



# **HARPER CREEK COMMUNITY SCHOOLS**

Beadle Lake Elementary  
Sonoma Elementary  
Wattles Park Elementary  
**2022-2023**



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# MISSION STATEMENTS

## HARPER CREEK COMMUNITY SCHOOLS

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

Harper Creek Elementary Schools vision is to cultivate students who LEAD, developing people who make a difference in an ever changing world.

Lead by example  
Encourage kindness  
Act respectfully  
Do the right thing



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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 2,785

**HARPER CREEK ADMINISTRATION**

**7454 B DRIVE NORTH**

**Phone (269) 441-6550**

|                        |   |
|------------------------|---|
| Robert Ridgeway.....   | Superintendent                          |
| Laura Williams .....   | Assistant Superintendent of Instruction |
| Ginger Obermyer.....   | Director of Finance                     |
| Jim Maynard .....      | Director of Technology                  |
| Ed Greenman.....       | Director of Athletics                   |
| Jim Robinson.....      | Director of Facilities                  |
| John Ruemenapp.....    | Director of Food Service                |
| Tammy Chapman.....     | Director of Human Resources             |
| Rebecca Schneider..... | Director of Communications              |

**HARPER CREEK SCHOOLS**

**Beadle Lake Elementary** 8175 C Drive North

Nneka Daniels, Principal..... Phone 441-3250

**Sonoma Elementary** 4640 B Drive South

Shalen King-Short, Principal..... Phone 441-7800

**Wattles Park Elementary** 132 South Wattles Road

Brent Swan, Principal.....Phone 441-5850

**Harper Creek Middle School** 7290 B Drive North

Kim Thayer, Principal.....Phone 441-4750

**Harper Creek High School** 12677 Beadle Lake Road.....Phone 441-8450

# **THE ELEMENTARY HANDBOOK**

(Revised June 2022)

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**

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 School 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**

Enrollment registration is completed online at the district website. Documents that are needed are listed below and can be uploaded as part of the registration process, or can be dropped off at Harper Creek Administration Building.

- present an up-to-date immunization record.
- present an original certified birth certificate.
- provide proof of residency within the Harper Creek district (gas or electric or property tax statement).
- 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 4<sup>th</sup> birthday, a 5<sup>th</sup> or booster is required.
3. Three doses of Polio. If all three of the doses were given before the 4<sup>th</sup> birthday, a 4<sup>th</sup> 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, itch creams and essential oils.
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 by a doctor.
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.
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.

## **EARLY PICK-UP FROM SCHOOL**

Parents/guardians picking students up early from school for appointments must do so through the office. Students will be excused from class to meet their parents/guardians in the office. We must have a note signed by the parent/guardian if anyone, including brothers, sisters or relatives, is to pick up their child.

Otherwise, NO PERSON OTHER THAN A CUSTODIAL PARENT OR LEGAL GUARDIAN WILL BE ALLOWED TO PICK UP A STUDENT FROM SCHOOL. The release of students during school hours is to be handled through the office only.

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**

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 WBCB, WQLR, WUFN, WKFR, WNNN,) and television stations WWMT TV and WOOD TV are contacted and asked to provide information to their listeners. Parents will also receive a phone call / text message through our School Messenger program.

The school will collect early release information at the beginning of each school year. Please inform us should any changes occur to this information. Parents should inform their children of early release plans so they are aware of special arrangements. **Students will not be able to use the school phone and we ask that you do not call the school unnecessarily.**

## **PARTIES / CELEBRATIONS**

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

Per the District's Wellness Policy which is based on State recommendations, the District encourages serving healthy food at school parties. Samples of these include: fresh fruit and vegetables, string cheese, animal crackers. All items brought to school must be store purchased.

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

## **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**

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

## **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. Items in the lost and found are donated at the end of the school year.

## **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. Students go outside unless it is raining or the wind chill is 0° or below.

## **STUDENT INJURY**

Office personnel treat most injuries, such as minor cuts or bruises. The school nurse or the building medical emergency response team treats more serious injuries, such as severe cuts, suspected broken bones, and/or head injuries. 911 will be called in cases that are beyond the care of the school nurse or building medical emergency team. An accident report will be completed for known serious injuries and the parents or guardians will be contacted.

## **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 an important time for you and your child.
- The purchase of souvenirs and/or food items should NOT be purchased unless ALL students have been made aware of the opportunity for a souvenir or food item prior to the field trip.

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

## **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 school hours unless permission has been granted to them from the principal's office.

All Visitors will be asked to provide a state ID or driver's license.

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**

The school district contracts with Chartwells for breakfast and lunch services. Parents / guardians are welcome to pay for services by the week, month, or year. Checks should be made out to Harper Creek Community Schools. Parents may also go to harpercreek.net under the Food Service tab and set-up an on-line payment account. Notices are sent home with students when the account is low or overdrawn. For specific questions / concerns please contact Food Service Director John Ruemenapp at 441-8457.

## **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**

During the regular school day, students may not use any type of cellular device (including phones and watches) or other electronic devices unless given specific permission.

Classroom use of personal devices is permitted for instructional purposes with teacher permission. Failure to follow classroom procedures will result in suspension of personal use privileges. The use of personal laptop computers and personal electronic devices must abide by the Access and Use of Technology agreement and Student Code of Conduct.

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

### **PHOTO ETIQUETTE**

Photos of school events, concerts and field trips are great memories and serve to keep our families and friends up-to-date, however, we ask that you are aware of the public nature of your social interactions. Please keep privacy issues in mind as you share pictures / information on social media.

Please do not post photos that include someone else's children unless you have the consent of the parents or guardians. Parents or guardians should be given the courtesy and opportunity to decide about the publication of photos.

## **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 a minimum of twice during the year, once in the fall and again in the spring. Any time you feel the need for an additional conference with your child's teacher, please feel free to contact the teacher for an appointment.
- Maintain a positive attitude and respectful demeanor to other individuals, including students, parents, and school personnel.
- Continually stress the importance of a good education for the student's future.
- Provide your current address and phone number as well as correct and current emergency numbers. Please notify the office of any changes throughout the school year.
- In the event that parents live separately and would like double information sent regarding student

progress and school events, it is most helpful to provide the school with a current address to which to mail the second set of information. Folders with this additional information may be kept in the office for a parent to pick up. Other arrangements will be considered upon request.

## **STUDENT RESPONSIBILITIES**

School is a place for students to begin to learn positive work and behavior habits. Developing positive life skills starts now. Students should live the Leadership Pledge.

**Lead by example**  
**Encourage kindness**  
**Act respectfully**  
**Do the right thing**

## **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. Oftentimes the parent will be contacted at this time. Office consequences for inappropriate behavior include, but are not limited to: loss of recess time, time in the office, reflection / problem solving area, 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.

Public Act 361 of 2016 (PA 361) adds RSC Section 1310c and requires school officials to consider using restorative practices as an alternative, or in addition, to suspending or expelling a student. Restorative practices are defined as “practices that emphasize repairing the harm to the victim and the school community caused by a pupil’s misconduct.” Section 1310c provides that such restorative practices may include victim-offender conferences that:

1. are initiated by the victim;
2. are approved by the victim’s parent or legal guardian or, if the victim is at least age 15, by the victim;
3. are attended voluntarily by the victim, a victim advocate, the offender, members of the school community, and supporters of the victim and the offender; and

4. provide an opportunity for the offender to accept responsibility for the harm caused to those affected by the misconduct and to participate in setting consequences to repair the harm.

The offender may agree, through restorative practices, to apologize; participate in community service, restoration, or counseling; or pay restitution. The consequences must be incorporated into a written agreement that sets time limits for the offender to complete the consequences and that is signed by all participants. School officials should consider restorative practices to address interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, class disruption, harassment, and cyberbullying. It is the victim's choice if they want to meet face-to-face with the offending student.

#### **CATEGORIES AND DESCRIPTION OF MISCONDUCT:**

Categories of misconduct include, but are not limited to the following:

**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.

**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 handheld 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 any staff member. That staff member will be responsible for reporting serious incidents to the school principal or the student support specialist.

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.
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 must be made directly to the school office of the building where the activity is to take place. If permission is granted to use the facilities, 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**

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

## **BUS RULES/SAFETY**

1. Students must remain seated in seats at all times. The bus aisle must remain clear with no feet, hands, book bags, etc., in the aisle.
2. Good behavior is expected. There will be no swearing, fighting, pushing, tripping, roughhousing, etc., on the bus.
3. Normal conversation is expected while on the school bus. Students are to be quiet at all railroad crossings.
4. Students are not to throw paper or other items while on the bus. There is a wastebasket on each bus.
5. Students should immediately follow all directions given by the bus driver.
6. When bus windows are open, student's head and hands must be kept inside, along with all other objects.
7. Sharp or potentially dangerous objects may not be transported on school buses.
8. Students may not eat on the bus.
9. Students must wait until the bus has come to a full stop before entering or leaving the bus.
10. Students on the bus may be assigned seats for safety reasons. Assigned seats may not be changed without the bus driver's permission.
11. Anything that endangers the safety of students will be corrected.

## **BUS PROCEDURES**

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

When student disciplinary problems arise, the following procedure will be used (depending on the level of the problem): a student may be given a warning, an assigned seat, or a bus suspension for a first discipline write up. Problems that continue will result in longer bus suspensions or even removal from the bus for the balance of the year.

## **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. Please refer to the district's statement about family vacations below.

**When a student's absences/tardies/times left early reach 5 days, a letter from the school will be sent to parents alerting them of the number of attendance infractions.** When a student's absences/tardies/times left early reach 10 days, a 2nd letter will be sent to parents requesting a meeting with the building principal to help resolve this matter. Once the absences, tardies, and/or times left early reach 15, another letter from the school will be sent and a

referral will be made to the Calhoun County Intermediate School District Attendance Officer. This information is additionally spelled out in each attendance letter. **Excused and unexcused absences are counted the same, and still reflect time out of school and missed learning.** Absences due to severe medical conditions will be viewed differently.

## **Compulsory Attendance, Absenteeism, and Truancy**

### **A. Required Attendance**

Every person residing in the District who has legal or actual charge or control of a child who is of mandatory attendance age must ensure that the child regularly attends a public or private school or is receiving a home-school education unless the child has satisfied District graduation requirements or is otherwise exempt from Michigan's compulsory attendance requirements.

### **B. Mandatory Attendance Age**

A child who is or will turn 6 years old before December 1 of the current school year and who has not turned 18 years old is of mandatory attendance age.

### **C. Exceptions**

A parent/guardian of a child who is at least 16 years old may provide the District with written notice that the child has permission to stop attending school. Upon receipt of the written notice, the child will be exempt from this Policy.

### **D. Excused Absences**

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

- the student's physical or mental illness (a physician's verification is required after 4 consecutive days of absence for illness);
- severe weather;
- medical appointments for the student;
- death or serious illness of the student's family member;
- attendance at a funeral;
- appearance at court or for other legal matters;
- observance of religious holidays of the student's own faith;
- college planning visits;
- school related absences;
- in and out of school suspensions;

### **E. Excessive Absenteeism and Truancy**

When a student is absent five days of the school year the building principal or designee will provide written notice to the student's parent/guardian encouraging the student's regular daily attendance and explaining the truancy process.

If the Superintendent or designee determines that a student is repeatedly absent from school without valid excuse, is failing, or has behavior problems, and attempts to confer with the student's parent/guardian have not been successful, the Superintendent or designee may request the attendance officer who has jurisdiction in the District to send notice to the parent/guardian requiring the parent/guardian to meet with District personnel to discuss the matter.

When an elementary or middle school student is absent more than 15 days per school year the building principal or designee will notify the attendance officer who has jurisdiction in the District. When a high school student is absent more than 10 days per school year the building principal or designee will notify the attendance officer who has jurisdiction in the District. Once notified, the attendance officer will investigate each case of nonattendance and will take all other steps permitted and required by law.

The building principal or designee may impose additional consequences for excessive absenteeism, consistent with the student handbook or published grading procedures.

**-Families are discouraged from taking extended vacations when school is in session because of the missed instruction. Absences for family vacations are considered unexcused.** When a student does go on vacation the parent needs to contact their child's teacher ahead of time for 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.

### **Operation Concern/Attendance Hotline**

When your child is absent, please call Operation Concern/Attendance Hotline **by 8:30 a.m.** This line is available 24 hours per day. If you wish to pick up homework, please let us know. Generally, we need a 24-hour notice. After that, you may pick up the homework in the office.

- 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. We request that a written note is submitted to the office within two days of your child's return to school.

- 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. Parents/guardians are reminded that there is compulsory education in the State of Michigan until the age of eighteen (18).
- 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 and students miss important teacher communication and instruction to begin their day when students are late arriving to school. 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.
- A student will be considered absent for the morning if he or she arrives 90 minutes or later after the school start time. A student will be considered absent for the afternoon if he or she leaves 90 minutes or more before the school dismissal time.
- Excessive Absences and Tardiness - when a student's absences/tardies/times left early reach 10 days, a 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. Once the absences, tardies, and/or times left early reach 15, another letter from the school will be sent and a referral will be made to the Calhoun County Intermediate School District Attendance Officer. This information is additionally spelled out in each attendance letter.
- Medical Appointments – a medical note should be provided to the office if a student is absent for any part of the school day due to medical appointments. The note should specify the date(s) and time(s) of appointment, in order for the absence to be excused.
- Chronic Medical Conditions – a medical note should be provided that identifies a chronic medical condition. This note shall also identify symptoms that may require the student to be absent. When a student must be absent due to a chronic medical condition, the parent/guardian shall call Operation Concern/Attendance Hotline and inform the school of the reason for the absence, as well as providing a written note upon the child's return to school.

**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. A note from the physician is required to excuse dates missed due to communicable disease. Parents will be notified of any communicable illness that your child may have been exposed to. (Appendix F).

We ask that you use the following guidelines and keep your child home if they experience any of the following:

- A fever at or greater than 100.4 degrees orally
- Vomiting and/or diarrhea
- Rash, especially with a fever or behavior change
- Coughing up phlegm and/or frequent sneezing or severe runny nose
- Difficulty breathing
- Unable to eat
- Headache with aches and pains
- Yellowish drainage and/or redness to eyes, which may be an indication of pinkeye.
- Sore throat with a fever, large tonsils, presence of white spots in the back of the throat, or redness and swelling to throat. (Check with your physician if these symptoms are present.)

**The following are guidelines about when your child may return to school after being ill:**

- After they have had no fever for **24 hours** without the use of medication

- **24 hours** after starting antibiotics
- **24 hours** after last episode of vomiting or diarrhea

## **INSTRUCTIONAL INFORMATION**

### **TECHNOLOGY USE**

Each student will be assigned their own chromebook and a set of headphones. In the elementary schools, these items will stay at school. Students are responsible for taking care of and being respectful to this school property. Accidents do happen at times and these items can be damaged. Generally, the district will cover the cost of accidental damage to the chromebook or the headphones. Parents will be responsible for any repair or replacement costs that are considered purposeful or negligent. If this fee is not paid by the end of the year it will be posted to the student’s account under Fine & Fees, which follows the student through high school. Please see the complete technology use policy in Appendix G in this handbook.

### **LIBRARY BOOKS**

We are happy to provide library books to our students for checkout. When books are damaged or lost, parents will be notified and requested to pay for the purchase of a new book. If this fee is not paid by the end of the year it will be posted to the student’s account under Fine & Fees, which follows the student through high school.

### **TESTING**

Standardized assessments, daily informal tests, daily assignments, student participation in learning activities, and teacher observation are all part of a student’s evaluation.

#### **District Assessments:**

- NWEA- This assessment measures academic progress. It is a computer adaptive assessment given to all students in grades K-4.

#### **Building Assessments could 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.
- State Standardized Test– Third and Fourth grade students take a state standardized assessment in the spring, usually in April and /or May. This assessment provides student progress information in core content areas as designated by the State of Michigan.
- Informal Decoding Inventory-Teachers use this assessment to measure student progress in the continuum of reading readiness.
- 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 Recovery Assessment – 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 / notification sheet, when report card is sent home, and return it to the school with their child. Interim (mid-trimester) reports may also be sent home with students. These are not official report cards, but provide the parent with notification of areas in which the student may be struggling.

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

### **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 G**

**Acceptable Use Agreement(AUA) for all Technology Use**

# 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 readmitted 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-ALike

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 Discipline

##### A. Student Discipline - Generally

The Board is committed to providing students and staff with a safe learning environment free from substantial disruption. Consistent with this commitment, the District may discipline students who engage in misconduct, up to and including suspension or expulsion from school.

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

##### B. Applicability

This Policy applies to student conduct that occurs:

1. on District property;
2. at a school-sponsored or school-related event;
3. on a school bus or vehicle;
4. while traveling to or from school, including at a bus stop; and
5. at any other time or place if the conduct has a nexus to the school, substantially disrupts the school environment, or as permitted by law.

##### C. Student Code of Conduct

The Superintendent or designee will develop, regularly update, and annually publish a student code of conduct in all student handbooks. The student code of conduct must:

1. identify offenses that may result in discipline;
2. identify possible disciplinary consequences for each offense, which may, if appropriate, include suspension or expulsion;
3. be consistent with applicable state and federal laws and Board Policies; and
4. include a copy of Policy 5206E entitled "Suspension from Class, Subject, or Activity by Teacher."

##### D. Definitions

For purposes of this Policy:

1. "suspend" or "suspension" means a disciplinary removal from school for less than 60 school days;
2. "expel" or "expulsion" means a disciplinary removal from school for 60 or more school days;
3. "restorative practices" means practices that emphasize repairing the harm to the victim and the school community caused by a

student's misconduct; and

4. "Mandatory 7 Factors" means the following:

- a. the student's age;
- b. the student's disciplinary history;
- c. whether the student has a disability;
- d. the seriousness of the behavior;
- e. whether the behavior posed a safety risk;
- f. whether restorative practices are a better option; and
- g. whether lesser interventions would address the behavior.

#### E. Restorative Practices

Before suspending or expelling a student (except a student who possesses a firearm in a weapon-free school zone), teachers, administrators, and the Board must first determine whether restorative practices would better address the student's misconduct, recognizing the Board's objective of minimizing out-of-school suspensions and expulsions. Likewise, teachers, administrators, and the Board must consider whether restorative practices should be used in addition to the suspension or expulsion. Restorative practices, which may include a victim-offender conference, should be the first consideration to remediate offenses such as interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, class disruption, harassment, and cyberbullying.

All victim-offender conferences must be conducted consistent with state and federal law and Policies. No student who claims to be the victim of unlawful harassment may be compelled to meet with the alleged perpetrator of the harassment as part of a restorative practice.

#### F. Discretionary Suspension or Expulsion

Under Michigan law, a suspension of 10 or fewer school days is presumed to be reasonable. A suspension of more than 10 school days or an expulsion is, in most circumstances, presumed not to be justified. Before imposing a suspension or an expulsion, administrators or the Board must consider the Mandatory 7 Factors.

##### 1. Building Administrators - 10 or fewer days

The Board delegates to all building administrators the authority to suspend a student for up to 10 school days consistent with the student code of conduct.

A building administrator may also suspend a student for up to 10 school days pending further investigation and possible further disciplinary consequences, including a longer-term suspension or expulsion.

Before exercising this authority, the building administrator must consider the Mandatory 7 Factors.

Additionally, before suspending a student for any length of time, the building administrator must provide the student due process as described in Policy 5206A. If the student is a student with a disability, the student's discipline is also subject to Policy 5206B.

##### 2. Superintendent - Less than 60 school days

The Board delegates to the Superintendent the authority to suspend a student for less than 60 school days consistent with the student code of conduct. Before exercising this authority, the Superintendent must consider the Mandatory 7 Factors.

Any time the Superintendent finds that a suspension of more than 10 school days is warranted, the Superintendent must base the

rationale on the Mandatory 7 Factors and explain the rationale in writing.

Additionally, before suspending a student for any length of time, the Superintendent must provide the student due process as described in Policy 5206A. If the student is a student with a disability, the student's discipline is also subject to Policy 5206B.

### 3. Board - Suspension or Expulsion

The Board may suspend or expel a student for an offense consistent with the student code of conduct.

Before exercising this authority, the Board must consider the Mandatory 7 Factors.

Any time the Board finds that a suspension of more than 10 school days or expulsion is warranted, the Board must base the rationale on the Mandatory 7 Factors and explain the rationale in writing.

Before exercising this authority, the Board must provide the student due process as described in Policy 5206A. If the student is a student with a disability, the student's discipline is also subject to Policy 5206B.

### G. Criminal Sexual Conduct – Discretionary Suspension or Expulsion

If a student commits criminal sexual conduct, as defined in Revised School Code Section 1311, against another student enrolled in the District and expulsion is not mandatory under Policy 5206 H.3, the District may suspend or expel the student even if the student has not been criminally charged, subject to consideration of the Mandatory 7 Factors.

Before exercising this authority, the District must provide the student due process as described in Policy 5206A. If the student is a student with a disability, the student's discipline is also subject to Policy 5206B.

### H. Mandatory Suspension or Expulsion

Building principals and other administrators must refer all incidents that may result in a mandatory suspension or expulsion to the Superintendent or designee for transmission to the Board. As explained below, the Board recognizes that in some circumstances it may choose not to suspend or expel a student. Nothing in this section may be construed as limiting the Board's discretion to suspend or expel a student for any offense that the student code of conduct identifies as possibly resulting in suspension or expulsion.

#### 1. Possession of a Dangerous Weapon

##### a. Possession of a Firearm

If a student possesses a firearm in a weapon-free school zone, the Board will permanently expel the student unless the student demonstrates, in a clear and convincing manner, at least one of the following:

- the student was not possessing the firearm to use as a weapon or to deliver, either directly or indirectly, to another person to use as a weapon;
- the student did not knowingly possess the firearm;
- the student did not know or have reason to know that the firearm constituted a "dangerous weapon"; or
- the student possessed the firearm at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

If a student demonstrates one of the above circumstances in a clear and convincing manner and the student has not been previously suspended or expelled from school, the Board will not expel the student unless the Board finds that, based on the circumstances, expulsion is warranted.

##### b. Possession of a Dangerous Weapon (Other than a Firearm)

If a student possesses a dangerous weapon (other than a firearm) in a weapon-free school zone, the Board will consider whether to



permanently expel the student or to impose a less severe penalty after first considering the Mandatory 7 Factors.

The Board is not required to expel a student for possession of a dangerous weapon (other than a firearm) if the student demonstrates, in a clear and convincing manner, at least one of the following:

- the student was not possessing the instrument or object to use as a weapon or to deliver, either directly or indirectly, to another person to use as a weapon;
- the student did not knowingly possess the weapon;
- the student did not know or have reason to know that the instrument or object constituted a “dangerous weapon”; or
- the student possessed the weapon at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

If a student demonstrates one of the above circumstances in a clear and convincing manner and the student has not been previously suspended or expelled from school, the Board will not expel the student unless the Board finds that, based on the circumstances, expulsion is warranted.

#### c. Applicable Definitions for Dangerous Weapon Offense

“Weapon-free school zone” means school property and a vehicle used by a 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.

“Dangerous weapon” means a firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles.

“Firearm” means (i) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (ii) the frame or receiver of any such weapon; (iii) any firearm muffler or firearm silencer; or (iv) any destructive device. “Firearm” does not include an antique firearm, as defined by 18 USC § 921.

“Destructive device” means (i) any explosive, incendiary, or poison gas (including a bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or similar device); (ii) any type of weapon (other than a shotgun or a shotgun shell that the Attorney General finds is generally recognized as particularly suitable for sporting purposes) by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and (iii) any combination of parts either designed or intended for use in converting any device into a destructive device and from which a destructive device may be readily assembled.

#### d. Additional Procedures for Dangerous Weapon Expulsion

The Superintendent or designee must ensure that if a student is expelled for possession of a dangerous weapon, the student’s permanent record reflects the expulsion. The Superintendent or designee must refer a student who is expelled for possession of a dangerous weapon to the county department of social services or the county community mental health agency and notify the student’s parent/guardian (or the student, if the student is at least age 18 or is an emancipated minor) of the referral within 3 calendar days of the expulsion. The Superintendent or designee must also make a referral to local law enforcement and contact the student’s parent/guardian immediately any time a student is found to have brought a dangerous weapon to school or possessed a dangerous weapon at school, at a school related activity, or in a school vehicle. If a District official confiscates a dangerous weapon, the District official will give the dangerous weapon to law enforcement and will not release the dangerous weapon to any other person, including the legal owner.

Unless reinstated pursuant to Revised School Code Section 1311(6), a student expelled by another district or public school academy for possession of a dangerous weapon may not enroll in the District.

## 2. Arson

If a student commits arson as defined in Revised School Code Section 1311, in a school building or on school grounds, the Board will consider whether to permanently expel the student or to impose a less severe penalty after first considering the Mandatory 7 Factors.

The Superintendent or designee must ensure that if a student is expelled for committing arson, the student's permanent record reflects the expulsion. The Superintendent or designee must refer a student who is expelled for committing arson to the county department of social services or the county community mental health agency and notify the student's parent/guardian (or the student, if the student is at least age 18 or is an emancipated minor) of the referral within 3 calendar days of the expulsion.

Unless reinstated pursuant to Revised School Code Section 1311(6), a student expelled by another district or public school academy for committing arson may not enroll in the District.

## 3. Criminal Sexual Conduct

If a student commits criminal sexual conduct as defined in Revised School Code Section 1311, in a school building or on school grounds, or pleads to, is convicted of, or is adjudicated for criminal sexual conduct against another student enrolled in the District, the Board will consider whether to permanently expel the student or to impose a less severe penalty after first considering the Mandatory 7 Factors.

The Superintendent or designee must ensure that if a student is expelled for committing criminal sexual conduct, the student's permanent record reflects the expulsion. The Superintendent or designee must refer a student who is expelled for committing criminal sexual conduct to the county department of social services or the county community mental health agency and notify the student's parent/guardian (or the student, if the student is at least age 18 or is an emancipated minor) of the referral within 3 calendar days of the expulsion.

Unless reinstated pursuant to Revised School Code Section 1311(6), a student expelled by another district or public school academy for committing criminal sexual conduct may not enroll in the District.

## 4. Physical Assault

### a. Physical Assault Against Employee, Volunteer, or Contractor

If a student in grade 6 or above commits a physical assault at school against an employee, volunteer, or contractor and the victim reports the physical assault to the Board or to a school administrator or, if the victim is unable to report the assault, another person makes the report on the victim's behalf, the Board will consider whether to permanently expel the student or to impose a less severe penalty after first considering the Mandatory 7 Factors.

The Superintendent or designee must ensure that if a student is expelled for physically assaulting an employee, volunteer, or contractor, the student's permanent record reflects the expulsion. The Superintendent or designee must refer a student who is expelled for physically assaulting an employee, volunteer, or contractor to the county department of social services or the county community mental health agency and notify the student's parent/guardian (or the student, if the student is at least age 18 or is an emancipated minor) of the referral within 3 calendar days of the expulsion.

Unless reinstated pursuant to Revised School Code Section 1311a(5), a student expelled by another district or public school academy for physically assaulting an employee, volunteer, or contractor may not enroll in the District.

### b. Physical Assault Against Another Student

If a student in grade 6 or above commits a physical assault at school against another student and the physical assault is reported to the Board or to an administrator, the District will consider whether to suspend or expel the student or to impose a less severe penalty after first considering the Mandatory 7 Factors.

A resident student in grade 6 or above who is currently expelled by another district or public school academy for committing a physical assault against another student may request to enroll in the District. The Superintendent or designee will consider the request along with any information the Superintendent or designee determines relevant. The Superintendent or designee may either grant or

deny the request. The Superintendent's decision is final.

c. Applicable Definitions for Physical Assault Against Student

i. "Physical assault" means intentionally causing or attempting to cause physical harm to another through force or violence.

ii. "At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises.

5. Bomb Threat or Similar Threat

If a student in grade 6 or above makes a bomb threat or similar threat directed at a school building, other District property, or at a school-related event, the District will consider whether to suspend or expel the student or to impose a less severe penalty after first considering the Mandatory 7 Factors.

A resident student in grade 6 or above who is currently expelled by another district or public school academy for making a bomb threat or similar threat may request to enroll in the District. The Superintendent or designee will consider the request along with any information the Superintendent or designee determines relevant. The Superintendent or designee may either grant or deny the request. The Superintendent's decision is final.

I. Statewide School Safety Information Policy (SSSIP) & Law Enforcement Reporting

The Superintendent or designee must notify law enforcement when required by the SSSIP and make all other reports and provide all other notifications required by the SSSIP or any state or federal law. Nothing in this Policy limits the ability of a school administrator to contact law enforcement at any other time.

J. Educational Programming During Suspension or Expulsion

Except as otherwise required by law or as provided in this Policy, a student who has been suspended or expelled may not be on school property, attend classes or other school functions, or participate in extracurricular activities during the student's suspension or expulsion without written permission from the Superintendent or designee. District personnel may assist students who have been suspended or expelled to explore alternative means, as allowed by law, to earn credit and to complete coursework during the period of the student's suspension or expulsion.

**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 assignment 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.

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

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

believe that the student:

- A. intentionally disrupted the class, subject, or activity;
- B. jeopardized the health or safety of any of the other participants in the class, subject, or activity; or
- C. was insubordinate during the class, subject, or activity.

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

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

### **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.

## **Lockers or Cubbies**

Lockers are District property and may be made available for student use. Lockers are assigned to students on a temporary basis, and District administration may revoke a student's locker assignment at any time. The District retains ownership of lockers notwithstanding student use. Students have no expectation of privacy in their lockers. The building principal or designee may inspect lockers without any particularized suspicion or reasonable cause and without advance notice. Upon the request of the building principal or designee, law enforcement may assist with searching lockers. During a locker search, student privacy rights will be respected for any items that are not illegal or against Board Policy. The Board directs the Superintendent to include this Policy in the student code of conduct and to distribute it to parents/guardians.

## **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 innuendos, 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, a 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 Compliance Officers at the present time are:

Laura Williams  
Assistant Superintendent of Instruction  
7454 B Drive North, Battle Creek, MI 49014  
269-441-6564

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 handheld 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 handled on individual basis

## Communicable Diseases – other diseases

| Disease & Incubation Period                                 | How Spread   | Early Signs   | Case Management  | Return to School  |
|---|--|---|--|---|
| <b>Chicken Pox</b><br>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. |
| <b>Common Cold</b><br>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.  |
| <b>Fifth’s Disease (Erythema Infectiosum)</b><br>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.   |
| <b>German Measles</b>                                       | Secretions of nose and   | Mild symptoms of head cold  | Exclude after  | Upon recovery with  |

|  |   |  |   |  |
|--|---|--|---|--|
| <b>(Rubella)<br/>14-21 days</b>                          | throat.   | for 1 to 2 days followed by eruption on face and body.   | diagnosis of physician  | minimum of 4 days.   |
| <b>Hand, Foot and Mouth Disease (virus)<br/>3-5 days</b> | 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.  |
| <b>Impetigo<br/>4-10 days</b>                            | Discharges from skin lesions.                                       | Blister appearing sores on the skin.   | No exclusion with evidence of treatment.                              | Upon satisfactory treatment and recovery.  |
| <b>Infectious Hepatitis (Hepatitis A)<br/>15-60 days</b> | 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.              |
| <b>Influenza<br/>1-3 days</b>                            | Discharge from nose and throat.                                     | Fever, distress, aching in back and limbs, sore throat.  | Exclude   | When recovered.  |
| <b>Measles (Rubeola)<br/>10-15 days</b>                  | 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.                             |
| <b>Mononucleosis<br/>30-50 days</b>                      | Saliva passed by hands, kissing, etc.                               | Severe sore throat with marked enlargement of glands in neck. Weakness and tiredness.  | No exclusion with evidence of treatment.                              | Written approval from physician.   |
| <b>Mumps<br/>12-26 days</b>                              | 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. |
| <b>Pediculosis (Head Lice)</b>                           | Infected persons and or their clothing, comb, etc.                  | Lice and nits in hair.   | Exclude   | After treatment and free from lice and nits.   |
| <b>Pink Eye<br/>2-5 days</b>                             | Discharge from eyes and nose.                                       | Red eyes and lids.   | Exclude   | Upon recovery.   |
| <b>Ringworm of Skin &amp; Scalp<br/>4-14 days</b>        | 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.                                     |
| <b>Scabies</b>   | Close contact   | Extreme itching from mites   | Exclude   | Upon satisfactory treatment.   |
| <b>Scarlet Fever<br/>2-5days</b>                         | 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.                                |

## Appendix G

### Acceptable Use AGREEMENT (AUA)

#### Harper Creek Community Schools (HCCS)

The purpose of this agreement is to grant access to and define acceptable use of HCCS's Technology Resources for legitimate educational purposes consistent with HCCS's mission statement. "Technology Resources" include, but are not limited to: (1) internal and external network infrastructure, (2) Internet and network access, (3) computers, (4) servers, (5) storage devices, (6) peripherals, (7) software, and (8) messaging or communication systems. These resources may be provided to users to: (1) assist in the collaboration and exchange of information, (2) facilitate personal growth in the use of technology, and (3) enhance information gathering and communication skills.

*In exchange for the use of HCCS's Technology Resources either at school or away from school, you understand and agree to the following:*

- A. Your use of the Technology Resources belonging to HCCS is a privilege that may be revoked by the district at any time and for any reason.
- B. HCCS reserves all rights to any material stored on HCCS Technology Resources. *You should have no expectation of privacy when using HCCS Technology Resources.* HCCS reserves the right to monitor all use of its Technology Resources, including, without limitation, personal email and voicemail communications, computer files, databases, web logs, audit trails, or any other electronic transmissions accessed, distributed, or used through the Technology Resources. HCCS also reserves the right to remove any material from the Technology Resources that, at its sole discretion, it chooses to, including, without limitation, any information that HCCS determines to be unlawful, obscene, pornographic, harassing, intimidating, or disruptive.
- C. The Technology Resources do not provide you a "public forum." You may not use the Technology Resources for commercial purposes or to lobby or solicit political positions or candidates unless expressly authorized in advance by a teacher or administrator as part of a class program or activity. You may, however, use the Technology Resources to contact or communicate with public officials.
- D. The Technology Resources provided by HCCS are intended for exclusive use by registered users. You are responsible for your account/password and any access to the Technology Resources made using your account/password. Any problems arising from the use of your account/password are your responsibility. Use of your account by someone other than you is forbidden and may be grounds for loss of access privileges and other disciplinary consequences for both you and the person(s) using your account/password.
- E. You may not use the Technology Resources or any other communication/messaging devices (including devices not owned by HCCS) to engage in cyberbullying. Cyberbullying means "the use of email, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites to support deliberate, repeated and hostile behavior by an individual or group that is intended to harm others." [Definition written by Bill Belsy, available at <http://www.cyberbullying.ca>.]
- F. Misuse of Technology Resources may result in suspension of your account privileges and/or other disciplinary action, up to and including expulsion, as determined by HCCS. Misuse includes, but is not limited to:
1. Accessing or attempting to access educationally inappropriate materials/sites including, without limitation, material that is "harmful to minors," unlawful, obscene, pornographic, profane, or vulgar. Material that is "harmful to minors" includes "any picture, image, graphic image file, or other visual depiction that (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excrement; (2) depicts, describes, or represents, in a potentially offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole lacks serious literary, artistic, political, or scientific value as to minors." 47 USC §§ 254(h)(7). The determination of a material's "appropriateness" is based on both the material's content and intended use.
  2. Cyberbullying (as defined in paragraph E) or any other use of the Technology Resources that would violate HCCS's anti-bullying rules or policies. Cyberbullying may, without limitation, include posting slurs or rumors or other disparaging remarks about another person on a website; sending email or instant messages that are meant to threaten, harass, intimidate, or drive up a victim's cell phone bill;



taking or sending embarrassing or sexually explicit photographs, video, or other visual depictions of another person; or posting misleading or fake photographs of others on websites.

3. Sexting, which includes, without limitation, possessing, sending, or distributing nude, sexually explicit, or sexually suggestive photographs, videos, or other visual depictions of yourself or another person using the Technology Resources of HCCS or by any other means, including over personally owned devices.
4. Posting personally identifiable information about yourself or others over the internet even if the information is solicited by a website that requests such information.
5. Vandalism, which includes, without limitation, any malicious or intentional attempt to harm, steal, destroy, or disrupt user data, school materials, or school hardware; violating the integrity of HCCS's Technology Resources; uploading or creating viruses; downloading/installing unapproved, illegal, or unlicensed software; or seeking to circumvent or bypass security measures.
6. Hacking, which includes, without limitation, gaining or attempting to gain access to, modifying, or obtaining copies of, unauthorized information or information belonging to other users.
7. Unauthorized copying or use of licenses or copyrighted software.
8. Plagiarizing, which includes the unauthorized distributing, copying, using, or holding out as your own, copyrighted material (most of the Internet is copyrighted), or material written by someone else, without permission of, and attribution to, the author.
9. Misrepresenting others, including, without limitation, posting confidential or inappropriate information (text, video, photo) meant to harass, intimidate, or embarrass other students or staff on any social media network or website.
10. Allowing anyone else to use an account or not locking access to computer devices when leaving them unattended.
11. Using or soliciting the use of, or attempting to use or discover the account information or password of, another user.
12. Attempting to or successfully disabling security features, including technology protection measures required under the Children's Internet Protection Act (CIPA).
13. Misusing equipment or altering system software without permission.
14. Commercial for-profit activities, advertising, political lobbying, or sending mass mailings or spam. However, you may contact a public official to express an opinion on a topic of interest.
15. Using HCCS's Technology Resources in any way that violates the student code of conduct, or any federal, state, or local law or rule.

G. It is the policy of HCCS, as a recipient of certain federal funds, to monitor the online activities of its minor students and provide technology protection measures on its computers with Internet access designed to prevent minors from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. HCCS staff must regularly monitor to ensure that technology blocks are working appropriately. The technology blocks may be disabled by an authorized person, *during adult use*, to enable access to bona fide

research or for other lawful purposes.

H. It is the policy of HCCS to prohibit its minor students from (1) accessing inappropriate matter on the Internet; (2) engaging in hacking or other unlawful online activities; (3) disclosing, using, or disseminating personal information online; or (4) accessing materials that are harmful to minors. It is also the policy of HCCS to educate students about cyberbullying awareness and response and about appropriate online behavior, including safely interacting with other individuals in social networking websites, chat rooms, and by email.

I. HCCS does not guarantee that measures described in paragraphs G and H will provide any level of safety or security or that they will block all inappropriate material from HCCS's minor students. You agree that you will not intentionally engage in any behavior that was designed to be prevented by paragraphs G and H.

J. The HCCS does not warrant or guarantee that its Technology Resources will meet any specific requirement, or that they will be error free or uninterrupted; nor will HCCS or its Internet provider be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the Technology Resources.

K. When utilizing the HCCS Technology Resources, you may use only HCCS authorized messaging and communication systems. There is no expectation of privacy in electronic communications. The HCCS reserves the right to monitor electronic communications.

L. As soon as possible, you must disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable, harassed, threatened, or bullied, especially any communication that contains sexually explicit content. You should not delete such content until instructed to do so by a staff member.

M. HCCS and/or the Internet provider will periodically determine whether specific uses of the HCCS's Technology Resources are consistent with this acceptable-use policy. HCCS or its Internet provider reserves the right to log Internet use and to monitor mail space and file server utilization by users. The HCCS reserves the right to remove a user account on the HCCS's Technology Resources to prevent further unauthorized activity.

N. You may not transfer intellectual property or software belonging to HCCS without the permission of the HCCS Director of Technology or his/her designee. Without first obtaining such permission, you will be liable for any damages and will be required to pay the cost of any damages caused by such transfer, whether intentional or accidental.

O. You are responsible for the proper use of Technology Resources and will be held accountable for any damage to or replacement of the Resources caused by your inappropriate use.

## Google Accounts

At Harper Creek Community Schools, we use Google Workspace for Education, and we are seeking your permission to provide and manage a Google Workspace for Education account for your child. Google Workspace for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At Harper Creek Community Schools, students will use their Google Workspace for Education accounts to complete assignments, communicate with their teachers, sign into their Chromebooks (K-8), and learn 21st century digital citizenship skills.

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

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

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

## **Google Workspace for Education Notice to Parents and Guardians**

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

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

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

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

- Earth
- Maps
- Photos
- Takeout
- YouTube

Google provides information about the information it collects, as well as how it uses and discloses the information it

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

What personal information does Google collect?

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

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

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

How does Google use this information?

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

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

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

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

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

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

Will Google disclose my child's personal information?

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

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

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

What choices do I have as a parent or guardian?

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

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

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

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

The Core Google Workspace for Education services are provided to us under [Google Workspace for Education Agreement](#)

(at [https://www.google.com/apps/intl/en/terms/education\\_terms.html](https://www.google.com/apps/intl/en/terms/education_terms.html)).

# **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.

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Print Student's Name

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Parent's/Guardian's Signature

---

Date

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Teacher