Kenowa Hills Public Schools
VALUE. SUPPORT. EMPOWER.

Kenowa Hills High School

Handbook

2026-2027

Kenowa Hills High School
3825 Hendershot NW
Grand Rapids Michigan 49544
PH: (616)784-2400 • FAX: (616)647-0149 • www.khps.org

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Table of Contents

VISION **6**
MISSION **6**
School Mascot: Lance the Knight **6**
School Fight Song **6**
PROFILE OF A GRADUATE **7**
KENOWA HILLS DIRECTORY OF SCHOOLS **8**
DAILY SCHOOL SCHEDULE **8**
1.0 ACADEMIC INFORMATION **9**
1.1 Graduation Requirements 9
1.2 Physical Education Waiver 9
1.3 Honor Roll 9
1.4 Grading 9
1.5 Classroom Rules and Expectations 10
1.6 Classification of Students 10
1.7 Academic Letters and Academic Certificates 10
1.8 National Honor Society 10
1.9 Weighted Grades 11
1.10 NCAA Athletic Eligibility 11
1.11 Academic Integrity 11
1.12 Student Council 12
2.0 STUDENT SERVICES **12**
2.1 Grade Recovery 12
2.2 Repeating Failed Classes 12
2.3 Testing Out Procedure 12
2.4 Middle College 13
2.5 Dual Enrollment 13
2.6 Kent Career Technical Center 13
2.7 Lockers 13
2.8 Student Driving/Parking Rules 13
2.9 School Dances 14
2.10 Telephones 15
2.11 Insurance 15
2.12 Posting and/or Distributing Information 15
2.13 Work Permits 15
2.14 Age of Majority - Privacy 16
3.0 SCHOOL CULTURE AND CLIMATE **16**
3.1 Student Dress Code 16
3.2 Appropriate Language in School 16
3.3 Electronic Communication Devices 16

3.4 Care of Chromebooks 18
3.5 Cyber-Bullying 18
3.6 Public Displays of Affection 18
3.7 Lunchroom Regulations 18
3.8 Student ID 18
4.0 RULES OF CONDUCT 19
4.1 Code of Conduct 19
4.2 Campus Supervision 19
4.3 Repeated Misbehavior 19
4.4 Technology Acceptable Use Policy 19
4.5 Drugs, Alcohol, Mood Altering Substances, Paraphernalia & Fireworks 20
4.6 Tobacco/E-Cigarettes Policy 20
4.7 Threats Made by Students 20
4.8 Fighting and Threatening to Fight 21
4.9 Physical Assault on Adults 21
4.10 Physical Assault on Another Student 21
4.11 Verbal Assault 21
4.12 Safety Considerations 22
4.13 Lying or Impeding an Investigation 22
4.14 Skipping 22
4.15 Theft/Unauthorized Possession of Property 22
4.16 Forgery 22
4.17 Vandalism 22
4.18 Dangerous Weapons/Rape/Arson 22
4.19 Transportation Services 23
4.20 Administration Summary 24
5.0 RESPONSE TO INAPPROPRIATE BEHAVIOR 24
5.1 Removal from Class 25
5.2 Emergency Removal 25
5.3 Snap Suspension 25
5.4 Knight Crew 25
5.5 Suspension 25
5.6 Expulsion 25
5.7 School Code Requirements for School Discipline 25
5.8 Restorative Practices 26
5.9 Due Process and Appeals for Discipline 26
5.10 Appeal Process for Grades 26
6.0 ATTENDANCE INFORMATION 26
6.1 Types of Absences 27
6.2 What To Do When a Student Will Be Absent 27
6.3 Pre-Arranged Absences 27
6.4 Truancy/Chronic Absenteeism 27
6.5 Arriving Late - Signing In 28
6.6 Leaving Campus During the Day - Signing Out 28

6.7 Illness During the Day - Checking In 28
6.8 School Day Attendance and Closed Campus Policy 28
6.9 Parent Notification Procedure 28
6.10 Tardiness - Late to Class 29
6.11 Tardiness - Late to School 29
7.0 STATEMENTS AND POLICIES 30
7.1 Student Records and Privacy 30
7.2 Statement of Non-Discrimination 30
7.3 Release of Directory Information 30
7.4 Severe Weather 31
7.5 Bullying and Other Aggressive Behavior Toward Students 31
7.6 Breathalyzers 33
7.7 Search and Seizure 33
7.8 Personal Searches 34
7.9 Locker Searches 34
7.10 Automobile Searches 34
7.11 Medication 34
7.12 Visitors 34
7.13 Notification of Rights Under Family Educational Rights and Privacy Act (FERPA) 34
7.14 Complaints 35
8.0 SEXUAL HARASSMENT / TITLE IX 36
8.1 Title IX Statement and Grievance Procedure 36

VISION

Kenowa Hills Public Schools will provide meaningful learning experiences for every student, every day.

MISSION

Kenowa Hills Public School values, supports, and empowers all learners to achieve their full potential.

School Mascot: Lance the Knight

School Fight Song

We are Brave and Bold
Dressed in Black and in Gold
You can tell we're from Kenowa Hills

We're the symbol of
The school we love,
The place where our loyalty dwells.

We will fight, fight, fight,
With all of our might
And we'll cheer them to Victory, Victory!

If you want to see a real great team,
Keep your eyes on those Kenowa Knights.
FIGHT!

PROFILE OF A GRADUATE

The Profile of a Graduate identifies the social and emotional skills identified as most important for all KHPS graduates. The profile was developed based on student, parent, community member, and educator input. It includes five broad categories and the related skills that our community believes are necessary to be prepared for post-secondary success in college, career and life.

Revised March 2026

KENOWA HILLS DIRECTORY OF SCHOOLS

ALPINE ELEMENTARY 4730 Baumhoff NW Comstock Park MI 49321 Phone: (616) 784-0884 Principal: Jason Snyder	CENTRAL ELEMENTARY 4252 Three Mile Rd NW Grand Rapids MI 49534 Phone: (616) 453-6351 Principal: Abby Wiseman	ZINSER ELEMENTARY 3949 Leonard St Grand Rapids MI 49534 Phone: (616) 453-2461 Principal: Brooke Johnston
EARLY CHILDHOOD CENTER 3971 Richmond Court NW Grand Rapids MI 49534 Phone: (616) 791-9757 Director: Luke Scholten	KH MIDDLE SCHOOL 3950 Hendershot NW Grand Rapids MI 49544 Phone: (616) 784-3225 Principal: Mike Dodge	KH HIGH SCHOOL 3825 Hendershot NW Grand Rapids MI 49544 Phone: (616) 784-2400 Principal: Nate Robrahan
PATHWAYS HIGH SCHOOL 3950 Hendershot NW Grand Rapids MI 49544 Phone: (616) 965-4036 Principal: Cathy Capy-Cantu	TRANSPORTATION 4353 Remembrance Rd NW Grand Rapids MI 49534 Phone: (616) 453-4757 Director: Valerie Conklin	KH SPECIAL EDUCATION 3971 Richmond Court NW Grand Rapids MI 49534 Phone: (616) 791-9757 Director: Luke Scholten

DAILY SCHOOL SCHEDULE

ELEMENTARY Student Schedule: 8:35 a.m. - 3:37 p.m.

Half-Day Student Schedule: 8:35 a.m. - 12:05 p.m.

Main Office Hours: 8:00 a.m. - 4:00 p.m.

MIDDLE SCHOOL Student Schedule: 7:40 a.m. - 2:37 p.m.

Half-Day Student Schedule: 7:40 a.m. - 11:09 a.m.

Main Office Hours: 7:00 a.m. - 3:30 p.m.

HIGH SCHOOL & PATHWAYS Student Schedule: 7:45 a.m.-2:42 p.m.

Half-Day Student Schedule: 7:45 a.m.-11:14 a.m.

Main Office Hours: 7:00 a.m.-3:30 p.m

Revised March 2026

1.0 ACADEMIC INFORMATION

Refer to the 2025-26 Kenowa Hills High School and Pathways High School Curriculum Guide for additional academic details not included in the Student Handbook.

1.1 Graduation Requirements

Per the State of Michigan, Kenowa Hills High School students are required to earn 22 credits to graduate. Of the 22 credits, the following 18 are required:

English Language Arts (4 credits) – English 9, English 10, English 11, and English 12.
Math (4 credits) – Algebra, Geometry, Algebra II, and one additional math or math-related credit to be taken during senior year.
Science (3 credits) – Biology, Physical Science, and Chemistry or Physics.
Social Studies (3 credits) – World History, US History, and Government/Economics.
Health and Physical Education* (1 credit) – Health and Physical Education, both taken freshman year.
Visual, Performing, Applied Arts (1 credit) – A list of these classes is available in the 2026-2027 Kenowa Hills High School and Pathways High School Curriculum Guide.
World Language (2 credits) - Students must complete two (2) credits of the same World Language.
Total Required Credits – 18

Students may elect the remaining four (4) credits according to their own personal educational goals. Students transferring in from other schools may have their requirements adjusted to reflect their previous system's structure of classes.

Members of the Class of 2028 and onward must complete a one semester (.5 credit) Personal Finance class as part of their math credits. Refer to the 2026-27 Kenowa Hills High School and Pathways High School Curriculum Guide for additional details.

1.2 Physical Education Waiver

The ½ credit of Physical Education may be substituted with two (2) years of Marching Band (including Band Camp) OR two (2) completed athletic seasons. A completed athletic season is defined as the entirety of a sport season (fall, winter, or spring) at any level (freshman, junior varsity, or varsity) in a sport in which Kenowa Hills High School awards a varsity letter.

1.3 Honor Roll

If you have a 3.0 GPA or better for a 9 week grading period you will be eligible for placement on an honor roll.

1.4 Grading

Your grade should be an evaluation of how well you have met the course objectives. Teachers will publish the basis for grading students in their classes and distribute these to their students during the first week of class.

The grade breakdown for every course will be 75% Measurement Topics and 25% everything else included but not limited to quizzes, class work, homework, or other practice activities.

All Measurement Topics must be passed with a 60% or better to earn credit in the course. Students must take the Measurement Topic or turn in the Measurement Topic on the due date.

Students who fail to earn 60% are expected to reassess. Retakes are optional for those who earn 60% or better on an assessment. When possible, students will only retake portions of the assessment where proficiency is not demonstrated. The student must initiate the retake procedure/process. Teachers will communicate their requirements for retaking assessments to all students. Students will not be allowed to reassess unless they have taken corrective actions to improve learning and are showing readiness to reassess.

It is the responsibility of the student to ask for make-up work upon returning from an absence. Make-up work shall be completed within the following timeline: one day for each day absent, plus one. Exceptions must be arranged with the individual teacher. Previously announced assignments (including presentations and projects) are due on the announced due date or the day the student returns.

1.5 Classroom Rules and Expectations

In addition to the general school rules, each classroom teacher will issue a syllabus to each student enrolled in the class.

1.6 Classification of Students

Your grade level will be determined at the beginning of each school year. Credits toward graduation will be compiled no later than the beginning of each school year. Notification of student deficiency will occur at the end of each school year.

Freshman 0 - 3.5 credits	Junior 10 - 15.5 credits
Sophomore 4 - 9.5 credits	Senior 16 + credits

1.7 Academic Letters and Academic Certificates

9TH Grade – Must have a cumulative GPA of at least a 4.0 after 1 semester at the high school.
10th Grade – Must have at least a cumulative GPA of 3.7 after 3 semesters at the high school.
11th Grade – Must have at least a cumulative GPA of 3.7 after 5 semesters at the high school.
12th Grade – Must have at least a cumulative GPA of 3.5 after 7 semesters at the high school.

Students in grades 10, 11, and 12 can be nominated for an award based on improved grades. Final selection criteria are based on attendance, attitude, and behavior. One academic letter per student will be awarded. In subsequent years, students will receive an academic certificate.

Information for the honors award ceremony will be pulled at the end of the 3rd nine week marking period of the current school year.

1.8 National Honor Society

Selection to the Kenowa Hills chapter of the National Honor Society (NHS) is carefully monitored by the NHS at the national level. Each chapter is given a charter based upon a pledge to uphold the NHS by-laws. These rules cover who may be selected.

The Kenowa Hills High School criteria for induction into the National Honor Society is as follows:

1. Be an entering junior with a cumulative GPA of 3.7 or a senior with a cumulative GPA of 3.5
2. Show proof of service and leadership
3. Demonstrate appropriate character befitting an NHS member

After a student has been invited to apply to be a member of NHS based on GPA, they are then given the opportunity to submit evidence to confirm their leadership and service: (1) a list of Leadership and Service activities that they have been involved in, either inside or outside of school and (2) two recommendation

forms completed by individuals who have known the student applicant for at least two years. At least one form must be from someone outside of the school community. Forms should not be completed by relatives.

Once all information has been accumulated, faculty members will be presented with a list of qualifying candidates who will then be evaluated for character. The decision of admission is based on the total information presented. Once inducted, to remain a member in good standing a student must maintain a minimum GPA: Juniors 3.7 and Seniors 3.5. If a member's GPA falls below these minimums at semester, membership in NHS is revoked. Attendance at and participation in NHS functions is mandatory. If a member misses more than one mandatory function, membership will be revoked. Finally, a member may be removed at any time for classroom discipline issues, formal measures taken by the high school administrative office, or other infractions deemed unbecoming an NHS member.

1.9 Weighted Grades

Advanced courses that have been identified as qualifying for a 5 point weighted scale will be used in the calculation of student grade point averages (GPA). Refer to the 2026-27 Kenowa Hills High School and Pathways High School Curriculum Guide for additional details.

Students and parents/guardians may access grades online through Canvas at khps.instructure.com or Powerschool at ps.khps.org. Contact Student Services for a student ID number and password to access grades online.

1.10 NCAA Athletic Eligibility

Students who want or intend to participate in Division I and II collegiate athletics are subject to specific eligibility requirements based on their high school academic performance. Refer to the 2026-27 Kenowa Hills High School and Pathways High School Curriculum Guide for additional details.

1.11 Academic Integrity

Students have a significant responsibility in the area of honesty and integrity regarding all schoolwork. Academic integrity means representing oneself and one's work honestly. Misrepresentation means a student is claiming credit for another's ideas or work and is, thereby, trying to receive a grade not actually earned.

Cheating includes using materials, books, notes, and/or internet resources when not authorized by the teacher. Cheating is also copying another person's work, allowing another student to copy his/her work, plagiarizing from the work of others, and using someone else's work or ideas without giving the other person credit. Being an accessory to cheating is as serious as cheating itself.

Dishonesty, whether in assessments or daily work, needs no repetition to be considered a serious offense. Students caught cheating will face discipline that may result in repeating assignments, repeating an entire class, and suspension from school.

Information about appropriate AI usage can be found in the Acceptable Use Policy for Technology (subsection 4.4).

Students are expected to give their best effort on all state and district standardized tests. Students who fail to give their best effort may be prohibited from attending extracurricular activities, school dances, assemblies, and/or school sponsored field trips.

The following steps will be taken for situations regarding Academic Integrity concerns.

1st Offense: The teacher contacts the parent and the student will receive one full day of Knight Crew. The maximum percentage a student can receive on the assignment or assessment in question is 60%.

2nd Offense: The teacher contacts the parent and the student will receive up to a three (3) day suspension based on an administrative investigation. The maximum percentage a student can receive on the assignment or assessment in question is 50%.

3rd Offense: The teacher contacts the parent and the student will receive up to a five (5) day suspension based on an administrative investigation along with a 0% for the assignment. This progressive discipline structure is reserved to each individual class.

1.12 Student Council

The Student Council represents the students of the school in all matters. Its purpose is to develop a harmonious relationship between the students, the faculty, the community, and the administration; to promote school spirit; to regulate and coordinate extra-curricular activities; and to devise further methods by which the school may be improved.

2.0 STUDENT SERVICES

Refer to the 2025-26 Kenowa Hills High School and Pathways High School Curriculum Guide for additional student services details not included in the Student Handbook.

2.1 Grade Recovery

Students who are close to passing the course (50% or higher) are provided one week at the end of each semester to recover failing grades. Failure to recover the course grade during this time will result in students having to repeat or take the course during summer school.

2.2 Repeating Failed Classes

A student may repeat a failed course to improve a grade previously earned. The new grade and credits earned will replace the old grade and credit in computing grade point average. The failed grade does remain on the student's transcript.

2.3 Testing Out Procedure

The Board of Education of the Kenowa Hills Public School District acknowledges that some students may have acquired knowledge or skills at levels that would allow them to demonstrate a reasonable degree of mastery without taking specified courses. The purpose of this policy is to provide students an opportunity to be placed in the course of study that appropriately matches their level of mastery in a subject area. Students may request an opportunity to demonstrate such mastery by testing out of a course, through a combination of comprehensive written examination(s), essays, projects, portfolios, performances, or other comparable forms as determined by each department.

In order to test out, students must adhere to the following parameters and deadlines:

- Students may request to test out of only those classes they have not already taken (regardless of the grade earned). Once credit is earned through the testing out process, a student may not earn credit for a lower course in that subject's course sequence.

- Credit is earned if the student earns a C+ (77%) or better on the corresponding course work or combination of examinations as determined by each department. Credit earned will be denoted as "Pass" on student transcripts and will have a neutral impact on the overall grade point average calculation.

- Requests for test out must be in alignment with student EDPs and are subject to administrative approval.

- Fully completed/approved request forms must be returned to the main office of Kenowa Hills High School by May 15. Testing out examination dates are set to be determined for each school year, but will occur during the summer.

2.4 Middle College

Kenowa Hills offers a Middle College Program for students that meet participation criteria. Program details are included in the 2025-26 Kenowa Hills High School and Pathways High School Curriculum Guide.

2.5 Dual Enrollment

Kenowa Hills offers dual enrollment opportunities for students that meet participation criteria. Program details are included in the 2025-26 Kenowa Hills High School and Pathways High School Curriculum Guide.

2.6 Kent Career Technical Center

Kenowa Hills offers specialized technical education programs provided by the Kent Intermediate School District (ISD) at the Kent Career Technical Center (KCTC) for students who meet participation criteria. Program details are included in the 2026-27 Kenowa Hills High School and Pathways High School Curriculum Guide.

KCTC has expectations of students that may differ from Kenowa Hills High School's policies. Please contact KCTC directly at thetechcenter.org regarding their expectations.

2.7 Lockers

Lockers are the property of the school, and the school retains the right to inspect them at any time. Students are assigned the same locker for the duration of the school year for the purpose of storing supplies, jackets, and items essential for the education process. It is the student's responsibility to keep the interior and exterior of the locker neat and clean. **Stickers, tape or other adhesive based products used to affix items to lockers are strictly prohibited**. Periodic locker checks are designed for the purpose of ensuring school safety and student welfare. Locker displays must be appropriate for a school building. References or depictions of controlled substances are prohibited. Students should not give their locker combination to anyone else or occupy any locker other than their own. Students should not keep money or valuables in their lockers. Students are responsible for keeping their assigned lock on their locker.

The school is not responsible for misplaced, lost, or stolen articles. Students who lose their locks will be charged $10.00 for a new lock. Locks are to remain on the locker at all times.

2.8 Student Driving/Parking Rules

Students that drive to school must be licensed and must register their insured vehicles. The vehicle registration fee is $20.00 for any vehicle registered prior to spring break, and $10.00 for any vehicle registered after spring break. This fee must be paid before any student drives his or her vehicle to the high school. A temporary permit may be obtained from the office if an unregistered vehicle is only going to be used one or two days. All registration stickers MUST BE ATTACHED TO THE DRIVER'S SIDE REAR WINDOW with the numbers visible at all times. Failure to register a vehicle, and any other improper parking, will result in the following:

1st Violation: Warning
2nd Violation: Immobilization of vehicle ($20.00 removal fee)
3rd Violation: Immobilization of vehicle ($20.00 removal fee) and driving suspension
4th Violation: Towing of vehicle at owner's expense

Students are expected to drive in a safe, responsible manner to, at, and from school. Warnings will not be given for inappropriate driving. Penalties range from a detention after school to loss of driving/parking privileges on school property to notification of a law enforcement agency. When a student loses his/her driving/parking privilege, no one else may drive/park his/her vehicle on school-owned property. Students that drive/park while their privileges are suspended, or allow someone else to drive/park their vehicle, will have their vehicle towed, and may lose their driving/parking privileges for the rest of the school year.

Students are not to park in the staff, receiving, food service, or visitor parking areas. Only handicapped drivers may use handicap parking areas. Drivers are expected to park on the paved parking areas, in one space, between the painted lines.

Students are not allowed to access their vehicles during the school day. Drivers should lock their vehicles upon arrival at school and not enter any parking lot until the conclusion of the school day, unless authorized by the main office.

Students may not transport other students in their vehicles during the school day without permission from the office. Violations of this rule will result in the following:

1st Violation: Loss of driving privileges for two (2) weeks
2nd Violation: Loss of driving privileges for nine (9) weeks
3rd Violation: Loss of driving privileges for the remainder of the current school year

Students who leave in a vehicle with another student during the school day without permission from the office are subject to disciplinary action:

1st Violation: Knight Crew(s)
2nd Violation: Knight Crew(s)
3rd Violation: Suspension from school up to (10) school days

Kenowa Hills Public Schools is not responsible for any damage to vehicles or thefts from vehicles, although these incidents, and any accidents occurring on school property, should be reported immediately to the high school main office.

Student-driven vehicles may be subject to search if there is reasonable suspicion to believe that drugs, alcohol, stolen property, weapons, or other contraband might be present in that vehicle. More information can be found in the Automobile Searches subsection (7.10).

Students who are chronically tardy/absent to school may lose driving privileges and/or receive appropriate consequences aligned with the school attendance policy.

2.9 School Dances

- All school dances are scheduled by the Student Council and are open to students in grades 9-12.

- Students will be required to show ID prior to admission to the dance, and will not be allowed to re-enter after leaving.
- Homecoming, Swirl, & Prom are open to our students and dates under the age of 21 that have been approved by administration prior to the day of the dance.
- All dances will end by 10:30 p.m.
- A staff person shall be at the door to enforce school rules.
- Other chaperones will be assigned to patrol the parking lots, halls, and dance floor and enforce the school conduct code.
- Misconduct could merit suspension from school and/or extra-curricular activities.
- Any student who violates the Drug/Alcohol/Mood Altering Substances and/or Paraphernalia policy during the current school year, will be prohibited from attending all dances.

**If any of the following conditions have occurred or are occurring when purchasing school dance tickets, students will not be eligible to purchase tickets and are prohibited from attending the dance with a ticket purchased by another student:

- Course grades: Failure of two (2) or more classes in the current semester.
- Attendance: Attendance rate of less than 90% of the total school days prior to the dance.

Attendance-based expectations apply for school dance eligibility to encourage and reward student attendance measures. Students who exceed the 10% absenteeism threshold (chronic absenteeism) for the current semester may complete make-up time to restore their attendance percentage to 90% before being allowed to attend the dance. All make-up time must be coordinated with a KHHS administrator and completed by an identified deadline prior to the dance.

Students who do not meet attendance requirements or fail to complete the identified make-up time by the deadline are ineligible to attend the dance in question.

2.10 Telephones

The school telephones are business phones and are available for student use for attendance purposes and emergencies only.

2.11 Insurance

Supplemental accident insurance is provided by an independent insurance company and is available to all students at a reasonable fee. Contact the office for more information.

2.12 Posting and/or Distributing Information

Any materials that anyone wishes to distribute or display on school grounds must be approved by the building principal prior to being distributed or displayed.

2.13 Work Permits

Youth under the age of eighteen must have a school-issued work permit to be employed. There are reasons that schools are the issuers of work permits: so that school is the primary focus of school-age children, to ensure that students are in good attendance before being allowed to be employed, and to ensure that work does not cause a decline in school attendance/participation. Students missing 10% or more of scheduled school days (to date) may have their school-issued Work Permit revoked by the school, preventing the student from working during the school year.

2.14 Age of Majority - Privacy

The administration of Kenowa Hills High School recognizes that when a student reaches the age of majority (18), he/she is afforded all of the rights and privileges of adulthood once a waiver has been signed. The school will then deal directly with the 18-year-old who has signed the waiver and met with the high school principal.

3.0 SCHOOL CULTURE AND CLIMATE

Kenowa Hills High School is committed to excellence. We reflect this commitment by helping promote a school culture where excellence occurs. All parties share the responsibility of establishing the school culture. At Kenowa Hills High School, we are proud that our culture reflects and expects positive ethics, attitudes, and personal behaviors from everyone.

3.1 Student Dress Code

Students are in school to learn social and academic skills and knowledge. Students should dress comfortably to positively engage in the educational environment. The responsibility for a student's attire resides with individual students and their parents/guardians.

Any clothing that references or promotes racism, violence, alcohol, tobacco, drugs, sexual innuendos, implies obscenity, or interferes with the educational process or learning atmosphere are not consistent with KHHS expectations and are not acceptable.

Other items that may reasonably be perceived by a student, staff member, or administrator as evidence of membership in or affiliation with a gang are prohibited.

Any clothing that shows undergarments is not acceptable for school. Shirts and tops should have fabric in the front, back, on the sides under the arms, and over the shoulder. Pants, shorts, skirts, and dresses (with or without rips) may not expose the entire thigh or buttocks.

Accessories that are worn may not pose a safety threat (e.g. wallet chains, spiked jewelry). Students need to be easily identifiable when entering the school building and throughout the day (e.g. no sunglasses, long coats, or masks other than medical masks for the prevention of disease). Footwear and clothing must provide appropriate protection in the event that a student must evacuate the building at any time of the year. The Dress Code will be addressed by staff and administration.

3.2 Appropriate Language in School

Vulgar language, racial slurs, and profanity are disrespectful and are not acceptable at Kenowa Hills High School at any time. Such behavior will lead to the use of restorative practices and/or progressive disciplinary action.

3.3 Electronic Communication Devices

Kenowa Hills Public Schools is committed to establishing and supporting 21st century learning environments. As part of this commitment, KHPS allows students, in grade levels 6-12, and staff to access the KHPS wireless network using their own technology devices (i.e. laptops, Smart Phones, iPads, Chromebooks, etc.) during the learning day outside of class. When the classroom teacher has approved the use of personal devices during class, students may use their own devices in the classroom to access and save information from the Internet, communicate with other learners, and use productivity tools loaded on their devices. At no time is a student allowed to use any third party data network (i.e. Verizon, Sprint, AT&T data access) to access the Internet, networks, or web-based application within the school building.

KHPS provides wireless network connectivity as a user authenticated service and offers the same content filtering, protection, and regulations as any district owned and deployed device. KHPS is not responsible for any loss, damage, or theft of personally owned technology devices. KHPS is not responsible for any loss of information that may arise from the use of the wireless connection or any loss, injury, or damages resulting from the use of the wireless connection. All users of the KHPS network are bound by the district's Acceptable Use Policy (AUP) for Technology (see subsection 4.4 for more details). By signing the KHPS AUP you are agreeing to all of the above cautions and policies as they pertain to both district and non-district devices.

The following expectations must be followed by all students:

- Students are prohibited from using any communication devices while riding the school bus.
- Electronic devices may not be used during instructional time. In no case will any personal communication device be allowed at any time that provides for a wireless connection to the Internet or have the capability to take/send photographs of any kind in the restrooms and locker rooms.
- Using personal electronic devices in the following ways on school grounds is strictly prohibited and will result in disciplinary actions.
    - Taking pictures/videos without permission of an individual(s).
    - Taking pictures/videos of any type of verbal or physical altercation.
    - Taking pictures/videos in locker rooms or bathrooms.
    - Posting and/or distribution of pictures/videos of inappropriate material.

Disciplinary action, up to a ten day suspension from school may occur for violating these expectations.

Any device operated in violation of this rule, or for any illegal purpose, shall be confiscated, and not returned until, where appropriate, parent(s)/guardian(s) conference has been held. If a student refuses to surrender their electronic device when requested by a staff member, they may be subject to disciplinary action, up to and including suspension from school.

Personal cell phones are not permitted for use during any part of the instructional period, including in hallways and workrooms during class. Each teacher will provide a designated cell phone "garage" or similar solution for students to store their phones during instructional time. If not placed in the designated storage area, student phones must be turned off and kept out of sight throughout the instructional period.

Student use of phones in the school building is allowed:

- Before and after school
- During passing periods
- During lunch

Consequences for Violating Cell Phone Expectations

- **1st Violation** – Warning. Phone is confiscated and returned to the student at the end of the instructional period.
- **2nd Violation** – Phone is confiscated and turned into the main office. The student may get the phone at the end of the day.
- **3rd Violation** – Phone is confiscated and turned into the main office. The student must serve a Knight Crew before the student receives their phone. The parent is contacted by the teacher.
- **4th Violation** - Phone is confiscated and turned into the main office. The student must serve a Knight Crew. Administrator contacts home and a parent must pick up the cell phone.

**Consequences for violations of cell phone expectations reset each semester.

Students bringing personal electronic devices onto school grounds assume full risk and responsibility for lost, damaged, or stolen equipment.

3.4 Care of Chromebooks

Misuse of Chromebooks will result in disciplinary action. The following is considered misuse:

- Listening to music on Chromebook without teacher permission
- Games without teacher permission
- Any sites not pertinent to the learning activity
- Misuse of email (bullying, chatting, non-educational use)
- Physical misuse/abuse in anyway
- Touching or handling of others' Chromebook without permission
- Not charged or not brought to school
- Any violation of the "Acceptable Use Policy"
- Any other behavior deemed inappropriate by staff.

Consequences

- 1st Violation - Warning (Teacher discussion)
- 2nd Violation - Consequence at teacher's discretion
- 3rd Violation - detention, and home contact.
- 4th and 5th Violation - detention
- 6th Violation - Student referred to Assistant Principal.
- At any point, the teacher may take the Chromebook for the rest of the hour. The administration has the right to impose greater penalties than those listed.

3.5 Cyber-Bullying

KHPS believes that all people in our learning community have the right to teach and learn in a supportive, caring, and safe environment without fear of being bullied. We believe that every individual has a responsibility to report an incident of bullying whether it happens to themselves or to another person. Any form of harassment using electronic devices, commonly known as cyber-bullying, by staff, students, or third parties is prohibited and will not be tolerated in the district.

Cyber-bullying is the use of any electronic communication device to convey a message in any form (text, image, audio, or video) that defames, intimidates, harasses, or is otherwise intended to harm, insult, or humiliate another in a deliberate, repeated, or hostile and unwanted manner under a person's true or false identity. In addition, any communication of this form that disrupts or prevents a safe and positive educational or working environment is also considered cyber-bullying.

KHPS will take any report of cyber-bullying seriously and will investigate credible reports.

3.6 Public Displays of Affection

Public displays of affection are not permitted. If it occurs, you will be asked to stop, and if necessary be subject to progressive discipline.

3.7 Lunchroom Regulations

You are expected to pick up after yourself. Adult lunchroom aides are provided for student supervision and to help when necessary.

3.8 Student ID

You will be required to carry your ID card during regular school hours. You will need your ID for the following:

- Use of a food service debit account

- Entry to school dances
- Verification of student identity, if asked to, by school personnel
- Verification of a student as being a part of Kent Career/Technical Center or Career Preparation Programs (Assistant, Cadet Teaching, Internship, or Work Experience programs.)

Each student will be furnished with an ID card. Replacement IDs will be provided at $3 for the second card and $5 for any thereafter.

4.0 RULES OF CONDUCT

Kenowa Hills High School Rules of Conduct are in effect in school, on school property, during field trips, and all other school sponsored activities. Suspension may be used in dealing with violations of these rules. **It is your responsibility to be familiar with the rules contained in this handbook.**

4.1 Code of Conduct

GOLD

- G: Give your Best
- O: Own your Actions
- L: Lead with Kindness
- D: Demonstrate Safety

4.2 Campus Supervision

Students are to respect the property of school and others as well as the authority of teachers and other school personnel and to respect reasonable directions from them. When asked by any staff member, a student must identify her or himself and/or accompany the staff member to the office of an administrator. Refusal to obey any school staff member is grounds for discipline. Every staff member shall have the authority to address inappropriate behavior with students. Students who refuse to comply with the above statements may be subject to a suspension of up to ten days, and if necessary, recommendation to the Superintendent of Schools for expulsion.

4.3 Repeated Misbehavior

Students are to behave appropriately in school at all times. In cases where students do not respond to correction and as a result continue to disturb the educational environment, additional progressive discipline will be implemented. Students then may be subject to an attendance or a behavior contract in order to remain a student at KHHS.

Students who have multiple, documented events of inappropriate behavior in school and/or extracurricular settings may be prohibited from attending extracurricular activities, school dances, and/or school sponsored field trips.

Students who have multiple violations of unexcused absences/tardies or have multiple behavior problems may be subject to suspension and/or a recommendation to the Superintendent of Schools will be made for a long term suspension or expulsion from Kenowa Hills Public Schools.

4.4 Technology Acceptable Use Policy

Using Computers and the Internet at School
KHPS students are provided access to computer equipment and services, including the Internet, in an effort to promote educational excellence. Computer and network operations rely on the proper conduct of users who

must adhere to strict guidelines. All students will be required to complete an application for Computer and Network Access before access will be granted. The use of computer equipment and services provided by the school district must be consistent with the educational objectives of Kenowa Hills Public Schools. Violations will result in the student being prohibited for an amount of time determined by administration as informed by the severity of the conduct in question.

Using Artificial Intelligence (AI) Tools for School Work
Students should do their classwork and homework using what they know and the resources deemed appropriate by the teacher. This means that students should not use AI or Natural Language Processing (NLP) tools unless their teacher gives explicit permission. Using these tools without permission is cheating because it does not demonstrate a student's true skill or knowledge level.

Students are responsible for how they use school technology. If students use AI or NLP tools without permission, it will be considered as a form of plagiarism and will result in discipline up to and possibly including suspension or revocation of user privileges.

When Students Can Use AI and NLP Tools
Teachers will identify and communicate times that it is appropriate for students to use AI and NLP tools to support research, data analysis, language translation, feedback in writing, and supporting learning for multi-lingual learners and students with additional needs. When utilized, students must disclose AI or NLP use through appropriate citation.

4.5 Drugs, Alcohol, Mood Altering Substances, Paraphernalia & Fireworks

Students are prohibited from possession, use, delivery, transfer, sale or attempted sale of any alcohol, controlled substances, look-alike drugs, or drug paraphernalia at any time while they are at school or any school-related activity (including but not limited to marijuana, marijuana accessories and/or marijuana-infused products). Fireworks and other incendiary devices are also prohibited. Violations will be referred to the appropriate authorities, and students will be subject to disciplinary action up to and including expulsion from school. Possible suspension may result for up to 10 days and, if appropriate, the student may be recommended to the Superintendent of Schools for expulsion.

** Any student who violates the drugs, alcohol, mood altering, and drug paraphernalia policy will be prohibited from extracurricular activities, school dances, and/or school sponsored field trips for the remainder of the school year with a possible continuation of up to 365 days from the date of the violation.

4.6 Tobacco/E-Cigarettes Policy

Student use or possession of tobacco products, e-cigarettes (including vaping) or paraphernalia are not permitted on school property at any time. (Including chewing tobacco) Failure to comply with this regulation will result in the following response:

1st Offense: Up to (2) two day suspension from school.
2nd Offense: Up to (4) four day suspension from school.
3rd Offense: Up to a 10 day suspension from school with notification of Kent County Sheriff Department.
** Any student who violates the use or possession of tobacco products, e-cigarettes (including vaping) or paraphernalia policy will be prohibited from attending school dances for one (1) calendar year.

4.7 Threats Made by Students

The safety of all students and staff is a priority at every school across the district. With this focus on safety, students and their families should know that threats of any kind, including those labelled retroactively as "joking" or a statement made while upset are not appropriate for the school setting.

Although rare, students may say or write things that constitute a threat and be cause for investigation. The ultimate goal of these investigative efforts is to understand the thoughts and potential intentions of the student in question. Depending on the nature of the threat, an investigation may include the District's School Resource Officer and/or local law enforcement.

If deemed necessary due to the nature of a student's action, appropriate school disciplinary actions will take place. If called for by law, the Kent County Prosecutor's Office may prosecute specific threats as a felony or misdemeanor.

4.8 Fighting and Threatening to Fight

It is a priority of school administration to maintain a safe environment for everyone. Fighting and threatening to fight are extremely disruptive to the educational environment and will not be tolerated at Kenowa Hills High School.

Kenowa Hills High School Administration reserves the right to determine if an incident is considered to be a threat, fight, or assault by completing an investigation. Students may be sent home immediately and remain at home for the duration of the investigation.

The administration will investigate the situation and will determine the involvement of all involved parties. Students involved in these behaviors will be subject to suspension for up to (5) five days on the first occurrence, and up to (10) ten days with possible recommendation to the Superintendent of Schools for expulsion if appropriate on subsequent offenses. Referrals to law enforcement agencies will be made as necessary.

Any student who violates the Fighting and Threatening to Fight Policy will be prohibited from school sponsored events up to 365 days from the date of the incident. Students that complete school-defined steps to acknowledge and repair relationships with others that were harmed may be able to participate in school sponsored events in a shorter time period.

4.9 Physical Assault on Adults

Any student in grade 6 or above who physically assaults (as defined by KHPS Board Policy 5610) a school employee, volunteer, or contractor has the right to due process (including an investigation into the circumstances and related factors of the event) that may lead to suspension or expulsion.

Board Policy defines physical assault as “intentionally causing or attempting to cause physical harm to another through force or violence”.

4.10 Physical Assault on Another Student

Any student in grade 6 or above who physically assaults (as defined by KHPS Board Policy 5610) another student on school property, at any school sponsored activity, or on any school-related vehicle, has the right to due process (including an investigation into the circumstances and related factors of the event) that may lead to suspension or expulsion.

Board Policy defines physical assault as “intentionally causing or attempting to cause physical harm to another through force or violence”.

4.11 Verbal Assault

Any student in grade 6 or above who commits verbal assault (as defined by KHPS Board Policy 5610) against a district employee, volunteer or contractor on school property, on a school bus or other related vehicle, or at a school sponsored activity or event has the right to due process (including an investigation into the circumstances and related factors of the event) that may lead to suspension or expulsion.

Board Policy defines verbal assault as "a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat".

4.12 Safety Considerations

The Kenowa Hills High School administration reserves the right to request that the student be deemed safe to be in school by an objective mental health professional before returning to school after a fight, assault, or threat. This may require the student submitting to a mental health assessment which will be the responsibility of the student and parent(s)/guardian(s).

4.13 Lying or Impeding an Investigation

It is expected that students are truthful and share all knowledge when questioned about incidents on and around campus. Those students who knowingly mislead staff or impede an investigation may be subject to disciplinary action.

4.14 Skipping

Students that skip school by leaving campus without permission, going somewhere else on campus rather than their assigned class, or that are absent from school without an appropriate excuse will be assigned to: the Knight Crew or if appropriate, suspension.

4.15 Theft/Unauthorized Possession of Property

Students are not to engage in theft or be in possession of stolen property. If students are involved in this behavior, they will be expected to make restitution, be suspended for up to five (5) days, and referred to the police if appropriate. Repeat offenses will result in a similar response with the suspension extended up to ten (10) days and/or recommendation for expulsion.

4.16 Forgery

Students are not to sign another person’s name or imitate another person’s handwriting on any document here at school. Forgery is a serious offense and may result in discipline up to and including suspension.

4.17 Vandalism

Students involved in defacing others' property shall be expected to make restitution for any damage done, be subject to suspension for up to ten (10) days, and if appropriate, be referred to the police and/or recommended for expulsion.

4.18 Dangerous Weapons/Rape/Arson

A student found to be in possession of a dangerous weapon or firearm, or a student who commits arson or rape on district grounds, in district buildings, or at school/district sponsored events may be permanently expelled for not less than 180 days from all Michigan school districts, and that information will be entered in the student's permanent record. The student will be referred to the criminal justice or juvenile delinquency system and the appropriate county department of social services or community mental health agency. The parent, legal guardian, and/or student shall also be notified of the referral.
The Superintendent of Schools reserves the authority to expel students, and school administration reserves the authority to appropriately discipline students found to be in possession of weapons that do not fit the definition of a "Dangerous Weapon" in the law cited below.

A student who is in possession of a pocket knife whose blade is less than three inches in length is subject to disciplinary action up to a ten day suspension from school. A police referral will also be made. This policy is in compliance with the Gun-Free Schools Act of 1994 {20 USC 3351} as amended by P.L. 103-382 {Section 14601, Part F} and MCL-380.1311.

4.19 Transportation Services

Student transportation in district-owned vehicles is offered to support district learning environments to support or mission of valuing, supporting, and empowering all learners to meet their full potential. Buses are an extension of the school day, to maintain access to this service, students must comply with transportation rules and driver directives designed to safely transport them to and from academic and extracurricular settings.

To make things convenient for families, we offer the option to have students dropped off or picked up from one location other than their home address (such as a daycare, relative, alternate parent, etc.). If you are in need of this option, please complete and submit a new Alternate Transportation Form prior to the start of each school year. Alternate drop-offs and pick-ups will be limited to one additional location per student and must be scheduled on a consistent regular basis. Please submit completed forms ASAP via email to transportation@khps.org and allow a week turnaround time for processing.

Our drivers are asked to safely transport our students on local roads in situations that are constantly changing. The following transportation expectations and discipline procedures have been established to ensure a safe and orderly transportation experience for students and staff.

Expectations
Follow Directions Promptly: Listen to and follow all directions given by the bus driver immediately.

Wait Safely for the Bus: Stay in a safe area away, at least 10 feet from the roadway, while waiting for the bus to arrive.

Board Calmly: Enter the bus calmly, without disturbing others, and go directly to your seat.

Maintain a Respectful Environment: Engage in polite conversation that does not include profanity, avoid physical or verbal confrontations, and respect everyone's space and well-being.

Stay Seated While Moving: Remain in your seat with aisles and exits clear while the bus is in motion.

Use Windows Properly: Only open windows with the driver’s permission and keep all body parts inside the bus.

Handle Objects Safely: Keep all personal items such as books, packages, and clothing out of the aisles and handle them responsibly.

Communicate Respectfully: Speak in a calm and respectful tone; maintain silence when requested, especially near railroad crossings to help the bus driver hear if there is an oncoming train.

Promote Cleanliness: Help keep the bus clean and tidy by removing personal trash and belongings when leaving the bus. Safety concerns and student allergies require that food is not eaten on district buses or vans. In the event that athletic teams or field trip groups need to travel with food and drink, coaches and lead teachers are responsible for ensuring that the bus or van are clean and tidy before departing the vehicle.

Respect Bus Property: Take care of the bus and avoid any form of damage. Damage to school property may result in the student and/or family covering the cost of repairs.

Use Designated Stops: Board and exit the bus at your assigned stops.

Uphold Safety and Respect: Ensure your actions always respect the safety and rights of others.

Be Mindful of Electronic Device Use: Use electronic devices responsibly; Recording videos or taking pictures on the bus is not allowed while riding a district bus or van.

Prohibited Items: Do not bring prohibited items such as weapons, items that look like weapons (including toys), hazardous materials, controlled substances (including tobacco, vaping products, DAB Pens, alcohol, drugs, etc.), or animals onto the bus. Animals that meet the Americans with Disability Act definition of service animal are permissible in ordnance with School Board policy.

Video cameras and other devices to monitor the use of prohibited materials 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. Parents should be aware that the recorded video will not be made public and will only be viewed by authorized school district officials and the police.

Bus Discipline Procedures

1st Offense

- The driver clarifies expectations with the student(s) to explain the unsafe behavior and how to correct it. Parents will be notified by the bus driver that an incident took place with clarification on how to improve the identified behavior.

2nd Offense

- The driver notifies the student(s) that a discipline report will be filled out to document the behavior.
- The parent/guardian(s) will be contacted by the building administrator to discuss the behavior and clarify expectations.

3rd Offense and Beyond

- The driver notifies the student(s) that a report will be filed to document the behavior.
- The building administrator will contact the parent/guardian(s) to notify them of disciplinary action.

Note 1: Depending upon the severity of the student behavior in question, school officials may impose more severe consequences as deemed appropriate under State and Federal Law and/or KHPS Board of Education policy.

Note 2: Issues involving weapons, threats of violence, or violent altercations will be turned over to local law enforcement authorities. Student discipline resulting from these cases are unique to each situation above and beyond that represented here.

4.20 Administration Summary

Exceptions to the rules, regulations, and consequences can only be granted by the school administration. The school administration reserves the right to establish fair and reasonable rules and regulations for things requiring action that are not covered in the handbook that may arise. In all cases, the rules, regulations, and possible punishments shall be as consistent as possible in previously established rules, regulations, and punishments for similar incidents. The action to be taken may be adjusted based upon the specific circumstances of the violation.

5.0 RESPONSE TO INAPPROPRIATE BEHAVIOR

Progressive discipline may include any of the following, depending on nature, severity, and/or frequency of the

incident.

5.1 Removal from Class

You may be removed from class because of a behavioral concern. If this occurs you must report promptly to the office your teacher directs you to. Students who are removed from class or leave a class on a permanent basis for the remainder of the semester will receive a failing grade in the class.

5.2 Emergency Removal

There are times when an emergency removal from class is appropriate. When an emergency removal has occurred, the student shall be given notice of the reasons and an opportunity to tell his/her side of the story as soon as reasonably possible.

5.3 Snap Suspension

Teachers may suspend a student from a subject, class, or activity for up to one school day, when:

- A student engages in acts of physical aggression.
- A student makes profane or vulgar comments (written or oral) toward a district employee or student.
- The student engages in inappropriate physical contact.

When a student receives a snap suspension, the teacher will report the suspension to a building administrator, and arrange a conference with the student's parent/guardian.

5.4 Knight Crew

You may be assigned to this group that will be performing different tasks in and around the building. This could include picking up trash, moving items, and/or other general labor activities. An adult staff member will supervise the Knight Crew. Students who fail to serve Knight Crew successfully will be assigned a full day of Knight Crew or be suspended from school.

5.5 Suspension

Whenever you are given a suspension for three or more days, you may be required to participate in a conference with an administrator and parent before being readmitted to school. The student may need to participate in the development of a plan to help change unacceptable behavior. Please note that repeated incidents needing suspension will result in progressively longer suspensions. Students who are suspended for infractions that infringe upon the safety and well-being of others, may be required to submit to an assessment by a mental health professional, at the students expense, before reentry into school.

5.6 Expulsion

Expulsion is the removal of a student from school by the Superintendent of Schools. This removal may be permanent or for the remainder of the school year. Expulsion is used when behavior has not been corrected through other means of discipline or when a student's behavior is extremely detrimental to the health, safety, and welfare of the student body. Procedural guidelines for expulsion will be followed. An administrator will notify students and parents of their rights. Expulsion will be considered to be any suspension of more than 10 consecutive school days.

5.7 School Code Requirements for School Discipline

Public Act 360 adds section 1310d when reviewing student discipline. Schools must consider all of the following factors before suspending and/or expelling a student:

1. The student's age
2. The student's disciplinary history
3. Whether the student has a disability
4. The seriousness of the violation or behavior committed
5. Whether the violation or behavior committed threatened the safety of any student or staff member
6. Whether restorative practices will be used to address the violation or behavior committed
7. Whether a lesser intervention would properly address the violation or behavior committed

For suspensions of eleven (11) or more days and expulsions, there is a rebuttable presumption against the suspension or expulsion. For suspensions of ten (10) days or less, there is no presumption against the suspension, but these factors must still be considered.

5.8 Restorative Practices

Public Act 361 adds section 1310c and requires school officials to consider using restorative practices as an alternative or in addition to suspending or expelling a student. Restorative practices are defined as "practices that emphasize repairing the harm to the victim and the school community caused by a pupil's misconduct."

5.9 Due Process and Appeals for Discipline

Kenowa Hills High School recognizes that student attendance must be treated as an individual matter for each student. To ensure that each student is given due process, the school has established the following procedure for students who have exceeded the allowable numbers for a semester. For attendance purposes, parents will have three (3) school days from the date of notification to submit in writing their request for an appeal. If a request for appeal is not received in the office within three (3) school days, the decision will stand. Upon an attendance appeal being submitted by the parents/guardians in writing, a school review committee may make adjustments to the attendance limit due to extenuating circumstances.

5.10 Appeal Process for Grades

In the event that a student and parent/guardian feel that a mistake has been made or there is some justifiable reason why the student's final grade should be changed for a given class, the student and parent/guardian shall first meet with the teacher responsible for issuing the grade in an attempt to solve the matter.

If the matter is not resolved to the satisfaction of the student and parent/guardian, they have the right to appeal to a review panel within 30 days from the time that the grade was received. The review panel shall be composed of a building administrator and two teachers selected by the building principal (not including the teacher administering the grade in question). The review panel shall render a decision within 30 days of meeting with the student, parent/guardian, and the teacher. The decision of the review panel shall be final and may not be appealed.

6.0 ATTENDANCE INFORMATION

Because school attendance is a major factor related to academic success, the students of Kenowa Hills High School are expected to attend school on a regular and consistent basis. Students must be present if they intend to take full advantage of the opportunities offered to them in the classroom. Regular attendance at school teaches self-discipline and responsibility, which are characteristics of reliable and employable adults. It is the responsibility of the students, parents, faculty, and administration to recognize the importance of school attendance and its impact on academic achievement. It is our belief that in order for learning to occur, the student must be present 90% of the days each semester.

6.1 Types of Absences

At Kenowa Hills High School there are different types of absences. It is understood that absences can occur for a variety of reasons. Therefore, to assure consistency, **High School Administration will be responsible for determining what type of absence has occurred.** The following definitions will serve to distinguish what type of absence has occurred.

Student absences will be categorized as follows:

EXCUSED

1. Personal illness
2. Death in the family
3. Family vacation with prior approval
4. Religious observances
5. Mandatory court appearance

UNEXCUSED

1. No phone call is made within the time period
2. Any absence that does not fit into one of the categories described as excusable.

NON-CHARGEABLE ABSENCES

1. School related absences (field trips, class meetings, pre-approved college visits,etc.)
2. Suspensions
3. Funerals
4. Doctor/Dentist/Orthodontist appointment (documentation is needed when returning to school). **The attendance office must receive documentation of this appointment within seven (7) school days of the absence.**
5. Extenuating circumstances (hospitalization, etc.)

6.2 What To Do When a Student Will Be Absent

When a student is going to be absent from school, a parent or legal guardian must call school within 24 hours of the absence or the absence will be considered unexcused. The telephone number is 784-2400 ext. 3201 or email hsattendance@khps.org. An answering machine is available for early morning and evening calls. Only the student's parents or legal guardians may call to request that the absence be excused, unless the student is18 and has a consent form. If phone contact is not made within the accepted time period, the absence will be unexcused.

6.3 Pre-Arranged Absences

When a pre-arranged absence from school is requested, the student must arrange for assignments, tests, projects, or quizzes prior to the absence. Students must obtain the appropriate form through the office and it must be returned to the office prior to the planned absence. Pre-arranged absences may count toward the student's total number of absences.

6.4 Truancy/Chronic Absenteeism

Truancy is ten unexcused absences in a school year.

Chronic Absenteeism is when students miss 10% or more of scheduled school days (to date). This includes excused and unexcused absences.

As soon as a pattern of chronic absenteeism emerges the following steps will be taken.
1. A letter from the Kent ISD Attendance Officer will be sent to the student's home. The letter directs the family to schedule a meeting with the student, parent and school to collaboratively problem solve and create an Attendance Improvement Plan (AIP).
2. If the steps outlined by the AIP do not result in improved attendance, the Kent ISD Attendance Officer will initiate a formal investigation. This will include a letter directing caregivers to meet with the school administrator to revisit the AIP and review appropriate supports.
3. If chronic absenteeism continues, the Kent ISD Attendance Officer will pursue court intervention.

All steps taken with chronic absenteeism are intended to improve attendance for the student by addressing and eliminating barriers to education.

The following guideline includes excused and unexcused absences (unless designated as a non-chargeable absence). Students who miss more than 10% of scheduled school days in a semester, will be prohibited from attending extracurricular activities, school dances, and/or school-sponsored field trips.

6.5 Arriving Late - Signing In

Students coming into school after the start of the school day must sign in the main office with the secretary. This process allows the office to check teacher attendance and update attendance recorded in classes prior to the student's arrival.

6.6 Leaving Campus During the Day - Signing Out

No student may leave the building during the course of the day without notifying the main office. If a student does not sign out of the office ***and*** get permission before he/she leaves the building, he/she will be subject to discipline and the absence will be considered unexcused. Students will not be allowed to leave school during the day to get books, uniforms, etc.

6.7 Illness During the Day - Checking In

If you are ill and need to leave school or miss a class you must first check in at the main office. The office will contact parents or provide you with a place to stay temporarily. Absences that result due to students not checking into the office will be unexcused.

6.8 School Day Attendance and Closed Campus Policy

Students arriving at school in the morning are required to remain on school grounds for the entire school day. Students may not access the parking lot during the day without permission from the office.

If a student needs to leave during the regular school day, they must check out through the office before leaving. Failure to do so will result in the student being marked as skipping class for the time they are absent.

Kenowa Hills maintains a closed campus, meaning students are not allowed to depart and return to campus for lunch. To ensure a clean, orderly, and secure learning environment, food deliveries of any type are not permitted during the school day, including fast food dropped off by family members.

6.9 Parent Notification Procedure

Parents will be notified by mail, email and/or phone during the course of a semester regarding their son/daughter's attendance. This will occur periodically throughout the semester. Administration will also meet

individually with students who have acquired excessive absences. Students and parents may access attendance on-line through Powerschool at **www.ps.khps.org.** Contact student services if you need a student ID number and password to access grades on-line.

6.10 Tardiness - Late to Class

Tardiness to class is unacceptable. Three (3) unexcused tardies to class per semester will result in a Knight Crew detention. Every additional tardy beyond three results in an additional detention. Subsequent tardies may be turned in to the Administration for disciplinary action. Any arrival to class after the first 10 minutes of the hour will be considered as an absence.

6.11 Tardiness - Late to School

Students who arrive after school has begun must sign in. Students who are excessively late to school will be subject to disciplinary action.

Students who are chronically tardy may be subject to suspension if all other efforts to change behavior have failed.

7.0 STATEMENTS AND POLICIES

7.1 Student Records and Privacy

In compliance with all applicable laws, including those governing student records and privacy, Kenowa Hills Public Schools is committed to protecting the safety and well-being of every student.

Parents and guardians must provide the school with copies of any relevant legal documentation (e.g., custody orders, visitation agreements) that may affect a student's attendance, release from school, or communication arrangements.

To ensure accuracy and clarity, guidance for common scenarios is included below.

Early Release or Non-Guardian Pick-Up: Written permission is required whenever a student is to be released early or to any individual other than a custodial parent/guardian.

Special Arrangements: Any unique communication or pick-up arrangements must be documented in writing and provided to the school.

Access to Records: Parents/guardians have the right to access their student's educational records in accordance with federal and state laws, unless restricted by a court order.

Scheduling Meetings: Parents/guardians are responsible for contacting the school office to schedule meetings and for providing the names of any individuals who will attend.

The school will adhere to all requirements of relevant court orders regarding custody, visitation, and the release of records. If parents or guardians have any questions or concerns, or if there is a need to update student records, please contact the student's school office.

7.2 Statement of Non-Discrimination

It is the policy of Kenowa Hills Public School District that no person shall, on the basis of race, color, religion, national origin or ancestry, sex, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of or be subjected to discrimination during any program or activity or in employment. The following person has been designated to handle inquiries regarding nondiscrimination policies:
Luke Scholten, Director of Student Services, 3971 Richmond Ct. NW, Grand Rapids, Michigan 49534, Phone: (616) 647-0910.

7.3 Release of Directory Information

Kenowa Hills Public Schools, in accordance with the Family Education Rights and Privacy Act (FERPA), has the practice of releasing student directory information to organizations or groups that request such information, unless the parent(s)/guardian(s) of a student request in writing that such information be withheld. Directory information may include the student's: name, address, telephone number, date of birth, place of birth, major field of study, participation in school activities, dates of school attendance, honors, awards, and other similar information. Please forward any requests to withhold directory information from being released to the attention of the building principal. This request must be made each school year.

7.4 Severe Weather

TORNADO WATCH - A tornado watch is a forecast of the possibility of one (1) or more tornadoes in a large area. When a tornado watch is in effect, the District will continue normal activities but move recess and physical education activities indoors. School will not be dismissed early and dismissal time will be at the regular time even if the watch is still in effect.

TORNADO WARNING – A tornado warning signals that a tornado has been sighted and may be approaching. Disabled students who need assistance are to be assisted by the person designated to assist them for building evacuations. No student shall be allowed out of his/her designated area unless his/her parent comes to the school and requests that the student be released. A student is to be released only to his/her parents.

PROCEDURES:

1. A tornado warning signal is an announcement on the public address system.
2. All groups outside the building are to return to the school and go to their designated shelter area.
3. Students shall line the interior hallways as quickly and safely as possible away from glass and sit with their backs to the interior wall, knees drawn tightly to their chests, face positioned between their knees, and their hands over their necks. Students in wheelchairs are to remain in their chairs with the back of the chair against the interior wall.
4. Students shall remain quiet to wait for instructions.

7.5 Bullying and Other Aggressive Behavior Toward Students

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Procedure

Any student who believes she/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant principal. The student may also report

concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report. If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students. Individuals may also be referred to law enforcement or other appropriate officials.

Non-Retaliation/False Reports
Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

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

"Aggressive behavior" is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

"At School" is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

"Bullying" is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts) that, without regard to its subject matter or motivation as a malicious or discriminatory act, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

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

and/or

D. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

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

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

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

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

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

7.6 Breathalyzers

Students at Kenowa Hills High School shall not possess, use, or appear under the influence of alcohol on school property or at any school sponsored activity. Students that are suspected of using alcohol because of observable behavior may be subjected to taking a breath/alcohol test. Observable behavior can be defined as impaired speech, impaired coordination, glazed eyes or alcohol on the breath. Students that are found to have used alcohol shall be disciplined according to school policy. Administrators will be involved in administering the breathalyzer.

7.7 Search and Seizure

The school building, school grounds, parking lots, and student lockers are school property and remain under the control of the school district at all times. To maintain and protect the safety and welfare of students and school personnel, school authorities may search students, items brought by students into the school setting, or items stored in student lockers. After assignment of lockers, students are expected to assume full responsibility for the security of their lockers. However, students should not expect privacy for items placed in or stored on school property because school property is subject to search at any time by school authorities. These searches can include periodic support from law enforcement partners with police dogs for the purpose of keeping drugs out of the school.

7.8 Personal Searches

Students and their personal effects may be searched when school authorities have reasonable suspicion to believe that students are in possession of illegal or unauthorized materials, or have used a communication device to violate District policies or the law. After conducting a search, school authorities will notify parents/guardians as soon as possible to provide an explanation of the reasons that led to the search along with its results. All personal searches will be documented in the district student information system. Illegal or unauthorized materials will be secured and held by school authorities until an appropriate decision on how to dispose or return the material to parents has been determined.

7.9 Locker Searches

School authorities may conduct periodic, general searches of all student lockers at any time, without notice or consent. Illegal or unauthorized materials found during locker searches will be secured and held by school authorities until an appropriate decision on how to dispose or return the material to parents has been determined.

7.10 Automobile Searches

You are permitted to park on school premises as a matter of privilege, not of right. The interior of your vehicle may be inspected without a search warrant whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside.

If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition. Your failure to permit searches as provided in this policy will be grounds for disciplinary action.

7.11 Medication

It is the policy of the school board that the public school should not provide students with aspirin or any other medication. If a student needs to take medication at school, a Medication Consent Form must be filled out by the parent and properly labeled in accordance with policy. All medications must be labeled and stored in the Student Services office.

7.12 Visitors

Scheduled visitors are always welcome in all KHPS schools. In welcoming visitors, KHPS utilizes a consistent and safe process to screen all visitors (including contractors and volunteers) against national sex offender registries. This process requires all visitors to check in at the front office using the district's visitor management system. This system scans a government issued identification card to complete the screening. Once approved, a visitor pass is printed on a sticker for use during the visit. If you are volunteering or you wish to confer with a teacher, it is also necessary to call ahead in order to schedule the visit to help minimize impacts on classroom instruction.

Student visitors from other schools are not permitted to attend class.

7.13 Notification of Rights Under Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age

certain rights with respect to students' educational records. These rights are:

1. The right to inspect and review the student's educational records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the School principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write to the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington DC 20202-5901

7.14 Complaints

The following procedure should be followed by students and their parents or guardians that have a complaint regarding any employee of Kenowa Hills Public Schools:

1. Contact the employee personally and attempt to resolve the problem at a mutually agreeable place and time.
2. If this effort does not resolve the issue, the immediate supervisor of the employee involved should be contacted and an attempt should be made to reach a resolution.

3. If the matter has not been resolved at the supervisor level, the complaint may be brought to the attention of the Director of Human Resources, who will determine further steps necessary to resolve the issue.
4. If the Director of Human Resources is unable to resolve the matter satisfactorily, the person may request to meet with the Superintendent.
5. The Board of Education will consider the concern if the proper steps outlined above have been followed.

For concerns regarding other matters, refer to the process for communicating concerns on the District's Board of Education webpage.

8.0 SEXUAL HARASSMENT / TITLE IX

Students should not harass each other in any way. Our commitment is to provide a physically and psychologically safe environment in which to learn. Sexual harassment violations, and the resulting discipline from those violations, will be determined on an individual basis.

All students, staff, parents, and visitors are expected to treat others with respect. Sexual harassment is a violation of Title IVV of the Civil Rights Act of 1964, Title IX of the Educational Amendment Act of 1972, and the Michigan Elliott-Larsen Civil Rights Act and is strictly prohibited. Sexual harassment should be reported to the principal immediately.

Sexual harassment has three parts:

1. Unwelcome or unwanted behavior.
2. The behavior is sexual or related to the gender of the harassed person.
3. The behavior is in the context of power. This can include staff to student, student to student, student to staff, or other.

Harassment can include, but is not limited to:

1. Direct or indirect comments to a person or about a person of a sexual nature.
2. Touching a person's body or clothing.
3. Looking, ogling, or leering.
4. Displaying pictures or written material of a sexual nature.

8.1 Title IX Statement and Grievance Procedure

1. Title IX Statement

Title IX prohibits discrimination on the basis of sex, including sexual harassment, in any program, service or activity, including but not limited to, educational programs or activities, such as, extracurricular activities, student services, academic counseling, discipline, classroom assignment, grading, athletics, and transportation, operated by Kenowa Hills Public Schools ("District"), including admission to these programs and activities. Title IX also prohibits sex discrimination in employment.

The District encourages anyone within the school community who believes a Title IX violation may have occurred to report their concerns to a District Title IX Coordinator identified below.

Dr. Cherie Horner Director of Human Resources 2325 Four Mile Road NW Grand Rapids, MI 49544 (616) 784-2511 chorner@khps.org	OR	Luke Scholten Director of Student Services 3971 Richmond Ct. NW Grand Rapids, MI 49534 (616) 647-0910 lscholten@khps.org

Definitions

"School community" means students, parents/legal guardians, administrators, professional and support staff, as well as Board of Education members, agents, volunteers, contractors or other persons subject to the control and supervision of the Board.
"Complainant" or "reporting party" refers to the person submitting a Title IX complaint.

"Respondent" or "responding party" means the person identified as violating Title IX.

"Third parties" include, but are not limited to, guests and/or visitors on District property (*e.g.*, visiting speakers, participants on opposing athletic teams, parents), vendors doing business with or seeking to do business with the Board of Education ("Board") and other individuals who come into contact with members of the school community at school-related events/activities (whether on or off District property).

2. <u>Grievance Procedures</u>

Reporting

If students, their parents/guardians, or anyone else on their behalf believe that they have been subjected to sex discrimination, sexual harassment or sexual assault by school board members, staff, vendors, contractors, or other persons doing business with the District, then a complaint should be immediately reported to the principal of the school where the student attends and/or to the Director of Human Resources, Dr. Cherie Horner (Phone No. (616) 784-2511, Email chorner@khps.org) who is the Title IX Coordinator responsible for Title IX complaints involving adults. Principals shall report any such Title IX complaints to the Director of Human Resources, Dr. Cherie Horner (Phone No. (616) 784-2511, Email chorner@khps.org) who is the Title IX Coordinator responsible for any Title IX complaint involving a staff member or third party.

If the Title IX complaint involves students as both the complainant/alleged victim and responding party, then the complaint should be immediately reported to the principal of the school where the student attends and/or to the Director of Student Services, Luke Scholten (Phone No. (616) 647-0910, Email lscholten@khps.org) who is the Title IX Coordinator for complaints involving students. Principals shall report any such Title IX complaints to Luke Scholten (Phone No. (616) 647-0910, Email lscholten@khps.org) who is the Title IX Coordinator responsible for any Title IX complaint involving students as both the complainant/alleged victim and responding party.

Each Title IX Coordinator is responsible for providing to the other Title IX Coordinator a copy of a Title IX complaint that was submitted to the incorrect Title IX Coordinator.

All District employees are expected to promptly report sexual harassment and sexual assault that they observe or hear about to the appropriate Title IX Coordinator.

Any complaints involving employment issues, involving employees and students or involving third parties (whether adult or non-student minors) should be reported to the Director of Human Resources, Dr. Cherie Horner (Phone No. (616) 784-2511, Email chorner@khps.org), who is the Title IX Coordinator responsible for Title IX complaints involving staff members and third parties.

Reports can be made both orally or in writing and should be as specific as possible. The person making the report should identify the alleged victim, perpetrator(s) and witness(es), and describe in detail what occurred, including date(s), time(s) and location(s). The District, however, will investigate and address all reports.

The complainant has the right to simultaneously file a criminal, administrative, or civil complaint. The complainant's decision to file criminal charges or another complaint does not diminish the District's obligation to investigate a complaint made by the complainant to the District.

Any incidents of sexual harassment and/or sexual assault that come to the District's attention through means other than a formal complaint will also be promptly reported to a Title IX Coordinator, promptly investigated and appropriately addressed.

3. Examples of Title IX Violations

Title IX protects students and staff from harassment or discrimination on the basis of sex during educational or extracurricular programs and activities, whether they take place at school or elsewhere. Sex discrimination usually involves unequal treatment on the basis of sex and can be perpetrated by students, staff members or employees, volunteers, vendors, contractors or visitors to the school. Title IX protects employees from sex discrimination, sexual harassment or sexual assault.

Sexual harassment is unwelcome verbal or physical conduct of a sexual nature that is sufficiently severe, persistent or pervasive that it denies or limits an individual's ability to participate in or benefit from the District's programs and activities. Sexual harassment may include, but is not limited to, the following:

- Unwelcome sexual advances;
- Unwelcome sexual verbal expressions, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; unwelcome sexually degrading language, jokes or innuendoes; unwelcome sexually degrading language or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls, text messages or email;
- Requests for sexual favors and other verbal, nonverbal or physical conduct of a sexual nature;
- Verbal harassment or abuse;
- Pressure to engage in sexual activity;
- Repeated remarks with sexual implications;
- Unwelcome touching; and/or
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

In the case of employees, sexual harassment includes any unwelcome verbal or physical conduct of a sexual nature that is sufficiently severe, persistent, or pervasive that creates a hostile work environment or adversely affects the employee's working conditions.

Conduct is considered unwelcome if the person did not request or invite it and/or regards the conduct as undesirable or offensive.

Sexual violence refers to physical sexual activity perpetrated against a person's will or where a person is incapable of giving consent (*e.g.*, due to the student's age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent). Sexual violence includes, but is not limited to, conduct that is criminal in nature, such as rape, sexual assault, dating violence and sexually motivated stalking.

Gender-based harassment is unwelcome conduct based on a person's actual or perceived sex or sexual orientation. It includes slurs, taunts, stereotypes or name-calling, as well as gender-motivated physical threats, attacks or other hateful conduct based on a person's sex or failure to conform to sex stereotypes. Sexual orientation and sexual identity are protected categories under Michigan Civil Rights Act which applies to public educational institutes, including public school districts. MCL 37.2401.

4. <u>Informal Resolution Process</u>

If appropriate as determined by the Title IX Coordinator, the complaining party and the respondent may voluntarily agree to participate in an informal resolution process that does not involve a full investigation and determination. Prior to the informal resolution process commencing, both parties will receive written notice of the charges and allegations and will be advised of their option to engage in a formal resolution process. The complainant will not be required to resolve the problem directly with the respondent, and either party has the right to end the informal process at any time and begin the formal process for investigating the complaint. The District reserves the right to prohibit the informal resolution process for complaints involving an employee and a student. The informal process should be completed on or before thirty (30) days after the complaint is filed.

5. <u>Formal Resolution Process</u>

If the parties choose not to engage in the informal resolution process, or choose to stop the informal resolution process at any time, the District will conduct a prompt and full investigation into any Title IX complaint. An investigation will afford both the complaining party and the respondent a full and fair opportunity to be heard, submit documentation and evidence supporting or refuting the allegation(s), and identify witnesses. All parties involved in the investigation will be provided with a copy of this Title IX Statement and Grievance Procedures.

Investigations may be conducted by the appropriate Title IX Coordinator or designee, such as a building administrator or other administrator, who has been trained in Title IX procedures. The District reserves the right to obtain or consult with a third party investigator or resource at any time during the complaint, investigation, or determination process.

Prior to and during the investigation process, the Title IX Coordinator or designee will meet independently with the complaining party and with the respondent and discuss, where appropriate, any supportive and/or remedial measures imposed during the investigation.

Confidentiality

- All complaints, interviews and investigations will be treated with confidentiality as allowed under the law. Only those employees or students whose participation in the investigation is required, or those individuals with a legitimate reason to know, will be informed. During the course of the investigation, the Title IX Coordinator or designee will instruct all interviewees about the importance of maintaining confidentiality. Interviewees will be directed not to disclose any information that the interviewee learns or provides during the course of the investigation to third parties. At times, the complainant or, where applicable, the complainant's parent may request that the complainant's name or the alleged victim's name not be disclosed to the alleged perpetrator or that no investigation or disciplinary action be pursued. The Title IX Coordinator or designee will endeavor to balance the privacy request with the District's obligation to provide a safe and non-discriminatory environment and the Respondent's due process rights. If appropriate, the Title IX Coordinator or designee will advise that honoring a confidentiality request may limit the District's ability to fully respond to the complaint, including pursuing disciplinary action against the alleged perpetrator.

Retaliation Prohibited

- At the beginning of the investigation, the Title IX Coordinator or designee will explain that Title IX includes protections against retaliation and that the school will take steps to prevent retaliation and that the District will strongly react to any retaliatory actions, including any acts of retaliatory harassment, should they occur. No student, parent/guardian, employee, or member of the public shall be retaliated against for filing a complaint of discrimination or participating in the investigation of the complaint.

- Any person can report a claim of retaliation verbally or in writing to a Title IX Coordinator or school building principal (who in turn will report the complaint of retaliation to the Title IX Coordinator). Should the District receive a retaliation complaint, the District will promptly investigate and take all necessary steps within its control to stop any confirmed retaliatory acts/behavior.

Investigation Procedure

- Investigations must begin promptly, proceed impartially, and treat all parties equitably. This includes providing both parties an opportunity to present witnesses and other evidence. The investigation will be concluded within thirty (30) calendar days but no more than sixty (60) days after a complaint is filed, unless there is good cause to continue the investigation beyond sixty (60) days.

- For complaints involving an alleged hostile environment based on sex, in determining whether the alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the harassment, and the context in which the alleged incident(s) occurred will be investigated.

- All documentation regarding the complaint and the investigation will be stored in a separate confidential file maintained by the Title IX Coordinator.

- A prompt and thorough investigation of the complaint shall be conducted as follows:

    - Obtain complainant's and respondent's statements (clear, concise, with as much detail as possible).
    - Notify complainant, victim (if other than complainant), respondent, and the parent/guardian of each, if minor students, that they have the right to provide witnesses and other evidence.
    - Question any witnesses who are involved in or have knowledge of the incident, and document accordingly.
    - Review the student records/files applicable to the complaint.
    - Keep complainant, or victim (if other than complainant), and any minor student's parent/guardian apprised in writing of the progress of the investigation if it cannot be concluded within ten (10) business days and provide an estimated timeline for the investigation.
    - The Title IX Coordinator who is the Director of Human Resources will lead the investigation if a staff member or a third party, such as a contractor assigned to work at the school, is a party to the complaint.

Supportive measures

- During the course of its investigation, upon request of a party, or on its own initiative, the District may implement supportive measures prior to or during the investigation of a complaint. A party can submit requests for supportive measures, either verbally or in writing, to the investigator and/or to the Title IX Coordinator. (The investigator will notify the Title IX Coordinator of any request for supportive measures.) Supportive measures are individualized services offered as appropriate to either the complainant or responding party. Supportive measures include, but are not limited to, counseling, extensions of time, modifications of work or class schedules, appropriate emotional and/or academic support, restrictions on contact between the parties, leaves of absences, and increased monitoring and support. In fairly assessing the need for either party to receive supportive measures, the District will not rely on fixed rules or any assumptions that favor one party over another. Supportive measures will be made available to both parties, as appropriate. In imposing supportive measures, the Title IX Coordinator or designee will make every effort to avoid depriving any student of his/her education. The District will take steps to ensure that any supportive measure minimizes the burden on the parties, and that the Title IX Coordinator or designee will communicate with the parties throughout the investigation to ensure any supportive measures are necessary and effective based on the parties' needs.

Resolution of Investigation

On or before sixty (60) days after the complaint is filed:

A. If the investigation reveals that the formal complaint is supported by the preponderance of the evidence (more likely than not), the following action should be taken:

1. For cases **involving only students**, the investigator will confer with the Director of Student Services and if appropriate with the building administrator to determine what action is necessary to resolve the complaint and prevent recurrence.

2. For cases **involving staff members or a third party, such as a contractor assigned to work within the District**, the investigator will confer with the Director of Human Resources.

3. The District shall take reasonable, timely, age-appropriate and effective corrective action based upon the situation and nature of the complaint. Appropriate corrective action may include classroom reassignment, increased staff supervision, counseling, academic support services, additional training for students and staff, and reporting procedures, safety plan, behavioral support plan and/or disciplinary action under the Student Code of Conduct or under the District's policies and procedures.

4. In employee cases involving an employment discrimination claim or a claim of sexual harassment, the District shall take appropriate corrective actions, including but not limited to, make-whole remedies, reassignment or transfers, no-contact order, counseling, safety plans and/or disciplinary action against the perpetrator.

5. The Title IX Coordinator's findings will be documented in a final report and summarized in writing to the complainant, victim (if other than complainant), respondent and minor students' parents/guardians, and any other necessary parties.

6. If a student, appropriate discipline for students will be imposed according to the Student Code of Conduct, depending upon the evidence presented and the severity of the incident.

7. Student findings and corrective actions will be documented in the student or employee record of the accused.

8. After each investigation, the Title IX Coordinator will reiterate to all individuals involved in the investigation the Board's policy regarding sex discrimination, sexual harassment and prohibition against retaliation.

9. The principal or his/her designee will periodically check in with the complainant, or victim (if other than complainant), and, as appropriate, parents/guardians to ensure that no further acts of discrimination are occurring.

B. If the investigation shows that the complaint **is without merit**, the following action will be taken:

   a. The Title IX Coordinator's findings will be documented in a final report and summarized in writing to the complainant, victim (if other than complainant), respondent, minor students' parents/guardians, and any other necessary parties

   b. After each investigation, the Title IX Coordinator will reiterate to all individuals in the investigation the Board's policy regarding sex discrimination, sexual harassment and prohibition against retaliation.

c. The investigation file will be closed.