



Kaleva Norman Dickson
Schools *"Small school, big family"*

2025-2026 Student Handbook



Dear Parents and Guardians,

It is indeed a privilege to have the opportunity to work with you and your child. The purpose of this Parent/Student Handbook is to help familiarize you with our school's procedures and provide helpful information. A variety of important topics that will have an impact on you and your child's elementary experience will be explained in this handbook.

Please take the time to read the handbook. It is also recommended that you keep it handy and refer to it if you have a question regarding procedures and policies. If you do have a question, please contact us. Communication between us is key as we create a positive partnership to support your child's learning. By working together, we can ensure that your child's experience in school will be successful and fun!

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 students 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.

Vision and Mission Statements

Vision: KND students will develop the relationships, skills, and knowledge necessary to achieve personal success as confident, responsible, and productive citizens

Mission: At the KND School District, our mission is to provide a high quality and meaningful education to meet the needs of all students. By maintaining a safe and encouraging learning environment, we build relationships which provide social and emotional support. Students are given the tools to build the character necessary to excel in this technologically advanced world, become contributing members of society and lifelong learners. This mission is achieved through the collaboration of school, home, and community, which fosters our identity as a small school, big family.

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IMPORTANT INFORMATION

District Website

<https://knd.kndschoools.org/>

Board Policies: <https://knd.kndschoools.org/index.php/administration/board-of-education/>

Addresses

4400 N. High Bridge Rd

Brethren, MI 49619

Contact Information

Main Office:

Daisy Bunning (231) 477-5353 ext. 2214, buningd@kndschoools.org

Cheryl Schaefer(231) 477-5353 ext. 2211, schaeferc@kndschoools.org

Fax: (231) 421-6243

Student Services:

Jonathan Randall (231) 477-5353 ext. 2204 randallj@kndschoools.org

Jenny Schmidt (231) 477-5353 ext. 2224, schmidtj@kndschoools.org

Special Education:

Kristen Johnson (231) 477-5353 ext. 2205 johnsonk@kndschoools.org

Transportation:

Robin Ludwig (231) 477-5353 ext. 2203, ludwigr@kndschoools.org

Athletics:

Jason Kemler (231) 477-5353 ext. 2254, kemlerj@kndschoools.org,

Jonathan Randall (231) 477-5353 ext. 2204, randallj@kndschoools.org

Administration

Superintendent: Jakob Veith

Secondary Principal: Kile Charnes

Elementary Principal: Cody Jensen

Behavioral Specialist: Tegan Wayward

Special Education Coordinator: Kristen Johnson

Athletic Director: Jason Kemler

Assistant Athletic Director: Jonathan Randall

Transportation Director: Darrel Hartman

KND CALENDAR 2025/2026

<u>Work Days</u>	<u>Student Days</u>	<u>Date</u>	<u>Event</u>
7	4	Mon. Tues. Aug 11 & 12 Wed. Aug. 20 Mon. Aug. 25	Shanty Creek/ PD Open House Students' First Day
21	21	Fri-Mon. Aug. 29 - Sep. 1	Labor Day Weekend - NO SCHOOL
23	23	Wed. Oct. 1 Thurs. Oct. 9 Fri. Oct. 31	Count Day Conferences -1/2 Day for Students (<i>noon release</i>) End of 1st Marking Period (<i>school in session</i>)
18	18	Wed. Nov. 26 Thurs. Fri. Nov 27 & 28	Early Release Day - 1:10 Thanksgiving Break - NO SCHOOL
15	15	Fri. Dec. 19	Last day before Christmas Break (<i>school in session</i>)
20	19	Mon. Jan. 5 Fri. Jan. 16 Mon. Jan. 19	School Resumes End of 2nd Marking Period (<i>school in session</i>) MLK Day/Teacher Records Day - No School for Students
18	18	Wed. Feb. 11 Fri.-Mon. Feb. 13-16	Count Day Winter Break - NO SCHOOL
20	20	Wed. Mar. 11 Fri. Mar. 20 Fri. Mar. 27 March 30-April 6	Conferences - 1/2 Day for Students (<i>noon release</i>) End of 3rd Marking Period (<i>school in session</i>) Last day before Spring Break (<i>school in session</i>) Spring Break
18	18	Tues. Apr. 7	Return to School
20	20	Fri. May 22 Mon. May 25	Graduation Memorial Day - NO SCHOOL
5	4	Wed. June 3 Thurs. June 4 Thurs. June 4 Fri. June 5	Students & Teacher Early Release (<i>1:10 dismissal</i>) Students & Teacher Early Release (<i>1:10 dismissal</i>) LAST DAY Teacher Records Day
<u>Teacher Total</u> 185	<u>Student Total</u> 180		

2025-2026 DAILY SCHEDULE

School staff will supervise students on school grounds 10 minutes before the school day begins. **Unless students are participating in a school activity, school staff will not provide supervision before or after these times.**

Monday-Thursday 8:10am - 3:10pm, Friday 8:10am - 1:10pm

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:

- A. Channel: 9/10 (CBS), 7/4 (NBC), 29/8 (ABC), 33/40 (FOX)
Radio: 98.1 FM (WGFM), 99.3 FM (WBNZ); 103.5 FM (WTCM), 106.3 (WMTE, WKLA).
- B. KND Schools Facebook page
- C. An all-call will be sent to the home phone number on file in PowerSchool.
- D. Students will not be allowed to leave the school at any time during the school day unless supervised. **All children must be picked up at the office.** A sign out sheet for parents or guardians to complete is in the office.

NOTICE OF NON-DISCRIMINATION

The District does not discriminate on the basis of race, color, national origin, ethnicity, religion, sex, sexual orientation (gender identity or expression, pregnancy), age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis, and prohibits unlawful discrimination, including harassment and retaliation, in any education program or activity that it operates, including in admission and employment.

Inquiries about unlawful discrimination, including unlawful harassment and retaliation may be referred to the District's applicable Coordinator and/or an agency with jurisdiction, such as the U.S. Department of Education's Office for Civil Rights, the Michigan Department of Civil Rights, the Equal Employment Opportunity Commission, or the Department of Justice.

Designated TITLE IX COORDINATOR

School Building Principal
4400 N. Highbridge Rd. Brethren, MI 49619
(231) 477-5353

KNDTITLEIX@kndschoools.org

Designated Section 504 Coordinator

KND SECTION 504
4400 N. High Bridge Rd
Brethren, MI 49619
231-477-5353

knd504@kndschoools.org

Designated Civil Rights Coordinator/Employment Compliance

KND CIVIL RIGHTS COORDINATOR

4400 N. High Bridge Rd
Brethren, MI 49619
231-477-5353

kndcivilrights@kndschoools.org

The District's Non-discrimination, Anti-Harassment, and Non-Retaliation Policy and Grievance Procedures is available at link

To report information about conduct that may constitute unlawful discrimination, including unlawful harassment and retaliation, or make a complaint of such conduct, please contact the applicable Coordinator listed above.

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 Grievance Process described by Policy.

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

The District provides equal access to the Boy Scouts and other designated youth groups as required by law.

Examples of Unlawful Harassment

“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. Policy 3115 is attached to this handbook as Appendix A.
- **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. Policy 3115 is attached to this handbook as Appendix A.
- **Sex-based harassment** can take many forms. For the definition of sex-based harassment, including sexual harassment under Title IX, see Policy 3118A, to this handbook as Appendix A.

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 guardian must report that absence to the office or turn in a note with him/her upon his/her return explaining the reason for the absence.

If a child has been absent for more than three consecutive days, please phone the office to make arrangements for homework.

If a child is going to be absent for an extended period of time (i.e. for a family trip), inform the child's teacher and the office in writing at least one week prior to the expected absence to make arrangements for homework.

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 or 18 years old.

The following absences will be considered excused (or not counted toward the maximum of 10 absences per semester referred to below) if they are confirmed by communication to the school from the student's parent:

1. the student's physical or mental illness (a physician's verification is required);
2. severe weather;
3. medical appointments for the student (a physician's verification is required);
4. death or serious illness of the student's family member;
5. attendance at a funeral, wedding, or graduation;
6. appearance at court or for other legal matters;
7. observance of religious holidays of the student's own faith;
8. college planning visits; and
9. personal or family vacations if schoolwork is completed and turned in upon return

Middle School and High School Students who are more than 15 minutes late are considered tardy. Elementary students who arrive after **8:15 am** are considered tardy.

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

Absences due to illness

The school will contact parents if a student becomes ill at school and may ask that the parent pick up the student. A student who is absent due to illness has the number of days they are absent plus one to make up any missed work.

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.

For more information, see Policy 5301.

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 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.

Cell Phone Use

Students may not use cell phones or other electronic devices during school hours. Cell phones or other electronic devices must 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. The building principal or designee may require a meeting with the student's parent to discuss the rule violation before returning the cell phone or electronic device.]

Cheating, Plagiarism, and Academic Dishonesty

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

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

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

Children's Protective Services Investigations

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

Classroom Behavior

Teachers may establish classroom conduct rules that students must follow.

Closed Campus

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

Communicable Diseases

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

- Are suspected of having a communicable disease until a physician or local health department official determines the student is no longer a risk; or

- Lack of 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.

Concussion Protocol

Before allowing a student to participate in any athletic activity, including physical education, the District will annually:

A. Provide MHSAA educational materials on concussion awareness to each student and to the student's Parent; and

B. Obtain a statement signed by each student and respective Parent acknowledging receipt of [choose one: the MHSAA- or state-approved] concussion awareness educational materials. The District will maintain this signed statement for 5 years or until the student is 18, whichever is longer.

The District's complete concussion protocol is in Policy 5712 including information on student removal from activity for possible concussion and return-to-play requirements.

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, cleanliness, or personal appearance that is a threat to the safety, health, or welfare of others; violates any statute, Policy 5101, or the Dress Code; or substantially disrupts the educational environment or that school officials reasonably forecast will substantially disrupt the educational environment, is grounds for remedial or disciplinary action.

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

Students who are dressed inappropriately will be asked to change clothing immediately. If necessary, parents will be called to bring appropriate clothing, students can use extra clothing

provided by the District, or the student may be sent home to change. Repeated dress code violations may result in more severe consequences.

Dress Code

Tops must have straps or sleeves and must cover the student's entire torso from armpit to armpit. Pants, shorts, and skirts must have an inseam at least 4 inches in length. Clothing may not display material that:

- Is materially and substantially disruptive or that school officials can reasonably forecast will create a substantial disruption;
- Is obscene, sexually explicit, indecent, or lewd;
- Promotes the use of or advertises illegal substances, including but not limited to substances illegal for minors;
- Incites violence;
- Contains "fighting words";
- Constitutes a true threat of violence;
- Demonstrates hate group association/affiliation or uses hate speech targeting groups based on their membership in a protected class; or
- Displays nipples, genitals, or buttocks.
- Hats and hoods are not allowed to be on while in the building;
- Hats, jackets, coats, and backpacks shall be stored in the students' locker when arriving at school.

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.

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 non curricular 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 non curricular 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

KND School Nutrition's mission is to provide healthy and delicious meals to all students. We believe that starting the school day with a nutritious meal is important to supporting student learning and positive behavior. Kaleva Norman Dickson School district offers FREE breakfast and lunch to all K-12 students through the Community Eligibility Program (CEP). Students who bring their lunch from home or students who are eating school lunch may purchase an extra milk for \$.50.

In compliance with the Healthy Hunger-Free Kids Act, all students will be required to take at minimum a half cup of fruit and/or vegetable at both breakfast and lunch. A variety of fruits and vegetables are offered each meal in an effort to allow student choice and to encourage increased intake of fruits and vegetables. Students are not required to take all food groups offered in a meal, allowing students to have a choice and reducing waste. However, choosing the entire meal offers the greatest nutritional value for the student.

Household Information Reports will be sent to district residents prior to the beginning of the school year. These applications should be returned to the district's main office as soon as possible to improve the district's funding and allow us to continue offering free breakfast and lunch. A new application must be completed each school year.

If you have concerns related to their food allergies or special diets, we must follow the guidelines of the USDA program yet can accommodate many diets. A physician's written note is required if we are to eliminate items from the program requirements and provide others as substitutions, as in the case of food allergies. The physician recommends foods to be substituted into the diet. Please contact the district to receive a Special Dietary Needs Form.

Field Trips

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

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

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

Parents who would like to chaperone their child(ren)'s field trip must complete a volunteer form and pass a background check in order to be allowed to chaperone.

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:

Kile Charnes

4400 N. Highbridge Rd., Brethren, MI, 49619
(231) 477-5353 ext. 2210

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

Immunizations

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

The student's parent must provide the certificate or documentation at the time of registration, or no later than the first day of school. A parent of a student who has not received all doses of any required immunizing agent must provide the District an updated immunization certificate demonstrating that the immunizations have been completed as required by the MDHHS. The updated certificate must be provided within 4 months of the student entering the District for the first time or upon entering 7th grade. The District will not permit a student to attend school unless the parent provides evidence of immunizations or exemptions consistent with Policy 5713 and state law.

Law Enforcement Interviews

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

Limited English Proficiency

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

Locker Use

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

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

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

Students must keep all personal belongings, including coats, backpacks, purses, fanny packs, and electronic devices in their lockers during the school day.

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like are tempting targets for theft and extortion. **The School cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.** Students are strongly encouraged to either lock their valuables in a locker or leave them in the office for safekeeping during P.E. or athletic practices. **Money, billfolds and purses should not be left unattended in the gym or locker room.**

Lost and Found

All lost and found items are to be taken to the main hallway. 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 Policy 5703.

Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers

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

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

emergency care plan as necessary to address any changes in the student's medical circumstances.

Parent Involvement in Education

A copy of the District's Parent Involvement in Education policy, Policy 5401, is attached as Appendix C.

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.

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 D.

Public Display of Affection

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

Rights of Custodial and Non-Custodial Parents

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

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

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

Search and Seizure

To maintain order and discipline in school and protect the safety and welfare of students and school personnel, school authorities may search a student or the student's personal effects (e.g., purse, book bag, athletic bag) as permitted by law and may seize any illegal,

unauthorized, or contraband materials discovered in the search. As noted in “Locker Use,” student lockers and desks are school property and remain at all times under the District’s control. Student lockers and desks are subject to search at any time for any reason and without notice or consent.

School officials may use canines, metal detectors, wands, or other tools to conduct searches.

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

Student Education Records

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

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

Right to Request Explanation or Interpretation

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

Right to Request Amendment of Education Records

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

Directory Information

The District designates the following information as directory information:

- a. student names, addresses, and telephone numbers;
- b. photographs, including photographs and videos depicting a student’s participation in school-related activities and classes;
- c. date and place of birth;
- d. major field of study;
- e. grade level;
- f. enrollment status (e.g., full-time or part-time);
- g. dates of attendance (e.g., 2013-2017);
- h. participation in officially recognized activities and sports;

- i. weight and height of athletic team members;
- j. degrees, honors, and awards received; and
- k. the most recent educational agency or institution attended.

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.

Address Confidentiality Program

The District will not disclose a student’s or parent’s phone number or address or the parent’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 notifies the District that the student or the student’s parent has obtained a participation card issued by the department of attorney general.

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 F 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 and 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 any District employee in-person, by e-mail, or by telephone. Students may also report threats through the OK2SAY program.

[REQUIRED LANGUAGE if Board adopted Policy 5714 option 2: The Board designates the following individual to serve as the District’s Threat Assessment Coordinator:

Building Principal

231-477-5353

charnesk@kndschoools.org or jensenc@kndschoools.org

The District's Threat Assessment and Response is found in Policy 5714.

Transportation Services

School Vehicle Rules

Riding in school vehicles is a privilege, not a right. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must comply with the Student Code of Conduct while in school vehicles.

When in school vehicles, the following rules apply:

1. Students must promptly comply with any directive given by the driver.
2. Students must wait in a safe place for the vehicle to arrive, clear of traffic and away from where the vehicle stops.
3. Students may not fight or engage in bullying, harassment, or horseplay while riding or waiting for school vehicles.
4. Students must enter the vehicle without crowding or disturbing others and go directly to a seat, face forward, and remain in their seats.
5. Students must remain seated and keep aisles and exits clear while the vehicle is moving.
6. Students may not throw or pass objects on, from, or into vehicles.
7. Students may not use profane language, obscene gestures, tobacco, nicotine, alcohol, drugs, or any other controlled substance on the vehicles.
8. Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
9. Students may converse in ordinary tones and volumes but may not be loud or boisterous and should avoid talking to the driver while the vehicle is moving. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
10. Students may not open windows without the driver's permission. Students may not dangle body parts or other items (e.g., legs, arms, backpacks) out of the windows.
11. Students shouldn't carry any breakable items including glass, dishes, etc.
12. Students must respect the rights and safety of others at all times.
13. Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
14. Students may not eat on the bus including gum.
15. Students may not vandalize or intentionally cause damage to the vehicle.

16. Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.]

Video cameras may be placed on vehicles and buses to monitor student behavior on the vehicle/bus. Exceptions or modifications to these rules may be made as necessary to accommodate a student with a disability.

School Vehicle Misconduct Consequences

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

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.

Students who are not regular route riders may not ride the bus with a friend, unless the parent of the non-route student presents written permission to the main office ahead of time. The written permission must include the date, the non-route rider's name, the signature of the non-route rider's parent, and the place approved for drop off. District administration reserves the right to deny any request for non-route riders.

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. Students under 18 must have the written notice from his/her parents.

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, visit [Power School Parent Access](#).

Academic Awards

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

Honor Roll for Middle/High School Students

Students who have earned a minimum of 3.00-4.00 point average for any marking period will have their names placed on the Honor Roll for the marking period. *Eligibility and Honor Roll will be determined by the following scale:

A 4.0	C 2.0
A- 3.67	C- 1.67
B+ 3.33	D+ 1.33
B- 2.67	D 1.00
C+ 2.33	D- .67

Honor Roll - (Grades 6-12)

The Honor Roll will be sent to the papers for those students with a B average, or better. (Students need to carry a full load of classes, or a minimum of three (3) classes, to be placed on the honor roll in Grades 9-11.) Seniors need to take two (2) classes at BHS if they are participating in dual enrollment to be placed on the Honor Roll.

No student may be on the Honor Roll with an incomplete ("I") grade or who receives a C-, "D" or "F" for the marking period. All incompletes must be made up in one week from the end of the marking period. Students on the Honor Roll each marking period will receive an Honor Roll Certificate.

Student Academic/Organization Letters (Grades 9-12)

- 1.) A student may earn an academic letter after being on the semester honor roll for three (3), consecutive semesters with a 3.0 grade point average. He/She may earn an honor pin for every two consecutive semesters thereafter when a 3.0 or better grade point average is achieved. Pins will be earned at 3, 5 & 7 consecutive semesters.
- 2.) Quiz Bowl Letter (coach will make determination)
- 3.) FCCLA Letter (advisor will make determination)

Senior Awards

1.) **Valedictorian** - Grade-point average will be computed at the end of the seventh semester. There will be no further adjustment.

- 2.) **Salutatorian** - Grade-point average will be computed at the end of the seventh semester. There will be no further adjustment.
- 3.) **Honor Student Awards** - Grade-point average of 3.0, or better, computed at the end of the seventh semester.
- 4.) **Athletic Awards** - Based on overall participation, attitude (on the field, as well as in the classroom) and a 2.0 minimum scholastic average. The selection committee will be made up of coaches, athletic director and the Principal.
- 5.) **Citizenship Awards** - Based upon good citizenship traits; i.e., dependability, punctuality, cooperativeness, appearance, respectfulness, etc. Selection is by staff and Principal.
- 6.) **John Philip Sousa Award** - Given to the outstanding senior band student. Selection is by students, band director and Principal.

Athletic Awards

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

Advanced Placement (AP) Courses

Various AP courses may be offered. Please contact the school counselor for more information.

Dual Enrollment

Students currently enrolled in the Brethren High School at the High School level may enroll in a post secondary, public or private, degree-granting institution. Brethren High School students may become Dual Enrollment students by two methods.

First, seniors may elect to become Dual Enrollment students providing they have a 2.0 Cumulative GPA or better.

Second, a student may qualify for Dual Enrollment status by using the High School MME Test. A student in Grade 11 may qualify by achieving required scores on the PSAT Test, which is given in the 10th grade. Students in Grade 12 who have met the requirements for an endorsed diploma in one or more subject areas of the High School MME Test may become Dual Enrollment students, enrolling in those courses which s/he is proficient in.

The counselor shall be responsible for notifying students of their qualification for Dual Enrollment through the High School MME Test upon receiving the results of the High School MME test. S/he should request interested students to discuss possible course selections with their counselors in order to guide students to select those courses that can enhance the possibility of their attending a post-secondary institution after they graduate.

Dual Enrollment students are free to choose the academic classes they take at college. Dual Enrollment students are expected to fulfill all Brethren High School graduation requirements and are to maintain student status for Brethren High School. Should the student not complete courses in which s/he is enrolled at the institution, any refundable tuition and/or fees are to be paid to the District. Should a student not complete or fail a course in which s/he is enrolled at the postsecondary institution, s/he will be responsible for reimbursement to Kaleva Norman

Dickson School District the tuition and/or fees due. The student will not be reimbursed for the cost of the book(s) and/or materials. The student is expected to successfully complete the course with a "C" or better, or s/he may not be eligible for dual enrollment the next semester. Course work completed at a post-secondary institution will not count in the computation of high school grade point average (GPA) if that course is taken to fulfill a graduation requirement. Academic courses which do not count toward graduation requirements in Math, Language Arts, Social Studies, or Science may be counted toward a student's GPA if the student notifies the counselor in writing of this intent within two weeks of receiving the grade. Non-academic classes not taken to fulfill graduation requirements may not be counted toward a student's GPA. Books and materials not available from the counselor for Dual Enrollment classes shall be purchased by the student and will be reimbursed by the school upon successful completion of the course work. Students will have the opportunity to take college courses for dual enrollment with the approval of the Principal. If a student does not complete or fails a course, the student will reimburse Kaleva Norman Dickson School District for the cost of the course and any material. Dual Enrollment coursework which is used to fulfill a graduation requirement must be approved by the Principal. A waiver must be signed by the Principal, the student, and the student's parents indicating that failure of the course may result in the student not graduating with his or her graduating class.

Dual Enrollment – College Courses

Students will have the opportunity to take college courses for dual enrollment with the approval of the Principal. If a student does not complete or fails a course, the student will reimburse Kaleva Norman Dickson School District for the cost of the course and any material. Dual Enrollment coursework which is used to fulfill a graduation requirement must be approved by the Principal. A waiver must be signed by the Principal, the student, and the student's parents indicating that failure of the course may result in the student not graduating with his or her graduating class.

By March 1 of each year, the District will provide general information to all students in grades 8 or above about postsecondary enrollment options. In addition, the District will provide detailed information to all high-school students about postsecondary enrollment options. That information will include all of the following:

- enrollment eligibility;
- the institutions and types of courses in which students may enroll;
- the District's decision-making process for granting academic credits;
- an explanation of the costs that the District will pay and financial arrangements for paying costs not paid by the District;
- an explanation that the District will pay the eligible postsecondary institution directly upon being billed by the postsecondary institution for those charges that are the District's responsibility and that the student will be responsible for additional costs not paid by the District;
- available support services provided by the District;

- the need to arrange an appropriate schedule;
- consequences to the student for failing or not completing an eligible course, including the possibility of being required to repay the District for money paid by the District on the student's behalf to the postsecondary institution;
- the effect of enrolling in an eligible postsecondary course on the eligible student's ability to complete the required high-school graduation requirements; and • the academic and social responsibilities that must be assumed by the eligible student and his or her parent.

The District will, to the extent possible, offer counseling services to a student and his or her parent before the student enrolls in an eligible postsecondary course to ensure that the student and his or her parents are fully aware of the benefits, risks, and possible consequences of enrolling in an eligible course. The District will also encourage eligible students and their parents to use available counseling services from the postsecondary institution.

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's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits and passing the State mandated tests. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (IEP) or in a personal curriculum. It is the student's responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the Counseling Office and a counselor will be pleased to answer any questions.

Regular Diploma

Normally, a student will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student will need to meet the school requirements of the Michigan Merit Curriculum, and earn the total number of minimum credits. A student enrolled in special education may be exempted from the State mandated-test. Such an exemption is made by the IEP Team.

Michigan Merit Curriculum

High School Graduation Requirements: To prepare Michigan's students with the knowledge and skills needed for the jobs in the 21st Century, the state of Michigan has enacted a rigorous new set of statewide graduation requirements that are among the best in the nation. With

these new graduation requirements, students will be well-prepared for future success in college and the workplace.

MATHEMATICS – 4 Credits

Proficiency in State Content Standards for Mathematics (3 credits); and – Proficiency in district approved 4th Mathematics credit options (1 credit) (Student MUST have a Math experience in their final year of high school.) Computer Coding is a District approved math credit.

PERSONAL FINANCE - ½ credit

ENGLISH LANGUAGE ARTS (ELA) - 4 Credits

Proficiency in State Content Standards for ELA (4 credits)

SCIENCE – 3 Credits

Proficiency in State Content Standards for Science (3 credits); or – Proficiency in some State Content Standards for Science (2 credits) and completion of a Department approved formal Career and Technical Education (CTE) program (1 credit).

SOCIAL STUDIES – 3 Credits

Proficiency in State Content Standards for Social Studies (3 credits). PHYSICAL

EDUCATION & HEALTH 1 Credit

Proficiency in State Content Standards for Physical Education and Health (1 credit); or – Proficiency with State Content Standards for Health (1/2 credit) and district approved extra-curricular activities involving physical activities (1/2 credit).

VISUAL, PERFORMING AND APPLIED ARTS – 1 credit

ONLINE LEARNING EXPERIENCE

Course, Learning, or Integrated Learning Experience.

LANGUAGE OTHER THAN ENGLISH – 2 Credits/Learning Experiences

- OR an equivalent learning experience in grades K-12
- One successful semester is the same as one learning experience
- Computer Coding is considered a language other than English

Dropping or Adding a Class

When necessary for a student to change a class, the following procedure/guidelines must be followed:

- 1.) The counselor and/or principal consult with appropriate teaching staff.
- 2.) The counselor and/or principal may consult with parent/guardian about the change in schedule.
- 3.) Drop-and-add should be completed within one (1) week of the beginning of semester.
- 4.) Drop-and-add is to be done only where there is a scheduling conflict, academic problem, or other reason deemed appropriate by the counselor or principal.
- 5.) Drop-and-adds may need to be approved by the principal.

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 quarter. Grades are calculated using the following grading scale:

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

From grades 3 - 12, school uses the following grading system:

90 to 100 = A = Excellent achievement
80 to 89 = B = Good achievement
70 to 79 = C = Satisfactory achievement
60 to 69 = D = Minimum-Acceptable achievement
0 to 59 = F = Failure
I = Incomplete

For grades K-2, the school uses the following grading system:

M-met
A-approaching
B-below

Homework

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

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

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

High School (grades 9 – 12):

- Assignments that are one day late will be marked 20% off of the grade that was earned on that assignment
- Assignments that are two or more days late will be marked 50% off of the grade that was earned on that assignment

Middle School (grades 6 – 8):

- Assignments that are turned in one day late will be marked 20% off of the grade that was earned on that assignment
- Assignments that are two days late will be marked 30% off of the grade that was earned on that assignment
- Assignments that are three or more days late will be marked 50% off of the grade that was earned on that assignment

Elementary (grades K-5):

- Assignments are based on teacher discretion.
- Homework is to enhance the curriculum that is being taught during school hours.
- Late assignments may be accepted up to one week prior to the end of each quarter.

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. A parent of a student with a disability under the Individuals with Disabilities Education Act may request a personal curriculum before the student has completed grade 9. 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 Jonathan Randall at (231) 477-5353 ext. 2204 or randallj@kndschoools.org.

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

Placement

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

Students with Disabilities

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

A parent who believes their student is eligible for special education or accommodations due to a disability or suspected disability should contact the special education coordinator (231) 477-5353.

Summer School

Please contact the main office for summer school opportunities.

Testing Out

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

Work Permits

Information about work permits is available in the main 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 G) and any applicable team rules.

For more information, see Policy 5507.

Student-Initiated Non-Curricular Clubs

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

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

Transportation To/From Extracurricular Activities

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

SECTION IV: DISCIPLINE AND CODE OF CONDUCT

Discipline Generally

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

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

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

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

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

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

Forms of School Discipline & Applicable Due Process

After-School Detention

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

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

Saturday School

The building administrator may require a student to attend Saturday School. Students follow strict rules and must work on assignments the entire time, except for short breaks. Students who do not follow Saturday School rules will be removed and will face further disciplinary action.

In-School Suspension

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

1. Full credit may be earned in classes missed.
2. Schoolwork must be completed in ISS and given to the ISS supervisor for return to the individual teachers.

3. If a student is removed from ISS or commits other behavioral violations as outlined in the student handbook, the student will receive no credit for his/her work, and all subsequent days and suspension may become Out-of-School Suspension days.
4. Students serving ISS cannot participate in any school, or extra curricular activities on the day suspension is served.
5. Students not reporting by 8:30 a.m. are considered tardy and may be issued an Out-of-School Suspension.
6. Report directly to the Principal's Office upon arriving at school.
7. Students are not to sleep or lay their head down at any time.
8. Student work areas will be assigned by the supervisor. Students are responsible for any and all vandalism in their work areas. Work areas will be inspected before and after each day.
9. Students are responsible for having their books, pencils, pens, paper and other learning materials for productive students. Credit will not be given for the days the student does not have them.
10. There will be no eating except at breakfast and lunchtime.
11. Students will sit in their assigned area with both feet forward on the floor with heads facing their respective work areas.
12. Exams and quizzes will be taken in the ISS room, or if the teacher desires, at school on the student's first day back from suspension.
13. An unexcused absence will result in additional disciplinary action and forfeiture of make-up work privileges.
14. Students not cooperative in ISS or failing to abide by these rules and regulations will receive additional disciplinary action.
15. Students must keep themselves busy at all times.
16. Students are expected to complete all work assigned to them each day.

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 5 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

Philosophy of Discipline

Kaleva Norman Dickson Schools believe that every student should have an equal opportunity to gain an education, which is beneficial to the student and society, and that an atmosphere conducive to instruction must exist if learning is to occur. The parent-teacher team must work cooperatively and use all possible means to direct students toward acquiring behavior and attitudes compatible with community norms. It is important that the child is taught such behavior at home. The school must have the cooperation of the parents and students if an atmosphere is to be created within the school setting, which permits education to take place. Therefore, guidelines and rules have been established which are fair and reasonable. Those who violate the rules and guidelines, thus compromising the educational atmosphere, must be disciplined and even separated from members, if need be, to preserve the very basic purpose of attending school – EDUCATION.

Student-Teacher Relationship

Students may, on occasion, disagree with a teacher. Many times, these types of issues are easily cleared up when the teacher and student are provided with an opportunity to share their thoughts with one another in a private setting. These issues, misunderstanding, or disagreements should not be resolved in front of, or during a class. Students wishing to address these types of issues should follow the steps as they are outlined below.

1st Step: The student should schedule a meeting with the teacher to resolve the problem or differences. Both parties should mutually agree upon the date and time for the meeting. The meeting could occur before school, during seminar, lunch, the teacher's planning period, or after school.

2nd Step: In the event that the student and teacher are unable to resolve their differences, a meeting should be scheduled with the student's parents and the teacher. Both parties should mutually agree upon the date and time for the meeting.

3rd Step: In the event that the parent and teacher are unable to resolve their differences, a meeting should be scheduled with the high school principal, student, parent, and teacher all present. All parties should mutually agree upon the date and time for the meeting.

4th Step: In the event that the principal is unable to resolve the differences, the parent may schedule a meeting with the Superintendent of School. All parties should mutually agree upon the date and time for the meeting. The Superintendent shall determine who should be present during this meeting.

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.

The District will also comply with Policy 5206 Section I for victims of an alleged sexual assault.

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.

Prohibited Conduct	Potential Consequence(s)
<p>Illegal Substances or Paraphernalia, including Alcohol: possession, use, or attempted use of drugs, alcohol, fake drugs, illegal steroids, illegal inhalants, or look-alike drugs. Breathalyzer instruments may be used to determine alcohol consumption under reasonable suspicion.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion <ul style="list-style-type: none"> ○ 1st occurrence: 10 Day suspension OR reduced to five (5) day suspension with police referral and assignment to a Student Assistance Program. ○ 2nd occurrence: recommendation for long term suspension from Superintendent ○ 3rd occurrence: recommendation for expulsion to the Board of Education ● Police Referral
<p>Distribution/Attempted Distribution or Sale/Attempted Sale of illegal substances listed above and tobacco/nicotine products listed below.</p>	<ul style="list-style-type: none"> ● Out of school suspension with recommendation for expulsion <ul style="list-style-type: none"> ○ All occurrence ● Restorative Practices ● Parent Notification

	<ul style="list-style-type: none"> ● Police Referral
<p>Extortion: Obtaining money, property, or service by violence or threat of violence or forcing someone to do something against his/her will by force or threat of force is prohibited.</p>	<ul style="list-style-type: none"> ○ Restorative Practices ○ Parent Notification ○ Suspension or Expulsion <ul style="list-style-type: none"> ■ 1st Occurrence: Up to five (5) days suspension/parent notification. ■ 2nd Occurrence: Up to ten(10) days suspension/parent notification. ■ 3rd Occurrence: Recommendation for expulsion or long term suspension
<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>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion <ul style="list-style-type: none"> ○ 1st occurrence: 10 Day suspension OR reduced to five (5) day suspension with police referral and assignment to a Student Assistance Program. ○ 2nd occurrence: recommendation for long term suspension from Superintendent ○ 3rd occurrence: recommendation for expulsion to the Board of Education Police Referral
<p>Disrespect: Speaking to any adult member of the school community in a discourteous, insulting, or profane manner will not be tolerated.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Loss of privileges ● Suspension <ul style="list-style-type: none"> ○ 1st Occurrence: up to 10 days suspension ○ 2nd Occurrence: up to ten (10) day suspension, parent conference with possible police contact along with a recommendation of long term suspension or expulsion
<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"> ● Restorative Practices ● Parent Notification ● Loss of privileges

	<ul style="list-style-type: none"> • Suspension or Expulsion <ul style="list-style-type: none"> ○ 1st Occurrence: up to three (3) day suspension ○ 2nd Occurrence: up to five (5) day suspension ○ 3rd Occurrence: up to ten (10) day suspension • When a student reaches twenty (20) days of suspension (ISS or OSS) as a result of disrupting the educational atmosphere, s/he will be recommended for expulsion to the Kaleva Norman Dickson Board of Education. On the tenth (10th) and fifteenth (15th) day, parents will be notified.
<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"> • Restorative Practices • Parent Notification • Ten (10) days suspension/parent notification, up to Permanent Expulsion from all Michigan public schools • Police Referral
<p>Fireworks: The act of possessing, using, or transferring items such as firecrackers, smoke bombs, stink bombs, caustic or noxious substance etc., on school property or at any school-sponsored activity is prohibited.</p>	<ul style="list-style-type: none"> ○ Restorative Practices ○ Parent Notification ○ Suspension or Expulsion <ul style="list-style-type: none"> ■ 1st Occurrence: Up to five (5) days suspension/parent notification. ■ 2nd Occurrence: Up to ten (10) days suspension/parent notification. ■ 3rd Occurrence: Recommendation for expulsion or long term suspension
<p>Forgery: The act of fraudulently using, verbally or in writing, the name of another person, or falsifying times, dates, grades, addresses, or other data such as excuses, days of missed recess, and/or teacher's forms which request parent signature shall constitute forgery or false representation.</p>	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion <ul style="list-style-type: none"> ○ 1st Occurrence: Up to Three (3) days suspension/parent notification. ○ 2nd Occurrence: Up to Five (5) days suspension/parent notification. ○ 3rd Occurrence: Up to Ten (10) days suspension/parent notification.

<p>Gambling: Gambling includes casual betting, betting pools, organized-sports betting and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity.</p>	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Loss of privileges • Suspension or Expulsion <ul style="list-style-type: none"> ○ 1st Occurrence: up to three (3) day suspension ○ 2nd Occurrence: up to five (5) day suspension ○ 3rd Occurrence: up to ten (10) day suspension. ○ 4th Occurrence: Recommendation for expulsion.
<p>Indecency/Obscenity: Offensive acts, which include acts of immoral conduct, against commonly recognized standards of propriety or good taste as interpreted by the administration and/or teaching staff; also vulgar acts in verbal or written form, pictures, gestures, caricatures, or suggestive/inappropriate clothing during the school day or during any school activity shall be deemed inappropriate.</p>	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Loss of privileges • Suspension or Expulsion <ul style="list-style-type: none"> ○ 1st Occurrence: up to ten (10) day suspension ○ 2nd Occurrence: Recommendation for long term suspension ○ 3rd Occurrence: Recommendation for expulsion
<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"> • Restorative Practices • Parent Notification • Suspension or Permanent Expulsion <ul style="list-style-type: none"> ○ 1st Occurrence: confiscation/three (3) detentions/parent notification ○ 2nd Occurrence: Confiscation/three (3) days suspension/parent notification ○ 3rd Occurrence: Confiscation/five (5) days suspension/parent notification • 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"> • Restorative Practices • Parent Notification • Suspension or Permanent Expulsion <ul style="list-style-type: none"> ○ 1st Occurrence: Up to Ten (10) days suspension/parent notification ○ 2nd Occurrence: Minimum Ten (10) days suspension/parent notification/recommendation for long term suspension by superintendent or expulsion to the Board of Education • Police Referral
<p>Arson: purposefully, intentionally, or maliciously setting a fire on school property.</p>	<ul style="list-style-type: none"> • Out of school suspension with recommendation for expulsion from all Michigan public schools <ul style="list-style-type: none"> ○ All occurrence • Restorative Practices • Parent Notification • 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"> • Restorative Practices • Parent Notification • Suspension or Expulsion up to 180 school days <ul style="list-style-type: none"> ○ 1st Occurrence: May be sent home the day of the fight/five, minimum (5) additional days suspension/parent conference ○ 2nd Occurrence: May be sent home the day of the fight/ten, minimum (10) additional days suspension/parent conference ○ 3rd Occurrence: Recommendation for long term suspension by superintendent or expulsion to the Board of Education/parent notification • Police Referral • Loss of privileges

<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"> • Restorative Practices • Parent Notification • Suspension • Recommendation of Permanent Expulsion from all Michigan public schools <ul style="list-style-type: none"> ○ all occurrences grades 7-12 • 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"> • Threat Assessment Protocol initiated <ul style="list-style-type: none"> ○ investigation ○ incident management plan implemented • Restorative Practices • 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, or unauthorized use of AI.</p>	<ul style="list-style-type: none"> • Restorative Practices • Credit Loss or Grade Reduction • Parent Notification • Suspension or Expulsion
<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"> • Restorative Practices • Suspension <ul style="list-style-type: none"> ○ 1st Occurrence: Up to ten (10) days suspension ○ 2nd Occurrence: Up to ten (10) days suspension ○ 3rd Occurrence: Ten (10) days suspension and recommendation of long term suspension to the superintendent or to the board for possible expulsion. • Parent notification
<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</p>	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension, up to Permanent Expulsion from all Michigan public schools • Police Referral

in the same school district.	
<p>Fighting, Inciting Violence, Filming a Fight or Assault, Distributing or Publishing a Fight or Assault Video</p>	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Loss of privileges • Suspension or Expulsion <ul style="list-style-type: none"> ○ 1st Occurrence: May be sent home the day of the fight up to five (5) additional days suspension/parent conference. Kindergarten and First Grade: May be sent home the day of the fight/two (2) days of missed recess. ○ 2nd Occurrence: May be sent home the day of the fight, meet with the superintendent for possible long term suspension. ○ 3rd Occurrence: Recommendation for expulsion to the Board of Education/parent notification
<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"> • Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral
<p>Dress Code Violation: If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others</p>	<ul style="list-style-type: none"> • 1st Occurrence: Warning/student will change inappropriate clothing before going or returning to class • 2nd Occurrence: Student will serve a two (2) lunch detentions and change inappropriate clothing before going or returning to class • 3rd Occurrence: Student will serve a five (5) lunch detentions, change inappropriate clothing and call parents before going or returning to class • 4th Occurrence: Student will serve up to a 3 day suspension. • Parent Notification

<p>Electronic Devices (including cell phones) Policy Violation:</p>	<ul style="list-style-type: none"> ● 1st Occurrence: Confiscation of device and student may pick it up at the end of the day ● 2nd Occurrence: Confiscation of device and parent must pick up ● 3rd Occurrence: Device may not be brought to school for the rest of the school year
<p>Closed Campus Violation: Under closed campus policy, students are to remain on campus for the entire school day unless leaving for reasons of illness, appointments, etc. Students are to immediately enter the building upon arrival; upon dismissal, students are to leave the building unless they have proper authorization to stay. All students must check out in the Principal's office for early dismissals.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension
<p>Skipping Class or Pass Violation: Student is either in the building but not in assigned class or designated area, or has left the building without permission.</p>	<ul style="list-style-type: none"> ● 1st Occurrence: Up to Five (5) detention, and parent notification. ● 2nd Occurrence: Up to one (1) day ISS, and parent notification. ● 3rd Occurrence: Up to three (3) day ISS, and parent notification. ● 4th Occurrence: Up to five (5) day ISS, and parent notification.
<p>Misuse of District Technology: violating the District's acceptable use policies and agreement.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion ● Police Referral ● Loss of privileges <ul style="list-style-type: none"> ○ 1st Occurrence: Up to One-week loss of all computer privileges. ○ 2nd Occurrence: Up to Four weeks loss of all computer privileges. ○ 3rd Occurrence: Up to Nine weeks loss of all computer privileges. ○ 4th Occurrence: Up to the loss of all computer privileges for the remainder of the year.

<p>Tardies: Students arriving late to class without an appropriate pass to excuse them.</p>	<ul style="list-style-type: none"> ● Detention ● Parent Notification ● In-School Suspension <ul style="list-style-type: none"> ○ 1st Occurrence (per class period: warning ○ 2nd Occurrence: 2 lunch detentions and parent contact ○ 3rd Occurrence: 5 lunch detentions and parent notification ○ 4th and beyond: In-School Suspension, potential attendance contract with parent and student.
<p>Theft: taking, possessing, or using someone else's property without their permission. This includes, but is not limited to, stealing items from other students, staff, school property, or the personal belongings of others.</p>	<ul style="list-style-type: none"> ● Loss of Privileges ● suspension <ul style="list-style-type: none"> ○ 1st Occurrence: Up to three (3) detentions/parent notification ○ 2nd Occurrence: Up to (5) days suspension/parent notification ○ 3rd Occurrence: Up to (10) days suspension/parent notification ● restitution ● possible legal consequences. ● Long term suspension or expulsion
<p>Profanity: Profanity, or inappropriate language or hate speech, will not be tolerated.</p>	<p>1st Occurrence: Up to Two (2) days of missed recess, or lunch detentions</p> <p>2nd Occurrence: Up to Five (5) days of missed recess, or lunch detentions</p> <p>3rd Occurrence: Up to Two (2) days suspension/parent notification.</p> <p>4th Occurrence: Up to Three (3) days suspension. Parent notification.</p> <p>5th Occurrence: Up to Five (5) days suspension/parent notification.</p> <p>All Other Occurrences: Up to Ten (10) days suspension/parent notification.</p>
<p>Vandalism: Destruction of school property, as well as personal property of students, staff, and visitors.</p>	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Suspension or Expulsion ● Restitution

	<ul style="list-style-type: none">• Police Notification
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SECTION V: BUILDING-SPECIFIC RULES AND PROCEDURES

Elementary Specific

Playground/Recess Rules

Students must follow these rules during recess or while using the playground:

Be Safe:

- Keep hands and feet to self
- Use equipment properly and return it

Be Respectful:

- Use nice, thoughtful words
- Keep personal space
- Be kind to others

Be Responsible:

- Wait patiently for your turn
- Report problems to adult
- Follow all directions
- Dress for the weather- boots, hat, gloves

Be Encouraging

- Will play games appropriately

Coats are required if the temperature drops below 50 degrees fahrenheit. Snow pants are required to go on the playground when there is snow on the ground.

Students who violate these rules may be disciplined.

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

Cafeteria Rules

Be Safe:

- Walk directly to your grade destination
- Carry tray with two hands

Be Respectful:

- Thoughtful/quiet voices
- Keep personal space while waiting in line

Be Responsible:

- Clean up your area
- Wait to be dismissed by staff

Be Encouraging

- Students will encourage each other to be their best

Deliveries

Items that are being delivered to students are to be dropped off at the main office. The item will be delivered to your child by school personnel.

Parent Pick Up

- 1) Elementary students who are being picked up will exit out of the main office doors beginning at 3:00 with k-1 followed by 2-3 so forth.
- 2) Parents/guardians will wait in the vestibule for their children.
- 3) Students will meet up with their guardians in the vestibule.
- 4) Students will go into the library to wait if a pickup is not there yet. Once the guardian arrives students will be escorted from the library to the vestibule for pick up.
- 5) Parents will promptly leave the pick up area to reduce congestion and make it a more speedy process.

Dances

There will be no dance allowed during the week if it is followed by another school day. The makeup of the grade level of dances, i.e., grades 6-8, 6-12, 9-12, etc., shall be at the discretion of the principal.

- 1.) All guests must be signed up in the office one week before the event. A student may sign up no more than one guest. All guests attending Brethren High School dances need to be current students in grades 9-12 or have graduated in the past year. No guest over 20 years of age will be admitted / allowed to attend any Brethren dances. All guests of Brethren students who attend a dance must follow Student Handbook rules.
- 2.) There must be at least four (4) chaperones, two (2) of which must be staff, who have signed up in agreement to chaperone. There should be two (2) male and two (2) female chaperones.
- 3.) The school will be made available for the dances, but the students and the dance committee will be responsible for the cleanup.
- 4.) Doors will close for admittance 45 minutes after the dance starts. An exception will be made for athletes who participated in the competition prior to the dance. They must, however, report within a reasonable time and will be admitted at the discretion of the principal and/or his/her designee. Also, if a non-athlete student will be late in arriving at a dance, the parent/guardian must call and so advise the chaperons before the doors close.
- 5.) The following rules apply to all dances (including the Junior/Senior Prom):
 - a. ONCE IN - STAY IN! ONCE OUT - STAY OUT!
 - b. All school rules apply to dances.
 - c. A student who is suspended the day of the dance may not attend. If a student skips school or is suspended on Friday, they may not attend the Saturday dance.
 - d. The school dress code applies to dances. 20
- 6.) If a dance immediately follows a home game, then the rule "Once in - stay in! Once out - stay out!" applies to all students and guests. Students MAY NOT leave the athletic event during or after the game and expect to attend the dance.

7.) Middle school students (Grades 6-8), regardless of age, will not be allowed to attend the Prom.

8.) All school dances, with the exception of Prom and Homecoming Dance, will end no later than 11:30 p.m.

9.) Students who have not arranged for transportation home after a dance may not be permitted to attend other extracurricular activities.

Review of Instructional Materials

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

Visitors

The school building will remain locked at all times. In order to properly monitor the safety of students and staff, each visitor must be buzzed in at a main entrance. Visitors should use the doorbell and clearly state their name and purpose for entrance to the building, and report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School, in order to schedule a mutually convenient time.

**APPENDIX A: NON-DISCRIMINATION, ANTI- HARASSMENT, AND NON-RETALIATION
(INCLUDING TITLE IX AND ELLIOTT-LARSEN CIVIL RIGHTS ACT)**

Insert Harassment Policies 3115-3118

3115 Non-Discrimination, Anti-Harassment, and Non-Retaliation (including Title IX and Elliott-Larsen Civil Rights Act)

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.

3115A Definitions for 3115 Series

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.
 1. “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.
 2. “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.
 3. “Day” means a day that the District’s central office is open for business, unless otherwise indicated.
 4. “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.
 5. “Disciplinary Sanctions” means consequences imposed on a Respondent following a determination that the Respondent engaged in Unlawful Discrimination.
 6. “Grievance Procedure” means the process outlined in Policy 3115E.
 7. “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.
 8. “Investigator” means the person designated to investigate a complaint of Unlawful Discrimination. The Investigator may be the same person as the Coordinator and Decisionmaker.
 9. “Key Role” means Coordinator, Investigator, Decisionmaker, Informal Resolution Facilitator, or Appeals Officer.
 10. “Party” means a Complainant or Respondent.
 11. “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.

11. “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.
 12. “Respondent” means a person who is alleged to have violated the District’s prohibition on Unlawful Discrimination.
 13. “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.
 14. “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.
 15. “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. Examples of Unlawful Harassment

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;

c. *Specific Offenses*

- vi. "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.
- vii. "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.
- viii. "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.
- ix. "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.

3115B Designation of Coordinators

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

Designated Title IX Coordinator

MS/HS Principal

4400 N Highbridge Rd Brethren, MI 49619

231-477-5353 ext. 2210

KNDTITLEIX@kndschoools.org

Elementary Principal

4400 N Highbridge Rd Brethren, MI 49619

231-477-5353 ext. 2236

KNDTITLEIX@kndschoools.org

Designated Section 504 Coordinator

[Jonathan Randall](mailto:Jonathan.Randall@kndschoools.org)

4400 N Highbridge Rd Brethren, MI 49619

231-477-5353 ext. 2210

knd504@kndschoools.org

Designated Civil Rights Coordinator/Employment Compliance

KND CIVIL RIGHTS COORDINATOR

4400 N. High Bridge Rd

A Complaint against one of the Coordinators listed above may be made to the Superintendent or Board President. A Complaint against the Superintendent may be made to the Board President. A Complaint against the Board President may be made to the Board Vice President.

3115C Supportive Measures

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.

3115D Informal Resolution

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.

3115E Grievance Procedure and Remedies

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

- a. 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.

3115F Complaint Dismissal and Appeals

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.

3115-F-2 Notice of Nondiscrimination

This notice must be included on the District’s website and in each handbook, catalog, announcement, bulletin, and application form that it makes available to students, parents/guardians, applicants for admission or employment, all unions and professional organizations holding collective bargaining or professional agreements with the recipient. If necessary for size restrictions, a District may instead include in those publications a statement that the District prohibits sex discrimination in its programs and activities and that individuals may report concerns or questions to the Title IX Coordinator, and provide a link where individuals can access the full notice on the District’s website.

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, and prohibits unlawful discrimination, including harassment and retaliation, in any education program or activity that it operates, including in admission and employment.

Inquiries about unlawful discrimination, including unlawful harassment and retaliation, may be referred to the District’s applicable Coordinator and/or an agency with jurisdiction, such as the U.S. Department of Education’s Office for Civil Rights, the Michigan Department of Civil Rights, the Equal Employment Opportunity Commission, or the Department of Justice.

Designated Title IX Coordinator

MS/HS Principal

4400 N Highbridge Rd Brethren, MI 49619

231-477-5353 ext. 2210

KNDTITLEIX@kndschoools.org

Elementary Principal

4400 N Highbridge Rd Brethren, MI 49619

231-477-5353 ext. 2236

KNDTITLEIX@kndschoools.org

Designated Section 504 Coordinator

[Jonathan Randall](#)

4400 N Highbridge Rd Brethren, MI 49619

231-477-5353 ext. 2210
knd504@kndschoools.org

Designated Civil Rights Coordinator/Employment Compliance

KND CIVIL RIGHTS COORDINATOR

4400 N. High Bridge Rd
Brethren, MI 49619
231-477-5353
kndcivilrights@kndschoools.org

The District's Non-discrimination, Anti-Harassment, and Non-Retaliation Policy and Grievance Procedures is available at kndschoools.org under the resources tab.

To report information about conduct that may constitute unlawful discrimination, including unlawful harassment and retaliation, or make a complaint of such conduct, please contact the applicable Coordinator listed above.

3115G Additional Requirements to Prevent and Address Pregnancy Discrimination

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.\

3115H Training Requirements, Recordkeeping, and Policy Notice

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

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.

A description of each reported incident, along with all investigation materials and conclusions reached, will be documented and retained.

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: PARENT INVOLEMENT IN EDUCATION

A. Parent Involvement

The District will take the following steps to encourage Parent involvement in their student's education:

1. Parents will be provided the opportunity to review District-approved curriculum, textbooks, and instructional materials, including any material that will be used in connection with a survey, analysis, or evaluation, upon request.
 - a. Requests to review curriculum, textbooks, and instructional materials must be made to the building principal.
 - b. Parents may review textbooks based on availability and may review instructional materials within a time frame determined by the building principal or designee.
2. Parents will be permitted to attend and observe instructional activities in a class or course in which their student is enrolled and present.

Parents must make an appointment with the building principal to observe instructional activities in a class or course in which the student is enrolled and present. The building principal will permit a Parent observation unless the building principal determines that the observation would disrupt the class or course. Frequent observations are likely disruptive. Absent unusual circumstances, as determined by the building principal, observations that last more than 30 minutes or occur on consecutive days will not be permitted. Parents who want to observe instructional activities also must adhere to Policy 3105.

Parents are not permitted to observe testing.

3. Parents may inspect and review their student's education records, upon written request, consistent with Policy 5309 and state and federal law.
4. At the beginning of the school year, the District will notify Parents of students attending Title I schools of the right to request a copy of this Policy. The District will provide a copy of this Policy to a requesting Parent in a timely manner.
5. RESERVED

B. Assessments and Surveys

1. State assessments

Pursuant to state law, the District will not approve Parent requests to opt students out of state assessments.

2. National Assessment of Educational Progress

As a condition of receiving federal funds and as required by state law, the District may be selected to participate in the National Assessment of Educational Progress (NAEP). To help ensure that the District has a representative sample of students taking the NAEP, which will allow the District to assess the quality and effectiveness

of its programming on a national level, the District strongly encourages all eligible students to participate. Student participation in NAEP is voluntary.

The District will notify Parents of students eligible to take the NAEP before the assessment is administered. Parents wishing to opt their students out of the NAEP assessment must notify the District in writing at least 3 school days before the assessment date to ensure that the District can coordinate supervision and alternative activities for students who have opted out.

3. Surveys

Parents will be notified before their student participates in surveys on certain topics in accordance with Policy 5308.

APPENDIX D: PROTECTION OF PUPIL RIGHTS

A. Surveys, Analyses, and Evaluations

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

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

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

"Sensitive information" includes:

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

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.

B. Inspection of Instructional Material

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

C. Notification of Rights and Procedures

The Superintendent or designee will notify parents/guardians of:

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

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

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

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

APPENDIX E: DIRECTORY INFORMATION AND OPT OUT FORM

5309-F-2 Directory Information and Opt-Out

Student's Name: _____

School: _____ Grade: _____

The Family Educational Rights and Privacy Act (FERPA) requires that Kaleva Norman Dickson Schools obtain your written consent prior to the disclosure of personally identifiable information from your child's education records, unless certain conditions specified by FERPA are met. FERPA distinguishes between personally identifiable information and directory information, however, and the District may disclose appropriately designated "directory information" without your written consent, unless you have advised the District to the contrary.

If you *do not* want your student's directory information released for one or more of the purposes listed below, please complete this form and return it to your student's school office by October 1 of the current school year.

If you fail to complete and return this form, the District will presume that you give permission to release your student's directory information for all the uses listed below.

Your Opt-Out request will be recorded in the student information system and kept on file in the school's office for 1 school year.

Directory information includes:

- student names, addresses, and telephone numbers;
- photographs, including photographs and videos depicting a student's participation in school-related activities;
- grade level;
- enrollment status (e.g., full-time or part-time);
- dates of attendance (e.g., 2013-2017);
- participation in officially recognized activities and sports;
- weight and height of athletic team members;
- degrees, honors, and awards received

Please check the boxes next to the purpose(s) for which you *do not grant* the District permission to disclose your student's directory information, below.

Kaleva Norman Dickson *may not* disclose my student's directory information for the following purposes:

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

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

Information to U.S. Military Recruiters and Institutions of Higher Education Recruiters

Federal law requires the District to release a secondary school student's name, address, and telephone number to U.S. Military recruiters and institutions of higher education upon their request. If you do not want your student's information released for one or both of those purposes, please check one or both of the boxes below:

- Do not release my student's name, address, or telephone number to U.S. Military recruiters without my prior written consent.
- Do not release my student's name, address, or telephone number to institutions of higher education recruiters without my prior written consent.

Parent/Guardian/Eligible Student Signature _____ Date _____

APPENDIX F: ACCEPTABLE USE AGREEMENT

Building/Program Name _____ Student Name _____

I understand that I may be permitted to use the school's computers, electronic devices, and Internet at school and at home under the following school rules for computer and Internet use. I promise that:

- I will only use the computers, electronic devices, and Internet for schoolwork.
- I will only use the computers, electronic devices, and Internet as directed by my teacher or other school employee.
- I will not use the Internet to try to look at websites that I know are for adults only or that I know I should not access.
- If I accidentally access a website that I know I should not look at, I will tell my parent/guardian or teacher.
- If someone sends me something on the Internet that I know is inappropriate, I will tell my parent/guardian or teacher right away.
- I will not use the school's computers, electronic devices, or Internet to bully or harm any other person.
- If someone else uses the computers, electronic devices, or Internet to bully or harm me, I will tell my parent/guardian or teacher right away.
- I will not damage the school's computers, electronic devices, or cause problems with the computers, electronic devices, or Internet on purpose including putting stickers, or adhesives on it. No drawing on it.
- I will give the school's computers and other electronic devices back to the school at the school's request.
- I will not use the school's computers, electronic devices, or Internet to cheat on my schoolwork.
- I will not copy anything that I see on the school's computers, electronic devices, or Internet and pretend that it is my own work.
- I will keep my password secret from everyone except my parent/guardian.
- I understand that the school can see everything that I do on the school's computers, electronic devices, and Internet.
- I understand that the school has filters on its computers, electronic devices, and Internet, which means I might not be able to see some information. I will not try to interfere with those filters.
- I will follow all of these rules. I will also follow any directions that my teacher or other school employee gives me about my use of the school's computers, electronic devices, or the Internet.

I understand that if I break any of these rules, I may be disciplined, and I may also lose my computer, electronic device, and Internet privileges.

Student Signature _____ Date _____

Parent Signature _____ Date _____

I have read this Agreement and agree that as a condition of my child's use of the school's Technology Resources, which include: (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, I release the school 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 school 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 school's Technology Resources.

I have explained the rules listed above to my child.

I authorize the school 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 school's Technology Resources is not private. I consent to having the school 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 that the school 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 school 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.

I agree that I will not copy, record, or share, or allow my child to copy, record, or share, any information sent to my child via the school's Technology Resources that includes personally identifiable information about any other child including, without limitation, videos, audio, documents, or other records that identify another student by name, voice, or likeness.

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

I agree that my child will return all Technology Resources to the school in good working order immediately on request and that I am responsible for any damage to the Technology Resources beyond normal wear and tear.

I have read this Agreement and agree to its terms.

Parent/Guardian _____ Signature Date _____

APPENDIX G: ATHLETIC CODE OF CONDUCT

Participation in Kaleva Norman Dickson’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: Jason Kemler

(231) 477-5353 ext. 2254

kemlerj@kndschoools.org

Assistant Athletic Director: Jonathan Randall

(231) 477-5353 ext. 2204

jrandall@kndschoools.org

Available Sports

Elementary	Middle School	High School
3-5 pop warner football (non- school affiliated)	Cross Country	Cross Country
4-5 girls and boys basketball	Football	Football
Prek-1 T-ball	Cheerleading	Sideline and Competitive Cheerleading
K-5 Soccer	Boys and girls basketball	Boys and Girls Basketball
Ski club	Ski club	Ski club
	Baseball	Baseball
	Softball	Softball
	Soccer	Soccer
	Track	Track
	Skeet shooting club	Skeet shooting club
	Fishing club	Fishing club
	Volleyball	Volleyball

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

Before allowing a student to participate in any athletic activity, including physical education classes, the District will annually:

1. Provide MHSAA educational materials on concussion awareness to each student and to the student's Parent; and
2. Obtain a statement signed by each student and respective Parent acknowledging receipt of MHSAA concussion awareness educational materials. The District will maintain this signed statement for 5 years or until the student is 18, whichever is longer.

The District's will comply with the complete concussion protocol is in Policy 5712, including information on student removal from activity for possible concussion and return-to-play requirements.

Athletic Code of Conduct

A student-athlete must:

1. Learn and understand the rules and regulations of your sport.
2. Unless otherwise approved by the Athletic Director or Principal, if school is in session, student athletes must attend school all day to be eligible to practice or play in an event on the same day. Other attendance rules are as follows:
 - a. The student-athlete must be present at all games and practices unless absent from school due to personal illness or excused by the coach prior to the absence.

- b. Plans for long-term vacations or absences are to be discussed by the student and parents with the coach at least one (1) week in advance. Any type of disciplinary action for missing practices and competition will be decided upon at that time.
 - c. While a student-athlete is suspended for an athletic violation, the athlete is to continue to be under the practice supervision of the coach. The athlete will travel with the team to the contest, sit on the bench, and assist the coach as may be directed
3. Comply with the law, Board Policy, the Student Code of Conduct, the Athletic Code of Conduct, and all team rules. Failure to comply with this provision may result in suspension or removal from a team.
 - a. Trouble with the police which involves violating a federal, state or local ordinance, or any other act which brings disgrace or undue notoriety to the school, community or individual could result in an investigation by the Athletic Director, Coach and Principal. This investigation could result in suspension and/or removal from the team.
4. Not possess, use, or consume alcohol, tobacco, cannabis, nicotine (including a vape), or controlled substances (other than those prescribed by a physician for the student-athlete). If an athlete is found with any of these substances the following will occur: 1st offense- suspension of a third of the season, 2nd offense- equal to a full season which transfers to the next sport.
5. Not engage in conduct that is unbecoming of student-athletes.
6. Maintain academic eligibility as required by the Michigan High School Athletic Association in addition to the following Kaleva Norman Dickson Schools Eligibility policy:
 - a. Minimum Grade-Point Average
 - i. High School - To be eligible, the student must achieve at least a 1.67 (C-) grade-point average during the time of membership in an organization, and CAN be failing ONE class.
 - ii. Middle School - A middle school athlete shall be passing five (4) out of seven (6) classes with a C- (1.67) average on a weekly basis and CAN be failing ONE class.
 - b. Academic Record Eligibility cards are kept on file in the Athletic Office for each student participating in a sport per season. Students are responsible to pick up their cards each Thursday morning to take them to their teachers for a grade and signature. Students are then required to return eligibility cards to the athletic office no later than 3:30 pm on Thursday for weekly eligibility verification.
 - c. Previous Semester Record No student shall compete in any athletic contest who did not pass at least five (5) out of seven (7) classes the previous semester (18 weeks). This is in compliance with MHSAA Regulation 1, Section 7.

- d. **Citizenship** It is important for students to represent our school in a positive manner. Their behavior should be appropriate at all times. If a student who participates in extracurricular activities shows poor citizenship, the coach/advisor/athletic director should be notified. The student may become ineligible if his/her behavior becomes a problem.
- e. **Appeal Procedure** If parents feel it is necessary to appeal this policy to the administration, they should go to the A.D. within three (3) days from the start of the period of ineligibility. Parents then have a right to meet with the superintendent, or his designee, within five (5) days of the start of the period of ineligibility, if they so desire. If parents feel it is necessary to continue an appeal, they may request a hearing with the Board of Education.

7. Notify your coach or District athletic trainer of any injury or medical condition that may affect your athletic participation.

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

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

PARENT CONSENT

A physical card with all sections completed must be on file with the athletic department before an athlete may participate. In order for a student to be eligible for participation, the physical must have been given on or after April 15th of the previous school year.

MEDICAL TREATMENT

A. All student-athletes are required to report all athletic-related injuries to their coach.

B. The student-athlete is to inform the coach if he/she is taking any type of prescribed medication or has any other medical problems, such as diabetes, epilepsy, etc. 89

C. If a student-athlete is referred to a physician, a written medical progress report must be given to the coach before any further participation is to take place.

D. **Insurance** - The school has contracted with an insurance plan insuring ALL students of the KND School District. This insurance program has a basic fee schedule for injuries and pays ONLY THOSE CHARGES WHICH ARE NOT COVERED BY THE PARENT'S/GUARDIAN'S INSURANCE POLICY. In other words, a claim for payment of bills in connection with a school-related, student injury would first need to be submitted to the insurance company of the parent/ guardian. Any excess charges not covered by that insurance would be paid by the school insurance plan. If the parent/guardian has no insurance coverage, the school plan would pay up to the maximum amount allowed by the school policy schedule.

The procedure to follow in case of a school-related, student injury is:

- a. An accident report must be filled out by a supervising adult; i.e., teacher, coach.
- b. The claim must be presented to the insurance company of the parent/guardian.
- c. Obtain an insurance claim form from the school; complete all items; send directly to the address on the claim form, together with all bills and documentation of any insurance payments made by the parent/ guardian carrier. If parents/guardians will cooperate, insurance claims are not hard to process. However, it is the responsibility of the parent/guardian to file their student's claim.
- d. School insurance is in effect for 1 year following the date of the accident.

EQUIPMENT

- A. Student-athletes are financially responsible for all equipment and uniforms issued to them. All equipment must be turned in at the conclusion of the season or when the student leaves the team, whichever comes first.
- B. Each participant is required to check his/her equipment daily and report the need for any repairs to the coach.
- C. Keep all equipment clean; wash your practice gear at least once a week; protective pads should be kept clean.
- D. Lockers are to be kept clean. This will give equipment more air.
- E. All equipment is to be used properly.
- F. The coach will notify parents of any missing equipment. If the equipment is not returned within five (5) school days, the name of the student with the missing equipment, will be given to the athletic director for resolution.

AWARDS

Student-athletes are recognized for their participation and contribution to their respective teams. Criteria for the winning of an award are determined by the individual team coaches and Athletic Director, which will be explained at the team meeting prior to the start of the season. In order to receive an award, the athlete must be a team member in good, academic standing.

A. FORMAT FOR AWARDS

Certificate- Each middle school and junior varsity student-athlete who participated the entire season will receive a certification which denotes his/her achievement.

Varsity- The student-athlete will receive the Letter AB@ for their first varsity award. Letters are awarded only once. Criteria for letter award is completion of a season in a varsity sport. Successive varsity award winners will receive a pin.

Team Awards- Two team awards are presented to varsity individuals for each sport: Most Valuable and Most Improved Player.

Awards- Awards Ceremonies for the fall, winter and spring Ceremonies seasons will take place two (2) weeks after the season ends. All awards will be presented at that time and all athletes and coaches are expected to attend. Athletes who are unable to attend may pick up their awards in the athletic director's office.

B. PARTICIPATION

A. Students may participate on two (2) different athletic teams in any one season, with prior approval of the Principal, Athletic Director, and coach. The decision will be based on the following criteria:

- 1). Student's academic standing
- 2). Student's daily attendance in school
- 3). Parental permission

B. Practice Policy

- 1). All practices must comply with MHSAA regulations.
- 2). During the school year, practices held on days school is NOT in session (snow days, vacations, etc.) are NOT mandatory.

TRAVEL

A. Students will not leave school before the ending time of the school day to attend an athletic event unless scheduling mandates an earlier departure.

B. Good conduct is expected at all times while on trips.

C. All rules and regulations pertaining to KND bus travel are to be strictly adhered to on athletic trips.

D. Appropriate dress is a must on all trips.

E. All student-athletes must ride to athletic events with the team in order to play.

F. If a parent desires to take their student-athlete home after an athletic event, the parent must personally make the request and present written consent to the coach.

G. If a parent desires to have their student athlete travel home from games with another adult, a notarized letter to that effect must be on file in the Athletic Office.

H. If discipline is forthcoming due to the failure to follow these rules, the discipline will be handled in accordance with the action taken for an attendance infraction.

DUE PROCESS - Procedural Rules & Regulations for the School Community

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

A. The hallmark of the exercises of disciplinary authority shall be reasonableness and fairness.

B. Every effort shall be made by administrators and faculty members to resolve problems through effective utilization of school district resources in cooperation with the students and his parent/guardian.

C. While students have rights to have hearings and to appeal decisions, as stated below, these hearings and appeals are not automatic. Students must apply for them. All appeals or requests for hearings must be made by the end of the third day following the date that the disciplinary action was imposed or the previous appeal was heard. The student has the following rights when action is taken against him/ her by a teacher or administrator:

1. to be informed of the reason for the disciplinary action.
2. to present school administrators with any facts that will support his/her defense.
3. to have a hearing to contest the appropriateness of the action.

D. The student also has the right to appeal disciplinary action taken by school personnel, as follows:

1. Disciplinary action taken by a teacher may be appealed to the principal.
2. A decision by the principal may be appealed to the superintendent of schools.
3. A decision by the superintendent of schools may be appealed to the Board of Education.

E. Appeals will be granted only on major infractions dealing with issues leading to expulsion or removal from the team.

INVESTIGATION OF VIOLATIONS OF TRAINING RULES

A. The importance of a Code of Conduct should be apparent to everyone determined to establish or keep a winning tradition. If a student-athlete is reported violating these rules, the case will be investigated by the coach, Athletic Director, and the Principal. If the findings of the investigations do not substantiate the charges, the source of the charge will be notified, and the case will be dropped.

- 1.) The student-athlete has the right to know and be able to face the accuser.
- 2.) The student-athlete has the right to present witnesses and evidence in his/her own behalf.
- 3.) The student-athlete has the right of appeal.
- 4.) Through proper school administrative channels, parents will be notified in writing on particulars of the case.

SUSPENSIONS All charges that have been proven are serious. Some infractions are more serious than others, but all have a detrimental effect on your team, sport, school, and community.

A. A second repeated suspension for any reason may cause the student-athlete to be permanently removed from the team.

B. Suspension pertaining to drugs, alcohol, tobacco, gambling, and stealing, as well as discipline pertaining to severe infractions will be dealt with according to the guidelines outlined in the student handbook:

- 1.) A suspension from contests, equal to the number of days of suspension school for the same infraction found in section 4 of the student handbook.
- 2.) Termination from the team.
- 3.) All suspensions related to drug, alcohol, or tobacco will require that the student will enroll, attend, and progress in the Student Assistance Program, one-third of the cost he school district will pay, with the parent assuming the remainder of the cost.

C. 1.) A suspension from contests, equal to 33% of the regularly scheduled contests, for which the student is involved. Failure to serve a suspension will prohibit the student athlete from participating in any other sport until suspension is served. In extreme circumstances, the student athlete may be removed from the team.

2.) Suspensions can be reduced by attending the Student Assistance Program if it is available.

TERMS OF SUSPENSION

A. Student-athletes must continue to meet all academic and interscholastic obligations.

B. Student-athletes will continue to practice, travel with the team, sit on the bench (but not suit up for the contest), and assist the team and coach. This requirement may be waived if deemed in the best interest of the student-athlete or team.

C. If a suspension cannot be carried out during the season it was administered, it will be carried over and computed on the student athletes next playing season in any sport. The student must be an active member of a team and in good standing at the end of that next playing season, or the penalty could carry over to succeeding playing seasons.

NORTH CENTRAL ATHLETIC ASSOCIATION COLLEGE FRESHMEN ACADEMIC ELIGIBILITY REQUIREMENTS

If you want to practice and play your freshman year at an NCAA Division I or Division II college, you must satisfy the requirements of NCAA Bylaw 14.3, commonly known as Proposition 48. Bylaw 14.3 requires you to:

1. Graduate from high school.

2. Attain a grade-point average of 2.0 (based on a maximum of 4.0) in a successfully completed core curriculum of at least 11 academic courses, including:

ENGLISH - (Three units required). Core courses in English shall include elements in the following areas: grammar, vocabulary development, composition, literature, analytical reading or oral communication.

MATHEMATICS - (Two units required). Core courses in mathematics shall include instructional elements in algebra, geometry, trigonometry, statistics or calculus.

SOCIAL SCIENCE - (Two units required). Core courses in social science shall contain instructional elements in history, social studies, economics, geography, psychology, sociology, government, political science and anthropology.

NATURAL/PHYSICAL SCIENCE - (Two units required, including at least one full unit of laboratory classes if offered by the high school). Core courses in natural or physical science shall include instructional elements in biology, chemistry, physics, environmental science, physical science or earth science.

3. Achieve a 700 combined score on the SAT verbal and math sections or an 18 composite score on the ACT.

LIFESKILLS

Caring – To feel and show concern for others

Common Sense – To use good judgment

Cooperation – To work together toward a common goal or purpose
Courage – To act according to one’s beliefs despite fear of adverse consequences **Curiosity**
– A desire to investigate and seek understanding of one’s world
Effort – To do your best
Flexibility – To be willing to alter plans when necessary
Friendship – To make and keep a friend through mutual trust and caring
Initiative – To do something, of one’s own free will because it needs to be done
Integrity – To act according to a sense of what’s right and wrong
Organization – To plan, arrange, and implement in an orderly way; to keep things orderly and ready to use
Patience – To wait calmly for someone or something
Perseverance – To keep at it
Pride – Satisfaction from doing one’s personal best
Problem Solving – To create solutions to difficult situations and everyday problems
Resourcefulness – To respond to challenges and opportunities in innovative and creative ways
Responsibility – To respond when appropriate; to be accountable for one’s actions **Sense of humor** – To laugh and be playful without harming others Lifelong Guidelines

Concussion

INFORMATION SHEET



This sheet has information to help protect your children or teens from concussion or other serious brain injury. Use this information at your children's or teens' games and practices to learn how to spot a concussion and what to do if a concussion occurs.

What Is a Concussion?

A concussion is a type of traumatic brain injury—or TBI—caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move quickly back and forth. This fast movement can cause the brain to bounce around or twist in the skull, creating chemical changes in the brain and sometimes stretching and damaging the brain cells.

How Can I Help Keep My Children or Teens Safe?

Sports are a great way for children and teens to stay healthy and can help them do well in school. To help lower your children's or teens' chances of getting a concussion or other serious brain injury, you should:

- Help create a culture of safety for the team.
 - Work with their coach to teach ways to lower the chances of getting a concussion.
 - Talk with your children or teens about concussion and ask if they have concerns about reporting a concussion. Talk with them about their concerns; emphasize the importance of reporting concussions and taking time to recover from one.
 - Ensure that they follow their coach's rules for safety and the rules of the sport.
 - Tell your children or teens that you expect them to practice good sportsmanship at all times.
- When appropriate for the sport or activity, teach your children or teens that they must wear a helmet to lower the chances of the most serious types of brain or head injury. However, there is no "concussion-proof" helmet. So, even with a helmet, it is important for children and teens to avoid hits to the head.

Plan ahead. What do you want your child or teen to know about concussion?

How Can I Spot a Possible Concussion?

Children and teens who show or report one or more of the signs and symptoms listed below—or simply say they just “don't feel right” after a bump, blow, or jolt to the head or body—may have a concussion or other serious brain injury.

Signs Observed by Parents or Coaches

- Appears dazed or stunned
- Forgets an instruction, is confused about an assignment or position, or is unsure of the game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes
- Can't recall events *prior to* or *after* a hit or fall

Symptoms Reported by Children and Teens

- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness, or double or blurry vision
- Bothered by light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Confusion, or concentration or memory problems
- Just not “feeling right,” or “feeling down”

Talk with your children and teens about concussion. Tell them to report their concussion symptoms to you and their coach right away. Some children and teens think concussions aren't serious, or worry that if they report a concussion they will lose their position on the team or look weak. Be sure to remind them that *it's better to miss one game than the whole season.*



cdc.gov/HEADSUP

CONCUSSIONS AFFECT EACH CHILD AND TEEN DIFFERENTLY.

While most children and teens with a concussion feel better within a couple of weeks, some will have symptoms for months or longer. Talk with your children's or teens' healthcare provider if their concussion symptoms do not go away, or if they get worse after they return to their regular activities.

What Are Some More Serious Danger Signs to Look Out For?

In rare cases, a dangerous collection of blood (hematoma) may form on the brain after a bump, blow, or jolt to the head or body and can squeeze the brain against the skull. Call 9-1-1 or take your child or teen to the emergency department right away if, after a bump, blow, or jolt to the head or body, he or she has one or more of these danger signs:

- One pupil larger than the other
- Drowsiness or inability to wake up
- A headache that gets worse and does not go away
- Slurred speech, weakness, numbness, or decreased coordination
- Repeated vomiting or nausea, convulsions or seizures (shaking or twitching)
- Unusual behavior, increased confusion, restlessness, or agitation
- Loss of consciousness (passed out/knocked out). Even a brief loss of consciousness should be taken seriously

Children and teens who continue to play while having concussion symptoms, or who return to play too soon—while the brain is still healing—have a greater chance of getting another concussion. A repeat concussion that occurs while the brain is still healing from the first injury can be very serious, and can affect a child or teen for a lifetime. It can even be fatal.

What Should I Do If My Child or Teen Has a Possible Concussion?

As a parent, if you think your child or teen may have a concussion, you should:

1. Remove your child or teen from play.
2. Keep your child or teen out of play the day of the injury. Your child or teen should be seen by a healthcare provider and only return to play with permission from a healthcare provider who is experienced in evaluating for concussion.
3. Ask your child's or teen's healthcare provider for written instructions on helping your child or teen return to school. You can give the instructions to your child's or teen's school nurse and teacher(s) and return-to-play instructions to the coach and/or athletic trainer.

Do not try to judge the severity of the injury yourself. Only a healthcare provider should assess a child or teen for a possible concussion. Concussion signs and symptoms often show up soon after the injury. But you may not know how serious the concussion is at first, and some symptoms may not show up for hours or days.

The brain needs time to heal after a concussion. A child's or teen's return to school and sports should be a gradual process that is carefully managed and monitored by a healthcare provider.

To learn more, go to [cdc.gov/HEADSUP](https://www.cdc.gov/HEADSUP)



Discuss the risks of concussion and other serious brain injuries with your child or teen, and have each person sign below.

Detach the section below, and keep this information sheet to use at your children's or teens' games and practices to help protect them from concussion or other serious brain injuries.

- I learned about concussion and talked with my parent or coach about what to do if I have a concussion or other serious brain injury.

Athlete's Name Printed: _____ Date: _____

Athlete's Signature: _____

- I have read this fact sheet for parents on concussion with my child or teen, and talked about what to do if they have a concussion or other serious brain injury.

Parent or Legal Guardian's Name Printed: _____ Date: _____

Parent or Legal Guardian's Signature: _____

Revised January 2019

What Is Sexual Harassment?

Sexual harassment is unwanted sexual remarks or behaviors. It can be verbal, physical, or visual. Here are a few examples of sexual harassment:

Verbal

- Making sexual jokes, comments, or spreading rumors targeted at someone (in person or online)
- Making sexual jokes or comments about students' bodies or how they look or act
- Making jokes or comments about students' masculinity or femininity and/or who they are attracted to or love

Physical:

- Pulling at or touching someone's clothing in a sexual manner (like pulling down someone's pants or snapping a bra strap)
- Touching, pinching, or grabbing someone in a sexual way
- Brushing up against someone's body on purpose

Visual

- Posting or sharing sexual comments, pictures, or videos
- Pressuring someone to take or send sexual pictures or videos ("nudes")

Sexual harassment can make someone feel many emotions.

You may feel scared, uncomfortable, upset, embarrassed or angry.

When it comes to sexual harassment, what matters is how the action makes a person think or feel--not the intention of the person who did it.

Sexual harassment can happen anywhere or to anyone. It can take place in person or online. But no matter where sexual harassment happens, it is never okay. It is wrong and it is against the law.

What Is Sexual Assault?

Sexual assault is any sexual act that one person chooses to do to another person without consent (permission) through physical force, threats, or pressure (verbal or emotional).

Here are a few examples of sexual assault:

- Touching someone's genitals, breast, or butt without their permission (consent) over or under clothes
- Unwanted kissing
- Physically forcing someone to perform a sexual act
- Threatening or pressuring a person to do any sexual act
- Unwanted vaginal, oral, or anal penetration with a body part or object (also known as rape)

**Sexually assaulting another person is wrong and it is against the law.
In Michigan statute, this is called "Criminal Sexual Conduct."**

About Consent

- Consent means that each person agrees or gives permission.
- Anyone can change their mind at any time.
- Consent means each person understands what is going on and agrees to all of it.
- Someone needs to get consent every single time.
- Just because someone said “yes” before, does not mean “yes” now.
- It is not okay to use threats, emotional pressure, or the fact that another person is drunk or high to get what you want.

If someone doesn't consent to sexual acts, it is sexual assault.

What if This is Happening to Me? **It is not your fault. You are not alone.**

- No one has the right to sexually harass or assault anyone else.
- You have the right to feel safe and respected.
- If you feel like you won't be harmed, tell them this is not okay and to stop.
- Consider telling a trusted adult if any of these behaviors happen to you. If the trusted adult is a teacher, coach, or school staff, they may have to tell someone else (like a principal, parents, etc.). If you're not sure if you are ready or want to tell a trusted adult at your school, you can talk to them without saying it happened to you (“I have a friend who...”).
- If the first person isn't helpful, keep trying until you find someone who is.
- Speaking up is a brave thing to do. Don't be afraid to seek help from someone you trust.
- Resources listed on the next page are available 24/7 to support you.

Scientific research tells us that people who experience traumatic events like sexual harassment and sexual assault have many different responses in their brains, bodies, feelings, and behaviors. However YOU respond to trauma is okay and is normal.

What if This is Happening to Someone I Know?

Believe. Listen. Support.

- Believe them! If someone tells you that someone has sexually harassed or assaulted them, know that it is very hard to tell someone about this and that person trusts and respects you enough to share this information. Let them know that what happened is not their fault and you are there to support them.
- Listen without judgment. Give them space and time to tell you what they feel comfortable sharing.
- Ask how you can support them. What you would need might differ from what your friend needs, so always ask. Let your friend decide who else can know.

Resources **There is Help.**

You can call or chat with any of the resources below 24/7. People who are trained are there to listen and support you no matter what. You don't have to tell them your name. They can connect you with people and organizations nearby who can help you with questions or needs.

Michigan's Hotline for Sexual Assault, Domestic Violence, and Human Trafficking
(Voices4)

Text or Call: 855-864-2374 **Chat:** <https://mcedsv.org/hotline/>

Youth Resources Web Page: <https://mcedsv.org/resources>

School Title IX Coordinator

If someone sexually assaulted or sexually harassed you at school or at a school event, you can choose to talk to your School District's Title IX Coordinator. Part of their responsibilities is to prevent and respond to sexual assault, sexual harassment, and discrimination based on sex and gender. Note: If you report to a Title IX Coordinator, they are required by law to follow up and may conduct an investigation.

If you report a sexual assault or sexual harassment incident, the policies forbid someone from retaliating or doing something to get back at you. See Appendix A of the Student Handbook for your school's Title IX information and other related policies.

This resource was developed in response to Public Act 57 of 2023 by the Michigan Department of Education in partnership with the Michigan Domestic and Sexual Violence Prevention and Treatment Board and the Michigan Coalition to End Domestic and Sexual Violence (MCEDSV).