision will rest with the school administration.

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 in writing to the building principal.

Harper Creek Community Schools Elementary Handbook Appendix

Appendix A

Substance Abuse Policy

Appendix B

Board of Education Discipline Policy

Appendix C

Search and Seizure

Appendix D

Sexual Harassment Policy

Appendix E

Bullying Policy

Appendix F

Communicable Diseases

Appendix A

SCHOOL SUBSTANCE ABUSE POLICY

The use of marijuana, LSD, and other illicit drugs is detrimental to the welfare and health and education of students. The use, possession, or distribution of such substances is definitely illegal, and in some instances, a felony. Experience shows us that students using illicit “substances” lose interest in their schoolwork. The problem must be met openly and frankly, and the school must make efforts to interdict the flow of drugs in the school setting. It is the intent of this policy to actively discourage the use of illegal substances. Any student who violates this policy will be referred to the Student Assistance Program or to an appropriate substance abuse agency before being re-admitted to school.

Student Possession

If illegal or illicit substances are in the possession of the student or under his/her control at school functions, school activities, or en route to or from school, the student will be subject to temporary separation and/or suspension. Violations will be referred to the appropriate authorities.

Student Use

If the student is found to be using illegal or illicit substances during school hours or at school functions or activities, or en route to or from school, or in possession of a small single use quantity, the student will be excluded from school. Violations will be referred to the appropriate authorities.

Sale/Distribution by Student

When a student is detected selling or distributing illegal or illicit substances during school hours, at school functions or activities, or en route to or from school, the student will be subject to immediate exclusion from school and suspension or expulsion proceedings will be initiated. Violations will be referred to the appropriate authorities.

Look-A-Like

Students are also prohibited from using, selling, attempting to sell, delivering, attempting to deliver, or causing to be sold or delivered, a non-controlled substance which the student represents to be a controlled substance or displays, sells, distributes, or uses the substance as a controlled substance. Penalties for and definitions of use, sale, possession, and distribution of all such substances shall be the same as those listed for drugs and controlled substances in this policy.

Self-Referral (Illicit Drugs)

It is necessary that school authorities develop proactive, as well as reactive, measures to avoid the perpetuation of the substance abuse problem. Therefore, the student who is using drugs and refers himself/herself to staff members for help will be dealt with in a separate procedure. It should be understood that criteria for determining the self-identified or self-referral use are:

1. The student asks for help from a member of a professional staff.
2. The student is willing to discontinue the use of illicit drugs.
3. The student is willing to work with an appropriate staff member, or other agency, in seeking a solution to the problem.

Procedure

1. The student’s parents may be contacted according to the State’s statutes without the student’s consent. The principal or social worker, however, should encourage the student either to allow the parents to be involved, or the student should personally tell the parents of the problems.
2. The school social worker will notify the building principal/assistant principal that he/she is working with the student.
3. No contact with the police will be made.

Appendix B

BOARD OF EDUCATION DISCIPLINE POLICY

Student Rights and Responsibilities Policy

A primary responsibility of the schools of Michigan and their professional staffs shall be the development of an understanding and appreciation of our representative form of government, the rights and responsibilities of the individual, and the legal processes whereby necessary changes are accomplished.

The school is a community, and the rules and regulations of a school are the laws of the community. All those enjoying the rights of citizenship in the school community must also accept the responsibilities of citizenship. A basic responsibility of those who enjoy the rights of citizenship is to respect the laws of the community.

The authority for the Code of Conduct lays in the School Code of 1976, as amended, Section 1300, which states:

“The board of a school district shall make reasonable regulations relative to anything necessary for the proper establishment, maintenance, management, and carrying on of the public schools of the district, including regulations relative to the conduct of pupils concerning their safety while in attendance at school or en route to and from school.”

Young people in the United States have the right to receive a free public education, and the deprivation of that right may occur only for just cause and in accordance with due process of law.

The courts have also stated that students have the rights of citizenship as delineated in the United States Constitution and its amendments; and these rights may not be abridged, obstructed, or in other ways altered except in accordance with due process of law. Due process of law in the educational community may differ from requirements in other areas of the law. The First and Fourteenth Amendments of the Constitution of the United States prohibit states from unduly infringing upon the rights of speech and expression.

In the school setting, this restriction on state action limits the manner and order to regulate First Amendment rights effectively. School authorities must show that the failure to regulate would create a material and substantial disruption of schoolwork and discipline and/or that the regulation that exists is a reasonable regulation necessary to preserve an environment conducive to learning.

Administrators and teachers also have rights and duties. The teacher is required by law to maintain a suitable environment for learning and administrators have the responsibility for maintaining and facilitating the educational program.

The principal is authorized by statute to suspend students for cause. The following rules, regulations, and due process procedures statement are designed to protect all members of the educational community in the exercise of their rights and duties. Nothing in this statement of student rights shall be held to limit the due process rights of educators or non-certified school employees or their use of the recognized or established district grievance procedure.

DEFINITIONS OF DISCIPLINARY ACTION

Efforts shall be made by the school staff to resolve student disciplinary problems within the school setting. At times, action by the school administration may require:

Detention

Students who conduct themselves in an unacceptable manner or violate school regulations may be required to remain after school, or report before school, for varying lengths of time depending on the nature of the violation. Detentions may also be held during the school day during lunch, recess, and/or other times.

Failure to attend detention as assigned, without making prior arrangements, will result in appropriate discipline. (Sports practice or games, club meetings, are NOT VALID reasons that will excuse a student from a detention assignment.) An excessive number of detentions may result in a parental conference and/or probation or suspension.

The only obligation the school assumes regarding the assigning of detention is to provide notification so that the student may make arrangements for transportation, work, or family commitments if the detention is held before or after school.

A one-day notice will be given before the detention.

In-House Suspension

A student may be excluded from his/her classes and confined to a suspension room. The student will not be charged with absences during this time, but is responsible for his/her work. Students who are continually being assigned in-house suspension may lose the option of in-house suspension.

Temporary Separation

Students may be excluded from school up to a maximum of three days, either from one class period or for the entire day. Such measure is one, which may be necessary under extraordinary circumstances, or in an emergency that demands immediate action on the part of appropriate staff, to protect the safety and general welfare of the students and to ensure continuance of the education program. Delays in implementation of temporary separations will not be granted while appeal procedures are being pursued.

Suspension

Students may be excluded from school for a specific period of time not to exceed ten (10) school days by the building administrator. Longer-term suspensions require superintendent/Board action.

If a student is to be suspended from school as punishment, he/she has a right to know what rule he/she has violated and the nature of the evidence. The student also has the right to provide his/ her explanation of the incident.

A removal from school is serious enough deprivation to require that due process be observed. Neither notice nor hearing has to be formal. In an emergency, the school may send the student home and postpone these procedures until the crisis passes.

If the student is found innocent later, the student would be reinstated and the record of the suspension erased.

Expulsion

This is defined as the exclusion of a student from school for a period longer than defined in the suspension section above. An expulsion may be a portion of a semester, a semester, year(s), or permanent. Expulsions require Board of Education action.

DISCIPLINARY NOTIFICATION TO PARENTS/GUARDIANS

In disciplinary matters as outlined in items 1-5 above, parents/guardians will be notified as soon as possible by phone and/or letter by school personnel.

DUE PROCESS

The constitutional rights of individuals assure the protection of due process of law; therefore, this system of constitutionally and legally sound procedures is developed with regard to the administration of discipline in the schools of Michigan.

- Discipline shall be reasonable and fair.
- Every effort shall be made to resolve problems through effective utilization of school district resources in cooperation with the student and parent or guardian.
- For short-term suspension and minor disciplinary infractions, it is unnecessary for the school district to allow a student to have an attorney present. Due process only requires that the student be given oral or written notice of the charges against him or her, an explanation of the evidence that the authorities have, and an opportunity to present his or her explanation of the incident(s).
- A more formal due process procedure is required for long-term suspensions (exceeding ten days) or expulsions. These formal due process procedures may include the right to counsel, the right to cross-examine and bring forth one's own witnesses, and a hearing before the Board of Education.
- Both parties should be granted an opportunity for an opening and closing statement. Prior to the formal due process hearing, the superintendent will send written notices of the charges to the student's parents or guardians or to the adult student. Written charges will set forth the finding of fact by the superintendent, the discipline recommended to be imposed, and the rights of the student during the hearing. The student and his or her parents/guardians should also be advised that they have the right to an open or closed session at their option, and they should be advised of the time and date of the hearing.

APPEAL PROCEDURES

Level One:

Parents/guardians of students involved in a school decision or disciplinary action who would like to discuss the matter further may do so by requesting a conference with the principal. The principal shall affirm or modify the terms of action taken no later than two (2) days from the date of the conference.

Level Two:

If the problem is not resolved to the satisfaction of the parties involved, the parents may appeal the decision to the superintendent of schools. Requests for an appeal hearing at this level and beyond must establish that gross error in application of rules or interpretation of facts was made; or excessive penalty was imposed. Such requests at this level must be made within two (2) days of the date of the principal's decision.

The superintendent shall respond within two (2) school days of receiving a request for further appeal. A date will be established and a hearing will take place within five (5) school days of the superintendent's response to hear further appeal. Principal parties will be in attendance at such a hearing.

The superintendent's decision resulting from an appeal hearing may be appealed to the Board of Education within three (3) school days of such decision. Such requests to meet with the Board shall be made to the superintendent.

Level Three:

After reviewing the appeal request, the Board shall determine whether it will hear the final appeal. The Board's decision to hear or not hear the appeal shall be made no later than five (5) days after receiving the appeal request.

If a decision is made to hear the appeal, the Board of Education shall notify the parents that said hearing shall be conducted under the following rules and procedures:

- Written notice shall be given of the time, date, and place of the hearing.
- The student or parents/guardians may be represented by an attorney or advisor of their choosing.
- The student or parents/guardians may request that the hearing before the Board of Education take place in private session.
- Witnesses may be presented at the hearing, and the student or his or her representative may question witnesses testifying against the

student.

- The hearing is not a court proceeding, and court rules of evidence shall not be enforced at such hearing.
- There may be present at the hearing the principal, the Board of Education's attorney, and such resource persons as the president of the Board of Education deems essential to the proper adjudication of the case.
- The Board of Education shall render a written opinion of its determination within two (2) school days of the date of the hearing. Such written opinion shall be forwarded to all parties concerned.
- Stays of disciplinary action will be granted only to students facing a suspension of five (5) days or more.

WEAPON-FREE SCHOOL ZONE POLICY

The Board of Education of Harper Creek Community Schools, as both an employer and a public school district, is concerned with and interested in protecting the health, safety, and welfare of students, employees, and visitors. The Board recognizes that school buildings, facilities, vehicles, grounds, and other school property are best utilized in the educational process in the absence of threats to physical well-being and safety, by individuals possessing weapons.

Accordingly, the Board of Education of Harper Creek Community Schools (or the superintendent, a principal, or other district official as may be designated by the Board) shall permanently expel a pupil from attending school in the school district, if the pupil possesses a weapon in a weapon-free school zone. Such expulsion is not required if the pupil establishes, in a clear and convincing manner, at least one of the following:

- That the object or instrument possessed by the pupil was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon;
- The weapon was not knowingly possessed by the pupil;
- The pupil did not know or have reason to know that the object or the instrument possessed by the pupil constituted a weapon or dangerous weapon; or
- That the weapon was possessed by the pupil at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

Expulsions mandated under this policy shall be imposed in accordance with the policies and procedures for student discipline as established by the school district and as set forth in the student handbook or other appropriate documents.

Recordation and Referral

All expulsions pursuant to this policy shall be entered and preserved on the student's individual permanent record. This information shall be disseminated, as part of a student's permanent record, to any other public or private (primary or secondary) school where the expelled student seeks to enroll and where this district is requested, or otherwise required, to forward or release records to that institution. The school district shall immediately report any incident involving the possession of a weapon or dangerous weapon on school property in writing to the pupil's parent or legal guardian and to the local law enforcement agency.

The school district shall, within three days of expulsion, refer the expelled student to the appropriate county department of social services or county community mental health agency. The school district shall also notify the individual's parent or legal guardian of the referral. The school district shall also refer for prosecution any individual whose conduct is believed to violate state or federal laws establishing weapon-free or gun-free school zones.

Petitions for Reinstatement

Parents or legal guardians of pupils expelled pursuant to this policy may petition the Board of this school district for reinstatement to school. An individual expelled for possessing a firearm or threatening another person with a dangerous weapon who was in grade five (5) or below when expelled, may petition for reinstatement at any time after the expiration of 60 school days subsequent to the date of expulsion. Individuals enrolled in grade five (5) or below at the time of expulsion and who were expelled for a reason other than possessing a firearm or threatening another person with a dangerous weapon, may petition for reinstatement at any time after the date of expulsion. Individuals who were in grade six (6) or above at the time of expulsion may petition for reinstatement at any time after the expiration of 150 school days subsequent to the date of expulsion.

The school district will make available the proper forms to those who wish to petition for reinstatement. The petitioner shall provide an authorization and release for the Board of Education and its designated committee to request, receive, and review all student records and student record information maintained by any public or private school that the petitioning pupil has attended. If such records are already in the possession of this district, the parent/guardian shall furnish written authorization for review of same by the committee and Board of Education members.

Upon receipt of a petition for reinstatement, the district shall do the following:

- Not later than ten (10) school days after receiving a petition for reinstatement, the School Board shall appoint a committee to review the petition and any supporting information submitted by the parent or legal guardian or from the expelled pupil;
- The committee shall consist of two School Board members, one school administrator, one teacher, and one parent of a pupil

attending this school district;

- The superintendent of the school district may prepare and submit for consideration by the committee information concerning the circumstances of the expulsion and any factors mitigating for or against reinstatement;
- Not later than ten (10) school days after all members are appointed, the committee shall review the petition and any supporting information, including any information provided by the school district, and shall submit a recommendation to the School Board on the issue of reinstatement;
- The recommendation of the committee shall be for unconditional reinstatement, for conditional reinstatement, or against reinstatement, and shall be accompanied by an explanation of the reasons for the recommendation and of any recommended conditions for reinstatement; and
- The superintendent shall be allowed to attend meetings of the committee appointed by this Board of Education when considering petitions for reinstatement.

Criteria for Reinstatement

The designated committee and this Board of Education shall consider at least the following factors when a petition for reinstatement is submitted:

- Whether the reinstatement would create a risk of harm to other pupils or school personnel;
- Whether reinstatement would create a risk of school district or individual liability for the School Board or school district personnel;
- The age and maturity of the individual;
- The individual's school record before the incident that caused the expulsion;
- The individual's attitude concerning the incident that caused the expulsion;
- The individual's behavior since expulsion and the prospects for remediation of the individual;
- The degree of cooperation and support from the individual's parent or guardian (if the petition was filed by a parent or guardian) as well as any support which may be expected from a parent or guardian, if the expelled student is reinstated. Petitions for reinstatement from students expelled by the Board of Education of another school district shall not be processed if that student has not first submitted a petition for reinstatement to the expelling Board. This school district will only consider reinstatement, to the extent required by law, upon receiving written verification of the denial of the student's petition for reinstatement by the expelling Board.

Conditions of Reinstatement

The School Board may require an expelled student (and if the petition was filed by a parent or legal guardian, the parent or legal guardian) to agree in writing to specific conditions before reinstating the student. These conditions may include, but are not limited to:

- Signing of a behavior contract;
- Participation in or completion of an anger management program or other appropriate counseling (at the expelled student's expense);
- Periodic progress reviews; and
- Specific immediate consequences for failure to abide by any conditions of reinstatement.

Reinstatement

If the school district decides to reinstate an expelled pupil, individuals who were in grade five (5) or below at the time of the expulsion and who were expelled for possessing a firearm or threatening another person with a dangerous weapon shall not be reinstated before the expiration of 90 school days subsequent to the date of expulsion, unless a longer period of expulsion is required pursuant to the Federal Gun-Free Schools Act. For students in grade five (5) and below who have violated the Federal Gun-Free Schools Act and who are accordingly subject to mandatory one-year expulsion, the superintendent may submit his or her own recommendation to the Board of Education, in conjunction with the designated committee's recommendation, to modify the one-year expulsion requirement (on a case-by-case basis) to a period of time not less than 90 school days. Individuals in grade five (5) or below at the time of expulsion, who were expelled for a reason other than possessing a firearm or threatening another person with a dangerous weapon, shall not be reinstated before the expiration of ten (10) school days subsequent to the date of expulsion. Individuals in grade six (6) or above at the time of the expulsion shall not be reinstated before the expiration of 180 school days (one legal school year) after the date of expulsion.

Application to Handicapped Pupils

This policy shall be applied in a manner consistent with the rights secured under federal law to pupils who are determined to be eligible for special education programs and services.

Definitions

"Weapon" or "dangerous weapon" includes the following: a firearm, gun, revolver, pistol, dagger, dirk, stiletto knife with a blade over three (3) inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles.

"Weapon-Free School Zone" means school property and/or a vehicle used by the school to transport students to or from school property.

"School property" means a building, playing field, or property used for school purposes to impart instruction to children or used for

functions and events sponsored by a school, except a building used primarily for adult education or college extension courses.

“Firearm” means (a) a weapon (including a starter gun) that will or is designed to or may readily be converted to expel a projectile by an explosive, or by gas or air; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device, including explosives, incendiaries, poison gas, or any weapon that will (or may readily be converted to) expel a projectile by the action of an explosive or other propellant. For purposes of application and enforcement of this policy, a BB gun is considered to be a “firearm”.

Appendix C

SEARCH AND SEIZURE (SCHOOL PROPERTY INSPECTION)

School principals have the right and duty to search a student’s person and property if there is a reasonable suspicion that drugs, weapons, dangerous, illegal, prohibited matter, or stolen goods are likely to be found. It is the school’s duty to enforce school discipline and to protect the health and safety of the student and/or student body.

WITH THIS IN MIND WE NOTE:

Students possess the right of privacy of person, as well as, freedom from unreasonable search and seizure of property guaranteed by the Fourth Amendment of the U. S. Constitution. Individual right, however, is balanced by the school’s responsibility to protect the health, safety, and welfare of all of its students, building, equipment, and grounds. Search and seizure will be conducted under the following circumstances:

1. There is a reasonable cause to believe that possession constitutes a crime or rule violation or that the student possesses evidence of a crime or violation of law. There is reason to believe that the student is using his/her school assigned property (including but not limited to: all types of school lockers, desks, cases, books, uniforms, and equipment) in such a way to endanger his/her health, safety, and the rights of others, and/or school building, equipment, and grounds. As to personal effects, the school district may search a student’s car, book bag, purse, wallet, or pockets to determine if the student is in possession or has committed any type of act in breach of the Code of Conduct or local, state, or federal laws. The search should be based upon a reasonable suspicion that the student has committed some type of misconduct. A reasonable suspicion, of course, is based upon the circumstances of each incident. The search is reasonable if: (A) It is based on the circumstances of each incident, and (B) It is reasonably related in scope to the circumstances that justify the interference in the first place.
2. Search may occur at any time, and items may be seized. Illegal items (firearms, weapons, controlled substances, etc.) or other possessions reasonably determined to be a threat to the safety or security of the possessor or others, and/or school buildings, equipment, and grounds may be seized by school officials. Items that may be used to disrupt or interfere with the educational process may be seized.
3. All items seized may be returned to the proper authorities or the true owner.
4. When a search is made, the administrator, or person designated by him or her to make the search, shall be accompanied by at least one other person. If items are seized, it should be the responsibility of the school person in charge to mark each item appropriately and to make a record of same, and to keep such items in a safe and secure place.
5. Every effort shall be made to respect the rights and personal property of student.

Appendix D

SEXUAL HARASSMENT POLICY

Policy Objective

Sexual harassment is unlawful under both Michigan and federal law and is contrary to the commitment of this District to provide an effective learning environment. The District policy prohibits sexual harassment of students, employees, Board members, volunteers, contractors or applicants for employment by students, employees, Board members, volunteers, or contractors. The district will not tolerate sexually harassing behavior as defined by law and/ or by District policy, false reports of sexual harassment, or retaliation against persons reporting allegations of sexual harassment or cooperating in the investigation of such complaints.

All administrative and supervisory personnel are responsible for eliminating any and all forms of sexual harassment and intimidation of which they are, or reasonably should be, aware. The District does not discriminate on the basis of sex in the educational programs or activities that it operates and is required by Title IX of the Education Amendments of 1972 and implementing regulations (as well as other applicable statutes) not to discriminate in such a manner.

Definition of “Sexual Harassment”

“Sexual harassment” is prohibited and is defined as: Unwelcome sexual advances; or requests for sexual favors; or other verbal or physical conduct or communication of an intimidating, hostile, or offensive sexual nature when:

1. Submission to such conduct or communication is made either explicitly or implicitly, a term or condition of employment or

- application, or of a student's educational status, receipt of educational benefits or services, or participation in school activities; or
2. Submission to or rejection of such conduct or communication by an individual is used, explicitly or implicitly, as a basis for decisions affecting employment, a student's educational status, receipt of educational benefits or services, or participation in school activities; or
 3. Such conduct or communication has the purpose or effect of unreasonably interfering with employment, a student's education, or creating an intimidating, hostile, or offensive work or educational environment. Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior that is unwelcome, that is unreasonably offensive, that fails to respect the rights of others, or that otherwise creates an intimidating, hostile, or offensive employment or educational environment.

Forms of Prohibited Sexual Harassment

Prohibited forms of sexual harassment include, but are not limited to:

1. **Verbal** Sexual innuendoes, suggestive comments, rumors, or jokes of a sexual nature, sexual propositions, threats, or promises of preferential treatment in return for sexual favors. Suggestions or demands for sexual involvement that are accompanied by implicit or explicit threats concerning employment or a student's educational status (including grades, graduation, participation in curricular or extracurricular activities, or other school-related matters.)
2. **Non-verbal** Sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, whistling, or obscene gestures. Use of District equipment to reproduce or disseminate sexual cartoons, jokes, or other objects is prohibited.
3. **Physical** Unwanted and/or unwelcome physical contact of a sexual nature, including, but not limited to, touching, patting, pinching, brushing against, coerced sexual intercourse, assault, or other unwelcome sexual acts.

Verbal or physical conduct of a sexual nature may constitute sexual harassment when the allegedly harassed employee or student has indicated, by his or her conduct, that it is unwelcome.

Any person protected by this policy (e.g. employee, student) who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

The District prohibits any and all conduct of a sexual nature directed toward students by teachers, employees, Board members, volunteers, or contractors and shall presume that any such conduct is unwelcome, regardless of whether or not any individual student indicates that the sexual conduct is unwelcome.

Penalties

All employees, Board members, students, volunteers, and contractors of the District are required to comply with this policy. Appropriate disciplinary action designed to stop the harassment immediately and to prevent its recurrence will be taken against persons who violate this policy.

1. Discipline imposed upon students for violation of this policy may include suspension or expulsion, depending upon the nature and severity of the offense. Sexual harassment under this policy may also be regarded and punished as a violation of other rules of student conduct prohibiting assault, battery, threats, fighting, intimidation, and/or other misconduct.
2. Discipline imposed upon an employee for violation of this policy may include warning, written reprimand, transfer, suspension, or dismissal depending upon the nature and severity of the offense. Where an employee is covered by a collective bargaining agreement, discipline shall be assessed according to the procedures and standards contained therein.
3. Volunteers and contractors violating this policy shall be subject to exclusion from school facilities, programs, and activities. The District reserves the right to discontinue any contracted services or commercial relationship with any contractor, vendor, or other service provider found to have violated this policy.
4. Discipline imposed upon Board members for violation of this policy may include removal from Board office, written notice of censure, or other appropriate action.
5. When appropriate, referral for criminal investigation and prosecution will be made.

Sexual Harassment Complaint Procedure

1. A student, employee, Board member, volunteer, or contractor ("complainant") who believes that he/she has been subjected to sexual harassment should promptly notify the building principal, social worker, or the district-appointed official (who may be contacted at 7454 B Drive N, Battle Creek, MI 49014 office phone number 269-441-6550). Complainants are encouraged to report any conduct, statements, or physical contact, which they reasonably believe to be in violation of this policy.

A. If a complainant has concerns regarding the nature of any conduct, statements, or physical contacts by any district employee, Board

member, volunteer, contractor, or student, such concerns should be reported to one of the persons identified above and should be discussed with the complainant's parent or guardian if the complainant is a student.

B. Under no circumstances is the complainant required either to notify the alleged offender that he/she has filed a complaint or to report the complaint to the alleged offender.

C. Employees, Board members, volunteers, or contractors with a reason to believe sexual harassment of a student is occurring have a duty to promptly report, to a designated monitor, the circumstances involving the suspected harassment. Failure to report suspected sexual harassment of a student may give rise to discipline and/or the penalties provided in this policy.

D. Failure of an employee, Board member, volunteer or contractor to whom the sexual harassment has been reported or observed to notify a designated monitor of the known circumstances pertaining to the harassment may give rise to discipline and/or the imposition of penalties provided in this policy.

2. Complaints of sexual harassment shall be promptly and thoroughly investigated by the District. Complaints of sexual harassment will be treated as confidentially as possible, recognizing the potential need to:

A. Notify the alleged perpetrator of the facts relative to the claimed violation;

B. Where the student is an un-emancipated minor, notify the parent or guardian of the student;

C. Make reports required by law, including but not limited to, reports required under the Michigan Child Protection Act;

D. Protect the privacy of others, including witnesses, as well as the privacy rights of the alleged offender; and

E. Comply with state and federal law and any relevant collective bargaining agreements.

3. The District will conduct a fair, thorough, impartial, and timely investigation of the allegation(s) presented in a complaint. The investigation will consider the nature of the alleged activity and the context in which the alleged activity occurred. An investigation will normally include conferring with the parties involved, as well as obtaining names of any possible witnesses.

Where a complaint under this policy is made against a Board member or the Superintendent, the District shall retain outside counsel to perform any investigating duties specified in this policy and to report to the Board the findings of the investigation. Counsel shall be appointed by the Board and shall not be an attorney or law firm that provides legal representation or services to the District on other matters.

4. It shall be considered a violation of this policy for any person to coerce, intimidate, discriminate, or retaliate against any person filing a complaint and/or assisting in the investigation of a complaint of sexual harassment. Such misconduct may result in discipline.

A complainant who knowingly files a false complaint, or an individual who knowingly provides or knows false information has been provided during such an investigation or review and fails to report such information to the District-designated investigator or a designated monitor, shall be subject to discipline.

5. The superintendent (or designee) may take such disciplinary and/or remedial action as is consistent with this policy, other District policies and regulations, and any relevant collective bargaining agreement where a complaint is substantiated. If the superintendent (or designee) determines that the complaint is valid, prompt attention and action designed to stop the harassment immediately and to prevent its recurrence will be taken. Where it is determined that either the superintendent or a Board member has violated the policy, referral of the matter shall be made to the Board of Education.

Depending upon the nature of the sexual harassment, the superintendent or monitor may attempt to seek a resolution acceptable to the complainant and the individual against whom the complaint was filed. This shall not limit the District's discretion to take action it deems appropriate. The District considers sexual harassment to be a major offense that may result in disciplinary action.

6. All investigations of complaints made pursuant to this policy shall be concluded with written findings, regardless of whether a complaint is factually substantiated. Such findings shall be maintained in a separate confidential file. The complainant and the person against whom the complaint is made shall, upon request, be allowed an opportunity to review the content of the report.

7. School personnel receiving or processing complaints of alleged sexual harassment by school employees or volunteers who maintain that a student has been the victim of sexual abuse, sexual contact, penetration, or sexual exploitation, shall immediately report such complaint to the Department of Social Services in accordance with School Policy Code ACA and the Child Protection Act.

8. All involved parties, including the complainant, the individual against whom the complaint was filed, and witnesses shall be notified of the involved parties' rights to confidentiality of investigations and disciplinary action.

Dissemination and Distribution of Policy

This policy shall be included as part of all student handbooks approved by the Board and shall further be annually disseminated to all parents and guardians of both elementary and secondary students.

This policy shall also be annually distributed to all members of the Board of Education, employees, volunteers, and contractors of the

District, as well as to all labor organizations representing District employees.

Appointment of Monitors

The Board annually shall appoint two sexual harassment monitors (not the superintendent) who shall be vested with the authority and responsibility for processing all sexual harassment complaints in accordance with the procedures as set forth in this policy. One of the monitors shall be a female and one male, in order to facilitate access to the complaint procedure. The School District's designated Sexual Harassment Monitors at the present time are:

Wendy Van Geison
Assistant Superintendent of Instruction
7454 B Drive North, Battle Creek, MI 49014
269-441-6550

Jason O'Farrell
Harper Creek Middle School Assistant Principal
7290 B Drive N, Battle Creek, MI 49014
269-441-4750

Inquiries regarding this policy shall be directed to:

Rob Ridgeway
Superintendent
7454 B Drive North, Battle Creek, MI 49014
269-441-6550

Any inquiries regarding the obligations of the district under Title IX of the Education Amendments of 1972 may also be forwarded to the Director of the Office of Civil Rights or the United States Department of Education.

Appendix E

Bullying Policy

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

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

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

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

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

Notification

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

Parents/Guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

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

Implementation

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

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

Procedure

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

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

The Principal or designee shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

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

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

Non-Retaliation/False Reports

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

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

Prevention/Training

The Superintendent shall utilize the district's wellness committee for programming and/or initiatives.

Definitions

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

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

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

"Bullying" is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts, i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or

motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

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

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

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

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

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

“Staff” includes all school employees and Board members.

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

For further definition and instances that could possibly be construed as Harassment, see policy 8018; Hazing, see Policy 8270.

Appendix F

Communicable Diseases – other diseases handled on individual basis

Disease & Incubation Period	How Spread	Early Signs	Case Management	Return to School
Chicken Pox 2-3 weeks	Secretions of nose and throat. Discharges from skin lesions. Scabs not infectious.	Mild fever at time of eruption which looks like water blisters	Exclude	When lesions are dry and crusted. At least one week after eruptions first appear.
Common Cold 1.5 to 3 days	Direct contact, secretions of nose and throat	Running nose, eyes water, slight fever, feels "bad".	Exclude	Minimum of three days.
Fifth's Disease (Erythema Infectiosum) 14-15 days	Personal contact of droplet spread.	Usually an initial rash (slapped cheek appearance) may spread to extremities and trunk.	Parents check with physician, no exclusion with approval of physician.	Upon approval of physician.
German Measles (Rubella) 14-21 days	Secretions of nose and throat.	Mild symptoms of head cold for 1 to 2 days followed by eruption on face and body.	Exclude after diagnosis of physician	Upon recovery with minimum of 4 days.
Hand, Foot and Mouth Disease (virus) 3-5 days	Discharge from nose and throat.	Fever, sore throat, nausea, vomiting, and sores appear on palms, fingers, inside mouth and soles of feet.	Parents check with physician, no exclusion with approval of physician	Upon approval of physician.
Impetigo 4-10 days	Discharges from skin lesions.	Blister appearing sores on the skin.	No exclusion with evidence of treatment.	Upon satisfactory treatment and recovery.
Infectious Hepatitis (Hepatitis A) 15-60 days	Contaminated water and food, feces, and blood from infected person.	Usually tired with yellowish complexion.	Exclude, household contacts should have medical care.	Written approval from physician with statement of limitation of activity.
Influenza 1-3 days	Discharge from nose and throat.	Fever, distress, aching in back and limbs, sore throat.	Exclude	When recovered.
Measles (Rubeola) 10-15 days	Excretions from nose and throat.	Moderate fever, puffy watering eyes, lining of cheeks and lips studded with blush white spots, 1-2 days later rash appears on skin	Exclude	Upon recovery, minimum of 7 days after appearance of rash.
Mononucleosis 30-50 days	Saliva passed by hands, kissing, etc.	Severe sore throat with marked enlargement of glands in neck. Weakness and tired.	No exclusion with evidence of treatment.	Written approval from physician.
Mumps 12-26 days	Excretions from nose and throat.	Swelling of glands in neck and in front of ears.	Exclude after diagnosis of physician	When swelling and fever have gone down, usually one week after appearance of symptoms.
Pediculosis (Head Lice)	Infected persons and or their clothing, comb, etc.	Lice and nits in hair.	Exclude	After treatment and free from lice and nits.
Pink Eye 2-5 days	Discharge from eyes and nose.	Red eyes and lids.	Exclude	Upon recovery.
Ringworm of Skin & Scalp 4-14 days	Direct contact with infected articles, personal contact	Circular patches of dry skin on any part of body and/or scalp	Exclude after diagnosis of physician	As directed by physician or evidence of treatment.
Scabies	Close contact	Extreme itching from mites	Exclude	Upon satisfactory treatment.
Scarlet Fever 2-5 days	Discharge from upper respiratory tract of cases and carriers.	Sudden onset-usually with fever, sore throat, vomiting and headache.	Exclude, family may be isolated and treated.	On written authority of Calhoun County Health Officers.