



**2023-2024 Student Handbook**

**CHARLOTTE HIGH SCHOOL**

## Welcome to Charlotte Public Schools!

Charlotte is a community where black and orange “Oriole Pride” runs deep and where one of our best qualities is the collaboration and support between the community and school district.

Charlotte Public Schools is a vibrant and energetic district that prepares students for lifelong learning. Staff, student and community member passion for this district is what makes Charlotte Public Schools a point of pride.

The mission of the Charlotte Public Schools is to provide an excellent educational culture and learning environment which is safe, student centered and in collaboration with our parents and community. We aspire to ensure students are prepared with the academic competencies and social skills for successful futures and lifelong learning.

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

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

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

## **PRINCIPAL'S WELCOME STATEMENT**

Welcome to Charlotte High School for the 2023-2024 school year.

Our hope is that all students will make positive decisions that will give them an opportunity for success. Attend school regularly, be attentive and participate in class, stay on top of assignments and evaluations, and seek help when necessary. Take advantage of the fabulous facilities provided to us by the taxpayers of Charlotte.

Charlotte High School offers a diverse and excellent extra-curricular programs as well. Becoming involved will make your school experience complete.

Again, welcome to Charlotte High School and have a good year.

## **CHARLOTTE HIGH SCHOOL GOAL STATEMENT**

It is the goal of Charlotte High School to improve continually by working together with parents and the community at-large.

The mission of Charlotte High School is to building a partnership of students, parents, community and staff committed to effective teaching and responsible leaning. The partnership will provide a supportive learning environment where each student's individual needs will be addressed. The environment will provide students the opportunity to master core curriculum, develop abilities and interests, gain respect for human diversity and social responsibility, develop self-esteem and learn to adapt throughout their lives.

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## IMPORTANT INFORMATION

### **District Website**

<https://www.charlotteorionles.com/>

### **Board Policies**

Board Policies are available at:

<https://www.charlotteorionles.com/board-of-education/board-minutes-agendas-and-policies/>

### **Addresses**

378 State St.

Charlotte, Michigan 48813

### **Contact Information**

High School Main Office: 541-5600

High School Attendance Line 541-5641

Fax:517-541-5625

Student Services:541-5600

Special Education:541-5630

Transportation:543-3400

Athletics:541-5160

### **Administration:**

Superintendent: Dr. Mandy Stewart

Associate Superintendent for Business and Operations: Ms. Michelle Sine

Associate Superintendent of Curriculum and Instruction: Mr. Nick Boucher

Director of Special Education and Student Supports: Ms. Gretchen McClellan-VanArsdale

Transportation Director: Mr. Nay Sebastian

High School Principal: Mr. Jonathon Royce

High School Vice Principal: Mrs. Sharee' Burdick

Athletic Director: Mr. R.J. Guizzetti

Assistant Athletic Director: Mr. Mike Sparks

## 2023-2024 DISTRICT CALENDAR

CHARLOTTE PUBLIC SCHOOLS  
 2023-2024 CALENDAR - TENTATIVE AGREEMENT 2.24.2022  
 TEMPORARY SHIFT TO POST LABOR DAY DUE TO BOND CONSTRUCTION IN SUMMER 2023

Mon	Tues	Wed	Thurs	Fri	
July 2023					
3	4	5	6	7	0
10	11	12	13	14	0
17	18	19	20	21	0
24	25	26	27	28	0
31					0

Mon	Tues	Wed	Thurs	Fri	
February 2024					
			1	2	2
5	6	7-ER	8	9	5
12	13	14	15		4
19	20	21	22	23	4
26	27	28	29		4

August 2023					
	1	2	3	4	0
					0
14	15	16	17	18	0
					0
28	29-PD	30-PD	31-PD		0

March 2024					
				1	1
4	5	6-ER	7	8	5
11	12	13	14	15	5
18	19	20	21	22	5
25	26	27	28	29-GF	4

September 2023					
					0
4	5	6	7	8	3
11	12	13	14	15	5
18	19	20-ER	21	22	5
25	26	27	28	29	5

April 2024					
					0
8	9	10	11	12	5
15	16	17	18	19	5
22	23	24	25	26	5
29	30				2

October 2023					
2	3	4	5	6	5
9	10	11	12	13	5
16	17	18	19	20	5
23-PD	24	25	26	27	4
30	31				2

May 2024					
		1	2	3	3
6	7	8	9	10	5
13	14	15-ER	16	17	5
20	21	22	23	24	5
27	28	29	30	31	4

November 2023					
		1-ER	2	3	3
6	7	8	9	10	5
13	14	15	16	17	5
20	21				2
27	28	29	30		4

June 2024					
					0
3	4	5	6	7	5
10	11	12-ER	13-ER	14-ER	5
21	22	23	24	25	0
28	29	30	31		0

December 2023					
				1	1
4	5	6-ER	7	8	5
11	12	13	14	15	5
18	19	20	21	22	5
					0

January 2024					
1	2	3	4	5	0
8	9	10	11	12	5
15-ER	16	17	18	19	5
22	23	24	25	26-ER	5
29	30	31			3

\*January 29 - New Semester  
 1st semester: 89  
 2nd semester: 91

FULL REGULAR INSTRUCTIONAL DAYS	169
STUDENT 2 hr Early Release - Staff professional dev (2 hrs)	8
NO SCHOOL FOR STUDENTS - Professional development (6 hrs)	3
NO SCHOOL FOR STUDENTS - Professional dev (4 hrs)	1
STUDENT 2 HOUR EARLY RELEASE - NO STAFF PD	3
Potential cancellation day make-up	

TA 2.24.2022

**2023-2024 DAILY SCHEDULE**

School staff will supervise students on school grounds **5** minutes before the school day begins and **7** minutes after the school day ends. **Unless students are participating in a school activity, school staff will not provide supervision before or after these times.**

**DAILY SCHEDULES**

Block 1 (72 Minutes) .....	7:35-8:47
Block 2 (73 Minutes) .....	8:52-10:05
Block 3 (72 Minutes) .....	10:10-11:22
LUNCH (39 Minutes) .....	11:22-12:01
Block 4 (72 Minutes) .....	12:01-1:13
Block 5 (72 Minutes) .....	1:18-2:30

**TWO (2) HOUR EARLY RELEASE SCHEDULE**

Block 1 (48 Minutes)-----	7:35-8:23
Block 2 (48 Minutes)-----	8:28-9:16
Block 3 (48 Minutes)-----	9:21-10:09
Block 4 (48 Minutes)-----	10:14-11:02
LUNCH (40 Minutes)-----	11:02-11:42
Block 5 (48 Minutes)-----	11:42-12:30

**TWO HOUR DELAY**

Block 1 (48 Minutes)-----	9:35-10:23
Block 2 (48 Minutes)-----	10:28-11:16
LUNCH (40 Minutes)-----	11:16-11:56
Block 3 (48 Minutes)-----	11:56-12:44
Block 4 (48 Minutes)-----	2:49-1:37
Block 5 (48 Minutes)-----	1:42-2:30

**SHARED TIME BUS SCHEDULE**

Morning LCC/Davenport/AIS departs High school .....6:40 am Returns 10:50am  
(students report to class 10:40am)

Afternoon LCC/Davenport/AIS departs High School.....11:15am Returns 2:40PM  
(transportation home is responsibility of student/family)



## **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: Skylert message, website, social media, local radio and television stations.

## NOTICE OF NON-DISCRIMINATION

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

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

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

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

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

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

Mr. Nick Boucher

378 State Street  
(517) 541-5106  
Bouchea@charlottenet.org

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

Ms. Gretchen McClellan-VanArsdale  
378 State Street  
(517) 541-5131  
mcclelg@charlottenet.org

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

Mr. Nick Boucher  
378 State Street  
(517) 541-5106  
Bouchea@charlottenet.org

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

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

## SECTION I: DISTRICT-WIDE POLICIES AND PROCEDURES

### Attendance

Students are expected to attend school every day school is in session. Students are to arrive before the first class and stay until the scheduled end of their school day. If a student is unable to attend school, the student or parent must report that absence to Charlotte High School 517-541-5640 (7:15am – 3:45). Voicemail is available 24 hours a day 7 days a week.

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 with signed Age of Majority.

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

- the student's physical or mental illness (a physician's verification is required after 4 consecutive days of absence for illness);
- medical appointments for the student;
- death or serious illness of the student's family member;
- attendance at a funeral, wedding, or graduation;
- appearance at court or for other legal matters;
- observance of religious holidays of the student's own faith

Students who arrive 5 minutes or less late to class are considered tardy. Students who arrive to class more than 5 minutes late, but less than 15 will be marked A-AL (absences due to lateness). A-AL will count as a tardy for reporting purposes.

Students that receive more than 3 tardies in a 1 week period will receive a 1 hour after school detention. Students who fail to attend the 1 hour detention will be issues a Saturday scho0l and loose privileges until served. Each week starts over, no accumulations of tardies will occur.

A student who violates attendance expectations may be subject to discipline and any other applicable consequences. Absences **WILL** be cumulative over a 9 week period for the purpose of truancy laws.

## **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 1 days for each day of absence to complete missed assignments.]

## **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.

## **Cafeteria**

Breakfast will be available before school. Those students who are eligible for free or reduced priced lunches are also eligible for free or reduced priced breakfast. The price for a complete school lunch and ala carte items will be posted in the high school cafeteria and lobby. If you eat your lunch in the cafeteria, lobby, or outside courtyard, we ask that you follow these simple rules:

CPAC and academic hallways are closed at lunchtime.

Food is allowed in designated areas only: Cafeteria, lobby and outside courtyard when weather permits.

Deposit all lunch litter in wastebaskets.

Return all trays and utensils to the dishwasher area if in the cafeteria, or to the carts in the lobby by the counter.

Leave the table and floor around your area clean.

Any students caught throwing food or not taking care of lunch trays/trash will be assigned consequence, including but not limited to detention and/or cleanup responsibilities.

No food or drinks in the gymnasium.

## **Cell Phone Use**

Students may use cell phones or other electronic devices while at school, so long as they do so safely, responsibly, and respectfully, and comply with all other school rules while using the devices.

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.

Students may not use cell phones or other electronic devices while they are in locker rooms, restrooms, or any other area in which others may have a reasonable expectation of privacy.

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.

Teachers may also develop classroom rules for use of cell phones and other electronic devices, up to and including the use of a Cell Phone Caddy. Teacher who use cell phone caddies will clearly outline their classroom policy for the caddy use. Ie: when cell phones are to be placed in the caddy as well as when they may be removed.

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. Classroom rules should be clearly defined and posted in the classroom and in the course syllabi.

## **Communicable Diseases**

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

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

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

## **Damage to School Property**

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

## **Dress and Grooming**

In general, clothing should be clean and appropriate for the climate and the situation. Student dress, hair style, make up, cleanliness, or personal appearance that is a threat to the safety, health, or welfare of others; violates any statute, 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.

It is the responsibility of all staff to enforce the dress and grooming policy. 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.

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, which may be revoked at any time. Students who drive to school must obey the following rules:

- Students may not move their vehicles, sit in, or be around their vehicles during the school day without permission from administration.
- Students may not drive carelessly or with excessive speed on school grounds.
- 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.
- Students **MUST** register their vehicle in the main office within 10 school days of driving.

- There is a one (1) time fee of \$5.00 dollars to cover permit. Permit is good until graduation. Permits MUST be displayed at all times.
- Students must update vehicle information if they change or add a vehicle.
- Parking is allowed ONLY in the large student parking lot behind CPAC. Parking in any other areas, such as the staff parking, CPAC parking or fire lane WILL result in disciplinary action. Towing at owner expense may occur.

Failure to follow parking and driving rules may result in the loss of privilege to drive and park on school grounds

## **Emergency Contact Information**

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

## **Fees**

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

## **Food Services**

Breakfast: \$2.25

Lunch: \$3.25

Ala-Cart: Prices vary depending on item

## **Field Trips**

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

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

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

## **First Aid, Illness, or Injury at School**

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

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

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

## **Head Lice**

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

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

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

## **Homeless Children and Youth**

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

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

Ms. Gretchen McClellan-VanArsdale

378 State Street

(517) 541-5131

[mcclelg@charlottenet.org](mailto:mcclelg@charlottenet.org)

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

## **Immunizations**

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

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

## **Law Enforcement Interviews**

Law enforcement officers may be called to the school at the request of school administration. Students may be questioned by law enforcement consistent with 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.

Student who wish to have a locker assigned need to complete Locker request form located in the main office. Lockers assigned will remain the students' locker until graduation or withdrawing from CHS.

Students are encouraged to NOT share lockers with others.

## **Lost and Found**

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

## **Media Center**

Students must check out materials from the media specialist or designee on duty. Each borrower is responsible for all materials checked out in the borrower's name. Each student is responsible for any fine that accumulates on materials charged to the student. 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.

## 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 C.

## **Public Display of Affection**

Students may not engage in public display of affection that are disruptive to the school environment or distracting to others. Students may receive disciplinary consequences for behavior including detention, Saturday school or suspension.

## **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.

## **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.

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

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

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

## **Technology**

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

## **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:

- Students must promptly comply with any directive given by the driver.
- Students must wait in a safe place for the vehicle to arrive, clear of traffic and away from where the vehicle stops.
- Students may not fight or engage in bullying, harassment, or horseplay while riding or waiting for school vehicles.
- Students must enter the vehicle without crowding or disturbing others and go directly to a seat.

- Students must remain seated and keep aisles and exits clear while the vehicle is moving.
- Students may not throw or pass objects on, from, or into vehicles.
- Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
- Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
- 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.
- 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.
- Students must secure any item(s) that could break or cause injury if tossed about the inside of the vehicle if the vehicle were involved in an accident.
- Students must respect the rights and safety of others at all times.
- Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
- Students may not vandalize or intentionally cause damage to the vehicle.
- 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 transportation department for discipline. Disciplinary consequences may include parent notification, suspension of vehicle/bus riding privileges, exclusion from extracurricular activities, in-school suspension, and suspension or expulsion.

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

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

## **Video Surveillance and Photographs**

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

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

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

## **Withdrawal From School**

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

## SECTION II: ACADEMICS

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

To register for Skyward, contact Emily Nenortas, District Registrar (517) 541- 5105

### Senior Honors and Grade Point Average:

Home School and Foreign Exchange students must be in full-time attendance at a public, private or accredited charter school for at least six semesters to earn graduation honors.

Senior Honor and/or Outstanding academic students **must** meet all academic and attendance requirements and have NO major discipline issues during their high school career.

The valedictorian and salutatorian, and Top 10 students must have met DAS requirements and have NO major discipline issues during their high school career.

For the purpose of reporting honors status and class rank, final grade point average (GPA) will be determined by the cumulative grade point average at the end of the first semester of the senior year. Grade point will NOT include summer school, correspondence or night school classes. Final transcripts, which are sent to colleges, will include fourth term grades. The grade point average is calculated three decimal places to determine class rank (example: 3.512).

### Advanced Placement (AP) Courses

AP Art

AP European History

AP Biology

AP U.S. Government

AP Calculus

AP Physics I

AP Computer Science Principles

AP Physics II

AP Computer Science

AP U.S. History

AP English

### CHARLOTTE PROJECT SUCCESS

Charlotte Public School's Project Success represents an innovative approach to helping all students succeed. It is designed to allow students to successfully complete the Michigan Merit high school curriculum and graduation requirements in a project based learning environment.

The curriculum is individualized for students and coursework is built to ensure that the students are learning content that will be necessary for successful graduation and preparation for life after high school, whether that life is higher learning or career focused.

Question regarding program should be directed to the guidance office or your counselor.

## Commencement

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

## Credits and Graduation Requirements

A student must successfully complete all graduation requirements to earn a high school diploma. Participation in commencement signifies that a student has successfully earned 37 credits required for a CHS diploma.

Students **MUST** have earned ALL 37 credits prior to seniors last day to walk at graduation. Students who have **NOT** earned 37 credit prior to seniors last day may still earn their diploma when requirements are met, **BUT** will not participate in the ceremony.

Senior Release form: Prior to leaving a senior **MUST** complete a release form. This verifies that all accounts are current, textbooks, technology, Media center books and athletic uniforms are returned.

## Early Graduation

Seniors who have complete their graduation requirements by the end the first semester **MAY** choose to not attend school for second semester. **Students who opt for Early Graduation, will forfeit their privilege to participate in athletics.** Students may attend Prom, Honors Convocation and commencement providing they adhere to all school rules and policies.

## Graduation credits

### ENGLISH LANGUAGE ARTS

5 Credits to include:

- English Language Arts 9
- English Language Arts 10

- English Language Arts 11
- English Language Arts 12 or AP English
- Composition or Adv. Composition

### **SOCIAL STUDIES**

3 Credits to include:

- U.S. History & Geography or AP US History

- World History & Geography
- Government/Economics or AP Government

### **PHYSICAL EDUCATION & HEALTH**

1 Credit ( $\frac{1}{2}$  PE &  $\frac{1}{2}$  Health)

### **WORLD LANGUAGE**

2 Credits of same language

### **SCIENCE**

3 Credits to include:

- Biology
- Earth Science
- Chemistry, Physical Science or Physics

### **VISUAL PERFORMING & APPLIED ARTS**

1 Credit Includes Band, Choir, Art, Business, Agriculture, Life Skills & Vocational-Technical Education Classes

### **SOCIAL STUDIES**

3 Credits to include:

- U.S. History & Geography or AP US History
- World History & Geography
- Government/Economics or AP Government

**MATHEMATICS:** 4- credits to include:

- Algebra I
- Geometry
- Algebra 2A
- Algebra 2B
- Math Related Course in Senior Year

### **ON-LINE LEARNING EXPERIENCE**

Course, Learning or Integrated Learning Experience. (At this time this requirement is met by use of IPAD & Apps. in courses taken in the 7<sup>th</sup>-12<sup>th</sup> grades.).

### **DAS Distinguished Academic Scholar**

Charlotte High School offers diploma endorsements for Distinguished Academic Students (DAS). Students are encouraged to exceed graduation requirements based on their abilities, interests, and occupational plans. Students completing the DAS program will receive an embossed seal and will be recognized at the senior Honors Convocation. In addition to meeting standard graduation requirements, DAS students must:

- Have an overall 3.0 GPA and earn at least a 3.0 in DAS-required courses, and in all dual enrollment and online courses used as substitutes for DAS requirements regardless of whether they are taken for Credit/No Credit rather than a grade. Principal approval is needed for any substitutions.
- Take 8 Credits from the list below with expectations based on the following:
  - o For graduation classes starting with 2024, including at least 1 course from each of the 4 core subject areas.

**English**

Advanced Placement English

Advanced Composition

\*Students may only count 1 of these courses

**Social Studies**

AP U.S. History

AP European History

AP Government

\*Psychology

\*Sociology

\* Vietnam

\* Michigan History

\*Civil Rights

**\* Students may only count 1 of these courses toward DAS requirements.**

toward DAS credit requirements.

**Mathematics**

Pre-Calculus

Advanced Placement Calculus

**Science**

Anatomy & Physiology I

Anatomy & Physiology II

AP Physics 1

AP Physics 2

AP Biology

Physics

**Earn College Level Credit**

- Submit a written application to their Counselor in the fall of senior year.
- Demonstrate proficiency in all areas on the state standardized assessment, or meet the college readiness scores in 3 out of 4 areas (math 22, reading 22, English 18, and science 23) on the ACT, or the equivalent on the SAT. Final test scores

(including retakes) must be provided to the counseling office by February of the senior year.

- Graduate with 40 or more credits.
- Complete at least 3 AP Courses or a combination of college credit and AP courses equal to 3 total courses. 1 of the 3 AP courses may be earned outside of the core subjects; however, all other DAS requirements remain in place.
- Take at least 2 DAS credits during the regularly-scheduled senior year

## Dropping or Adding a Class

Dropping an 18-week, 27-week or full year course will result in loss of credit for the first term/semester. Credit is awarded based on completion of the full course. Under extenuating circumstances a student may submit a request to drop an 18-week, 27-week or full year course without loss of credit (teacher recommendation required). Students are responsible for completing the request form and getting parent and teacher recommendations and signatures. Class drop forms are available in the office.

Students who wish to make a schedule change need to meet with the counselor and complete forms located in the main office.

Drops and adds of a class must be done the first week of classes.

## Dual Enrollment

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

## Grades

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

GRADE	GRADE POINT	GRADE	GRADE POINT
-------	-------------	-------	-------------



A	4.0	C	2.0
A-	3.8	C-	1.8
B+	3.5	D+	1.5
B	3.0	D	1.0
B-	2.8	D-	.5
C+	2.5	E	0

## Homework

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

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

## Personal Curriculum

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

To request a personal curriculum, please contact your students Guidance Counselor.

9<sup>th</sup> & 10<sup>th</sup> grade Ms. Michelle Swarbrick 541-5621

11<sup>th</sup> & 12<sup>th</sup> grade Mrs. Stephanie Leavitt 541- 5622

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

Ms. Gretchen McClellan-VanArsdale

378 State Street

(517) 541-5131

[mcclelg@charlottenet.org](mailto:mcclelg@charlottenet.org)

## **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.

In order to "test out", students need to exhibit mastery of the subject matter by attaining a grade of not less than a C+ (77%) on a final exam.. The student may be required to demonstrate mastery through basic assessments used in the course such as portfolio, performance, paper, project, or presentation, in addition to or in lieu of, a final exam.

Teachers and counselors are not responsible for tutoring or providing instruction relative to students "testing out" of the course.

Please note that by “testing out” of a course, a student will miss participation in discussions, classroom activities and opportunities to develop the skills which are nurtured by daily contact with the teacher and fellow students. Students may not request to test out of a course for which they are taking at the time of application. The test out must be completed before the student begins the course. Applications are available in the office

## **Testing Out Schedule**

Beginning of September- Applications available in the office

End of September – Completed applications are due to the principal

Beginning of October – Class test-out packets available

Beginning of December – All required coursework is due/final exam is taken

## **Work Permits**

Information about work permits is available at the High School main office during the school year or in the Central Office administrative office in the summer.

## SECTION III: STUDENT CLUBS, ACTIVITIES, AND ATHLETICS

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

For the 2023-2024 school year, the High School offers the following student clubs, activities, and athletics:

Athletics	Art Club	Mentoring
Band	Choir	National Honor Society
Business Professionals of America (BPA)	Club International	Quiz Bowl
E-Sports	FFA	Student Council
	L.I.N.K.S	

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

### Extracurricular Activities

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

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

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

For more information, see Policy 5507.

### Student-Initiated Non-Curricular Clubs

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

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

Students who fail to attend a teacher assigned detention may receive a Saturday school.

#### **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.

#### **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:

1. intentionally disrupted the class, subject, or activity;
2. jeopardized the health or safety of any of the other participants in the class, subject, or activity;  
or
3. 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, contact parents and request that the student's parent attend a parent/teacher conference to discuss the suspension. The building principal or designee must attend the conference **if** either the teacher or the parent requests the building principal's attendance. The building principal or designee must make reasonable efforts to invite a school counselor, school psychologist, or school social worker to attend the conference.

### **Removal for 10 or Fewer School Days**

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

### **Removal for More than 10 and Fewer than 60 School Days**

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

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

The Superintendent or designee will not suspend the student unless, following the hearing, he or she is convinced by a preponderance of the evidence that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The Superintendent or designee will consider the 7 factors noted in the Student Code of Conduct before suspending a student.

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

### **Removal for 60 or More School Days**

Before the Board suspends or expels a student, the Superintendent or designee must provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a Board hearing at which the student

may present evidence and witnesses to show that the student did not commit the suspected offense or that suspension or expulsion is not an appropriate consequence.

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

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

## Student Code of Conduct

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

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

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

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

Prohibited Conduct	Potential Consequence(s)
<p><b>Illegal Substances or Paraphernalia, including Alcohol:</b> possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of drugs, alcohol, fake drugs, illegal steroids, illegal inhalants, or look-alike drugs</p>	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion</li> <li>• Police Referral</li> </ul>
<p><b>Tobacco/Nicotine:</b> 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"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion</li> <li>• Police Referral</li> </ul>



<p><b>Disrespect or Insubordination:</b> violating a school rule or directive.</p> <p><b>Disruptive Behavior or Disorderly Conduct:</b> disrupting the learning environment or school activity</p>	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Detention</li> <li>• Saturday School</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion</li> </ul>
<p><b>Dangerous Weapon Possession:</b> 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"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Permanent Expulsion</li> <li>• Police Referral</li> </ul>
<p><b>Other Weapons and Look-Alike Weapons Possession:</b> 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"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Permanent Expulsion</li> <li>• Police Referral</li> </ul>
<p><b>Use of an Object as a Weapon:</b> any object used to threaten or harm another, regardless of whether injury results.</p>	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Permanent Expulsion</li> <li>• Police Referral</li> </ul>
<p><b>Arson:</b> purposefully, intentionally, or maliciously setting a fire on school property.</p>	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Permanent Expulsion</li> <li>• Police Referral</li> </ul>
<p><b>Physical Assault (Student to Student):</b> causing or attempting to cause physical harm to another through intentional use of force or violence.</p>	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion up to 180 school days</li> <li>• Police Referral</li> </ul>
<p><b>Physical Assault (Student to Employee, Volunteer, or Contractor):</b> causing or attempting to cause physical harm to another through intentional use of force or violence.</p>	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Permanent Expulsion</li> <li>• Police Referral</li> </ul>
<p><b>Verbal or Written Threat, including Bomb or Similar Threat:</b> statement that constitutes a threat against a student, employee, other person, or school property.</p>	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion</li> <li>• Police Referral</li> </ul>

<p><b>Plagiarism, Cheating, or other Falsification of Schoolwork:</b> submitting work that is not your own, including copying from others' work.</p>	<ul style="list-style-type: none"> <li>• Credit Loss or Grade Reduction</li> <li>• Detention</li> <li>• Saturday School</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion</li> </ul>
<p><b>Discrimination, Harassment (including Sexual Harassment), and Bullying:</b> violating Board Policy addressing anti-discrimination, anti-harassment, and anti-bullying.</p>	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion</li> </ul>
<p><b>Criminal Sexual Conduct:</b> commits criminal sexual conduct in a school building or on school grounds; or pleads to, is convicted of, or is adjudicated for criminal sexual conduct against another student enrolled in the same school district; or commits criminal sexual conduct against another student enrolled in the same school district.</p>	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Permanent Expulsion</li> <li>• Police Referral</li> </ul>
<p><b>Fighting, Inciting Violence, Filming a Fight or Assault, Distributing or Publishing a Fight or Assault Video</b></p>	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion</li> </ul>
<p><b>Sexting:</b> distribution or publication of lewd, pornographic, or sexually suggestive videos or photographs of students or staff.</p>	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion</li> <li>• Police Referral</li> </ul>
<p><b>Misuse of District Technology:</b> violating the District's acceptable use policies and agreement.</p>	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Detention</li> <li>• Saturday School</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion</li> <li>• Police Referral</li> </ul>

## Hall Passes

Students are not allowed hall passes the first 10 or the last 10 minutes of class. In order for students to be able to move about the building during regular class time they must possess a pass. Hall passes can be issued by administrators or staff members and should reflect specific information such as time of departure, destination, and signature of the person issuing the pass.

We expect that all students will not abuse the privilege of having a hall pass by getting to their destination as soon as possible. Failure of students to follow this process will result in disciplinary action.

Students are **NOT** allowed to free roam the building for a break or be sent to the any area of the building to work (ie: lobby, media center, or office) unless it is specifically outlined in the students' IEP or 504.

### **Mobile Deliveries (Door Dash or Restaurant Deliveries)**

Due to security issues surrounding the opening and closing of exterior doors, mobile food deliveries will not be allowed during the school day, including lunch time.

Students who violate this rule are subject to disciplinary consequences.

### **Major Discipline Issues**

Students who have MAJOR discipline issues during the school year will forfeit their privilege to attend events (ie: Prom, Snowball, Homecoming, Commencement or school sponsored trips, etc) or participate in clubs or service organizations (based on the group's bylaws) for the remainder of the school year.

### **Non-prescription (over the counter) Medications (cough drops, aspirin, Advil, etc)**

Students at the high school are able to possess and self-administer over the counter, or prescription antibiotics.

Students are allowed to carry for their own consumption and should not share with other students with in the building. Sharing or supplying may fall under code of conduct for distribution depending on circumstance.

## PROM/HOMECOMING/SNOWBALL

These dances are a privilege and not a right. To attend students must:

- be in good standing (no major discipline issue for the school year for guest and/or sponsor student. Prior year discipline may be considered when approving guest passes)be attending on a regular basis and following attendance policy
- Guests have no discipline pending at home school, LCC or other programs enrolled in
- be a full time student and attend on CHS campus for at least half of the day; this includes homebound, home-based or seat-time waiver students. (Exceptions may be made by principal for extenuating circumstances).  
-be on track for graduation
- **For PROM:** be a Junior or Senior (guest passes for underclassman or non CHS students WILL be required and approval is at the discretion of administration)  
-students that attempted to circumvent the rules/guidelines for guest passes will have guest pass immediately denied.
- underclassmen guests will be required to act appropriate for an upperclassmen event. Failure to behave appropriately will result in guest & sponsor being asked to leave event.

## **APPENDIX A: TITLE IX SEXUAL HARASSMENT**

### **3118 Title IX Sexual Harassment**

Consistent with Policy 3115, the District prohibits unlawful sex discrimination, including harassment and retaliation, in any of its education programs or activities in accordance with Title IX of the Education Amendments of 1972 and corresponding implementing regulations.

This Policy addresses allegations of Title IX sexual harassment that occurred on or after August 14, 2020. Allegations of discrimination, harassment, or retaliation not covered by this Policy should be addressed under the District's applicable non-discrimination or antiharassment policies. Allegations alleging both Title IX sexual harassment and other forms of unlawful discrimination and harassment (e.g., race, age, disability) that cannot be reasonably separated into two distinct complaints should be investigated under this Policy. Investigating other forms of discrimination, including harassment and retaliation, through this Policy will fulfill the District's investigation requirements under Policies 4104 or 5202, but nothing in this paragraph limits the District's right to determine at any time that a non-Title IX allegation should be addressed under Policies 4104 or 5202 or any other applicable Policy.

The Board directs the Superintendent or designee to designate one or more employees who meet the training requirements in Section M of this Policy to serve as the District's Title IX Coordinator(s). The Title IX Coordinator will designate an Investigator, Decision Maker, and Appeals Officer, if applicable, for each Formal Complaint made under this Policy. If a Formal Complaint is made under this Policy against the Title IX Coordinator, the Board President will designate the persons who will serve as the Investigator, Decision-Maker, and Appeals Officer and will work with District administrators to ensure that all other requirements of this Policy are met. The Investigator, Decision-Maker, Appeals Officer, and any person designated to facilitate an informal resolution process cannot be the same person on a specific matter, and the persons designated to serve in those roles may or may not be District employees. Any person serving as the Investigator, Decision-Maker, Appeals Officer, or person designated to facilitate an informal resolution process must meet the training requirements in Section M of this Policy.

Inquiries about Title IX's application to a particular situation may be referred to the Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

#### **A. Definitions**

For purposes of this Policy, the below terms are defined as follows:

1. "Sexual Harassment" means conduct on the basis of sex that satisfies one or more of the following:

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a. A District employee conditioning the provision of a District aid, benefit, or service on a person's participation in unwelcome sexual conduct;

b. Unwelcome conduct that a reasonable person would determine to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or

c. Sexual assault, dating violence, domestic violence, or stalking, as defined by the Violence Against Women Act, 34 USC § 12291 et. seq., and the uniform crime reporting system of the Federal Bureau of Investigation, 20USC 1092(f)(6)(A)(v).

i. "Sexual assault" means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

ii. "Dating violence" means violence committed by a person who is or has been in a romantic or intimate relationship with the Complainant. The existence of such a relationship is based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

iii. "Domestic violence" means felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the Complainant, person with whom the Complainant shares a child, person who is cohabitating with or has cohabitated with the Complainant as a spouse or intimate partner, person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Michigan; or any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of Michigan.

iv. "Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for the person's safety or the safety of others; or (2) suffer substantial emotional distress.

2. "Actual Knowledge" means notice of sexual harassment or allegations of sexual harassment to the District's Title IX Coordinator or any District employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only District employee with actual knowledge is the Respondent.

3. "Appeals Officer" is the person designated by the District to handle appeals of a dismissal or determination of responsibility for matters investigated under this Policy. The Appeals Officer may not be the same person as the Investigator, Title IX Coordinator, Decision-Maker, or person designated to facilitate an informal resolution process on a specific matter. © 2021

4. "Complainant" is a person who is alleged to be the victim of conduct that could constitute Title IX sexual harassment.

5. "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 relationships between District employees, volunteers, or contractors and students, regardless of age or consent, are prohibited.

6. "Day," unless otherwise indicated, means a day that the District's central office is open for business.

7. "Decision-Maker" is the person designated by the District to review the investigation report and provide a written determination of responsibility that provides the evidentiary basis for the Decision-

Maker's conclusions. The Decision-Maker may not be the same person as the Investigator, Title IX Coordinator, Appeals Officer, or person designated to facilitate an informal resolution process on a specific matter.

8. "Education Program or Activity" means any location, event, or circumstance over which the District exercised substantial control over both the Respondent and the context in which the harassment occurred.

9. "Formal Complaint" means a written document or electronic submission signed and filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the District investigate the sexual harassment allegation.

10. "Grievance Process" is the process by which the District handles Formal Complaints.

11. "Investigator" is the person designated by the District to investigate a Title IX Formal Complaint. The Investigator cannot be the same person as the Decision-Maker, Appeals Officer, or person designated to facilitate an informal resolution process on a specific matter. The Title IX Coordinator may serve as the Investigator on a particular investigation, unless the Title IX Coordinator signed the Formal Complaint.

12. "Report" means an account of alleged Title IX sexual harassment made by any person (regardless of whether the reporting party is the alleged victim).

13. "Respondent" is a person who has been reported to be the perpetrator of conduct that could constitute Title IX sexual harassment. © 2021

14. "Supportive Measures" are non-disciplinary, non-punitive, individualized services offered and implemented by the Title IX Coordinator as appropriate, as reasonably available, and at no-cost to the Complainant and the Respondent before or after the filing of a Formal Complaint or when no Formal Complaint has been filed. Supportive measures are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment.

15. "Title IX Coordinator" is the person(s) designated by the District to coordinate the District's Title IX compliance. The Title IX Coordinator may not be the same person as the Appeals Officer or Decision-Maker on a specific matter. A person not serving as a Title IX Coordinator in a particular matter is not disqualified from serving in another role in that matter. The Title IX Coordinator may also serve as the Investigator or person designated to facilitate an informal resolution process on a particular investigation, unless the Title IX Coordinator signed the Formal Complaint.

## B. Posting Requirement

The Title IX Coordinator's contact information (name or title, office address, electronic mail address, and telephone number), along with the District's Title IX nondiscrimination statement, must be prominently posted on the District's website and in any catalogs or handbooks provided to applicants for admission or employment, students, parents/guardians, and unions or professional organizations with a collective bargaining or professional agreement with the District. The District will provide notice of this Policy to all applicants, students, parents/guardians, employees, and unions or professional organizations with a collective bargaining or professional agreement with the District by prominently posting this Policy on its website and referencing this Policy in its handbooks,

which will include the Title IX Coordinator's name or title, office address, electronic mail address, and telephone number.

#### C. Designation of Title IX Coordinator

The District designates the following person(s) as the Title IX Coordinator(s):

Nick Boucher -Assoc. Superintendent of Curriculum

378 State St. Charlotte MI

517-541-5106

[bouchea@charlottenet.org](mailto:bouchea@charlottenet.org)

Michelle Sine

Assoc. Superintendent of Business & Operations

378 State St. Charlotte, MI © 2021

517-541-5109

[sinemm@charlottenet.org](mailto:sinemm@charlottenet.org)

#### D. Reporting Title IX Sexual Harassment:

A person may make a report of sexual harassment or retaliation at any time.

Reports may be made in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that result in the Title IX Coordinator receiving the person's verbal or written report.

Any District employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator by the end of the next day.

Any other person who witnesses an act of sexual harassment is encouraged to report it to a District employee and may do so anonymously. No person will be retaliated against based on any report of suspected sexual harassment or retaliation.

#### E. General Response to Sexual Harassment

1. District's Obligation to Respond without Deliberate Indifference Upon actual knowledge of Title IX sexual harassment, the Title IX Coordinator must respond promptly in a manner that is not deliberately indifferent. The District will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances. If the Title IX Coordinator receives a report of sexual harassment and the Complainant does not file a Formal Complaint, the Title IX Coordinator must evaluate the information and determine whether to sign



and file a Formal Complaint. If the Title IX Coordinator determines not to sign and file a Formal Complaint, the Title IX Coordinator must address the allegations in a manner that is not deliberately indifferent.

## 2. Response to Report of Title IX Sexual Harassment

Upon receipt of a report of sexual harassment, the Title IX Coordinator must promptly contact the Complainant to discuss the availability of supportive measures, consider the Complainant's wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without the filing of a Formal Complaint, and explain to the Complainant the process for filing a Formal Complaint.

## 3. Formal Complaint Filed

Upon the receipt of a Formal Complaint, the District must follow the Grievance Process in Section F of this Policy. A Formal Complaint may be submitted using the Title IX Sexual Harassment Formal Complaint Form. © 2021

## 4. Equitable Treatment

The District will treat the Complainant and Respondent equitably throughout the Grievance Process, which may include offering supportive measures as described in Subsection E(6) of this Policy.

## 5. Documentation and Recordkeeping

The Title IX Coordinator will document all sexual harassment reports and all incidents of sexual harassment that the Title IX Coordinator receives or personally observes. The District will retain this documentation in accordance with applicable record retention requirements in Section N of this Policy.

## 6. Supportive Measures

After receiving a report of Title IX sexual harassment, the Title IX Coordinator must promptly contact the Complainant to discuss the availability of supportive measures, with or without the filing of a Formal Complaint. If the District does not provide a Complainant with supportive measures, then the Title IX Coordinator must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The District may provide, as appropriate, non-disciplinary, non-punitive individualized services to the Complainant or Respondent before or after the filing of a Formal Complaint or when no Formal Complaint has been filed. Supportive measures should be designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party. Supportive measures are offered without charge to all parties and are designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment.

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 or work schedules;
- d. Provision of an escort to ensure that the Complainant and Respondent can safely attend classes and school activities; and

## e. No-contact orders.© 2021

All supportive measures must be kept confidential, to the extent that maintaining such confidentiality would not impair the District's ability to provide the supportive measures.

## 7. Respondent Removal

### a. Emergency Removal (Student)

The District may only remove a student Respondent from a District program or activity if, following an individualized safety and risk analysis, the District determines that there is an immediate threat to the physical health or safety of any student or other person arising from the sexual harassment allegations. The District must provide the Respondent with notice and an opportunity to immediately challenge the removal decision. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

### b. Administrative Leave (Employee)

The District may place an employee Respondent on non-disciplinary administrative leave during the pendency of the Grievance Process. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

## 8. Law Enforcement

In appropriate circumstances, a District employee will notify law enforcement or Child Protective Services, consistent with Policies 4202, 5201, and 5701. The District will attempt to comply with all law enforcement requests for cooperation with related law enforcement activity. In some circumstances, compliance with law enforcement requests may require the District to briefly suspend or delay its investigation. If an investigation is delayed, the District will notify the parties in writing of the delay and the reasons for the delay. If the District's investigation is suspended or delayed, supportive measures will continue during the suspension or delay. If the law enforcement agency does not notify the District within 10 days that the District's investigation may resume, the District will notify the law enforcement agency that the District intends to promptly resume its investigation.

## F. Grievance Process

### 1. Generally

The Grievance Process begins when a Formal Complaint is filed or when the Title IX Coordinator signs a Formal Complaint and concludes the date the parties receive the Appeals Officer's written decision or the date on which an appeal is no longer timely. The District will endeavor to complete the Grievance Process within 90-120 days, absent extenuating circumstances or delays as described below. The District will treat both the Complainant and the Respondent equitably throughout the Grievance Process. Neither the Title IX Coordinator, the Decision-Maker, the Investigator, Appeals Officer, nor any person designated to facilitate an informal resolution process will have a conflict of interest or bias for or against Complainants or Respondents generally or for or against an individual Complainant or Respondent.

The Grievance Process requires an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a Complainant, Respondent, or witness. Throughout the Grievance Process, there is a

presumption that the Respondent is not responsible for the alleged conduct unless, in the determination of responsibility, the Decision-Maker finds the Respondent responsible for the alleged conduct. At any point, the Title IX Coordinator, Investigator, Decision-Maker, or Appeals Officer may temporarily delay the Grievance Process or permit a limited extension of time frames for good cause. Good cause may include absence of a party, party's advisor, or witness; concurrent law enforcement activity; or the need for accommodations (e.g., language assistance or accommodation of disabilities). If there is a delay or extension, the parties will receive written notice of the delay or extension and the reasons for the action. Any disciplinary action resulting from the Grievance Process will be issued in accordance with District Policy, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, and individual employee contracts. After the investigation portion of the Grievance Process has concluded, the Decision-Maker will endeavor to issue a determination of responsibility within 30 days, absent extenuating circumstances.

## 2. Notice of Allegations

Upon receipt of a Formal Complaint, the District must provide written notice to the parties who are known at the time that includes:

- a. A copy of this Policy, which includes the District's Grievance Process, and any informal resolution process;
- b. The sexual harassment allegations, including sufficient details known at the time and with sufficient time so that parties may prepare a response before the initial interview. Sufficient details include parties involved in the incident, if known; the alleged conduct constituting sexual harassment; and the date and time of the alleged incident;
- c. A statement that the Respondent is presumed not responsible for the alleged conduct;
- d. A statement that a determination of responsibility is made at the Grievance Process's conclusion;
- e. A statement that the parties may have an advisor of their choice, who may be an attorney, although any attorney or advisor who is not a District employee will be at the party's own cost;
- f. A statement that the parties will be provided an opportunity to inspect and review any evidence before the investigation report is finalized; and
- g. If the Complainant or Respondent is a student, and the District's Student Code of Conduct addresses false statements by students during the disciplinary process, a citation to that portion of the Code of Conduct. If the Code of Conduct does not address false statements by students, the notice is not required to include any reference. If, during the course of an investigation, the Investigator decides to investigate allegations that are not included in this notice, the District will provide notice of the additional allegations to the Complainant and Respondent.

## 3. Informal Resolution

During the Grievance Process, after a Formal Complaint has been filed but before a determination of responsibility has been made, the District may offer to facilitate an informal resolution process, or either party may request the informal resolution process. A Formal Complaint must be filed to initiate the informal resolution process. 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. The Title IX Coordinator will determine the informal resolution

process that will be used, including the person who will facilitate that process. Informal resolution is not available for a Formal Complaint alleging that an employee sexually harassed a student. A party is not required to participate in an informal resolution process. When offering informal resolution, the Title IX Coordinator must (1) provide both parties written notice of their rights in an informal resolution; and (2) obtain written, voluntary consent from both parties to enter into the informal resolution process. The written notice must contain the:

- a. Allegations;
- b. Informal resolution requirements, including the circumstances under which the informal resolution precludes the parties from resuming a Formal Complaint arising from the same allegations;
- c. Right to withdraw from informal resolution and resume the Grievance Process at any time prior to agreeing to a resolution; and
- d. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared

#### 4. Investigation

The District has the burden of proof and the burden to gather evidence sufficient to reach a determination of responsibility.

##### a. Investigation Process

The District will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege unless the person holding such privilege has waived the privilege in writing.

The District may not access, consider, disclose, or otherwise use a party's medical records, including mental health records, which are made and maintained by a healthcare provider in connection with the party's treatment unless the District obtains that party's voluntary, written consent to do so for the Grievance Process.

The Investigator must provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory or exculpatory evidence. The Investigator cannot restrict parties from discussing the allegations under investigation, nor can the Investigator restrict parties from gathering or presenting relevant evidence. Parties may be accompanied by an advisor of their choice, including an attorney, in any meeting or Grievance Process proceeding. If a party chooses an advisor who is not a District employee, the District is not responsible for any associated costs. The Superintendent or designee may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties (e.g., abusive, disruptive behavior or language will not be tolerated; advisor will not interrupt the investigator to ask questions of witnesses).

The Investigator must provide the date, time, location, participants, and purpose of all hearings (if any), investigative interviews, and meetings, to a party whose participation is invited or expected. Written notice must be provided a sufficient time in advance so that a party may prepare to participate.

As described in Section L of this Policy, retaliation against a person for making a complaint or participating in an investigation is prohibited. The Investigator must ensure that the Complainant and

Respondent have an equal opportunity to inspect and review any evidence obtained as part of the investigation so that each party has the opportunity to meaningfully respond to the evidence before the investigation's conclusion. This evidence includes (1) evidence upon which the District does not intend to rely in reaching a determination regarding responsibility, and (2) inculpatory or exculpatory evidence obtained from any source.

Before the investigation's completion, the Investigator must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 calendar days to submit a written response to the Investigator. The party's response must be considered by the Investigator before completing the final investigation report.

#### b. Investigation Report

The Investigator must create an investigation report that fairly summarizes relevant evidence and submit the investigation report to the Decision Maker. At least 10 calendar days before a determination of responsibility is issued, the Investigator must send the investigation report to each party for review and written response. Written responses to the investigation report must be submitted directly to the Decision-Maker.

The Investigator will endeavor to complete the investigation and finalize the report within 60 days.

#### 5. Determination of Responsibility

The Decision-Maker cannot be the same person as the Title IX Coordinator, Investigator, Appeals Officer, or person designated to facilitate an informal resolution process. Before the Decision-Maker reaches a determination of responsibility, and after the Investigator has sent the investigation report to the parties, the Decision Maker must:

a. Afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness; and

b. Provide each party with the answers, and allow for additional, limited follow up questions from each party.

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant unless offered to prove that someone other than the Respondent committed the alleged misconduct, or the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

If the Decision-Maker decides to exclude questions from either party as not relevant, the Decision-Maker must explain the decision to the party proposing the questions. The Decision-Maker must issue a written determination of responsibility based on a preponderance of the evidence standard (i.e., more likely than not) simultaneously to both parties. The written determination of responsibility must include:

a. Identification of the sexual harassment allegations;

b. Description of the procedural steps taken from the receipt of the Formal Complaint through the determination of responsibility, including any:

i. Notification to the parties;

ii. Party and witness interviews;

- iii. Site visits;
  - iv. Methods used to collect evidence; and
  - v. Hearings held.
- c. Factual findings that support the determination;
  - d. Conclusions about the application of any relevant code of conduct, policy, law, or rule to the facts;
  - e. A statement of, and rationale for, the result as to each allegation, including:
    - i. A determination of responsibility;
    - ii. Any disciplinary action taken against the Respondent (consistent with Policies 4309, 4407, 4506, 4606, or 5206, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, or individual employee contracts); and
    - iii. Whether remedies designed to restore and preserve equal access to the District's education program or activity will be provided to the Complainant.
  - f. Appeal rights

## 2. Appeals

Notice of the determination of responsibility or dismissal decision must include notice of the parties' appeal rights. Both parties may appeal a determination of responsibility or the decision to dismiss a Formal Complaint in whole or in part for the following reasons only:

- a. A procedural irregularity that affected the outcome.
- b. New evidence that was not reasonably available at the time the determination of responsibility or dismissal decision was made that could affect the outcome.
- c. The Title IX Coordinator, Investigator, or Decision-Maker had a conflict of interest or bias for or against the Complainant or Respondent, generally or individually, that affected the outcome.

An appeal must be filed with the Title IX Coordinator within 5 days of the date of the determination of responsibility or dismissal decision. Upon receipt of an appeal, the Title IX Coordinator will assign an Appeals Officer who will provide both parties written notice of the appeal and an equal opportunity to submit a written statement in support of, or challenging, the determination or dismissal decision.

The Appeals Officer must provide a written decision describing the result of the appeal and the rationale for the result to both parties simultaneously. The Appeals Officer will endeavor to decide an appeal within 30 days.

The Appeals Officer cannot be the same person who acts as the Title IX Coordinator, Investigator, Decision-Maker, or person designated to facilitate an informal resolution process on the same matter. The Appeals Officer also cannot have a conflict of interest or bias against Complainants and Respondents generally or individually.

The determination of responsibility is final upon the date the parties receive the Appeals Officer's written decision or on the date on which an appeal is no longer timely.

## B. Dismissal

### 1. Mandatory Dismissals

The Title IX Coordinator must dismiss a Formal Complaint if:

- a. The Formal Complaint's allegations, even if proven, would not constitute sexual harassment as defined in this Policy;
- b. The Formal Complaint's allegations did not occur in the District's programs or activities; or
- c. The Formal Complaint's allegations did not occur in the United States.

### 2. Discretionary Dismissals

The Title IX Coordinator may dismiss a Formal Complaint if:

- a. The Complainant notifies the Title IX Coordinator in writing that the Complainant wishes to withdraw the Formal Complaint in whole or in part;
- b. The Respondent's enrollment or employment ends; or
- c. Specific circumstances prevent the District from gathering evidence sufficient to reach a determination (e.g., several years have passed between alleged misconduct and Formal Complaint filing, Complainant refuses or ceases to cooperate with Grievance Process).

The Title IX Coordinator will promptly and simultaneously notify both parties when a Formal Complaint is dismissed. The notice must include the reasons for mandatory or discretionary dismissal and the right to appeal. Appeal rights are discussed above in Subsection F(6) of this Policy. Dismissal of a Formal Complaint under this Policy does not excuse or preclude the District from investigating alleged violations of other policy, rule, or law, or from issuing appropriate discipline based on the results of the investigation.

## C. Consolidation of Complaints

The Title IX Coordinator or Investigator may consolidate Formal Complaints where the allegations arise out of the same facts or circumstances. Where a Grievance Process involves more than one Complainant or more than one Respondent, references in this Policy to the singular "party," "Complainant," or "Respondent" include the plural, as applicable.

## D. Remedies

The District will take appropriate and effective measures to promptly remedy the effects of sexual harassment. The Title IX Coordinator is responsible for the effective implementation of any remedies. Appropriate remedies will be based on the circumstances and may include, but are not limited to:

1. Providing an escort to ensure that the Complainant and Respondent can safely attend classes and school activities;
2. Offering the parties school-based counseling services, as necessary;
3. Providing the parties with academic support services, such as tutoring, as necessary;
4. Rearranging course or work schedules, to the extent practicable, to minimize contact between the Complainant and Respondent;

5. Moving the Complainant's or the Respondent's locker or work space;
6. Issuing a "no contact" directive between the Complainant and Respondent;
7. Providing counseling memoranda with directives or recommendations;
8. Imposing discipline consistent with District Policy, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, or individual employee contracts.

These remedies may also be available to any other student or person who is or was affected by the sexual harassment. After a determination of responsibility, the Title IX Coordinator should consider whether broader remedies are required, which may include, but are not limited to:

1. Assemblies reminding students and staff of their obligations under this Policy and applicable handbooks;
2. Additional staff training;
3. A climate survey; or
4. Letters to students, staff, and parents/guardians reminding persons of their obligations under this Policy and applicable handbooks.

If the Complainant or Respondent is a student with a disability, the District will convene an IEP or Section 504 Team meeting to determine if additional or different programs, services, accommodations, or supports are required to ensure that the Complainant or Respondent continues to receive a free appropriate public education. Any disciplinary action taken against a Respondent who is a student with a disability must be made in accordance with Policy 5206B and the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act.

#### B. False Statements

Any person who knowingly makes a materially false statement in bad faith in a Title IX investigation will be subject to discipline, up to and including discharge or permanent expulsion. A dismissal or determination that the Respondent did not violate this Policy is not sufficient, on its own, to conclude that a person made a materially false statement in bad faith.

#### C. Confidentiality

The District will keep confidential the identity of a person who reports sexual harassment or files a Formal Complaint, including parties and witnesses, except as permitted or required by law or to carry out any provision of this Policy, applicable regulations, or laws.

#### D. Retaliation

Retaliation (e.g., intimidation, threats, coercion) for the purpose of interfering with a person's rights under Title IX is prohibited. This prohibition applies to retaliation against any person who makes a report, files a Formal Complaint, or participates in, or refuses to participate in a Title IX proceeding. Complaints alleging retaliation may be pursued in accordance with District Policy. The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this Section. When processing a report or Formal Complaint of sexual harassment, pursuing discipline for other conduct arising out of the same facts or circumstances constitutes retaliation if done for the purpose of interfering with that person's rights under Title IX. Any person who engages in retaliation will be



disciplined in accordance with District Policy, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, and individual employee contracts.

#### E. Training

All District employees must be trained on how to identify and report sexual harassment. Any person designated as a Title IX Coordinator, Investigator, Decision-Maker, Appeals Officer, or any person who facilitates an informal resolution process must be trained on the following:

1. The definition of sexual harassment;
2. The scope of the District's education programs or activities;
3. How to conduct an investigation and the District's grievance process, including, as applicable, hearings, appeals, and informal resolution processes; and
4. How to serve impartially, including avoiding prejudgment of the facts at issue, conflicts of interest, and bias. Investigators must receive training on how to prepare an investigation report as outlined in Subsection F(4)(b) above, including, but not limited to, issues of relevance.

Decision-Makers and Appeals Officers must receive training on issues of evidence and questioning, including, but not limited to, when questions about a Complainant's prior sexual history or disposition are not relevant. Any materials used to train District employees who act as Title IX Coordinators, Investigators, Decision-Makers, Appeals Officers, or who facilitate an informal resolution process must not rely on sex stereotypes and must promote impartial investigations and adjudications of Formal Complaints. These training materials must be posted on the District's website.

#### F. Record Keeping

The District will maintain records related to reports of alleged Title IX sexual harassment for a minimum of seven years. This retention requirement applies to investigation records, disciplinary sanctions, remedies, appeals, and records of

any action taken, such as supportive measures. The District will also retain any materials used to train Title IX Coordinators, Investigators, Decision-Makers, Appeals Officers, and any person designated to facilitate an informal resolution process.

#### G. Office for Civil Rights

Any person who believes that he or she was the victim of sexual harassment may file a complaint with the Office for Civil Rights (OCR) at any time: U.S. Department of Education Office for Civil Rights

1350 Euclid Avenue, Suite 325  
Cleveland, Ohio 44115  
Phone: (216) 522-4970  
E-mail: [OCR.Cleveland@ed.gov](mailto:OCR.Cleveland@ed.gov)

An OCR complaint may be filed before, during, or after filing a Formal Complaint with the District. A person may forego filing a Formal Complaint with the District and instead file a complaint directly with OCR. The District recommends that a person who has been subjected to sexual harassment

also file a Formal Complaint with the District to ensure that the District is able to take steps to prevent any further harassment and to discipline the alleged perpetrator, if necessary. OCR does not serve as an appellate body for District decisions under this Policy. An investigation by OCR will occur separately from any District investigation.

Legal authority: Education Amendments Act of 1972, 20 USC §§1681 - 1688; 34 CFR

## **APPENDIX B: ANTI-BULLYING**

### **5207 Anti-Bullying Policy**

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 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 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.

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Legal authority: MCL 380.1310b; MCL 750.157m, 750.219a

Date adopted: 3/14/2022

## **APPENDIX C: PROTECTION OF PUPIL RIGHTS**

### **5308 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 nonemergency, 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

Legal authority: 20 USC 1232h  
Date adopted: 2/28/2022

# APPENDIX D: DIRECTORY INFORMATION AND OPT OUT FORM

## 5309 Student Records and Directory Information

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

### A. Definitions

1. An “education record” is a record directly related to a student that the District or its agents maintain, except that an education record does not include:

a. records kept in the maker’s sole possession that are used as a personal memory aid and that are not accessible or revealed to any person except a temporary substitute for the maker;

b. records maintained by a law enforcement unit of the District, as defined by the Family Educational Rights and Privacy Act (FERPA), if the record was created for a law enforcement purpose;

c. records relating to a student who is at least 18 years old that are created or maintained by a psychiatrist, psychologist, or other recognized professional or paraprofessional acting or assisting in that capacity that are created or maintained only for the student’s treatment (exclusive of remedial educational activities or educational activities that are part of the District’s instructional program) and that are disclosed only to persons providing treatment (except that the records may be personally reviewed by a physician or other appropriate professional of the student’s choice);

d. records created or received by the District after a person is no longer a student in the District and that are not directly related to the person’s attendance as a student in the District;

e. grades on peer-graded papers or assignments before they are collected or recorded by a teacher; or

f. records relating to a person employed by the District that are maintained in the normal course of business, relate only to the person’s employment, and are not available for any other purpose. Records relating to a person employed as a result of that person’s status as a student are, however, “education records.”

2. “Personally identifiable information” means a student’s name; the name of a student’s parent/guardian or family member; the student’s address or the address of a family member; a personal identifier, such as the student’s social security number, student number, or biometric record; other indirect identifiers, such as the student’s date of birth, place of birth, and mother’s maiden name; other information that alone or in combination is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.



3. “Directory information” is the information contained in a student’s education record that would not generally be considered harmful or an invasion of privacy if disclosed. The Board designates the following as directory information

- a. student names, addresses, and telephone numbers;
- b. photographs, including photographs and videos depicting a student’s participation in school-related activities and classes;
- c. date and place of birth;
- d. 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.

#### B. Collection and Retention of Records

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

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

#### C. Right to Inspect and Review Education Records

Parents/guardians may inspect and review their minor child’s education records, regardless of custody status, unless a court order specifically provides otherwise. Parents/guardians may also inspect and review the education records of an “eligible student” if the student is considered a dependent under Internal Revenue Code Section 152. An “eligible student” means a student who is at least 18 years old, an emancipated minor, or a student enrolled in a postsecondary institution. Eligible students have the right to inspect and review their own education records.

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

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

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

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

#### E. Right to Request Amendment of Education Records

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

#### F. Disclosure of Education Records to School Officials

Except as noted in "Disclosure to a For-Profit Business Entity" (section J), a school official may receive and review personally identifiable information from a student's education record only if the school official has a legitimate educational interest in

the information. A school official has a "legitimate educational interest" if the record review is necessary for the school official to perform an administrative, supervisory, or instructional task as assigned by the District or to perform a service or benefit for the student or the student's family. For purposes of this Policy, a "school official" is any person employed by the District. The Board further designates the following persons and entities as "school officials":

1. a person or company with whom the Board has contracted to perform a specific task (such as an attorney, auditor, insurance representative, medical consultant, or online educational service provider or vendor);

2. a contractor, consultant, volunteer, or other party to whom the Board has outsourced a service or function otherwise performed by District employees (e.g., a therapist, a school resource officer, or an authorized information technology specialist);

3. a parent/guardian or student serving on an official committee, such as a disciplinary, reinstatement, or grievance committee; and

4. a person, including a volunteer, who is assisting another school official in performing the official's duties.

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

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

#### G. Disclosure of "Directory Information"

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

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

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

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

#### H. Disclosure of Education Records to Another School

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

#### I. Tagged Records and Record Transfers

Upon notification by a law enforcement agency that a student under age 17 is missing, the building principal or designee will tag the student's record in a manner that will alert both District and ISD personnel that the student is considered missing. Within 7 calendar days after receiving notice from a law enforcement agency that a student is no longer considered missing, the building principal or designee will remove the tag from the student's record. Within 30 calendar days after receiving a request from a school in which a student has enrolled, the building principal or designee will forward

the student's education records to the requesting school unless the student's record has been tagged as described in this Policy. If the record has been tagged, the building principal or designee will not forward the student's education records to the requesting school and will notify law enforcement.

#### J. Disclosure to a For-Profit Business Entity

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

1. an employee or agent of a business entity acting as a "school official" as defined in this Policy;
2. pursuant to a management agreement between a public school academy and an educational management organization;
3. as necessary for standardized testing; or
4. as necessary to a person who is providing educational or educational support services to the student pursuant to a contract with the school.

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

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

#### L. Disclosure of Education Records in Other Circumstances

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

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

A school official may not disclose personally identifiable information from a student's education records unless disclosure is consistent with the requirements of state and federal law, including FERPA.

## M. Disclosure Logs

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

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

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

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

## N. Video Recordings

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

students to inspect and review the video recording are governed by this Policy, applicable laws, and relevant state and federal guidance.

#### O. Disclosure of Records to Law Enforcement

Nothing in this Policy limits a school official's right or duty under state law or pursuant to the Statewide School Safety Information Policy to contact law enforcement to report possible criminal activity. A school official may not, however, disclose personally identifiable information from a student's education records to law enforcement without the prior written consent of a parent/guardian or eligible student unless disclosure is otherwise permitted or required by state or federal law (e.g., in response to a health or safety emergency or a court order or subpoena). If a school official reports possible criminal activity of a student with a disability as defined by the Individuals with Disabilities Education Act, the school official must transmit a copy of the student's special education records and disciplinary records to the authorities to whom the crime is reported in a manner consistent with FERPA (i.e., with prior written consent or a lawful exception to consent). Except for disclosures in response to a health or safety emergency, school officials must seek written consent to transmit the records of a student with a disability immediately after reporting the student's potential criminal activity to authorities.

#### P. Disclosure of Information to Military Recruiter

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

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

#### Q. Annual Notice Requirements

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

1. the right to inspect and review their student's education records;
2. the right to seek amendment of their student's education records, the process for requesting amendment, and applicable hearing procedures;
3. the identity of designated "school officials" and the definition of "legitimate educational interest";
4. the definition of "directory information" and notice that their student's directory information may be disclosed without consent unless the parent/guardian or eligible student opts out of allowing disclosure;

5. the District's practice to disclose a student's education records, including disciplinary records, to another school or post-secondary institution in which the student seeks or intends to enroll or is enrolled;

6. the right to consent to the disclosure of personally identifiable information from a student's education record before its disclosure, unless a nonconsensual disclosure is otherwise authorized by law;

7. the right to opt out of disclosure of directory information to recruiters for Armed Forces of the United States and their service academies;

8. the right to file a complaint with the U.S. Department of Education alleging that the District violated FERPA; and

9. the right to obtain a copy of the Board's policies and administrative regulations about student records.

Legal authority: 20 USC 1401 et seq., 1232g, 7165, 7908; 26 USC 152; 34 CFR Part 99, 300; MCL 15.243(2); MCL 380.1134-1136, 380.1137a, 380.1279g; MCL 600.2165; MCL 722.30; MCL 780.855, 780.871; Records Retention and Disposal Schedule for Michigan Public Schools

Date adopted: 2/28/2022

## **APPENDIX E: ACCEPTABLE USE AGREEMENT**

### **3116 District Technology and Acceptable Use**

The Board will provide students, staff, volunteers, and other authorized users access to the District's technology resources, including its computers and network resources, in a manner that encourages responsible use. Any use of District technology resources that violates federal or state law is expressly prohibited.

#### **A. Children's Internet Protection Act**

The Board complies with the Children's Internet Protection Act ("CIPA") and directs its administration to:

1. Monitor minors' online activities and use technology protection measures on the District's computers with internet access to block minors' access to visual depictions that are obscene, constitute child pornography, or are harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

- a. taken as a whole and as to minors, appeals to a prurient interest in nudity, sex, or excretion;
- b. depicts, describes, or represents, in a patently offensive way as to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
- c. taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.

2. Use technology protection measures on the District's computers with internet access to block all access to visual depictions that are obscene or that constitute child pornography. The technology protection measures may be disabled by authorized personnel during adult use to enable access to bona fide research or for other lawful purposes. The Superintendent or designee will determine which District personnel are authorized to disable the protection measures.

3. Educate minors about appropriate online behavior, including interacting with other people on social networking websites and chat rooms, as well as cyberbullying awareness and response.

4. Prohibit access by minors to inappropriate matter on the internet.

5. Prohibit unauthorized access, including hacking and other unlawful online activity by minors.

6. Prohibit the unauthorized disclosure, use, and dissemination of personal identification information about minors.

7. Restrict minors' access to materials that are inappropriate for minors. The Board defines materials that are "inappropriate for minors" to include: obscene depictions, child pornography, and any other material harmful to minors.

8. Encourage the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communication.



The Superintendent or designee will take steps necessary to implement this Policy and to otherwise comply with CIPA.

## B. Acceptable Use Agreement

The Superintendent or designee will develop, review, and revise as necessary an acceptable use agreement that must be signed before a user is provided access to the District's technology resources. Different acceptable use agreements may be developed based on the user's status. At a minimum, the Superintendent or designee will develop an acceptable use agreement to be signed by each of the following groups:

- adult users, including employees, volunteers, and Board members;
- students in grades 7 and above and their parent/guardian; and
- students in grades 6 and below and their parent/guardian.

The acceptable use agreement must be consistent with this Policy and must include, at a minimum, all of the following:

### 1. A statement that:

- a. use of District technology resources is a privilege that may be revoked at any time;
- b. a user has no expectation of privacy when using District technology resources;
- c. District technology resources use may be monitored by the District and that the use may be subject to FOIA or disclosure in litigation;
- d. District technology resources may not be used to bully, harass, or intimidate others;
- e. misuse of District technology resources may result in loss of access to the resources and potential disciplinary action; and
- f. the District does not guarantee that the District's technology resources will be error free or uninterrupted.

2. Provisions to protect the integrity of District technology resources, including a requirement that each user only access the resources by using that user's assigned user name and password.

3. A list of what constitutes misuse of District technology resources.

### 4. A prohibition against:

- a. accessing other user accounts or files without authorization;
- b. conducting personal business or activities;
- c. accessing pornography;
- d. communicating inappropriately with students;
- e. accessing or downloading confidential student information which the employee has no legitimate educational need to know; and
- f. accessing or downloading unauthorized software or programs.

5. A requirement that users report any material that is threatening, harassing, or bullying.

6. A release of all claims and liability against the District for use of District technology resources.

#### C. District Personnel Use

District personnel must comply with Policies 4215 and 4216.

#### D. Public Access to Technology

1. Pursuant to the Michigan Library Privacy Act, each school library offering public access to the internet or a computer, computer program, computer network, or computer system (a “Qualifying School Library”) will limit minors to only use or view those terminals that do not receive material that is obscene, sexually explicit, or harmful to minors. Persons age 18 or older, or a minor accompanied by the minor’s parent/guardian, may access a school library terminal that is not restricted from receiving such material, if any.

2. Only when a Qualifying School Library offers public access as described in subsection D.1., the District must designate at least 1 terminal that is not restricted from receiving such material and at least 1 terminal that is restricted from receiving such material. Library staff must take steps to ensure that minors not accompanied by a parent or guardian do not access the unrestricted terminal. The Superintendent or designee will determine which employees will implement subsection D in each Qualifying School Library.

3. As used in this Policy, “terminal” means a device used to access the internet or a computer, computer program, computer network, or computer system.

Legal authority: 47 USC 254; MCL 397.602, 397.606

Date adopted: 2/28/2022

## **APPENDIX F: ATHLETIC CODE OF CONDUCT**

Participation in Charlotte Public School'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:** R.J. Guizzetti

517-541-5160

[guizzer@charlottenet.org](mailto:guizzer@charlottenet.org)

**Assistant Athletic Director:** Mike Sparks

517-541-5160

[sparksm@charlottenet.org](mailto:sparksm@charlottenet.org)

### **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:

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

### **Concussion Protocol**

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

### **Athletic Code of Conduct**

A student-athlete must:

- Learn and understand the rules and regulations of your sport.
- Unless otherwise approved by your coach, if school is in session, attend school for the full day to be eligible to practice or play in an event on the same day.

- 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.
- 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).
- Not engage in conduct that is unbecoming of student-athletes.
- Maintain academic eligibility as required by the Michigan High School Athletic Association.
- 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.

# Charlotte Athletics

## Code of Conduct

Student & Parent



MIDDLE SCHOOL & HIGH SCHOOL

**CHARLOTTE MIDDLE AND SENIOR HIGH SCHOOL**

**INTRODUCTION**

The Board of Education, Administration and athletic staff of Charlotte Public Schools consider athletics to be an integral part of the school's curriculum of education that provides experiences that will aid in the physical, mental, emotional, and social development of young people.

Student/athletes represent Charlotte Schools at all times. Student/athletes serve as a role model for other students by conducting themselves in a manner that brings pride to them, their team, their school and community.

The primary goal of athletic competition is to teach student/athletes the necessary commitment of mental and physical discipline to be successful. Charlotte High School and Middle School support this endeavor. Student/athletes will learn how to set realistic goals for themselves and use them to develop their potential to the fullest capacity.

When students elect to participate in athletics, it is a privilege that involves voluntarily making a choice of self-discipline. One of the finest lessons to be learned in athletics is to take care of oneself physically in order to develop a healthy body, alert mind and strong character.

The following guidelines have been developed by the Charlotte Athletic Department and approved by the Charlotte Board of Education. They are intended to help student/athletes make good decisions concerning themselves and the Charlotte Public School District they represent.

It is the responsibility of the student/athletes to stay within these guidelines along with the guidance set by parents or guardians. The Athletic Department, in conjunction with the Charlotte Board of Education, reserves the right to hold those individuals associated with a team accountable for his/her actions according to this policy. (Example: student/athlete, manager, statistician personnel, etc.)

**CHARLOTTE PUBLIC SCHOOLS  
ATHLETIC EXPECTATIONS AND REGULATIONS  
PROGRAM PHILOSOPHY**

**FRESHMAN**

The basic philosophy at the freshmen level is to provide the student/athlete with proper skills and fundamentals so as to develop them for the next level of participation. It is our intent to provide playing time for all qualified team members. Within reason, playing time is more important than winning and losing.

## **JUNIOR VARSITY**

Almost all players on the junior varsity team have had prior experience in that sport and have decided to make a commitment to that program for the next couple of years. The balance between playing time for everyone, the improvement of individual skills and the introduction to more advanced team concepts for the more advanced player is beginning to shift. No longer will the emphasis be on every player getting playing time, but it will change more towards team concept. A key ingredient is how well does the player's individual skill fit into the total team framework. This is not to say that only the starting players will play, but the team concept must be developed and a winning attitude established.

## **VARSITY:**

This level is the ultimate in interscholastic athletics. By this time, the student/athletes have been exposed to their individual sport for several years and have the background to make the commitment necessary to play at Charlotte. Winning is very important, but only within the ethical concepts of competition. The most important factor for a student/athlete to be successful at this level is that he/she knows and understands his/her role on the team.

<p style="text-align: center;"><b>MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION</b> <b>ELIGIBILITY STANDARDS</b></p>
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## **PREVIOUS HIGH SCHOOL SEMESTER RECORDS**

High school student/athletes must have passed at least a minimum of 67% of full credit load the previous semester to be eligible to participate in athletics.

## **CURRENT HIGH SCHOOL SEMESTER RECORDS**

Student athletes at the high school must be carrying and passing at 67% of full credit load during the present semester up to within seven (7) days of contest. Grade checks will be conducted at midterm, 9 weeks and end of semester.

## **MIDDLE SCHOOL SEMESTER RECORDS**

Middle School student/athletes must pass 66% of the total periods of work carried the previous semester. A first year middle school student may compete without reference to his/her record in the sixth grade.

**CHARLOTTE PUBLIC SCHOOLS**  
**LOCAL DISTRICT ACADEMIC ELIGIBILITY STANDARDS**  
**HIGH SCHOOL & MIDDLE SCHOOL**

Charlotte High School student/athletes must meet MHSAA standards **and** demonstrate academic progress in at least one of the following ways prior to trying out for any sport.

•1. Minimally achieve a **cumulative** 2.0 G.P.A. in either the 9 week or semester period previous to competition, AND have passed at least 80% of a full course load in that previous 9 week or semester period.

•2. Students not meeting the **cumulative** 2.0 G.P.A. minimum may try out and will be placed on probation. At the next grade reporting period they must either have the 2.0 G.P.A. or be passing all classes taken. Failure to meet this standard will mean immediate dismissal from the team.

i. Once a student/athlete has used #2 (probationary provision) to gain initial eligibility they must on all subsequent grade reports, both prior to and during competition, demonstrate G.P.A. improvement until they meet the 2.0 G.P.A. standard. Failure to demonstrate such progress will mean loss of eligibility. EXAMPLE: In the fall, a 10th grade student goes out for boys cross country but has a 1.85 G.P.A. At the first term mid-marking, he passes all classes and therefore maintains eligibility. In the following March, he wishes to go out for baseball. His G.P.A. in the previous 9 weeks was 1.96 and he passed all classes. He has eligibility, but again, at the mid-marking period he must be passing all classes. If his GPA had fallen to a 1.80 GPA he would not be eligible to participate even if all classes were passed the previous 9 weeks or semester.

**INCOMING FRESHMAN ELIGIBILITY (FALL SPORTS ONLY)**

Student/athletes at the end of their 8th grade year must be passing two-thirds of a full course load to be eligible. If they fail to do so, they will be placed on probation and at the mid-term marking period they must be passing all classes. Failure to demonstrate such progress will mean a loss of eligibility.

The purpose of the above Charlotte High School standards is to reinforce that student/athletes are to be students before they can be athletes.

**PHYSICAL EXAMINATION and PAPERWORK**

Student/athletes must pass a current year (April 15-April 14) physical examination and have the form signed by an M.D. or D.O. The examination must be given on or after April 15 of the previous school year. The physical form (card) must be on file in the athletic director's office before he/she may practice or participate in any sport (MHSAA rule). The Charlotte High School Athletic Department schedules physicals for high school students every year. We will hold physicals at the high school for athletes in June. **There will be a fee for physicals.**

All paperwork must be turned in before athlete may participate. (Consent forms are at the end of this



document before the Appendix.)

- Physical
- Impact Testing (Every other year)
- Concussion Awareness
- Athletic Handbook sign off
- Consent for Trainer treatment

### **ATHLETIC PARTICIPATION FEE:**

Student athletes are required to pay an annual participation fee before the start of the first game.

This fee is currently \$100 for high school athletes. There is no participation fee for the middle school.

### **DUAL SPORT ATHLETES:**

A Student may participate in DUAL sports. However, it is the student/athletes responsibility to obtain and fill-out the major/minor sport application from the athletic office, before the first day of practice. **There also is an understanding that parents may have to transport to some events because of the added time needed for practice or multiple competitions on the same day. Application is located on the Athletic Website and in the athletic office.**

**Dual sport requests will only be granted by the Athletic Director at the beginning of the season and only for athletes that have filled out paperwork and are anticipated to compete at a high level.**

<p><b>MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION</b></p> <p><b>ATHLETIC REQUIREMENTS</b></p>
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**(See Appendix C)**

The Charlotte Public Schools are a voluntary member of the Michigan High School Athletic Association (MHSAA). The MHSAA rules listed in this brochure are only a summary of some of the regulations effecting student eligibility. Most rules can be found in the MHSAA Handbook that is located in the school administrative offices. Review these rules and ask questions of your principal, athletic director and coaches. Following the rules will ensure eligibility to participate in interscholastic sports. Rule violations could place a student/athlete on ineligible status. Participation as an ineligible athlete in any contest would result in the forfeiture of those contests.

### **AGE - HIGH SCHOOL:**

A high school student/athlete who competes in any interscholastic athletic contests must be under nineteen (19) years of age. Exception: A student/athlete whose nineteenth (19th) birthday occurs

on or after September 1 of a current school year is eligible for the balance of that school year. (MHSAA rule)

### **AGE - MIDDLE SCHOOL:**

A seventh or eighth grade student who competes in any interscholastic athletic contest must be under fourteen (14) or fifteen (15) years of age respectively. Exception: A student who reaches that birthday on or after September 1 of a current school year is eligible for interscholastic athletic contests for the balance of that school year. (MHSAA rule)

### **ENROLLMENT:**

Students must be enrolled in a high school prior to the fourth Friday after Labor Day (1st semester) or the fourth Friday of February (2nd semester). A student must be enrolled in the school for which he/she competes and can not practice or participate in a sport until they are fully enrolled.

### **SEMESTERS OF ENROLLMENT:**

Students cannot be eligible in high school athletics for more than eight semesters, and the seventh and eighth semesters must be consecutive. Students are allowed four first semesters and four second semesters of competition and cannot compete if they have graduated from high school.

### **TRANSFER STUDENTS:**

A student in grades 9 through 12 who **transfers** to another high school is **not eligible** to participate in an interscholastic contest for **one calendar year in any sport they played at their previous school**, unless the student qualifies for immediate eligibility under one or more of the fifteen published exceptions. Contact the Charlotte High Athletic Office for the published list.

### **SCHOOL OF CHOICE:**

The action of the Michigan Legislature to include "school of choice" within intermediate school districts does not affect the athletic eligibility of transferring students. Students who transfer by choice from one school to another and do not otherwise satisfy the transfer regulation are ineligible for interscholastic athletics for one full semester. In the 2023-24 school year they will be ineligible for one full year if they have participated at the high school level.

### **UNDUE INFLUENCE:**

The use of undue influence by any person directly or indirectly associated with a school to secure or encourage the attendance of a student for athletic purposes shall cause the student to become ineligible for a minimum of one semester.

### **LIMITED TEAM MEMBERSHIP:**

After practicing with or participating with high school teams, students cannot participate in any athletic competition not sponsored by his or her school in the same sport during the same season. Exceptions include ice hockey and all individual sports that apply the rule from the point of a student's first participation in a contest or scrimmage rather than practice. Students in individual sports may participate in a maximum of two (2) non-school individual meets or contests during the school season while not representing their school.

### **ALL STAR COMPETITION:**

Students shall not compete at any sport under MHSAA jurisdiction in All-Star contests or national championships regardless of the method of selection. Participation in such a contest shall cause that student to become **ineligible** for a maximum period of one year of school enrollment.

### **AWARDS AND AMATEURISM (MHSAA):**

Students cannot receive money or other valuable consideration for participating in MHSAA sponsored sports or officiating in interscholastic athletic contests, except as allowed by the MHSAA Handbook. Students may accept, for participation in MHSAA sponsored sports, a symbolic or merchandise award that **may not exceed MHSAA dollar value. For that value please contact the athletic office. Banquets, luncheons, dinners, trips and admissions to camps or events are permitted if accepted "in kind."** Awards in the form of cash, merchandise, certificates, or any other negotiable documents are never allowed.

<p style="text-align: center;"><b>GENERAL TEAM GUIDELINES PRACTICE AND CONTEST PARTICIPATION</b></p>
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Practice and contests are mandatory for all student/athletes. To be excused, the student/athlete must notify the coach prior to the practice or contest. Absences should be avoided whenever possible so as not to miss valuable instruction.

Anyone missing a practice or a contest without permission from his/her coach will be unexcused. Two unexcused absences will be grounds for dismissal from the team. Excused school attendance will be considered an excused absence.

Practice sessions on weekends and after normal school hours are to be scheduled with the building athletic director. **Under normal circumstances, Sunday practices or contests are not to be scheduled.** Exceptions will be allowed at the varsity level only, and are to be approved in advance by the athletic director.

### **TRYOUTS:**

Student/athletes have a right to know the standards upon which participants are selected for a team. All student/athletes must have an opportunity (at least 3 days) to demonstrate their skill and abilities before cuts are made in any sport. The coach will meet with each individual and attempt to explain reasons why he/she did not make the team.

## **TEAM PLACEMENT AT A LEVEL OTHER THAN THE DESIGNATED AGE OR GRADE LEVEL:**

Student/athletes will begin practice with their own age or grade level. After consultation with assistant coaches, the head coach will recommend any level change to the athletic director for approval. If administrative approval is granted, the head coach will discuss the move with the player and parents of the player. If all parties agree that the move is in the overall best interest of the player, team, and program, then the move will be allowed to be made.

The physical, emotional, and social well-being of the athlete will be the main criteria used in this decision. The above criteria are designed for sports that have two or three levels of competition. Some sports, such as wrestling, tennis, golf, cross country, and track, do not by their nature fit the above criteria.

## **ROSTER MOVEMENT:**

All students/athletes should be aware that roster movement (up or down) is a possibility during the sport season. Decisions will be made by the coaches and the athletic administration regarding any roster movement after meeting with the student/athlete and his/her parents.

## **PLAYING TIME:**

Participating on an athletic team is a privilege, not a right. The coach determines playing time based on the following; respect, attitude, self-discipline, coach ability, knowledge of the sport, athletic talent, etc.

## **OUTSIDE ACTIVITIES:**

Student/athletes at Charlotte Schools must remember that their first commitment is to their school-sponsored team. Practice and contests with the school team come first before any outside sport participation, unless given prior approval. Should the student/athlete violate this policy, it could be grounds for team dismissal.

## **DROPPING OUT OF A SPORT:**

If there are extenuating circumstances that necessitate dropping a sport during the first half of the season, the student/athlete must consult the coach and explain the circumstances. Pending the circumstances, the student/athlete may be granted a release.

If a student/athlete drops a sport without consulting the coach, they will not be allowed to participate in another sport or in an off-season sport conditioning program during the same season unless receiving permission from both coaches and the athletic director.

Student/athletes must return and/or pay for all issued equipment to the athletic department before being released.

## **QUITTING A SPORT:**

Quitting is a habit that can be very easy to acquire. When a student/athlete decides to participate in a sport, and makes the team, the athletic department and coaches expect the student athlete to complete the season. If a student/athlete is dismissed for disciplinary reasons during the last half of the season, that student/athlete will be suspended for the first 20% of their next sports season.

The student/athlete will not be permitted to try out for another sport unless all issued equipment is returned and/or paid for

### **FINE ARTS AND ATHLETICS:**

Although every effort is made in the coordination of the school schedule to accommodate student participation in both fine arts and athletics, occasional conflicts do occur. In these cases, it is important that the student and/or family communicate with the fine arts director AND the coach or athletic director to avoid misunderstanding. It is our goal never to have the student “caught in the middle” between adult activity leaders. The fine arts and athletic departments work together to resolve conflicts as soon as they occur. The details of each individual situation are taken into account, but the process to resolve these conflicts follows these general guidelines:

- i. Fine arts performances and athletic contests (games, matches, etc.) take precedence over athletic practices or fine arts rehearsals.
- ii. In the event that an athletic contest and a fine arts performance are scheduled on the same day, but not exactly the same time, efforts are made to adjust student report times, warm-ups, and transportation arrangements. In many cases these compromises make it possible for the student to participate in both activities, particularly if parents are willing to be involved in transporting the student directly from one event to the other.
- iii. In the event that the fine arts performance and athletic contest are scheduled at exactly the same time, the athletic director and band director make a joint decision (with administrative input if needed) concerning which activity the student is to attend. This is not a student decision, and is based on the relative importance of each activity and the potential contribution of the student as a member.]
- iv. If a fine arts rehearsal and athletic practice are at the same time or overlap, the fine arts and athletic team in question will split the amount of time that is in direct conflict.

We are fortunate that our school has strong traditions of quality in both fine arts and athletics. It is important that we maintain an environment of mutual support, respect, and cooperation to insure that both programs remain strong and continue to create great opportunities for students in years to come.

### **UNIFORM AND EQUIPMENT POLICY:**

Student/athletes are responsible for any uniforms, equipment, etc., issued to them by the athletic department. Student/athletes are expected to keep all issued items clean and in good condition. They will be financially responsible for all items issued and will reimburse the athletic department for all items not returned within one week after the season. They will not be permitted to try out for another sport unless all items issued are returned and/or paid for.

Student/athletes are to wear only athletic department approved equipment.

### **JEWELRY:**

Student athletes will follow the MHSAA rule for jewelry during contests. Coaches will direct athletes on proper rules for wearing jewelry.

### **DRESS CODE AND CURFEW:**

Student/athletes should wear appropriate attire on game day so as to represent our school and team properly. (Ex: shirt, tie, slacks, dress, etc) Each coach may impose guidelines for a dress code

at their discretion, with administrative approval. A reasonable evening curfew may be suggested for the benefit of each student/athlete. Proper rest is essential for a good performance.

### **STUDENT/ATHLETE ATTENDANCE:**

**Coaches will address the attendance policy with their athletes and are encouraged to check daily attendance reports.**

1. **DAY OF CONTEST** – In order to participate in a contest, the student/athlete **must be in attendance at least half of the school day** unless the athletic director grants an "excused" absence. Excused absences will be granted for medical appointments and legitimate emergencies only. **A half day absence due to illness MUST be a morning absence. A student who leaves school early due to illness, will be considered too ill to compete that same afternoon/evening.**
2. **DAY FOLLOWING CONTEST** - The student/athlete must be in attendance **at least half of the school day** following a contest in order to participate in the next contest of that sport season except when the athletic director grants an "excused" absence.
3. **SATURDAY CONTESTS** - A student/athlete must be in attendance **at least half of the school day** prior to the contest in order to participate except when the athletic director grants an "excused" absence.
4. **DAILY PRACTICE** - a student/athlete must be in attendance **at least half of the school day** in order to participate in a practice. **A student who leaves school early due to illness, will be considered too ill to participate that same afternoon/evening.** The athletic director may grant an "excused absence" to allow for participation.
5. **CONTINUOUS OR PATTERNED ABSENCES** may lead to game suspension or possible squad dismissal.

**NOTE: Student/athletes may be officially excused from participation by the athletic director only when the absence is due to a doctor's appointment with a doctor's verification, or because of significant or unusual circumstances. Notification by a parent is necessary by 1:00 p.m. on the day of the absence.**

**Student/athletes should have their daily classroom work prepared for the day if they are scheduled to leave early for a contest. Each student/athlete is responsible to get the next day's assignment from their teacher and have it prepared for the class when they return.**

### **INCLEMENT WEATHER DAYS:**

- **PRACTICE:**

If school is cancelled prior to the start of a school day because of inclement weather, all practices will be cancelled. If weather should permit later in the day, the varsity teams may have the possibility of practicing after receiving authorization from the athletic director, **per the superintendent.**

- **CONTESTS:**

On inclement weather days the athletic director will be in communication with the school administration and there will be a decision made by 2:00 p.m. the day of the contest. All Middle School contests will be cancelled when school is called because of inclement weather.

## **TRANSPORTATION:**

The athletic department believes there is a part of learning that takes place when both winning and losing are experienced as a team. **Student/athletes must travel to all away contests on authorized, school-approved transportation and are encouraged to travel home on school transportation, when available.**

Student/athletes are expected to follow all transportation guidelines set by the school district while being transported to and from a contest.

- **TRAVEL EXCEPTIONS:**

The student/athlete may travel home with his/her parent/guardian provided the transportation permission form is signed by the parent/guardian, coach, and athletic director. Exceptions may include:

- 1) School related activities
- 2) Family trips out of district,
- 3) Emergency medical treatment,
- 4) Family emergencies.

## **SAFETY AND INSURANCE CONSIDERATION FOR PARENT/GUARDIANS:**

It is important to ensure that adequate health and accident insurance are in place in order to protect against any unforeseen health or accident claims which may arise. It is the responsibility of the parent/guardian to purchase and maintain such coverage for the student/athlete. The school district does not provide insurance coverage for this purpose and does not intend to reimburse or pay for medical bills of student/athletes who sustain injuries while participating in school activities.

Parent/guardians are encouraged to review their personal insurance coverage with their agent to ensure adequate supplemental insurance coverage for accidents or injuries.

It is the responsibility of the school district to notify parents or guardians of the risk of serious bodily injury and/or accidental death inherent in athletic activities, particularly in contact sports such as football. The signing of the Student Athlete Code of Conduct by parent/guardian will serve as acknowledgement of this communication and the granting of permission for the participation by the student/athlete.

## **CONCUSSIONS:**

**Concussions are a very serious injury, coaches and parents are encouraged to review the concussion protocol provided by the MHSAA website. Information located in Appendix A. Students in contact sports will participate in IMPACT testing program. Information in Appendix B**

**MHSAA rules require written authorization from a physician (MD/DO) before an athlete may return to play after exhibiting concussion symptoms that caused that athlete to be removed for the duration of a contest.**

### **LENGTH OF SEASON:**

The length of each season will be from the first official day of practice (which is set by the MHSAA) until the conclusion of each sport's banquet. A student/athlete is expected to make a serious attempt to attend his/her sport banquet. Appropriate dress and attire should be worn at all banquets. (Jeans are not considered acceptable attire)

### **AWARDS EARNED BY STUDENT/ATHLETE:**

1. At the freshman level the student/athlete will receive a certificate of participation.
2. At the junior varsity level student/athletes will receive a certificate of participation.
3. At the varsity level, student athletes will receive a *varsity reserve certificate if they do not meet* the criteria for earning a letter in that sport. For those meeting their sport's criteria, they will receive a varsity letter award certificate, a varsity "C" for their letter earned and a chevron. (Only one letter "C" will be given during the four years of high school)

### **SPECIAL LEAGUE AWARDS:**

1. All Conference Selections - athletes will receive an All-Conference certificate.
2. Academic All Conference Award - the athlete must:
  - a. Have at least one semester of grades at the high school level.
  - b. Have at least a 3.5 grade point average

### **POST SEASON AWARDS:**

Violations involving alcohol or substance abuse will cause the student/athlete to forfeit all post season awards; certificate, letter, chevron, team awards, all-league, all area, all state honors, etc. Exception: a student/athlete who is in good standing at the end of the season.

**IN ADDITION:** Student/athletes in violation of local, state or federal laws (ex: theft, extortion, vandalism, assault, sexual misconduct, gross disrespect, etc.) during a season of participation will forfeit all post season awards and honors including; certificate, letter, chevron, team award, all league all area, all state honors, etc. Definition of "in violation" will be interpreted to mean when charged with the offense by local or state authorities.

### **COLLEGE ELIGIBILITY:**

The NCAA establishes academic standards for high school students that will determine college athletic eligibility. The academic standards may change yearly, contact the athletic office if you have questions.

### **NCAA CLEARINGHOUSE:**

Any student/athlete who attends a Division I or II University and plans to participate in intercollegiate athletics must complete a student release form and mail it to the NCAA Clearinghouse. Stop in the athletic office and receive the proper forms to register with the Clearinghouse.



<p style="text-align: center;"><b>CHARLOTTE PUBLIC SCHOOLS</b> <b>ATHLETIC CONDUCT GUIDELINES</b></p>
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Students who elect to participate in athletics are expected to conduct themselves in a manner that develops strong character, an alert mind, and a healthy body.

Choosing to participate in athletics means student/athletes are subject to the Athletic Code of Conduct in and out of school throughout the calendar year. Any conduct that is serious and reflects negatively on the student/athlete, team or school, will result in disciplinary action determined by the coach and/or the athletic director.

All penalties for violation of this Code of Conduct shall be cumulative beginning with the student's participation in the freshman year. At the middle school level, penalties shall be cumulative from seventh through eighth grade.

**PROGRAM CONCERNS:**

Charlotte Public Schools is very proud of its sound educational and athletic programs. As a result of our commitment to continually strengthen the quality of our programs, we invite comments from the public through the proper channels listed below.

When a person such as a student, parent, coach, teacher or administrator, has a question or concern regarding an athletic situation, we have found the following line of communication very effective in resolving issues. The district requests that parents follow the **24 hour rule** after competitions to discuss issues with coaches. This helps to have effective communication about situations that arise.

1. Start with the source. Talk directly with the coach. This should involve the student athlete in almost all situations, in private, face-to-face, away from the practice site or game arena. A telephone call may be necessary to arrange an appointment.
2. If necessary, talk next with the head varsity coach of the sport.
3. If necessary, talk next with the athletic director.
4. If necessary, talk with the principal.

All complaints **MUST** be heard at the lowest possible level **BEFORE** intervention by the higher authority can occur. This system has worked very well in the past. However, the next level of authority will always be willing to meet with a complainant if sub-level discussions do not accomplish their intended purpose.

Help the student/athlete learn to resolve his/her own differences. When a student successfully deals with difficult situations, he/she learns and grows. Of course, a parent always has the right to intervene on behalf of a child.

When stating your concern, be prepared with the facts in so far as you understand or can ascertain them. Think through your expectations for the outcome resulting from voicing your concern. That is, be clear about what you hope will happen as a result of your meeting.

As you converse with the coach, or other authority, repeat back what you hear him/her say to be sure that you understand the important points. Stay calm and friendly as you talk and listen.

We always assume that all parties have the best interest of the students in mind when concerns are discussed. We will make every effort to assure that the student is not penalized or placed in an awkward position as a result of voicing a concern.

## DISCIPLINE INFRACTIONS

### **UNSPORTSMANLIKE CONDUCT, DISQUALIFICATION, TECHNICAL FOULS:**

Unsportsmanlike conduct is governed by the MHSAA and states. "...a student/athlete or coach will be removed from the present contest and shall miss the next scheduled day of competition." Depending on the severity of the unsportsmanlike conduct, the student/athlete from Charlotte could be declared ineligible for additional days of competition.

The athletic director will evaluate the severity of the unsportsmanlike conduct and determine the additional suspension while taking into account profanity, vulgar gestures, behavioral sportsmanship, etc. Disqualification and technical fouls are not what Charlotte athletics are all about. Should the disqualification or technical foul warrant further discipline, the student/athlete may receive a suspension from the team for a longer period of time. Unsportsmanlike conduct at Charlotte High School will not be tolerated and will be disciplined. Continual unsportsmanlike conduct will result in dismissal from a team. Unsportsmanlike conduct is not open for an appeal procedure.

### **VIOLATIONS OF TEAM EXPECTATIONS:**

Charlotte student/athletes are expected to follow team expectations. When a coach decides to remove a student/athlete from practice or contest for what he/she considers to be inappropriate behavior, misconduct, etc., that is considered the coach's discretion, and is not subject to appeal. Ex: Disrespectful of team members, coaches, athletic support staff, officials, continual team disruption, continual profanity, leaving practice without permission, tardiness, absenteeism, etc.

Violations of Team expectations- may result in or up to sitting out of practice, loss of playing time, or being dismissed from team.

### **SCHOOL SUSPENSION:**

Any form of school suspension reflects negatively on the student/athlete, team and school.

Serious or repeated infractions may be dealt with more severely as deemed appropriate by the athletic director.

A student /athlete on suspension is not able to attend his/her regular classes or participate in extra-curricular activities during the dates of the suspension. There is a loss of all social privileges.

## **CONSEQUENCES FOR USE OF ALCOHOL AND SUBSTANCE ABUSE**

Consequences for substance abuse, alcohol, drugs and tobacco carry over season to season and year to year. Example: If a student violates this policy in the winter of one school year, and does not participate in a sport until the following school year, he/she would still serve the 25% suspension at that time.

Substance abuse offenses can occur during school or out of school activities. Example: if the police notify the school that a student has received a MIP that student would have an alcohol/substance abuse offense.

### **CONSUMPTION OF ALCOHOL OR ALCOHOLIC BEVERAGES; SMOKING OR VAPING; USE OF OTHER DRUGS; CRIMINAL CHARGES OR ACTIVITY; VIOLENCE; ACADEMIC FRAUD; DISRESPECT OR INSUBORDINATION TOWARD STAFF:**

Use, possession, concealment, distribution, sales or being under the influence. Proven academic fraud could be plagiarism, cheating, etc. Any evidence of violence or domestic violence, or insubordination toward a school staff member, coach or official would be a violation.

#### **1ST OFFENSE - CONSEQUENCES:**

- 1. A student guilty of a violation must serve a suspension of 25% of a full season. The student must continue to practice and attend competitions, but cannot be in uniform.**
- 2. A student guilty of a violation involving drugs or alcohol must ALSO undergo a substance abuse evaluation prior to regaining eligibility.**
- 3. The student may complete 10 hours of approved community service in order to have their suspension reduced. The Athletic Director and Assistant Principal will determine how much that suspension may be reduced.**

#### **2ND OFFENSE - CONSEQUENCES:**

- 1. A student guilty of a second violation, regardless of what the two violations were for, must serve a suspension of 50% of a full season. The student must continue to practice and attend competitions, but cannot be in uniform.**
- 2. The student must complete 20 hours of approved community service, but will not be eligible to have the suspension reduced.**
- 3. The student may be excused from some practices if it is necessary to complete the community service at that time.**

#### **3RD OFFENSE-CONSEQUENCES:**

- 1. A student guilty of a third violation, regardless of what the violations were for, will be suspended from ALL athletic participation for one calendar year from the date of the violation. The student cannot be on a team, nor can he/she practice with any team, during this suspension.**

**NOTE: The list of offenses above is not intended to cover all potential violations of this Code of Conduct. We cannot possibly list every possible violation. Behaviors that violate this Code will be evaluated individually, even if they are not listed above or below under “Gross Misconduct”.**

**SELF-DISCLOSURE:**

Any student/athlete who, by him/herself or together with his/her parent or legal guardian, voluntarily discloses a violation of the substance abuse policy (not including tobacco) under this Code prior to any reports, charges, or complaints may be referred to the student assistance program and may be referred to the substance abuse examination program. The student athlete can be required to follow the assessment recommendation. Also, the student/athlete will not be given a consequence, but it will count as one violation toward the Athletic Code of Conduct.

**This self-disclosure policy will only be available to student/athletes once during their career.**

**GROSS MISCONDUCT** is defined, but is not limited to: stealing extortion, vandalism, sexual harassment, fighting, harassment or intimidation. Students are suspended from school for such violations and therefore may not practice or participate in any Charlotte Public Schools activity. Student/athletes may be additionally disciplined by their coach or the athletic director up to and including dismissal from the team for GROSS MISCONDUCT. Violations of GROSS MISCONDUCT at any time fall under this Code.

**ALL OTHER VIOLATIONS** of the Charlotte High School student handbook may lead to additional discipline for any CHS student/athlete. Please remember that by choosing to participate in athletics you are also choosing to represent CHS in a quality manner. Being disruptive in class, using profane language, cheating in class, or engaging in any other negative behavior is not what is expected of a student/athlete. Athletes engaging in such behavior may expect that their coach and/or Athletic Director will bring violations to their attention and may, if appropriate, discipline a student/athlete beyond what is called for in the CHS student handbook.

**APPEAL PROCEDURE**

**At the time that a disciplinary consequence is being assigned for inappropriate student behavior, the parent or student athlete may disagree and wish to appeal to the next level of administrative authority (high school principal). This should be initiated in writing with in 24 hours after parents and student are contacted. Any appeals beyond the high school principal will be resolved by the superintendent or his/her designee.**



**ATHLETIC CODE OF CONDUCT CONTRACT**  
**CHARLOTTE MIDDLE AND HIGH SCHOOL**

**PARENT AND STUDENT**

Please sign the form below and return to the Athletic Office before the first day of practice.

**OUR SIGNATURE INDICATES WE HAVE READ AND UNDERSTAND THIS ATHLETIC CODE OF CONDUCT:**

\_\_\_\_\_  
Please Print – Student Athlete’s Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Student Athlete’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian’s Signature

\_\_\_\_\_  
Date

**I understand that the required Athletic Fee (HS) is Due Prior to the First Competition.**

\_\_\_\_\_  
Parent/Guardian’s Signature



**CONCUSSION AWARENESS**

**EDUCATIONAL MATERIAL ACKNOWLEDGEMENT FORM**

By my name and signature below, I acknowledge in accordance with Public Acts 342 and 343 of 2012 that I have received and reviewed the Concussion Fact Sheet for Parents and/or the Concussion Fact Sheet for Students provided by Charlotte Public Schools

**Sponsoring Organization**

\_\_\_\_\_  
Participant Name Printed

\_\_\_\_\_  
Participant Name Signature

\_\_\_\_\_

Return this signed form to the sponsoring organization that must keep on file for the duration of participation or age 18.

Participants and parents please review and keep the educational materials available for future reference

\_\_\_\_\_  
Parent or Guardian Name Printed

\_\_\_\_\_  
Parent or Guardian Name Signature

\_\_\_\_\_  
Date

ImPACT Concussion Testing

\_\_\_\_\_

**Results from the Athlete’s baseline test will be shared with Primary Care Physician and/or HGB Im- PACT Physician for possible future care.**

Physician Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**I agree to participate in ImPACT testing.**

Printed Name of Athlete: \_\_\_\_\_

Signature of Athlete: \_\_\_\_\_ Date: \_\_\_\_\_

**If athlete is under the age of 18:**

Parent Printed Name: \_\_\_\_\_

Signature of Parent: \_\_\_\_\_ Date: \_\_\_\_\_

If the Athlete displays concussion-like symptoms, it will be highly recommended for them to perform a post- concussion ImPACT test, taken at ALIVE within 72 hours of injury, to determine a safe return to play.

Any follow-up or post testing is at the cost of the student athlete. It is the responsibility of the parent/guardian to maintain adequate health and/or accident insurance to ensure proper care of their student athlete(s). Further- more, parents/guardians and student athletes are hereby notified that the risk of serious bodily injury and/or accidental death is inherent in athletic activities, particularly in contact sports.

As the parent/guardian, I understand that the ImPACT Concussion base line test is mandatory for all contact sports (Football, Soccer, Wrestling, Basketball, Volleyball, Baseball, Softball, and Competitive Cheer) and that failure to participate in this testing will result in your student athlete’s inability to participate. I further under- stand that this ImPACT Concussion base line test will be provided at no cost to the athlete.

## **Appendix A:**

### **Educational Material for Parents and Students (Content Meets MDCH Requirements)**

Sources: Michigan Department of Community Health. CDC and the National Operating Committee on Standards for Athletic Equipment (NOCSAE)

## **UNDERSTANDING CONCUSSION**

### **Some Common Symptoms**

- **Headache**
- **Pressure in the Head**
- **Nausea/Vomiting Dizziness**
- **Balance Problems**
- **Double Vision Blurry Vision**
- **Sensitive to Light**
- **Sensitive to Noise**
- **Sluggishness**
- **Haziness**
- **Fogginess**
- **Grogginess**
- **Poor Concentration**
- **Memory Problems**
- **Confusion**
- **“Feeling Down”**
- **Not “Feeling Right”**
- **Feeling Irritable**
- **Slow Reaction Time**
- **Sleep Problems**



## WHAT IS A CONCUSSION?

**A concussion is a type of traumatic brain injury** that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven’t been knocked out.

You can’t see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a health care professional says they are okay to return to play.

### **IF YOU SUSPECT A CONCUSSION:**

- 1. SEEK MEDICAL ATTENTION RIGHT AWAY** – A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don’t hide it, report it. Ignoring symptoms and trying to “tough it out” often makes it worse.
- 2. KEEP YOUR STUDENT OUT OF PLAY** – Concussions take time to heal. Don’t let the student return to play the day of injury and until a health care professional says it’s okay. A student who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.
- 3. TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION** – Schools should know if a student had a previous concussion. A student’s school may not know about a concussion received in another sport or activity unless you notify them.

### **SIGNS OBSERVED BY PARENTS:**

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

## **CONCUSSION DANGER SIGNS:**

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people/places
- Becomes increasingly confused, restless or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously.)

## **HOW TO RESPOND TO A REPORT OF A CONCUSSION:**

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion. During recovery, rest is key. Exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rests breaks, be given extra help and time, spend less time reading, writing or on a computer. After a concussion, returning to sports an school is a gradual process that should be monitored by a health care professional.

Remember: Concussion affects people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

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

Appendix B:



Dual Sport Form

*Dual sporting is something that is to be done with consultation of parents, athlete, coaches and athletic director. It is only for the rare athlete that is exceptional in 2 sports that take place in the same season. This is an application form that is to filled out by the student athlete and turned into the athletic office before the start of their season. The athletic director will determine if dual sport ability will be given or not once the form is completed.*

Student name: \_\_\_\_\_ Grade: \_\_\_\_\_

**Two sports:** 1st Priority \_\_\_\_\_

2nd Priority \_\_\_\_\_

**1st Priority Sport:**

How many years have you played the sport competitively? \_\_\_\_\_

(AAU, Travel Team, Club or for CPS)

What level is anticipated for this upcoming sports season? \_\_\_\_\_

(Varsity, JV, Freshman)

Do you wish or plan to play in College? YES NO

**2nd Priority Sport**

How many years have you played the sport competitively? \_\_\_\_\_

(AAU, Travel Team, Club or for CPS)

What level is anticipated for this upcoming sports season? \_\_\_\_\_

(Varsity, JV, Freshman)

Do you wish or plan to play in College? YES NO

**Coaches:**

Do you predict that this student athlete can place or compete at the District/ Regional level in your sport whether it is the 1st or 2nd priority sport?

1st priority coach    YES    NO

2nd priority coach    YES    NO

Signature from both coaches agreeing to make arrangements and share time with this student athlete so they can compete in both sports.

**1st priority sport**

\_\_\_\_\_ Signature of coach: \_\_\_\_\_

**2nd priority sport**

\_\_\_\_\_ Signature of coach: \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Athletic Director Signature: (this signifies that the process is approved)**

\_\_\_\_\_ **Date** \_\_\_\_\_

*If parents or students have any questions about the process please feel free to contact the athletic department ahead of time.*

[guizzer@charlottenet.org](mailto:guizzer@charlottenet.org)

517-541-516

