



**Climax-Scotts Jr./Sr. High
2024-2025 Student Handbook**

**Approved by the
Climax-Scotts Board of Education
Mr. Doug Newington, Superintendent of Schools**

**372 South Main Street
Climax, Michigan 49034
Phone: (269) 746-2300
Fax: (269) 746-4142**

WELCOME TO CLIMAX-SCOTTS JR./SR. HIGH SCHOOL

The administration, faculty and staff at Climax-Scotts are looking forward to getting to know each of you personally and sharing with you this exciting period of your life. The educational program offered through Climax-Scotts Community Schools provides you with an opportunity to become quality producers, complex thinkers, and positive contributing members of our school community.

Education comes in many forms. Not only will you experience a strong academic program, you also have the opportunity to become involved in many extra-curricular activities.

This handbook has been prepared to assist you toward a meaningful and positive educational experience. Through this handbook, you will have a better understanding of our mission and goals.

Best wishes for a successful year that is full of challenges and successes.

The Climax-Scotts Jr./Sr. High School Staff

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

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

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

Table of Contents

IMPORTANT INFORMATION	1
2024-2025 DISTRICT CALENDAR	3
NOTICE OF NON-DISCRIMINATION	5
Section I: District-Wide Policies & Procedures.....	7
Attendance.....	7
Absences due to illness.....	8
Planned absences.....	8
Students are expected to:.....	8
Books and Supplies.....	9
Bullying.....	9
Cell Phone Use.....	10
Cheating, Plagiarism, and Academic Dishonesty.....	11
Children’s Protective Services Investigations.....	11
Classroom Behavior.....	11
Closed Campus.....	12
Communicable Diseases.....	12
Damage to School Property.....	12
Dress and Grooming.....	12
Dress Code (Some Examples).....	12
Driving and Parking Personal Vehicles.....	13
Emergency Contact Information.....	13
Fees.....	14
Food Services.....	14
Field Trips.....	14
First Aid, Illness, or Injury at School.....	14
Head Lice.....	15
Homeless Children and Youth.....	15
Immunizations.....	15
Law Enforcement Interviews.....	16
Limited English Proficiency.....	16
Locker Use.....	16
Lost and Found.....	16
Media Center.....	16
Medication.....	17
Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers.....	17
Parties.....	17
Playground/Recess Rules.....	17
Protection of Pupil Rights.....	18
Public Display of Affection.....	18
Rights of Custodial and Non-Custodial Parents.....	18
Search and Seizure.....	18
Student Education Records.....	19
Right to Request Explanation or Interpretation.....	19
Right to Request Amendment of Education Records.....	19

Directory Information	19
Technology	20
Transportation Services	20
School Vehicle Misconduct Consequences	21
Video Surveillance and Photographs	21
SectionII: Academics.....	22
Academic Awards/Scholastic Honors	22
Advanced Placement (AP) Courses.....	23
Alternative Education Program	23
Commencement.....	23
Credits and Graduation Requirements.....	23
Dropping or Adding a Class	24
Dual Enrollment	24
Grades	24
Online/Blended Learning (Edgenuity)	25
Homework.....	25
Personal Curriculum	25
Placement.....	26
Students with Disabilities	26
Summer School	26
Testing Out	26
Work Permits	26
SECTION III: STUDENT CLUBS, ACTIVITIES, AND ATHLETICS	27
Extracurricular Activities.....	27
Student-Initiated Non-Curricular Clubs	27
Transportation To/From Extracurricular Activities	27
SECTION IV: DISCIPLINE AND CODE OF CONDUCT	28
Discipline Generally	28
Forms of School Discipline & Applicable Due Process	28
After-School Detention	28
In-School Suspension.....	28
Snap Suspension - Suspension from Class, Subject, or Activity by Teacher	28
Removal for 10 or Fewer School Days	29
Removal for More than 10 and Fewer than 60 School Days	29
Removal for 60 or More School Days.....	30
Student Code of Conduct.....	30
BUILDING-SPECIFIC RULES AND PROCEDURES	34
APPENDIX A: TITLE IX SEXUAL HARASSMENT	38
APPENDIX B: ANTI-BULLYING	56
APPENDIX C: PROTECTION OF PUPIL RIGHTS	60
DIRECTORY INFORMATION AND OPT OUT FORM	63
ACCEPTABLE USE AGREEMENT.....	72
APPENDIX F: ATHLETIC CODE OF CONDUCT	78

IMPORTANT INFORMATION

District Website

Website: www.cssschools.net

Facebook: Climax-Scotts Jr/Sr High School

Board Policies

Board Policies are available at: www.cssschools.net

Addresses

Climax-Scotts Jr./Sr. High School

372 South Main Street

Climax, MI 49034

Contact Information

Student Services

Ms. Lisa Tuinstra, School Social Worker 746-2311

Mr. Brandon Haynes, School Counselor 746-2309

Transportation

Mr. Tim Bridges 746-5130

Food Service

Mrs. Robin Peck, Director 746-2308

Maintenance

Mr. Scotts Simmons, Supervisor 746-2310

Athletics/Dean of Students

Mr. Tyler Langs 746-2407

Administration

Superintendent

Mr. Doug Newington 746-2401

Principal

Mr. Brent Cole 746-2301

Junior and Senior High School Faculty

Mr. Matt Appleton, Spanish	746-2323
Mr. Dylan Butler, PE/Health	746-2324
Ms. Jennifer Chiechi, Special Education Director	746-2333
Ms. Karla Evans, Band	746-2325
Mr. Brandon Haynes, School Counselor	746-2309
Ms. Jenna Haynes, Special Education Support Staff	746-2320
Mr. Kevin Langs, PE, Career Coordinator	746-2342
Mr. Zach Lewis, Special Education	746-2328
Mr. Nick Gerber, Technology Director	746-2205
Ms. Dielle Madison, BMA	746-2338
Mrs. Carrie Maxa, Library and Online Lab	746-2305
Mrs. Beth Missler, Art	746-2327
Mrs. Lark Murphy, Social Studies	746-2330
Mrs. Jessica Newland, MS Math	746-2321
Mrs. Patty Pobuda, Math	746-2329
Ms. Cassie Paige, MS Science	746-2341
Mrs. Kendra Rork, Language Arts	746-2319
Ms. Athena Smith, Special Education Support Staff	746-2328
Ms. Lisa Tuinstra, Social Worker	746-2311
Mr. Josh Vick, English	746-2314
Ms. Megan Woodworth, Special Education	746-2320
Ms. Jennie Wright, English	746-2313

2024-25 DISTRICT CALENDAR

August 26 th	First Day of School, Half Day, dismissal 11:00 A.M.
Aug 30 th & Sept 2 nd	No School Labor Day Holiday
September 26 th	PT Conferences, 4:00-7:00 P.M.
September 27 th	Half Day Professional Development, dismissal 11:00 A.M.
October 18 th	Half Day Professional Development, dismissal 11:00 A.M.
October 31 st	End of Marking Period 1
November 1 st	No School Records Day
November 8 th	Half Day Professional Development, dismissal 11:00 A.M.
November 21 st	PT Conferences, 4:00-7:00 P.M.
November 27 th -29 th	No School, Thanksgiving Break
December 20 th	Half Day, Winter Break, dismissal 11:00 A.M.
December 23 rd -31 st	No School, Winter Break
January 1 st -3 rd	No School, Winter Break
January 6 th	School Resumes
January 14 th	Full Day, Final Exams Begin
January 15 th -17 th	Half Days, Final Exams, dismissal 11:00 A.M.
January 17 th	End of Marking Period 2
February 20 th	PT Conferences, 4:00-7:00 P.M.
February 27 th	Half Day, Professional Development, dismissal 11:00 A.M.
February 28 th	No School, Mid-Winter Break
March 26 th	End of Marking Period 3
March 27 th	No School, Records Day
March 28 th - April 4 th	No School, Spring Break
April 7 th	School Resumes
April 25 th	Half Day, Professional Development, dismissal 11:00 A.M.
May 16 th	Seniors Last Day
May 22 nd	Graduation, 7:00 P.M.
May 26 th	No School, Memorial Day
June 3 rd	Full Day, Final Exams Begin
June 4 th -6 th	Half Days, Final Exams, dismissal 11:00 A.M.
June 6 th	Last Day of School

Jr./Sr. High Bell Schedule

Junior High

1 st Hour	7:30-8:20 (50)
2 nd Hour	8:25-9:15 (50)
3 rd Hour	9:20-10:10 (50)
4 th Hour	10:15-11-05 (50)
Lunch	11:10-11:40 (30)
5 th Hour	11:45-12:35 (50)
6 th Hour	12:40-1:30 (50)
7 th Hour	1:35-2:25 (50)

High School

1 st Hour	7:30-8:20 (50)
2 nd Hour	8:25-9:15 (50)
3 rd Hour	9:20-10:10 (50)
4 th Hour	10:15-11-05 (50)
5 th Hour	11:10-12:00 (50)
Lunch	12:05-12:35 (30)
6 th Hour	12:40-1:30 (50)
7 th Hour	1:35-2:25 (50)

School doors will open at 7:00 AM each morning. Students will not be allowed within the building after 2:45 PM, **unless students are participating in a school/club activity, school staff will not provide supervision before or after these times.**

Emergency School Closing Procedures

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

Information about dismissals or cancellation of school will be broadcast on local television and radio stations as well as through the district School Messenger Alert System.

NOTICE OF NON-DISCRIMINATION

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

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

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

- **Race, color, and national origin harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics is considered race, color, and national origin harassment.
- **Disability harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as disability-motivated physical threats, attacks, or other hateful conduct.
- **Sex-based harassment** can take many forms. For the definition of sex-based harassment, including sexual harassment under Title IX, see Policies 3118 and 5202. The District’s Title IX Policy is attached to this handbook as Appendix A.

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

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

TITLE IX COORDINATOR:

Ms. Lisa Tuinstra, School Social Worker, lisa.tuinstra@cssschools.net
372 South Main Street
Climax, MI 49034

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

Mr. Douglas Newington, Superintendent (doug.newington@cssschools.net)
372 South Main Street
Climax, MI 49034

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

Mr. Douglas Newington, Superintendent (doug.newington@cssschools.net)
372 South Main Street
Climax, MI 49034

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

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

Section I: District-Wide Policies and Procedures

Attendance

Students are expected to attend school every day school is in session. Students are to arrive before the first class and stay until the scheduled end of their school day. If a student is unable to attend school, the student or parent must report that absence to Jr./Sr.High office at 269-746-2300 or email Mrs. Caitlyn Tiller at caitlyn.tiller@cssschools.net or Mrs. Angela Gilbert at angela.gilbert@cssschools.net, Parents are expected to call or email the office between 7:00 a.m. - 3:30 p.m., to excuse the absence. Verification must be made within a 48-hour time period for the absence to be considered excused.

- When a student is unexcused, the parent will be notified by a phone call
- When a student has reaches 5, 7 & 10 absences excused or unexcused within a semester, the parent will be notified by mail
- When a student has reached 10 absences within a semester, the student may be placed on an attendance plan which could require the following:
 - Medical documentation
 - Panther Academic Support Time (P.A.S.T.)
 - Utilization of building supports and interventions
 - Principal office attendance hearing
 - A referral to the Kalamazoo County Truancy Officer/Deputy Sheriff

A note should be sent with the student on the day of his/her return to school and given to the office secretary. All calls and notes will be documented.

If a student arrives late, the student must sign in at the office. A student may only leave school early if the student's parent notifies the office or the student is an emancipated minor.

The following absences will be considered excused if they are confirmed by communication to the school from the student's parent within 48 hours and under the following conditions:

- Illness
 - Severe Injury
 - Illness too severe for a student to attend class
 - Examples include:
 - A fever of 100.4 or greater
 - Contagious illness with symptoms of diarrhea and/or vomiting
 - Pink Eye
 - Strep Throat

- Covid-19
- Chicken Pox
- Hospitalization
- Funeral or death of a family member
- Medical or dental appointments
- Religious Holiday

Students who are more than 10 minutes late/tardy to class are considered absent.

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

Absences due to illness

The school will contact parents if a student becomes ill at school and may ask that the parent pick up the student. A student will have one (1) school day for each school day absent to complete the missing work. Work will be due on the next school day at the beginning of the class period. More time may be provided at the discretion of the teacher depending on the nature and length of the absence.

Planned absences

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

Students are expected to:

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

Unexcused Absence (Truancy)

Work missed may or may not be assigned credit, at the discretion of the teacher. Unexcused absences result from not **having the absence excused within the required 48-hour time frame.**

For more information, see Board Policy 5301.

Tardiness

Tardiness deprives the student of information necessary for his/her academic success and disrupts the teaching and learning process of others. Students will be in their assigned classroom or location when the tardy bell rings. Consequences for total tardies per marking period will be:

Classroom (Tardies are cumulative each semester)

1-2-3 violations: Verbal warning by teacher;

4th - 6th , violation: Detention issued by Principal/Dean of Students;

7th Tardy: 2 ½ Hour detention issued by Principal/Dean of Students.

8 or more tardies will result in 1 day ISS

Books and Supplies

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

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

Bulletin Boards

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

Bullying

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

Cafeteria Expectations

- a) Students should report to the cafetorium in an orderly manner for lunch after dismissal from class.
- b) Students will form a single line while waiting for lunch or the snack shack.
- c) No line cutting is allowed.
- d) Students are expected to be respectful to cafetorium personnel.

- e) Students will dispose of all plates, silverware, and unwanted food in the wastebaskets provided.
- f) Students are expected to recycle cans and bottles.
- g) Students will not panhandle other students for lunch money.
- h) Students must remain in designated areas only, during the lunch period.
- i) If a student needs to see a teacher or needs a restroom pass, they must clear it with the lunch supervisor and use the sign in/out sheet.
- j) Food or beverages are not to be taken out of the cafetorium. Items in question will be thrown away.
- k) Senior High students must use the senior high hallway restrooms and Junior High students must use the Junior High hallway restrooms. All other hallways are closed.
- l) Any student caught throwing objects will be issued a Detention or SAS, with possibility of losing the privilege to eat with friends during the lunch hour.
- m) Prior arrangements must be made and authorized by the administration for any absence during the lunch period.

Cell Phone Use

Students may not use cell phones or other electronic devices during school hours. Cell phones or other electronic devices should be stored in the student's locker during school hours if a student chooses to bring them to school.

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

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

School administrators and teachers may confiscate a student's cell phone or other electronic device if the student's use or possession of a cell phone or electronic device violates Board Policy, the student code of conduct, or any applicable building or classroom rule. . Students may with administrative or teacher permission use or possess an active electronic communication device within a classroom or school bus. Separately, all students are prohibited from possessing or using laser pointers on school premises and at school-related activities without the express permission of school administration.

Confiscated electronic devices will be returned to a parent/guardian only after school hours, not during school hours.

Cheating, Plagiarism, and Academic Dishonesty

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

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

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

1st Violation teacher will issue a (0) on the work. Parent/Guardian will be notified.

2nd Violation teacher will issue a (0) on the work. Parent/Guardian notified, and ASD will be assigned.

3rd and subsequent violations teacher will issue a (0) on the work. Parent/Guardian meeting will be requested, and OSS will be assigned.

Children's Protective Services Investigations

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

Classroom Behavior

Teachers may establish classroom conduct rules that students must follow.

Closed Campus

The school campus is a closed campus. All students must remain on campus during school hours. Students who leave campus without authorization are subject to disciplinary action.]

Communicable Diseases

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

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

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

Damage to School Property

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

Dress and Grooming

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

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

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

Dress Code (Some Examples)

- Is materially and substantially disruptive or that school officials can reasonably forecast will create a substantial disruption.
- No hats/hoodies.
- Cut out tank tops.

- Clothing that reveals midriff/back.
- No noodle straps/tube tops.
- Is obscene, sexually explicit, indecent, or lewd.
- Promotes the use of or advertises illegal substances, including but not limited to substances illegal for minors.
- Incites violence.
- Contains “fighting words”.
- Constitutes a true threat of violence.
- Demonstrates hate group association/affiliation or uses hate speech targeting groups based on their membership in a protected class.

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

Driving and Parking Personal Vehicles

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

1. Students may not move their vehicles, sit in, or be around their vehicles during the school day without permission from administration.
2. Students may not drive carelessly or with excessive speed on school grounds.
3. By driving to school and parking on school grounds, students and parents consent to having that vehicle searched when school officials have reasonable suspicion that a search will reveal a violation of school rules, Board Policy, or law.
4. Students who refuse to allow a reasonable suspicion search of their vehicle will lose their parking privileges on school property as well as a minimum 5 day out of school suspension.
5. Students are to park in the designated student parking ONLY! Parking privileges may be revoked for students found in staff or visitor parking spaces.
6. Students must obtain a parking permit from the office and display it at all times in their vehicle.

Emergency Contact Information

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

Fees

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

Food Services

The School District participates in the National School Lunch Program, School Breakfast Program, and Special Milk Program. The participation policy for families unable to pay the full price of meals served under the School Lunch Program may be found in the office of each school building, as well as in the School District's main office. The corresponding policy and/or administrative regulation may be reviewed by any interested party and can be found by visiting . <https://www.csschools.net/>

To apply for reduced-price or full-price meals at any time during the school year, please visit <https://www.csschools.net/> and fill out and apply to Mrs. Joan Haynes at Climax-Scotts Jr/Sr High 372 South Main Street Climax, MI 49034. Please be sure to include all required information; the School District cannot approve incomplete applications. Households receiving benefits from SNAP, FDPIR, and TANF may apply which contains only each Student's name, appropriate SNAP or TANF case number, or FDPIR case number or other FDPIR identifier, and the signature of an adult household member.

Field Trips

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

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

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

First Aid, Illness, or Injury at School

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

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

principal or designee will take any reasonable action necessary on the student's behalf, consistent with state law.

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

Head Lice

A student with nits within $\frac{1}{4}$ inch of the scalp or live lice may remain at school until the end of the school day. The student will be restricted from activities that involve close head-to-head contact or sharing of personal items. The District will notify the student's parent and provide educational materials on head lice prevention and treatment.

The student will be readmitted to school after treatment so long as the parent consents to a head examination and the examining District official does not find live lice on the student. If the District official finds nits within $\frac{1}{4}$ inch of the student's scalp, the student may return to class, but the District must inform the student's parent about the need to remove the nits. District personnel will not ostracize or embarrass a student with lice or nits and will maintain student confidentiality.

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

Homeless Children and Youth

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

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

Ms. Lisa Tuinstra, School Social Worker
269-746-2311/lisa.tuinstra@csschools.net

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

Immunizations

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

The student's parent must provide the certificate or documentation at the time of registration, or no later than the first day of school. A parent of a student who has not

received all doses of any required immunizing agent must provide the District an updated immunization certificate demonstrating that the immunizations have been completed as required by the MDHHS. The updated certificate must be provided within 4 months of the student entering the District for the first time or upon entering 7th grade. The District will not permit a student to attend school unless the parent provides evidence of immunizations or exemptions consistent with Policy 5713 and state law.

Law Enforcement Interviews

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

Limited English Proficiency

Limited proficiency in the English language should not be a barrier to a student's equal participation in the District's instructional or extracurricular programs. Those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular programs offered by the District.

Locker Use

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

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

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

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

Lost and Found

All lost and found items are to be taken to office. Students may claim lost articles there. Unclaimed items may be donated to a local charity or otherwise disposed of at the conclusion of each semester.

Media Center

Students must check out materials from the media specialist or designee on duty. Each borrower is responsible for all materials checked out in the borrower's name. If materials

are lost and not returned by the end of the semester, the student must pay for the replacement cost. Students must also pay for any damage they cause to materials.

Medication

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

- The student's parent must annually submit a written request and consent form as required by the District.
- A building principal or designee must request that the parent supply medications in the exact dosage required whenever feasible.
- The building principal or designee will notify the student's parent of any observed adverse reaction to medication.
- All medications must be in the original container.

For additional information and requirements, see Board Policy 5703.

Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers

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

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

Parties

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

Playground/Recess Rules

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

Protection of Pupil Rights

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

Public Display of Affection

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

Rights of Custodial and Non-Custodial Parents

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

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

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

Search and Seizure

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

School officials may use canines, metal detectors, wands, or other tools to conduct searches. Vehicle searches see: **Driving and Parking Personal Vehicles pg. 13**

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

Student Education Records

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

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

Right to Request Explanation or Interpretation

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

Right to Request Amendment of Education Records

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

Directory Information

The District designates the following information as directory information:

- a. student names, addresses, and telephone numbers;
- b. photographs, including photographs and videos depicting a student's participation in school-related activities and classes;
- c. date and place of birth;
- d. dates of attendance (e.g., 2013-2017);
- e. participation in officially recognized activities and sports;
- f. weight and height of athletic team members;
- g. degrees, honors, and awards received; and

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

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

Technology

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

Threat Assessment Response

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

Students are encouraged to report any threat immediately. Threats may be reported to an District employee through OK2SAY program.

District Threat Assessment Coordinator

Brent Cole

269-746-2301

brent.cole@cssschools.net

Transportation Services

School Vehicle Rules

Ensuring the safety of children both to and from school is of the utmost importance to the Climax-Scotts Community School District. The following rules and procedures have been put in place to make transportation as smooth and as comfortable as possible.

Bus Stop Procedures: As hard as we may try to maintain consistent pick-up and drop-off times, there may be fluctuations of 5-10 minutes depending on road conditions and other circumstances beyond our control. Students need to be at the bus stop no less than 5 minutes before the scheduled pick-up time. Students must wait at least 10 feet back from the road.

Bus Rules: The following infractions are deemed "major" as far as the safety of everyone on the bus:

- ♦ Standing/moving around the bus while it is in motion.
- ♦ Throwing objects in or out of the bus.
- ♦ Fighting, hitting, punching or bullying.
- ♦ Any part of the body out of the window.
- ♦ Profane or abusive language, racial slurs, or threats of violence.
- ♦ Unauthorized use of emergency door.
- ♦ Possession of dangerous objects or controlled substances.

Any of the above infractions could lead to suspension from bus privileges. Should that occur, the student is also banned from riding the bus to/from sports activities. The bus driver has the authority to suspend a student from the bus. Principals will be informed of all the above possible infractions.

In addition:

- ♦ Students are not allowed to bring glass containers, animals, or insects on the bus.
- ♦ Game Boys, personal CD players/headphones are permitted. Unauthorized cell phone use is prohibited.
- ♦ Climax-Scotts Community School District assumes no liability should any items be stolen, lost or damaged.
- ♦ Eating, drinking, and chewing gum are permitted with the permission of the bus driver.

Severe Thunderstorm or Tornado Warning - Should a severe thunderstorm or tornado warning be issued close to the regular dismissal time; students will be kept at their respective buildings until the warning has been lifted. **Should a warning be issued while students are on route to or from school, they will be taken to the nearest district building (Elementary, Intermediate or Jr./Sr. High) until the danger has passed.** Parents may pick up their children during either of these situations should they choose to do so.

School Vehicle Misconduct Consequences

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

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

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

Video Surveillance and Photographs

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

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

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

Withdrawal From School

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

Section II: Academics

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

To register for PowerSchool Parent View, contact Mrs. Gilbert or Mrs. Tiller in the Jr./Sr. High Office.

Academic Awards/Scholastic Honors

Climax-Scotts Jr./Sr. High School recognizes quality academic achievement through a published honor roll, a National Honor Society, academic letter, honor graduates, high honor graduates, top ten letter and selection of a valedictorian and salutatorian.

1. **Honor Graduates** - *Honor* graduates are those students who, based on the average of their seven grades on a standardized scale, have achieved a 3.0-4.0 GPA with no academic failures.
2. **Top Ten** - A student who receives this recognition must be numerically in the top ten of the senior class at the end of the **first** semester unless there is a tie in the tenth position. Then the top ten will include whoever is involved in the tie. A student who receives this recognition must be in attendance three semesters at Climax-Scotts High School.
3. **Valedictorian and Salutatorian** - Determination of the valedictorian and salutatorian will be the student whose GPA is the first and second highest scholastic average in the graduating class at the end of the **first** semester. To be eligible for valedictorian or salutatorian, a student must have attended school regularly for three semesters at Climax-Scotts High School with one full semester of his/her senior year.
4. **Weighted Grades** – Beginning with the Class of 2016, the district will be implementing a weighted grading scale for use in calculating advanced placement and honors courses, including advanced placement courses taken off-site (i.e. KAMSC), which will be utilized when recognizing the final top ten graduating seniors. Weighted courses will be calculated on a 5.0 scale.

5.0 = A 2.0 = D

4.0 = B 1.0 = E

3.0 = C

Advanced Placement (AP) Courses

AP courses will be offered at the discretion of the building principal. Students seeking information on AP courses should contact the school counselor or building principal.

Alternative Education Program

Climax-Scotts Virtual Academy is a 6-12 online curriculum that is self-paced and individualized for each student. You can find additional information on our website at www.cssschools.net or by calling CS Virtual Academy at 1-800-297-2119.

Commencement

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

Credits and Graduation Requirements

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

To earn credit student`s must complete the prescribed course work as identified in the course syllabus and district curriculum requirements. In addition, each semester they must pass either quarter 1, quarter 2 or both if needed, as well as complete a comprehensive final examination or project at the end of the semester in each class. The exam/project will be a significant % of the student's grade.

A student, who at the end of the first semester of their senior year, is more than 2 credits behind the number required for graduation (counting credits that could be earned in the second semester) may be omitted from publication in various commencement program(s) due to ordering timelines.

A student has until the end of the school day on the Friday prior to graduation to complete any work necessary to obtain credit for his or her courses. If a student does not have all the necessary 24 credits needed to graduate at this time, that student will no longer be a candidate for graduation for the current school year and may not participate in commencement exercises.

To receive a diploma and graduate, a student will need to meet the school requirements for basic course work and earn the total number of minimum credits (24).

Specific course requirements are as follows:

English (4 Credits)	Mathematics (4 Credits)
Science (3 Credits)	Social Studies (3 Credits)
Physical Education/Health (1 Credit)	Computer Applications (1 Credit)
Fine Arts/Applied Arts (1 Credit)	Foreign Language (2 Credits)
Personal Finance (.5 Credit)	Electives (4.5 Credits)

Dropping or Adding a Class

Students have 1 week from the beginning of each semester to add/drop classes. In order to have a class considered for drop/add the student must get both parent/teachers to sign the drop/add form before submitting for consideration. We will do our best to meet students requests but overall building scheduling needs will take precedence.

Dual Enrollment

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

Grades

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

Percentages are used to calculate marking period grade. The 0.00 – 4.00 scale is used to calculate semester and cumulative GPA.

100% - 93% A = 4.00	76% - 73% C = 2.00
92% - 90% A- = 3.67	72% - 70% C- = 1.67
89% - 87% B+ = 3.33	69% - 67% D+ = 1.33
86% - 83% B = 3.00	66% - 63% D = 1.00
82% - 80% B- = 2.67	62% - 60% D- = 0.67
79% - 77% C+ = 2.33	59% - 0% E = 0.00

Online/Blended Learning (Edgenuity)

Students may have the opportunity to take online (Edgenuity) courses. These online courses are primarily offered for credit recovery purposes or for expanded opportunities. Students will not be allowed to take graduation required classes online when those same classes can be included within a student's schedule. Any exceptions to this policy will need administrative approval. All students taking online will be academically responsible to adhere to the "Online Learning" syllabus.

If it is determined that a student will need to complete additional courses beyond the 7-hour school day to obtain the credits necessary to graduate parents will be notified at the beginning of the student's senior year. Students have several options for credit recovery:

1. Students may complete additional Edgenuity courses in addition to their 7-hour course load they are required to take as a full-time student. They must work on these courses outside of school.
2. MI Virtual Academy offers fee-based credit recovery courses that students may complete online in their own time.
3. Youth Opportunities Unlimited (YOU) through KRESA offers up to 2 credits per semester that must be completed in accordance with YOU policies.

All credit recovery options must be completed in addition to the full time 7 course school day. The student is responsible for monitoring their progress towards completion. Climax-Scotts teachers and staff are not responsible for monitoring or ensuring completion of MI Virtual Academy or YOU course. Students must provide the guidance counselor with a transcript from these providers to obtain credit.

Homework

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

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

Personal Curriculum

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

To request a personal curriculum, please contact Ms. Tuinstra.

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

Placement

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

Students with Disabilities

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

A parent who believes their student is eligible for special education or accommodations due to a disability or suspected disability should contact Jennifer Chiechi at jennifer.chiechi2@csschools.net or 269-491-1251.

Summer School

Summer school may be available to students and if so, schedules and times will be communicated accordingly.

Testing Out

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

Work Permits

Information about work permits is available in the Jr./Sr. High office.

SECTION III: STUDENT CLUBS, ACTIVITIES, AND ATHLETICS

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

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

Extracurricular Activities

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

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

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

For more information, see Board Policy 5507.

Student-Initiated Non-Curricular Clubs

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

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

Transportation To/From Extracurricular Activities

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

SECTION IV: DISCIPLINE AND CODE OF CONDUCT

Discipline Generally

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

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

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

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

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

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

Forms of School Discipline & Applicable Due Process

After-School Detention

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

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

In-School Suspension

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

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

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

- intentionally disrupted the class, subject, or activity;

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

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

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

Removal for 10 or Fewer School Days

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

Removal for More than 10 and Fewer than 60 School Days

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

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

The Superintendent or designee will not suspend the student unless, following the hearing, he or she is convinced by a preponderance of the evidence that the student committed a violation of the Student Code of Conduct and that suspension is the

appropriate consequence. The Superintendent or designee will consider the 7 factors noted in the Student Code of Conduct before suspending a student.

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

Removal for 60 or More School Days

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

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

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

Student Code of Conduct

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

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

1. the student's age;
2. the student's disciplinary history;
3. whether the student has a disability;
4. the seriousness of the behavior;
5. whether the behavior posed a safety risk;
6. whether restorative practices will be used to address the behavior; and
7. whether a lesser intervention would properly address the behavior.

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

ASD=After School Detention ISS=In-School Suspension OSS=Out of School Suspension

Prohibited Conduct	Potential Consequence(s)
<p>Illegal Substances or Paraphernalia, including Alcohol: possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of drugs, alcohol, fake drugs, illegal steroids, illegal inhalants, or look-alike drugs</p> <p>**Any infractions will come with a recommendation for students to participate in substance abuse counseling**</p>	<p>1st Violation- Up to 10 days OSS, police notification.</p> <p>2nd Violation- 10 days OSS, and recommendation for expulsion and police notification.</p> <p>3rd Violation- 10 days OSS, recommendation for expulsion and police notification.</p>
<p>Tobacco/Nicotine: possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of any form of tobacco, including vaping devices or supplies.</p>	<p>1st Violation- 3 day OSS.</p> <p>2nd Violation 5 day OSS.</p> <p>3rd Violation 10 day OSS, recommendation for expulsion.</p>
<p>Disruptive Behavior or Insubordination: disrupting the learning environment or school activity or violating a school rule or directive.</p>	<ul style="list-style-type: none"> • Parent Notification • After School Detention • In-School Suspension • Suspension or Expulsion
<p>Dangerous Weapon Possession: firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles.</p>	<ul style="list-style-type: none"> • Parent Notification • Suspension or Permanent Expulsion • Police Referral
<p>Other Weapons and Look-Alike Weapons Possession: an object that is not a “dangerous weapon,” including but not limited to a pellet or air-soft gun, a knife with a blade of 3 inches or less, items intended to look like a dangerous weapon, or similar items.</p>	<ul style="list-style-type: none"> • Parent Notification • Suspension or Permanent Expulsion • Police Referral

<p>Use of an Object as a Weapon: any object used to threaten or harm another, regardless of whether injury results.</p>	<ul style="list-style-type: none"> • Parent Notification • Suspension or Permanent Expulsion • Police Referral
<p>Arson: purposefully, intentionally, or maliciously setting a fire on school property.</p>	<ul style="list-style-type: none"> • Parent Notification • Suspension or Permanent Expulsion • Police Referral
<p>Physical Assault (Student to Student): causing or attempting to cause physical harm to another through intentional use of force or violence.</p>	<ul style="list-style-type: none"> • Parent Notification • Suspension or Expulsion up to 180 school days • Police Referral
<p>Physical Assault (Student to Employee, Volunteer, or Contractor): causing or attempting to cause physical harm to another through intentional use of force or violence.</p>	<ul style="list-style-type: none"> • Parent Notification • Suspension or Permanent Expulsion • Police Referral
<p>Verbal or Written Threat, including Bomb or Similar Threat: statement that constitutes a threat against a student, employee, other person, or school property.</p>	<ul style="list-style-type: none"> • Parent Notification • Suspension or Expulsion • Police Referral
<p>Plagiarism, Cheating, or other Falsification of Schoolwork: submitting work that is not your own, including copying from others' work.</p>	<p>1st violation- Student receives a (0) and parent notified. 2nd violation- Student receives a (0) and ASD assigned. 3rd violation- Student receives a (0) and ISS/OSS assigned.</p>
<p>Discrimination, Harassment (including Sexual Harassment), and Bullying: violating Board Policy addressing anti-discrimination, anti-harassment, and anti-bullying.</p>	<ul style="list-style-type: none"> • Parent Notification • ASD/ISS • OSS Suspension or Expulsion
<p>Criminal Sexual Conduct: commits criminal sexual conduct in a school building or on school grounds; or pleads to, is convicted of, or is adjudicated for criminal sexual conduct against another student enrolled in the same school district; or commits criminal sexual conduct against another student enrolled in the same school district.</p>	<ul style="list-style-type: none"> • Parent Notification • OSS Suspension or Permanent Expulsion • Police Referral

<p>Fighting, Inciting Violence, Filming a Fight or Assault, Distributing or Publishing a Fight or Assault Video</p>	<ul style="list-style-type: none"> • Parent Notification • ASD/ISS • OSS Suspension or Expulsion
<p>Sexting: distribution or publication of lewd, pornographic, or sexually suggestive videos or photographs of students or staff.</p>	<ul style="list-style-type: none"> • Parent Notification • ASD/ISS • OSS Suspension or Expulsion • Police Referral
<p>Misuse of District Technology: violating the District's acceptable use policies and agreement.</p>	<ul style="list-style-type: none"> • Parent Notification • ASD/ISS • OSS Suspension or Expulsion • Police Referral

BUILDING-SPECIFIC RULES AND PROCEDURES

Graduation

Graduation Ceremony - The Climax-Scotts Community School District is very proud of each of its graduates and considers the graduation ceremony of the highest significance.

Participation in the Commencement Exercises - Recognizing that personal and family plans for graduation must be made early in the school year, the following policy and procedures will be used in determining who will be a candidate for participation in graduation.

1. A student, who at the end of the first semester of their senior year, is more than 2 credits behind the number required for graduation (counting credits that could be earned the second semester) may be omitted from graduation ceremonies and publications.
2. A candidate for graduation is one who has earned the required credits (Friday before graduation) at the end of their senior year.
3. A student who has not earned the required credits by the Friday before graduation will lose the privilege to walk at graduation.
4. A student who is eligible for graduation at the end of the first semester but falls one half credit behind during the second semester, could be allowed to take part in graduation ceremonies if permission is granted by the principal.
5. Permission to take part in graduation ceremonies does not guarantee that a diploma will be awarded.
6. Students are expected to have appropriate dress and behavior to walk at graduation. All fines and obligations, including disciplinary obligations, must be completed by the graduation date.

Indecency/PDA

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.

In general, overt displays of affection are inappropriate on school property. Appropriate displays of affection will be limited to handholding only.

Hall Passes

A student is not to be in the hall during class time without a pass. A student given a pass is expected to report immediately and directly to his/her destination. These passes will be governed by each teacher's hall pass regulations for his/her classroom.

Accidents/Illness

All accidents at school or school activities must be reported to the teacher/coach/sponsor. Reports of accidents and injuries will be documented and turned into the office.

Field Trips

Only students who provide the teacher with the required permission and medical release form signed by his/her parent/legal guardian will be allowed to attend. Principal has the discretion to not permit a student to attend a field trip due to behavior, attendance, or academic standing.

Visitors

Guests and parents must check in at the main office immediately upon entering the building. Visitors must be here for educational purposes only. No student not attending Climax-Scotts Community Schools is permitted without principal authorization. ALL parents/visitors must check in at the office upon arrival.

Personal Property

The school cannot be responsible for contents of a locker or personal items that may be lost or stolen at school. Students are cautioned to keep all valuables which may be necessary to bring to school from time to time, on their person always. If a theft of personal or school property occurs, it should be reported to the office immediately.

Emergency Drills and Procedures

Fire and disaster drills are held periodically throughout the year. Teachers will advise students of the procedures and drill specifics at the beginning of each semester. Directions and maps will be posted in each classroom. Students are expected to follow all expectations during emergency drills. Failure to do so will result in progressive discipline.

Medications

By State law, medicine (both prescription and non-prescription), taken during school hours, must be taken in the office and under the supervision of a member of the school staff. Medication cannot be kept in a student's locker, bag or purse, or car. All medications must be checked and held in the office. To assist the student with medical needs, the school must have the following information.

- The medication label attached to the medicine that includes the student's name, doctor's name, name of medication and dosage.

- A note from a parent/legal guardian authorizing school personnel to give medication to their child during school hours.

A pupil whose parent(s)/guardian(s) and physician provide written permission will be able to self-administer and self-possess his/her own emergency medications. A medication that a pupil possesses must be labeled and prepared by a pharmacy or pharmaceutical company and include the dosage and frequency of administration. A pupil's use shall not be denied if the conditions of written permission and physician direction are met. A building administrator may discontinue a pupil's right to self-administer and self-possession if there is misuse by the pupil. The denial shall come only after a consultation with the parent(s)/guardians(s). For example, a pupil who requires the use of an inhaler for relief or prevention of asthma symptoms shall be allowed to carry and use the inhaler if there is written approval from the pupil's physician and parent(s)/guardians(s) on record at the school (as described in the Michigan Revised School Code, Section 380.1179). All controlled substances must be checked in to the main office and administered under supervision.

Student Sales

Nothing is to be sold in school, such as candy, etc., without the written permission of the administration. Outside sales must not interfere with school programs or other fund-raising events, which promote school activities. Students may not sell candy in classrooms or in hallways. Students having outstanding moneys from class organization sales are held accountable (the same as student fines).

District Technology Code of Ethics

All students and parents will be required to read the Technology Code of Ethics and sign the User's Responsibility Agreement, prior to accessing and using technology. Use of technology within the district is a privilege that may be revoked at any time.

School Supplies

Students will be issued textbooks, paper, and such laboratory equipment as is reasonable and necessary for the schoolwork.

- a) Students will be responsible for the care of the textbooks, library books, and equipment and may be required to pay for excessive wear and destruction of such items.
- b) Students will be required to pay full replacement costs for lost/stolen books or class materials.

Dance and Party Regulations

All high school dances, as well as prom are only open to grades 9-12. All junior high dances will be held in the Jr./Sr. High Cafetorium and are open to students in grades 6-8. Junior high dances will last a maximum of two hours.

- a) Guests must be accompanied by students from our school. The host student must sign the guest list in the office after obtaining a guest form to be approved

by administration of the guests' current school and subsequent approval from this administration. Guest students not attending school must be under the age of 19 and a graduate of CS or under the age of 19 and had attended dances in the past.

- b) Students will be held responsible for the actions of their guests.
- c) Guests are expected to observe all rules and regulations expected of our students.
- d) School rules apply at dances and parties.
- e) Students and guests will be allowed one entry to the dance or party. Those who leave may not re-enter.
- f) The school dress code will apply to dances and parties; exceptions may be made for formal events.
- g) Halls may be used only when necessary to reach the bathroom or lockers. Locker rooms and their entrances are off limits during dances and parties.
- h) A Dance Policy Form and building request must be filled out by the advisor and turned in to the principal at least 2 weeks before the event.
- i) Coats or jackets may not enter the dance. Exceptions may be made for sport coats, tuxedo jackets, etc.

APPENDIX A: TITLE IX SEXUAL HARASSMENT

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

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

- A. Definitions: For definitions related to the District's non-discrimination, anti-harassment, and non-retaliation policy, including examples of prohibited conduct, see Policy 3115A – Definitions.
 - B. Designation of Coordinators: To find the appropriate coordinator/compliance officer, see Policy 3115B – Designation of Coordinators.
 - C. Supportive Measures: For more information about supportive measures, see Policy 3115C – Supportive Measures.
 - D. Informal Resolution: For more information about informal resolution, see Policy 3115D – Informal Resolution.
 - E. Grievance Procedure and Remedies: For more information about the grievance procedure for investigating unlawful discrimination, harassment, and retaliation complaints, and for possible remedies, see Policy 3115E – Grievance Procedure and Remedies.
 - F. Complaint Dismissal and Appeals: For more information about dismissing a complaint, appealing a complaint dismissal, or appealing a determination of responsibility, see Policy 3115F – Complaint Dismissal and Appeals.
 - G. Pregnancy Discrimination: For more information about preventing and responding to pregnancy discrimination, see Policy 3115G – Additional Requirements to Prevent and Address Pregnancy Discrimination.
 - H. Training, Recordkeeping, and Notice: For more information about training requirements, recordkeeping protocols, and notice of the District's non-discrimination policy, see Policy 3115H – Training Requirements, Recordkeeping, and Policy Notice.
- A. The following definitions apply to policies 3115-3115H, 4101, 4102, and 5202, which address non-discrimination, anti-harassment, and non-retaliation:
- 1. "Appeals Officer" means a person who is designated to hear a determination appeal, a dismissal appeal, or a challenge to a Supportive Measures decision. The Appeals Officer must be a District employee and may not be the same person as the Coordinator, Decisionmaker, Investigator, or Informal Resolution Facilitator.

2. “Complainant” means: (1) a student or employee who is alleged to have been subjected to conduct that could constitute Unlawful Discrimination; or (2) a person other than a student or employee who is alleged to have been subjected to conduct that could constitute Unlawful Discrimination and who was participating or attempting to participate in the District’s education program or activity at the time of the alleged Unlawful Discrimination.
3. “Complaint” means an oral or written request to the District that objectively can be understood as a request for the District to investigate and make a determination about alleged Unlawful Discrimination.
4. “Consent” means a voluntary agreement to engage in sexual activity by a person legally capable of consenting. Someone who is incapacitated cannot consent. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent can be withdrawn at any time. Coercion, force, or threat of either invalidates consent. Sexual conduct or romantic relationships between students and District employees, volunteers, or contractors, regardless of age or consent, are prohibited.
5. “Coordinator” means the person(s) designated by the District to coordinate the District’s compliance with state and federal non-discrimination laws. The Coordinator may be the same person as the Investigator and Decisionmaker.
6. “Day” means a day that the District’s central office is open for business, unless otherwise indicated.
7. “Decisionmaker” means the person designated to issue a determination as to whether Unlawful Discrimination occurred. The Decisionmaker may be the same person as the Coordinator and Investigator.
8. “Disciplinary Sanctions” means consequences imposed on a Respondent following a determination that the Respondent engaged in Unlawful Discrimination.
9. “Grievance Procedure” means the process outlined in Policy 3115E.
10. “Informal Resolution Facilitator” means the person designated to facilitate an informal resolution process. The Informal Resolution Facilitator may not be the same person as the Investigator or the Decisionmaker.
11. “Investigator” means the person designated to investigate a complaint of Unlawful Discrimination. The Investigator may be the same person as the Coordinator and Decisionmaker.
12. “Key Role” means Coordinator, Investigator, Decisionmaker, Informal Resolution Facilitator, or Appeals Officer.

13. “Party” means a Complainant or Respondent.
14. “Relevant” means related to the allegations of Unlawful Discrimination under investigation as part of the Grievance Procedure. Questions are relevant when they seek evidence that may aid in showing whether the alleged Unlawful Discrimination occurred, and evidence is relevant when it may aid a Decisionmaker in determining whether the alleged Unlawful Discrimination occurred.
15. “Remedies” means measures provided, as appropriate, to a Complainant or any other person the District identifies as having had their equal access to the District’s education program or activity limited or denied by Unlawful Discrimination. These measures are provided to restore or preserve that person’s access to the District’s education program or activity after the District determines that Unlawful Discrimination occurred.
16. “Respondent” means a person who is alleged to have violated the District’s prohibition on Unlawful Discrimination.
17. “Retaliation” means intimidation, threats, coercion, or discrimination against any person by the District, a student, or an employee or other person authorized by the District to provide aid, benefit, or service under the District’s education program or activity, for the purpose of interfering with any right or privilege secured by the 3115 Policy Series, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under the 3115 Policy Series. Retaliation does not include a requirement that a District employee participate in a Grievance Procedure.
18. “Supportive Measures” means individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a Complainant or Respondent, not for punitive or disciplinary reasons, and without fee or charge to the Complainant or Respondent to:
 - A. Restore or preserve that Party’s access to the District’s education program or activity, including measures that are designed to protect the safety of the Parties or the District’s educational environment; or
 - B. Provide support during the District’s Grievance Procedure or during an informal resolution process.
19. “Unlawful Discrimination” means to treat a person differently or less favorably due to the person’s race, color, national origin, ethnicity, religion, sex (including gender identity or expression, sexual orientation, pregnancy, childbirth, or a related condition), age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis or any other legally protected class, and

includes unlawful harassment and retaliation based on a person's membership in a protected classification.

B.

Unlawful harassment may include, but is not limited to:

1. ***Race, Color, or National Origin Harassment***, which is prohibited by Title VI and Title VII of the Civil Rights Act of 1964 and the Michigan Elliott-Larsen Civil Rights Act. Race, color, or national origin harassment is unwelcome conduct based on a person's actual or perceived race, color, or national origin that creates a hostile environment or becomes a condition of continued employment. Race includes traits historically associated with race, including, but not limited to, hair texture and protective hairstyles. Race, color, or national origin harassment may take many forms, including slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct.

Under this Policy, harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics, will be considered race, color, or national origin harassment.

2. ***Disability Harassment***, which is prohibited by the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and the Michigan Persons with Disabilities Civil Rights Act. Disability harassment is unwelcome conduct based on a person's actual or perceived disability that creates a hostile environment or becomes a condition of continued employment. Disability harassment may take many forms, including slurs, taunts, stereotypes, or name-calling, as well as disability motivated physical threats, attacks, or other hateful conduct.
3. ***Sex-Based Harassment***, which is prohibited by Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Michigan Elliott-Larsen Civil Rights Act, and includes harassment based on sex, sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, that is:

a. Quid Pro Quo Harassment

An employee, agent, or other person authorized by the District to provide an aid, benefit, or service under the District's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;

b. Hostile Environment Harassment

Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit

from the District's education program or activity (*i.e.*, creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:

- i. The degree to which the conduct affected the Complainant's ability to access the District's education program or activity;
- ii. The type, frequency, and duration of the conduct;
- iii. The Parties' ages, roles within the District's education program or activity, previous interactions, and other factors about each Party that may be relevant to evaluating the effects of the conduct;
- iv. The location of the conduct and the context in which the conduct occurred; and
- v. Other sex-based harassment in the District's education program or activity; or

c. *Specific Offenses*

- i. "Sexual assault" means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
- ii. "Dating violence" means violence committed by a person: (i) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (ii) where the existence of such a relationship shall be determined based on a consideration of the following factors: (1) the length of the relationship; (2) the type of relationship; and (3) the frequency of interaction between the persons involved in the relationship.
- iii. "Domestic violence" means felony or misdemeanor crimes committed by a person who: (i) is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the District, or a person similarly situated to a spouse of the victim; (ii) is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner; (iii) shares a child in common with the victim; or (iv) commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction.
- iv. "Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (i) fear for the person's safety or the safety of others; or (ii) suffer substantial emotional distress.

The District designates the following person(s) to serve as non-discrimination Coordinators:

Ms. Lisa Tuinstra
372 S. Main St Climax, MI 49034
269-746-2311
Lisa.tuinstra@csschools.net

A. Supportive Measures

The District will offer and coordinate Supportive Measures, as appropriate, for Complainants, Respondents, and others whose access to the District's education program and activity was impacted by alleged Unlawful Discrimination. Supportive Measures are designed to restore or preserve a person's access to the District's education program or activity or provide support during the District's Grievance Procedure and informal resolution process. Supportive Measures are available at any time, including before, during, and after the Grievance Procedure or Informal Resolution Process.

Supportive Measures must not unreasonably burden any Party.

1. Examples of Supportive Measures

Supportive Measures may include, but are not limited to:

- a. District-provided counseling;
- b. Course-related adjustments, such as deadline extensions;
- c. Modifications to class, extracurricular, or work schedules;
- d. Provision of an escort to ensure that the Complainant and Respondent can safely attend classes and school activities;
- e. Training and education programs; and
- f. Mutual no-contact orders.

Any Party may seek modification or termination of a supportive measure applicable to them if circumstances materially change.

The District must not disclose information about any Supportive Measures to persons other than the person to whom they apply, unless necessary to provide the Supportive Measure or to restore or preserve a party's access to the education program or activity, or as otherwise authorized by law.

B. Challenging Supportive Measures

For allegations of Title IX Sex Discrimination, any Party may seek modification or reversal of a decision to provide, deny, modify, or terminate Supportive Measures applicable to them. To request a modification to Supportive Measures, the Party must submit a written request to the Title IX Coordinator. The Title IX Coordinator will designate an impartial

employee as an Appeals Officer to review the challenge. The Appeals Officer must be an employee, must not be the person who made the challenged decision, and must have the authority to modify or reverse Supportive Measures. The Appeals Officer will only modify or reverse a decision about Supportive Measures if the Appeals Officer determines that the initial decision to provide, deny, modify, or terminate the supportive measure is inconsistent with the definition of Supportive Measures in this Policy.

C. Students with Disabilities

If a Party is a student with a disability, the applicable Coordinator or designee must consult with one or more members, as appropriate, of the student's Section 504 or Individualized Education Program Team (as applicable), to ensure compliance with Section 504 or the IDEA in the implementation of Supportive Measures.

In lieu of resolving a Complaint through the Grievance Procedure, and if offered by the District, the Parties may instead elect to participate in an informal resolution process. This process is not available to resolve a Complaint that includes allegations that an employee engaged in sex-based harassment of a student, or when such a process would conflict with Federal, State, or local law.

Informal resolution does not require a full investigation and may encompass a broad range of conflict resolution strategies, including, but not limited to, arbitration, mediation, or restorative justice.

A. Grievance Procedure

1. Generally

The District has adopted the following Grievance Procedure that provides for the prompt and equitable resolution of Unlawful Discrimination, including harassment and retaliation, Complaints. This Grievance Procedure will be used to investigate and resolve Complaints of Unlawful Discrimination, including harassment and retaliation, between and among students, employees, volunteers, contractors, and Board members.

The District will treat Complainants and Respondents equitably.

The District requires that any individual serving in a Key Role not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent. Individuals serving in a Key Role for a Title IX Sex Discrimination Complaint must meet the additional training requirements in Policy 3115H.

The District presumes that the Respondent is not responsible for the alleged Unlawful Discrimination until a determination is made at the conclusion of the Grievance Procedure.

- a. Grievance Procedure Stages and Timeframes: The District has established the following stages and, where applicable, timeframes for the Grievance Procedure:

- i. Evaluation

Upon receipt of a Complaint, the Coordinator will determine whether to proceed with an investigation or dismiss the Complaint consistent with Policy 3115F. For Title IX Sex Discrimination Complaints, this determination will occur within 5 days.

- ii. Investigation

If the Complaint proceeds to the Investigation phase, the Coordinator will appoint an Investigator to conduct the investigation and provide notice of the allegations. The Coordinator may serve as the Investigator. For Title IX Sex Discrimination Complaints, the notice of allegations will be provided within 5 days. For Title IX Sex Discrimination Complaints, the Investigator will endeavor to complete the investigation within 60 days.

- iii. Evidence Access (Title IX Sex Discrimination Complaints Only)

For Title IX Sex Discrimination Complaints only, upon completion of the Investigation phase, the Parties will have 5 days to access and respond to the evidence as further explained below.

- iv. Decision

Upon completion of the Investigation, the Decisionmaker will endeavor to promptly issue a decision as to whether Unlawful Discrimination occurred. For Title IX Sex Discrimination Complaints, the decision will be issued within 10 days.

Unless otherwise determined by the applicable Coordinator based on unique circumstances, the Investigator will also serve as the Decisionmaker.

- v. Appeal Decision

If an appeal is permitted under Policy 3115F, that appeal must be submitted within 5 days from a Party's receipt of the determination.

At any point, the Coordinator, Investigator, Decisionmaker, or Appeals Officer may reasonably extend timelines on a case-by-case basis for good cause. If good cause exists, the Coordinator, Investigator, Decisionmaker, or Appeals Officer will notify each Party in writing within 5 days of the decision to extend the timelines. Such notice will include the reason and length of the extension. Good cause may include absence of a Party or witness; concurrent law enforcement

activity; complexity of the underlying allegations; or the need for accommodations (e.g., language assistance or accommodation of disabilities).

2. Confidentiality

The District will take reasonable steps to protect the privacy of the Parties and witnesses during its Grievance Procedure. These steps will not restrict the ability of the Parties to obtain and present evidence, including consulting with their family members, confidential resources, or advisors; or otherwise prepare for or participate in the Grievance Procedure. The Parties may not engage in retaliation, including against witnesses.

3. Evidence Considerations

The Decisionmaker will objectively evaluate all evidence that is Relevant and not otherwise impermissible, including both inculpatory and exculpatory evidence. Credibility determinations will not be based on a person's status as a Complainant, Respondent, or witness. For Title IX Sex Discrimination Complaints, the Decisionmaker must attempt to independently question and evaluate the credibility of Parties and witnesses if credibility is in dispute and Relevant.

4. Complaint Consolidation

The District may consolidate Complaints when the allegations arise out of the same facts or circumstances.

5. Notice of Allegations

Upon receiving a Complaint, the applicable Coordinator will notify the Parties of the following:

- a. The Grievance Procedure and any informal resolution process;
- b. Sufficient information available at the time to allow the Parties to respond to the allegations, including the identities of the Parties involved in the incident(s), the conduct alleged to constitute Unlawful Discrimination, and the date(s) and location(s) of the alleged incident(s);
- c. Retaliation is prohibited; and
- d. For Title IX Sex Discrimination Complaints, the Parties are entitled to an equal opportunity to access the Relevant and not otherwise impermissible evidence or an accurate description of the evidence. If the District provides a description of the evidence, the Parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence upon request.

If, during an investigation, the District decides to investigate additional allegations of Unlawful Discrimination by the Respondent toward the Complainant that are not included in the notice provided or that are included in a Complaint that is consolidated, the District will notify the Parties of the additional allegations.

6. Investigation

The District will provide for adequate, reliable, and impartial investigation of Complaints. The burden is on the District - not on the Parties - to conduct an investigation that gathers sufficient evidence to determine whether Unlawful Discrimination occurred.

The Parties will be provided an equal opportunity to present fact witnesses and other inculpatory and exculpatory evidence that is relevant and not otherwise impermissible. The Investigator will review all evidence gathered through the investigation and determine what evidence is relevant and what evidence is impermissible regardless of relevance.

Throughout the investigation, the Investigator must determine, what, if any, facts remain in dispute. If dispositive facts are not reasonably in dispute (e.g., based on Party admissions, irrefutable evidence), further investigation is not required.

7. Title IX Sex Discrimination Specific Evidence Rules

Access to Evidence: For allegations of Title IX Sex Discrimination, the District will provide each party with an equal opportunity to access the evidence that is relevant to the allegations of Title IX Sex Discrimination and not otherwise impermissible, in the following manner:

- i. The Investigator will provide an equal opportunity to access either the relevant and not otherwise impermissible evidence, or an accurate description of this evidence. If the Investigator provides a description of the evidence, the Investigator will provide the parties with an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party;
- ii. The Investigator will provide a reasonable opportunity to respond to the evidence or the accurate description of the evidence; and
- iii. The District will take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through the Grievance Procedure. Disclosure of such information and evidence for purposes of administrative proceedings or litigation related to the Title IX Sex Discrimination Complaint is authorized.

- b. Impermissible Evidence: The following types of evidence, and questions seeking that evidence, are impermissible regardless of whether they are relevant:
 - i. Evidence that is protected under a privilege recognized by Federal or State law, unless the person to whom the privilege is owed has voluntarily waived the privilege or confidentiality;
 - ii. A Party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the Party or witness, unless the District obtains that Party's or witness's voluntary, written consent for use in the Grievance Procedure; and
 - iii. Evidence that relates to the Complainant's sexual interests or prior sexual conduct, unless evidence about the Complainant's prior sexual conduct is offered to prove that someone other than the Respondent committed the alleged conduct or is evidence about specific incidents of the Complainant's prior sexual conduct with the Respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the Complainant and Respondent does not by itself demonstrate or imply the Complainant's consent to the alleged sex-based harassment or preclude determination that sex-based harassment occurred.

Impermissible evidence will not be accessed or considered, except by the District to determine whether one of the above exceptions applies. Impermissible evidence will not be disclosed or otherwise used in the investigation.

8. Determination

Following the investigation and evaluation of all relevant and not otherwise impermissible evidence, the Decisionmaker will:

- a. Use the preponderance of the evidence standard to determine whether Unlawful Discrimination occurred. The Decisionmaker must evaluate relevant and not otherwise impermissible evidence for its persuasiveness. If the Decisionmaker is not persuaded by a preponderance of the evidence that Unlawful Discrimination occurred, whatever the quantity of the evidence, the Decisionmaker will not determine that Unlawful Discrimination occurred.
- b. Notify the Parties in writing of the determination whether Unlawful Discrimination occurred, including the rationale for such determination and the procedures and permissible bases for the Complainant and Respondent to appeal, if applicable.

- c. Not discipline a Respondent for Unlawful Discrimination unless there is a determination at the conclusion of the Grievance Procedure that the Respondent engaged in unlawful discrimination.
- d. Comply with this Grievance Procedure before imposing any disciplinary sanctions against a Respondent.

9. Remedies

If there is a determination that Unlawful Discrimination occurred, the applicable Coordinator will, as appropriate:

- a. Coordinate the provision and implementation of remedies to a Complainant and other people the District identifies as having had equal access to the District's education program or activity limited or denied by Unlawful Discrimination;
- b. Coordinate the imposition of any Disciplinary Sanctions against a Respondent. For a Title IX Sex Discrimination Complaint, notify the Complainant of any such Disciplinary Sanctions; and
- c. Take other appropriate prompt and effective steps to ensure that Unlawful Discrimination does not continue or recur within the District's education program or activity.

10. False Statements

A person who knowingly files a false Complaint or makes a materially false statement is subject to discipline, including discharge from employment or expulsion.

The District will not discipline a Party, witness, or others participating in a Title IX Sex Discrimination Complaint Grievance Procedure for making a false statement or for engaging in consensual sexual conduct based solely on the determination whether sex discrimination occurred.

A. Complaint Dismissal

The District may dismiss a Complaint if:

1. The District is unable to identify the Respondent after taking reasonable steps to do so;
2. The Respondent is not participating in the District's education program or activity and is not employed by the District;
3. The Complainant voluntarily withdraws any or all of the allegations in the Complaint, the applicable Coordinator declines to initiate a Complaint, and the District determines that, without the Complainant's withdrawn allegations, the conduct that remains

alleged in the Complaint, if any, would not constitute Unlawful Discrimination even if proven; or

4. The District determines the conduct alleged in the Complaint, even if proven, would not constitute Unlawful Discrimination. Before dismissing the Complaint and if necessary, the District will make reasonable efforts to clarify the allegations with the Complainant.

Upon dismissal, the District will promptly notify the Complainant of the basis for the dismissal. If the dismissal occurs after the Respondent has been notified of the allegations, the District will also notify the Respondent of the dismissal and the basis for the dismissal promptly following notification to the Complainant, or simultaneously if notification is in writing.

Upon dismissal, the District will take prompt and effective steps, as appropriate, through the applicable Coordinator, to ensure that Unlawful Discrimination does not continue or recur within the District's education program or activity. The District will offer Supportive Measures to the Complainant as appropriate. The District will also offer Supportive Measures to the Respondent as appropriate if the Respondent has been notified of the Complaint allegations.

The District will notify a Complainant alleging Title IX Sex Discrimination that a dismissal may be appealed and will provide the Complainant with an opportunity to appeal the dismissal of a Complaint. If the dismissal occurs after the Respondent has been notified of the allegations, then the District will also notify the Respondent that the dismissal may be appealed.

B. Complaint Dismissal Appeal – Title IX Sex Discrimination Only

1. Complaint dismissals may be appealed within 5 days of receipt on the following bases:

- a. Procedural irregularity that would change the outcome;
- b. New evidence that would change the outcome and that was not reasonably available when the dismissal was made; and
- c. The Title IX Coordinator, Investigator, or Decisionmaker had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that would change the outcome.

2. If the dismissal is appealed, the District will:

- a. Notify the Parties of any appeal, including notice of the allegations, if notice was not previously provided to the Respondent;
- b. Implement appeal procedures equally for the Parties;

- c. Ensure that the Appeals Officer did not take part in an investigation of the allegations or dismissal of the Complaint;
- d. Ensure that the Appeals Officer has been trained consistent with the applicable federal regulations;
- e. Provide the Parties a reasonable and equal opportunity to make a statement in support of, or challenging, the outcome; and
- f. Notify the Parties of the result of the appeal and the rationale for the result.

The Appeals Officer will affirm the dismissal if it met any of the above-listed standards for dismissal, unless the Appeals Officer determines that dismissal will result in unremedied Unlawful Discrimination.

C. Determination Appeal Procedure – Title IX Sex Discrimination Complaints Only

Any party may appeal the determination to the Title IX Coordinator, who will appoint an Appeals Officer to hear the appeal. The appeal must be filed within 5 days of receipt of the determination. The Appeals Officer will offer each Party the opportunity to submit a statement in support of the appeal or in support of the original determination. The Appeals Officer will issue a written decision on the appeal within 5 days of the deadline for the Parties to submit statements.

D. Determination Appeal Procedures – Other Complaints

Unless expressly stated in writing by the Decisionmaker, other determinations are not subject to appeal.

A. Pregnancy or Related Conditions

The District will not adopt or implement any policy, practice, or procedure, or take any action, on the basis of sex: (1) concerning a student’s current, potential, or past parental, family, or marital status that treats students differently on the basis of sex; (2) concerning the current, potential, or past parental, family, or marital status of an employee or applicant for employment that treats persons differently or that is based upon whether an employee or applicant for employment is the head of household or principal wage earner; (3) concerning pre-admission inquiries as to the marital status of an applicant for admission.

1. Comparable Treatment to Other Medical Conditions

The District treats pregnancy or related conditions as any other temporary medical condition for all job-related purposes and with respect to any medical or hospital benefit, service, plan, or policy the District administers, operates, offers, or participates in with respect to students.

2. Lactation Time and Space

The District will ensure access to and provide reasonable break time for an employee or student to express breast milk or breastfeed as needed.

The lactation space will be a space other than a bathroom that is clean, shielded from view, free from intrusion from others, and which may be used by an employee or student for expressing breast milk or breastfeeding as needed.

3. Student Pregnancy or Related Conditions Additional Requirements

a. Employee Obligations

Unless the employee reasonably believes that the Title IX Coordinator has already been notified, when a student, or a person who has a legal right to act on behalf of the student, informs any employee of the student's pregnancy or related condition, the employee will promptly provide that person with the Title IX Coordinator's contact information and inform that person that the Title IX Coordinator can coordinate specific actions to prevent sex discrimination and ensure the student's equal access to the District's education program or activity.

B. Title IX Coordinator Obligations

Upon receiving information that a student is pregnant or has a related condition, the Title IX Coordinator will take the steps below:

- i. Inform the student and the person who notified the District of the pregnancy or related condition (if that person has the legal right to act on behalf of that student) of the District's obligations and the student's rights;
- ii. Provide a copy of the District's notice of non-discrimination to the student and the person who notified the District of the pregnancy or related condition (if that person has the legal right to act on behalf of that student);
- iii. Make reasonable modifications to the District's policies, practices, or procedures as necessary to prevent sex discrimination and ensure equal access to the District's programs and activities. Any reasonable modification must be based on the student's individualized needs and made by consulting with the student. The student has the right to accept or reject any reasonable modifications. Any accepted reasonable modifications will be implemented;
- iv. Allow the student to voluntarily access any separate and comparable portion of the District's education program or activity;
- v. Allow the student to voluntarily take a leave of absence from the District's program or activity to cover (at a minimum) the period of time deemed medically necessary by the student's licensed healthcare provider. Upon

return, the student will be reinstated to the academic status and extracurricular status (as applicable) that the student held before leave began;

- vi. Provide access to a lactation space; and
- vii. Not require supporting documentation unless the documentation is necessary and reasonable for the District to determine the reasonable modifications to make or whether to take additional actions to support the student.

C. Certificate to Participate

The District will not require a student who is pregnant or has a related condition to provide certification from a healthcare provider or any other person that the student is physically able to participate in the District's class, program, or extracurricular activity unless: (i) the certified level of physical ability or health is necessary for participation in the class, program, or extracurricular activity; (ii) the District requires such certification of all students participating in the class, program, or extracurricular activity; and (iii) the information obtained is not used as a basis for discrimination.

A. Title IX Training Requirements

The following individuals must receive training related to their duties under Title IX. Training may not rely on sex stereotypes.

1. All Employees

All District employees must be trained upon hiring and annually on:

- a. The District's obligation to address sex discrimination;
- b. The scope of conduct that constitutes sex discrimination under Title IX and its implementing regulations, including the definition of sex-based harassment;
- c. The obligation to notify the Title IX Coordinator when the employee has information about conduct that reasonably may constitute sex discrimination;
- d. The obligation to provide a possible Complainant with the Title IX Coordinator's contact information and information about how to make a complaint of sex discrimination; and
- e. Notification requirements for pregnant students.

2. Key Role Training

a. All Key Roles: Any individual who serves in a Key Role under Title IX must be trained upon hire, when Key Role duties change, and annually thereafter on:

- i. All training requirements applicable to all employees;
- ii. The District's obligations in responding to allegations of sex discrimination;
- iii. The District's Grievance Procedure;
- iv. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias; and
- v. The meaning and application of the term "relevant" in relation to questions and evidence, and the types of evidence that are impermissible regardless of relevance.

b. Informal Resolution Facilitator

Individuals who serve as an Informal Resolution Facilitator must be trained upon hire, when Key Role duties change, and annually thereafter on:

- i. All training requirements applicable to all employees;
- ii. All training requirements applicable to Key Roles;
- iii. The rules and practices of the District's informal resolution process; and
- iv. How to serve impartially, including by avoiding conflicts of interest and bias.

c. Title IX Coordinator

Individuals who are designated as a Title IX Coordinator must be trained upon hire, when Key Role duties change, and annually thereafter on:

- i. All training requirements applicable to all employees;
- ii. All training requirements applicable to Key Roles;
- iii. All training requirements applicable to the Informal Resolution Coordinator;
- iv. The Coordinator's obligation to coordinate the District's efforts to comply with its responsibilities under Title IX;
- v. Supportive Measures;
- vi. The District's recordkeeping system;
- vii. Recordkeeping requirements; and
- viii. Any other training necessary to coordinate the District's Title IX compliance.

B. Other Coordinator Training Requirements

All other Coordinators and individuals assigned to serve in a Key Role outside of Title IX investigations must be adequately trained.

C. Record Keeping

The District will maintain the following records for a minimum of seven years:

1. For each Title IX Sex Discrimination Complaint, records documenting the informal resolution process or the Grievance Procedure, and the resulting outcome;

2. For each notification to the Title IX Coordinator about conduct that reasonably may constitute sex discrimination, including notifications received from District employees, records documenting the actions the District took to meet its obligations in responding to sex discrimination; and

3. All materials used to provide training under Title IX.

D. Nondiscrimination Notice Requirement

The District will prominently post on its website and otherwise provide notice of nondiscrimination to students, parents, employees, applicants for admission and employment, and all unions and professional organizations with collective bargaining agreements with the District. The notice of nondiscrimination will comply with all applicable laws

APPENDIX B: ANTI-BULLYING

Anti-Bullying

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

A. Prohibited Conduct

1. Bullying, including cyberbullying, a student at school is prohibited. Bullying is any written, verbal, or physical act, or electronic communication that is intended to or that a reasonable person would know is likely to harm one or more students directly or indirectly by doing any of the following:
 - a. substantially interfering with a student's educational opportunities, benefits, or programs;
 - b. adversely affecting a student's ability to participate in or benefit from the District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
 - c. having an actual and substantial detrimental effect on a student's physical or mental health; or
 - d. causing substantial disruption in, or substantial interference with, the District's orderly operations.
2. Retaliation or false accusations against the target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying, are prohibited.

B. Reporting an Incident

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

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

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

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

C. Investigation

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

D. Notice to Parent/Guardian

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

E. Annual Reports

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

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

F. Responsible School Official

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

G. Posting/Publication of Policy

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

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

H. Definitions

1. "At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether it is held on school premises. "At school" also includes any conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the device or provider is owned by or under the control of the District.
2. "Telecommunications access device" means any of the following:
 - a. any instrument, device, card, plate, code, telephone number, account number, personal identification number, electronic serial number, mobile identification number, counterfeit number, or financial transaction device defined in MCL 750.157m (e.g., an electronic funds transfer card, a credit card, a debit card, a point-of-sale card, or any other instrument or means of access to a credit, deposit, or proprietary account) that alone or with another device can acquire, transmit, intercept, provide, receive, use, or otherwise facilitate the use, acquisition, interception, provision, reception, and transmission of any telecommunications service; or
 - b. any type of instrument, device, machine, equipment, technology, or software that facilitates telecommunications or which is capable of transmitting, acquiring, intercepting, decrypting, or receiving any telephonic, electronic, data, internet access, audio, video, microwave, or radio transmissions, signals, telecommunications, or services, including the receipt, acquisition, interception, transmission, retransmission, or decryption of all telecommunications, transmissions, signals, or services provided by or through any cable television, fiber optic, telephone, satellite, microwave, data transmission, radio, internet based or wireless distribution network, system, or facility, or any part, accessory, or component, including any computer circuit, security module, smart card, software, computer chip, pager, cellular telephone, personal communications device, transponder, receiver, modem, electronic mechanism or other component, accessory, or part of any other device that is capable of facilitating the interception, transmission, retransmission, decryption, acquisition, or reception of any telecommunications, transmissions, signals, or services.
3. "Telecommunications service provider" means any of the following:
 - a. a person or entity providing a telecommunications service, whether directly or indirectly as a reseller, including, but not limited to, a cellular, paging, or other wireless communications company or other person or

entity which, for a fee, supplies the facility, cell site, mobile telephone switching office, or other equipment or telecommunications service;

- b. a person or entity owning or operating any fiber optic, cable television, satellite, internet based, telephone, wireless, microwave, data transmission, or radio distribution system, network, or facility; or
- c. a person or entity providing any telecommunications service directly or indirectly by or through any distribution systems, networks, or facilities.

APPENDIX C: PROTECTION OF PUPIL RIGHTS

A. Survey Analyses, and Evaluations

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

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

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

"Sensitive Information" Includes:

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

B. Invasive Physical Examinations

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

"Invasive physical examination" means:

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

C. Collection of Student Personal Information for Marketing

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

“Personal information” means individually identifiable information that includes:

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

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

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

D. Inspection of Instructional Material

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

E. Notification of Rights and Procedures

The Superintendent or designee will notify parents/guardians of:

1. this Policy and its availability upon request;
2. how to opt their child out of participation in activities as provided for in this Policy;
3. the approximate date(s) when a survey, evaluation, or analysis that would reveal sensitive information is scheduled or expected to be scheduled;
4. the approximate date(s) when the District or its agents intend to administer a non-emergency, invasive physical examination or screening required as a condition of attendance (except for hearing, vision, or scoliosis screenings);and

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

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

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

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

DIRECTORY INFORMATION AND OPT OUT FORM

The District may collect, retain, use, and disclose student education records consistent with state and federal law.

A. Definitions

1. An “education record” is a record directly related to a student that the District or its agents maintain, except that an education record does not include:
 - a. records kept in the maker’s sole possession that are used as a personal memory aid and that are not accessible or revealed to any person except a temporary substitute for the maker;
 - b. records maintained by a law enforcement unit of the District, as defined by the Family Educational Rights and Privacy Act (FERPA), if the record was created for a law enforcement purpose;
 - c. records relating to a student who is at least 18 years old that are created or maintained by a psychiatrist, psychologist, or other recognized professional or paraprofessional acting or assisting in that capacity that are created or maintained only for the student’s treatment (exclusive of remedial educational activities or educational activities that are part of the District’s instructional program) and that are disclosed only to persons providing treatment (except that the records may be personally reviewed by a physician or other appropriate professional of the student’s choice);
 - d. records created or received by the District after a person is no longer a student in the District and that are not directly related to the person’s attendance as a student in the District;
 - e. grades on peer-graded papers or assignments before they are collected or recorded by a teacher; or
 - f. records relating to a person employed by the District that are maintained in the normal course of business, relate only to the person’s employment, and are not available for any other purpose. Records relating to a person employed as a result of that person’s status as a student are, however, “education records.”
2. “Personally identifiable information” means a student’s name; the name of a student’s parent/guardian or family member; the student’s address or the address of a family member; a personal identifier, such as the student’s social security number, student number, or biometric record; other indirect identifiers, such as the student’s date of birth, place of birth, and mother’s maiden name; other information that alone or in combination is linked or linkable to a specific student that would allow a reasonable person in the school community, who

does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

3. "Directory information" is the information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. The Board designates the following as directory information
 - a. student names, addresses, and telephone numbers;
 - b. photographs, including photographs and videos depicting a student's participation in school-related activities and classes;
 - c. date and place of birth;
 - d. dates of attendance (e.g., 2013-2017);
 - e. participation in officially recognized activities and sports;
 - f. weight and height of athletic team members;
 - g. degrees, honors, and awards received; and

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

- B. School officials may collect and retain information about the District's students that is reasonably necessary for the District to perform its role as a public school district, including, without limitation, student work samples, assessments, evaluations, surveys, health and medical information, immunization records, birth certificates, proof of residence, proof of achievements and awards, behavior records, investigation reports, incident reports, attendance records, all records necessary for the District to satisfy state or federal legal obligations, and any record necessary for the District to prove that a student was accurately counted in membership for state aid and grant purposes.

The Superintendent or designee will ensure that all student records are retained consistent with the Records Retention and Disposal Schedule for Michigan Public Schools and Policy 3502 and that reasonable steps (including, without limitation, physical or technological controls) are taken to protect education records, including those stored electronically, from inadvertent or unauthorized disclosure.

C. Right to Inspect and Review Education Records

Parents/guardians may inspect and review their minor child's education records, regardless of custody status, unless a court order specifically provides otherwise.

Parents/guardians may also inspect and review the education records of an "eligible student" if the student is considered a dependent under Internal Revenue

Code Section 152. An “eligible student” means a student who is at least 18 years old, an emancipated minor, or a student enrolled in a postsecondary institution. Eligible students have the right to inspect and review their own education records.

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

The District will make arrangements for a parent/guardian or eligible student to inspect and review the student’s education records within a reasonable time from receiving a request and not more than 30 calendar days from the date of the request or if the student whose records are requested is a child with a disability as defined by the Individuals with Disabilities Education Act, before any Individualized Education Program Team meeting, resolution meeting, or due process hearing.

D. Right to Request Explanation or Interpretation of Student Education Records

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

E. Right to Request Amendment of Education Records

A parent/guardian or eligible student may request that a student’s education record be amended if the parent/guardian or eligible student believes the record is inaccurate, misleading, or otherwise in violation of the student’s privacy rights. The Superintendent will develop administrative guidelines explaining the process by which a parent/guardian or eligible student may request an amendment to the student’s records and that the parent/guardian or eligible student has the right to a hearing if the District refuses the request.

F. Disclosure of Education Records to School Officials

Except as noted in “Disclosure to a For-Profit Business Entity” (section J), a school official may receive and review personally identifiable information from a student’s education record only if the school official has a legitimate educational interest in the information. A school official has a “legitimate educational interest” if the record review is necessary for the school official to perform an administrative, supervisory, or instructional task as assigned by the District or to perform a service or benefit

for the student or the student’s family. For purposes of this Policy, a “school official” is any person employed by the District. The Board further designates the following persons and entities as “school officials”:

1. a person or company with whom the Board has contracted to perform a specific task (such as an attorney, auditor, insurance representative, medical consultant, or online educational service provider or vendor);
2. a contractor, consultant, volunteer, or other party to whom the Board has outsourced a service or function otherwise performed by District employees (e.g., a therapist, a school resource officer, or an authorized information technology specialist);
3. a parent/guardian or student serving on an official committee, such as a disciplinary, reinstatement, or grievance committee; and
4. a person, including a volunteer, who is assisting another school official in performing the official’s duties.

The above-identified persons and entities must: (a) perform institutional services or functions for which the District would otherwise use its own employees, (b) be under the direct control of the District as to the use and maintenance of education records, and (c) be subject to the requirements of FERPA regulations governing the use and re-disclosure of personally identifiable information from education records.

The Superintendent or designee will adopt procedures, including physical and technological controls, to ensure that only those school officials with a legitimate educational interest may access personally identifiable information from a student’s education records.

G. Disclosure of “Directory Information”

Except as otherwise stated in this Policy, school officials may disclose “directory information” without the prior written consent of a parent/guardian or eligible student unless the parent/guardian or eligible student specifically notifies the District that the parent/guardian or eligible student does not consent to the disclosure of the student’s directory information for 1 or more of the uses for which the District would commonly disclose the information.

The District will provide parents/guardians and eligible students with a Directory Information Opt Out Form, listing all uses for which it commonly discloses student directory information. The form will allow the parent/guardian or eligible student to elect not to have the student’s directory information disclosed for 1 or more of the listed uses. Upon receipt of a completed Directory Information Opt Out Form, school officials may not release the student’s directory information for any of the uses selected on the form.

The Superintendent or designee will provide the Directory Information Opt Out

form to all parents/guardians or eligible students within the first 30 days of the school year. The form will also be made available at a parent's/guardian's or eligible student's request at any time during the school year. If the parent/guardian or eligible student does not return the form, the District may release directory information as permitted by law. The Directory Information Opt Out form will be kept on file for 1 year.

To ensure that directory information is not improperly used, the Superintendent or designee may require that a person requesting directory information execute an affidavit stating that, if disclosed, the directory information will not be used, rented, or sold for the purpose of surveys, marketing, or solicitation.

H. Disclosure of Education Records to Another School

School officials may release or disclose personally identifiable information contained in a student's education record without the consent of the parent/guardian or eligible student to another school or post-secondary institution in which the student seeks or intends to enroll, is enrolled, or from which the student receives services, if the disclosure is related to the student's enrollment or transfer.

I. Tagged Records and Record Transfers

Upon notification by a law enforcement agency that a student under age 17 is missing, the building principal or designee will tag the student's record in a manner that will alert both District and ISD personnel that the student is considered missing. Within 7 calendar days after receiving notice from a law enforcement agency that a student is no longer considered missing, the building principal or designee will remove the tag from the student's record.

Within 30 calendar days after receiving a request from a school in which a student has enrolled, the building principal or designee will forward the student's education records to the requesting school unless the student's record has been tagged as described in this Policy. If the record has been tagged, the building principal or designee will not forward the student's education records to the requesting school and will notify law enforcement.

J. Disclosure to a For-Profit Business Entity

School officials will not sell or otherwise provide any personally identifiable information that is part of a student's education records to a for-profit business entity, except as follows:

1. an employee or agent of a business entity acting as a "school official" as defined in this Policy;
2. pursuant to a management agreement between a public school academy and

- an educational management organization;
- 3. as necessary for standardized testing; or
- 4. as necessary to a person who is providing educational or educational support services to the student pursuant to a contract with the school.

K. Disclosure of Education Records in Response to Subpoena/Court Order

To the extent consistent with state law, including the nondisclosure requirements of Revised Judicature Act Section 2165, school officials may release or disclose personally identifiable information contained in a student's education records without the consent of the parent/guardian or eligible student upon receipt of a court order or lawfully issued subpoena requiring disclosure of the information. To the extent permitted or required by law, before complying with a court order or subpoena, school officials must notify the parent/guardian or eligible student, in writing, that the District intends to comply with the court order or subpoena.

L. Disclosure of Education Records in Other Circumstances

Except as provided in this Policy, the District and its employees and agents are prohibited from disclosing personally identifiable information from a student's education records without the written consent of a parent/guardian or eligible student unless the disclosure is otherwise permitted or required by law, including, without limitation, if the disclosure is:

- necessary because of a health or safety emergency;
- to authorized state or federal officials;
- in connection with a student's application for or receipt of financial aid;
- made for purposes of conducting a study for or on behalf of an educational agency or institution;
- to an accrediting organization;
- concerning a registered sex offender; or
- to a representative of a child welfare agency for a foster child.

M. Disclosure Logs

The Superintendent or designee will maintain, to the extent required by law, a log of those persons to whom personally identifiable information from a student's education records has been disclosed. The record will identify the student whose information was disclosed, the person or entity who requested or received the information, the information that was disclosed, the date the parent/guardian or eligible student provided written consent (if necessary for the disclosure), a legitimate reason for the disclosure, and any other information required by law.

Subject to the limitations below, a parent/guardian or eligible student may request, in writing, information related to disclosure of personally identifiable information by the District. This information includes:

- the specific personally identifiable information that was disclosed by the District;
- the name and contact information of each person, agency, or organization to which the District disclosed the student's personally identifiable information; and
- the legitimate reason that the person, agency, or organization had in obtaining the personally identifiable information.

The District is not required to provide information about the disclosure of personally identifiable information if the personally identifiable information is:

1. provided to MDE or CEPI;
2. provided to the eligible student or the student's parent/guardian;
3. provided to an intermediate school district providing services pursuant to a written agreement;
4. provided by an intermediate school district to a school district or to a public school academy in which the pupil is enrolled or to a school district or public school academy providing services to the pupil pursuant to a written agreement;
5. provided to a person, agency, or organization with the written consent of the eligible student or the student's parent/guardian;
6. provided to a person, agency, or organization in accordance with an order, subpoena, or ex parte order issued by a court of competent jurisdiction;
7. provided as necessary for standardized assessments that measure the student's academic progress and achievement;
8. covered by the District's Directory Information Opt Out Form, unless the parent/guardian or eligible student has signed and submitted the Opt Out Form.

N. Video Recordings

A video recording that is directly related to a student may be an "education record" (e.g., when it is maintained to document student conduct or misconduct, unless it is maintained by a law enforcement unit and used solely for a law enforcement purpose). The Superintendent or designee will determine, on a case-by-case basis, upon receipt of a request for the video's disclosure, whether a particular video is an "education record" and whether it contains "personally identifiable information" about a student. If the Superintendent or designee determines that a video recording is an "education record," its release and disclosure and the rights of parents/guardians and eligible students to inspect and review the video

recording are governed by this Policy, applicable laws, and relevant state and federal guidance.

O. Disclosure of Records to Law Enforcement

Nothing in this Policy limits a school official's right or duty under state law or pursuant to the Statewide School Safety Information Policy to contact law enforcement to report possible criminal activity. A school official may not, however, disclose personally identifiable information from a student's education records to law enforcement without the prior written consent of a parent/guardian or eligible student unless disclosure is otherwise permitted or required by state or federal law (e.g., in response to a health or safety emergency or a court order or subpoena).

If a school official reports possible criminal activity of a student with a disability as defined by the Individuals with Disabilities Education Act, the school official must transmit a copy of the student's special education records and disciplinary records to the authorities to whom the crime is reported in a manner consistent with FERPA (i.e., with prior written consent or a lawful exception to consent). Except for disclosures in response to a health or safety emergency, school officials must seek written consent to transmit the records of a student with a disability immediately after reporting the student's potential criminal activity to authorities.

P. Disclosure of Information to Military Recruiter

The District will provide recruiters of the Armed Forces of the United States with at least the same access to the high school campus and to directory information as is provided to other entities offering educational or employment opportunities to those students, as required by state and federal law. "Armed Forces of the United States" means the armed forces of the United States and their reserve components and the United States Coast Guard.

The Directory Information Opt Out Form must include the option to opt out of the disclosure of the student's directory information to recruiters of the Armed Forces of the United States. Upon receipt of a written "opt out," school officials may not release the student's directory information to recruiters of the Armed Forces of the United States. The District may charge a fee, not to exceed the actual costs of copying and mailing the requested directory information, to recruiters of the Armed Forces of the United States, to the same extent it charges other organizations.

Q. Annual Notice Requirements

The Superintendent or designee will send an annual notice to parents/guardians and eligible students notifying them of the following:

1. the right to inspect and review their student's education records;

2. the right to seek amendment of their student's education records, the process for requesting amendment, and applicable hearing procedures;
3. the identity of designated "school officials" and the definition of "legitimate educational interest";
4. the definition of "directory information" and notice that their student's directory information may be disclosed without consent unless the parent/guardian or eligible student opts out of allowing disclosure;
5. the District's practice to disclose a student's education records, including disciplinary records, to another school or post-secondary institution in which the student seeks or intends to enroll or is enrolled;
6. the right to consent to the disclosure of personally identifiable information from a student's education record before its disclosure, unless a nonconsensual disclosure is otherwise authorized by law;
7. the right to opt out of disclosure of directory information to recruiters for Armed Forces of the United States and their service academies;
8. the right to file a complaint with the U.S. Department of Education alleging that the District violated FERPA; and
9. the right to obtain a copy of the Board's policies and administrative regulations about student records.

ACCEPTABLE USE AGREEMENT

The purpose of this Agreement is to grant access to and define acceptable use of the District's technology resources ("Technology Resources"). Technology Resources are any type of instrument, device, machine, equipment, technology, or software that is capable of transmitting, acquiring, or intercepting, and telephone, electronic, data, internet, audio, video, or radio transmissions, signals, telecommunications, or services, and include without limitation (1) internal and external network infrastructure, (2) Internet and network access, (3) computers, (4) servers, (5) storage devices, (6) peripherals, (7) software, and (8) messaging or communication systems.

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

- A. Your use of the District's Technology Resources is a privilege that may be revoked by the District at any time and for any reason.
- B. You have no expectation of privacy when using the District's Technology Resources. The District reserves the right to monitor and inspect all use of its Technology Resources, including, without limitation, personal e-mail and voice-mail communications, computer files, data bases, web logs, audit trails, or any other electronic transmissions accessed, distributed, or used through the Technology Resources. The District also reserves the right to remove any material from the Technology Resources that the District, at its sole discretion, chooses to, including, without limitation, any information that the District determines to be unlawful, obscene, pornographic, harassing, intimidating, disruptive, or that otherwise violates this Agreement.
- C. The Technology Resources do not provide you a "public forum." You may not use the Technology Resources for commercial purposes or to support or oppose political positions or candidates unless expressly authorized in advance by a teacher or administrator as part of a class project or activity. You may, however, use the Technology Resources to contact or communicate with public officials.
- D. The District's Technology Resources are intended for use only by registered users. You are responsible for your account/password and any access to the Technology Resources made using your account/password. Any damage or liability arising from the use of your account/password is your responsibility. Use of your account by someone other than you is prohibited and may be grounds for suspension from the Technology Resources and other disciplinary consequences for both you and the person(s) using your account/password.
- E. You may not use the Technology Resources to engage in bullying, which is defined as: Any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more pupils either directly or indirectly by doing any of the following:

- a. Substantially interfering with educational opportunities, benefits, or programs of one or more pupils;
- b. Adversely affecting the ability of a pupil to participate in or benefit from the educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress;
- c. Having an actual and substantial detrimental effect on a pupil's physical or mental health;
- d. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Use of other communication/messaging devices (including devices not owned by the District) to engage in bullying may be grounds for discipline under the District's **Jr./Sr. High School Student/Parent Handbook**.

- F. If you misuse the Technology Resources, your access to the Technology Resources may be suspended and you may be subject to other disciplinary actions, up to and including expulsion. Misuse includes, but is not limited to:
 1. Accessing or attempting to access material that is "harmful to minors." Material that is "harmful to minors" includes any picture, image, graphic image file, or other visual depiction that (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion; (2) depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as whole lacks serious literary, artistic, political, or scientific value as to minors.
 2. Accessing or attempting to access material that is unlawful, obscene, pornographic, profane, or vulgar.
 3. Accessing or attempting to access material that is inappropriate for minors. Material that is inappropriate for minors is defined as:
 4. Bullying (as defined in paragraph E).
 5. Sexting, which includes, without limitation, possessing, sending or distributing nude, sexually explicit, or sexually suggestive photographs, videos, or other visual depictions of yourself or another person.
 6. Vandalism, which includes, without limitation, any malicious or intentional attempt to harm, steal, destroy, or disrupt user data, school material, or school hardware or software.
 7. Hacking, which includes, without limitation, gaining or attempting to gain access to, modifying, or obtaining copies of, information belonging to others or information you are not authorized to access.
 8. Unauthorized copying or use of licenses or copyrighted software.
 9. Plagiarizing, which includes the unauthorized distributing, copying, using or holding out as your own, material that was written or created

by someone else, without permission of, and attribution to, the author/creator.

10. Posting or distributing confidential or inappropriate information meant to harass, intimidate, or embarrass others.
 11. Allowing someone else to use your account or password or not preventing unauthorized access to Technology Resources when leaving them unattended.
 12. Using or soliciting the use of or attempting to use or discover the account information or password of another user.
 13. Attempting to or successfully disabling security features, including technology protection measures required under the Children's Internet Protection Act ("CIPA").
 14. Misusing equipment or altering system software without permission.
 15. Commercial for-profit activities, advertising, political lobbying, or sending mass mailings or spam. However, you may contact a public official to express an opinion on a topic of interest.
 16. Using the Technology Resources in any way that violates any federal, state, or local law or rule, or the District's **Jr/Sr High School Student/Parent Handbook**.
- G. You must promptly disclose to your teacher or other school employee any content you view or receive over the Technology Resources that is inappropriate or that makes you feel uncomfortable, harassed, threatened, or bullied, or that contains sexually explicit content. You should not delete such content until instructed to do so by a staff member.
- H. It is the policy of the District, as a recipient of certain federal funds, to monitor the online activities of its minor students and provide technology protection measures on its computers with Internet access designed to prevent minors from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors.
- I. It is the policy of the District to prohibit its minor students from (1) accessing inappropriate matter on the internet; (2) engaging in hacking or other unlawful online activities; and (3) accessing materials that are harmful to minors. It is also the policy of the District to educate students about cyberbullying awareness and response and about appropriate online behavior, including disclosing, disseminating, or using personal information and safely and appropriately interacting with other individuals in social networking websites, chat rooms, by email, and other forms of direct electronic communications.
- J. The District does not guarantee that measures described in paragraphs H and I will provide any level of safety or security or that they will successfully block all inappropriate material from the District's students. You agree that you will not intentionally engage in any behavior that was intended to be prevented by paragraphs H and I.

- K. The District does not warrant or guarantee that its Technology Resources will meet any specific requirement, or that they will be error free or uninterrupted; nor will the District be liable for any damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the Technology Resources.
- L. **You are responsible for the proper use of the Technology Resources and will be held accountable for any damage to or replacement of the Technology Resources caused by your inappropriate use. If your device is lost, damaged, or having technical issues, please report this to your teacher or office staff immediately. User will be responsible for any damaged or broken devices. The following chart represents a guideline for replacement costs for lost/damaged devices:**

Repair/Replacement:	Cost:
Total Device Replacement	~ \$300
Screen	~ \$50
Keypad	~ \$45
Power Charger/Cable	~ \$25

I agree to follow this Agreement and all rules and regulations that may be added from time to time by the District or its Internet Service Provider.

I also agree to follow all rules in the District's **Jr/Sr High School Student/Parent Handbook**.

Any additional rules, regulations, and policies are available in the **Climax-Scotts Board of Education Policy Manual**.

As a condition of using the Technology Resources, I agree to release the District and its board members, agents, and employees, including its internet service provider, from all liability related to my use or inability to use the Technology Resources.

CLIMAX-SCOTTS TECHNOLOGY RESOURCES – SIGN AND RETURN THIS SHEET

I hereby release the District, its personnel, and any institutions with which it is affiliated, from all claims and damages of any nature arising out of my use of, or inability to use the Technology Resources, including, but not limited to claims that may arise from unauthorized use of the system.

I have carefully read and fully understand the terms and conditions of this agreement. I agree to follow the terms and conditions of this agreement. I understand that if I violate any of the terms and conditions of this agreement my account can be terminated, and I may face other disciplinary measures.

I further understand that I am responsible for any financial obligations arising from my unauthorized use of Technology Resources to purchase products or services.

I hereby give consent to the District for the interception of my electronic communications as it deems necessary for compliance with this agreement and any applicable laws.

STUDENT SIGNATURE

Student 1st Name (Print) M.I. Last Name Grade

Student Signature Date

PARENT/GUARDIAN SIGNATURE

I have read this Agreement and agree that as a condition of my child’s use of the Technology Resources, I release the District and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my child’s use or inability to use the Technology Resources. I also indemnify the District and its board members, agents, and employees, including its Internet Service Provider, for any fees, expenses, or damages incurred as a result of my child’s use, or misuse, of the District’s Technology Resources.

I understand and agree that I am fully responsible for any financial obligations arising from my child’s use or unauthorized use of the Districts Technology Services to purchase products or services as well as any damage to the devices.

I authorize the District to consent to the sharing of information about my child to website operators as necessary to enable my child to participate in any program, course, or assignment requiring such consent under the Children’s Online Privacy Protection Act.

I understand that data my child sends or receives over the Technology Resources is not private. I consent to having the District monitor and inspect my child’s use of the Technology Resources, including any electronic communications that my child sends or receives through the Technology Resources.

I understand it is impossible to restrict my child’s access to all potentially controversial materials. I agree not to hold the District responsible for any information or materials acquired by my child through the Districts’ Technology.

I understand and agree that my child will not be able to use the District’s Technology Resources until this Agreement has been signed by both my child and me.

I have read this Agreement and agree to its terms and conditions.

Do you currently have sufficient Wi-Fi access at home?

Parent/Guardian Name (Please Print) Parent/Guardian Signature Date

School Use Only

Device Serial # _____ CSS Tag # _____
Date Given _____ By _____
Charger # _____

APPENDIX F: ATHLETIC CODE OF CONDUCT

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

Athletic Director: Mr. Tyler Langs

269-746-2407

tyler.langs@csschools.net

Communication Protocol

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

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

Concussion Protocol

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

Athletic Code of Conduct

Training rules are essential for each participant in the interscholastic athletic program at Climax-Scotts Jr./Sr. High School. Athletes are expected to abide by these rules all year long, not only for their own welfare, but also because they represent the school both on and off the athletic field.

It is a privilege to represent C-S in these activities. Regulations and consequences apply to all team activities at the junior/senior high level as well as all student athletes year-round and are in addition to other sections of the Student/Parent Handbook.

Controlled Substances: Any participant involved in athletics/activities at Climax-Scotts WILL NOT be in possession of, use, consume or be under the influence of, smoke, possess, furnish or deliver any controlled substance, as specified below, or drug

paraphernalia at any time in any place on or off school property. Violators will be disciplined for the following offenses according to the Student/Parent Handbook:

- Possession or use of tobacco, E-cigarettes, vaporizing substances/products.
- Possession or use of controlled substances including but not limited to the following:
 - a) Alcohol
 - b) Illegal drugs
 - c) Narcotics
 - d) Hallucinogens
 - e) Amphetamines
 - f) Barbiturates
 - g) Marijuana
 - h) Anabolic steroid / Chorionic Gonadotropin
(non-prescription)
 - i) Unauthorized prescription medications
 - j) Designer drugs
 - k) Mood or behavior altering chemicals substances, drugs.
 - l) Counterfeit/look-alike drugs

Violators will be disciplined according to the Student Code of Conduct and receive the following:

- 1st offense: Suspension from an event/activity for 1/3 of season.
- 2nd offense: Suspension for 6 months from any activity.
- 3rd offense: One calendar year suspension from all athletics.

The suspension will carry over to another school sport during the same school year or another school year. This will depend entirely on the date of discipline and number of days involved in the suspension.

- Team members must ride the bus/school van to each game. They also must ride school transportation home from each game unless the coach receives a permission slip or phone call from the parent, or the parent signs the student out on sign-out sheets provided by some coaches. To reduce transportation costs, there will be a possibility of alternative transportation. If there are less than eight players coming home from an event on the bus, it will be decided to “take only” and use the school van as an alternative means of transportation with a Coach driving. Coaches would need to know the parents’ wishes at least one week in

advance of the event to schedule the bus or the van for the trip. Students are not allowed to provide individual transportation.

The Bus Discipline Policy as stated in the Student/Parent Handbook will be followed to and from all extracurricular activities.

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

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

Participation Requirements

The privilege of participation in an athletic program may be withdrawn because of the violation of any local, state or federal law.

To participate in a meeting, practice, activity, game, match or tournament, a student must be in attendance in all classes on the day of the activity or practice. The following are the exceptions to this attendance regulation and must be verified:

- Absences that are **pre-excused** prior to the absence.
- Doctor or dental appointments which cannot be scheduled other than during the school day. The office must be notified PRIOR to the absence.
- Family emergencies – A student's personal business such as haircuts, shopping, working, etc. will NOT be considered a family emergency.
- Personal emergencies beyond the student's control.
- Any school – related absence such as a field trip, counselor appointment, special permission of a teacher, etc.

All absences that are not in accordance with the above will be considered as unacceptable absences, and the student will not be permitted to participate in the activity that day or evening. In the case of Saturday events the only students who are not eligible to participate are those students who are currently academically ineligible or on suspension.

The Principal must approve any deviation from participation regulations. If the absence/tardy is unacceptable, the student will be required to forfeit the next like event (practice for practice, event for event etc.).

Employed students must comply with the athletic code. An employed student **MUST NOT** let employment interfere with practices, games, matches or tournaments.

School Equipment

- The participant is financially responsible for all equipment checked out to him/her.
- The participant will receive credit on items turned in only if they are items that were checked out to him/her.
- C-S athletic equipment must be kept in a locked locker. It may not be used for any purpose except that for which it is issued.

Practice Regulations

- When in school all day, participants must notify the coach, in advance, any time they will not attend an event.
- Any athlete missing practice without prior excuse of the coach may lose the privilege of participating.

Grooming:

- The coach has the right to request a change in grooming if the grooming of the participant is unsanitary, unsafe, and/or detrimental to the performance of the participant, another team member or competitor.

Participation Timelines

- Except for football, girls' volleyball players and all junior high school players, a candidate must come out during the first week of mandatory practice or he/she will not be allowed to participate.
- Football and girls' volleyball players must come out by the end of the first week of school. (This does not apply to transfer students, students who are ill at the time practice starts, or other circumstances beyond the student's control). Participation under these circumstances will be at the discretion of the Athletic Director.
- An athlete participating in each sport will be given until the day preceding the third athletic contest in that sport to decide if he/she wants to stay on the team.
- If a participant wishes to leave a sport / activity after the third athletic contest / activity he/she must follow these successive steps to gain permission.

Step 1: Conference with coach

Step 2: Conference with coach, Athletic Director and the participant and the participant's parents.

- If permission is received from the coach, the athlete does not proceed to the second step. If these steps are not followed the athlete will not be allowed to participate in future sports for ninety (90) mandatory school activity days.
- The coach of a given sport or Athletic Director may give a athlete permission to leave the sport without penalty after the third contest/performance for justifiable reasons such as, but not limited to, illness.
- An athlete choosing dual participation in athletics and/or other extracurricular activities MUST choose a primary sport. The coaches involved must be notified of that choice.

Athletic Appeals

The coach shall be responsible for the discipline of his/her participants. If disciplinary action taken by the coach is considered to be inappropriate by the participant and/or his/her parents, the following appeal process may be involved: Appeals may be made to the Athletic Board consisting of the Principal, AD, and Coach.

Athletic Awards

- To receive any Varsity award (Varsity letter, certificate or plaque) an athlete must complete the season as a member of the team in good standing.
- A Varsity player missing the standard due to injury or illness for a given season may be awarded a Varsity award as recommended by the Athletic Director and Coach.
- To receive any Junior Varsity award (JV letter or certificate) an athlete must complete the season as a member of the team in good standing.
- To receive any freshman award (chenille number of his/her graduating class) an athlete must complete the season as a member of the team in good standing.
- To receive any Junior High award an athlete must complete the season as a member of the team in good standing.

- All athletic equipment must be turned in or paid for before the athlete may receive an award or participate in the next sport season.
- A varsity letter (chenille) will be awarded the first time an athlete qualifies, varsity awards after that will be a certificate and pin representing the sport.

The following requirements are also necessary for a Varsity Award:

Football:	Play in 5 games
Girls & Boys Basketball:	Play in 10 games
Wrestling:	Wrestle in 9 dual meets
Softball & Baseball:	Play in 10 games
Volleyball:	Play in 10 games
Track:	Earn 5 points
Cheerleading:	Cheer at a varsity event
Competitive Cheer:	50 % of Varsity Competitions
Golf:	Appear in 6 matches or score in 4 matches