Kenowa Hills Public Schools
VALUE. SUPPORT. EMPOWER.

Kenowa Hills Middle School Handbook

2026-2027

Revised March 2026

Kenowa Hills Public School
2325 Four Mile Road NW,
Grand Rapids, Michigan 49544
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Revised March 2026

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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!

Revised March 2026

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.

KENOWA HILLS DIRECTORY OF SCHOOLS

Revised March 2026

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

1.0 ATTENDANCE

A student's academic success is enhanced by regular attendance. State law makes it the responsibility of the parents to see that their child is in regular attendance. If a student is unable to come to school, the parent should call school (785-3225) to excuse their child. If a phone call is not made, a follow-up call will be made by the school. If contact is not made, the student is required to bring in a parent signed note when they return to

school. If the student returns without a phone call or note, the absence will remain unexcused until such requirements are met.

A student coming to school after school has started for the day must first report to the office. They must have a signed parent note or make parent contact by phone to excuse the tardiness.

Doctor/dentist notes are required for a non-chargeable absence.

Students are responsible for finding out what their make-up work is after an absence.

Skipping classes, lunch and unexcused absences could result in detentions or suspension.

1.1 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.

1.2 Advanced Absence Permits

Parents are to notify the school in writing, via email, or by phone when they know in advance that a student will be absent for an extended length of time. The student must obtain teacher signatures on the note signifying homework was assigned and return the note to the office.

1.3 Permit to Leave Building/Premise

If a student must leave the building for any reason such as illness, doctor/dental appointment, etc., the office must be notified as early in the day as possible. A written permission slip will be issued. This will enable us to know where our students are at any given time.

Parents of those students who leave the building without permission will be notified and an appropriate course of action will be determined for those students. This action could include detentions or suspensions.

1.4 Tardiness

When a student is late for class without a pass from their previous class, the disciplinary procedures will be:

1st offense – Teacher will discuss tardiness with the student.

2nd offense – Teacher will discuss tardiness with the student.

3rd offense – The teacher will call home to notify the parent of the developing pattern of tardiness. Students and guardians will be reminded of the consequences for further tardiness.

4th & 5th offense – A detention will be assigned by the Middle School office.

6th offense and beyond – Student is referred to the Middle School office and an individual plan will be put in place. This procedure will be reset for each new quarter of the school year.

1.5 Hall Passes

If a student has permission to leave their classroom, they must fill out an online Smartpass.

2.0 ACADEMIC INFORMATION

2.1 Academic Honor Roll

To achieve Academic Honor Roll status a student must have a grade point average between 3.50 and 4.00 at the end of the semester. A student with a grade point average of 3.00 to 3.49 will achieve Honorable Mention status.

2.2 Academic Integrity

The administration and teaching staff believe that you 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 tests 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, up to and including suspension from school.

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.

2.3 Grading and Assessment

GRADING: Grades are comprised of 25% evidence and 75% assessments. Students must pass all assessments with a percentage of 60% or higher.

RETAKES: Retakes on assessments will be available provided the student has done work that is corrective in nature and has evidence of that work. Students will retake assessments until the minimum 60% threshold is achieved. The highest grade obtained will be counted for the assessment.

TEACHER PACE: Students who are behind teacher pace will be afforded a number of additional supports to regain teacher pace which may or may not be mandatory. These supports may include advisory support, after school tutoring, 7th hour, single hour intervention, ½ day intervention, full day intervention and summer school.

2.4 High School Credit

Before taking a high school class while a student at the Middle School, students and their parents should discuss the full scope of this decision with a counselor or current teacher for additional input.

2.5 Cumulative Records

Permanent records are kept on file for each student. Information such as subjects taken, grades received, attendance, health, birth, and achievement records, and other pertinent information about each student is kept in these cumulative records. It is a distinct advantage for students to build as fine a record as possible.

2.6 Report Cards

Every semester a progress report will be issued in an effort to let both the students and parents know what progress has been made during the semester. The report card will contain letter grades, citizenship marks, and teacher comments.

3.0 STUDENT SERVICES

3.1 Counseling

Middle school students begin to take on many decisions and choices concerning personal, family, academic, social, and career options that are new to them. These decisions may lead to confusion, uncertainty and doubts about one's self. The role of Student Services personnel is to help students clarify their choices concerning these issues in addition to understanding how decisions they make now may affect opportunities in the future.

3.2 Media Center

The Media Center/Large Group Instruction Room (LGI) is for all students. Students may check out books for reading, research, and study. In order to use the media center during class or lunch, a student must have a pass from a teacher. Students are to follow all media center rules and regulations.

3.3 Assemblies

Assembly programs are designed to supplement the educational programs of the school. Students are to move to and from assemblies with their teacher in an orderly manner. Applause should be in good taste; booing is not acceptable. Students who do not adhere to these standards will be removed and appropriate consequences will be administered.

3.4 Activities

All activities involving the use of the building must be scheduled and approved at least one week in advance of the event. Permission must be secured in the office before any publicity is given. All social activities must be supervised by the sponsor and faculty members. If students wish to use school equipment or facilities, permission must be obtained from the teacher in charge of those facilities and from the office. Students are expected to follow the same behavior rules at after school functions as are in effect during school hours. Additional information and rules may be given prior to the activity.

Students are required to clear all hallways within fifteen (15) minutes after dismissal at the end of the school day. If students are waiting for a school-sponsored activity, they must remain in a designated area as communicated by the office staff. All other students must leave the building within fifteen minutes of the end of the school day. The administration may take disciplinary action if chronic loitering occurs.

Students who have displayed inappropriate behavior on multiple occasions will be prohibited from attending extracurricular activities, school dances, and/or school-sponsored field trips.

3.5 Dances/Activity Days

The Student Council will sponsor dances/activity days during the school year. The dances will be held after school, and are for KHMS students only.

3.6 Birthdays

KHMS realizes the importance of birthdays and will recognize our students by announcing their names during morning announcements. Celebrations with friends are special and need to take place after school hours. Individual celebrations become disruptive and result in students feeling left out. Cake, pizza, flowers / balloon deliveries, etc. to the classrooms & office are prohibited. Such items should be used to celebrate outside of school.

3.7 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.

3.8 Lost and Found

Non-Valuable items (clothing, hats, gloves, water bottles, etc.) that are found should be turned into the Lost and Found. If a student loses an item, they should notify a secretary and check the lost and found.

3.9 Medication at School

Students that must take a prescription or non-prescription medicine (tylenol, aspirin, etc.) during the school day must have a parent sign a Middle School Medication Consent form available in the office. The medication must be brought to the office by a parent, in its properly labeled bottle. It is the student's responsibility to come to the office at their designated time to take the medication. The office will then monitor the student and keep records to make sure the medication is being taken as directed.

3.10 Lockers/Locks

Each student will be assigned a locker for their use while a student at KHMS. Each student will be given a lock that will become theirs to use while at KHMS. If it becomes lost, missing, or defaced, the student must purchase a new lock for $10.00. Personal locks are not permitted. The following rules also exist:

1. Combinations are not to be given to others.
2. Students are not to change lockers without permission of an administrator. Students that move to other lockers on their own will be subject to disciplinary action.
3. If a locker does not work properly, inform the office.
4. Students are responsible for the condition of their locker.

Lockers are the property of the Kenowa Hills School District. The lockers are subject to inspection or entry by district officials if deemed necessary by the district.

To ensure a safe and organized learning environment, students are required to store their backpacks in their lockers upon arrival at school and may not carry them from class to class. Keeping backpacks stored in lockers helps maintain clear walkways, reduces classroom clutter, and minimizes potential safety hazards. Students should plan accordingly and bring necessary materials with them for each class. If a student has a specific need for an exception to this policy, they must speak with a school administrator for guidance.

3.11 Transportation Services

Student transportation in district-owned vehicles is offered to support district learning environments to support our 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 accordance 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.

4.0 SCHOOL CULTURE AND CLIMATE

4.1 Code of Conduct

GOLD

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

4.2 Cafeteria

The food service program offers our students breakfast, three lunch choices, and dinner (after school). Costs are subject to change; parents and students will be notified of these costs.

Lunch options include:

1. A hot lunch (government standard Type A) is available.
2. A salad bar (also Type A) is available for students to make their own salad from a variety of nutritional selections.
3. A snack pack lunch (also Type A) at the snack bar along with individual sandwiches, fruits, drinks, and snacks can also be purchased at designated times.
4. School accounts can be used to purchase lunches, money must be deposited in account.

4.3 Outside Deliveries

To ensure a safe and secure environment, food deliveries are not permitted during the school day, including fast food dropped off by family members.

4.4 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 KHMS 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.

4.5 Lunch Line Rules

All students are to use the cafeteria as a place for pleasant relaxation, social conversation, and leisurely eating. Students are responsible for returning their own tray to the kitchen and cleaning their own eating area. Students are to eat only in the cafeteria, or other designated areas. The following are additional rules:

1. Students are to approach the serving areas in a single file line. Lunch lines will be supervised; “cutting” in line is not permitted.
2. Students are to conduct themselves in a polite and courteous manner.
3. Students are not to touch any food not purchased by them since this violates health laws.
4. Students who cause repetitive disruptions may be denied the use of the food service facilities.

4.6 Noon/Lunch Periods

The daily schedule includes a lunch period with passing time. Students are required to stay in the cafeteria to start their lunch period before being allowed to go outside or to the gym, depending on the weather. Students are expected to use the restrooms before they come to lunch and also to bring jackets, etc., if needed for outdoor weather. Students may not leave school property at any time during the lunch period, or school day, without permission from the office.

4.7 Care of the Building

Parents and other taxpayers have invested millions of dollars to provide us with this beautiful building and extensive renovations. We ask the help of all the students in keeping it a beautiful building that we can be proud of for ourselves as well as visitors. It takes very little effort to put things where they belong. Students who cause damage either willfully or through negligence will be held responsible for the damage and will face appropriate consequences.

To maintain a clean and focused learning environment, the following expectations have been set:

No food is allowed in hallways.

Water is encouraged to help students stay hydrated; water bottles with lids are recommended.

All other liquids must have a lid.

Food in classrooms should be limited, especially around Chromebooks. Food exceptions include Second Chance Breakfast and school/class-sponsored activities.

4.8 Care of Textbooks

Textbooks are provided by the Board of Education, but it is the responsibility of the student to keep these books in the best possible condition. Books should be covered at all times. Reasonable wear will be accepted, but a charge will be made for all lost or damaged books. Students that lose a book should check in the lost and found in the office.

4.9 Care of Chromebooks

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

- 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

- First violation- Warning (Teacher discussion)
- Second violation- Consequence at teacher's discretion
- Third, violation- detention, and home contact.
- Fourth, fifth violation - detention
- Sixth violation- Student referred to Asst. Principal.
- At any point, the teacher may take the chromebook for the rest of the hour
- Administration has the right to impose greater penalties than those listed.

4.10 Sales

Students are not to engage in the sale of candy, gum, food, beverages, etc., to other students while on the school premises, unless the sale is under the direct supervision of school personnel.

4.11 Electronic Communication Devices

Kenowa Hills Middle School continues to follow a strict phone-free policy to support student learning.

This policy is designed to optimize the learning environment by minimizing distractions and promoting student engagement.

Phone Storage: Students are required to keep their phones stored in their lockers throughout the school day.

If students bring their phone to any class, the following disciplinary steps will be followed:
● 1st infraction - Device is taken away and returned to the student at the end of the day.
● 2nd infraction - Device is taken away and returned to the student at the end of the day. A call from the office to the parent/guardian will be made to explain the situation and issue a detention. The discussion will also clarify how a 3rd and subsequent infractions will be addressed.
● 3rd infraction - Device is taken away with a requirement for the parent/guardian to pick up in the office. Detention is also assigned.

Using personal handheld 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.

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 is providing wireless 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 for Technology. 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.

Students violating this policy will have the device confiscated and returned at an appropriate time.

4.12 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 AI Tools for School Work

Students should do their school or homework using what they know and the resources they have. We want to make sure everyone has a fair chance to learn and show what they know. This means that students shouldn't use AI (Artificial Intelligence) and NLP (Natural Language Processing) tools unless their teacher says it's appropriate for certain tasks. Using these tools without permission is like cheating because it doesn't show a student's real work.

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. Any student found using these tools without permission or in a prohibited manner will be disciplined 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 students who speak other languages or have certain needs. When utilized, students must use these tools wisely and fairly.

5.0 RESPONSE TO INAPPROPRIATE BEHAVIOR

5.1 Detentions

Detentions are assigned in an effort to hold students accountable for their actions while at school. Noon hour detentions may be assigned for the following reasons: skipping classes, excessive tardiness, disruptive behavior, hallway misconduct, or any behavior that is considered to be disruptive to the educational process of the school or the classroom. Before and after-school detentions may be issued by the office for more serious or repeat offenses. Parents and guardians have the responsibility of transporting their student to/from before and after-school detentions.

5.2 Suspensions

The administration and staff work hard to support students in ways that minimize the need for suspensions or expulsions. Efforts to resolve conflict between students and between students and staff are part of a learning experience focused on the needs of each participant. When negative behaviors are displayed, a suspension from school can be a natural consequence for students. Suspensions may be in-school suspension (ISS) or out-of-school (OSS) based on how serious or repetitive the behavior is. Parents and/or guardians are notified the day of an in-school suspension. Parents and/or guardians are notified prior to the start of all out-of-school suspensions or expulsions. Students will be subject to suspensions from school and school-related activities, for the following infractions of school regulations while on school property or while participating in any school sponsored activity:

1. Smoking and/or possession of any tobacco product, e-cigarette or vape is prohibited
2. Use or possession of alcoholic beverages, malt beverages labeled as “non-alcoholic”,controlled substances, drug paraphernalia,(including but not limited to marijuana, marijuana accessories and/or marijuana-infused products) etc., or anything that is purported by the student to be one of the above
3. Setting off or possession of explosives such as firecrackers, smoke bombs, etc.
4. Setting of fires or setting off a false fire alarm
5. Repetitive unacceptable behavior
6. Fighting
7. Stealing or destruction of property
8. Possession of any kind of weapon or anything purported to be such that is not covered in the dangerous weapons and firearms policy
9. Possession of materials that are disruptive to the orderly operation of the school or the educational process in any way
10. Academic dishonesty
11. Any other inappropriate misbehaviors

Suspensions will be two days for the first offense, four days for the second offense, etc., up to ten days. In case of alcoholic and drug violations (#2), the suspensions will be five days out of school if the student has an appointment for counseling or ten days out of school without an appointment. The possession/use of tobacco or any other tobacco product (#1) will be a two day suspension for the first offense, four days for the second offense and five days for subsequent offenses. Possession of any kind of weapon or anything purported to be such, that is not covered in the dangerous weapons and firearms policy (#9), will be a five day suspension. All other suspensions will be in-school unless other arrangements have been made between the parents and the administration, or if the student fails to follow the in-school rules. Administration and the Board of Education have the right to impose greater penalties than those listed if deemed appropriate. When school administration has knowledge of unlawful activity, law enforcement will be notified

5.3 Restorative Practices

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.

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.”

5.4 Due Process & Appeals for Discipline

A student will be given an explanation of the charges against him/her and an opportunity to tell his/her side of the story before discipline consequences are issued. Students have 24 hours from the time of notification of discipline consequences to communicate a request for an appeal hearing. All appeals requests must be made directly to the building principal. Consequences that are issued by the assistant principal are appealed to the building principal. A decision made by the principal is the final step in the appeals process.

5.5 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.

6.0 STATEMENTS AND POLICIES

6.1 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.

6.2 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.

6.3 Bullying and Other Aggressive Behavior

Bullying is a form of aggressive behavior in which someone intentionally and repeatedly causes another person injury or discomfort.

Bullying can be in the form of any written, verbal, or physical acts, including cyberbullying. Cyberbullying is verbally threatening or harassing behavior using electronic technology including cell phones, email, social media, or text messaging.

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 demanding money for the return of items, blocking student movement, and unwelcome physical contact.

B. Verbal – taunting, excessive 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.

Bullying will be investigated in the following manner:

A. Any student who believes she/he/they 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.

B. 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 can be made anonymously, but formal disciplinary action can not be taken solely on the basis of an anonymous report.

C. If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may range from one or more restorative practices up to and including suspension for students that engaged in the bullying behavior. Individuals may also be referred to law enforcement or other appropriate officials when an investigation determines that laws have been broken.

6.4 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.

6.5 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.

6.6 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.

6.7 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.

6.8 Fire Alarm/Drills

Fire drills are used to prevent injuries and death during an emergency. Teachers are furnished with instructions that show which exits to use in case of an alarm. A special horn will sound to signal the alarm. Each student should walk through the halls in single file and leave the building through the designated exit to a safe distance from the school. Each teacher will be responsible for their class. A bell will call everyone back into the building. Any student who is responsible for a false alarm will be subject to suspension from school. For safety, other drills will be held periodically throughout the year.

6.9 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. Staff shall open all classroom windows and doors and proceed with all students to the pre designated tornado shelter areas and remain there with the students until further notice. 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.
5. Areas to be avoided.
    a. Spaces that are opposite doorways or openings into rooms that have windows in the exterior walls, and areas with large roof spaces.
    b. Interior locations that contain glass, such as doors, windows, display cases and the like.
    c. Areas where doors swing. When the storm hits, the doors are likely to swing violently.
    d. Corridor intersections (stay at least ten (10) feet away)
    e. Any corridor which has potential to become a wind tunnel.
    f. Any wall which is non-load bearing.

6.10 Health and Reproductive Education

The Kenowa Hills Board of Education has established a program of instruction entitled Health in which matters relating to reproductive health will be taught.

Under Section 1169 of the School Code, a district must offer instruction to all students about serious communicable diseases, including, but not limited to HIV and AIDS.

According to law (PA 226 of 1997) (PA335 of 1993 school code), parents have the right to review materials that will be used in the class or course of instruction. Parents who wish to review the materials should call the school (785-3225) to make necessary arrangements.

By law, parents have the right to excuse their child, without penalty, from participation in the portion of the class where reproductive health is discussed.

Parents may exercise this right by sending written notice to the principal of Kenowa Hills Middle School.

6.11 Tobacco-free Schools Law

Tobacco use is banned from all public school buildings at all times. All school property including vehicles are covered by this law. This law amends the penal code, therefore, the local law enforcement agencies are responsible for enforcement.

6.12 Dangerous Weapons and Firearms

Students in possession of a dangerous weapon and/or firearm, or students who commit arson or criminal sexual conduct as defined by the penal code on school district grounds, in school district buildings or vehicles, or at district or school sponsored events, shall be permanently expelled from school and 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.

Dangerous weapons shall include: a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, slingshot, iron bar or wooden club, brass knuckles, or

objects that can cause bodily harm. A firearm is defined as any weapon (including a starter gun) which will, or is designed to, or may readily be converted to expel a projectile by action of an explosive; or any destructive device which includes any explosive, incendiary, poison or noxious gas, 1. bomb, 2. grenade, 3. rocket having a propellant charge, 4. missile having an explosive or incendiary charge, or 5. mine. This policy specifically includes BB and Pellet guns as dangerous weapons.

Adopted: Kenowa Hills Board of Education, 6/17/96

6.13 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".

6.14 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”.

6.15 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”.

6.16 Release of Directory Information

Kenowa Hills Public Schools, in accordance with the Family Rights and Privacy Act, has the practice of releasing student directory information to organizations or groups that request such information, unless the parents/guardians of a student request in writing that such information be withheld. Please forward that request to withhold directory information from being released to the attention of the building principal. This request must be made each school year.
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.

6.17 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.

7.0 MIDDLE SCHOOL ATHLETIC PROGRAM

7.1 Program Overview

A seventh and eighth grade interscholastic athletic program is offered for both boys and girls. Our emphasis is on a comprehensive and well-organized athletic program, designed to provide opportunities for students to participate in a variety of activities. These activities include: Boys Football, Boys and Girls Cross Country, Boys and Girls Basketball, Girls Volleyball, Wrestling, Girls Softball, Boys and Girls Lacrosse, Cheerleading, Dance, Co-Ed Tennis, Boys and Girls Swimming/Diving and Boys and Girls Track & Field.

Sixth grade sports offerings depend on student interest levels from year-to-year and athletic league policy. Information on sports available for sixth grade students is communicated to students and parents prior to the start of each athletic season.

Since playing on these teams is not only an honor, but also involves representing the school in athletic situations, a special set of regulations regarding conduct has been adopted by the Board of Education and will be in effect at the middle school and high school. (see Athletic Code Of Conduct)

Any student who rides a Kenowa Hills bus to an athletic event must also return to school by bus as stated in the Kenowa Hills Board of Education “Field Trip” policy. The only exception is if parents or guardians pick their child up at the event after getting approval from the coach.

7.2 Athletic Eligibility

Athletic participation is a privilege. Satisfactory academic achievement is the first priority. The standards of eligibility are established by the Michigan High School Athletic Association and Kenowa Hills Middle School. A student must show satisfactory achievement in the areas of academics, effort, and behavior. A student must be in attendance at school all day to participate in practice or events. Exceptions may be documented doctor appointments, funerals, etc.

7.3 Athletic Code of Conduct

Any member of a Kenowa Hills athletic team is responsible for knowing and adhering to the school and team rules. These school rules will be considered violations in and out of season and on or off school property. Compliance will begin when the student is given a high school or middle school handbook. Upon beginning high school as a ninth grader, athletic suspensions will continue until completed.
A student is considered an athlete once they participate in their first athletic practice at Kenowa Hills Middle School. They will continue to be classified as an athlete until the last spring sports season is complete of their senior year. If you do wish to be an athlete, a big part of this is following a simple set of training rules, which the department of athletics believes to be fair.

Policies/Guidelines
Elastic Clause: The school reserves the right to set forth as part of the Athletic Code of Conduct those rules and regulations necessary and proper for carrying into execution the athletic program of the school, which are not specifically stated here, or as the need arises.

Joining a Team: All students are welcome to join/tryout for any team. If a student decides to inquire about joining a team after the official MHSAA practice dates have begun, they must meet with the Athletic Director and the coach, who will determine whether or not a student may join the team (the student cannot practice with the team prior to the meeting with the Athletic Director and the coach). No student can try out for a team after cuts are made. A student who enrolls after the "cut" date may be allowed to try out with the approval of the Athletic Director and the coach.

Equipment: School equipment and uniforms issued to an athlete during the season are his/her responsibility. He/she is expected to keep it clean and in good condition. Any student who has not returned or fulfilled their responsibilities due to loss or damaged equipment or uniform will not be allowed to participate in another sport until this debt has been cleared. Participation begins on the first day of the MHSAA and/or Kenowa Hills scheduled practice.

Attendance: An athlete should always consult his/her coach before missing practice and/or game. The individual coach will deal with missing practice or a game, without good reason, using consequences approved by the Athletic Director. In order to be eligible to participate in an athletic contest, the student-athlete must practice consistently for the number of days as specified by the coach.

Athletes are required to be in school the entire day to be eligible to participate in practices or games. Exceptions must have prior approval from the Athletic Director/Principal. Pre-arranged absences for a funeral, medical appointment, field trip or other school approved activity must be turned in to the Athletic Office prior to the absence. Exceptions will be dealt with on an individual basis through the athletic department.

Athletes are expected to attend all practices, team meetings, and scheduled athletic contests.

Out of School Suspension may not practice, travel, or compete with their athletic team.

Friday school suspensions carry over to weekend athletic contests/activities. If a student is suspended on the day of a contest he/she may not participate in any athletic contest or practice on the day he/she is suspended, even if the suspension is scheduled to begin on the following day.

Physicals: According to the M.H.S.A.A. all students who participate in interscholastic athletics must have a physical form completed and on file in the athletic office. Physicals must be dated after April 15th of the previous year. In addition to the physical form, all students and their parents must have the Spectrum Consent to Treat Form as well as their participation fee paid in order to compete athletically at Kenowa Hills. These forms and fees must be taken care of prior to the first day of practice or the athlete will not be able to participate NO EXCEPTIONS!!

I. It shall be a violation for a student/athlete to:Use, purchase, attempt to purchase, consume, or knowingly possess alcoholic beverages, drugs, steroids, narcotics or tobacco (including chewing tobacco, e-cigarettes, vaping and any e-cigarette paraphernalia).

Theft, assault, vandalism and the reckless endangering of the person or property of others is prohibited.
Any behavior or actions, whether they took place during or after school hours, not mentioned above that detracts from or brings embarrassment to the coach, team, school system or the community may cause the student-athlete to be suspended from the team.
Any violation of the Student Code of Conduct that results in an out of school suspension.
Any athlete charged with a felony offense will not be allowed to try out for or be a member of a team until the charges are dropped. Any student convicted of a felony will not be allowed to participate in Kenowa Hills Athletics.

II. The Athletic Director shall determine if a training rule violation has occurred and will conduct an investigation when necessary, and determine a penalty within the guidelines as determined by the Board of Education.

III. Penalties for a violation of the Athletic Code shall be as follows:

A. First Violation:

1. The coach, parents and athlete shall be notified if a violation has occurred.
2. The athlete's name, the date and nature of the incident shall be recorded and kept on file in the athletic office.
3. The penalty for the first offense shall be suspension for up to 25% of the contests in the present sport. (If playing 2 sports you will sit out both for all suspensions). Suspension will begin immediately. The suspension will carry over to the next season if it cannot be completed in the present season. The athlete will also be on probation for the next 4 consecutive athletic seasons following the MHSAA calendar based on the last state competition to finish. If, during the probation, the athlete commits no further violations of the code all previous violations will be dropped from the record. While on suspension the athlete must fulfill all other obligations of a team member: practices, meetings, etc., and complete the whole season in good standing. If an athlete chooses to serve the suspension in another sport, she/he must complete the entire season in good standing in order for the suspension to be fulfilled. In order to join another team, they must have permission from the coach of that sport.
4. If the violation is for alcohol or narcotics the athlete must complete an assessment before he/she will be allowed to return from their suspension. The athlete will be assisted in finding an assessment center. All costs will be the parents responsibility.

B. Second Violation:

1. The coach, parents and athlete shall be notified of the violation.
2. The athlete's name, the date and nature of the incident shall be recorded and kept on file in the athletic office.
3. The penalty for the second offense shall be suspension from athletic contests for up to 50% of a season. The athlete will also be on probation for the next 2 calendar years. If, during the probation, the athlete commits no further violations of the code then the athlete will return to the probationary period established in the first offense. While on suspension the athlete must fulfill all other obligations of a team member: practices, meetings, etc. and complete the whole season in good standing

C. Third Violation (and subsequent violations):

1. The coach, parents and athlete shall be notified of the violation.
2. The athlete's name, the date and nature of the incident shall be recorded and kept on file in the athletic office.
3. The penalty for the third offense shall be suspension from all athletic contests 365 calendar days. The athlete will also be on probation for the remainder of their high school career. If, during the probation, the athlete commits no further violations of the code, then the athlete will return to the probationary period established in the second offense.

D. Fourth Violation

1. The Fourth Violation will lead to an automatic suspension from all athletics for the rest of the student athlete's high school career.

Discipline Guidelines

Scrimmages will not count as a scheduled contest date.

If suspension cannot be completed during a current sports season it will be prorated during the student-athletes next sports season. For example, if an athlete participates in both football and basketball and is suspended for 50% of the football games but only 1 game remains(10% of the scheduled contests), he would miss 40% (8 games) of the boys' basketball season(10% + 40% = 50 %)

The athletic suspension recommended in all cases should be considered as the minimum. If circumstances warrant, more severe disciplinary action may result.

A student may be disciplined for violations of the Student Code of Conduct and the Athletic Code arising from the same incident.

All percentages for missed contests round up to the nearest full contest(e.g. .5 rounds to the next number)

IV. Any conduct considered unbecoming to an athlete will be brought before the Athletic Director for possible disciplinary action.

V. Athletes are also subject to training rules established by their coach. Punishment for violation of team rules shall be consistent with that of the Board of Education policy.

VI. If a student/athlete is found in violation of a training rule the parents or guardians shall have a right to appeal and have a hearing before an Athletic Hearing Committee. An Athletic Hearing Committee will consist of administrators and three faculty members chosen by the Athletic Director. VII. It is understood that the principal or a designee may suspend an athlete from athletics at any time when the athlete's conduct may have a detrimental effect upon the Kenowa Hills Public School system.

Method of Reporting Violations:

A. All violations must be reported.

B. An administrator shall notify the athlete and/or parent of the reported violation by phone or letter.

C. An administrator will convene a meeting for a hearing if desired. A parent of the athlete may waive the hearing and accept the maximum consequence.

D. An administrator will notify parents or guardians by phone or letter of the violation and the subsequent penalty.

E. All appeals will follow regular channels and must be initiated within seven calendar days.

F. Extenuating circumstances will be handled by an administrator.

It is the policy of the Kenowa Hills Board of Education not to discriminate on the basis of sex in its educational programs, activities, or employment policies as required by Title IX of the 1972 Education Amendments. Inquiries regarding compliance with Title IX may be directed to the Superintendent at 2325 4 Mile Rd., N.W., Grand Rapids, MI. 49544 (Ph. 784-2511), or to the Director of the Office for Civil Rights, Dept. of Health, Education, and Welfare, Washington, D.C. 20201.

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. Grievance Procedures

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.