

**BELIEVE** *in the*  
**CHANGE** <sup>SM</sup>



# MIDDLE SCHOOL STUDENT HANDBOOK



**2021-2022**

BATTLE CREEK PUBLIC SCHOOLS • BATTLE CREEK, MI





**BATTLE CREEK PUBLIC SCHOOLS ADMINISTRATION OFFICES**

3 West Van Buren Street Battle Creek, MI 49017 (269) 965-9465

**BOARD OF EDUCATION**

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Kimberly M. Carter, Ed.S.

**NORTHWESTERN MIDDLE SCHOOL**

Address: 176 Limit St, Battle Creek, MI 49037  
Phone: (269) 965-9607

**SPRINGFIELD MIDDLE SCHOOL**

Address: 1023 Avenue A, Springfield, MI 49037  
Phone: (269) 965-9640

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## OUR PURPOSE

The purpose of the Middle School Student Handbook is to provide you with information about our middle schools. This handbook contains rules, regulations, procedures and policies which are adhered to by all of our elementary schools. Additional procedures and information pertinent to a particular elementary school will be sent home in a separate document.

It is important that you read the information, discuss it with your child, sign and return the parent signature page, confirming that you have read and understand the contents covered in the Middle School Student Handbook. Parents/ Guardians and School Personnel who work together are better able to help each child develop to his/her fullest potential – academically, physically, socially, and emotionally. If you have any questions and concerns, please call your local middle school.

## EQUAL OPPORTUNITY/NONDISCRIMINATION STATEMENT

The Battle Creek Public School District does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, age, or religion in its programs and activities. The following person has been designated to handle inquiries regarding the School District's non-discrimination policies:

Human Resources  
Battle Creek Public Schools  
3 West Van Buren Street  
Battle Creek, MI 49017  
(269) 965-9476

In addition, the School District's complaint procedure may be obtained from Human Resources

### **For further information, you may also contact:**

Office for Civil Rights  
U.S. Department of Education  
600 Superior Avenue East, Suite 750  
Cleveland, OH 44114-2611  
Telephone: (216) 522-4970  
FAX: (216) 522-2573; TDD: 877-521-2172  
E-mail: OCR.Cleveland@ed.gov

**CIVIL RIGHTS GRIEVANCE PROCEDURE**

The Battle Creek Public Schools grievance procedure as required by Title IX (86.8) of the Regulations Implementing Education Amendments of 1972; Title VI, Section 80.6 (d) of the Civil Rights Act of 1964; and Section 504 of the Rehabilitation Act of 1973.

**SECTION 1**

If any person believes that Battle Creek Public Schools or any part of the Schools' organization has inadequately applied the principles and/or regulations of Title IX, Title VI and/or Section 504 or is in some way discriminatory on the basis of sex, race, color, national origin, or disability, he/she may bring forward a complaint, which shall be referred to as a grievance, to the Public Schools' Title IX, Title VI, and Section 504 Coordinators at the following addresses:

**For Title IX and For Title VI:**

Director for Human Resources  
 Patricia McCann  
 3 West Van Buren, Battle Creek, MI 49017  
 269-788-6900

Director of Student Services & Pupil Accounting  
 Monique Cheeks  
 Attendance & Truancy Interventionist  
 Rebecca Bolden  
 3 West Van Buren, Battle Creek, MI 49017  
 269-965-9482

**For Section 504:**

The Battle Creek Public Schools' Section 504 Manual for Identifying and Serving Eligible Students: Policies, Guidelines, and Forms are available in the main office of each school. *Contact Your Building Administrator for more information.*

**SECTION 2**

The person who believes he/she has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the Battle Creek Public Schools' Title IX, Title VI, and Section 504 Coordinators, who shall in turn investigate the complaint and reply with an answer to the complaint. He/she may initiate formal procedures according to the following steps:

**Step 1:** A written statement of the grievance signed by the complainant shall be submitted to the Titles IX, VI, Section 504 Coordinators within five (5) business days of receipt of answers to the informal complaint. The Coordinators shall further investigate the matter of grievance and reply in writing to the complainant within five (5) business days.

**Step 2:** If the complainant wishes to appeal the decision arrived in Step 1, he/she may submit a signed statement of appeal to the Superintendent of Schools or his/her designee, Battle Creek Public Schools, within five (5) business days after receipt of the Step 1 response. The Superintendent or his/her designee shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

**Step 3:** If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the Battle Creek Public Schools Board of Education within five (5) business days of his/her receipt of the Superintendent's response in Step 2. In an attempt to resolve the grievance, a Committee of the Board of Education shall meet with the concerned parties and their representatives within fifteen (15) days of receipt of such an appeal. A copy of the Committee's disposition of the appeal shall be sent to each concerned party within ten (10) business days of the meeting.

**Step 4:** If, at this point, the grievance has not been satisfactorily settled, further appeal may be made to the Office of Civil Rights, Department of Health, Education, and Welfare, Washington, D.C. 20201.

## VISITORS

All visitors, including parents and siblings, are required to enter through the front door of the building, identify themselves and inform personnel of their reason for being at school. Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors will then be escorted to their location by school personnel. All visitors must sign out before leaving the school. The school administrator has the right to refuse visits.

Some visits to the school or classroom may require pre-arrangements with the building administrator. Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself/herself in an appropriate manner will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior and banned from all Battle Creek Public School property.

## SCHOOL VOLUNTEERS

All school volunteers must complete the "Volunteer Information Form and be approved by the building or program administrator. After building/program approval, the form is then sent to the Human Resources Department and a driver's license and background check is required before further approval. Approval must come from the building/program administrator and the Human Resources Department before assisting at the school. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

## INVITATIONS & GIFTS

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be attended to outside of school. The office is unable to release addresses and phone numbers of students.

Due to the inconvenience and interruption of the students' learning, school staff will not distribute birthday presents, flowers, Valentine's Day gifts, or any other items for any special occasions. These items are not allowed in the classroom. If these are delivered or brought to school, parents will be contacted to come and pick these items up from the school building.

## EMERGENCY SCHOOL CLOSINGS

In case of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

If we dismiss early for an emergency, after-school functions may be cancelled. Parents will be notified in the case of cancellations.

## VIDEO MONITORING SYSTEMS

A video monitoring system is used on school buses and a video monitoring system is used in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on videotape, that recording may be used as the basis for imposing student discipline. If criminal conduct is recorded, a copy of the tape may be provided to law enforcement personnel. Video evidence may not be shared with parents when individuals are present on the video.

## ACCOMMODATING PERSONS WITH DISABILITIES

Persons with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Persons with disabilities having questions about accessibility or needing accommodations should contact the superintendent or building principal. Notification of the need for accommodation should occur as far in advance as possible of the school-sponsored function, program, or meeting.

## STUDENT FUNDRAISING

Fundraising activities must be approved in advance by the building principal. Organization sponsors assume the responsibility for supervising the project, accounting for funds, making reports, and any other details involved in the project.

## STUDENT ACTIVITIES

Battle Creek Public Schools sponsors student activities designed to enrich the experience of each student and further develop our sense of community.



**ATTENDANCE & TRUANCY**

Battle Creek Public Schools recognizes that there is a direct and substantial correlation between school attendance and academic achievement. We believe that classroom attendance is an important element in the learning experience. The purpose of attendance procedures and guidelines are to maximize the classroom instructional time so that all students experience academic success and to eliminate the disruption that tardiness and truancy can cause in the classroom learning environment. It is our goal to work with students, families and communities to support regular school attendance and improve academic achievement.

**IT'S THE LAW!**

The law in Michigan governing compulsory attendance requires a parent, legal guardian, or other person having control or charge of a child age six to eighteen, shall send that child to school during the entire school year.

**ATTENDANCE GUIDELINES**

Students are expected to be in attendance all day, each school day. It is the parents' responsibility to see that regular attendance is maintained. Battle Creek Public Schools understands that a student may have circumstances that cause him/her to miss school; therefore Battle Creek Public Schools has established guidelines for absences.

Students who are learning online, at home are expected to participate and be fully engaged in their online learning. Parents and students will need to participate in two way communication during their check in times with their mentor teacher to be considered present for online learning

**TARDY**

It is vital that students arrive at school on time. Some of the most important information and communication takes place at the start of class. Students who arrive in class after the specified start time without a pass from a school official are considered tardy. The responsibility for being on time is the obligation of the parent/guardian and child. Habitual tardiness will be discussed with the child and parent/guardian by school personnel.

**EARLY OUT**

Leaving the classroom earlier than the scheduled dismissal time is also disruptive to the classroom and to the student's learning.

- a.) Secondary students arriving to class and then leaving anytime before the end of the class period, will be considered to have an "early out" tardy. Students will receive an early out absence if they miss more than 50% of class time due to leaving early.

**UNEXCUSED ABSENCE**

Student is absent without notice by parent/guardian or the reason for the absence is not included in the "excused absence" reasons listed below.

Secondary students not present for more than 50% of a class period will be considered absent.

**EXCUSED ABSENCE**

Parent/guardian has notified the school as to the reason and length of time the student will not be attending for the following reasons:

- 1.) Illness
- 2.) Recovery from an accident
- 3.) Required Court Appearance
- 4.) Professional Appointments
- 5.) Death in the immediate family
- 6.) Observation or celebration of a bona fide religious holiday
- 7.) Such other as deemed by the superintendent

Vacations are not an excused absence. The principal may issue an exception in extraordinary circumstances.

It is the student's/parent's responsibility to gather any assignments they will be missing. We ask that you try to schedule appointments and vacations during the times that school is not in session.

A physician's note is REQUIRED if a student is absent 3 days or more, due to illness or health related issues.

The school will only accept notification of an excused absence up to 3 days after the student has been absent.

Excessive tardiness and absences of any type could result in disciplinary action and/or may lead to legal action for the parents/guardians and the student.

**TRUANCY**

Effective and quality education requires regular attendance. Lack of attendance disrupts learning. The Calhoun Intermediate School District along with the Battle Creek Public Schools will take part in a collaborative effort to help students who are not regularly attending school. Truant students and their families will be referred to the District Truancy Interventionist and then to the County Truancy Officer if truancy continues.

Students who are receiving instruction online and are considered absent due to low engagement and/or missed check in sessions with their mentor teachers will follow these same guidelines.

**5 or more absences: (periods determined by building schedule)**

- 1.) A letter from the school will be sent to the parents/guardians informing them of the number of absences their child has accumulated.
- 2.) If absences continue, a second letter will be sent to the parent/guardian by mail informing them of the number of absences their child has accumulated. This letter will also serve as notification that if the student's attendance does not become regular the school will file truancy with the Calhoun County Truancy Officer. The letter will ask the parent/guardian to contact the school immediately. A meeting with the parents/guardians may be required.
- 3.) Continued absences are considered to be extremely excessive as the absences could have an impact on the student's learning. A third letter will be sent to the parent/guardian by mail informing them of the number of absences their child has accumulated. This letter will also serve as notification that the excessive absences will result in a referral to the Calhoun County Truancy Officer. The letter will ask the parent/guardian to contact the school immediately. A meeting with the parents/guardians will be required.

Excessive tardiness, early outs or excused absences will follow the same guidelines and process as above.

If there is a history of truancy while the student has been attending Battle Creek Public Schools or any other school district, communication to the parent may begin sooner than what is listed above.

## PICK-UP AND DROP-OFF

### **DROP OFF**

Students who are walking or being dropped off shall not arrive at school prior to fifteen minutes before school begins. There is no supervision at the school and early arrival is a safety concern. The school may contact CPS or the police regarding students who are not picked up at the end of the school day.

Students who are late should stop in the school office and sign in to receive a pass before arriving to class. If parents/visitors are wishing to take their students to their classroom, that is at the discretion of the building, however each parent/visitor will need a visitors pass before escorting their student anywhere in the building outside of the school office.

### **PICK UP**

Students should be picked up promptly from school. Parents and those picking up students from school are asked to be very sensitive to the extra burden placed on the school when students need to be supervised after the pick-up time. Late pick-up also poses a safety concern. The school may contact CPS or the police regarding students who are not picked up at the end of the school day.

If parents are wishing to take their students to their classroom, that will only be with the approval and discretion of the building administrator. Each parent will need to sign in and/or receive a visitor's pass before escorting their student anywhere in the building outside of the school office.

## HOMEBOUND AND HOSPITAL INSTRUCTION

A student who is absent from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital.

## GRADING & PROMOTION

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, and performance on standardized tests and other assessments.

## HOMEWORK

### **DISTRICT VISION FOR ASSIGNING HOMEWORK**

*Battle Creek Public Schools believes that homework will help students to achieve academically, as well as to develop good study habits, promote positive attitudes toward school, and communicate to students that learning takes place outside the school walls.*

### **BENEFITS OF HAVING STUDENTS DO HOMEWORK**

- Academic skills are reinforced and long-term study habits are established
- Greater self-direction, increased self-discipline, better time management skills, more independent problem solving
- Greater parental appreciation of and involvement in schooling

### **CHARACTERISTICS OF EFFECTIVE HOMEWORK:**

#### **Homework Do's**

- A clear purpose will be established by the teacher for assigning it.
- All homework will fall into one of three categories: practice, preparation, or extension.
- Teachers will make sure student confusion about the homework is cleared up before they leave.
- Teachers will assign homework that the students have the knowledge and skills to be able to successfully complete.
- Teachers will give feedback within 48 hours either whole class or individually to reinforcement proficiency or to clear up common misconceptions.

#### **Homework Don'ts:**

- Homework will not be assigned to teach new material
- Homework will not be assigned as punishment

### **WORLD LANGUAGE**

A student who has demonstrated proficiency in a world language outside of a public or private high school curriculum could earn high school credit. Proficiency may be demonstrated by a competency test or other criteria established by the board. The amount of credit will be based on world language proficiency achieved.

### **TESTS**

We are required by law to give State Assessment Tests to various grades at the direction of the State Department of Education.

**FEES, CHARGES, AND FINES; WAIVER OF STUDENT FEES**

The school has established fees and charges to cover the costs for certain extracurricular and non-credit activities. Materials for clubs, independent study, or special projects, as well as transportation costs and admission/participation fees for District-sponsored trips and activities may be included. Fees will not be charged for any mandatory school activity or required curriculum activity. Extra-curricular activities for which fees are charged may not be used in determining credit or grades in any course. A fee shall not exceed the combined cost of the service(s) provided and/or materials used.

When school property, equipment, or supplies are damaged, lost, or taken by a student, whether in a regular course or extra-curricular offering, a fine may be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred. The late return of borrowed books or materials from the school libraries will be subject to appropriate fines. Failure to pay the fines may result in loss of privileges.

A student whose parent/guardian is unable to afford these fees may request a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment. Applications for fee waivers may be submitted by a parent/guardian of a student who has been assessed a fee. The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

**SCHOOL BREAKFAST & LUNCH PROGRAM**

Breakfast is served every school day in the morning. Lunch is served every school day, except on half-days. Breakfast and lunch are provided free of charge to all students. To obtain the free breakfast or lunch, students must select a meal that meets certain USDA requirements. Students serving lunch detention will be provided a basic lunch free of charge. Students serving lunch detention may not be permitted to select their own meal from the cafeteria.

While meals are provided free of charge, students are still expected to fill out free and reduced lunch paperwork.

**Per federal regulations pertaining to free lunch, commercial foods purchased outside of the building may not be eaten by students in the building while free lunches are being served.**

## BUS TRANSPORTATION

The district provides bus transportation to and from school for qualifying students. A list of bus stops will be published at the beginning of the school year before student registration. Parents/Guardians should contact, **Dean Transportation Department (269-965-9435)** for information on bus policies and procedures. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by district or school administration as appropriate. T

he Transportation Department will inform parents of inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

In the interest of the student's safety, students are expected to observe the following rules:

1. Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
2. Stay in your original seat while on the bus.
3. Keep all parts of the body and all objects inside the bus.
4. Enter and exit the bus only when the bus is fully stopped.
5. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
6. Use the emergency door only in an emergency.
7. In the event of an emergency, stay on the bus and await instructions from the bus driver.
8. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required.
  - a. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
  - b. Loud conversation, singing, boisterous conduct, unnecessary noise, or profanity is not allowed.
9. Keep the windows closed unless given permission to open.
10. Keep the bus neat and clean.
11. Athletic footwear equipped with cleats or spikes are not allowed on the bus.
12. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
13. Be waiting at your bus stop on time.
14. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
15. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
16. Eating and drinking is not permitted on the bus.
17. Parents will be liable for any defacing or damage students do to the bus.

Students may be suspended from riding the school bus for engaging in misconduct. Parents are responsible for transporting students to school that have been suspended from riding the school bus. If the student has not also been suspended from school, attendance at school is still mandatory, while suspended from riding the bus.

Video cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus. For questions regarding school transportation issues, please contact the Dean Transportation Department at (269) 965-9435.

## GUIDANCE & COUNSELING

The school provides a guidance counselor and counseling programs for students. The school’s counselor is available to those students who require additional assistance; academically, behaviorally, emotionally, and socially.

### **POSTSECONDARY ENROLLMENT OPTIONS ACT (PSEO)**

This is an official notification to all parents of students in eighth grade or higher that if a student becomes eligible, that student may choose to enroll in a post secondary enrollment as part of their high school education. This means the student may enroll and take college or university courses and the school district will pay the student’s tuition. Please see your child’s school counselor for additional information.

## SAFETY DRILL PROCEDURES AND CONDUCT

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. Each school shall conduct at least five (5) fire drills, two (2) tornado drills, one (1) evacuation drill and two (2) lock-down drills each school year. There may be other drills at the direction of the administration. Drills may or may not be preceded by a warning to the students.

## SCHOOL NURSE

Success in school often depends upon the overall health of the student. To help Middle School students succeed, a school nurse is available 2-3 times a week. The School Health Program is jointly developed through Battle Creek Public Schools and Grace Health.

### **CONFIDENTIALITY**

As with all medical records, the information and records kept by the nurse are confidential and consistent with applicable law. Access to these records is not permitted without the consent of the student. In a medically appropriate situation, pertinent information will be given to the parent/guardian and/or others as permitted or required by law.

### **HIPAA**

Battle Creek Public Schools adheres to the Health Insurance Portability and Accountability Act (HIPAA). Students and parents will receive information in compliance with HIPAA. Student Health Center staff may have limited access to a student’s school record only for the following: medical information, immunizations, address, phone number, emergency contact information and school schedule. If the parent/guardian does not wish this information to be available, a written denial of access must be given to the Main Office by October 1 of the current school year

### **PARENTAL CONSENT**

A consent for treatment form must be completed and signed by a parent or guardian for students under the age of 18. State law does provide teens the right for services, counseling and private referral in the areas of pregnancy, sexually transmitted infection, birth control, drug abuse and mental health problems.

**ASSISTING A STUDENT IN DISTRESS/EMERGENCY:**

Any district staff member may assist a student in distress and may assist with the self-administration of a medication (ex. Epi-pen injection, asthma inhaler, etc.). For the purpose of this policy, distress refers to any obvious and serious discomfort or threatening condition. The staff member should first confirm that the medication and dosage are proper for the student as conditions allow.

As soon as possible, the staff member shall notify the school administration, school nurse and/or the medical emergency response team (MERT). The staff member shall also complete a district incident/accident report form following the incident. This form will be attached to the student’s medication log file and a copy of the incident form will be sent to the Office of Student Services.

The Student Health Center will provide notification to parents and students in compliance with the Health Insurance Portability and Accountability Act of 1996.

**IMMUNIZATIONS**

All students must be properly immunized at the time of registration or not later than the first day of school pursuant to Michigan Health Department regulations.

**STUDENT MEDICATION**

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student’s health and well being. When a student’s licensed health care provider and parent/guardian believe that it is necessary for the student to take medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a “Student Medical Authorization Form.”

No school or district employee is allowed to administer to any student, or supervise a student’s self-administration of, any prescription or nonprescription medication until a completed and signed School Medication Authorization Form is submitted by the student’s parent/guardian. No student is allowed to possess or consume any prescription or nonprescription medication on school grounds or at a school-related function other than as provided for in this procedure. A student may possess an epinephrine auto-injector (EpiPen ) and/or an asthma inhaler prescribed for immediate use at the student’s discretion, provided the student’s parent/guardian has completed and signed an Authorization for Student Self-Medication Form.

**EMERGENCY MEDICAL AUTHORIZATION**

The student’s parent/guardian should complete the school district’s emergency medical treatment authorization form to indicate their preference of hospital, doctor, and dentist for emergency treatment.

Of course, in an emergency situation the child should be transported to the nearest medical facility able to render appropriate care, regardless of parental preference. Typically, this decision is made by an EMT (emergency medical technician) or other first responder.



### **COMMUNICABLE DISEASES**

The school will observe recommendations of the Michigan Department of Community/Public Health regarding communicable diseases.

1. The student’s parent/guardian is required to notify the school office if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent/guardian.
3. The school will provide written instructions to the parent/guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent/guardian provides the school a letter from the student’s doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

### **HEAD LICE**

Head Lice is a health concern. For the health and safety of others it is important that students receive treatment as soon as parents are able. After proper treatment, the student may return to school. The student’s hair will be inspected for lice upon return to school. Parents, please note, that students should not have excessive absences from school due to head lice.

### **NOTICE**

Together, students, parents/guardians and the middle school staff can help make healthcare more available to students; encourage more healthful behaviors; teach students about the important role they play in maintaining their health; decrease health-related absences; and generally help students become health conscious. Healthy students are better students. Healthy students are more successful students.

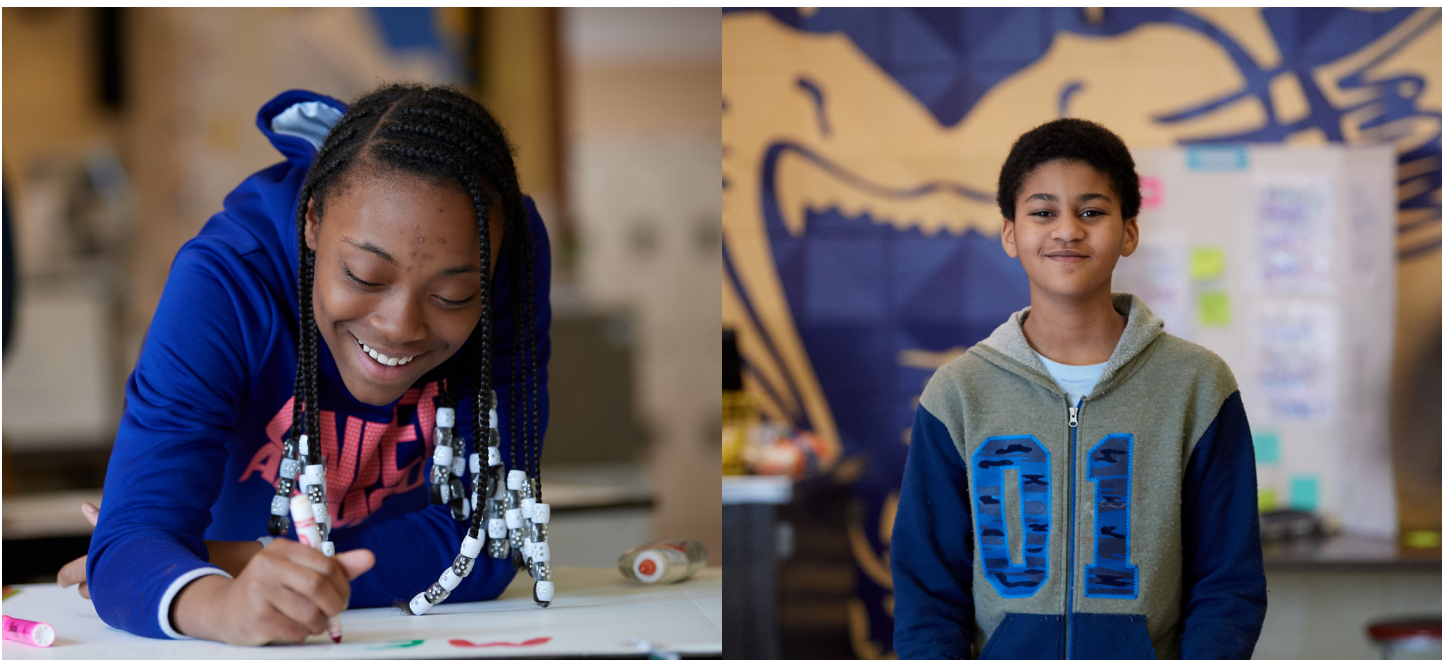


## GENERAL BUILDING CONDUCT

Students shall not arrive at school more than 15 minutes before the start of school. Students must be out of the building no later than 15 minutes after school has been dismissed unless involved with a school activity or tutorial approved by administration. The following rules shall apply, and failure to abide by the rules may result in discipline:

1. Students shall be respectful in the hallways and not run, talk loudly, or yell in the hallways nor shall they push, shove, or hit others.
2. Students shall be respectful to school property and not write on walls, desks, or deface or destroy school property.
3. Skateboards are not permitted to be used in the school building.
4. Water guns, play guns, BB guns, and/actual firearms are not permitted on school property, school events, or on school buses.
5. School administration reserves the right to regulate the possession or use of any item deemed to be disruptive to the building environment.
6. Hall Passes will be issued for emergency situations only. Students will be required to have a verified hall pass, properly filled out and signed by the instructor. Students without a verified hall pass may be assigned a hallway violation, which may result in a detention.
7. Students are provided a **hall locker** and are expected to put their belongings in the locker including their coats, backpacks (bags, purses, string backpacks...). If a student needs a personal belonging they will need permission from school personnel to use their locker and have a signed pass. Each classroom will provide the necessary material for learning each hour.
8. **Personal electronic devices** are to be stored in a non-distracting location (locker, pockets ...) and should never be heard during the school day. As the school provides instructional technology for all students, personal devices are not needed at school and should only be used when given permission by a staff member of the school, failure to do so will result in confiscation of the personal electronic device.

**Note: Students, who bring in personal electronic devices, including cell phones, are doing so at their own risk. School personnel will not investigate any incidents of stolen personal electronic devices that are not properly secured in a locker or on their person.**



**SCHOOL DRESS CODE/STUDENT APPEARANCE**

Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment. Battle Creek Public Schools expects that all students will dress in a way that is appropriate for the school day or for any school sponsored events. Although the primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s), the school district is responsible for seeing that student attire does not interfere with the health or safety of any student and does not contribute to a hostile or intimidating atmosphere for any student. These dress code guidelines shall apply to regular school days and summer school days, as well as while on the school bus, at any school-related events and activities, such as graduation ceremonies, dances and prom.

1. Students must wear a shirt(with fabric in the front, back, and on the sides under the arms) and pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts).
2. Appropriate footwear must be worn at all times.
3. Student dress (including accessories) may not advertise, promote, or depict alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, hate speech, profanity, pornography, Images or language that creates a hostile or intimidating environment or other inappropriate images.
4. Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
5. Students may not wear any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
6. Students are not allowed to wear swimsuits (except as required in class or athletic practice).
7. Accessories that could be considered dangerous or could be used as a weapon may not be worn.
8. Any item that obscures the face or ears (except as a religious observance).
9. Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.

If there is any doubt about dress and appearance, the school administration will make the final decision. Students whose dress violates the dress code and/or causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be removed from spaces, hallways, or classrooms as a result of a dress code violation. Students may also be asked to put on their own alternative clothing, if already available at school, or may be provided with temporary school clothing for the remainder of the day, or students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.

## STUDENT DISCIPLINE

### ELASTICITY CLAUSE

1. Violations listed in the District Code of Conduct are the most common school violations and the minimum penalties.
2. Some violations of a more serious nature will result in more severe disciplinary action.
3. Violations listed in the District Code of Conduct are not all-inclusive. Additional violations may result in disciplinary action.
4. Repeated violations will result in more severe disciplinary action.

### TYPES OF DISCIPLINARY ACTIONS

#### **1. Detention Time (kept before/after school, during lunch or outside of normal school hours)**

– Detention time is assigned to students by teachers or administrators for minor violations of school policies such as tardiness, misbehavior in class, etc. Parents/guardians will be notified in advance when their child is detained.

**2. Suspension** – Suspension is the removal from school for a designated period of time because of a violation of school rules or regulations (principals may suspend students for ten days). The student is not allowed on school premises during the school day and may not participate in any school activity such as athletic events, music concerts, plays, etc., during the duration of the suspension. The suspension is an excused absence.

**3. Long-Term Suspension** – This is the removal from school by the Superintendent, or a person designated by the Superintendent, for periods of time beyond ten (10) days. Such action may be taken for cases of “gross misbehavior,” “persistent disobedience,” or conduct which endangers the safety and security of other students, staff, or the school district.

**4. Expulsion** – This is removal from school on a permanent basis. The action may be taken by the Superintendent, or a person designated by the Superintendent.

### PROCEDURES GOVERNING ALL CASES OF SUSPENSION

1. The Principal or his/her designated representative may suspend a student for a period not to exceed ten (10) school days. The Superintendent and/or the Superintendent’s designee will be notified of this action by the Principal. The Principal will make all recommendations to the Superintendent and/or the Superintendent’s designee, concerning suspensions which are to exceed ten (10) school days and all recommendations for expulsion.
2. The Administrator processing the suspension is to record all pertinent information concerning the disciplinary action being taken. This will become part of the student’s behavioral record.
3. The Administrator is to advise the student of the meaning of suspension, the reason for suspension, and the length of the suspension. In the event the student is not available, this information will be communicated to the parent or guardian.
4. Whenever possible, the parent or guardian will be told of the suspension before the student will be released from school. This will be done via telephone conversation. In the event the parent or guardian has no telephone or cannot be reached by telephone, the administration will:

- a. Send the student home and request a call to the school; or,
  - b. Keep the student in the office until the school day is over and request a telephone call to the school by 9:00 a.m. the following day.
5. A written correspondence letter will be sent to the parent or guardian within twenty-four (24) hours of the suspension with a request for a call to the Administrator in the event they have not yet discussed the matter.
6. Students and/or parents/guardians who feel the suspension is not justified may resort to the following “Appeal” procedure:
  - a. The student is to leave the school premises following a suspension and place a telephone call to the Principal’s office if they wish to request a hearing.
  - b. A hearing with the Principal, or the designee in the case of absence, will be arranged for no sooner than the following day.
  - c. If the student and parent/guardian are not satisfied at this point, an appeal meeting/hearing may be requested with the Superintendent or designee within no more than two (2) working days. The parent/guardian must submit a request for appeal in writing to the Principal’s office, to be forwarded to the Superintendent or designee’s office.
  - d. Further appeal will be made as determined by the Superintendent.
  - e. The student and parent/guardian may have representation of counsel or may choose to have representation from some other source at any of the above levels.
7. A re-entry meeting with the parent is expected following a suspension, prior to the student returning.
8. All suspensions will be reported to the Principal or the designee in the case of absence on the day of the suspension.

The administration considers matters of individual suspension to be in the nature of confidential information. We will, therefore, not discuss the disposition of any case involving a student with any person other than school personnel and parent or guardian unless given written authorization by the parent or guardian to release information or to discuss the matter with a designated representative. The parent or guardian will be required to sign a “Release of Information” card which will be available in the office. This is not intended to preclude the right of the school to provide information to law enforcement agencies regarding students.

**Please see the District Code of Conduct for further discipline information.**

*(Available at your school office and on the district website)*

## LUNCH & CAFETERIA RULES

### GENERAL LUNCH RULES

During lunch, students must find a seat and remain seated until called by the Lunch Supervisor(s) to get lunch. Students are expected to clean the area in which they are seated and dispose of any trash in the appropriate receptacle. Students shall remain seated until the lunch tone rings. Students shall follow all cafeteria rules during lunch.

### CAFETERIA RULES

1. Loud talking, yelling, screaming, and other disruptions are prohibited.
  2. Students shall not throw food, drinks.
  3. Vending machines are provided for student convenience. Students shall not misuse, abuse, attempt to dismantle or cheat the machine, and must wait in line to use the machines.
  4. Students shall not leave the cafeteria until after the appropriate tone rings, or otherwise directed by staff.
  5. Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
  6. Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
  7. Students shall report spills and broken containers to cafeteria staff immediately.
- Misbehavior will result in disciplinary action according to the school's disciplinary procedures.

## FIELD TRIPS

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

1. Failure to receive appropriate permission from parent/guardian or teacher;
2. Failure to complete appropriate coursework;
3. Behavioral or safety concerns;
4. Denial of permission from administration;
5. Other reasons as determined by the school.

## INTERNET ACCEPTABLE USE

All use of the school district's electronic network must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

### UNACCEPTABLE USE

The user is responsible for his/her actions and activities involving the network. Some examples of unacceptable uses are:

1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
2. Unauthorized downloading of software;
3. Downloading copyrighted material for other than personal use;

4. Using the network for private financial or commercial gain;
5. Wastefully using resources, such as file space;
6. Hacking or gaining unauthorized access to files, resources, or entities;
7. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
8. Using another user's account or password;
9. Posting material authored or created by another without his/her consent;
10. Posting anonymous messages;
11. Using the network for commercial or private advertising;
12. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
13. Using the network while access privileges are suspended or revoked.

### **NETWORK ETIQUETTE**

The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
4. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the network in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the network to be private property.

### **NO WARRANTIES**

The school district makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school district is not responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The school district specifically denies any responsibility for the accuracy or quality of information obtained through its services.

### **INDEMNIFICATION**

The user agrees to indemnify the school district for any losses, costs, or damages, including reasonable attorney fees, incurred by the school district relating to, or arising out of, any violation of these procedures.

### **SECURITY**

Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Any user identified as a security risk may be denied access to the network.

### **VANDALISM**

Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

**COPYRIGHT WEB PUBLISHING RULES**

Copyright law prohibits the republishing of text or graphics found on the Web without express written permission.

1. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
2. Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of “public domain” documents must be provided.
3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
4. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
5. Student work may only be published if there is written permission from both the parent/guardian and student.

**USE OF ELECTRONIC MAIL**

The E-mail system is owned and controlled by the school district. E-mail is provided to aid students in fulfilling their duties and responsibilities, and as an education tool.

1. The school district reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
2. Each person should use the same degree of care in drafting an e-mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
3. Electronic messages transmitted via the school district’s Internet gateway carry with them an identification of the user’s Internet “domain.” This domain name is a registered domain name and identifies the author as being with the school district. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school and district. Users will be held personally responsible for the content of any and all e-mail messages transmitted to external recipients.
4. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message’s authenticity and the nature of the file so transmitted.
5. Use of the District’s e-mail system constitutes consent to these regulations.

**NON-SCHOOL-SPONSORED PUBLICATIONS/WEBSITES**

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language; or
4. Is primarily intended for the immediate solicitation of funds.

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.



**SEARCH AND SEIZURE**

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. “School authorities” includes school liaison police officers.

**SCHOOL PROPERTY AND EQUIPMENT, PERSONAL EFFECTS OF STUDENTS**

School authorities may inspect and search school property and equipment owned or controlled by the school (i.e., lockers, desks), as well as personal effects left in those locations by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially-trained dogs.

**STUDENTS**

School authorities may search a student and/or the student’s personal effects in the student’s possession (e.g., purses, wallets, knapsacks, book bags, lunch boxes, cell phones) when there is a reasonable suspicion that the search will produce evidence that the particular student has violated or is violating either the law or the school district’s rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student’s age and sex, and the nature of the infraction.

**SEIZURE OF PROPERTY**

If a search produces evidence that the student has violated or is violating either the law or the school or district’s policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.



## ATHLETIC RULES & CODE OF CONDUCT

The Athletic Code applies to all students who want to participate in athletics. Athletics includes competitive sports, extracurricular activities, cheerleading and pom-poms. This code applies in addition to other rules and regulations concerning student conduct and imposes additional requirements on student athletes and cheerleaders.

Participation in athletics is a privilege. Those who participate in athletics have a responsibility to favorably represent the school and community. Student athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate in athletics may be lost in accordance with the terms of this Athletic Code.

### MHSAA

Eligibility for most athletics is also governed by the rules of the Michigan High School Athletic Association and, if applicable, these rules will apply in addition to this Athletic Code. In a case of a conflict between MHSAA and this Athletic Code, the most stringent rule will be enforced.

### ELIGIBILITY

Please see Athletic Guidelines for eligibility requirements and information. The Athletic Guidelines are available at the Battle Creek Central Athletic Department.

### REQUIREMENTS FOR PARTICIPATION

An athlete must have the following fully executed documents on file at the school office before the athlete's first participation in any activity. Athletic equipment should not be issued and students must not be allowed to try out or practice until an acceptable signed statement of physical examination and consent has been provided.

1. A current physical examination report (given on or after April 15 of the previous school year) completed by the M.D., D.O., Physician's Assistant, or Nurse Practitioner who administers the physical examination and which finds that the athlete has passed a physical examination and is physically able to participate in athletic tryouts, practices and contests; and
2. A permission slip to participate in the specific sport in which the athlete intends to participate signed by the athlete's parent or guardian; and
3. Proof the athlete is covered by medical insurance; and
4. A receipt showing the athlete and his/her parents received a copy of the Athletic Code, understand the terms of the Athletic Code and agree to abide by its terms and conditions.

Behavioral Conduct Behavioral misconduct by student-athletes will not be tolerated. Behavioral misconduct shall include but shall not be limited to:

1. Insubordination; or
2. Any behavior or action which is negligently or intentionally injurious to a person or property or which places a person or property at risk of injury or damage; or
3. Any behavior which disrupts the appropriate conduct of a school program or activity; or
4. Hazing, bullying, or harassment of any kind; or
5. Use of profanity; or
6. Exhibition of bad sportsmanship; or
7. Violation of any school rules or regulations or law.

Coaches and school officials will impose disciplinary measures appropriate to the offenses committed. The discipline imposed for any particular offense shall be at the sole and exclusive discretion of the coaching staff and school officials.

**DRUGS, ALCOHOL & TOBACCO**

Except for prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor, the possession, use, distribution, purchase or sale of any alcoholic beverage, drug, drug paraphernalia, controlled substance, look-alike, tobacco or tobacco product or any other substance which, when taken into the human body is intended to alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the foregoing, regardless of the true nature or appearance of the substance, is prohibited in school buildings, on school buses and on all other school property or school-related events at any time.

This prohibition shall include all school-sponsored or school-related activities, whether held before or after school, evenings or weekends and shall additionally include a prohibition of use by a student athlete in any instance where the school can demonstrate a reasonable connection to the school program or school athletic program. For purposes of this procedure, students who are under the influence of prohibited substances shall be treated in the same manner as though they had prohibited substances in their possession.

**RULES IN EFFECT**

The rules set forth in this Athletic Code are in effect throughout the school year from the first practice session for any particular sport during a particular school term until the last day of that sport or until the last day of the school term whichever comes last and 24 hours a day, whether or not school is in session and including vacation periods, and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale. The rules apply to an athlete from the beginning of the athlete's first tryout or practice in the first sport which the athlete attempts until the completion of any school year or the completion of the athlete's season whichever comes last.

**ABSENCE FROM SCHOOL ON DAY OF ACTIVITY**

An athlete who is absent from school after noon on the day of an activity is ineligible for any activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the coach: (1) for a medical absence pre-arranged with the coach, or (2) for a death in the athlete's family. An athlete who has one or more truanancies or who has been suspended from school may be suspended from participation in athletic activities by administration.

**TRAVEL**

All athletes shall travel to athletic events and return home from athletic events with the team on which the athlete competes by use of school-approved means of transportation. A written waiver of this rule may be issued by a coach or administrator upon advance written request of an athlete's parent or guardian and provided the parent or guardian appears and accepts custody of the athlete. In no case shall a waiver be issued unless the alternate means of transportation anticipated by the waiver will be provided by the parent. Oral requests shall not be honored and oral permissions shall not be valid. Any student athlete found to be in violation of this policy shall be subject to discipline in accordance with the school district's athletic discipline policies, rules and regulations as provided herein.

***Please see Athletic Guidelines for more information on Athletic Rules and Conduct. The Athletic Guidelines are available at the Battle Creek Central Athletic Department.***

## EQUAL ACCESS FOR NON-SCHOOL SPONSORED STUDENT CLUBS

A student-initiated group may meet on school premises during non-instructional time and shall have the same rights and access and be subject to the same administrative guidelines that govern the meetings of school-sponsored student organizations, without regard to the religious, political, philosophical, or other content of the activity. The principal shall grant the group's request and first determine that:

1. The activity has been initiated by students.
2. Attendance at the meeting is voluntary.
3. No agent or employee of the District will promote, lead, or participate in the meeting.
4. The meeting does not materially and substantially interfere with the orderly conduct of educational activities in the school.
5. Non-school persons do not direct, conduct, control, or regularly attend the activity.
6. A school employee may be assigned to attend a student-initiated meeting in a custodial capacity but shall not participate in the activity.

## EDUCATION OF STUDENTS WITH DISABILITIES

It is the intent of the school district to ensure that students who are disabled within the definition of the Individuals with Disabilities Education Act ("IDEA") or Section 504 of the Rehabilitation Act of 1973 ("Section 504") are identified, evaluated, and provided with appropriate educational services.

The school district provides a free appropriate public education in the least restrictive environment and necessary related services to all students with disabilities enrolled in the school.

For the provision of special education programs and services under the IDEA, the term "student with a disability" means a person between ages 3 and 26 for whom it is determined that special education services are needed. A student who reaches age 26 after September 1 is a "student with a disability" and entitled to continue a special education program or service until the end of that school year. For the purposes of complying with Section 504, a "student with a disability" is a person who:

- Has a physical or mental impairment which substantially limits one or more of such person's major life activities;
- Has a record of such an impairment; or
- Is regarded as having such impairment.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

## DISCIPLINE OF STUDENTS WITH DISABILITIES

The school will comply with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 when disciplining students. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education or Section 504 student will be expelled if the student's misconduct is a manifestation of his/her disability as determined through a manifestation hearing. Any student with a disability whose misconduct is not a manifestation of his/her disability may be suspended or expelled pursuant to school disciplinary procedures.

## STUDENT PRIVACY PROTECTIONS

### **SURVEYS BY THIRD PARTIES**

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student’s parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a school official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

### **SURVEYS REQUESTING PERSONAL INFORMATION**

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

- 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.
- Behavior or attitudes about sex.
- Illegal, anti-social, self-incriminating, or demeaning behavior.
- Critical appraisals of other individuals with whom students have close family relationships.
- Legally recognized privileged 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.
- Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

The student’s parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

## INSTRUCTIONAL MATERIAL

A student’s parent/guardian may inspect, upon their request, any instructional material used as part of their child’s educational curriculum within a reasonable time of their request.

## STUDENT RECORDS

School student records are confidential and information from them will not be released other than as provided by law. A federal law known as the “Family Educational Rights and Privacy Act” (“FERPA”) gives parents and eligible students (age 18 and older) the following rights with respect to their student records.

**RIGHT TO INSPECT:** You have the right to inspect and review substantially all of your education records maintained by or at the school district. This right extends to the parent of a student under 18 years of age and to any student age 18 or older.

**RIGHT TO REQUEST AMENDMENT:** You have the right to seek to have corrected any parts of an education record in which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if a designated school official decides not to alter the education records according to your request. If no change is made to the education record after the hearing, you have a right to place a written rebuttal in the record.

**RIGHT TO PREVENT DISCLOSURES:** You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of the Board of Education to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.

**RIGHT TO COMPLAIN:** You have the right to file a complaint with the U.S. Department of Education concerning the alleged failure of the school district to comply with FERPA. Your complaint should be directed to:

Family Policy and Compliance Office  
U.S. Department of Education  
600 Independence Ave, SW  
Washington, DC 20202-4605

**RIGHT TO OBTAIN POLICY:** You have the right to obtain a copy of the policy adopted by the Board of Education in compliance with FERPA. A copy may be obtained in person or by mail from:

Human Resources  
3 West Van Buren Street  
Battle Creek, MI 40917 (269) 965-9476

**RIGHT TO OBJECT TO RELEASE OF DIRECTORY INFORMATION:** Generally, school officials must have written permission from the parent of a student or an eligible student before releasing any information from a student’s record. However, FERPA allows school districts to disclose, without consent, “directory” type information. The Board of Education has designated the following personally identifiable information contained in a student’s education record as “directory information:”

- Name
- Grade Level
- Year of Graduation
- Gender
- Activities Participated in
- Awards Received

Unless you advise the school district that you do not want any or all of this information released, school officials may release personally identifiable information which is designated as directory information.

Upon such objection, this information will not be released without prior consent of the parent or eligible student.

You have three weeks from the receipt of this notice to advise the school district in writing of any or all of those types of information about the student which you refuse to permit the school district to designate as directory information. Your objections should be addressed to your building principal.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

For purposes of this law, the school district defines the following:

**DIRECTORY INFORMATION** is defined currently as information of current and former students that would not generally be considered harmful or an invasion of privacy if disclosed. School districts may disclose directory information without consent.

**SCHOOL OFFICIALS:** A person who is employed by the school as an administrator supervisor, instructor or support staff member; or a parent or board member serving on an official committee such as a disciplinary committee.

**LEGITIMATE EDUCATIONAL INTERESTS:** A school official who has an official need to review an educational record in order to fulfill his or her professional responsibilities.

**CONTRACTORS/CONSULTANTS:** A person or company with whom the school has a written contract whose agent provides a service to the district instead of the district using its own employees or officials (such as an attorney, consultant or therapist);

### USA PATRIOT ACT

(Uniting and Strengthening America by Providing Appropriate Tools Required To Intercept and Obstruct Terrorism) PL 107-56 (Oct 2001)

This law is an amendment to FERPA (Family Educational Rights and Privacy Act). It permits representatives of the United States Attorney General to obtain student records without parental consent or notification

## TEACHER QUALIFICATIONS

Parents may request information about the qualifications of their child’s teachers and paraprofessionals, including:

1. Whether the teacher has met State certification requirements;
2. Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
3. The teacher’s college major;
4. Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
5. Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

## SEXUAL HARASSMENT

Sexual harassment of students or personnel by students or by employees of this district is unlawful under both Michigan and Federal law, and is contrary to the commitment of this district to provide a stable learning environment. This school district will not tolerate any sexual harassment. It is the policy of this school district that all contact between student, teacher, and other adult employees of this district be in keeping with respect for the individual students and/or personnel, be of a nature which does not make a student feel uncomfortable and be conducive to creating a stable learning environment.

Sexual harassment includes making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, otherwise creating an intimidating, hostile, or offensive educational learning environment. All students and all district employees are expected to conduct themselves with respect for the dignity of others. If a student has concerns about the nature of any conduct or physical contact by an adult employed by this district, by a fellow student, or by a member of the public, the student should immediately make a report of this to their Principal, as well as discuss this concern with their parent or guardian.

Students are encouraged to report any conduct or contact that makes them feel uncomfortable, is bothersome, or contrary to a stable learning environment. All such reports will be investigated immediately by the district. Anyone found to have violated this policy will be subject to disciplinary actions up to and including expulsion from school if they are a student or termination from employment if they are an employee. All such reports will be handled discreetly to maintain confidentiality in order to avoid embarrassment and to protect the student making the report. However, it should be understood that this district is required by law to report child abuse to the Department of Social Services.



## BULLYING

Bullying of a student at school is strictly prohibited. This policy shall be interpreted and enforced to protect all students and to equally prohibit bullying without regard to its subject matter or motivating animus.

### A. PROHIBITED CONDUCT.

**1. Bullying.** Bullying of a student at school is strictly prohibited. For the purposes of this policy, “bullying” shall be defined as, any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

- a. Substantially interfering with educational opportunities, benefits, or programs of one or more students;
- 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 orderly operation of the school.

**2. Cyberbullying.** Cyberbullying of a student at school is strictly prohibited. For the purposes of this policy, “cyberbullying” shall be defined as:

Any electronic communication (via cell phone, tablet, computer, etc.) that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

- a. Substantially interfering with educational opportunities, benefits, or programs of 1 or more students;
- 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;
- d. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

## STANDARDIZED TESTING

Students and parents/guardians should be aware that students in all grades will take standardized tests. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school’s ability to continue to prove its success in the state’s standardized tests. Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night’s sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials.
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

## HUMAN REPRODUCTIVE HEALTH EDUCATION

A student shall not be enrolled in a class in which the subjects of family planning or reproductive health are discussed unless the student's parent/guardian is notified in advance of the course and the content of the course, is given a prior opportunity to review the materials to be used in the course, and is notified in advance of his/her right to have the student excused from the class.

Upon the written request of a student or the student's parent/guardian, a student shall be excused, without penalty or loss of academic credit, from attending a class in which sex education instruction is provided. "Class" means an instructional period of limited duration within a course of instruction and includes an assembly or small group presentation.

If a student's parent/guardian files with the school a continuing written notice that the pupil is to be excused from a class in which sex education instruction is provided, the student shall not be enrolled in such a class unless the parent/guardian submits a written authorization for that enrollment.

## PARENTAL INVOLVEMENT (TITLE 1)

The school annually has a meeting for all parents/guardians. At the meeting, the school will discuss parental involvement, and opportunities for parents/guardians to get involved in the education of their children. Parents/guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for Parents/guardians to be fully involved in the educational process.

The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

The school provides parents/guardians with access to:

1. school performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
2. a description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
3. opportunities for regular meetings to formulate suggestions, share experiences with other parents/guardians, and participate as appropriate in decisions relating to the education of their children if such parents/guardians so desire; and
4. timely responses to suggestions.

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the state, the federal government and ourselves.

In order to better assist in educating the students, we need the help of all parents/guardians. We ask that you help us educate children by monitoring attendance, homework completion, use of electronic devices and television watching; by volunteering in your child’s classroom; and participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time.

The school endeavors to do its best to provide all information in the language best understood by parents and guardians. Questions about language alternatives should be directed to school administration.

### **ENGLISH LANGUAGE LEARNERS**

The school offers opportunities for English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Language Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child’s placement in, and information about, the school district’s English Language Learners programs.

For questions related to this program or to express input in the school’s English Language Learners program, please contact school administration.

### **MANDATED REPORTERS**

School teachers, counselors, social workers, interventionists and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Michigan Family Independence Agency.

### **CELL PHONES**

Please see your school building office for information on the school’s updated school cell phone policy.

**ADDENDUM COVID-19****VISITORS**

To ensure the health and safety of staff and students it is important that we minimize the amount of traffic in and out of the school building. Parents/Guardians and visitors may not be allowed to enter the school building, past the designated check point area as a health and safety precaution. In cases of an emergency or other extenuating circumstances, visitors may be allowed to enter other areas of the school premises but may be required to wear a face covering and may need to comply with health screening and sanitizing procedures upon entry.

**FACE COVERINGS**

Staff, students and visitors may be required to wear face coverings. Face coverings must cover your nose and mouth. If students have health issues that restrict them from wearing a face covering of any kind a doctor's note must be provided to the school building.

**LATE ARRIVALS & EARLY DEPARTURES**

We discourage late arrivals and early departures. Students' participation in the full day of school is critical to their learning. To ensure the health and safety of staff and students it is important that we minimize the amount of traffic in and out of the school building. We do understand that emergencies may arise where late arrivals and early departures are necessary.

**Late Arrivals**

- 1.) Enter the building through the designated entry point and/or school vestibule area.
- 2.) Utilize the buzzer system, if available to notify the office of your presence.
- 3.) Students, parents and visitors may be asked to wear a face covering
- 4.) Students will be signed in at the check in point and will then be escorted to their destination by a staff member
- 5.) Parents/Guardians and visitors may not be allowed to enter the school building, past the check in point as a health and safety precaution.

**Early Departures**

- 1.) Parents/Guardians must call in early or send a note notifying the school office of the early pick up reason and time that they will arrive at the school building. This will allow the school time to prepare the student for departure.
- 2.) Enter the building through the designated entry point and/or school vestibule area.
- 3.) Utilize the buzzer system, if available to notify the office of your presence.
- 4.) Students, parents/guardians and visitors must wear a face covering
- 5.) Students will be escorted to the check in point by a staff member
- 6.) Parents/Guardians will need to sign students out at the check in point
- 7.) Parents/Guardians and visitors may not be allowed to enter the school building, past the check in point as a health and safety precaution.

### Students experiencing Illness

- 1.) May be separated from other students/staff until picked up by parent/guardian
- 2.) Students who are sick will need to go home or to a healthcare facility depending on the severity of their symptoms.
- 3.) Staff will make contact with parents/guardians to arrange for immediate pick up
- 4.) If staff are unable to quickly connect with the parent(s)/guardian(s), staff will begin contacting those who have been listed as emergency contacts to arrange transportation.
- 5.) The school will provide parents/guardians with Stay at Home/When to Return to School information.
- 6.) If staff are unable to connect with anyone who is able to pick up the child, the school may contact public safety to assist with transporting the student; i.e; police department, ambulance, etc.



STUDENT AND PARENT/GUARDIAN HANDBOOK ACKNOWLEDGMENT

Student and Parent/Guardian, Please complete the following form and return to the school office.

From: The Parent/Guardian of: (1). \_\_\_\_\_  
(2). \_\_\_\_\_  
(3). \_\_\_\_\_  
(4). \_\_\_\_\_  
(5). \_\_\_\_\_

I have reviewed the Student/Parent Handbook with my child(ren) in an effort to promote a better understanding of the rules and expectations. **My signature below acknowledges receipt of the Student/Parent Handbook.**

I understand that this handbook may be amended during the year without notice. This handbook in the latest version is applicable to all students upon the implementation of any change. The administration will notify all parents and students in writing, where possible, of any changes to the handbook.

\_\_\_\_\_  
Printed Name of Parent or Guardian Telephone Number

\_\_\_\_\_  
Signature of Parent or Guardian Date

\_\_\_\_\_  
Signature of Student(s) Date

Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**BELIEVE** *in the*  
**CHANGE** <sup>SM</sup>

