Alma Public Schools



2026-2027 Student Handbook

Dear Panther Students and Parent(s)/Guardian(s),

We warmly welcome you to a new school year at Alma Public Schools. Working with you and your children to provide the best possible education is our goal. TOGETHER let us strive for EXCELLENCE!

In order to ensure each student a quality education, we have established guidelines and expectations. These are designed to create a pleasant and safe learning environment for all students. We encourage you to take the time to read this handbook to become familiar with our schools. This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the district. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers and building principals.

We are proud of our schools and welcome your participation, suggestions, comments, and questions so that together we can continue to provide an excellent school experience.

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

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

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

With Panther Pride,

Stacey Criner,
Superintendent

Ernest Conerly,
Luce Road Principal

Jennifer Huntoon
Hillcrest Principal

Kathy Konowalow,
Pine Avenue Principal

Stephen Williams
DLPMS Principal

Dan Falor,
Alma High School Principal

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Alma Public Schools
Mission, Vision, and Belief Statements

Mission = How we will accomplish it

We provide the tools and experiences to inspire success.

Vision = What we are trying to accomplish

We prepare students with knowledge and skills for life to maximize their potential.

Belief Statements = Why we do what we do

We Believe:

- In providing a safe environment for all
- All students can learn when their needs are supported
- Continuous improvement in professional practice promotes excellence
- High academic standards and behavioral expectations will set a solid foundation for student growth
- In collaboration with all facets of our community
- Alma Panther pride builds a sense of belonging
- Self-discipline, self-motivation, and community awareness are essential for future success

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Important Information

District Website: https://www.almaschools.net/

Board Policies:

Board Policies are available at: https://go.boarddocs.com/mi/alma/Board.nsf/Public

Addresses:

- Luce Road Early Childhood Learning Center – 535 N. Luce Rd., Alma, MI 48801
- Hillcrest Elementary School – 515 E. Elizabeth St., Alma, MI 48801
- Pine Avenue Elementary School – 1025 Pine Ave, Alma, MI 48801
- Donald L. Pavlik Middle School – 1700 N. Pine Ave., Alma, MI 48801
- Alma High School – 1500 N. Pine Ave., Alma, MI 48801

Contact Information:

Alma High School

Main Office: 989-466-7501 /kacker@almaschools.net

Fax: 989-466-2943

Student Services: 989-463-3111 / mheilig@almaschools.net

Donald L. Pavlik Middle School

Main Office: 989-466-7606 / klowery@almaschools.net

Fax: 989-466-7612

Dean of Students: 989-466-7605 / noneill@almaschools.net

Pine Avenue Elementary School

Main Office: 989-466-7651 / nsnider@almaschools.net

Fax: 989-466-5038

Hillcrest Elementary School

Main Office: 989-463-3113 /cbailey@almaschools.net

Fax: 989-466-2852

Luce Road Early Childhood Learning Center

Main Office: 989-463-1012 / mpratt@almaschools.net

Fax: 989-466-6087

Administration

Superintendent: Stacey Luberda-Criner - scriner@almaschools.net

Human Resource Director: Yvonne Neyer - yneyer@almaschools.net

Special Education Coordinator: Sara Evitts-sevitts@almaschools.net

Athletic Director: Steve Humm - shumm@almaschools.net

Transportation Director: Liz Richardson - lrichardson@almaschools.net

Food Service Director: Grace Kaczorowski - gkaczorowski@almaschools.net

Educational Technology Specialist: Scott Owen - sowen@almaschools.net

Facilities and Grounds Director: Anthony Parsons-aparsons@almaschools.net

High School Principal: Dan Falor - dfalor@almaschools.net

High School Assistant Principal: Karen Byce - kbyce@almaschools.net

Middle School Principal: Stephen Williams-swilliams@almaschools.net

Dean of Students: Nicholas O'Neill - noneill@almaschools.net

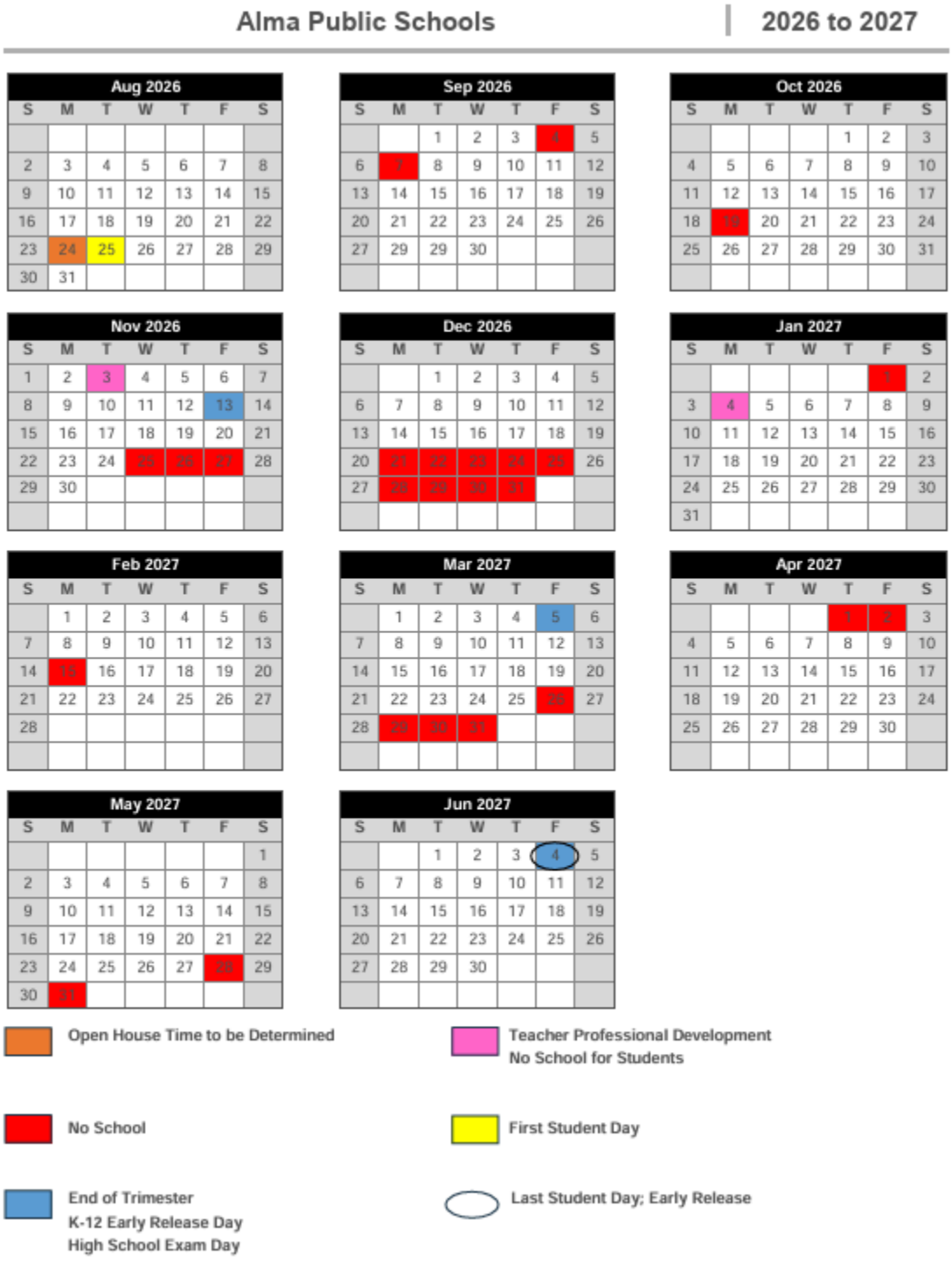
Pine Avenue Elementary School Principal: Dr. Kathy Konowalow - kkonowalow@almaschools.net

Hillcrest Elementary School Principal: Jennifer Huntoon-jhuntoon@almaschools.net

Luce Rd. Early Childhood Learning Center Principal and Program Director: Ernest Conerly - econerly@almaschools.net

K-12 Director of School Improvement: John Helinski - jhelinski@almaschools.net

2026-2027 District Calendar



2026-2027-Daily Schedule

Luce Rd. Early Childhood Learning Center	Hillcrest Elementary	Pine Avenue Elementary	Donald L. Pavlik Middle School	Alma High School
Start Time: 7:53 am End Time: 3:00 pm	Start Time: 7:58 am End Time: 3:05 pm	Start Time: 8:03 am End Time: 3:10 pm	Start Time: 8:20 am End Time: 3:20 pm	Start Time: 8:10 am End Time: 3:10 pm

2026-27 Half Day Schedule on End of Trimester Day (Nov 13, March 5, June 4)

Luce Rd. ECLC	Hillcrest	Pine Ave.	DLPMS	Alma High School
Student Start Time 7:53 End Time 11:33	Student Start Time 7:58 End Time 11:38	Student Start Time 8:03 End Time 11:43	Student Start Time 8:20 End Time 12:00	Student Start Time 8:10 End Time 11:50

Elementary school staff will supervise elementary students on school grounds 23 minutes before the school day begins, 15 minutes after the school day ends.

Donald L. Pavlik Middle School staff will supervise middle school students on school grounds 40 minutes before the school day begins and 15 minutes after the school day ends.

High School staff will supervise high school students on school grounds one hour before the school day begins and 45 minutes after the school day ends.

Unless students are participating in a school activity or are enrolled in the before/after school care program, school staff will not provide supervision before or after these times.

Emergency School Closing Procedures

In the event of an emergency school closure, such as a bad weather day or when school is unexpectedly closed early, the District will notify students, parents, and the general public about the closure in the following manner:

Alma Public Schools will place this information on the district website, local media stations, and will notify employees, students, and parents. Alma Public Schools uses an alert system for school closing and delay announcements. If you are not receiving phone calls or alerts, please contact the main office of your child's school.

Parents and students are responsible for knowing about emergency closings and delays. The system will attempt to call the phone number that is on record at each child's school. Parents are able to update this information contacting the main office of your child's school.

On days when school is delayed due to inclement weather or fog, classes will begin 3 hours after your building's start time (reference table below). If school is delayed and then changed to a cancellation, you will again be notified in the same manner as mentioned above, and the updated information will be shared on local media stations.

2026-27 3 Hour Delay Day

Luce Rd. ECLC	Hillcrest	Pine Ave.	DLPMS	Alma High School
Student Start Time 10:53 End Time 3:00	Student Start Time 10:58 End Time 3:05	Student Start Time 11:03 End Time 3:10	Student Start Time 11:20 End Time 3:20	Student Start Time 11:10 End Time 3:10

Notice of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal 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 are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write to the School principal, clearly identify the part of the record they want changed, and specify why it should be changed. 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 by 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 as its agent to provide a service instead of using its own employees or officials (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

(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 is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

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Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Alma Public Schools District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Alma Public Schools District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Alma Public Schools District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production; the annual yearbook; Honor roll or other recognition lists; Graduation programs; and Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.
If you do not want the Alma Public Schools District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing. The Alma Public Schools District has designated the following information as directory information (Board Policy 5309):

- student names, addresses, and telephone numbers; photographs, including photographs and videos depicting a student's participation in school-related activities and classes; date and place of birth; major field of study; grade level; enrollment status; dates of attendance; participation in officially recognized activities and sports; weight and height of athletic team members; degrees, honors, and awards received, and the most recent educational agency or institution attended.

The Board designates school-assigned e-mail accounts as "directory information" for the limited purpose of facilitating students' registration for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes and for inclusion in internal e-mail address books. School-assigned email accounts shall not be released as directory information beyond

this/these limited purpose(s) and to any person or entity but the specific online educational service provider and internal users of the District's Education Technology. Parents and eligible students may refuse to allow the District to disclose any or all of such "directory information" upon written notification to the District.

Access to Student Records Family Educational Rights and Privacy Act of 1974
Board of Education Policy - 5309

All parents and guardians of students under 18 years of age, and all students 18 years of age or over have the right, pursuant to the Family Educational Rights and Privacy Act of 1974, to examine the official records, files and data of the school district directly relating to the student. They also have the right to challenge any of the contents of said records to insure their accuracy and fairness. Procedures for such examination and challenge, including hearings on a challenge, shall be established by the Board of Education and be made available upon request. Parents or guardians of students under 18 years of age, or students 18 years of age or over, have the right to submit a signed, written request to the Board that indicates that the student or the parent or legal guardian does not want the student's directory information to be accessible to official recruiting representatives, then the officials of the school shall not allow that access to the student's directory information. Per Board Policy 5309 on Armed Forces Recruiting, public notice shall be given regarding the right to refuse disclosure of any or all "directory information, including to the armed forces of the United States and the service academies of the armed forces of the United States.
No records, files, or data directly relating to an individual student shall be made available to anyone without the consent and notification of the student or the parents or guardian of a student under 18, except (1) the teacher and officials of this school district who have a legitimate educational interest in such information; or unless (2) there has been a federal request for submission of such student records in connection with the student's application for financial aid. The student or parent will be notified if officials of a school to which a student intends to enroll desires access to student records, or if a court has ordered access to such records. For other investigation of student records, parental or student consent is needed.

Armed Forces Recruiting

The Board of Education shall, in accordance with State and Federal law, provide at least the same access to the high school campus and to student directory information (names, addresses, and telephone listings of secondary students) of the students enrolled in the high school as is provided to other entities offering educational or employment opportunities to official recruiting representatives of all of the following for the purpose of informing students of educational and career opportunities available in the armed forces of the United States and the service academies of the armed forces of the United States. "Armed forces of the United States" means the armed forces of the United States and their reserve components and the United States Coast Guard.

If a student or the parent or legal guardian of a student submits a signed, written request to the Board that indicates that the student or the parent or legal guardian does not want the student's directory information to be accessible to official recruiting representatives, then the officials of the school shall not allow that access to the student's directory information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release of directory information. The Military Recruiters Opt-Out Form can be downloaded from the District's website. Access the District Info tab, access policies and procedures, and locate policy form 5309 – F – 2.

Asbestos Management Plan Available for Review by Parents and Employees

On September 28, 2023 our school district conducted an extensive asbestos survey of all our buildings. Based on the findings of this inspection, a comprehensive management plan was drafted. This plan details the response actions the district has taken regarding asbestos containing material found in our buildings. This plan is available for inspection on our District's website. Access the District Info tab, Maintenance Desktop, Maintenance Manuals and Documents. We have endeavored to make our schools a safe place in which students can learn. Our procedures for dealing with this problem reflect that concern.

Firearm Safety

In accordance with state law (H.B. 5450 & 5451) that mandates schools inform parents of the necessity to securely store firearms when minors are present or likely to be present to prevent accidental injury and gun violence, the following two documents are provided for your reference.

Safe Storage Notice

Secure Storage Law flyer

Tobacco-Free Schools Act

All public school districts, including the Alma Public Schools District, will be tobacco-free as of September 1, 1993, as mandated by Public Act 140 of 1993. This law was enacted to protect children, school employees, and visitors from the dangerous effects of secondhand smoke.
The Tobacco-Free Schools Act bans the use of tobacco products - AT ALL TIMES - in all buildings owned or operated by school districts.
This law is to be enforced by local police departments, and infractions carry a fine of $50.00.
Eliminating the use of tobacco products by persons on school property is expected to do the following: provide a healthier environment in which children can learn, limit the

possibility of seeing adults smoke or chew - adults who may be their role models, and promote healthier behaviors.
Policy 3102 - Smoking Tobacco Products Drugs and Alcohol

Individuals with Disabilities Education Act

Under the Individuals with Disabilities Act (IDEA), school districts must give parents of a child with disabilities a copy of procedural safeguards one year at a time. A copy of the procedural safeguards must also be given to parents upon initial referral or parental request for an evaluation, upon filing a request for a due process hearing, and upon request of a parent. You can access the procedural safeguards posted on the District's website. Access the District Info tab and click the Individuals With Disabilities Education Act tab.

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

• *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

•*Receive notice and an opportunity to opt a student out of* –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

•*Inspect, upon request and before administration or use* –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.
The Alma Public Schools District has developed and adopted policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Alma Public Schools District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The Alma Public Schools District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. The Alma Public Schools District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

Rights of Students in Homeless Situations

The McKinney-Vento Homeless Assistance Act (Subtitle B of Title VII (42 USC)—Education for Homeless Children and Youth), ensures educational rights and protections for children and youth experiencing homelessness. This brief summary introduces the basic concepts in the legislation.
The McKinney-Vento Act protects the educational rights of students experiencing homelessness. It provides grants and legal protections so children and youth in

homeless situations can enroll in, attend, and succeed in school and preschool programs.

Students in homeless situations have the right to:

• Go to school, no matter where they live or how long they have lived there.
• Get help enrolling and succeeding in school from the school district's liaison for the Education of Homeless Children and Youth. Every school district must have a liaison, and the school district's central office can put families and youth in touch with the liaison. Liaisons have a special responsibility to help youth who are on their own.
• Stay in the school they went to before becoming homeless or whatever school they were enrolled in last (called "school of origin"), even if they move out of the district, if that is feasible. Students can stay in their school of origin the entire time they are homeless. Students can also finish the school year in their school if they find permanent housing during the year.
• Get transportation to their school of origin, provided or arranged by the school district, or a joint effort among school districts.
• Go to the local school in the area where they are living. The school must immediately let students enroll, attend classes, and participate fully in school activities, even if students do not have a parent or guardian with them or documents such as proof of residency, immunization records, other medical records, school records, or other documents. Once students are enrolled, the school must get records from the last school, and the liaison must help students get immunizations or immunization and medical records.
• Get a written explanation from the school district if the district refuses to send students to the school they choose, and have the liaison settle such disagreements.
• Have disagreements settled quickly and go to the school they choose while disagreements are settled.
• Get preschool services, free or reduced school meals, services for English language learners, special education, Title I services, vocational/technical education, gifted and talented services, and before- and after-school care, as needed.
• Go to school with children who are not homeless. Students cannot be separated from the regular school program because they are homeless.
• Get information and referrals from liaisons, including information about all available educational programs and how parents can participate, public notice about their rights, and referrals to health, mental health, dental, and other services.
• Have the opportunity to meet the same high academic achievement standards as all students.

If a state or local school district has laws or policies that conflict with the McKinney-Vento Act, the Act overrules those laws or policies. If a school does not follow the McKinney-Vento Act's requirements, you should:

• Call your local homeless liaison or State Coordinator for the Education of Homeless Children and Youth.
• Call the U.S. Department of Education's Education of Homeless Children and Youth Program at (202) 401-0113.

• Call for legal assistance. To find legal aid groups in your area, log on to the following web sites, or call your state bar association.
www.lsc.gov/about/grantee_links.php

Local Area Contact:
Angela Hernandez, ahernandez@almaschools.net

State Coordinator:
Ms. Pam Kies-Lowe - 517-241-1162

Notice of Non-Discrimination

The District does not discriminate on the basis of race, color, national origin, ethnicity, religion, sex (including gender identity, or expression, sexual orientation, pregnancy, childbirth, or a related condition), age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis, and prohibits unlawful discrimination, including harassment and retaliation, in any education program or activity that it operates, including in admission and employment. Inquiries about unlawful discrimination, including unlawful harassment and retaliation may be referred to the District's applicable Coordinator and/or an agency with jurisdiction, such as the U.S. Department of Education's Office for Civil Rights, the Michigan Department of Civil Rights, the Equal Employment Opportunity Commission, or the Department of Justice.

Designated Title IX Coordinator:
Stacey Luberda-Criner, Superintendent
1500 N. Pine Ave. Alma, MI 48801
989-466-7511
scriner@almaschools.net

Second Title IX Coordinator:
Dan Falor, High School Principal
1500 N. Pine Ave. Alma, MI 48801
989-466-7511
dfalor@almaschools.net

Designated Section 504 Coordinator:
Nick O'Neill, Dean of Students
1700 N. Pine Ave, Alma, Michigan 48801
989-466-7606
noneill@almaschools.net

Designated Civil Rights Coordinator/Employment Compliance Officer
Stacey Luberda-Criner, Superintendent
1500 N. Pine Ave. Alma, MI 48801
989-466-7511
scriner@almaschools.net

The District's Non-discrimination, Anti-Harassment, and Non-Retaliation Policy and Grievance Procedures is available at:
https://go.boarddocs.com/mi/alma/Board.nsf/goto?open&id=D27P8X637098.

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

Any student who witnesses an act of unlawful discrimination, including unlawful harassment or retaliation, is encouraged to report it to District personnel. No student will

be retaliated against based on any report of suspected discrimination. A student may also anonymously report an incident of unlawful discrimination. The District will investigate anonymous reports pursuant to its investigation procedures described by Policy. Minor students do not need parent permission to file complaints or participate in the determinedGrievance Process described by Policy.

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

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

Examples of Unlawful Harassment

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

- **Race, color, and national origin harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics is considered race, color, and national origin harassment.
- **Disability harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as disability-motivated physical threats, attacks, or other hateful conduct.
- **Sex-based harassment** can take many forms. For the definition of sex-based harassment, including sexual harassment under Title IX, see Policy 3115A. Policies 3115-3115H are attached to this handbook as Appendix A.

Attendance

Students are expected to attend school every day school is in session. Students are to arrive before the first class and stay until the scheduled end of their school day. If a student is unable to attend school, the student or parent must report that absence to office personnel.

Luce Road- Mary Pratt 989-463-1012

Hillcrest Elementary-Carrie Bailey989-463-3113

Pine Avenue- Naomi Snider 989-466-7651

DLPMS- Lisa Haller 989-466-7602

Alma High School- Teresa Sweet 989-466-7522

If a student arrives late, the student must sign in at the office. A student may only leave school early if the student's parent notifies the office or the student is an emancipated minor or 18 years old.

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

- the student's physical or mental illness (a physician's verification is required after 4 consecutive days of absence for illness); (Up to 15 parent calls or notes will be accepted as excused.)
- medical appointments for the student;
- death or serious illness of the student's family member;
- attendance at a funeral, wedding, or graduation;
- appearance at court or for other legal matters;
- observance of religious holidays of the student's own faith;
- college or career planning visits; and
- personal or family vacations.(Up to 5 days will be excused)

Students not in attendance when the class starts are considered tardy.

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

Policy 5702 - Student Illness and Injury

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Absences due to illness

The school will contact parents if a student becomes ill at school and may ask that the parent pick up the student.

Planned absences

Parents who know in advance that a student will be absent must contact the school at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence unless alternative arrangements are approved by the teacher in advance. Parents should make every attempt to schedule medical and other appointments outside of school hours.

Students are expected to:

- Complete all class work in advance for any absence that can be anticipated or make alternative arrangements with their teacher in advance of the absence.
- Sign out of school at the office if leaving school during the school day.
- Make up all work that is assigned by teachers for the instructional time that has been missed.

For more information, see Policy 5301.

Books and Supplies

The District will provide free instruction to all students and will not charge a fee for materials necessary to complete required or elective courses. Students and parents may purchase additional supplies at their own expense. The District may charge a reasonable and refundable deposit to cover damage to textbooks and supplies. A teacher may provide a list of suggested materials that students and parents may purchase. Purchasing materials is voluntary and not required for curricular activities.

Students must take care of books and other supplies provided by the District. The District may assess fees to repair or replace District property that is lost, damaged, stolen, returned in a different condition, or not returned on time.

Bulletin Boards

Space may be provided within school buildings or on school electronic media for students and student organizations to post notices about student groups. Rules for posting on bulletin boards are found in Policy 5503.

Bullying

All types of student-on-student bullying, including cyberbullying, without regard to subject matter or motivation, are prohibited. The District's Anti-Bullying Policy is attached to this handbook as Appendix B.

Cell Phone and Other Wireless Communications Devices

Students may not use Wireless Communications Devices on school grounds during school hours, except as otherwise provided in this Policy.

"Wireless Communications Device" is an electronic device capable of, but not limited to, text messaging, voice communication, entertainment, navigation, accessing the internet, sending and receiving photos and videos, or producing email.

"Instructional time" is defined as the start of the school day when instruction begins until dismissal at the end of the school day.

"School grounds" means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school. School grounds does not include a building used primarily for adult education or college extension courses.

Students may use Wireless Communications Devices on school grounds during school hours, including during instructional time, if the Wireless Communications Device is:

- medically necessary for a student to monitor a health issue;
- required by a student's Section 504 Plan or IEP;
- a District-owned device;
- designated by the District to be used for instructional purposes;
- permitted by a classroom teacher for lesson-specific academic assignments; or
- used during an emergency situation in accordance with the District's emergency operations plan under Policy 3402, so long as it does not interfere with school emergency protocols or first responders or endanger students or staff.

Wireless Communications Devices must be stored in the student's locker or other designated storage area during school hours if a student chooses to bring them to school, except as otherwise provided in this Policy. Students are personally and solely responsible for the security of their Wireless Communications Devices. The District is not responsible for theft, loss, or damage of any Wireless Communications Device.

Taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal photographs, video, audio, or other similar data, whether by electronic data transfer or otherwise (including via cell phone or other electronic device), may constitute a crime under state or federal law. A student engaged in any of these activities at school, at a school event, or on school-provided transportation, may be subject to discipline pursuant to this Policy and the student code of conduct. A student engaged in any of these activities outside of school may be disciplined if the student's activities substantially disrupt the school environment.

School administrators and teachers may confiscate a student's Wireless Communications Device if the student's use or possession of the Wireless

Communications Device violates this Policy, the student code of conduct, or any applicable building or classroom rule. The building principal or designee may require a meeting with the student's Parent to discuss the rule violation before returning the Wireless Communications Device.

Students who violate this Policy are subject to corrective or disciplinary action, consistent with Policy and the student code of conduct.

Cheating, Plagiarism, and Academic Dishonesty

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

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

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

Children's Protective Services Investigations

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

Classroom Behavior

Teachers may establish classroom conduct rules that students must follow.

Communicable Diseases

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

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

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

Concussion Protocol

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

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

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

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

Damage to School Property

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

Dress and Grooming

In general, clothing should be clean and appropriate for the climate and the situation. Student dress, cleanliness, or personal appearance that is a threat to the safety, health, or welfare of others; violates any statute, Policy 5101, or the Dress Code; or substantially disrupts the educational environment or that school officials reasonably forecast will substantially disrupt the educational environment, is grounds for remedial or disciplinary action.

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

Students who are dressed inappropriately will be asked to change clothing immediately. If necessary, parents will be called to bring appropriate clothing, students can use extra clothing provided by the District, or the student may be sent home to change. Repeated dress code violations may result in more severe consequences.

Dress Code

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

- Is materially and substantially disruptive or that school officials can reasonably forecast will create a substantial disruption;
- Is obscene, sexually explicit, indecent, or lewd;
- Promotes the use of or advertises illegal substances, including but not limited to substances illegal for minors;
- Incites violence;
- Contains "fighting words";
- Constitutes a true threat of violence;
- Demonstrates hate group association/affiliation or uses hate speech targeting groups based on their membership in a protected class; or
- Displays nipples, genitals, or buttocks.

Students who represent the District at an official or school-sponsored function or public event (e.g., athletic teams, bands, choirs, and other groups) may be required to follow specific dress requirements as a condition of participation or attendance.

Driving and Parking Personal Vehicles

Student driving and parking on District property is a privilege, not a right, that may be revoked at any time. Students who drive to school must obey the following rules:

A. Students may not move their vehicles, sit in, or be around their vehicles during the school day without permission from administration.

B. Students may not drive carelessly or with excessive speed on school grounds.

C. By driving to school and parking on school grounds, students and parents consent to having that vehicle searched when school officials have reasonable suspicion that a search will reveal a violation of school rules, Board Policy, or law.

D. Students must purchase a parking pass from the main office.

Emergency Contact Information

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

Fees

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

Food Services

Due to statewide budget increases, we are able to provide free breakfast and lunch to all K-12 students daily. Our food service program adheres to all state and federal nutritional requirements. A snack cart will be available in the High School during breakfast time and in the Cafeteria during lunch time at the Middle School. Stay up to date with the meals being served by checking out the monthly menu on our building websites.

Field Trips

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

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

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

First Aid, Illness, or Injury at School

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

When the building principal or designee determines that a student is too ill or injured to remain at school, school staff will contact the student's parent or other designated responsible adult to pick up the student from school. If the student requires immediate medical attention, the District will first attempt to contact a parent or other designated

responsible adult when reasonably possible. If contact cannot be made, the building principal or designee will take any reasonable action necessary on the student's behalf, consistent with state law.

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

Policy 5702 - Student Illness and Injury

Head Lice

A student with nits within ¼ inch of the scalp or live lice may remain at school until the end of the school day. The student will be restricted from activities that involve close head-to-head contact or sharing of personal items. The District will notify the student's parent and provide educational materials on head lice prevention and treatment.

District personnel will not ostracize or embarrass a student with lice or nits and will maintain student confidentiality.

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

Homeless Children and Youth

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

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

Angela Hernandez
1500 N. Pine Ave., Alma, MI 48801
ahernandez@almaschools.net

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

Immunizations

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

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

Law Enforcement Interviews

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

Limited English Proficiency

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

Locker Use

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

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

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

Students must keep all personal belongings, including coats and backpacks, in their lockers during the school day. Students may not share locker~~s~~ space. No open food should be stored in a locker.

Lost and Found

All lost and found items are to be taken to the buildings' designated area. Students may claim lost articles there. Unclaimed items may be donated to a local charity or otherwise disposed of at the conclusion of each semester.

Media Center

Students must check out materials from the media specialist or designee on duty. Each borrower is responsible for all materials checked out in the borrower's name. If materials are lost and not returned by the end of the trimester they were checked out in, the student must pay for the replacement cost. Anytime materials are returned, the fine will be removed.

Medication

Whenever possible, parents should arrange student medication schedules to eliminate the need for administration of medication at school. When a student requires prescription or over-the-counter medication at school, the following procedures apply:

- The student's parent must annually submit a written request and consent form as required by the District.
- A building principal or designee must request that the parent supply medications in the exact dosage required whenever feasible.
- The building principal or designee will notify the student's parent of any observed adverse reaction to medication.
- All medications must be in the original container.

For additional information and requirements, see Policy 5703.

Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers

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

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

Parties

Classes may have seasonal or curriculum-related parties during the year. Students must follow all expectations and rules established by the teacher or other relevant staff during the party. Invitations for private parties and non-school-sponsored events may not be distributed in the classroom.

Playground/Recess Rules

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

Protection of Pupil Rights

The District respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy as required by law. The policy is available on the District's website or upon request from the District's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the Superintendent. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the Superintendent. A copy of the District's annual notice to parents regarding the Protection of Pupil Rights Amendment is attached as Appendix C.

Public Display of Affection

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

Rights of Custodial and Non-Custodial Parents

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

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

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

Search and Seizure

To maintain order and discipline in school and protect the safety and welfare of students and school personnel, school authorities may search a student or the student's personal effects (e.g., purse, book bag, athletic bag) as permitted by law and may seize any illegal, unauthorized, or contraband materials discovered in the search. As noted in "Locker Use," student lockers and desks are school property and remain at all times under the District's control. Student lockers and desks are subject to search at any time for any reason and without notice or consent.

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

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

Student Education Records

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

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

Right to Request Explanation or Interpretation

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

Right to Request Amendment of Education Records

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

Directory Information

The District designates the following information as directory information:

a. student names, addresses, and telephone numbers;

b. photographs, including photographs and videos depicting a student's participation in school-related activities and classes;

c. date and place of birth;

d. major field of study;

e. grade level;

f. enrollment status (e.g., full-time or part-time);

g. dates of attendance (e.g., 2013-2017);

h. participation in officially recognized activities and sports;

i. weight and height of athletic team members;

j. degrees, honors, and awards received; and

k. the most recent educational agency or institution attended

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

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

Address Confidentiality Program

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

Technology

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

Threat Assessment and Response

The Board of Education is committed to providing a safe environment for all members of the school community. Our commitment to security includes creating and maintaining a safe school climate and supportive culture as a foundation for preventing violence and mitigating risk.

Students are encouraged to report any threat immediately. Threats may be reported to any District employee in-person, by email, or by telephone. Students may also report

threats through the OK2SAY program.

Transportation Services

School Vehicle Rules

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

When in school vehicles, the following rules apply:

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

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

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

School Vehicle Misconduct Consequences

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

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

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

Different Route Requests

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

Video Surveillance and Photographs

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

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

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

Withdrawal From School

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

SECTION II: ACADEMICS

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

To register for the parent portal of PowerSchool, contact the office for details.

Academic Honors

To recognize the excellent achievement of top students, the following method will be used to honor graduates:

After completion of the third trimester during their senior year, cumulative GPAs will be reviewed and the below honors will be recognized at Honors Night and Commencement.

- Summa Cum Laude — GPA of 4.0 and above
- Magna Cum Laude — GPA of 3.8 - 3.99
- Cum Laude — GPA of 3.5 - 3.79

The titles of valedictorian and salutatorian will be designated to the students who are graduating Summa Cum Laude and have the highest (valedictorian) and second highest (salutatorian) overall score on the designated state proficiency examination(s). To be considered for the honor of valedictorian and salutatorian, students must graduate with the class of which they entered high school and must have taken the state assessment(s) as an Alma High School student.

Advanced Placement (AP) Courses

Alma High School offers Advanced Placement (AP) courses: AP Literature, AP United States Government and Politics, AP Comparative Government and Politics, AP Physics, and AP Calculus. Students may enroll in these classes through the normal scheduling process. Students must display a strong academic rigor to enroll in these courses. Additional fees may be required for enrollment. Advanced Placement (AP) Courses are designed to provide a rigorous curriculum that prepares students for college level coursework and to take the AP exams. Based on a student's AP exam score, they may be able to: skip introductory courses in college, earn college credit and stand out on college applications. Motivated and academically prepared students should explore AP options. Alma High School will issue grades for all AP courses on a 5.0 scale, rather than the 4.0 scale used for other classes. Students must remain enrolled in the course for its entirety and students must take the AP exam at the conclusion of the course in order to receive the 5.0 scale. Students enrolled for AP courses must take the AP exam for the subject in the spring. AP courses require a substantial commitment of time and energy. If a student wishes to enroll in an AP course, an AP agreement will need to be signed through the guidance office.

Alternative Education Program

Alma High School offers the Restore the Roar program for juniors and seniors that are credit deficit towards graduation. Students can enroll in this program through an application process.

Commencement

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

Credits and Graduation Requirements

A student must successfully complete all graduation requirements to earn a high school diploma.

To graduate from Alma High School students must have earned a minimum of 27 credits.

These credits must include:

English: **4 credits**
English 9, 10, 11, 12 Literature and Composition (or the honors equivalents)

Mathematics: **4 credits**
Students must complete the math curriculum through Algebra II.
One credit must be completed during the senior year.
Additional classes that count as a senior year math credit include: Advanced Math, Chemistry II, Physics, Accounting, Business Management, Marketing, Health Occupations, Criminal Justice, Interior Design, Agri-Science, Welding, Machine Trades, Auto Technology, Small Engines, Drafting, Electronics and Computer Repair, and Construction Trades, Pre-Engineering.

Science: **3 credits**
Physical Science (½ credit Physical Science - Chemistry is required, additional ½ credit of either Physical Science – Earth or Physical Science - Physics, Biology, and Chemistry or Physics

Social Studies: 3 credits
World History, American History, Economics, and American Government

Health: 1/2 credit
Required during the freshman year

Physical Education: **1/2 credit**
Required during the freshman year

Visual, Performing, or Applied Arts: **1 credit**
Classes that count for this credit include: all art and music classes, Forensics/Drama, Humanities, Digital Media, Speech, and Yearbook. This requirement may be substituted with additional English, math, science, or world language classes, or the completion of a CTE program.

World Language: **2 credits**
One credit may be substituted with an additional credit from the Visual, Performing, or Applied Arts curriculum, or the completion of CTE program.

Electives: **9 credits**

Credits from a variety of curriculum areas are available to meet the graduation requirements. These electives should be concentrated in specific areas that will enhance each student's future educational and/or occupational plans.

Starting with the class of 2028, every student will be required to have a .5 Personal Finance credit dropping the amount of Elective credits to 8.5.

Dropping or Adding a Class

Students will be able to change schedules one week prior to the start of a trimester. Students will have one week to make any changes after the trimester starts.

Dual Enrollment

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

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

• enrollment eligibility;
• the institutions and types of courses in which students may enroll;
• the District's decision-making process for granting academic credits;
• an explanation of the costs that the District will pay and financial arrangements for paying costs not paid by the District;
• an explanation that the District will pay the eligible postsecondary institution directly upon being billed by the postsecondary institution for those charges that are the District's responsibility and that the student will be responsible for additional costs not paid by the District;
• available support services provided by the District;
• the need to arrange an appropriate schedule;
• consequences to the student for failing or not completing an eligible course, including the possibility of being required to repay the District for money paid by the District on the student's behalf to the postsecondary institution;
• the effect of enrolling in an eligible postsecondary course on the eligible student's ability to complete the required high-school graduation requirements; and
• the academic and social responsibilities that must be assumed by the eligible student and his or her parent.

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

Grades

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

A	**93.5% - 100.0%**
A-	**89.5% - 93.49%**
B+	**86.5% - 89.49%**
B	**83.5% - 86.49%**
B-	**79.5% - 83.49%**
C+	**76.5% - 79.49%**
C	**73.5% - 76.49%**
C-	**69.5% - 73.49%**

D+	**66.5% - 69.49%**
D	**63.5% - 66.49%**
D-	**59.5% - 63.49%**
E	**Below 59.5%**

Homework

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

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

Personal Curriculum

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

To request a personal curriculum, please contact Georgia Guiett, high school guidance counselor.

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

Placement

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

Students with Disabilities

Eligible students with disabilities under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act are entitled to a free appropriate public

education. The District will follow state and federal law and applicable rules and regulations in identifying, locating, evaluating, and educating students with disabilities.

A parent who believes their student is eligible for special education or accommodations due to a disability or suspected disability should contact: Sara Evitts, Special Education Coordinator, sevitts@almaschools.net; Nick O'Neill – District 504 Coordinator, noneill@almaschools.net.

Testing Out

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

Work Permits

Information about work permits is available at the Student Services Office and will be available online at MI Department of Labor and Economic Opportunity (LEO) .

Section III: Student Clubs, Activities, and Athletics

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

For the 2026-27 school year, the District offers the following student clubs, activities, and athletics:

Listed below are the clubs, organizations, and activities available to students at Alma High School:

Chess Club
FFA
HOSA/Health Science Club
Model UN
National Vocational Honor Society
Robotics
Student Council/Government
Forensics
Math Team
National Honor Society
Quiz Bowl
Skills USA

Jazz Band*
Marching Band*
Choir*
Drama Club*

*Groups that are connected to a school class.

NON-SCHOOL SPONSORED CLUBS AND ACTIVITIES
Non-school sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. Any non-school sponsored club or activity must first seek permission from the building principal prior to commencing. The building principal must verify that the activity is being initiated by students, that attendance is voluntary, that a school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. All groups must comply with School rules and must provide equal opportunity to participate. No non-district sponsored organization may use the name of the school or school mascot.

ATHLETICS
Alma High School is a member of the Michigan High School Athletic Association (MHSAA) and the Tri-Valley Conference and the Independent Swim Conference

Alma High School offers the following sports for our students:

Fall	Winter	Spring
Boys Soccer	Boys Basketball	Baseball
Boys Tennis	Girls Basketball	Boys Golf

Sideline Cheer	Boys Bowling	Girls Soccer
Cross Country	Girls Bowling	Girls Tennis
Football	Girls Competitive Cheer	Softball
Girls Golf	Boys Swimming	Track & Field
Girls Swimming	Wrestling	
Volleyball		

Donald L. Pavlik Middle School offers the following sports for our students:

Fall	**Winter I**	**Winter II**	**Spring**
Cross Country	Wrestling	Boys Basketball	Track & Field
Girls Basketball	Girls Volleyball	Cheer	

Additional athletic opportunities including Basketball, Soccer, Softball, Football, Fall Sideline Cheer and summer camps for elementary and middle school students are provided by and run through the Alma Police Athletic League (PAL). Please contact the PAL Administrator at DLPMS at (989) 466-7630 for additional information.

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

Extracurricular Activities

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

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

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

For more information, see Policy 5507.

Student-Initiated Non-Curricular Clubs

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

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

Transportation To/From Extracurricular Activities

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

Section IV: Discipline and Code of Conduct

Discipline Generally

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

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

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

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

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

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

Forms of School Discipline & Applicable Due Process

After-School Detention

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

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

Saturday School

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

In-School Suspension

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

Snap Suspension - Suspension from Class, Subject, or Activity by Teacher

A teacher may suspend a student from any class, subject, or activity for up to 1 full school day if the teacher has good reason to believe that the student:

- intentionally disrupted the class, subject, or activity;
- jeopardized the health or safety of any of the other participants in the class, subject, or activity; or
- was insubordinate during the class, subject, or activity.

Any teacher who suspends a student from a class, subject, or activity must immediately report the suspension and its reason to the building principal or designee. If a student is suspended from a class, subject, or activity, but will otherwise remain at school, the building principal or designee must ensure that the student is appropriately supervised during the suspension and, if the student is a student with a disability, that all procedures applicable to students with disabilities are followed.

Any teacher who suspends a student from a class, subject, or activity must, as soon as possible following the suspension, request that the student's parent attend a parent/teacher conference to discuss the suspension. The building principal or designee must attend the conference if either the teacher or the parent requests the building principal's attendance. The building principal or designee must make reasonable efforts to invite a school counselor, school psychologist, or school social worker to attend the conference.

Removal for 10 or Fewer School Days

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

Removal for More than 10 and Fewer than 60 School Days

Before a student is suspended for more than 10 school days but less than 60 school days, the Superintendent or designee will provide the parent or student with: (1) written

notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a hearing at which the student may present evidence and witnesses to show that the student did not commit the alleged offense or that suspension is not an appropriate consequence.

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

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

Removal for 60 or More School Days

Before the Board suspends or expels a student, the Superintendent or designee must provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a Board hearing at which the student may present evidence and witnesses to show that the student did not commit the suspected offense or that suspension or expulsion is not an appropriate consequence.

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

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

Student Code of Conduct

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

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

1. the student's age;

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

The District will also comply with Policy 5206 Section 1 for victims of an alleged sexual assault.

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

Prohibited Conduct	Potential Consequence(s)
Illegal Substances or Paraphernalia, including Alcohol: possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of drugs, alcohol, fake drugs, illegal steroids, illegal inhalants, or look-alike drugs	• Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral
Tobacco/Nicotine: possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of any form of tobacco, including vaping devices or supplies.	• Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral
Disruptive Behavior or Insubordination: disrupting the learning environment or school activity or violating a school rule or directive.	• Restorative Practices • Parent Notification • Suspension or Expulsion
Dangerous Weapon Possession: firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles.	• Restorative Practices • Parent Notification • Suspension or Permanent Expulsion from all Michigan public schools. • Police Referral

Other Weapons and Look-Alike Weapons Possession: an object that is not a "dangerous weapon," including but not limited to a pellet or air-soft gun, a knife with a blade of 3 inches or less, items intended to look like a dangerous weapon, or similar items.	• Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral
Use of an Object as a Weapon: any object used to threaten or harm another, regardless of whether injury results.	• Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral
Arson: purposefully, intentionally, or maliciously setting a fire on school property.	• Restorative Practices • Parent Notification • Suspension or Permanent Expulsion from all Michigan public schools. • Police Referral
Physical Assault (Student to Student): causing or attempting to cause physical harm to another through intentional use of force or violence.	• Restorative Practices • Parent Notification • Suspension or Expulsion up to 180 school days • Police Referral
Physical Assault (Student to Employee, Volunteer, or Contractor): causing or attempting to cause physical harm to another through intentional use of force or violence.	• Restorative Practices • Parent Notification • Suspension or Permanent Expulsion from all Michigan public schools. • Police Referral
Verbal or Written Threat, including Bomb or Similar Threat: statement that constitutes a threat against a student, employee, other person, or school property.	• Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral
Plagiarism, Cheating, or other Falsification of Schoolwork: submitting work that is not your own, including copying from others' work or unauthorized use of AI,	• Restorative Practices • Credit Loss or Grade Reduction • Parent Notification • Suspension or Expulsion

Discrimination, Harassment (including Sexual Harassment), and Bullying: violating Board Policy addressing anti-discrimination, anti-harassment, and anti-bullying.	• Restorative Practices • Parent Notification • Suspension or Expulsion
Criminal Sexual Conduct: commits criminal sexual conduct in a school building or on school grounds; or pleads to, is convicted of, or is adjudicated for criminal sexual conduct against another student enrolled in the same school district; or commits criminal sexual conduct against another student enrolled in the same school district.	• Restorative Practices • Parent Notification • Suspension or Permanent Expulsion from all Michigan public schools. • Police Referral
Fighting, Inciting Violence, Filming a Fight or Assault, Distributing or Publishing a Fight or Assault Video	• Restorative Practices • Parent Notification • Suspension or Expulsion
Sexting: distribution or publication of lewd, pornographic, or sexually suggestive videos or photographs of students or staff.	• Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral
Misuse of District Technology: violating the District's acceptable use policies and agreement.	• Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral

Alma High School General Practices

DAILY SCHEDULE BELL SCHEDULE

A Lunch				B Lunch			
1st Period	8:10	9:22	72 min	1st Period	8:10	9:22	72 min
Breakfast Cart	9:22	9:32	10 min	Breakfast Cart	9:22	9:32	10 min
2nd Period	9:32	10:43	71 min	2nd Period	9:32	10:43	71 min
A Lunch	10:43	11:13	30 min	3rd Period	10:51	12:02	71 min
3rd Period	11:21	12:32	71 min	B Lunch	12:02	12:32	30 min
4th Period	12:40	1:51	71 min	4th Period	12:40	1:51	71 min
5th Period	1:59	3:10	71 min	5th Period	1:59	3:10	71 min

GENERAL INFORMATION

CLOSED CAMPUS

Alma High School operates with a closed campus for all students. Students are not to leave school grounds during the school day without checking out of the Student Services Office with parental approval. During lunch periods, students are to be in the cafeteria or designated areas. Parking lots are off limits. We strongly discourage parents from signing students out during their lunch period. Parents wanting to sign their student out for lunch must do so prior to the student's lunch period.

CELL PHONES AND WIRELESS COMMUNICATION DEVICES

K-12

Cell phones or other electronic communication devices are to remain off and stored, as defined by the building principal, during the school day. Students may have phones out before school begins and after the final bell of the day.

With principal approval, teachers may allow the use of cell phones and other electronic devices for educational purposes.

The following process will be used if a student is referred to the office for a violation of the policy;

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1st Offense: Student turns in device in the office. Student may pick up device after school.
2nd Offense: Student turns in device in the office. Parent may pick up device after school.
Additional Offenses: Student turns in device in the office Parent may pick up device after school. Additional consequences will be assigned to the student.

Any student that video/audio records others without consent will be subject to disciplinary action.

CALLS AND MESSAGES

Calls for emergencies will be forwarded to students immediately. Other messages will be available in the office and students will be paged over the public address system during passing time. Parents are asked to limit messages to only those of the utmost importance.

PACKAGE AND FOOD DELIVERY

There will be no food/package deliveries to the office. This is to limit the number of people in and out of our building for security and safety purposes.

OVERSIZED BAGS OR ATHLETIC EQUIPMENT

Each student will be assigned an individual locker for his/her use for each school year. For safety and security reasons, backpacks and bags will not be allowed in the classrooms; all bags must be stored in lockers. Any oversized athletic equipment and bags may be stored in the entryway to SRC. No bags will be stored in the Student Services Office.

VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronics, and the like, are tempting targets for theft and extortion. All items should be locked in the student's assigned locker or gym locker. The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

VISITORS

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the Student Service Office (SSO) upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to the school, in order to schedule a mutually convenient time. Students may not bring visitors to school without prior written permission from the principal.

SINGLE POINT OF ENTRY

For security reasons, all students and visitors must enter through the main entrance

doors during the school day. Students who arrive late and students who are being signed out must check in at the main office.

PICK UP & DROP OFF

All student pick-up and drop-off before and after school should be done in the South student lot. The circle drive in the front of the school is designated for bus use only at those times. Student parking is in the South lot. Students are not allowed to park in the East lot (by the tennis courts) or the North lot (by G section) during school hours.

ACADEMICS

For the high school course offerings, graduation requirements, and academic honors, please refer to the curriculum guide.

PROMOTION, PLACEMENT, AND RETENTION

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

ONLINE LEARNING

<u>E2020</u>

E2020 will primarily be utilized for students who are in need of credit recovery due to the failure of a course and/or other extenuating circumstances. In most instances, E2020 courses will be offered in addition to a student's normal class load. Students will be expected to:

- remain self-motivated to complete course work independently.
- meet all E2020 course expectations by the end of the semester in which the course is assigned.
- meet with their assigned online mentor on a bi-weekly basis to review progress in the course.
- make weekly progress toward the completion of the course.

Students successfully completing E2020 courses as a credit recovery will receive credit for the course on your transcript. Students failing to complete their E2020 course in the assigned time will be dropped from the course. Students will only be permitted to take an E2020 course as part of their regular schedule as long as all other scheduling options have been exhausted. Students taking E2020 courses as part of the regular schedule will be required to complete coursework on campus in the online learning lab located in the IMC.

Michigan Virtual University

Michigan Virtual University (MVU) provides additional course options for students. Courses taken to complete a MMC requirement will receive a grade. Elective courses may be taken on a credit/no credit basis by student request at the start of the course. Students may drop an MVU course during the designated drop period without any penalty and will be assigned another course. Students must be in good academic standing and on pace to graduate on time in order to take an MVU course. Students will be expected to:

- remain self-motivation to complete course work independently.
- meet all MVU course expectations by the end of the semester in which the course is assigned.
- meet with their online mentor on a bi-weekly basis to review progress in the course.
- make weekly progress toward the completion of the course.

Students are required to complete MVU course work on campus in the online learning lab located in the IMC. If a student fails an MVU course he/she will be responsible for reimbursing Alma Public Schools the full tuition amount.

COLLEGE ENTRANCE AND PLACEMENT TESTS

The Preliminary Scholastic Aptitude Test, (PSAT) is the qualifying test for the National Merit Scholarship Program giving the student verbal and math scores which can be used to predict SAT scores. All freshmen and sophomores are required to take the PSAT in the spring.

The Scholastic Aptitude Test (SAT) and achievement test programs are required by some Michigan colleges and many out-of-state colleges. The SAT is now incorporated into the MME. All juniors are required to take the SAT in the spring.

The WIN Work Readiness Assessment is a job skills assessment system measuring "real-world" skills that employers believe are critical to job success. All juniors will take the WIN in the spring.

The M-STEP provides information about student performance in science and social studies. All juniors will take the M-STEP test in the spring.

COMPETENCY TESTING

Any high school student who wishes to test out of a course in which he/she is not enrolled may do so by taking the competency examination for the course and receiving a score of at least a 78% or by demonstrating mastery of the subject matter as determined by the assessment. Successful completion of a competency examination will be recorded on the student's official transcript, but it will not count toward the total number of required credits for graduation, nor will it be used to compute grade point

average. It will, however, fulfill the graduation requirement for any required class. The student may not receive credit for a course in the same area but lower in the course sequence. Any student who attempts to test out of a given class and fails, will not be afforded the opportunity to attempt to test out of the same class again. If a senior wishes to take the competency test of a class required for graduation, he/she must complete the test before winter break in December.

SENIOR EXAM EXEMPTIONS (3rd TRIMESTER)

It is expected that all students take exams at the end of each trimester. However, seniors that meet the following criteria may exempt their 3rd trimester exams.

- Student must have no unexcused absences during the 3rd trimester
- Student must have no suspension
- Student must have 3 or less tardies in **all** classes during the 3rd trimester
- Student must have a B+ or higher grade in the class
- Student must have teacher permission

ACTIVITIES

MIXERS

Students must present, upon request, required identification to be admitted. Only Alma High School students are allowed to attend mixers. Mixer doors will close 45 minutes after the conclusion of the game, and end at 11 p.m. Once students leave the building, they will not be readmitted. Attendance can be denied at the discretion of the administration. Students suspected of being under the influence of alcohol or drugs will not be allowed to enter and parental contact will be made. The school dress code applies to mixers. Students must be picked up at 11 p.m. sharp. Any student that doesn't have a ride on time may be denied attendance at future mixers/dances.

SPECIAL DANCES

All mixers rules apply to special dances, except for the conclusion time. All tickets must be purchased in advance. No one may enter the dance without prior ticket purchase. A guest form for any non-current Alma High School student is required. Forms will be filled out, returned, and after administration approval, tickets may be purchased. Students who have experienced an out of school suspension at any point in that school year prior to a school dance due to either of the behavioral infractions below, are ineligible to attend that upcoming school dance:

1. Use or possession of a vape, dab pen, tobacco product, or other illicit drugs.
2. Physical fight/physical violence on school property.

Any 9th or 10th grader attending the Junior/Senior prom as a guest of an Alma High School 11th or 12th grader must have a guest form filled out. It is expected that each underclassman guest will arrive and leave with the student inviting them.

Donald L. Pavlik Middle School
General Practices
Class Schedule

DLPMS CLASS SCHEDULE

Grade 6

Hour	Start Time	End Time
MA	8:20	8:38
1ST	8:43	9:40
2ND	9:45	10:42
Lunch	***10:42***	***11:12***
3RD	11:17	12:14
4TH	12:19	1:16
5TH	1:21	2:18
6TH	2:23	3:20
		in

Grade 7

Hour	Start Time	End Time
MA	8:20	8:38
1ST	8:43	9:40
2ND	9:45	10:42
3RD	10:47	11:44
Lunch	***11:44***	***12:14***
4TH	12:19	1:16
5TH	1:21	2:18
6TH	2:23	3:20

Grade 8

Hour	Start Time	End Time
MA	8:20	8:38
1ST	8:43	9:40
2ND	9:45	10:42
3RD	10:47	11:44
4TH	11:49	12:46
Lunch	***12:46***	***1:16***
5TH	1:21	2:18
6TH	2:23	3:20

6/23/26

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CELL PHONES AND WIRELESS COMMUNICATION DEVICES

K-12

Cell phones or other electronic communication devices are to remain off and stored, as defined by the building principal, during the school day. Students may have phones out before school begins and after the final bell of the day.

With principal approval, teachers may allow the use of cell phones and other electronic devices for educational purposes.

The following process will be used if a student is referred to the office for a violation of the policy;
1st Offense: Student turns in device in the office. Student may pick up device after school.
2nd Offense: Student turns in device in the office. Parent may pick up device after school.
Additional Offenses: Student turns in device in the office Parent may pick up device after school. Additional consequences will be assigned to the student.

Any student that video/audio records others without consent will be subject to disciplinary action.

CALLS AND MESSAGES

Calls for emergencies will be forwarded to students immediately. Other messages will be available in the office and students will be paged over the public address system at the end of the school day. Parents are asked to limit messages to only those of the utmost importance.

VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronics, and the like, are tempting targets for theft and extortion. All items should be locked in the student's assigned locker or gym locker. The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

VISITORS

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the main office upon entering the

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school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to the school, in order to schedule a mutually convenient time. Students may not bring visitors to school without prior written permission from the principal.

SINGLE POINT OF ENTRY

For security reasons, all students and visitors must enter through the main entrance doors during the school day. Students who arrive late and students who are being signed out must check in at the main office.

Pine Avenue Elementary School

Useful Information	
Morning Drop-Off	<u>Students</u> ● When students arrive at school, they will go to the playground. ● Supervision on the playground begins at 7:35 am. ● Doors officially open and students are let into the building at 7:58 am. ● Pine Ave - Students report to classrooms/lockers. ● In the case of inclement weather, grade levels will be divided into two separate groups. One will gather in the school library and the other in the gymnasium. <u>Parents</u> ● Parents will be expected to remain in their vehicle during drop off/pick up. Staff members will be present to meet and guide students in/out of the building. ● Parents are prohibited from walking their students into the building or down the hallways for the purposes of dropping off. ● Parents will only be permitted to enter the building under extenuating circumstances that must be approved by the building secretary or principal (dropping off paperwork, medication, etc.)
Late Arrival/Early Pick-Up	● Students will need to sign in at the main office. ● Parents/Guardians or designated pick-up person must come to the office to check their child out for an Early Pick-up Person. The person picking up the student must have ID with them and be listed on the student's contact list. ● To ensure minimal instruction time is lost for our students, students will be called to the office when they are signed out.
Breakfast	● Breakfast will be served in the classroom at no charge to parents.
Lunch	● Lunch will be served in the cafeteria on a grade level basis. Students will have lunch before recess. Students will have as much time as needed to eat their lunch. After 15 minutes, any student who has finished their lunch will be released to recess. ● School lunches are available to all students at no charge to parents. However, students are welcome to bring lunches from home.

Afternoon Pick Up	• Parents will be expected to remain in their vehicle during drop off/pick up. Staff members will be present to guide students into the vehicles.

Morning Drop-Off Procedures

Using the entrance off of Pine Avenue, enter the right hand side of the driveway to drop off your student. To ensure the safety of our students, vehicles are NOT permitted to use the left lane in the student drop-off driveway. To maximize the amount of students who can be dropped off at once, please pull forward as directed by Pine Avenue staff members. **This is a fire/emergency lane and must be open at all times. This traffic has also become congested and potentially dangerous.

Exit the student drop-off driveway through the exit off of Washington Avenue.

To ensure a steady flow of traffic, we encourage parents to use southbound Pine Avenue for entering and exiting the drop-off driveways to minimize intersecting traffic.

<u>One alternate option to driving through the student drop-off driveway:</u>
You may park along southbound Pine Avenue next to the playground fencing, where your student can walk on the sidewalk to the school after being dropped off. This option will allow you to avoid needing to enter into the drive-through drop-off.

*Students are NOT permitted to cross the parking lot alone to get to vehicles except at the crosswalk in front of the school entrance. A staff member will accompany students across the line of vehicles waiting for students if someone is unable to meet them at the overhang.

Afternoon Pick-Up Procedures

Using the entrance off of Pine Avenue, enter the right hand side of the driveway to pick up your student. To ensure the safety of our students, vehicles are NOT permitted to use the left lane in the student pick-up driveway. This policy will likely slow the pick-up process down somewhat, but exists to maintain student safety. To maximize the amount of students who can be picked up at once, please pull forward as directed by

Pine Avenue staff members. **This is a fire/emergency lane and must be open at all times. This traffic has also become congested and potentially dangerous.

Exit the student drop-off driveway through the exit off of Washington Avenue.

To ensure a steady flow of traffic, we encourage parents to use southbound Pine Avenue for entering and exiting the drop-off driveways to minimize intersecting traffic.

<u>One alternate option to driving through the student drop-off driveway:</u>
You may park along southbound Pine Avenue next to the playground fencing, where your student can walk on the sidewalk to meet you. This option will allow you to avoid needing to enter into the drive-through drop-off.

*Parents are NOT permitted to exit their vehicle, nor walk up to the building/into the building to pick up their child unless under extenuating circumstances.

Please call the office if you have any questions about these procedures. Thank you for your cooperation! We appreciate your assistance in maintaining student safety.

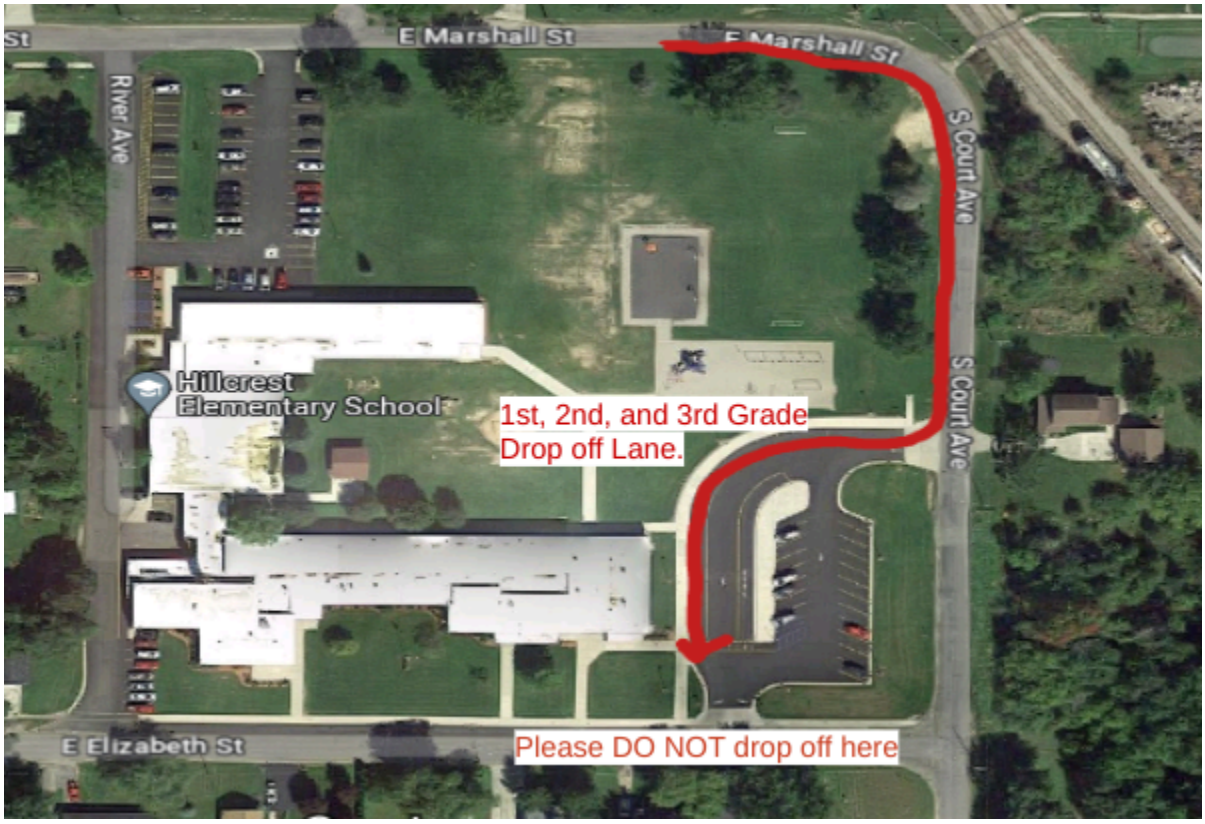


Hillcrest Elementary

Useful Information	
Morning Drop-Off	<u>Students</u> ● When students arrive at school, they will go to the playground. ● Supervision on the playground begins at 7:35 am. ● Doors officially open and students are let into the building at 7:53 am. ● Students line up and report to classrooms/lockers. ● In the case of inclement weather, grade levels will be divided into separate groups. One will gather in the school library, one in a specials room, and the other in the gymnasium. <u>Parents</u> ● Parents will be expected to remain in their vehicle during drop off/pick up. Staff members will be present to meet and guide students in/out of the building. ● Parents are prohibited from walking their students into the building or down the hallways for the purposes of dropping off. ● Parents will only be permitted to enter the building under extenuating circumstances that must be approved by the building secretary or principal (dropping off paperwork, medication, etc.)
Late Arrival/Early Pick-Up	● Students will need to sign in at the main office. ● Parents/Guardians or designated pick-up person must come to the office to check their child out for an Early Pick-up Person. The person picking up the student must have ID with them and be listed on the student's contact list. ● To ensure minimal instruction time is lost for our students, students will be called to the office when they are signed out.
Breakfast	● Breakfast will be served in the classroom at no charge to parents.
Lunch	● Lunch will be served in the cafeteria on a grade level basis. Students will have lunch before recess. Students will have as much time as needed to eat their lunch. After 15 minutes, any student who has finished their lunch will be released to recess. ● School lunches are available to all students at no charge to parents. However, students are welcome to bring lunches from home.

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Afternoon Pick Up	• Parents will be expected to remain in their vehicle during drop off/pick up. Staff members will be present to guide students into the vehicles.



Morning Drop-Off Procedures

Using the entrance off Court St, enter the right hand side of the driveway to drop off your student, in the east parking lot by the playground. To ensure the safety of our students, vehicles are NOT permitted to use the left lane in the student drop-off driveway. To maximize the amount of students who can be dropped off at once, please pull forward as directed by Hillcrest Elementary staff members. **This is a fire/emergency lane and must be open at all times. This traffic has also become congested and potentially dangerous.

Exit the student drop-off driveway to the right onto E. Elizabeth St.

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*Students are NOT permitted to cross the parking lot alone to get to vehicles except at the crosswalk in front of the school entrance. A staff member will accompany students across the line of vehicles waiting for students if someone is unable to meet them at the overhang.

Afternoon Pick-Up Procedures

*Parents are NOT permitted to exit their vehicle, nor walk up to the building/into the building to pick up their child unless under extenuating circumstances.

Please call the office if you have any questions about these procedures. Thank you for your cooperation! We appreciate your assistance in maintaining student safety.



1st Grade Pick Up
-Parents will line up along Marshall and Court St and pick up students in the east parking lot.

2nd Grade Pick Up
-Parents will line up along Austin St. and S. River Ave and pick up students in the north parking lot.

3rd Grade Pick Up
-Parents will line up along Court Ave. and pick up students in the front of the building on Elizabeth St.

Luce Road Early Childhood Learning Center

Useful Information	
Morning Drop-Off	<u>Students</u> ● When students arrive at school, they will go to the cafeteria for breakfast. ● Supervision in the cafeteria/playground begins at **7:30 a.m**. ● Doors officially open and students are dismissed to their classrooms at **7:48 a.m**. <u>Parents</u> ● The drop-off car line, in front of the school, is available beginning at **7:30am**. ● Parents will be expected to remain in their vehicle during drop off. Staff members will be present to meet and guide students in the building. Please be patient with those in line in front of you. ● We understand that drop-off for kindergarten students is stressful the first few weeks. Kindergarten parents can park their vehicle and walk their child to the middle doors where a staff member will help guide students to the right place. ● Please know we will have staff excitedly waiting for your child, to care for them and get them exactly where they need to be. ● Parents are prohibited from walking their students into the building or down the hallways for the purposes of dropping off. ● Parents will only be permitted to enter the building under extenuating circumstances that must be approved by the building administrative assistant or principal (dropping off paperwork, medication, etc.)
Late Arrival/Early Pick-Up	● Please park in the parking lot and walk up to the main entrance doors. Ring the bell to request entrance to the building. ● Please come into the office to sign your child in/out.
Breakfast	● Students eat breakfast in the cafeteria in the morning.
Lunch	● Students will eat lunch in the cafeteria. ● School lunches are available to all students. However, students are welcome to bring lunches from home.
Afternoon Pick Up	● The pick-up car line, in front of the school, is available beginning at **2:30pm**. Students will be dismissed at **3:00pm**. ● Parents will be expected to remain in their vehicle during pick up.

	• Staff members will greet you at your car and help your child safely into your car. Staff may ask for your name and ID. • **We will not be able to buckle seat belts. If your child needs help with buckling, please pull into the lot and help them buckle.** • Thank you for being patient with us and those in line in front of you.
Bus Transportation	• If you are in need of bus transportation please contact the Transportation office at: 989-463-3116. • If you are in need of alternate bussing other than your home address either before or after school, you will need to complete an **Alternate Bus Form by August 16.** • You will receive busing information from the Transportation Department. This information will include pick-up and drop-off times, in addition to the Alma Public School bus driver's name for your route. • **Additional information about our transportation services can be found on the Alma Public Schools Transportation Department Facebook page.**

Morning Drop-Off Procedures

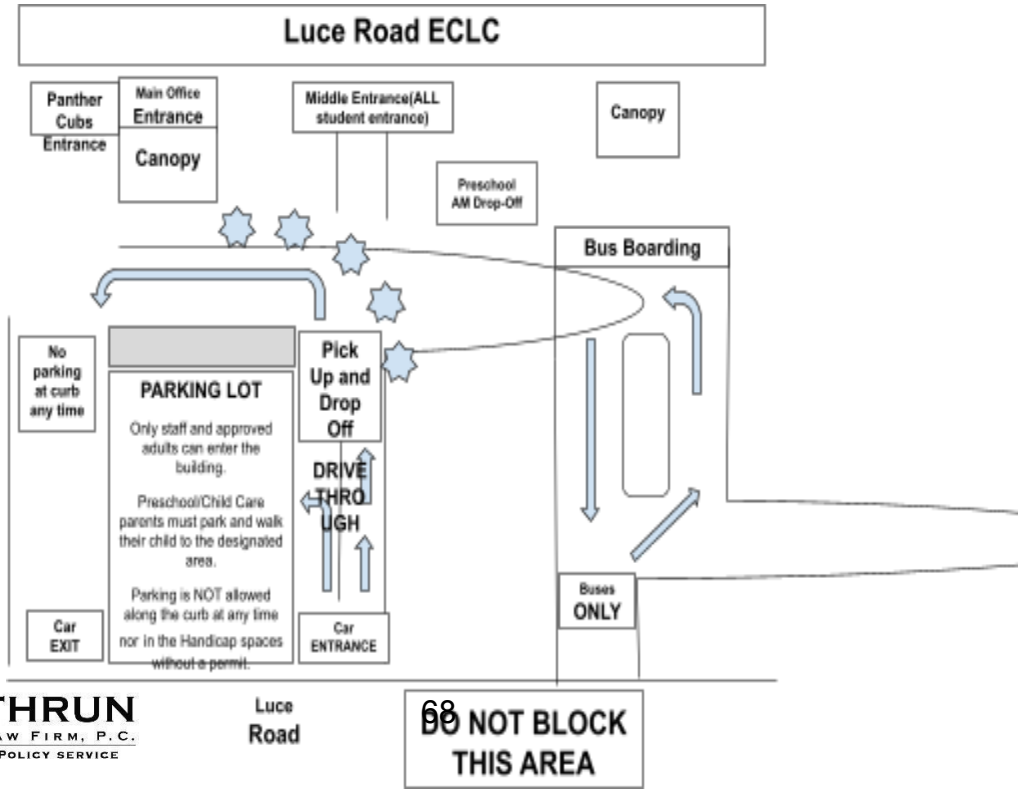
- **AM DROP-OFF**: **7:30-7:53 AM Daily**
  - To drop off your child in the AM, pull up by the main canopy (south end of building).
  - A staff member will open your car door and assist your child out of the car and into the school through the middle doors.
  - In the "drive up" area, **DO NOT** get out of your vehicle.
  - Please have your child ready to get out of the vehicle. There is **NO PARKING** anywhere along the circle drive.
  - Per child care licensing requirements, child care & preschool parents must park in the parking lot and walk their child to the drop-off/pick-up designated locations.
  - When parking and walking up to the building, you MUST use the crosswalk in our parking lot to cross to the sidewalk. This is to keep our STUDENTS and PARENTS safe! Accidents do happen and this is one thing we can do to prevent one from occurring.

Afternoon Pick-Up Procedures

- **DRIVE-UP PICK-UP: 3:00-3:15 PM Daily**

- If you pick up your child at the end of the day, you must pull up to the blue walkway. **DO NOT** get out of your vehicle. A staff member will bring your child to you when your turn comes.
- Again, Please have your GREEN pick-up identification sign visible to speed up our process (these will be available at open house).
- As we become more familiar with you, your vehicle and your child, this process will go faster. 3:15 PM seems to be a time when the line has slowed down. Pick-up runs until 3:30 PM.
- If you walk up to pick up your child, you must park in the parking lot. When parking and walking up to the building, you MUST use the crosswalk in our parking lot to cross to the sidewalk under the front canopy. Please have your ORANGE pick-up identification sign visible to speed up our process (these will be available at open house).
- This is to keep our STUDENTS and PARENTS safe! Accidents do happen and this is one thing we can do to prevent one from occurring.

- **BUS TRANSPORTATION:**
  - Only buses are allowed in the bus circle to the north of the parking lot. All bus children are dropped off and picked up in this drive. All bus children will enter through the middle doors and go directly to the cafeteria for breakfast in the morning.
  - **CHANGE OF PLANS:** If you have a change in your child's usual transportation plans, please **SEND A NOTE WITH YOUR CHILD**. **If you have an EMERGENCY change in plans, you may call the office and leave a message before 1:00 PM, but we do not take phone messages for routine changes.**



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

Policy 3115 Non-Discrimination, Anti-Harassment, and Non-Retaliation

The District does not discriminate on the basis of race, color, national origin, ethnicity, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis in admission, access to District programs and activities, or employment. Unlawful discrimination, including unlawful harassment and retaliation, in District programs, services, and activities is prohibited.

Title IX sexual harassment is covered by Policy 3118.

A contract to which the District is a party will be read to include a covenant by the contractor and its subcontractors not to discriminate against an employee or applicant for employment with respect to hiring, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, national origin, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, height, weight, and marital status.

The Board directs the Superintendent or designee to designate one or more employees to serve as the District's applicable Coordinator(s), as described in Policy 3115B.

A. Definitions: For definitions related to the District's non-discrimination, anti-harassment, and non-retaliation policy, including examples of prohibited conduct, see Policy 3115A – Definitions.

B. Designation of Coordinators: To find the appropriate coordinator/compliance officer, see Policy 3115B – Designation of Coordinators.

C. Supportive Measures: For more information about supportive measures, see Policy 3115C – Supportive Measures.

D. Informal Resolution: For more information about informal resolution, see Policy 3115D – Informal Resolution.

E. Grievance Procedure and Remedies: For more information about the grievance procedure for investigating unlawful discrimination, harassment, and retaliation complaints, and for possible remedies, see Policy 3115E – Grievance Procedure and Remedies.

F. Complaint Dismissal and Appeals: For more information about dismissing a complaint, appealing a complaint dismissal, or appealing a determination of responsibility, see Policy 3115F – Complaint Dismissal and Appeals.

G. Reserved

H. Training and Notice: For more information about training requirements and notice of the District's non-discrimination policy, see Policy 3115H – Training Requirements and Policy Notice.

Legal authority: 20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701 et seq., 794, 2601 et seq., 6101 et seq.; 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1, et seq.; MCL 37.1101 et seq., 37.2101 et seq.

Policy 3118 Title IX Sexual Harassment

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

This Policy addresses allegations of Title IX sexual harassment that occurred on or after August 14, 2020 unless the District previously investigated the allegations under a different policy pursuant to the now-vacated Title IX 2024 regulations. Allegations of discrimination, harassment, or retaliation not covered by this Policy should be addressed under the District's applicable non-discrimination or anti-harassment policies. Allegations alleging both Title IX sexual harassment and other forms of Unlawful Discrimination and Unlawful Harassment (e.g., race, age, disability) that cannot be reasonably separated into distinct complaints should be investigated under this Policy. Complaints that include allegations of Title IX sexual harassment may be investigated under this Policy or bifurcated and investigated pursuant to the applicable Grievance Procedure under Policies 3115-3115H. Investigating other forms of discrimination, including harassment and retaliation, pursuant to this Policy will fulfill the District's investigation requirements under Policies 3115-3115H, 4104, and 5202, but nothing in this paragraph limits the District's right to determine at any time that a non-Title IX allegation should be addressed under Policies 3115-3115H, 4104 or 5202 or any other applicable Policy.

The Board directs the Superintendent or designee to designate one or more employees who meet the training requirements in Section M of this Policy to serve as the District's Title IX Coordinator(s). The Title IX Coordinator will designate an Investigator, Decision-Maker, and Appeals Officer, if applicable, for each Formal Complaint made under this Policy. If a Formal Complaint is made under this Policy against the Title IX Coordinator, the Board President will designate the persons who will serve as the Investigator, Decision-Maker, and Appeals Officer and will work with District administrators to ensure that all other requirements of this Policy are met.

The Investigator, Decision-Maker, Appeals Officer, and Informal Resolution Facilitator cannot be the same person on a specific matter, and the persons designated to serve in those roles may or may not be District employees. Any person serving as the

Investigator, Decision-Maker, Appeals Officer, or Informal Resolution Facilitator must meet the training requirements in Section M of this Policy.

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

A. Definitions

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

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

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

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

c. "Sexual assault" as defined in in 20 USC 1092(f)(6)(A)(v), "dating violence" as defined in 34 USC 12291(a)(10), "domestic violence" as defined in 34 USC 12291(a)(8), or "stalking" as defined in 34 USC 12291(a)(30).

i. "Sexual assault" is an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. It includes unlawful sexual intercourse (including incest and statutory rape) and any sexual act, including rape, sodomy, sexual assault with an object, or fondling, directed against another person without the consent of that person, including when that person is incapable of giving consent.

A) Rape: (Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

B) Sodomy: Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

C) Sexual Assault With an Object: To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of

giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

D) Fondling: The touching of the private body parts of another person for the purpose of sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

E) Incest: Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

F) Statutory Rape: Nonforcible sexual intercourse with a person who is under the statutory age of consent.

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

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

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

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

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

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

5. “Consent” means a voluntary agreement to engage in sexual activity by a person legally capable of consenting. Someone who is incapacitated cannot consent. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent can be withdrawn at any time. Coercion, force, or threat of either invalidates consent. Sexual conduct or relationships between District employees, volunteers, or contractors and students, regardless of age or consent, are prohibited.

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

7. “Decision-Maker” is the person designated by the District to review the investigation report and provide a written determination of responsibility that provides the evidentiary basis for the Decision-Maker’s conclusions. The Decision-Maker may not be the same person as the Investigator, Title IX Coordinator, Appeals Officer, or person designated to facilitate an informal resolution process on a specific matter.

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

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

10. “Grievance Process” is the process by which the District investigates and determines responsibility for Formal Complaints.

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

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

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

14. “Supportive Measures” are non-disciplinary, non-punitive, individualized supports offered and implemented by the Title IX Coordinator as appropriate, as reasonably available, and at no-cost to the Complainant and the Respondent before or after the filing of a Formal Complaint or when no Formal Complaint has been filed. Supportive

measures are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment.

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

B. Posting Requirement

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

The District will provide notice of this Policy to all applicants, students, parents/guardians, employees, and unions or professional organizations with a collective bargaining or professional agreement with the District by prominently posting this Policy on its website and referencing this Policy in its handbooks, which will include the Title IX Coordinator's name or title, office address, electronic mail address, and telephone number.

C. Designation of Title IX Coordinator

All Coordinators, including the Title IX Coordinator, are identified in Policy 3115B.

D. Reporting Title IX Sexual Harassment:

A person may make a report of sexual harassment or retaliation at any time. Reports may be made in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that result in the Title IX Coordinator receiving the person's verbal or written report.

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

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

E. General Response to Sexual Harassment

1. District's Obligation to Respond without Deliberate Indifference

Upon actual knowledge of Title IX sexual harassment, the Title IX Coordinator must respond promptly in a manner that is not deliberately indifferent. The District will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

If the Title IX Coordinator receives a report of sexual harassment and the Complainant does not file a Formal Complaint, the Title IX Coordinator must evaluate the information and determine whether to sign and file a Formal Complaint. If the Title IX Coordinator determines not to sign and file a Formal Complaint, the Title IX Coordinator must address the allegations in a manner that is not deliberately indifferent.

2. Response to Report of Title IX Sexual Harassment

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

3. Formal Complaint Filed

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

4. Equitable Treatment

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

5. Documentation and Recordkeeping

The Title IX Coordinator will document all sexual harassment reports and all incidents of sexual harassment that the Title IX Coordinator receives or personally observes.

The District will retain this documentation in accordance with applicable record retention requirements in Section N of this Policy.

6. Supportive Measures

After receiving a report of Title IX sexual harassment, the Title IX Coordinator must promptly contact the Complainant to discuss the availability of supportive measures, with or without the filing of a Formal Complaint. If the District does not provide a Complainant with supportive measures, then the Title IX Coordinator must document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

The District may provide, as appropriate, non-disciplinary, non-punitive individualized services to the Complainant or Respondent before or after the filing of a Formal Complaint or when no Formal Complaint has been filed.

Supportive measures should be designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party.

Supportive measures are offered without charge and are designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment.

Supportive measures may include, but are not limited to:

a. District-provided counseling;

b. course-related adjustments, such as deadline extensions;

c. modifications to class or work schedules;

d. provision of an escort to ensure that the Complainant and Respondent can safely attend classes and school activities; and

e. no-contact orders.

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

7. Respondent Removal

a. Emergency Removal (Student)

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

b. Administrative Leave (Employee)

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

8. Law Enforcement

In appropriate circumstances, a District employee will notify law enforcement or Child Protective Services, consistent with Policies 4202, 5201, and 5701.

The District will attempt to comply with all law enforcement requests for cooperation with related law enforcement activity. In some circumstances, compliance with law enforcement requests may require the District to briefly suspend or delay its investigation. If an investigation is delayed, the District will notify the parties in writing of the delay and the reasons for the delay.

If the District's investigation is suspended or delayed, supportive measures will continue during the suspension or delay. If the law enforcement agency does not notify the District within 10 days that the District's investigation may resume, the District will notify the law enforcement agency that the District intends to promptly resume its investigation.

F. Grievance Process

1. Generally

The Grievance Process begins when a Formal Complaint is filed or when the Title IX Coordinator signs a Formal Complaint and concludes the date the parties receive the Appeals Officer's written decision or the date on which an appeal is no longer timely. The District will endeavor to complete the Grievance Process within 90-120 days, absent extenuating circumstances or delays as described below. The District will treat both the Complainant and the Respondent equitably throughout the Grievance Process.

Neither the Title IX Coordinator, the Decision-Maker, the Investigator, Appeals Officer, nor any person designated to facilitate an informal resolution process will have a conflict of interest or bias for or against Complainants or Respondents generally or for or against an individual Complainant or Respondent.

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

Throughout the Grievance Process, there is a presumption that the Respondent is not responsible for the alleged conduct unless, in the determination of responsibility, the Decision-Maker finds the Respondent responsible for the alleged conduct.

At any point, the Title IX Coordinator, Investigator, Decision-Maker, or Appeals Officer may temporarily delay the Grievance Process or permit a limited extension of time frames for good cause. Good cause may include, but is not limited to, absence of a party, party's advisor, or witness; concurrent law enforcement activity; or the need for accommodations (e.g., language assistance or accommodation of disabilities). If there is a delay or extension, the parties will receive written notice of the delay or extension and the reasons for the action.

Any disciplinary action resulting from the Grievance Process will be issued in accordance with District Policy, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, and individual employee contracts.

After the investigation portion of the Grievance Process has concluded, the Decision-Maker will endeavor to issue a determination of responsibility within 30 days, absent extenuating circumstances.

2. Notice of Allegations

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

a. a copy of this Policy, which includes the District's Grievance Process, and any informal resolution process;

b. the sexual harassment allegations, including sufficient details known at the time and with sufficient time so that parties may prepare a response before the initial interview. Sufficient details include parties involved in the incident, if known; the alleged conduct constituting sexual harassment; and the date and time of the alleged incident;

c. a statement that the Respondent is presumed not responsible for the alleged conduct;

d. a statement that a determination of responsibility is made at the Grievance Process's conclusion;

e. a statement that the parties may have an advisor of their choice, who may be an attorney, although any attorney or advisor who is not a District employee will be at the party's own cost;

f. a statement that the parties will be provided an opportunity to inspect and review any evidence before the investigation report is finalized; and

g. if the Complainant or Respondent is a student, and the District's Student Code of Conduct addresses false statements by students during an investigation or the disciplinary process, a citation to that portion of the Code of Conduct. If, during the course of an investigation, the Investigator decides to investigate allegations that are not included in the initial notice, the District will provide notice of the additional allegations to the Complainant and Respondent.

3. Informal Resolution

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

Informal resolution does not require a full investigation and may encompass a broad range of conflict resolution strategies, including, but not limited to, arbitration, mediation, or restorative justice. The Title IX Coordinator will determine the informal resolution process that will be used, including the person who will facilitate that process.

Informal resolution is not available for a Formal Complaint alleging that an employee sexually harassed a student.

A party is not required to participate in an informal resolution process.

When offering informal resolution, the Title IX Coordinator must (1) provide both parties written notice of their rights in an informal resolution; and (2) obtain written, voluntary consent from both parties to enter into the informal resolution process. The written notice must contain the:

a. allegations;

b. informal resolution requirements, including the circumstances under which the informal resolution precludes the parties from resuming a Formal Complaint arising from the same allegations;

c. right to withdraw from informal resolution and resume the Grievance Process at any time prior to a final resolution; and

d. any consequences resulting from participating in the informal resolution process, including the records that will be maintained or that could be disclosed.

4. Investigation

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

a. Investigation Process

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

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

The Investigator must provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory or exculpatory evidence. The Investigator cannot restrict parties from discussing the allegations under investigation, nor can the Investigator restrict parties from gathering or presenting relevant evidence.

Parties may be accompanied by an advisor of their choice, including an attorney, during the Grievance Procedure. If a party chooses an advisor who is not a District employee, the District is not responsible for any associated costs. The Investigator or Title IX Coordinator may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties (e.g., abusive, disruptive behavior or language will not be tolerated; advisor will not interrupt the investigator to ask questions of witnesses).

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

As described in Section L of this Policy, retaliation against a person for making a complaint or participating in an investigation is prohibited.

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

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

b. Investigation Report

The Investigator must create an investigation report that fairly summarizes relevant evidence and submit the investigation report to the Decision-Maker.

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

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

5. Determination of Responsibility

The Decision-Maker cannot be the same person as the Title IX Coordinator, Investigator, Appeals Officer, or person designated to facilitate an informal resolution process.

Before the Decision-Maker reaches a determination of responsibility, and after the Investigator has sent the investigation report to the parties, the Decision-Maker must:

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

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

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

If the Decision-Maker decides to exclude questions from either party as not relevant, the Decision-Maker must explain the decision to the party proposing the questions.

The Decision-Maker must issue a written determination of responsibility based on a preponderance of the evidence standard (i.e., more likely than not) simultaneously to both parties. The written determination of responsibility must include:

a. identification of the sexual harassment allegations;

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

i. notification to the parties;

ii. party and witness interviews;

iii. site visits;

iv. methods used to collect evidence; and

v. hearings held.

c. factual findings that support the determination;

d. conclusions about the application of any relevant code of conduct, policy, law, or rule to the facts;

e. a statement of, and rationale for, the result as to each allegation, including:

i. a determination of responsibility;

ii. any disciplinary action taken against the Respondent (consistent with Policies 4309, 4407, 4506, 4606, or 5206, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, or individual employee contracts); and

iii. whether remedies designed to restore and preserve equal access to the District's education program or activity will be provided to the Complainant.

f. appeal rights.

6. Appeals

Notice of the determination of responsibility or dismissal decision must include notice of the parties' appeal rights.

Both parties may appeal a determination of responsibility or the decision to dismiss a Formal Complaint in whole or in part for the following reasons only:

a. A procedural irregularity that affected the outcome.

b. New evidence that was not reasonably available at the time the determination of responsibility or dismissal decision was made that could affect the outcome.

c. The Title IX Coordinator, Investigator, or Decision-Maker had a conflict of interest or bias for or against the Complainant or Respondent, generally or individually, that affected the outcome.

An appeal must be filed with the Title IX Coordinator within 5 calendar days of the date of the determination of responsibility or dismissal decision.

Upon receipt of an appeal, the Title IX Coordinator will assign an Appeals Officer who will provide both parties written notice of the appeal and an equal opportunity to submit

a written statement in support of, or challenging, the determination or dismissal decision.

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

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

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

G. Dismissal

1. Mandatory Dismissals

The Title IX Coordinator must dismiss a Formal Complaint if:

a. the Formal Complaint's allegations, even if substantiated, would not constitute sexual harassment as defined in this Policy;

b. the Formal Complaint's allegations did not occur in the District's programs or activities; or

c. the Formal Complaint's allegations did not occur in the United States.

2. Discretionary Dismissals

The Title IX Coordinator may dismiss a Formal Complaint if:

a. the Complainant notifies the Title IX Coordinator in writing that the Complainant wishes to withdraw the Formal Complaint in whole or in part;

b. the Respondent's enrollment or employment ends; or

c. specific circumstances prevent the District from gathering evidence sufficient to reach a determination (e.g., several years have passed between alleged misconduct and Formal Complaint filing, Complainant refuses or ceases to cooperate with Grievance Process).

The Title IX Coordinator will promptly and simultaneously notify both parties when a Formal Complaint is dismissed. The notice must include the reasons for mandatory or discretionary dismissal and the right to appeal. Appeal rights are discussed above in Subsection F(6) of this Policy.

Dismissal of a Formal Complaint under this Policy does not excuse or preclude the District from investigating alleged violations of other policy, rule, or law, or from issuing appropriate discipline based on the results of the investigation.

H. Consolidation of Complaints

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

I. Remedies and Disciplinary Sanctions

The District will take appropriate and effective measures to promptly remedy the effects of sexual harassment. The Title IX Coordinator is responsible for the effective implementation of any remedies.

Appropriate remedies will be based on the circumstances and may include, but are not limited to:

1. providing an escort to ensure that the Complainant and Respondent can safely attend classes and school activities;

2. offering the parties school-based counseling services, as necessary;

3. providing the parties with academic support services, such as tutoring, as necessary;

4. rearranging course or work schedules, to the extent practicable, to minimize contact between the Complainant and Respondent;

5. moving the Complainant's or the Respondent's locker or work space;

6. issuing a "no contact" directive between the Complainant and Respondent;

7. providing counseling memoranda with directives or recommendations.

These remedies may also be available to any other student or person who is or was affected by the sexual harassment.

The District will impose disciplinary sanctions consistent with District Policy, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, or individual employee contracts. Discipline may range from warning or reprimand to termination of employment, or student suspension or expulsion.

After a determination of responsibility, the Title IX Coordinator should consider whether broader remedies are required, which may include, but are not limited to:

1. assemblies reminding students and staff of their obligations under this Policy and applicable handbooks;

2. additional staff training;

3. a climate survey; or

4. letters to students, staff, and parents/guardians reminding persons of their obligations under this Policy and applicable handbooks.

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

J. False Statements

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

K. Confidentiality

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

L. Retaliation

Retaliation (e.g., intimidation, threats, coercion) for the purpose of interfering with a person's rights under Title IX is prohibited. This prohibition applies to retaliation against any person who makes a report, files a Formal Complaint, or participates in, or refuses to participate in a Title IX proceeding. Complaints alleging retaliation may be pursued in accordance with District Policy.

The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this Section.

When processing a report or Formal Complaint of sexual harassment, pursuing discipline for other conduct arising out of the same facts or circumstances constitutes retaliation if done for the purpose of interfering with that person's rights under Title IX.

Any person who engages in retaliation will be disciplined in accordance with District Policy, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, and individual employee contracts.

M. Training

All District employees must be trained on how to identify and report sexual harassment.

Any person designated as a Title IX Coordinator, Investigator, Decision-Maker, Appeals Officer, or any person who facilitates an informal resolution process must be trained on the following:

1. the definition of sexual harassment;

2. the scope of the District's education programs or activities;

3. how to conduct an investigation and the District's grievance process, including, as applicable, hearings, appeals, and informal resolution processes; and

4. how to serve impartially, including avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

Investigators must receive training on how to prepare an investigation report as outlined in Subsection F(4)(b) above, including, but not limited to, issues of relevance.

Decision-Makers and Appeals Officers must receive training on issues of evidence and questioning, including, but not limited to, when questions about a Complainant's prior sexual history or disposition are not relevant.

Any materials used to train District employees who act as Title IX Coordinators, Investigators, Decision-Makers, Appeals Officers, or who facilitate an informal resolution process must not rely on sex stereotypes and must promote impartial investigations and adjudications of Formal Complaints. These training materials must be posted on the District's website.

N. Record Keeping

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

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

O. Office for Civil Rights

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

U.S. Department of Education Office for Civil Rights
Cesar E. Chavez Memorial Building
1244 Speer Boulevard, Suite 310
Denver, CO 80204-3582
Telephone: 303-844-5695
FAX: 303-844-4303; TDD: 800-877-8339
Email: OCR.Denver@ed.gov

An OCR complaint may be filed before, during, or after filing a Formal Complaint with the District. A person may forego filing a Formal Complaint with the District and instead file a complaint directly with OCR. The District recommends that a person who has been subjected to sexual harassment also file a Formal Complaint with the District to ensure that the District is able to take steps to prevent any further harassment and to discipline the alleged perpetrator, if necessary. OCR does not serve as an appellate body for District decisions under this Policy. An investigation by OCR will occur separately from any District investigation.

Legal authority: Education Amendments Act of 1972, 20 USC §§1681 - 1688; 34 CFR Part 106

5207 Anti-Bullying Policy

All types of bullying, including cyberbullying, without regard to subject matter or motivating animus, are prohibited.

A. Prohibited Conduct

1. Bullying, including cyberbullying, a student at school is prohibited. Bullying is any written, verbal, or physical act, or electronic communication that is intended to or that a reasonable person would know is likely to harm one or more students directly or indirectly by doing any of the following:

   a. substantially interfering with a student's educational opportunities, benefits, or programs;

   b. adversely affecting a student's ability to participate in or benefit from the District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;

   c. having an actual and substantial detrimental effect on a student's physical or mental health; or

   d. causing substantial disruption in, or substantial interference with, the District's orderly operations.

2. Retaliation or false accusations against the target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying, are prohibited.

B. Reporting an Incident

If a student, staff member, or other person suspects there has been a bullying incident, the person must promptly report the incident to the building principal or designee, or to the Responsible School Official(s), as defined below.

A report may be made in person, by telephone, or in writing (including electronic transmissions). If a bullying incident is reported to a staff member who is not the building principal, designee, or a Responsible School Official, the staff member must promptly report the incident to the building principal, designee, or a Responsible School Official.

To encourage reporting of suspected bullying or related activities, each building principal, after consulting the Responsible School Official(s), will create, publicize, and implement a system for anonymous reports. The system must

emphasize that the District's ability to investigate anonymous reports may be limited.

Complaints that the building principal has bullied a student must be reported to the Superintendent. Complaints that the Superintendent has bullied a student must be reported to the Board President.

C. Investigation

All bullying complaints will be promptly investigated. The building principal or designee will conduct the investigation, unless the building principal or Superintendent is the subject of the investigation. If the building principal is the subject of the investigation, the Superintendent or designee will conduct the investigation. If the Superintendent is the subject of the investigation, the Board President will designate a neutral party to conduct the investigation.

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

D. Notice to Parent/Guardian

If the investigator determines that a bullying incident has occurred, the District will promptly notify the victim's and perpetrator's parent/guardian in writing.

E. Annual Reports

At least annually, the building principal or designee, or the Responsible School Official, must report all verified bullying incidents and the resulting consequences, including any disciplinary action or referrals, to the Board.

The District will annually report incidents of bullying to MDE in the form and manner prescribed by MDE.

F. Responsible School Official

The Superintendent is the "Responsible School Official" for this Policy and is responsible for ensuring that this Policy is properly implemented. This appointment does not reduce or eliminate the duties and responsibilities of the building principal or designee as described in this Policy.

G. Posting/Publication of Policy

The Superintendent or designee will ensure that this Policy is available on the District's website and incorporated into student handbooks and other relevant school publications.

The Superintendent or designee will submit this Policy to the MDE within 30 days after its adoption.

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Training. The Responsible School Official will provide and require annual training opportunities for District personnel who have significant contact with students on preventing, identifying, responding to, and reporting incidents of bullying.]

Educational Programs. The Responsible School Official will periodically arrange or otherwise provide educational programs for students and parents on preventing, identifying, responding to, and reporting incidents of bullying and cyberbullying. The Responsible School Official may arrange for teachers to address these same issues within the classroom curriculum.

H. Definitions

1. "At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether it is held on school premises. "At school" also includes any conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the device or provider is owned by or under the control of the District.

2. "Telecommunications access device" means any of the following:

   a. any instrument, device, card, plate, code, telephone number, account number, personal identification number, electronic serial number, mobile identification number, counterfeit number, or financial transaction device defined in MCL 750.157m (e.g., an electronic funds transfer card, a credit card, a debit card, a point-of-sale card, or any other instrument or means of access to a credit, deposit, or proprietary account) that alone or with another device can acquire, transmit, intercept, provide, receive, use, or otherwise facilitate the use, acquisition, interception, provision, reception, and transmission of any telecommunications service; or

   b. any type of instrument, device, machine, equipment, technology, or software that facilitates telecommunications or which is capable of transmitting, acquiring, intercepting, decrypting, or receiving any telephonic, electronic, data, internet access, audio, video, microwave, or radio transmissions, signals, telecommunications, or services, including the receipt, acquisition, interception, transmission, retransmission, or decryption of all telecommunications, transmissions, signals, or services provided by or through any cable television, fiber optic, telephone, satellite, microwave, data transmission, radio, internet based or wireless distribution network, system, or facility, or any part, accessory, or component, including any computer circuit, security module, smart card, software, computer chip, pager, cellular telephone, personal communications device, transponder, receiver, modem, electronic mechanism or other component, accessory, or part of any other device that is capable of facilitating the interception, transmission, retransmission,

decryption, acquisition, or reception of any telecommunications, transmissions, signals, or services.

3. “Telecommunications service provider” means any of the following:

   a. a person or entity providing a telecommunications service, whether directly or indirectly as a reseller, including, but not limited to, a cellular, paging, or other wireless communications company or other person or entity which, for a fee, supplies the facility, cell site, mobile telephone switching office, or other equipment or telecommunications service;

   b. a person or entity owning or operating any fiber optic, cable television, satellite, internet based, telephone, wireless, microwave, data transmission, or radio distribution system, network, or facility; or

   c. a person or entity providing any telecommunications service directly or indirectly by or through any distribution systems, networks, or facilities.

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

Appendix C: Parent Involvement in Education

Policy 5401

A. Parent Involvement

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

1. Parents will be provided the opportunity to review District-approved curriculum, textbooks, and instructional materials, including any material that will be used in connection with a survey, analysis, or evaluation, upon request.

a.Requests to review curriculum, textbooks, and instructional materials must be made to the building principal.

b.Parents may review textbooks based on availability and may review instructional materials within a time frame determined by the building principal or designee.

2.Parents will be permitted to attend and observe instructional activities in a class or course in which their student is enrolled and present.

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

Parents are not permitted to observe testing.

3.Parents may inspect and review their student's education records, upon written request, consistent with Policy 5309 and state and federal law.

4.A copy of this Policy must be included in the Student Handbook.

5.See Policy 5405 for Parent and Family Engagement Policy at schools receiving Title I funds.

B. Assessments and Surveys

1.State assessments

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

2.National Assessment of Educational Progress

As a condition of receiving federal funds and as required by state law, the District may be selected to participate in the National Assessment of Educational Progress (NAEP). To help ensure that the District has a representative sample of students taking the NAEP, which will allow the District to assess the quality and effectiveness of its programming on a national level, the District strongly encourages all eligible students to participate. Student participation in NAEP is voluntary.

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

3.Surveys

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

Legal authority: MCL 380.1137, 380.1280b, 380.1295, 380.1507(3)

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Form 5308-F Protection of Pupil Rights

5308-F Protection of Pupil Rights

PPRA Notice and Consent/Opt-Out

The Protection of Pupil Rights Amendment (PPRA) requires that the District notify you and obtain your consent, or allow you to opt your student out of, participating in any school survey, analysis, or evaluation that involves one or more of the following 8 subjects ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's Parent;

2. Mental or psychological problems of the student or student's family;

3. Sex behavior or attitudes;

4. Illegal, anti-social, self-incriminating, or demeaning behavior;

5. Critical appraisals of others with whom the student has close family relationships;

6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;

7. Religious practices, affiliations, or beliefs of the student or student's Parents; or

8. Income, other than as required by law to determine program eligibility.

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The notification and opt-out requirement also applies to the collection, disclosure, or use of a student's personal information for marketing purposes ("marketing surveys") and certain physical exams and screenings.

Below is a list of the protected information or marketing surveys that require parental notice and consent or opt-out for the upcoming school year. You have the right to review a protected information or marketing survey before it is given to your student to determine whether you want your student to participate. If you want to review materials that will be used in a protected information or marketing survey please submit your request to [Insert school position/title] at [Insert address]. The [Insert District position/title] will let you know where and when you may review those materials.

If the District schedules a protected information or marketing survey after the school year starts, the District will notify you within a reasonable amount of time and give you an opportunity to consent or opt your student out. The District also will give you an opportunity to review the newly scheduled surveys or instructional materials.

5309-F-2 Directory Information and Opt-Out

Student's Name: _____

School: _____ Grade: _____

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

If you *do not* want your student's directory information released for one or more of the purposes listed below, please complete this form and return it to your student's school office by [Insert Deadline Date].

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

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

Directory information includes :

a. student names, addresses, and telephone numbers;

b. photographs, including photographs and videos depicting a student's participation in school-related activities and classes;

c. date and place of birth;

d. major field of study;

e. grade level;

f. enrollment status (e.g., full-time or part-time);

g. dates of attendance (e.g., 2013-2017);

h. participation in officially recognized activities and sports;

i. weight and height of athletic team members;

j. degrees, honors, and awards received; and

k. the most recent educational agency or institution attended.

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

Alma Public Schools *may not* disclose my student's directory information for the following purposes:

Click or tap here to enter text.

☐ For School or District publications, including but not limited to, a yearbook, graduation program, theater playbill, athletic team or band roster, newsletter, and other school and district publications.

☐ For School or District auto-dialer system to communicate School or District information.

☐ To news media outside the School or District.

☐ To the School PTO or District parent organization.

☐ To other groups and entities outside of the School or District, including community, advocacy, and/or parent organizations.

☐ On official school-related websites or social media accounts.

☐ On school employees' personal classroom websites or social media accounts.

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

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

☐ Do not release my student's name, address, or telephone number to U.S. Military recruiters without my prior written consent.

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

Parent/Guardian/Eligible Student Signature

Date

Appendix F: Acceptable Use Agreement

3116-F-1 Agreement for Acceptable Use of Technology Resources Students

Grades K-5

Building/Program Name _____ Student Name _____

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

- I will only use the computers, electronic devices, and Internet for schoolwork.
- I will only use the computers, electronic devices, and Internet as directed by my teacher or other school employee.
- I will not use the Internet to try to look at websites that I know are for adults only or that I know I should not access.
- If I accidentally access a website that I know I should not look at, I will tell my parent/guardian or teacher right away.
- If someone sends me something on the Internet that I know is inappropriate, I will tell my parent/guardian or teacher right away.
- I will not use the school's computers, electronic devices, or Internet to bully or harm any other person.
- If someone else uses the computers, electronic devices, or Internet to bully or harm me, I will tell my parent/guardian or teacher right away.
- I will not damage the school's computers, electronic devices, or cause problems with the computers, electronic devices, or Internet on purpose.
- I will give the school's computers and other electronic devices back to the school at the school's request.
- I will not use the school's computers, electronic devices, or Internet to cheat on my schoolwork.
- I will not copy anything that I see on the school's computers, electronic devices, or Internet and pretend that it is my own work.
- I will keep my password secret from everyone except my parent/guardian.
- I understand that the school can see everything that I do on the school's computers, electronic devices, and Internet.
- I understand that the school has filters on its computers, electronic devices, and Internet, which means I might not be able to see some information. I will not try to interfere with those filters.
- I will follow all of these rules. I will also follow any directions that my teacher or other school employee gives me about my use of the school's computers, electronic devices, or the Internet.

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

_____ _____

Student Signature Date

I have read this Agreement and agree that as a condition of my child's use of the school's Technology Resources, which include: (1) internal and external network infrastructure, (2) Internet and network access, (3) computers, (4) servers, (5) storage devices, (6) peripherals, (7) software, and (8) messaging or communication systems, I release the school and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my child's use or inability to use the Technology Resources. I also indemnify the school and its board members, agents, and employees, including its Internet Service Provider, for any fees, expenses, or damages incurred as a result of my child's use, or misuse, of the school's Technology Resources.

I have explained the rules listed above to my child.

I authorize the school to consent to the sharing of information about my child to website operators as necessary to enable my child to participate in any program, course, or assignment requiring such consent under the Children's Online Privacy Protection Act.

I understand that data my child sends or receives over the school's Technology Resources is not private. I consent to having the school monitor and inspect my child's use of the Technology Resources, including any electronic communications that my child sends or receives through the Technology Resources.

I understand that the school does not warrant or guarantee that its Technology Resources will meet any specific requirement or that they will be error free or uninterrupted; nor will the school be liable for any damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the Technology Resources.

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

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

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

I have read this Agreement and agree to its terms.

Parent/Guardian Signature Date

cc: parent/guardian, student file

3116-F-2 Agreement for Acceptable Use of Technology Resources

Middle School/High School

Building/Program Name User Name

This Agreement is entered into on: _____

This Agreement is between _____ ("Student" or "User")

and _____ ("school").

The purpose of this Agreement is to grant access to and define acceptable use of the school's technology resources ("Technology Resources").

Technology Resources are any type of instrument, device, machine, equipment, technology, or software that is capable of transmitting, acquiring, or intercepting any telephone, electronic, data, Internet, audio, video, or radio transmissions, signals, telecommunications, or services and include without limitation: (1) internal and external network infrastructure, (2) Internet and network access, (3) computers, (4) servers, (5) storage devices, (6) peripherals, (7) software, and (8) messaging or communication systems.

In exchange for the use of the school's Technology Resources either at school or away from school, you understand and agree to the following:

A. Your use of the school's Technology Resources is a privilege that may be revoked by the school at any time and for any reason.

B. You have no expectation of privacy when using the school's Technology Resources. The school reserves the right to monitor and inspect all use of its Technology Resources, including, without limitation, personal email and voicemail communications, computer files, databases, web logs, audit trails, or any other electronic transmissions accessed, distributed, or used through the Technology Resources. The school also reserves the right to remove any material from the Technology Resources that the school, in its sole discretion, chooses to including, without limitation, any information that the school determines to be unlawful, obscene, pornographic, harassing, intimidating, disruptive, or that otherwise violates this Agreement.

C. The Technology Resources do not provide you a "public forum." You may not use the Technology Resources for commercial purposes or for political positions or

candidates unless expressly authorized in advance by a teacher or administrator as part of a class project or activity. You may, however, use the Technology Resources to contact or communicate with public officials provided you follow all other rules.

D. The school's Technology Resources are intended for use only by registered users. You are responsible for your account/password and any access to the Technology Resources made using your account/password. Any damage or liability arising from the use of your account/password is your responsibility. Use of your account by someone other than you is prohibited and may be grounds for suspension from the Technology Resources and other disciplinary consequences for both you and the person(s) using your account/password. Likewise, using or accessing another person's account is prohibited and may be grounds for suspension from the Technology Resources and other disciplinary consequences for both you and the person whose account or password you used or accessed.

E. You may not use the Technology Resources to engage in bullying, including cyberbullying. Bullying and cyberbullying are defined as:

   Any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely, to harm one or more pupils either directly or indirectly by doing any of the following:

   1. Substantially interfering with educational opportunities, benefits, or programs of one or more pupils;

   2. Adversely affecting the ability of a pupil to participate in or benefit from the educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress;

   3. Having an actual and substantial detrimental effect on a pupil's physical or mental health; or

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

   Use of other communication/messaging devices (including devices not owned by the school) to engage in bullying or cyberbullying may be grounds for discipline under the school's student code of conduct.

F. If you misuse the Technology Resources, your access to the Technology Resources may be suspended and you may be subject to other disciplinary action, up to and including expulsion. Misuse includes, but is not limited to:

   1. Accessing or attempting to access material that is "harmful to minors." Material that is "harmful to minors" includes any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to

minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole lacks serious literary, artistic, political, or scientific value as to minors.

2. Accessing or attempting to access material that is unlawful, obscene, pornographic, profane, or vulgar.

3. Accessing or attempting to access material that is inappropriate for minors. Material that is inappropriate for minors includes all material described in Sections F.1 and F.2 of this Agreement.

4. Bullying and cyberbullying (as defined in paragraph E).

5. Sexting, which includes, without limitation, possessing, sending, or distributing nude, sexually explicit, or sexually suggestive photographs, videos, or other visual depictions of yourself or another person.

6. Vandalism, which includes, without limitation, any malicious or intentional attempt to harm, steal, destroy, or disrupt user data, school material, or school hardware or software.

7. Hacking, which includes, without limitation, gaining or attempting to gain access to, modifying, or obtaining copies of information belonging to others or information you are not authorized to access.

8. Unauthorized copying or use of licenses or copyrighted software.

9. Plagiarizing, which includes the unauthorized distributing, copying, using, or holding out as your own, material that was written or created by someone else, without permission of, and attribution to, the author/creator.

10. Posting or distributing confidential or inappropriate information meant to harass, intimidate, or embarrass others.

11. Allowing someone else to use your account or password or not preventing unauthorized access to Technology Resources when leaving them unattended.

12. Using or soliciting the use of or attempting to use or discover the account information or password of another user.

13. Attempting to or successfully disabling security features, including technology protection measures required under the Children's Internet Protection Act ("CIPA").

14. Misusing equipment or altering system software without permission.

15. Commercial for-profit activities, advertising, political lobbying, or sending mass mailings or spam. You may contact a public official, however, to express an opinion on a topic of interest.

16. Copying, recording, or sharing any information received or obtained via the school's Technology Resources that includes personally identifiable information about any other student including, without limitation, videos, audio, documents, or other records that identify another student by name, voice, or likeness.

17. Using the Technology Resources in any way that violates any federal, state, or local law or rule, Policy, or the school's codes of conduct, or student handbooks.

G. You must promptly disclose to your parent/guardian or teacher any content you view or receive over the Technology Resources that is inappropriate or that makes you feel uncomfortable, harassed, threatened, or bullied, or that contains sexually explicit content. You should not delete such content until instructed to do so by a school employee.

H. It is the policy of the school, as a recipient of certain federal funds, to monitor the online activities of its minor students and provide technology protection measures on its computers with Internet access designed to prevent minors from accessing visual depictions that are: (1) obscene, (2) child pornography, or (3) harmful to minors.

I. It is the policy of the school to prohibit its minor students from: (1) accessing inappropriate matter on the Internet; (2) engaging in hacking or other unlawful online activities; and (3) accessing materials that are harmful to minors. It is also the policy of the school to educate students about cyberbullying awareness and response and about appropriate online behavior, including disclosing, disseminating, or using personal information and safely and appropriately interacting with other individuals in social networking websites, chat rooms, by email, and other forms of direct electronic communications.

J. The school does not guarantee that measures described in paragraphs H and I will provide any level of safety or security or that they will successfully block all inappropriate material from the school's students. You agree that you will not intentionally engage in any behavior that was intended to be prevented by paragraphs H and I.

K. The school does not warrant or guarantee that its Technology Resources will meet any specific requirement or that they will be error free or uninterrupted; nor will the school be liable for any damages (including lost data, information, or

time) sustained or incurred in connection with the use, operation, or inability to use the Technology Resources.

L. You will return all Technology Resources to the school in good working order immediately on request.

M. You are responsible for the proper use of the Technology Resources and will be held accountable for any damage to or replacement of the Technology Resources caused by your inappropriate use.

I agree to follow this Agreement and all rules and regulations that may be added from time to time by the school or its Internet Service Provider. I also agree to follow all rules in the applicable student code of conduct and handbook. As a condition of using the Technology Resources, I agree to release the school and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my use or inability to use the Technology Resources.

I understand that data I send or receive over the Technology Resources is not private. I consent to having the school monitor and inspect my use of the Technology Resources, including any electronic communications that I send or receive through the Technology Resources.

I have read this Acceptable Use Agreement and agree to its terms.

Student Signature _____ Date _____

Appendix G: Athletic Code of Conduct

Participation in Alma Public School's (the "District") athletics is a privilege, not a right. Student-athletes are students first. When participating in District athletics, student-athletes are District representatives and are held to the highest standards. Accordingly, this Athletic Code of Conduct applies 24 hours a day, 365 days a year. Student-athletes and parents should be familiar with this Athletic Code of Conduct. By participating on any school-sponsored athletic team both student-athletes and parents agree to abide by these terms.

Athletic Director:
Steve Humm
989-466-7503
shumm@almaschools.net

Athletic Administrative Assistants:
Elizabeth Shaw (High School)
989-466-7603
Karen Lowery (DLPMS)
989-466-7606

Available Sports

Alma High School offers the following sports for our students:

Fall	Winter	Spring
Boys Soccer	Boys Basketball	Baseball
Boys Tennis	Girls Basketball	Boys Golf
Sideline Cheer	Boys Bowling	Girls Soccer
Cross Country	Girls Bowling	Girls Tennis
Football	Girls Competitive Cheer	Softball
Girls Golf	Boys Swimming	Track & Field
Girls Swimming		
Volleyball	Wrestling	

Donald L. Pavlik Middle School offers the following sports for our students:

Fall	Winter I	Winter II	Spring
Cross Country	Wrestling	Boys Basketball	Track & Field
Girls Basketball	Girls Volleyball	Cheer	

Communication Protocol

The District has full faith in its coaches to make decisions that are in the best interest of their teams. If parents have questions or concerns about their student-athletes' sports participation, use the following protocol:

1. Wait 24 hours before contacting the coach.
2. Schedule a time to speak with the coach, either via phone or in-person, at the coach's discretion.

3. If the issue is unresolved, schedule a time to speak with the Athletic Director, either via phone or in-person, at the Athletic Director's discretion.

Athletics Attendance Policy

On practice and game days, athletes are to be in school for the entire day. For Saturday events, athletes must be in school all day on Friday. Every attempt should be made not to schedule appointments, etc. on game days. If it is absolutely necessary for an athlete to be absent, a doctor's note must be turned in to the attendance office for the absence to be excused. If there is no note from a doctor, then the absence will be unexcused for athletics and the student athlete will not be allowed to practice or compete on that day. If the absence is not for a doctor appointment, then you must email the athletic director (shumm@almaschools.net) in order to ask for it to be excused.

Any student athletes with unexcused absences or caught skipping (leaving campus or not arriving for class) will be ineligible for that day's practice or competition.

Athletic Code of Conduct

A student-athlete must:

1. Learn and understand the rules and regulations of your sport.

2. Unless otherwise approved by your coach, if school is in session, attend school for the full day to be eligible to practice or play in an event on the same day.

3. Comply with the law, Board Policy, the Student Code of Conduct, the Athletic Code of Conduct, and all team rules. Failure to comply with this provision may result in suspension or removal from a team.

4. Not possess, use, or consume alcohol, tobacco, cannabis, nicotine (including a vape), or controlled substances (other than those prescribed by a physician for the student-athlete).

5. Not engage in conduct that is unbecoming of student-athletes.

6. Maintain academic eligibility as required by the Michigan High School Athletic Association ~~.~~ and Alma Public Schools.

A student athlete at Alma Schools is first and foremost a student. He/she shall devote sufficient time and energy to achieve acceptable grades. A student athlete, who cannot meet the minimum standards set by Alma Public Schools and its teaching staff, will not be eligible to participate in interscholastic athletic programs. The standards of academic eligibility for Alma Public Schools are listed below:

- The standing of the student will be the accumulative academic standing from the beginning of the course to the present date.
- Eligibility reports will be evaluated on a weekly basis. Eligibility pre-checks will be conducted each Monday for all students participating in athletic activities. Eligibility re-checks will be performed the following Friday at noon.
- A notification will be sent to the student/athlete and his/her parents if it is found that there is a risk of being ineligible following pre-checks. A warning notice will be given to any student achieving below a "C" range, but is not failing.
- Any student who if found not to be passing 66% of a full course load on the eligibility re-check will be ineligible to participate in the athletic contests for the following Monday through Sunday.

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

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

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

Appendix H: Concussion

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

Appendix I: Sexual Harassment And Sexual Assault Information Guide

What Is Sexual Harassment?

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

Verbal

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

Physical:

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

Visual

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

Sexual harassment can make someone feel many emotions.

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

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

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

What Is Sexual Assault?

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

Here are a few examples of sexual assault:

- Touching someone's genitals, breast, or butt without their permission (consent) over or under clothes

- Unwanted kissing
- Physically forcing someone to perform a sexual act
- Threatening or pressuring a person to do any sexual act
- Unwanted vaginal, oral, or anal penetration with a body part or object (also known as rape)

Sexually assaulting another person is wrong and it is against the law.

In Michigan statute, this is called "Criminal Sexual Conduct."

About Consent

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

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

<u>What if This is Happening to Me?</u>

It is not your fault. You are not alone.

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

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

What if This is Happening to Someone I Know?

Believe. Listen. Support.

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

Resources

There is Help.

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

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

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

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

School Title IX Coordinator

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

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

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