



# **Student and Parent Handbook 2018 - 2019**

This student handbook belongs to:

Name: \_\_\_\_\_

# **Harper Creek High School**

## **Mission Statement**

The mission of Harper Creek High School is to develop respectful, responsible, and reasonable citizens who are lifelong learners.

## **Harper Creek High School Student Handbook**

This handbook contains Harper Creek's rules and regulations. Each student will receive a copy and is responsible for its entire contents. Failure to read this booklet is an unacceptable reason for not following the rules. If you have any questions, please discuss them with the Principal, Vice Principal, a teacher, parent, or counselor.

## **Welcome!**

Welcome Students! We're glad you're here! It is my pleasure to welcome our new and returning students and their families to Harper Creek High School, the home of the Beavers! On behalf of the entire staff, I wish you a successful year. Success is available to each of you, if you are willing to work to achieve it. Every staff member is dedicated to helping you take on new challenges and reach your goals.

This Student and Parent Handbook has been prepared so that we can work together to provide the best educational learning environment. The information in this handbook will answer questions you may have about HCHS and the guidelines under which we operate. As a Harper Creek student you are expected to follow these rules established for the welfare of the entire student body. Following these rules will help maintain a positive learning environment for all students.

On behalf of the entire staff, we wish you a successful, enjoyable, and rewarding school year!

Sincerely,

Dennis Anthony, Principal	269-441-8450
Lisa Crawford, Vice Principal	269-441-8476
Hope Grable, Main Office Secretary	269-441-8411
Heather Seeberger, Main Office Secretary	269-441-8410
Melody Carlsen, Attendance Secretary	269-441-8413
Pam Schmanske, Counseling Secretary	269-441-8417
Rob Ridgeway, Superintendent of Schools	269-441-6555

**Administration and Staff  
Administration**

Dennis Anthony - Principal  
Lisa Crawford – Vice Principal  
Ed Greenman - Athletic Director

**High School Faculty**

**Graduation Coach**

Mrs. Rebecca Gardner  
Mr. Scott Glass

**Art Department**

Ms. Deborah Hall  
Mr. Aaron Oaks

**Business Department**

Mrs. Melissa Irons  
Mr. Jason Knickerbocker  
Mr. Michael Rio  
Mr. Michael Schmidt

**Counselors**

Mrs. Stacey DeMoss  
Mrs. Sara Dickman  
Ms. Kimberly Oaks

**English Department**

Ms. Sarita Collins  
Mr. Sean Harmon  
Mr. Brian Herr  
Ms. Tiffany Hurley  
Ms. Amber Rutan  
Dr. Cynthia Schofield  
Ms. Amanda Zima

**Foreign Language Department**

Ms. Sarita Collins  
Mr. Brian Herr

**Industrial Tech Department**

Mr. Fred Beachler  
Mr. Ken Schwaegerle

**Librarian**

Mrs. Samantha Roslund

**Family & Consumer Science Department**

Mrs. Suzanne Allen

**Math Department**

Mr. Jason Burgess  
Mr. Phil Hicks  
Mrs. Carrie Knight  
Mr. Jeff LaGrow  
Mrs. Megan Alday

**Music Department**

Mr. Bryan Borders  
Mr. Jared Cavis  
Mr. Eric Hansen

**Physical Education Department**

Mrs. Corrin Buck  
Ms. Cindy Kerridge  
Mr. Larry Quick  
Mr. Mike Seedorff

**Science Department**

Mr. J. Mason Converse  
Mr. Jeremy Cronk  
Mrs. Sandra Erwin  
Ms. Meredith Hawkins  
Mr. Mark Lowrie  
Dr. Emily Subers

**Social Studies Department**

Mr. Matt Bilger  
Ms. Rachel Foreman  
Mr. Devin Hurst  
Mr. Max Pennock  
Mr. Ryan Renner  
Ms. Carissa Schull

**Special Education Department**

Mrs. Nancy Eckert  
Ms. Kindra Hanson  
Mrs. Stacey Newton  
Mr. Larry Quick  
Mrs. Anita Riegler  
Mrs. Darlene Smith  
Ms. Erin Wagaman

**Social Worker**

Ms. Amy Faber

**Secretarial Staff, Classroom Aides, and Technicians**

Mrs. Melody Carlsen- Attendance Secretary/Vice Principal  
Mrs. Melissa Feasel- Athletic Secretary  
Mrs. Hope Grable- Secretary to the Principal  
Mrs. Pam Schmanske- Guidance Secretary  
Mrs. Heather Seeberger- Secretary to the Principal

Ms. Heather Newman-Aide-Special Ed  
Mrs. Courtney Reagle- Aide-Special Ed  
Mrs. Jessica Robinson- Aide-Special Ed  
Ms. Morgam Snapp-Aide-Special Ed

Mr. Brandon Infante - Technician  
Mr. Justin Siegel - Technician

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.

## **SCHOOL SONG**

Harper Creek Schools  
Harper Creek Schools  
We are all for you,  
We will lift our colors high  
The White and the Blue  
Rah, Rah, Rah  
We are Beavers, loyal Beavers  
Leaders in the fight  
We will always do what's right  
So Fight- Fight- Fight!



## **Harper PRIDE**

**P**resent & Prepared  
**R**eady to Succeed  
**I**ntegrity is Key  
**D**evelop Character  
**E**xcellence Always

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<b>NOTE:</b>	This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in August of 2018. If you have questions or would like more information about a specific issue or document, contact your school principal or access the document on the District's website: <a href="http://www.harpercreek.net">www.harpercreek.net</a> and finding the specific policy or administrative guideline in the Table of Contents for that section.
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## **FOREWORD**

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of July 1, 2018. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2018 the language in the most current policy or administrative guideline prevails.

### **EQUAL EDUCATION OPPORTUNITY**

It is the policy of this District to provide an equal education opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Compliance Officer listed below:

Tammy Chapman, Human Resources	269-441-6567
Jason O'Farrell, Middle School Vice Principal	269-441-4753

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

### **PARENT INVOLVEMENT**

The Board of Education recognizes and values parents and families as children's first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism.

The term "families" is used in order to include children's primary caregivers, who are not their biological parents, such as foster caregivers, grandparents, and other family members.

Through this policy, the Board directs the establishment of a Parental Involvement Plan by which a school-partnership can be established and provided to the parent of each child in the District. The plan must encompass parent participation, through meetings and other forms of communication. The Parental Involvement Plan shall reflect the Board's commitment to the following: Relationships with Families; Effective

Communication; Volunteer Opportunities; Learning at Home; Involving Families in Decision Making and Advocacy; and Collaborating with the Community.

### **SCHOOL DAY HOURS**

Harper Creek High School Hours	7:00 AM-4:00 PM
Student Hours	7:45 AM-2:50 PM

Students may not be in the building before 7:00 a.m. and must exit the building by 3:15 p.m. unless they are a member of an extracurricular activity and under the direct supervision of the coach/sponsor, or under the direct supervision of a teacher or tutor.

### **High School Class Schedule**

Block 1	7:45 a.m. - 9:06 a.m.	
Block 2	9:13 a.m. - 10:34 a.m.	
Block 3A Class	10:41 a.m. - 11:21 a.m.	Lunch B 11:21 a.m. - 12:01 p.m.
Block 3B Class	11:14 a.m. - 11:54 a.m.	Lunch A 10:34 a.m. - 11:14 a.m.
Block 4	12:01 p.m. - 1:22p.m.	
Block 5	1:29 p.m. - 2:50 p.m.	

There is an interval of seven (7) minutes between blocks which allows students to get to their next class. Students who are not in their classroom when the bell rings are considered tardy.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals. If residing at home, adult students (18 years and older) should include their parents in their educational program.

Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from the Attendance Secretary, Mrs. Carlsen.

### **STUDENT WELL-BEING**

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lock down and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.



State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the School office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the School Office.

### **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures. If parents are unavailable and the injury is such that immediate care is required, the school will arrange for the student to be taken to the doctor or to a hospital for treatment. This action will not obligate the personnel of the school, or the school, to assume financial responsibility for treatment.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will attempt to determine whether or not the student should remain in school or go home. If necessary, the student may sit in the sick room for a maximum of 15 minutes. After 15 minutes the student will be sent back to class or a parent/guardian will be contacted to pick up the student. No student will be released from school without proper parental permission.

Parents will be notified in the event of serious illness, and it will be their responsibility to provide arrangements for their student's care. **School staff cannot provide aspirin or other medication without proper authorization.**

### **HOMEBOUND INSTRUCTION**

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the Principal and Superintendent. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an educational program.

### **ACCREDITATION**

Harper Creek High School is accredited by the North Central Association of Colleges and Schools. The standards and criteria of this agency determine minimum requirements for the school. Membership in the North Central Association provides the highest accreditation standards in the Midwest.

# **SECTION I - GENERAL INFORMATION**

## **ADMINISTRATIVE AUTHORITY**

The building administration has been given the authority by the Superintendent and Board of Education to make decisions on all items not covered in the handbook and enforce appropriate consequences when deemed necessary by the building administration.

## **ADVERTISING OUTSIDE ACTIVITIES**

Students may not post announcements or advertisements for outside activities without receiving prior approval from the principal. The principal will try to respond to requests for approval within twenty-four (24) hours of their receipt.

## **AGE OF MAJORITY**

Upon reaching the age of 18, students may obtain an Age of Majority Release Form from the high school office. This form, when filled out, will allow reports of grades, disciplinary action, and other correspondence to be sent directly to the student. It should be noted that this, in no way, diminishes parents' right to information regarding the student's education, and parents will continue to receive this information. Furthermore, it also does not change student responsibility to the school and its regulations.

## **ANNOUNCEMENTS**

Announcements and/or video news concerning various school activities are announced at the predetermined time each day. In addition, the daily announcements are typed and distributed to each teacher by second block. All announcements must be submitted to the main office, have the approval of a teacher and/or administrator, and be in the office by 8 a.m. of each day. A student bulletin may also be found on the high school link of the Harper Creek Community Schools website.

## **ARMED FORCES RECRUITING**

The School must provide at least the same access to the high school campus and to student directory information as is provided to other entities offering educational or employment opportunities to those students. "Armed forces" means the armed forces of the United States and their reserve components and the United States Coast Guard.

If a student or the parent or legal guardian of a student submits a signed, written request (Form 8330 F13) to the Board that indicates that the student or the parent or legal guardian does not want the student's directory information to be accessible to official recruiting representatives then the school officials of the school shall not allow that access to the student's directory information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release of Directory information. Public notice shall be given regarding right to refuse disclosure to any or all "directory information" including in the armed forces of the United States and the service academies of the armed forces of the United States.

Annually the Board will notify male students age eighteen (18) or older that they are required to register for the selective service.

## **BATTLE CREEK AREA MATHEMATICS AND SCIENCE CENTER (BCAMSC)**

The Math/Science Center is located at 171 W. Michigan Ave. in Battle Creek. It provides programs (half-day schedule), either morning or afternoon, to ninth through twelfth graders and may run for four years. Students who attend off-site classes need to abide by the off-site campus schedule and not Harper Creek's schedule.

### **BICYCLES**

Bicycles are brought to school at the owner's risk and the school accepts no responsibility for loss or damage. Bikes should be locked up in the rack by the doors in front of Varsity Hall. Students must cycle safely and sensibly on school property and must stay on the roads or paths.

### **CALHOUN AREA CAREER CENTER (CACC)**

The Calhoun Area Career Center is located at 475 E. Roosevelt in Battle Creek and is designed to be an extension of all high schools in Calhoun County. Eleventh and twelfth grade students are eligible for the programs which follow a half-day morning schedule and may run for a semester, a year, or two years. Bus transportation is provided to and from the high school. All students should report to their classes at the High School no later than 11:24. Information on scheduling, openings, hours, and application procedures can be obtained from the Guidance Office. In February, the CACC staff will provide information and tours to tenth grade students.

### **COMMUNITY SERVICE HOURS**

Seniors must perform 20 hours of community service work or write an in-depth research paper on a community problem. Information on this project is discussed with students in the spring of their junior year.

### **CONFERENCES**

Parent/Teacher Conferences are held four times a year, and parents are encouraged to attend. In addition, parents are encouraged to consult with teachers at any time during the school year. Parents wishing to conference with a teacher at a time other than the scheduled parent/teacher conferences should call the teacher's direct line to schedule an appointment or e-mail teachers directly.

### **DELIVERIES – FLOWERS, BALLOONS, AND OTHER**

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

### **DRIVERS' EDUCATION**

Harper Creek does not have drivers training but information regarding driver education is available in the main high school office.

## **EARLY DISMISSAL**

No student will be allowed to leave school prior to dismissal time without a written request signed by a person whose signature is on file in the School office or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian.

## **ENROLLING IN THE SCHOOL**

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides unless enrolling under the District's open enrollment policy.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. a birth certificate or similar document,
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate),
- C. proof of residency,
- D. proof of immunizations.

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The counseling staff will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

## **EMERGENCY CLOSINGS AND DELAYS**

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the following radio and television stations:

WOOD TV 8      WWMT 3      Fox 17      WBCN      WBXX      WWKN

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

## **EYE PROTECTIVE DEVICES**

Protective eye wear will be provided for students in those classes where safety rules call for the wearing of such devices.

## **FIRE, LOCK DOWN AND TORNADO DRILLS**

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. The alarm signal for fire drills consists of both audio and visual indicators.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires and lock down drills and consists of audio announcements.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year. The alarm system for a school lock down is different from the alarm system for fires and tornadoes and consists of audio announcements.

During all forms of drills, students must follow the instruction of the teachers and avoid talking, laughing, pushing, shoving, or running. Students are expected to remain with their class and report back to class when the all clear is sounded.

## **GUIDANCE SERVICES**

Guidance counselors are available to all students needing assistance in the selection of courses, completion of college admission forms, career and military information, testing services, or help in other matters.

## **HALL PASSES**

Students who leave a classroom during scheduled hours **MUST** use a hall pass. Without a pass, students in areas other than where they are assigned may be considered to be skipping class.

## **INDIVIDUALS WITH DISABILITIES**

The American's with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal

(IDEA) and State law. Contact Ms. Jen Feaster at 269-441-1221 to inquire about evaluation procedures and programs.

### **IMMUNIZATIONS**

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the school nurse.

### **LAW ENFORCEMENT OFFICIALS**

It is the policy of Harper Creek High School to maintain a cooperative relationship between school administration and law enforcement agencies. Law enforcement officials may be summoned in order to conduct an investigation of alleged criminal conduct on school premises or during a school-sponsored activity, or if their presence is needed to prevent injuries to persons or property. The administration has the responsibility and authority to determine when assistance from law enforcement agencies is necessary to maintain a safe and orderly environment. Students and families are expected to cooperate with both the law enforcement agencies and the administration.

### **LIBRARY USE**

The high school library is open before, after school and during lunch for students to come in and complete school work. Students not accompanied by staff must bring a pass signed by a teacher or administrator in order to come to the library during class time.

Electronic devices are allowed in the library, unless a class has signed up to use the computer lab or check out books; in that case, the teacher's classroom device policy applies. Texting, messaging, playing music with headphones in, or using apps are all acceptable device behaviors, as long as responsible digital citizenship practices are followed. Students are not permitted to have cell phone conversations in the library. Students are expected to fill out and hand in an Acceptable Use Agreement form for technology before they are permitted to work on desktop computers, laptops, or check out iPods or eReaders. Students will be responsible for repairing or replacing any damaged school technology.

Students may check out up to three books at a time. The library does not charge late fees, however, if a book is lost or damaged, the student is responsible for payment to replace it.

Absolutely no food is allowed in the library at any time, even if food is in sealed bags. Beverages are allowed as long as there is a cap or top on the container.

### **LIMITED ENGLISH PROFICIENCY**

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District.

Parents should contact Mrs. Nicole Elder at 269-447-6550 to inquire about evaluation procedures and programs offered by the District.

### **LOST AND FOUND**

Any articles found should be turned in and losses of property reported so that items may be returned to the proper owner. The school district is not responsible for any missing or stolen items.

Students who have lost items should check in one of the lost and found areas and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

### **LUNCH POLICY**

Harper Creek High School is a closed campus. There is **NO OPEN LUNCH**. Students are not to leave the campus during lunch periods, nor are they allowed to go to their cars or to the parking lot during lunches, or at any other time, without permission from school administration. The cafeteria will be open during lunch and designated snack times only. Students are expected to clear their table and return trays, dishes, and any silverware to the designated areas. Food and drink are not to be taken from the cafeteria or brought into the building or consumed in hallways or classrooms. Students are expected to observe proper behavior in the cafeteria.

### **MEAL SERVICE**

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

The school participates in the National School Lunch Program and makes lunches available to students for a fee. Ala carte items are available. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the principal.

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

### **MEDICAL**

#### **Emergency Medical Authorization**

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

The Medical Authorization Form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school will jeopardize a student's educational program.

In order for the school nurse to provide medical treatments to students, (except in the case of an emergency), a Consent for Treatment Form must be completed each year. This gives the nurse permission to administer first aid and medications to students.

### **Use of Medications**

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription and instructions from the child's physician accompanied by the written authorization of the parent. Both must also authorize any self-medication by the student. Before any non-prescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent along with a waiver of any liability of the District for the administration of the medication. The parent must also authorize any self-medication by his/her child.

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, "medication" shall include all medicines including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization.

Before any prescribed or non-prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from the child's physician accompanied by the written authorization of the parent. Both must also authorize any self-medication by the student. Medications will be administered by the District in accordance with Superintendent Guidelines.

Prescription medication in its original container; labeled with the date, if a prescription; the student's name; and exact dosage will be administered. Parents, or students authorized in writing by their physician and parents, may administer medication or treatment. Nonprescription medications will be administered by the District in accordance with Superintendent Guidelines.

Staff members are to administer medication or treatment only in the presence of another adult, except in the case of an emergency that threatens the life or health of the student. Staff licensed as professional registered nurses are exempt from this requirement.

All staff authorized to administer medication or treatment will receive training on this policy and the Superintendent's guidelines, as well as appropriate procedures for administering the medication or treatment. This training shall be provided by qualified individuals with both knowledge of the District's policy and procedures and the administration of medications or treatment. Where possible, this training should be provided by a licensed registered nurse, a licensed physician's assistant, or a licensed physician.

The Board shall permit the administration by staff of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when



both the medication and the procedure are prescribed by a physician and the staff member has completed any necessary training.

Students who may require administration of an emergency medication may have such medication in accord with the Superintendent's administrative guidelines.

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. A Medication Request and Authorization Form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours. The Medication Request and Authorization Form must be completed and signed by the prescribing doctor and parent/guardian and shall contain the following information:
  1. Student name, address, telephone number
  2. Physician's name, address, telephone number
  3. Name of medication
  4. Prescribed dosage and frequency
  5. Possible side effects
  6. Termination date for administering the medication
- C. All medications must be registered with the principal's office. The medication must be in a container that has been labeled by the pharmacy.
- D. Medication that is brought to the office will be properly secured. Medication may be conveyed to school directly by the parent. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended. Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
- G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.
- H. The student's parent/guardian assumes responsibility to immediately inform the building administration in writing of any change in the student's health affecting the dispensation of medication or of any change in the medication, including the discontinuation or modification of the medication.

### **Asthma Inhalers and Epi-pens**

A Medication Authorization form must also be completed for all inhalers and epi-pens, even if the student carries them. Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only in

accordance with a written medication administration plan developed by the school principal and updated annually.

Students may possess and self-administer a metered dose or dry powder inhaler for relief of asthma, or before exercise to prevent onset of asthma symptoms, while at school, on school-sponsored transportation, or at any school-sponsored activity in accord with the Superintendent's guidelines, if the following conditions are met:

- A. There is written approval from the student's physician or other health care provider and the student or parent/guardian (if student is under eighteen 18) to possess and use the inhaler.

and

- B. the building administrator has received a copy of the written approvals from the physician and the parent/guardian.

and

- C. there is on file at the student's school a written emergency care plan prepared by a licensed physician in collaboration with the student and his/her parent/legal guardian. The plan shall contain specific instructions on the student's needs including what to do in the event of an emergency.

Students with a need for emergency medication may also be allowed to self-possess and self-administer such medication, provided that they meet the same conditions established above. Students who are prescribed epinephrine to treat anaphylaxis shall be allowed to self-possess and administer the medication if they meet the conditions stated above.

This policy and the administrative guidelines developed to establish appropriate procedures shall be implemented in such a manner to comply with District's obligations and the student's needs under any Individualized Education Plan, Section 504 Plan, or other legally required accommodation for individuals with disabilities.

### **Non-prescribed (Over-the-Counter) Medications**

Parents may authorize the school to administer a non-prescribed medication using a Medication Authorization form which is available at the school office. A physician does not have to authorize such medication. The student will then be able to take this medication for a maximum of 10 school days. If a parent would like these medications to remain at the school throughout the duration of the school year, the Medication Authorization Form must also be signed by a doctor.

If a student is found using or possessing a non-prescribed medication without parent authorization, s/he will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

### **Control of Casual-Contact Communicable Diseases and Pests**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will only be for the contagious period as specified in the school's administrative guidelines.

### **Control of Non-casual-Contact Communicable Diseases**

In the case of non-casual-contact, communicable-diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

### **OFFICE STAFF**

The secretaries and office staff are here to help you with day-to-day matters. It is expected that you treat them with courtesy at all times. Likewise, because the office is serving the entire student body as well as parents and community members, your behavior should always take this fact into consideration. Students who demonstrate disregard for office procedure or staff will be subject to disciplinary action.

### **POWERSCHOOL**

PowerSchool is a student information system that enables parents, students, and educators the ability to maintain accurate student records, increase parent communication, and monitor student achievement. Items that are recorded in PowerSchool include attendance, disciplinary items, and academic achievement. Parents may contact the Guidance Office to obtain access to PowerSchool.

### **PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS**

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for*

*Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan will be made available for inspection at the Board offices upon request.

### **REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES**

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the School. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

### **STUDENT FEES, FINES, AND SUPPLIES**

Harper Creek High School charges specific fees for some activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit.

The District will provide all basic supplies needed to complete the required course curriculum. The student and/or his/her family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes. (See Policy 6152)

***-Fees may be waived in situations where there is financial hardship.***

***-Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit.***

***-Failure to pay fines, fees, or charges may result in the withholding of grades and credits.***

### **STUDENT FUND-RAISING**

Permission to participate in fund raising will be granted to clubs by the Athletic Office after a necessary application is made. All applications are subject to review to determine reason for fund raising and so as not to be in conflict with the efforts of other groups. Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fund-raisers.

1. Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
2. Students must not participate in a fund-raising activity for a group in which they are not members without the approval of the student's counselor.
3. Students may not participate in fund-raising activities off school property without proper supervision by approved staff or other adults.
4. Students who engage in fund raisers that require them to exert themselves physically beyond their normal pattern of activity, such as

"runs for .....", will be monitored by a staff member in order to prevent a student from over-extending himself/herself to the point of potential harm.

## **STUDENT RECORDS**

The School District maintains many student records including both directory information and confidential information.

Neither the Board nor its employee's shall permit the release of the social security number of a student, or other individual except as authorized by law (see AG 8350). Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

Each year the Superintendent shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information" consistent with Board policy 8330.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board's annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found at [www.harpercreek.net](http://www.harpercreek.net).

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to Mrs. Pam Schmanske. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. Political affiliations or beliefs of the student or his/her parents.
- B. Mental or psychological problems of the student or his/her family.
- C. Sex behavior or attitudes.
- D. Illegal, anti-social, self-incriminating or demeaning behavior.
- E. Critical appraisals of other individuals with whom respondents have close family relationship.
- F. Illegally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers.
- G. Religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The Superintendent will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW 20202-4605  
Washington, D.C.  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and  
PPRA@ED.Gov.

### **STUDENT SALES**

No student is permitted to sell any item or service in school without the approval of the Athletic Director. Violation of this may lead to disciplinary action.

### **STUDENT VALUABLES**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

Students are encouraged not to leave money or valuables in their locker, however, safety of personal belongings is up to the student. Harper Creek High School is not responsible for lost or stolen items and will not investigate theft of property that is not properly stored and secured in lockers.

### **TELEPHONE USE**

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Incoming calls of an urgent nature will be relayed to a student.

Students are not to make or take calls on personal cell phones during classroom time without permission of a staff member. Cell phone usage is permitted during lunch period and during passing time in designated areas.

### **TRANSFER OUT OF THE DISTRICT**

If a student plans to transfer from Harper Creek, the parent must notify the principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records, may not be released if the transfer is not properly completed. Parents are encouraged to contact counseling secretary for specific details.

School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

### **USE OF SCHOOL EQUIPMENT AND FACILITIES**

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and protection of any equipment or facility they are permitted to use.

### **VISITORS**

The board and staff welcome and encourage visits to school by parents, community members, interested educators, school guests and contractors. In order to arrange for a visit without disruption to the learning environment, the District administration has established guidelines. All school guests will first report to the school office and sign in. It is important that the office staff know who is in the school during the day.

An administrator has the authority to prohibit entry of any person to a school when there is reason to believe the presence of that person could be detrimental to the good order of the school. If the individual being asked to leave refuses, the police will be called.

### **Classroom Visitors**

Anyone wishing to visit his/her child's classroom must make advance arrangements with the teacher(s). The purpose of the classroom visit is to observe. It is important that a visit does not interfere with the learning environment. If a visitor disrupts the learning environment they will be asked to leave the school.

1. No visitor will videotape or take pictures of students in the classroom as it may violate the privacy rights of students.

### **WITHDRAWAL FROM SCHOOL**

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents.

## **SECTION II - ACADEMICS**

### **FIELD TRIPS**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent, teacher consent and/or administrative approval.

All provisions of the Harper Creek High School Student Handbook regarding attendance and behavior will be in effect and enforced from time of arrival at school, while on the Field/School Trip and until leaving school property upon return.

### **COUNSELING DEPARTMENT AND GUIDANCE COUNSELORS**

There are three counselors available to students for work in scheduling, career planning, personal issues, etc. Students are assigned to a counselor alphabetically according to last name as follows:

Ms. Kim Oaks	A - G
Mrs. Sarah Dickman	H - O
Mrs. Stacey DeMoss	P - Z

The school makes every effort to provide as much counseling and guidance to students as possible. The counselor will work with a student on scheduling, completing forms and applications for college and career exploration.

The counselor will help students identify their Educational Development Plan (EDP), recommend changes, offer occupational guidance, provide college information, and assist with scholarship information. In addition, they are here to assist students with other matters, such as attendance.



Because the staff in this office is available to the entire school population, students are asked to make an appointment with the guidance secretary to see their counselor. If it is an emergency, inform the secretary so that an arrangement can be made to meet with a counselor as soon as possible.

### **Scheduling and Assignment**

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the counseling office. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

### **Course Offering and Changes in Schedule**

In February of each year, students in the 8<sup>th</sup> through 11<sup>th</sup> grades are presented with enrollment procedure and a curriculum guide for the upcoming year. Students should consult with their counselor and parents in planning for a four-year program leading to graduation and preparation for future experiences.

The development of a schedule is extremely important and must be considered very carefully. Students should seek classes which will allow them to work toward development of those skills which will be necessary for them to enter either higher education or the work force after high school. Students should objectively consider their capabilities, ambitions, drive, and motivation, as well as the requirements of the career that they are interested in pursuing.

The principal shall establish a date each semester after which no changes will be made to a schedule without administrative review/approval. Once a student has a schedule, changes will only be made in order to meet graduation requirements; if the class s/he is placed in has already been taken for credit; or if the class is above or below the student's academic capabilities. For these reasons, it is recommended to make course selections with great care and thought. A parent must give permission for any student-requested schedule changes.

## **GRADES**

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

The school uses the following grading system:

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

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

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

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

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

A = 5.0

B = 4.0

C = 3.0

D = 2.0

E = 0

\*This does not include AP support classes.

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

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

### **Grade Point Average**

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

### **Grading Periods**

Students shall receive a report card at the end of each semester period indicating their grades for each course of study for that portion of the academic term.

When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

## **PROMOTION, PLACEMENT, AND RETENTION**

A student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits and taking the State mandated tests. A student is only promoted when the necessary requirements are met

or the student has completed the goals and objectives of an Individualized Education Plan (IEP) or in a personal curriculum. It is the student's responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the Guidance Office and a counselor will be pleased to answer any questions.

The following number of earned credits designate the grade in which the student will be registered:

- 9<sup>th</sup> Grade: 0-9 Credits Possible
- 10<sup>th</sup> Grade: Minimum of 4 Credits (classes of 2021 and later = 6 Credits)
- 11<sup>th</sup> Grade: Minimum of 13 Credits (classes of 2021 and later = 15 Credits)
- 12<sup>th</sup> Grade: Minimum of 22 Credits (classes of 2021 and later = 24 Credits)

Credit towards graduation is based on one (1) credit per block per semester and ½ credit for the modified blocks per semester. These credits are assigned on a semester basis. **Students may not earn credit for repeating a block unless the work involved is substantially different than that in the original course.** Prior approval from the principal must be obtained. Students transferring from schools not on a five (5) block schedule will have their credits modified.

## **GRADUATION REQUIREMENTS**

### **Regular Diploma**

Normally, a student will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student will need to meet the school requirements for basic course work for their graduating class, and earn the total number of minimum credits. A student enrolled in special education may be exempted from the State mandated-test. Such an exemption is made by the IEPC Team. The student may still need to earn the required credits indicated by the IEP or in a personal curriculum. For more information about the different methods by which credits can be earned, refer to Policy 5460 in the Board Policy manual, a copy of which is accessible electronically at [www.harpercreek.net](http://www.harpercreek.net).

Additionally, students will qualify for a diploma when they:

- meet the requirements for graduation through credits earned at HCHS in combination with those earned through the Battle Creek Math and Science Center, CACC or early college, if enrolled in these programs.
- are in attendance full time at HCHS or enrolled in one of its combined programs.
- have successfully completed 20 hours of community service. A student may begin accruing hours at the completion of their Junior year (June), not any earlier.

### **Subject Area**

English	4 credits	2020 and after = 1 in last year
Social Studies	4 credits	+ 20 service hours
Science	3 credits	
Math	4 credits	1 in last year
Physical Ed/Health (2 yrs Marching Band)	1 credit	
Computers	1 credit	
Fine Arts, Performing Arts, Vocational Education, Practical Arts	1 credit	
World Language Experience	2 credits	
Electives	11 credits	Class of 2019 and 2020
	13 credits	Class of 2021 and after

**Total Credits to Graduate****31** classes of 2019 and 2020.**33** Class of 2021 and after

Any exceptions to the above must be approved by the principal. All graduation requirements cited are the minimum that will be accepted for eligibility for graduation. It is anticipated that most students will exceed these minimums.

**POSTSECONDARY (DUAL) ENROLLMENT OPTIONS PROGRAM**

Any student in 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade may enroll in a postsecondary (dual) enrollment program providing s/he meets the requirements established by law and by the District. Any interested student should contact his/her counselor to obtain the necessary information.

**ON-LINE/BLENDED LEARNING PROGRAM**

The Board of Education recognizes the need to provide alternative means by which students achieve the goals of the District.

An optional plan to meet the recognized educational needs of a student shall be approved by the Superintendent. The Superintendent shall prepare a plan of educational options for use in meeting special needs.

Such options may include, but not be limited to, tutorial programs, independent study, correspondence courses, educational travel, mentorship programs, summer school, early college entrance, internet, digital broadcasting, or satellite course work offered by the school or any regionally accredited college or Michigan Virtual High School.

Credit may be granted to the student upon complete evaluation of the program.

The credit shall be placed on the student's transcript. The amount of credit counting toward graduation shall comply with the District graduation requirements.

The Superintendent shall establish administrative guidelines whereby each educational option is properly analyzed, planned, and implemented and complies with all applicable requirements of the State.

**RECOGNITION OF STUDENT ACHIEVEMENT**

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include but are not limited to academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the administration.

**Honor Roll(s)**

Honor Roll Status is determined at the end of each semester. Students with a B average (3.0) qualify for the Honor Roll. Highest honors go to those students with a 4.0 GPA or higher; High Honors are awarded to students with a GPA of 3.99 to 3.5; Honors are awarded to students with a GPA of 3.49 to 3.0. Students earning a grade point average of 3.5 or better for a final term grade and who have not less than five credit courses, will receive a Scholastic Award Certificate.

### **Valedictorian Selection and Criteria**

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

### **Honor Award**

Beginning with the class of 2019, Honor Award students are those that earn a 4.0 GPA or higher after eight semesters, regardless of classes completed.

### **Athletic Awards**

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

### **Commencement**

To participate in commencement, a student must be enrolled and attending full time both semesters of the year of graduation and must have earned the minimum number of credits required for graduation. Students are expected to have taken care of all responsibilities for materials loaned or advanced to the student and to have no outstanding debts or obligations to the school. Any senior suspended during the last five days of each semester could be excluded from graduation exercises. Students participating in commencement will be required to wear the appropriate cap and gown. Male students are required to wear a dress shirt with a neck-tie, dark dress pants, and dress shoes. Female students are required to wear light colored dresses or slacks and dress shoes.

## **HOMEWORK**

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the State mandated test and graduation.

Homework will not generally be used for disciplinary reasons but to enhance the student's learning.

## **COMPUTER TECHNOLOGY AND NETWORKS**

Before any student may take advantage of the School's computer network and the internet, s/he and his/her parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. Copies of the School District's *Student Network and Internet Acceptable Use And Safety Policy* and the requisite student and parent agreement will be distributed upon registration or transition to a new school building. Additional information on Student Technology Acceptable Use and Safety is available in Board policy 7540.03.

## **STUDENT ASSESSMENT**

### **Testing Services**

Harper Creek High School has available a comprehensive testing program which is in place so as to better understand your capabilities, strengths, and weaknesses. This program is in place so that your progress can be followed throughout your educational career.

In addition, there are a number of outside tests that are made available to you. These tests are given on certain dates during the school year, and you should pay attention to the announcements for information and deadlines. Tests include the PSAT/NMSQT and SAT and the ACT. Contact the counseling office for more information.

College entrance testing information can be obtained from the Guidance Office.

### **State Mandated Testing**

Students are required by state law to take the Michigan Merit Exam (MME) which presently includes the SAT and other State Mandated Testing.

This means that all 11th graders will take this state assessment test in April of each year. It will provide students with a score report that they can use to apply to a college or a university. SAT scores are used during the college admission process to assess high school students' general educational development and their ability to complete college-level work.

The MME is made up of the SAT tests in mathematics, reading and writing, plus additional assessments in the areas of mathematics, science, and social studies on the Work Keys and MSTEP.

MME testing is divided into three parts. The SAT will be administered in a full day session and the Work Keys and MSTEP tests will be administered on a later day(s). The MSTEP tests will be given at times scheduled by the District Testing Coordinator with make-up sessions for these tests scheduled.

Freshmen and sophomores will take the PSAT/NMSQT. These group tests are given to students to monitor progress, determine educational mastery levels and to help the staff determine instructional needs. Parents and students should watch school communications and the local press for announced testing times of the State mandated tests.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the guidance staff.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

Students will not be required, as part of the school program or District curriculum, to submit to or participate in any survey, analysis, or evaluation that reveals information of a personal nature in accordance with Board policy and Federal guidelines.

Depending on the type of testing and specific information requested, parent (or student) consent may need to be obtained. Harper Creek High School will not violate the rights of consent and privacy of a student participating in any form of evaluation.

### **Testing Out Policy**

In accordance with Michigan State Law, Harper Creek Community Schools provides high school students with the opportunity to “test out” of Michigan Merit Curriculum required courses. Students who earn a qualifying score on a Harper Creek Community Schools Test-Out Assessment receive credit for the equivalent course. Credit earned through this route shall be designated on the student’s transcript solely as “T” – credit earned through testing out and shall not be included in a computation of grade point average nor counted toward the total required credits for graduation for any purpose. Likewise, students who attempt to test out of a course and do not earn a qualifying score will not receive credit for the course. A score of 77% is considered a passing grade. An unsuccessful attempt to test out of a course will not impact the student’s grade point average for any purpose and will not be noted on the student’s transcript. However, a student may not retake the test nor appeal the test results and will need to take the course in the traditional manner in order to receive credit for the course.

Students cannot take or enroll in a lower course sequence in the same CORE curriculum area as the course for which they “tested out”.

Testing Out Applications are due to the Main Office by the first Wednesday of December for tests to be given the second week of December and the first Wednesday of May for tests to be given the second week of May.

## **SECTION III - STUDENT ACTIVITIES**

### **SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Harper Creek High School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

A student's use of a performance-enhancing substance is a violation that will affect the student's extracurricular participation.

The Board authorizes many student groups that are sponsored by a staff member. Authorized groups include: Art Club, Spanish Club, French Club, Ski Club, GSA, Creative Writing Club, Dance, Drama Club, Asset Committee, the Robotics Team, Equestrian Club, Clay Target Club, Guitar Club, SADD/TAG, Mountain Biking Club, and Sideline Cheer (tryouts required). Information on how to join these organizations is made available at the beginning of each school year. Listen to the announcements for details.

Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

### **National Honor Society**

Harper Creek High School has an active National Honor Society. Students who are inducted into the NHS must meet a number of requirements. To be eligible for induction, students must have a 3.5 GPA after first semester of their sophomore year. Members are selected through an application process that looks for high level of service, character and leadership. Once inducted, members presently must maintain a 3.5 GPA, complete 1 AP class, attend meetings/events regularly and complete community service hours (these are subject to change). Information on the selection process and qualifications for induction is available in the high school office or through the NHS advisors.

### **Student Council**

The Student Senate is an organization that gives students opportunities to participate in and take responsibility for their school and community. The Senate is open to any student who petitions for membership in the spring. Officers are selected in the spring and must have at least one-year participation in the Senate. The goals of the organization include promoting student leadership, developing future leaders, providing and planning for social events, and involving students in community service projects.

### **Student Eligibility for Activities**

Students must be in school all day to participate in after-school activities. However, if an absence is pre-approved by a school administrator, the student is permitted to participate. Students who have skipped a class or who are on suspension may not participate in after-school events during the length of the suspension.

No student may participate in any school-sponsored trip such as occurs with DECA, Choir and Band or to participate in Day of Caring, School Plays and Musicals or other school related activities without parental consent, teacher consent and/or administrative approval. Participation fees, attendance patterns, grades and/or behavior(s) shall be taken into consideration when approving participation in activities.

All provisions of the Harper Creek High School Student Handbook regarding attendance and behavior will be in effect and enforced during school and after-school activities.

### **NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The applicant for permission can be obtained from the principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as proscribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

No non-district-sponsored organization may use the name of the school or school mascot.



## **ATHLETICS**

Harper Creek High School provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. A student's use of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and participation. For further information, contact the Athletic Director.

All athletic programs of the District shall comply with the concussion protocols of the Michigan High School Association, the requirements of state law, and Department of Community Health guidelines regarding concussion awareness training and protection of youth athletes.

Athletic philosophy, rules, and regulations are printed in the athletic handbook and will be passed out and discussed by individual coaches for each sport. Please refer to the athletic handbook for detailed information or contact the athletic director with questions. All athletes are responsible for signing and abiding to the athletic handbook's rules and regulations if they choose to participate in extracurricular activities. Academic status is checked weekly for athletic eligibility.

A student must be in attendance all day in order to participate in practice or athletic competition. Exceptions to this policy are: doctor or dentist appointment, funerals, court appearance, or school related activities (such as field trips). Documentation of any of the above must be provided.

If a student receives an In School Suspension s/he is allowed to attend practice or a sporting event but are not allowed to participate. If a student receives an Out- of-School Suspension s/he is not allowed to attend practice or a sporting event.

## **STUDENT EMPLOYMENT**

The school does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes that s/he must maintain a job in addition to going to school, s/he must first make check any legal requirements and obtain any needed documents.

## **SECTION IV - STUDENT CONDUCT**

A major component of the educational program at Harper Creek High School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

In accordance with the provisions of law, the Board of Education has set forth in this Student Code of Conduct the rules governing student misconduct. The prohibited acts listed in this Student Code of Conduct shall not be considered an all-inclusive list, as a limitation upon the authority of school officials to address violations of a school building's individual rules and regulations, or other types of conduct which interfere with the good order of the school system, the proper functioning of the educational process, or the wellness of students.

Each prohibited act listed in the Student Code of Conduct sets forth the discipline which will be imposed for a violation. The discipline for violating some prohibited acts ranges from administrative intervention to expulsion; for other prohibited acts, the penalty ranges from suspension to expulsion; and for violation of the most serious prohibited acts, the penalty is expulsion. In cases where the stated penalty is not expulsion but is set forth in terms of a range, then the actual penalty imposed will depend upon the nature and severity of the offense, the age of the student, the student's prior behavioral records, the recommendation of school personnel, and all other circumstances deemed relevant.

The Student Code of Conduct does not cover the School District's attendance policies, the District's requirements for credit and graduation, or the District's authority to regulate the participation of students in extracurricular and athletic activities. These are covered elsewhere in this handbook. A decision to expel or suspend a student from participating in extracurricular and athletic events is solely within the discretion of the Superintendent of Schools or his/her designee and is outlined in the Athletic Code of Conduct.

The prohibited acts and penalties listed in this Student Code of Conduct are applicable when a student:

- engages in a prohibited act on school property;
- engages in a prohibited act in a motor vehicle being used for a school related activity;
- engages in a prohibited act involving another student who is en route to school;
- engages in a prohibited act which has its inception in school, is school connected or adversely affects, interferes with, or endangers the good order of the school system or the proper functioning of the educational process or the health or safety of students. For example, the sale, delivery or transfer of drugs, narcotic drugs, marijuana or other controlled substances to students off school property would be a violation of the Student Code of Conduct;
- engages in a prohibited act when the student was not enrolled in Harper Creek Community Schools or was enrolled in another school district, if the act would constitute a sufficient basis for suspension or expulsion had it occurred while the student was attending Harper Creek Community Schools.

### **Expected Behaviors**

Each student shall be expected to:

1. Abide by national, State, and local laws as well as the rules of the school.
2. Respect the civil rights of others.
3. Act courteously to adults and fellow students.
4. Be prompt to school and attentive in class.
5. Work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background.
6. Complete assigned tasks on time and as directed.
7. Help maintain a school environment that is safe, friendly, and productive.
8. Act at all times in a manner that reflects pride in self, family, and in the school.

### Definitions of discipline:

1. Administrative Intervention - Disciplinary action which does not result in a student being suspended from school. Administrative intervention may include such disciplinary measures as: the removal of a student from a class period, a reprimand, detention and/or work assignment before or after school, additional classroom

assignments, revocation of the privilege of attending non-classroom school functions, activities, events, etc.

2. Suspension - Exclusion of a student from school for a specific period of time or exclusion of a student from school which exclusion terminates upon the fulfillment of a specific set of conditions.

**Expulsion** - The permanent exclusion of the student from the school system upon the recommendation of Superintendent of Schools and by action of the School Board.

**Suspension** - Administrators are authorized to suspend a student from a class or activity for misconduct resulting in the serious disruption of the class/activity.

**Restorative Practices** - A disciplinary option in which students who have committed offenses will do the following: Meet with the offended parties, take responsibility for their actions, apologize, and make restitution. Any option may be invoked at an administrator's discretion and may be used in conjunction with, or instead of, any other disciplinary action.

Per MCL 380.1310c schools "shall consider using restorative practices as an alternative or in addition to suspension or expulsion."

Mandatory factors:

Before suspending or expelling a student, school must consider:  
Age, Disciplinary history, Disability, Seriousness of behavior, Whether behavior posed safety risk, Restorative practices, Whether lesser interventions would address behavior.

#### Prohibited acts

1. Arson - A student shall not burn or attempt to burn any school building, structure or property, or intentionally set or attempt to set a fire on school property, or cause or attempt to cause an explosion, or be in possession of materials which may be used in the aforementioned activities. Penalty - Suspension to expulsion.

2. Cell Phones/Electronic Devices - A student shall not use a cell phone or an electronic communication device in school without prior approval from their classroom teacher. For safety reasons, a principal may ban cell phones as needed. Penalty - Administrative intervention to expulsion.

3. Coercion, Extortion or Blackmail - A student shall not commit or attempt to commit extortion, coercion or blackmail. A student shall not engage in the act of securing or attempting to secure money or other items of value from an unwilling person, nor shall a student, by threats and/or violence, force another person to perform an unwilling act. Penalty - Suspension to expulsion.

4. Copyrighted Material - A student shall not unlawfully duplicate, reproduce, retain or use copyrighted material. Penalty - Administrative intervention to expulsion.

5. Criminal Acts - A student shall not commit or participate in any conduct or act defined as a crime by federal or state law or local ordinance Penalty - Suspension to expulsion.

6. Disruption of School - A student shall not, by any type of conduct (violence, force, noise, coercion, threat, intimidation, fear, passive resistance, etc.) cause the disruption, disturbance or obstruction of any School District function, activity or event, nor shall

he or she engage in any such conduct if such disruption or obstruction is reasonably likely to result. Neither shall a student urge other students to engage in such conduct for the purpose of causing such disruption or obstruction. Penalty – Suspension to expulsion.

7. While the following acts are not intended to be exclusive, they illustrate the kinds of offenses encompassed within this rule, but it must be remembered that any conduct which causes disruption or interferes with the education process is forbidden.

- Occupying any school building, school grounds, or part thereof, which deprives others of its use, without the permission of a school building staff member;
- Blocking normal pedestrian or vehicle traffic, the entrances or exits of any school building or corridor or room, without the permission of a school building staff member;
- Preventing, attempting to prevent, or interfering with, the convening or continued functioning of any class, activity, meeting or assembly;
- Instigating or participating in a disturbance or causing a disturbance which interrupts the educational opportunities of others or threatens the general health, safety and welfare of others on school property or at a school sponsored activity. Penalty - Administrative intervention to expulsion.

8. Dress - A student shall not dress or groom in a manner which, in the judgment of a building administrator, is unsafe to the student or others or disruptive to the educational process. Specific guidelines for appropriate student dress are included in this code of conduct. Penalty - Administrative intervention to suspension.

9. Failure to Comply with Directions of School Personnel - A student shall not be insubordinate or fail to comply with district policies or instructions and directions of District employees (including substitute teachers and student teachers), volunteers or persons acting in a chaperone or supervisory capacity. Students who persistently violate school policy may receive disciplinary action. Penalty - Administrative intervention to expulsion.

10. Failure to Cooperate - A student shall not refuse to cooperate with School District administrators and/or teaching staff investigating a possible violation of this Code of Conduct and/or building rules, and no student shall make false statements or give false evidence to School District administrators and/or teaching staff. A student shall not refuse to testify or otherwise cooperate with School District personnel in any disciplinary proceeding. Penalty - Administrative intervention to expulsion.

11. False Allegations - A student shall not libel or slander, or make false allegations against another student, School District employee (including substitute and student teachers), Board of Education members or volunteers. Penalty - Administrative intervention to expulsion.

12. False Alarms A student shall not knowingly cause a false fire alarm or make a false fire, bomb or catastrophe report. Penalty – Administrative intervention to expulsion.

13. Falsification of Records A student shall not use the name of another person or falsify times, dates, grades, addresses or other data on School District forms or records. A student shall not provide false, misleading or inaccurate statements or information on School District forms or records. Penalty - Administrative intervention to expulsion.

14. Fighting - A physical altercation resulting in pushing, shoving, or exchanging of blows between students will not be tolerated. Penalty - Suspension to expulsion.

15. Fireworks, Explosives, Chemical Substances - A student shall not possess, handle or transmit any substance or prepared chemical that can explode, is capable of inflicting bodily injury, or is reasonably likely to cause physical discomfort to another person. Penalty - Suspension to expulsion.

16. Gang Insignia/Activity - A student shall not wear or possess any clothing, jewelry, symbol or other object that may reasonably be perceived by a teacher or administrator as evidence of membership in or affiliation with any gang; a student shall not commit any act, verbal or nonverbal (gestures, handshakes, graffiti, etc.), that may reasonably be perceived by a teacher or administrator as evidence of membership in or affiliation with any gang; a student shall not commit any act, verbal or nonverbal in furtherance of the interests of any gang or gang activity, including, but not limited to, (a) soliciting others for membership in any gang or gang related activity, (b) requesting any person to pay protection or otherwise intimidating or threatening any person, committing any other illegal act or violation of School District rules or policies, or (d) inciting other students to act with physical violence on any person.

The term “gang” as used in this policy, means a group of two (2) or more persons whose purposes or activities include the commission of illegal acts or violations of this Code of Conduct, District rules or policies, or whose purpose or activities cause disruption or is likely to cause disruption to the educational process. Penalty - Administrative intervention to expulsion.

17. Harassment / Bullying - Any threatening, insulting or dehumanizing gesture. Verbal, physical, electronic or written harassment for the purposes of this policy shall be defined as behavior that:

- Intimidates individuals or groups on any basis including race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, or genetic information (collectively, “Protected Classes”).
- Involves an expressed or implied threat to personal safety or has the effect of interfering with an individual’s participation in the curricular or extracurricular activities of the school district.
- Bullies or hazes another student or teammate.
- Is disruptive to the educational process that may have originated in or outside of school, on or off campus. Sexual Harassment for the purposes of this policy consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature that is severe or pervasive enough to create a hostile or intimidating school environment. Sexual harassment may involve the behavior of a person of either gender, against a person of the same or opposite gender. Examples of prohibited behavior that is sexual in nature and is unsolicited and unwelcome include, but are not limited to:
  - Written contact: sexually suggestive or obscene letters, notes, invitations, drawings, verbal contact; sexually suggestive or obscene comments, threats, jokes, any sexual propositions, comments about a person’s body or sexual characteristics that are used in a negative or embarrassing way.
  - Physical contact: any intentional pats, squeezes, touching, pinching, repeatedly brushing up against another’s body, assault, blocking movement, or coercing sexual intercourse.

- Visual contact: suggestive looks or staring at another's body, gesturing, displaying sexually suggestive objects or pictures, cartoons, posters, magazines, graffiti, calendars or clothing.

A student who feels he/she is being harassed by peers or by a staff member of the Harper Creek School District, or is aware of the harassment of another student(s), shall report such incidents to a building administrator, counselor, teacher, school psychologist, school social worker, teacher aide, etc. The staff member receiving a student's report, a parent's report or observing an incident of alleged harassment is expected to examine the circumstances surrounding the alleged incident. If the receiving staff determines that harassment has occurred, they will take steps to end the harassment. In the event that the magnitude of the incident(s) warrants further follow-up measures, staff/faculty members will report charges of harassment to the building principal or his/her designee. The building principal or his/her designee will initiate a further investigation of the harassment charges and implement follow-up measures that he/she believes are appropriate. Should the investigation of the harassment incident(s) reveal that disciplinary action is warranted, it will be taken in accordance with the policies and procedures adopted by the Board of Education. Penalty – Administrative intervention to expulsion.

Sexual Violence, as used in this policy, refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the student's age, intellectual or other disability, or use of drugs or alcohol). Sexual violence includes rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Sexual violence can be carried out by school employees, other students, or third parties. All such acts of sexual violence are forms of sexual harassment and, in turn, sex discrimination prohibited by Title IX. Harassing conduct creates a hostile environment when it interferes with or limits a student's ability to participate in or benefit from the school's program. A single or isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe.

18. Indecency- A student shall not engage in conduct that is contrary to commonly recognized standards of decency and behavior, which includes obscenity, indecent exposure, or the use of language in verbal or written form, or in pictures, or in caricatures or gestures, which are offensive to the general standards of propriety. Penalty - Administrative intervention to expulsion.

19. Insults/Verbal Abuse/Intimidation/Improper Communication Students are expected to treat each other in a respectful manner. Engaging in any type of verbal abuse will not be tolerated. A student shall not make threatening, annoying, nuisance, vulgar and/or obscene communications, verbally, in writing, or by gestures, to School District employees (including substitute and student teachers), Board of Education members, chaperones, volunteers or visitors to the school building. Penalty– Administrative Intervention to expulsion.

20. Personal Protection Devices- A student shall not possess, handle or transmit a personal protection device (e.g., pepper gas, mace, stun gun, electric shock device, etc.) capable of inflicting bodily injury or causing physical discomfort to another person. Penalty - Suspension to expulsion.

21. Physical Assault- A student shall not physically assault another student, a person employed by or engaged as a volunteer or contractor of the school (including substitute

and student teachers). Physical Assault is defined as intentionally causing or attempting to cause harm to another through force or violence. Penalty - Students Grade 6 and Above - Suspension to Expulsion; Students Grade 5 or Lower - Suspension to Expulsion; Penalty against another student: Suspension to Expulsion.

22. Scholastic Dishonesty – Plagiarism, Uttering and Publishing; A student shall not engage in academic cheating. Cheating includes, but is not limited to, 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. A student shall not engage in plagiarism, which includes the copying of language, structure, idea and/or thought of another and represent it as one's own original work. Penalty - Administrative intervention to expulsion, loss of grade and/or class credit.

23. Smoking/Tobacco- A student shall not smoke, chew, vape, or otherwise use tobacco, nicotine products or a “look alike” product. A student shall not, while on District property or in proximity of campus, in District owned vehicles, and at District-related events have in his/her possession or under his/her control tobacco in any form, or paraphernalia related to its use. Penalty - Suspension to expulsion and referral to police.

24. Substance Abuse Substances/Items covered: Alcoholic beverages or intoxicants, including, but not limited to glue, aerosol paint, lighter fluid, reproduction fluid or other chemical substance for the purpose of becoming intoxicated or under the influence. Any drug, narcotic drug, marijuana, hallucinogen, stimulant, depressant or other controlled substance, analogue intended for human consumption, as defined in Article VII of the Public Health Code, being MCL 33.7101, et seq., and as defined in other Michigan or Federal Statute. If Article VII of the Public Health Code, being MCL 33.7101, et seq., is amended or repealed, then the definitions of a drug, narcotic drug, and controlled substance analogue shall be defined under the existing State Law. Any prescription or nonprescription drug, medicine, vitamin or chemical substance, with exception of an inhaler (e.g. pain relievers, stimulants, diet pills, pep pills, No-Doze pills, cough medicines, laxatives, stomach or digestive remedies), nor shall a student use or possess these substances for an improper purpose. Any legal substance represented as an illegal or controlled substance (e.g. No-Doze as “speed” or “crack.”) Any drug paraphernalia or items used as such. Penalties for use, possession, handling or being under the influence, the following guidelines are suggested:

- 1st offense: Up to 10 day suspension
- 2nd offense: Recommendation to the Superintendent of suspension for up to 30 days.
- 3rd offense: Recommendation for expulsion Penalty for manufacture, sale, delivery, transfer or intent to sell, deliver or transfer: Suspension to expulsion.

25. Possession of drug paraphernalia: Penalty - Suspension to expulsion.

26. Suspended Student on School Property or Attending School Activities- A student, while on suspension, shall not enter onto School District property without the permission of a building administrator. A student, while on suspension, shall not participate in, or attend any school related activity, function or event, held on or off school property, without permission of a building administrator. Penalty - Administrative intervention to expulsion.

27. Theft, Possession of Stolen Property or Damage of Property - A student shall not intentionally cause or attempt to cause damage to school property or the property of another person, or steal, or attempt to steal, or knowingly be in the unauthorized possession of school property or the property of another person. Penalty - Suspension to expulsion, restitution.

28. Threats Students - making bomb threats, false alarms, or “similar threats” that place or that are perceived as placing the safety of one or more persons or of property at risk, will not be tolerated. Penalty Students Grade 6 and Above: Suspension to Expulsion (MCL 380.1311a).

29. Trespass, Loitering - A student shall not be on school property or in a school building except to participate in the educational process of the School District, nor shall a student loiter in building hallways, classrooms, bathrooms, or other areas of the building or grounds. Penalty - Administrative intervention to expulsion.

30. Truancy from School - A student shall not be absent from school (a full day, or any part of a day, skipping class) without permission. A student shall not leave the school campus without following the proper check out procedure. Please refer to your school's administration policy on proper check out procedures. Penalty - Administrative intervention to expulsion

31. Verbal Assault - Verbal Assault at school directed against school employees, volunteers, contractors or other authorized personnel or students will not be tolerated. Verbal assault is to be considered any communication or behavior that, by its nature, poses a serious threat to the safety or well-being of others. Penalty - Administrative intervention to expulsion.

32. Violations of Building's Rules and Regulations - A student shall not commit or participate in any conduct or act prohibited by a school building's rules and regulations. Penalty - Administrative intervention to expulsion.

33. Weapons and Dangerous Instruments - A student shall not possess, handle or transmit a gun, knife, blackjack, brass knuckles, baton, martial arts device, paintball gun, spring, airsoft and gas-powered guns, or other object or instrument that can be considered or used as a weapon that will expel a BB, pellet, or paint balls. No knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives or any other weapon. Penalty for weapons/dangerous instruments, including “look-a-like” guns – suspension to expulsion. Penalty for possession, handling or transmitting a gun, including a BB gun or pellet gun – expulsion. Penalty for possession of a knife with a blade over three inches in length – suspension - expulsion Penalty for possession of a knife with a blade equal to or less than three inches in length when used in a threatening manner – suspension - expulsion Penalty for possession of a knife with a blade equal to or less than three inches in length – suspension.

However, the district is not required to expel or permanently expel a student if the student can prove in a clear and convincing manner that at least one (1) of the following statements is true:

- The object or instrument possessed by student was not possessed by student for use as a weapon, or for direct or indirect sale, or delivery to another person(s) for use as a weapon.
- The weapon was not knowingly possessed by the student.



- The student did not know or have reason to know that the object or instrument in the student's possession was a dangerous weapon.
- The weapon was possessed by the student at the suggestion, request, direction, or permission of police or school authorities. There is a rebuttable presumption that expulsion for possession of a weapon is not justified if both of the following are met: The superintendent or designee determines in writing that at least 1 of the factors listed above has been established in a clear and convincing manner, the student has no history of suspension or expulsion Under MCL 380.1308, and police must be notified.

34. Weapons – Look-A-Like A student shall not possess, handle, or transmit any object or instrument that is a "look-a-like" weapon or instrument (e.g., starter pistol, rubber knife, toy gun, etc.). Penalty - Suspension to expulsion.

## **ATTENDANCE**

### **School Attendance Policy**

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important learnings result from active participation in classroom and other school activities which cannot be replaced by individual study.

Attendance is important in the development of a high quality work ethic which will be a significant factor in a student's future success. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the school wants to help students develop as early as possible in their school careers.

The Superintendent is authorized to develop and utilize an electronic system of attendance record keeping subject to the technology capabilities of the District and to generate appropriate administrative rules to implement the system.

### **Absences**

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed school work and/or tests:

The Board considers the following factors to be reasonable excuses for time missed at school:

- A. illness
- B. recovery from accident
- C. required court attendance
- D. professional appointments
- E. death in the immediate family
- F. observation or celebration of a bona fide religious holiday
- G. such other good cause as may be acceptable to the Superintendent

Absence Codes that will be reported for truancy:

- U = unexcused absence
- A = parent excused

W=administrative withdrawal

Absence Codes that will not be reported for truancy:

M = medical/dental/FMLA ... doctor signed notes  
C = court  
F = funeral  
R = school related  
V = vacation days ... must be approved 1 week prior  
X = extended illness ... must be doctor approved

ALL STUDENTS MUST SIGN OUT, HAVE PROOF OF PARENT PERMISSION, and ADMINISTRATION AUTHORIZATION before they may leave campus. Students leaving the school during the regular school day must do one of the two things:

- 1) If they are ill, they must sign out with a main office secretary who will contact the student's parent or guardian for permission to release the student, or
- 2) If the student has an appointment, the student must sign out with the main office secretary who can verify the appointment with the student's parent or guardian. (3) If the above procedure is not followed, this will be an unexcused absence and/or documented as skipping school.

### **Notification of Absence**

In all cases, a written note or call must be provided within 48 hours of return to school. Parents are to call 269-441-8477 and explain the reason for the absence. If the absence can be foreseen and the "good cause" must be approved by the principal, the parent should arrange to discuss the matter as many days as possible before the absence will occur so that arrangements can be made to assist the student in making up the missed school work.

If prior contact of any absence is not possible, the parents should provide a written excuse as soon as possible. When no excuse is provided, the absence will be unexcused and the student will be considered truant. When available, the school's automated phone system will telephone parents of students who have not been in attendance. If the absence of a student appears to be questionable or excessive, the school staff will try to help parents improve their child's attendance.

An excused absence allows the student to make up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of school work such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade.

### **Tardiness**

Each student is expected to be in his/her assigned location throughout the school day. If a student is late in arriving at school, s/he is to report to the school office before proceeding to his/her first assigned location.

A student is tardy to class when he or she has missed less than thirty (30) minutes of that class period. A student will be assigned an absence if he or she misses more than thirty (30) minutes of a class period. Anytime a student is tardy to a class without an acceptable excuse, s/he will be assigned a lunch detention. Failure to attend a lunch detention will result in a make-up lunch detention PLUS an additional lunch detention.

If student fails to complete lunch detention again, further discipline up to and including ISS will be assigned.

**Excusable, Non-chargeable Absence** If a student is absent from school because of suspension or pre-approved vacation, the absence will not be considered a truancy, and s/he may be given the opportunity to make up the school work that is missed.

Non-chargeable absences are those absences that are school-related absences such as field trips, performances, or athletic events.

### **Unexcused Absences**

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State. Unexcused absences are those absences which are not authorized by parent/guardian OR school officials. It is important to remember that absences are explained by the parent/guardian, but it is the decision of the administration as to whether an absence is excused.

If a student, under the age of eighteen (18), is truant for more than ten (10) total days of truancy during a semester, s/he will be considered a "habitual" truant and will be reported to the proper authorities.

The skipping of classes or any part of the school day is considered an unexcused absence and make-up of class work may not be permitted. Disciplinary action will follow.

### **Make-up of Tests and Other School Work**

Students who are excusably absent from school or who have been suspended shall be given the opportunity to make-up work that has been missed. The student should contact their teacher as soon as possible to obtain assignments.

Students are responsible for knowing the make-up policies of their teachers. Students are responsible for contacting the teacher to get the work and completing it in the time specified but no later than 5 days after they return to school for excused absences only. If the student knows that he or she will be absent from school during a certain time period, the student is expected to contact his or her teachers to make arrangements for making up work. A Pre-Arranged Absence Form is available from the attendance secretary and should be completed and submitted a week prior to the absence being taken.

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

Failure to call in the day of **final semester exams** can result in failure of the exam.

### **Suspension from School**

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused.

A suspended student will be responsible for making up school work lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return from school. Assignments may be obtained from the teacher and/or the main office during the suspension. Make up of missed tests may be scheduled when the student returns to school. The student will be given credit for properly-completed assignments and a grade on any made-up tests.

## **Vacations During the School Year**

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and the student's teacher(s) to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

If the student knows that he or she will be absent from school during a certain time period, the student is expected to contact his or her teachers to make arrangements for making up work. A Pre-Arranged Absence Form is available from the attendance secretary and should be completed and submitted a week prior to the absence being taken.

## **Truancy**

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed. After 10 days of truancy in any grading period, a student will be considered an "habitual truant" which can result in:

1. Assignment to an alternative placement with loss of participation in school activities and events.
2. A report which will become a part of the student's permanent record which may be sent to employers and postsecondary schools.
3. A hearing before a judge in a court of law.
4. A report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child.

Students who are excusably absent for more than 10 days in a grading period, regardless of the reasons, will be considered "frequently absent". If there is a pattern of frequent absence for "illness", the parents will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition. "Frequently-absent" students will be reported to the CISD for truancy.

A "frequently-absent" student may receive intervention(s) until parents and student meet with the Principal or designee to develop an educational plan. This may include educational lunch detentions, educational In School Suspension and contracts between the student, teachers and parents. "Frequently-absent" students may be denied the opportunity to participate in noncurricular school activities (social probation). Additionally, "frequently absent" students must take and pass the class final exam to receive credit for that class.

Students with a health condition that causes repeated absence are to provide the school office with an explanation of the condition from a registered physician.

Extended illness or other extenuating circumstances may be grounds for waiving the ten day limit on absences. This will be determined by a building administrator or designee. Students appealing their absences must provide documented evidence for every absence they accumulated during the semester. The loss of credit may either stand or be waived, attendance contracts may be instituted, or any other process may be implemented as deemed appropriate by the building principals. All appeals must take place within five school days of loss of credit notification or the student may not appeal.

## STUDENT ATTENDANCE AT SCHOOL EVENTS

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as nonparticipants are properly safe-guarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The School will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

The school will continue to provide adequate supervision for all students who are participants in a School activity. Students must comply with the Code of Conduct at school events, regardless of the location.

### CODE OF CONDUCT

#### Dress and Grooming

Students are required to carry their identification cards at all times and ready to present if requested by authority. Replacement cards cost \$5.00.

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

Students should consider the following questions when dressing for school:

- Does my clothing expose too much? (no)
- Does my clothing advertise something that is prohibited to minors? (no)
- Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (no)
- Would I interview for a job in this outfit? (yes)
- Am I dressed appropriately for the weather? (yes)
- Do I feel comfortable with my appearance? (yes)

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

All students shall wear clothing that is neat, clean and covers their body from shoulder to a length no shorter than mid-thigh. Appropriate undergarments must be worn, and students should wear clothing that covers their undergarments (including a belt if necessary to keep pants from sagging). Exposure of the midriff, cleavage, bust area, or back (even while sitting), is not permitted. Tank tops are permissible as long as the strap width is a minimum of 2 inches and all cleavage is covered.

Hats, bandanas, scarves, headbands, head coverings (including hoodies and hoods), and/or sunglasses are not permitted after the first morning warning bell and before the last bell for dismissal. **These items and any non-instructional items should be stored in the student's locker during the instructional day.** Otherwise, they may be confiscated. All confiscated items will be turned in to the Administration and will be returned at the end of the day for the first occurrence. Additional occurrences require, at a minimum, a conference with the student's parent(s) or legal guardian. Items may or

may not be returned after reoccurring instances and appropriate discipline may be applied.

Outerwear of any type (coats, jackets, etc.) is not appropriate attire for the classroom and is to be stored in students' lockers. Should a classroom be cold due to some problem, the individual teacher may allow students to wear a coat or jacket for that class only.

The following styles or manners of dress are prohibited:

- Shirts with only one strap or no straps (e.g.) spaghetti straps, tube tops, tank tops, halter tops);
- Sheer or see-through articles of clothing;
- Unbuckled belts or sagging pants;
- Underwear (or clothing worn underneath pants, shorts, or skirts) that is visible through or outside of clothing including corsets;
- Shorts and skirts shorter than mid-thigh and less than 4 in inseam
- Sleeveless shirts that sag below armpits.
- Spandex
- Fishnet stockings or leggings unless worn under dress code appropriate skirts or shorts.
- No clothing may be worn that identifies gang affiliation or be worn in a manner that identifies gang affiliation.
- Clothing with inappropriate messages or innuendos (sexual or otherwise), that advertise alcohol, or feature tobacco, alcohol, or illegal drugs are not permitted.

Students who violate the above rules and guidelines will be given the opportunity to change into other clothing they may have, change into clothing the office has, or call home for parent to bring clothing to them. Students who refuse to do any of the above will be sent home and subject to discipline procedures.

Students who are representing Harper Creek High School at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

### **Formal Dance Attire & Requirements**

During special dances such as Homecoming, Winter Carnival and Prom, the student dress code is modified in the following manners:

1. Formal dresses or gowns may be strapless or may feature spaghetti straps. These garments must cover the bust area. Gowns and dresses with slits that are above the mid-thigh area are not permitted. The length of the dress must also fall below the mid-thigh area.
2. Girls' upper back may be open but only down to their bra-line or mid-back. Anything lower than the shoulder blade is not permitted.
3. Bare stomachs or midriffs are not permitted
4. All males must wear shirts, with sleeves, that must be worn at all times.
5. Harper Creek students planning on bringing guests must receive permission from administration prior to the dance.
6. All other general appearance rules apply.
7. Students MUST be picked up no later than 20 minutes after a dance. Students remaining after 20 minutes may lose the privilege of attending future dances.

### **Gangs**

Gangs which initiate, advocate or promote activities which threaten the safety or well-being of persons or which are disruptive to the school environment are not tolerated.

Incidents involving initiations, hazing, intimidations or related activities which are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities

which are designed to intimidate another student will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the building principal.

### **Care of Property**

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

Books, instructional materials, equipment, initial ID, and lockers are provided to you without charge, and you are responsible for these materials, once issued, until returned and checked by school officials. Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code. Seniors must pay all fines and fees to participate in the commencement ceremony.

## **STUDENT DISCIPLINE CODE**

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the School's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

### **Definitions of discipline**

1. Administrative Intervention - Disciplinary action which does not automatically result in a student being suspended from school. Administrative intervention may include such disciplinary measures as: the removal of a student from a class period, a reprimand, detention and/or work assignment before or after school, additional classroom assignments, revocation of the privilege of attending school functions, activities, events, etc.

2. Suspension - Exclusion of a student from school for a specific period of time or exclusion of a student from school dependent upon the fulfillment of a specific set of conditions.

3. Expulsion - The permanent exclusion of the student from the school system upon the recommendation of the Superintendent of Schools and by action of the School Board.

4. Snap Suspension - Administrators are authorized to suspend a student for up to one (1) day from a class or activity for misconduct resulting in the serious disruption of the class/activity. (MCL 380.1390(1)(2)).

5. Restorative Practices - A disciplinary option in which students who have committed offenses will do the following: Meet with the offended parties, take responsibility for their actions, apologize, and make restitution. Any option may be invoked at an

administrator's discretion and may be used in conjunction with, or instead of, any other disciplinary action.

Per MCL 380.1310c schools "shall consider using restorative practices as an alternative or in addition to suspension or expulsion."

### **Mandatory factors**

Before suspending or expelling a student, school must consider:

- Age
- Disciplinary history
- Disability
- Seriousness of behavior
- Whether behavior posed safety risk
- Restorative practices
- Whether lesser interventions would address behavior

## **EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE**

(Organized by Rule Number)

Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from school.

### **1. Use of drugs**

A student's use or sale of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and extracurricular participation.

The Department of Community Health periodically distributes to the District the list of banned drugs based on bylaw 31.2.3.1 of the National Collegiate Athletic Association. Use of any drugs or substances appearing on this list will affect the student's athletic and extracurricular participation.

The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.

The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs that has a negative effect on the school environment is prohibited. Attempted sale or distribution is also prohibited. This includes nonalcoholic beers and wines, and the like. Many drug abuse offenses are also felonies. Sale also includes the possession or sale of over-the-counter medication to another student.

### **2. Use of Breath-Test Instruments**

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.



The student will be taken to a private administrative or instructional area on school property with at least one (1) other member of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, s/he will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

### **3. Use of tobacco**

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco or electronic cigarettes or similar devices, such as vapes and/or vaping, during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes. The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy.

### **4. Student disorder/demonstration**

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is need to organize some form of demonstration, s/he is encouraged to contact the Principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.

### **5. Possession of a weapon**

A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement if s/he brings onto or has in his/her possession on school property or at a school-related activity any of the following:

- A. any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item

- B. any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle
- C. any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.)

**6. Use of an object as a weapon**

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion.

**7. Knowledge of Dangerous Weapons or Threats of Violence**

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

**8. Purposely setting a fire**

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and may subject the student to expulsion.

**9. Physically assaulting a staff member/student/person associated with the District**

Physical assault at school against a District employee, volunteer, or contractor which may or may not cause injury may result in charges being filed and subject the student to expulsion. Physical assault is defined as “intentionally causing or attempting to cause physical harm to another through force or violence.”

**10. Verbally threatening a staff member/student/person associated with the District**

Verbal assault at school against a District employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a school-related activity will be considered verbal assault. Verbal threats or assault may result in suspension and expulsion. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

**11. Extortion**

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

**12. Gambling**

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.

**13. Falsification of school work, identification, forgery**

Forgery of hall/bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable.

Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion.

#### **14. False alarms, false reports, and bomb threats**

A false emergency alarm, report or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule could result in suspension or expulsion.

#### **15. Explosives**

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.

#### **16. Trespassing**

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the Principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.

#### **17. Theft**

When a student is caught stealing school or someone's property, s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning. The school is not responsible for personal property. Theft may result in suspension or expulsion.

#### **18. Disobedience**

School staff is acting "in loco parentis," which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience can result in expulsion.

#### **19. Damaging property**

Vandalism and disregard for school property will not be tolerated. Violations could result in suspension or expulsion.

#### **20. Persistent absence or tardiness**

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world-of-work. Excessive absence could lead to suspension from school.

#### **21. Unauthorized use of school or private property**

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the internet and communication networks in a manner not sanctioned by policy and administrative guideline. Violations of this rule could result in suspension or expulsion.

#### **22. Refusing to accept discipline**

The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.

### **23. Aiding or abetting violation of school rules**

If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

### **24. Displays of affection**

Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Such behavior may result in suspension from school or possibly expulsion.

### **25. Possession of Wireless Communication Devices (WCDs)**

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

A student may possess a wireless communication devices (WCDs) or other electronic communication devices (ECDs) and electronic storage devices (ESDs) in school, on school property, at after school activities, and at school related functions provided that during school hours, school events, and on a school vehicle its use is not disruptive or distracting to the educational process, the scheduled activity, or other participants, provided that the WCD or other ECD/ESD remains off.

Except as authorized under Board policy, use of WCDs and electronic storage devices in school, on school property, at after school activities and at school-related functions will be subject to disciplinary action.

The school prohibits the use of any video device from any restroom, locker room or other location where students and staff “have a reasonable expectation of privacy.” A student improperly using any device to take or transmit images will face disciplinary action up to and including suspension, loss of privileges, and may be recommended for expulsion.

“Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, s/he will fail the exam and may receive additional discipline. S/He also faces automatic withdrawal from the class depending on the severity of the incident. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense.

### **26. Violation of individual school/classroom rules**

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. Persistent violations of rules could result in suspension or expulsion.

### **27. Violation of bus rules**

Please refer to Section V on transportation for bus rules.

## **28. Disruption of the educational process**

Any actions or manner of dress that interferes with school activities or disrupts the educational process is unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events. Disruption of the educational process may result in suspension or expulsion.

## **29. Harassment**

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students.

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless hand held device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Any student that believes s/he has been/or is the victim of harassment should immediately report the situation to the teacher, the principal or assistant principal, or may report it directly to School District's Compliance Officer listed below:

Mrs. Laura Williams  
Assistant Superintendent  
269-441-6564

Mr. Jason O'Farrell  
HCMS Vice Principal  
269-441-4750

Complaints will be investigated in accordance with AG 5517.

Every student should, and every staff member **must** report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

If the investigation finds harassment occurred it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employee, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been harassment, regardless of whether it fits a particular definition,

s/he should report it and allow the administration to determine the appropriate course of action.

**Harassment**

- A. submission to such unwelcomed conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;
- B. submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District;
- C. the unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

**Sexual Harassment**, may include, but is not limited to:

- A. verbal harassment or abuse;
- B. pressure for sexual activity;
- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;
- E. sexual jokes, posters, cartoons, etc.;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, or safety,;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

**29a. Hazing**

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Hazing – any type of initiation procedure for any school related activity, which involves conduct such as but not limited to:

- A. illegal activity, such as drinking or drugs;
- B. physical punishment or infliction of pain
- C. intentional humiliation or embarrassment;
- D. dangerous activity;
- E. activity likely to cause mental or psychological stress;
- F. forced detention or kidnapping;
- G. undressing or otherwise exposing initiates.

## **29b. Bullying and Other Aggressive Behavior**

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 or legal 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.

### **Reporting**

The District shall report incidents of bullying to the Department of Education on an annual basis according to the form and procedures established by the Department of Education.

Should this Policy be amended or otherwise modified, the District shall submit a copy of the amended or modified Policy to the Department of Education no later than thirty (30) days after adopting the modification.

## **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 s/he 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.

A student may also submit a report or complaint to any of the above designated individuals through email, voicemail, regular mail or by leaving a sealed note addressed to the individual at that person's office or desk. The student may submit a report or complaint anonymously, but this may affect the ability to fully investigate the matter, when the complaining student is not available to provide additional information during the course of the investigation.

The identity of a student who reports bullying, hazing or aggressive behavior, as well as those students who provide information during an investigation will remain confidential to the extent possible and to the extent allowable by law. Only school personnel directly involved in the investigation of the complaint or responsible for remedying any violations will be provided access to the identity of the complaining student(s) and student witnesses, and then only to the extent necessary to effectively deal with the situation.

The identity of the student who files the report or complaint will not be voluntarily shared with the alleged perpetrator(s) or the witnesses unless the student (and his/her parent/guardian) give written permission to do so. Any investigation report will likewise not be voluntarily produced with the names of the reporting student(s) or witnesses. However, under certain circumstances, the District may be required by law to disclose the report and/or the student(s) names. Also, under certain circumstances, the identity of the reporting student may become obvious even without disclosure by school personnel.

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. While reports may be made anonymously, formal disciplinary action may not be taken solely on the basis of an anonymous report without other corroborating evidence.

The Principal (or other designated administrator) 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, 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.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy [5517](#) - Anti-Harassment.

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

### **Non-Retaliation/False Reports**

Retaliation or false allegations against any person who reports, 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.

### **Definitions**

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

**"Aggressive behavior"** is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's 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 written, verbal, or physical acts, including cyber bullying (i.e. any electronic communication, including, but not limited to electronically transmitted acts, such as internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

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

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

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

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

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

**"Staff"** includes all school employees and Board members.

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

## **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.

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

Harassment, see Policy 5517;

Hazing, see Policy 5516.

M.C.L. 380.1310B (Matt's Safe School Law, PA 241 of 2011)  
Policies on Bullying, Michigan State Board of Education  
Model Anti-Bullying Policy, Michigan State Board of Education

### **30. Possession of a Firearm, Arson, and Criminal Sexual Conduct**

In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

A dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

Students shall be subject to disciplinary action (Suspension/Expulsion) as required by statute for such specified offenses as physical and verbal assault (see Policy 5610.01).

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to students with disabilities. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines which are available in the principal's office.

### **Criminal acts**

Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated.

Students should be aware that state law requires that school officials, teachers and appropriate law enforcement officials be notified when a student of this District is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.

### **Safety Concerns**

Students should not use roller blades, bicycles, skateboards scooters, or any other form of personal transportation device in school hallways or District pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

### **Profanity**

Any behavior or language, which in the judgement of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane and/or violates community held standards of good taste will be subject to disciplinary action.

## **DISCIPLINE**

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

### **PROGRESSIVE DISCIPLINE AND BEHAVIOR INTERVENTION**

It is important to note that the disciplinary policies outlined are progressive. Students who repeatedly violate school rules are subject to increased penalties with each offense. Because the school's function is to provide a safe, orderly environment for learning, students exhibiting gross misbehavior or excessive disciplinary referrals may be subject to exclusion from school and/or placement in an alternative or credit recovery program. Restorative practices will be considered in all discipline matters.

Two types of discipline are possible, informal and formal.

#### **Informal Discipline**

Informal discipline takes place within the school. It includes:

- writing assignments;
- change of seating or location;
- lunch-time and/or after-school detention;
- in-school restriction;

#### **Detentions**

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents one (1) day's notice. The student or his/her parents are responsible for transportation.

#### **In-School Discipline**

Assigned students will attend in-school suspension in lieu of their regular classes. Each student shall arrive with sufficient educational materials to remain busy during this time. If they do not arrive with sufficient educational materials the room supervisor will attempt to obtain work from the student's teachers.

The following rules shall apply to in-school restriction:

1. Students are required to have class assignments with them.
2. Students are not to communicate with each other unless given special permission to do so.
3. Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
4. Students shall not be allowed to put their heads down or sleep.
5. No radios, cards, magazines, or other recreational articles shall be allowed in the room;
6. No food or beverages shall be consumed without permission from room supervisor.

### **Formal Discipline**

Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, suspension for up to ten (10) school days, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed.

Students being considered for suspension or expulsion are entitled to an informal hearing with the building administrator, prior to removal, at which time the student will be notified of the charges against him/her and given an opportunity to make a defense.

If a student is suspended, the parents may appeal the suspension, in writing, to the principal and a formal appeal hearing will be held.

Suspension from co-curricular and extra-curricular activities may not be appealed.

When a student is being considered for expulsion, a formal hearing is scheduled with the Board of Education and the parents will be given written notice of the hearing and will be expected to attend. The Superintendent then takes testimony and determines if a recommendation to expel is to be made to the Board of Education. This decision may also be appealed. In the case of expulsion, the student remains out of school during the appeal period. Work missed during an expulsion cannot be made up and usually results in a loss of credit.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the School rules.

If a student commits a crime while at school or a school-related event, s/he may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime)

### **Discipline of Students with Disabilities**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

## **DUE PROCESS RIGHTS**

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

### **Suspension from School**

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed, within two (2) school days after receipt of the suspension notice, to the principal. The request for an appeal must be in writing.

Suspension from co-curricular and extra-curricular activities may not be appealed.

During the appeal process, the student may or may not be allowed to remain in school. If safety is a factor, the student shall be immediately removed under the Emergency Removal Procedure.

The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. If the appeal is heard by the Board of Education, the hearing is governed by the Open Meetings Act. Under the Open Meetings Act, the hearing must be public unless the parents request that the meeting be conducted in a closed session.

When a student is suspended, s/he may make-up work missed while on suspension. Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make-up may be reflected in the grades earned.

A student being considered for suspension of more than ten (10) days will be given due process as described in the expulsion section below.

### **Long-term suspension or expulsion from school**

When a student is being considered for long-term suspension (more than ten (10) days) or expulsion, the student will receive a formal letter of notification addressed to the parents which will contain:

- \* the charge and related evidence;
- \* the time and place of the Board meeting;
- \* the length of the recommended suspension or a recommendation for expulsion;
- \* a brief description of the hearing procedure;
- \* a statement that the student may bring parents, guardians, and counsel;
- \* a statement that the student and/or parent may bring a translator or request a transfer for hearing impaired students or parents;
- \* a statement that the student may give testimony, present evidence, and provide a defense;
- \* a statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction;
  - \* the ability of the student and/or parent to request, potentially at their own cost, a transcript of the hearing, if Board/hearing officer approved.

Students being considered for long-term suspension or expulsion may or may not be immediately removed from school. A formal hearing is scheduled with the

Superintendent during which the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice.

Within 5 days (as in AG 5610) after notification of long-term suspension or expulsion, the long-term suspension or expulsion may be appealed, in writing, to the superintendent. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. The appeal will be heard in an open session unless the student or the student's parent or guardian requests a closed session. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

Harper Creek High School makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the principal.

### **Discipline of Students with Disabilities**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

## **SEARCH AND SEIZURE**

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the principal.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords

or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

### **STUDENT RIGHTS OF EXPRESSION**

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- A. A material cannot be displayed if it:
  - 1. is obscene to minors, libelous, indecent and pervasively or vulgar,
  - 2. advertises any product or service not permitted to minors by law,
  - 3. intends to be insulting or harassing,
  - 4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
  - 5. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
  
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal twenty-four (24) hours prior to display.

### **STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES**

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. Any suggestions, concerns, and grievances may be directed to the principal or to the student government.

A student may have the right to a hearing if the student believes s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.



## **SECTION V – TRANSPORTATION**

### **BUS TRANSPORTATION TO SCHOOL**

The transportation schedule and routes are available by contacting the Transportation Department.

Students may only ride assigned school buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal.

The building principal may approve a change in a student's regular assigned bus stop to address a special need, upon the principal's approval of a note from parent stating the reason for the request and the duration of the requested change.

### **BUS CONDUCT**

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain that transportation safety.

Students must comply with the following basic safety rules:

#### **Previous to loading (on the road and at school)**

Each student shall:

1. Be on time at the designated loading zone (10 minutes prior to scheduled stop).
2. Stay off the road at all times while walking to and waiting for the school transportation.
3. Line up single file off the roadway to enter.
4. Wait until the school transportation is completely stopped before moving forward to enter.
5. Refrain from crossing a highway until the driver signals it is safe to cross.
6. Go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. The bus will not wait. Drivers will not wait for students who are not at their designated stops on time.

#### **During the trip**

Each student shall:

1. Remain seated while the school transportation is in motion;
2. Keep head, hands, arms, and legs inside the school vehicle at all times;
3. Not litter in the school vehicle or throw anything from the vehicle;
4. Keep books, packages, coats, and all other objects out of the aisle;
5. Be courteous to the driver and to other riders;
6. Not eat or play games, cards, etc.;
7. Not tamper with the school vehicle or any of its equipment.
8. Follow all other school rules.

## **Leaving the bus**

Each student shall:

1. Remain seated until the vehicle has stopped;
2. Cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe;
3. Be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

## **VIDEOTAPES ON SCHOOL BUSES**

The Board of Education has installed video cameras on school buses to monitor student behavior. Actual videotaping of the students on any particular bus will be done on a random-selection basis.

If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal law.

## **PENALTIES FOR INFRACTIONS**

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

## **SELF-TRANSPORTATION TO SCHOOL**

### **Parking Lot and Driving on School Grounds**

Parking on school property is a privilege which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school.

If students wish to drive to school, they must have a current parking tag, and the vehicle must be registered in the Main Office. Proof of valid insurance and valid driver's license must be shown at that time. Vehicles without school parking tags or vehicles that are not registered in the office may be towed at the owner's expense.

Reckless driving is strictly prohibited and may result in the suspension of your driving privileges on school property. Driving privileges may also be revoked for inappropriate parking, driving in restricted areas, and violations of leaving school without permission.

Parking Passes are \$10 per vehicle. Students are expected to park in their assigned parking space throughout the entire year. At any time when the student changes vehicles, (or drives an alternative vehicle), s/he must change or add to the vehicle registration information in the office. See Disciplinary Guidelines for consequences.

Additionally, the following rules shall apply:

1. Parking lot speed limit is 15 mph.
2. If a student's parking permit is suspended, no fees will be refunded.

Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for the student.

When the school provides transportation, students shall not drive to school-sponsored activities. Some exceptions may occur in which written permission is requested and granted by their parents and approved by the principal.

Approved student drivers may not transport other students to a school-sponsored activity without written permission from the parents of passenger students and approval by the principal.

### **USE OF MOTORIZED UTILITY VEHICLES**

Because of the clear and present danger of accident, the Board of Education prohibits the use of motorized utility vehicles by students on school grounds or for school activity purposes.

**NOTE: Be advised that the following forms must be available in the School Office as they are referenced in the Student/Parent Handbook.**

- **Title VI, IX, 504 Grievance Form 2260 F2**
- **Notice of Nondiscrimination and Grievance Procedures for Title II, Title VI, Title VII, Title IX, Section 504 and ADA Form 2260 F8**
- **Memorandum to Parents Regarding School Board Policy on Drug-Free Schools Form 5530 F2**
- **Notification to Parents Regarding Student Records Form 8330 F9**
- **Notification to Parents on Blood-Borne Pathogens Form 8453.01 F5**
- **Parent/Student Acknowledgement of Student Handbook Form 5500 F1**
- **Authorization for Prescribed Medication or Treatment Form 5330 F1**
- **Authorization for Non-prescribed Medication or Treatment (Secondary Version) Form 5330 F1a**
- **Authorization for Non-prescribed Medication or Treatment (Elementary Version) Form 5330 F1b**
- **Authorization for Use of Asthma Inhalers, Epi-pens or Prescribed Emergency Medication Form 5330F1c**
- **Parent Request to Inspect Materials Used in Conjunction with any Survey, Analysis, or Evaluation Form 2416 F2**
- **Request That Directory Information not be Released to Recruiters Without Prior Written Consent. Form 8330 F13**
- **Parent Notification Regarding Student Records. Form 8330F9**