

# 2026-2027 Student Handbook

## Shepherd High School

## Shepherd Middle School

**Revision Date: August 2026**

**Welcome to Shepherd Middle School and High School**

We're thrilled to welcome you to our school community and are excited for the year ahead. At Shepherd, students can expect a journey filled with growth, challenges, and opportunities. With a strong academic program and a wide range of extracurricular activities, there's something for everyone—so get involved, take initiative, and make this school year your own. This is *your* school, and we encourage you to approach each experience with enthusiasm and a willingness to grow. With clear expectations and the support of your family, teachers, and administrators, we are confident you'll thrive.

This handbook is designed to provide students and families with key information about policies and procedures specific to Shepherd Middle School and Shepherd High School. It serves as a helpful guide to how our school operates and outlines expectations for students, parents, and staff. While comprehensive, this handbook does not cover every possible situation. When questions arise, the policies of the Shepherd School District Board of Education take precedence and provide the final authority.

Please note:

- The word "parent" refers to a student's natural or adoptive parent, or legal guardian.
- The word "policy" includes any bylaws or policies adopted by the Board of Education.

All students are expected to follow school policies, rules, and procedures. This handbook is a tool for helping families understand those expectations and support student success. It does not represent a contract between the district and its students, parents, or staff, but rather serves as a guide. The school administration is responsible for interpreting and applying the contents of this handbook in a way that supports the educational mission and the well-being of all students.

We look forward to a great school year together!

Best wishes for a great year!

**Middle School**
Mr. Griffin Bohannon, Principal
Mr. Henry Van Loon, Assistant Principal

**High School**
Mr. Michael Willett, Principal
Mrs. Tracie Lentz, Assistant Principal

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**School Colors:** Navy Blue & Gold

**School Mascot:** BlueJay

**School Fight Song:** *"Onward Shepherd"*

*Onward Shepherd!*
*Onward Shepherd!*
*Raise our banner high!*
*BlueJay pride*
*With blue and gold,*
*The colors that we fly.*
*Rah, rah, rah.*
*Onward Shepherd!*
*Onward Shepherd!*
*Stand up and be bold,*
*So fight, BlueJays,*
*Fight!, Fight!, Fight!*
*For Blue and Gold!*

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**District Website**

www.shepherdschools.net

**Board Policies**

Board Policies are available at:
https://drive.google.com/drive/folders/1SUQz2ghIfkHz8ZDFI3RDTc_olEVcMYj2?usp=drive_link

**Addresses**

| | |
|---|---|
| Shepherd High School | Shepherd Middle School |
| 321 South 4th Street | 305 South Chippewa Street |
| Shepherd, MI 48883 | Shepherd, MI 48883 |

**Contact Information**

High School Main Office: (989) 828-6602 Middle School Main Office: (989) 828-6605

High School Fax: (989) 828-5679 Middle School Fax: (989) 828-6578

Transportation: (989) 828-4539

Athletics: (989) 828-6601

**Administration**

Superintendent: Mrs. Carrie Gauthier, cgauthier@shepherdschools.net

Special Education Coordinator: Mr. Henry Van Loon, henry.vanloon@shepherdschools.net

Director of Operations: Mr. Ryan Harkrader, ryan.harkrader@shepherdschools.net

Athletic Director: **TBD**

Transportation Supervisor: Mrs. Vicky Juhas, vjuhas@shepherdschools.net

High School Principal: Mr. Michael Willett, mwillett@shepherdschools.net

High School Assistant Principal: Mrs. Tracie Lentz, tlentz@shepherdschools.net

Middle School Principal: Mr. Griffin Bohannon, griffin.bohannon@shepherdschools.net

Middle School Assistant Principal: Mr. Henry Van Loon, henry.vanloon@shepherdschools.net

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## 2026-2027 District Calendar

- August 17 Professional Development
- August 18 Professional Development
- August 21 First Full Day for Students
- September 4 No School
- September 7 No School - Labor Day
- October 9 Homecoming
- October 15 Half Day - Parent/Teacher Conferences 12:00 - 3:00 and 4:00 - 6:00
- October 16 No School - Parent/Teacher Conferences TK-5 8:00 - 11:00
- November 3 No School - Professional Development
- November 13 Half Day, End of the 1st Trimester
- November 25-27 No School - Thanksgiving Break
- December 21 - January 1 No School - Holiday Break
- January 4 No School - Professional Development
- January 5 School Resumes
- February 12 Half Day - Good Friday
- February 15 No School - Mid-Winter Break
- March 5 Half Day - End of 2nd Trimster
- March 8 Start of 3rd Trimester
- March 26 No School - Good Friday
- March 29 - April 2 No School - Spring Break
- April 23 No School - Maple Syrup Day
- April 26 No School - Professional Development
- May 31 No School - Memorial Day
- June 3 Half Day - Last Day

## 2026-2027 Daily Schedule

School staff will supervise students inside the building starting at 7:40 A.M., which is 20 minutes before the school day begins. Students are expected to leave the building by 3:15 P.M., within 15 minutes after the school day ends, unless they are participating in a supervised school activity. Staff supervision is not provided outside these times. The school office is open Monday through Friday from 7:30 A.M. to 3:30 P.M.

### Shepherd High School

| Class Periods | Daily Schedule (8:00 AM-3:00 PM) | Half-Day Schedule (8:00-11:00 AM) | 3-Hour Delayed Start Schedule (11:00 AM-3:00 PM) |
|---|---|---|---|
| **1st Hour** | 8:00-9:14 | 8:00-8:32 | 11:00-11:38 |
| **Lunch** | | | 11:38-12:08 |
| **2nd Hour** | 9:19-10:31 | 8:37-9:09 | 12:13-12:51 |
| **3rd Hour** | 10:39-11:55 | 9:14-9:46 | 12:56-1:34 |
| **Lunch** | 11:55-12:25 | | |
| **4th Hour** | 12:30-1:43 | 9:51-10:23 | 1:39-2:17 |
| **5th Hour** | 1:48-3:00 | 10:28-11:00 | 2:22-3:00 |

### Shepherd Middle School

| Class Periods | Daily Schedule (8:00 AM-3:00 PM) | Half-Day Schedule (8:00-11:00 AM) | 3-Hour Delayed Start Schedule (11:00 AM-3:00 PM) |
|---|---|---|---|
| **SOAR** | 8:00-8:25 | | 11:00-11:25 |
| **1st Hour** | 8:30-9:25 | 8:00-8:25 | 11:30-11:55 |
| **2nd Hour** | 9:30-10:25 | 8:30-8:55 | 12:00-12:25 |
| **3rd Hour** | 10:30-11:25 | 9:00-9:25 | 1:00-1:25 |
| **A Lunch** | 11:25-11:55 | | *12:25-12:55 |
| **4th Hour A** | 11:30-12:25 | 9:30-9:55 | 1:30-1:55 |
| **4th Hour B** | 12:00-12:55 | 9:30-9:55 | 1:30-1:55 |
| **B Lunch** | 12:25-12:55 | | *12:25-12:55 |
| **5th Hour** | 1:00-1:57 | 10:00-10:25 | 2:00-2:25 |
| **6th Hour** | 2:02-3:00 | 10:30-11:00 | 2:30-3:00 |

*A & B Lunches Combined

## 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: Notification will be sent to families through the district's automated call-out program, including phone calls, text messages, and emails. Additionally, local media outlets, including radio and TV stations, will be informed to ensure the broader community is aware of the closure.

## 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
Mr. Carl Seiter, Director of Business Operations
P.O. Box 219 Shepherd, MI 48883
(989) 828-5520
Carl.Seiter@shepherdschools.net

Designated Title IX Coordinator
Ms. Kelli Ingram, Payroll/Human Resources
P.O. Box 219 Shepherd, MI 48883
(989) 828-5520
KIngram@shepherdschools.net

Designated Section 504 Coordinator (High School)
Mr. Ryan Huber, High School Counselor
321 South 4th Street, Shepherd, MI 48883
(989) 828-6601
RHuber@shepherdschools.net

Designated Section 504 Coordinator (Middle School)
Mr. Henry Van Loon, Middle School Assistant Principal
305 S. Chippewa Street um, Shepherd, MI 48883
(989) 828-6605
henry.vanloon@shepherdschools.net

Designated Civil Rights Coordinator/Employment Compliance Officer
Kelli Ingram, Payroll/Human Resources
258 W WRIGHT AVENUE/PO BOX 219
(989) 828-5520
kingram@shepherdschools.net

The District's Non-discrimination, Anti-Harassment, and Non-Retaliation Policy and Grievance Procedures is available at https://www.shepherdschools.net/page/title-ix

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 Grievance 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 the school office letting the school know why the student is absent and when the student is expected to return to school. The student is responsible for making up any schoolwork missed due to their absence.

Attendance is taken by teachers at the beginning of each scheduled class period. Students who are more than 10 minutes late are considered absent. A student who violates attendance expectations may be subject to discipline and any other applicable consequences.

When a student is checking-in late or checking-out early, students must check-in or check-out with the building secretary. A parent note or phone call is expected by that time. The following are the three attendance codes being used:

1. Absent (A)
   Parent/guardian has **NOT** communicated with the school regarding the reason for the absence. Student will not participate in extracurricular activities.

2. Absent Communicated (AC)
   Parent/guardian has communicated with the school regarding the reason for the absence, but it does not qualify as an excused absence. Student will not participate in extracurricular activities.

3. Excused Absences (EA)
   a. School-related absences (field trips, class meetings, etc.)
   b. Suspensions
   c. Funerals
   d. College Visit/Job Shadowing with prior approval and documentation*
      ***College Visits/Job Shadowing must be arranged through the Counseling Office and the student must return to school with documentation of the visit.**
      ***Failure to do so may result in the student receiving an absence code as A or AC.**
   e. Doctor/Dentist/Counseling Appt. (Documentation is needed when returning to school)**
      ****The office must receive documentation of this appointment within seven (7) school days of the absence.**
      ****Failure to do so will result in the student receiving an Absence Communicated.**
   f. An illness document by a physician
   g. Appearance at court or for other legal matters
   h. Observance of religious holidays of the student's own faith
   i. Extenuating Circumstances - administrative discretion

With the exception of a suspension, students marked as EA are eligible for extracurricular activities.

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**Excessive Absenteeism and Truancy**

When a student has 6 or more absences coded as Absent or Absent Communicated in the first trimester, or is absent 10% of the school year, the building principal or designee will provide written notice to the student's Parent encouraging the student's regular daily attendance and explaining the truancy process.

If the Superintendent or designee determines that a student is repeatedly absent from school without a valid excuse, is failing academically, or has behavior concerns, and attempts to confer with the student's Parent have not been successful, the Superintendent or designee may request that the attendance officer having jurisdiction in the District send notice to the Parent requiring the Parent to meet with District personnel to discuss the matter.

When a student is absent for ten percent (10%) of the school year, and after the above measures have been taken the student's attendance concerns persist, the building principal or designee will notify the attendance officer having jurisdiction in the District. Once notified, the attendance officer will investigate each case of nonattendance and take all other steps permitted or required by law.

The building principal or designee may impose additional consequences for excessive absenteeism, consistent with the student handbook and/or published grading procedures.

**Tardy Policy** Students who receive 3 tardies, in a class, will be assigned a lunch detention. After the initial 3 tardies, the student will receive a lunch detention for each subsequent tardy. Excessive and continued tardies could result in progressive disciplinary actions including in-school suspension, reduced privileges and parent meetings. Tardy totals will reset at the trimester.

**Absences due to illness**

The school will contact parents if a student becomes ill at school and may ask that the parent pick up the student. A student who is absent due to illness, and has a doctor's note, has 1 day for each day of absence to complete missed assignments.

**Planned absences**

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

**Students are expected to:**

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

For more information, see Policy 5301.

## Books and Supplies

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

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

## Bulletin Boards

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

## Bullying

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

## Cafeteria - Breakfast and Lunch

Breakfast and lunch are available each day school is in session. Lunch is served on full days. Prices will be posted on our website in August and this information will be made available to students and parents at the start of school.

Students are to use their Student ID numbers for breakfast and lunch. (Students will be issued a new ID card after school pictures are taken.) Payments are to be dropped off at the Middle School office.

- No lunch is served on half days. No breakfast is served on days that school is delayed.
- Middle School students must remain on school property during their lunch and recess period. There are times when students will be required to receive academic assistance during their lunch/recess time, but they will always be allowed to eat lunch.
- Free and reduced lunch information is available at the office.

Free & Reduced Lunch App link

## Cell Phones and Other Wireless Communications Devices

Students may not use Wireless Communications Devices on school grounds during instructional time, 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" in Shepherd Middle School is defined as 8:00am - 3:00pm. "Instructional Time" at Shepherd High School is defined as 8:00am - 3:00pm excluding passing time and lunch time (see the bell schedules above).

"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 with 48-hour advance notice and approval from administration;
- 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.

Students are personally and solely responsible for the security of their cell phones and other electronic devices. Wireless Communications Devices. The District is not responsible for theft, loss, or damage of any cell phone or other electronic device Wireless Communications Device.

Students may not use cell phones or other electronic devices Wireless Communications Devices while they are in locker rooms, restrooms, or any other area in which others may have a reasonable expectation of privacy unless medically necessary or required by the student's Section 504 Plan or IEP.

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.

The Superintendent, building principals, and teachers are authorized to develop building-level and classroom rules for students' use of Wireless Communications Devices. Those rules must be clearly communicated to students. A student who violates the rules or this Policy is subject to corrective or disciplinary action, consistent with Policy and the student code of conduct.

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.

During dual enrollment hours, students in those courses follow the applicable rule for the institution in which they are taking the dual enrollment course; if they do not have a class on a designated day and hour, they may use their devices only in the atrium when in the building but are otherwise prohibited from using their devices anywhere else in the building. **Middle School** students will keep devices in lockers for the entirety of the school day.

Failing to adhere to these rules will result in the following disciplinary action:

● 1st Offense: Device to office until 3pm; Warning
● 2nd Offense: Device to office until 3pm for 2 weeks; 1x lunch detention; parent contact
● 3rd Offense: Device to office until 3pm for 2 months; 2x lunch detention; parent contact
● 4th Offense: Device to office until 3pm for rest of year; 3x lunch detention; parent pick-up

**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 at a level beyond what was specifically allowable for that task per the AI Use Scale.
- 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. Receiving credit on the assignment or assessment as well as the ability to retake or make up the assignment or assessment is at the discretion of the teacher.

The Gratiot-Isabella AI Taskforce has created the following guidelines for the use of Artificial Intelligence in the classroom. (Adapted from the AI Assessment Scale (AIAS) by Perkins, Furze, Roe, & MacVaugh (2024) and a Bloom Learning, LLC version developed by Shirin Mathew. Licensed CC BY-NC-SA 4.0. Changes were made.)

***AI Use Scale***

| | Level of AI Use | Full Description | Disclosure Requirements |
|---|---|---|---|
| **0** | ***No Use*** *of* ***AI*** | • *This assignment is completed entirely without AI assistance. This ensures that students rely solely on their own knowledge, understanding, and skills.* | • *No AI disclosure required* |
| **1** | ***Study*** *with* ***AI*** | • *AI can be used by students to help them prepare for the assessment. It can be used as a study tool, but students rely solely on their own knowledge, understanding, and skills during the assignment/assessment. Prompt example*<br>• *No AI to be used in any assignment submissions.* | • *AI disclosure statements may be included, declaring how AI was used.* |
| **2** | ***Brainstorm*** *with* ***AI*** | • *AI can be used in the assignment for brainstorming, creating structures and generating ideas for improving work. Prompt example*<br>• *No AI content is allowed in the final submission.* | • *AI disclosure statements may be included, declaring how AI was used.*<br>• *Link(s) to AI assistance may be required with the final submission.* |
| **3** | ***Edit*** *with* ***AI*** | • *AI can be used to make improvements to the clarity or quality of student created work to improve the final output. Prompt Example*<br>• *No new content can be created using AI.* | • *AI disclosure statements must be included, declaring how AI was used.*<br>• *Link(s) to AI assistance must be submitted with the final submission.* |
| *4* | ***Complete a Task*** *with* ***AI*** | • *AI is used to complete certain elements of the task as specified by the teacher.*<br>• *This level requires critical engagement with AI-generated content and evaluation of its output.*<br>• *Students are responsible for providing human oversight and evaluation of all AI-generated content. Prompt Example* | • *The use of AI must be properly cited.*<br>• *Link(s) to AI assistance must be submitted with the final submission.* |
| **5** | ***Enhance*** *with* ***AI*** | • *Students may use AI throughout the assignment to support their own work.*<br>• *AI should be a 'co-pilot' to enhance human creativity.*<br>• *Students are responsible for providing human oversight and evaluation of all AI-generated content. Prompt Example* | • *The use of AI must be properly cited.*<br>• *Link(s) to AI assistance must be submitted with the final submission.* |

## 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.

## High School Open Campus

High school students are expected to remain on campus and in the school building during their Shepherd High School courses. Students are permitted to leave campus during their lunch hour, provided they return on time to their next-scheduled class. Students enrolled in dual enrollment and/or a CTE program will follow the schedule and expectations of the host institution.

## Middle School Closed Campus

The middle school campus is a closed campus. All students must remain on campus during school hours. Students who leave campus without authorization are subject to disciplinary action.

## 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.

## Deliveries

To ensure a safe and focused learning environment, all deliveries for students, including gifts, flowers, food, and packages, must be directed to the building office. Items will not be given to the student until the end of the school day to minimize disruptions to the educational process.

## 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 not be see-through and must have straps or sleeves and must cover the student's entire torso from armpit to armpit and to the waistline of the student's pants. Footwear must be worn. Clothing may not be worn if it:

- 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
- does not cover nipples, genitals, or buttocks.

Unless administration publishes an exception in advance for a specific holiday or spirit day, students are prohibited from wearing:

- hats, hoods, or other headwear;
- trench coats, or bulky coats;
- masks, costumes, or costume accessories;
- flags.

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:

1. Students may not move their vehicles, sit in, or be around their vehicles during the school day without permission from administration.
2. Students may not drive carelessly or with excessive speed on school grounds.
3. 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.
4. Students must park in the student parking lot/spaces outside of the gymnasium entrance. Students will not be allowed to park in the upper lot (across 4th Street) or the lot outside of the high school 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

Students are encouraged to take advantage of the many lunch options provided through Shepherd Food Services. Tables should be left clean, with refuse being disposed of in the proper containers. Middle School students should remain in the cafeteria during lunch, the cafeteria trays are not to be removed unless a student is attending a meeting, RTC, or lunch opportunity. High School students are allowed to leave campus during lunch. Students leaving school grounds for lunch must follow all behavioral guidelines outlined in the student code of conduct during the lunch period. Failure to meet this requirement will result in disciplinary action as identified in the Student Discipline and Conduct section of this handbook and may include loss of the privilege of leaving school grounds for lunch.

## Field Trips

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

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

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

## First Aid, Illness, or Injury at School

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

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

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

## Head Lice

A student with nits within ¼ inch of the scalp or live lice may remain at school. 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:

Mrs. Amber Bloss, Director Odyssey High School
3441 S. Wise Rd. Mt. Pleasant, MI 48858
Phone 989-773-9473
amber.bloss@shepherdschools.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, backpacks, string bags, purses, etc., in their lockers during the school day. It is the responsibility of the student to secure their locker using the provided lock and to inform the office of any ways the locker or lock is malfunctioning. The school is not responsible for lost or stolen items.

## Lost and Found

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

## 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. A fine may be charged for overdue materials. Each student is responsible for any fine that accumulates on materials charged to the student. If materials are lost and not returned by the end of the semester, the student must pay for the replacement cost. Students must also pay for any damage they cause to materials.

## Medication

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

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

For additional information and requirements, see Policy 5703.

## Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers

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

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

## Parties

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

## Playground/Recess Rules

Students must follow these rules/expectations during recess or while using the playground:

**Respectful**

- Use appropriate language

- Respect property of others

**Engaged**

- Keep track of personal property
- Follow adult directions
- Return to class promptly

**Accountable**

- Stay in assigned area
- Keep area clean
- Return equipment to proper areas

**Leaders**

- Resolve conflicts respectfully
- Keep a positive attitude
- Notify an adult of any issues

Students who violate these rules may be disciplined.

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 display of affection such as kissing, intimate touching, suggestive dancing, or any behavior that could be considered offensive or distracting.

## 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 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., 2023-2027);
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.

### 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 e-mail, or by telephone. Students may also report threats through the OK2SAY program.

The District’s Threat Assessment and Response is found in Policy 5714.

## 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.

## Video Surveillance and Photographs

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

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

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

## Withdrawal From School

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

## Section II: Academics

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

**PowerSchool Parent Engagement**
Parents are encouraged to monitor academic progress via PowerSchool. Login credentials are provided within the first two weeks of school. For assistance, Middle School parents please contact the Media Center and High School parents please contact the High School Office.

Teachers communicate with families via email and phone. Trimester report cards may be emailed or sent home, printed via the U.S. Mail.

**SMS-Academic Intervention**
Students failing two or more core classes may be assigned to an Advisory/Intervention section focused on Math or ELA. An Academic Intervention Meeting may be scheduled with the counselor or principal to develop a personalized support plan.

### 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 or outstanding fees/account balances or unreturned school property. 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.

**Graduation Regalia and Adornments Policy**

Commencement is a formal academic ceremony. To maintain the dignity and decorum of the event, only approved academic regalia (caps and gowns) may be worn. Caps are not decorated and no additional decoration may be added to graduation attire. Students may wear approved honor cords, stoles, or medals that recognize academic achievement, leadership, and community service. Pursuant with House Bill 4854, Native American students may wear traditional regalia and bring traditional objects to ceremonies of honor, such as commencement. Students wishing to participate wearing traditional regalia or bring traditional objects must work with the Native American Office and school administration in advance (no later than May 1st).

School-Issued Regalia: All cords, stoles, and medals issued directly by Shepherd High School academic departments and sanctioned honor societies are automatically approved for graduation.

Outside Groups and Extra Curricular Regalia Criteria: Students may request permission to wear cords or stoles from external, non-school-affiliated organizations or from school extra curricular groups. To be considered for approval, the regalia must meet the following criteria:

- Merit-Based: The item must be earned through documented academic achievement, leadership excellence, or significant community service. Regalia given solely for general membership, financial contribution, or attendance do not qualify.
- Organizational Standing: The issuing organization must be a recognized local, national, or international non-profit, professional, or educational entity (e.g., Eagle Scout/Gold Award, nationally recognized youth leadership programs).

- Appropriateness: The design must align with the formal nature of the ceremony and cannot contain explicit, political, or commercial branding.

Approval Process To wear external regalia, students must submit a written request to the High School Office no later than May 1st. The submission must include:

1. A written description of the criteria required to earn the honor.
2. Verification of the student's completion of these criteria from the organization.
3. A visual sample or photograph of the cord/stole.

Note: Unapproved items worn to the commencement lineup will be confiscated prior to the processional and returned after the ceremony.

## Credits and Graduation Requirements

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

Shepherd High School courses are designed to provide students with the basic skills needed to be successful while preparing students to reach their ultimate career goals. Students should consider their school work as their job and strive to let nothing interfere with doing well.

Students enrolling from schools that have different graduation requirements will have their credits prorated for class placement. All incoming students will be informed of the graduation requirements at the time of their admission. Total Number of Credits Required: SHS students must earn 27.5 credits and complete a talent portfolio to graduate which includes community service hours. One-half credit is earned by successfully completing one trimester of a course that meets one period per day, five times a week, or its equivalent. It is the responsibility of the student to periodically check with a counselor regarding the satisfactory progress and completion of all graduation requirements.

**27.5 Credits required for Graduation**
- BASED ON THE MICHIGAN MERIT CURRICULUM (MMC) -
and
Completion of a Talent Portfolio
(See detailed information below regarding the Talent Portfolio)

**MATHEMATICS** - 4 credits
Algebra I - 1 credit
Geometry - 1 credit
Algebra II - 1 credit
Elective - 1/2 credit
Elective Grade 12 - 1/2 credit

**ENGLISH** - 4 credits
9th Grade - 1 credit
10th Grade - 1 credit
11th Grade - 1 credit
12th Grade - 1 credit
n

**SCIENCE** - 3 credits
Physical Science - 1 credit
Biology - 1 credit
Chemistry - 1 credit

**SOCIAL STUDIES** - 3 credits
World Studies - 1 credit
History - 1 credit
Civics - 1/2 credit
Economics - 1/2 credit

**HEALTH EDUCATION** - 1/2 credit
**PHYSICAL EDUCATION** - 1/2 credit
**WORLD LANGUAGE** - 1 credit (2 credits *highly recommended*)
**VISUAL, PERFORMING AND APPLIED ARTS** - 1 credit

**PERSONAL FINANCE** - ½ credit (starting with the Class of 2028)

Students earn credit for successfully completing courses as described in the Curriculum Guide. Shepherd High School publishes the Curriculum Guide to help students navigate through the many academic decisions that are required. It also serves to provide specific details about academic concerns, such as those noted below.

- Graduation Requirements
- Course Offerings and Career Pathways
- Course Descriptions
- Michigan Merit Curriculum and Personal Curriculums
- Credit Recovery Options
- Grading Scale
- Grade Point Average
- Graduation With Academic Honors
- Top Ten Calculation

You can find the Course Offering Guide in the blue panel of the High School webpage. A paper copy can be obtained in the counseling office. Students are encouraged to meet with the guidance counselor for specific concerns.

**Early Graduation**

Shepherd High School acknowledges that some students seek to pursue educational goals earlier than their designated cohort, including graduation from high school. Shepherd High School students may graduate one trimester early from high school. A student who completes early high school graduation requirements may participate in the graduation ceremonies with their graduating class. The earliest a student may graduate is after the second trimester of their senior year.

The principal must receive a completed application form from the student, signed by the student's parent/guardian, by **March 1st of the student's junior year.** Candidates may be eligible to graduate one trimester early in their senior year. Before a student applies for early graduation, they must be in good academic standing and on track to graduate. *****

When a student is approved for early graduation, the student understands they must:

- complete their mock interview during their junior year for completion of the talent portfolio.
- present their talent portfolio project and any other requirements specified by the principal by the end of January of their senior year.
- complete community service hours before March 1st of their graduating year.
- attend graduation practice if they want to walk with their graduating class.

A. Students can attend the prom and other senior activities, but all handbook expectations apply. If a student has any major violations of the handbook at any school event, the student could lose the right to participate in graduation. (If a student wishes to bring a guest to prom, they will need to follow the same procedure as a student in school).

B. Students may **not** participate in extracurricular activities, sports, clubs, or organizations when they are not full-time students. Students who choose to graduate early may not participate in spring sports.

C. When seniors graduate early, it is up to them to remain in communication with the school, check their email, and stay up-to-date on important events they may wish to attend as a senior.

The principal shall determine the student's appropriateness for early high school graduation. The early graduation committee shall include the guidance counselor, the principal, and a teacher. The counselor will complete a graduation audit and prepare the student's schedule for the next year. The committee will meet with the student and parent (if the parent can attend) to ensure the student and parent understands all requirements to graduate early. The principal will share the outcome of all meetings with the parents by **March 15th**.

The committee shall be responsible for conducting a fair and thorough evaluation of the student's academics.

*Students are monitored closely during their senior year to ensure they are on track for graduation. **On track means completing the Michigan Merit Curriculum, talent portfolio, community service hours, and accumulating the appropriate number of credits. If a student wishes to graduate early and is no longer on track, the student will have an opportunity to make up for the credit lost. One checkpoint will be **August 1st** of their senior year, and the second checkpoint will be **February 14th**. If a senior wishing to graduate early is off track on either of those dates, their application for early graduation will be void.

**Talent Portfolio**

- ☐ Resume
- ☐ Cover Letter
- ☐ Letter of Recommendation
- ☐ Educational Development Plan - Xello
- ☐ Mock Interview - Scheduled through the school
- ☐ 20 hours of Community Service
- ☐ Job Shadow or College Visit (form available in the counseling office)
- ☐ Participation in the Career Fair- Reflection of Event
- ☐ Senior Project Product
- ☐ Senior Project Presentation
- ☐ Senior Project Reflection

## Dropping or Adding a Class

Students may drop and/or add a class prior to the beginning of the term during which the student has the class. The student must also have the permission of the counselor and parent/guardian. Within the first three days of the course, students may be allowed to make a schedule change if it is determined that the request meets one or more of the following criteria:

- Inappropriate academic placement
- Vocational/Technical program adjustments
- Staff recommendation
- Improper grade level placement
- Approval for dual enrollment

## Grades

Parents have access to student grades on PowerSchool (www.shepherdschools.net) Under academics, click on the PowerSchool link. Then click on the PowerSchool Parent Login Page link on

the right side of the page. You can log in from this screen after you create your account. In order to create an account, you will need your student's access ID and password. You will receive a letter including this information within the first two weeks of the school year. Please call the media center if you need help accessing PowerSchool.
Report cards are sent home after the third trimester. Trimester grades will be posted on PowerSchool for view by students and guardians. Trimester grades on the report card are determined by tests, class work, homework, and attitude. Teachers will utilize the following percentages in order to compute student grades:

| | | |
|---|---|---|
| 93% - 100% A | 80% - 82% B- | 67% - 69% D+ |
| 90% - 92% A- | 77% - 79% C+ | 63% - 66% D |
| 87% - 89% B+ | 73% - 76% C | 60% - 62% D |
| 83% - 86% B | 70% - 72% C- | 0% - 59% F |

Incomplete work should be made up within two weeks after the close of the grading period. In cases of serious illness, a student may be given a special time extension by the teacher to complete his/her work. First Trimester: Parents will be provided with a username and password to access PowerSchool. PowerSchool will display a record of your child's academic marks and attendance.

## Homework

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

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

## Personal Curriculum

For some students, it may be appropriate to modify the Michigan Merit Curriculum through implementation of a personal curriculum. All students who have completed 9$^{th}$ 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 Mr. Ryan Huber, Shepherd High School Counselor.

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

## 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 parents.

The District will, to the extent possible, offer counseling services to a student and his or her parents 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.

**Early College**

Any Shepherd High School student can apply to the Early College program during the beginning of their 11th-grade year. Students must be in good academic standing. Students must commit to the Early College before the fall state reporting date of their 11th-grade Junior year (end of September or early October).

Students acceptance into the program is ultimately up to the administrator's discretion. The following criteria are taken into consideration, but not limited to: attendance, discipline, grades, success in college courses during their freshman and sophomore year, attitude, and work ethic.

State of Michigan High School Merit Curriculum and Shepherd High School graduation requirements **AND** 1 of the following 2 options:
**Option 1:** Earn Associate's Degree, OR 60+ college credits, OR complete Technical Certificate
**OPTION 2:** (MEMCA Certificate) Successful completion of 15 college credits with a 2.0 GPA or higher in non-remedial courses
**AND**

A. 100 hours of community service is to be completed by May 1st of their fifth year (these must be documented). **AND** a minimum 40 hours of verified career exploration, internship, job shadowing or clinical experience completed by May 1st of their fifth year (these must be documented).

B. **OR** a combination of the two that equals 70+ hours completed by May 1st of their fifth year (these must be documented).

Additional information can be found on our counseling website at onwardshepherd.weebly.com

## 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

**Special Education Coordinator**: Henry Van Loon: MS Assistant Principal

**504 Coordinator:** Henry VanLoon: MS Assistant Principal

## Summer School

If summer school is offered, students and parents will be contacted by the High School to enroll their students. Summer school is typically offered for 3 to 4 weeks in late June or July and is an opportunity for students to recover required credits.

## 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 High School Office.

## Section III: Student Clubs, Activities, and Athletics

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

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 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

#### Before/After-School Detention

Teachers and administrators may require students to come in before or 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.

#### Lunch Detention

Any staff member may require a student to attend detention during a student's lunch for violations of the student handbook or other school rules/policies.

#### Behave Out Room

When students are disrupting instruction, a teacher or other staff member may have a student attend the Behave Out Room to create a plan for re-entry to the classroom with the behavior specialist.

**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.

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

**Removal for 60 or More School Days**

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

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

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

## Student Code of Conduct

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

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

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

The District will also comply with Policy 5206 Section I 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.

**Code of Conduct**

| 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<br>• Parent Notification<br>• Suspension or Expulsion<br>• 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<br>• Parent Notification<br>• Suspension or Expulsion<br>• Police Referral |
| **Disruptive Behavior or Insubordination:** disrupting the learning environment or school activity or violating a school rule or directive. | • Restorative Practices<br>• Parent Notification<br>• 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<br>• Parent Notification<br>• Suspension or Permanent Expulsion from all Michigan public schools<br>• 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<br>• Parent Notification<br>• Suspension or Permanent Expulsion<br>• Police Referral |
| **Use of an Object as a Weapon:** any object used to threaten or harm another, regardless of whether injury results. | • Restorative Practices<br>• Parent Notification<br>• Suspension or Permanent Expulsion<br>• Police Referral |
| **Arson:** purposefully, intentionally, or maliciously setting a fire on school property. | • Restorative Practices<br>• Parent Notification<br>• Suspension or Permanent Expulsion |

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| | from all Michigan public schools<br>• 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<br>• Parent Notification<br>• Suspension or Expulsion up to 180 school days<br>• 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<br>• Parent Notification<br>• Suspension or Permanent Expulsion from all Michigan public schools<br>• 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<br>• Parent Notification<br>• Suspension or Expulsion<br>• 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<br>• Credit Loss or Grade Reduction<br>• Parent Notification<br>• Suspension or Expulsion |
| **Discrimination, Harassment (including Sexual Harassment), and Bullying:** violating Board Policy addressing anti-discrimination, anti-harassment, and anti-bullying. | • Restorative Practices<br>• Parent Notification<br>• 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<br>• Parent Notification<br>• Suspension or Permanent Expulsion from all Michigan public schools<br>• Police Referral |

| | |
|---|---|
| **Fighting, Inciting Violence, Filming a Fight or Assault, Distributing or Publishing a Fight or Assault Video** | • Restorative Practices<br>• Parent Notification<br>• Suspension or Expulsion |
| **Sexting:** distribution or publication of lewd, pornographic, or sexually suggestive videos or photographs of students or staff. | • Restorative Practices<br>• Parent Notification<br>• Suspension or Expulsion<br>• Police Referral |
| **Misuse of District Technology:** violating the District's acceptable use policies and agreement. | • Restorative Practices<br>• Parent Notification<br>• Suspension or Expulsion<br>• Police Referral |
| **Skipping Class:** failure to attend class, leaving class early without permission, or leaving the building without checking out with the secretary. | • Restorative Practices<br>• Parent Notification<br>• Suspension or Expulsion |

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

### *3115A Definitions for 3115 Series*

A. The following definitions apply to policies 3115-3115H, 4101, 4102, and 5202, which address non-discrimination, anti-harassment, and non-retaliation:

1. "Appeals Officer" means a person who is designated to hear a determination appeal or a dismissal appeal. The Appeals Officer may not be the same person as the Coordinator, Decisionmaker, Investigator, or Informal Resolution Facilitator.

2. "Complainant" means: (1) a student or employee who is alleged to have been subjected to conduct that could constitute Unlawful Discrimination; or (2) a person other than a student or employee who is alleged to have been subjected to conduct that could constitute Unlawful Discrimination and who was participating or attempting to participate in the District's education program or activity at the time of the alleged Unlawful Discrimination.

3. "Complaint" means an oral or written request to the District that objectively can be understood as a request for the District to investigate and make a determination about alleged Unlawful Discrimination.

4. "Coordinator" means the person(s) designated by the District to coordinate the District's compliance with state and federal non-discrimination laws. The Coordinator may be the same person as the Investigator and Decisionmaker.

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

6. "Decisionmaker" means the person designated to issue a determination as to whether Unlawful Discrimination occurred. The Decisionmaker may be the same person as the Coordinator and Investigator.

7. "Disciplinary Sanctions" means consequences imposed on a Respondent following a determination that the Respondent engaged in Unlawful Discrimination.

8. "Grievance Procedure" means the process outlined in Policy 3115E.

9. "Informal Resolution Facilitator" means the person designated to facilitate an informal resolution process. The Informal Resolution Facilitator may not be the same person as the Investigator or the Decisionmaker.

10. "Investigator" means the person designated to investigate a complaint of Unlawful Discrimination. The Investigator may be the same person as the Coordinator and Decisionmaker.

11. "Key Role" means Coordinator, Investigator, Decisionmaker, Informal Resolution Facilitator, or Appeals Officer.

12. "Party" means a Complainant or Respondent.

13. "Remedies" means measures provided, as appropriate, to a Complainant or any other person the District identifies as having had their equal access to the District's education program or activity limited or denied by Unlawful Discrimination. These measures are provided to restore or preserve that person's access to the District's education program or activity after the District determines that Unlawful Discrimination occurred.

14. "Respondent" means a person who is alleged to have violated the District's prohibition on Unlawful Discrimination.

15. "Retaliation" means intimidation, threats, coercion, or discrimination against any person by the District, a student, or an employee or other person authorized by the District to provide aid, benefit, or service under the District's education program or activity, for the purpose of interfering with any right or privilege secured by the 3115 Policy Series, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under the 3115 Policy Series. Retaliation does not include a requirement that a District employee participate in a Grievance Procedure.

16. "Supportive Measures" means individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a Complainant or Respondent, not for punitive or disciplinary reasons, and without fee or charge to the Complainant or Respondent to:

    a. Restore or preserve that Party's access to the District's education program or activity, including measures that are designed to protect the safety of the Parties or the District's educational environment; or

    b. Provide support during the District's Grievance Procedure or during an informal resolution process.

17. "Unlawful Discrimination" means to treat a person differently or less favorably due to the person's 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 or any other legally protected class, and includes unlawful harassment and retaliation based on a person's membership in a protected classification.

B. Examples of Unlawful Harassment

Unlawful harassment may include, but is not limited to:

1. ***Race, Color, or National Origin Harassment,*** which is prohibited by Title VI and Title VII of the Civil Rights Act of 1964 and the Michigan Elliott-Larsen Civil Rights Act. Race, color, or national origin harassment is unwelcome conduct based on a person's actual or perceived race, color, or national origin that creates a hostile environment or becomes a condition of continued employment. Race includes traits historically associated with race, including, but not limited to, hair texture and protective hairstyles. Race, color, or national origin harassment may take many forms, including slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct.

   Under this Policy, harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics, will be considered race, color, or national origin harassment.

2. ***Disability Harassment,*** which is prohibited by the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and the Michigan Persons with Disabilities Civil Rights Act. Disability harassment is unwelcome conduct based on a person's actual or perceived disability that creates a hostile environment or becomes a condition of continued employment. Disability harassment may take many forms, including slurs, taunts, stereotypes, or name-calling, as well as disability motivated physical threats, attacks, or other hateful conduct.

3. ***Sex-Based Harassment,*** which is prohibited by Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Michigan Elliott-Larsen Civil Rights Act, and includes harassment based on sex, sex stereotypes, sex characteristics, pregnancy, sexual orientation, and gender identity. Title IX sexual harassment is governed by Policy 3118.

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.

### *3115B Designation of Coordinators*

The District designates the following person(s) to serve as non-discrimination Coordinators:

Designated Title IX Coordinator
KELLI INGRAM, PAYROLL/HUMAN RESOURCES
258 W WRIGHT AVENUE/PO BOX 219
989.828.5520
kingram@shepherdschools.net

Second Title IX Coordinator:
CARL SEITER, DIRECTOR OF BUSINESS SERVICES
258 W WRIGHT AVENUE/PO BOX 219
989.828.5520
carl.seiter@shepherdschools.net

Designated Section 504 Coordinator
HENRY VAN LOON, MIDDLE SCHOOL ASSISTANT PRINCIPAL
350 S CHIPPEWA STREET
989-828-6601
henry.vanloon@shepherdschools.net

Designated Civil Rights Coordinator/Employment Compliance Officer
KELLI INGRAM, PAYROLL/HUMAN RESOURCES
258 W WRIGHT AVENUE/PO BOX 219
989.828.5520
kingram@shepherdschools.net

A Complaint against a Coordinator listed above may be made to the Superintendent or Board President. A Complaint against the Superintendent may be made to the Board President. A Complaint against the Board President may be made to the Board Vice President.

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

### *3115C Supportive Measures*

A. Supportive Measures

The District will offer and coordinate Supportive Measures, as appropriate, for Complainants, Respondents, and others whose access to the District's education program and activity was impacted by alleged Unlawful Discrimination. Supportive Measures are designed to restore or preserve a person's access to the District's education program or activity or provide support during the District's Grievance Procedure and informal resolution process. Supportive Measures are available at any time, including before, during, and after the Grievance Procedure or Informal Resolution Process.

Supportive Measures must not unreasonably burden any Party.

B. Students with Disabilities

If a Party is a student with a disability, the applicable Coordinator or designee should consult with one of more members, as appropriate, of the student's Section 504 or Individualized Education Program Team (as applicable), to ensure compliance with Section 504 or the IDEA in the implementation of Supportive Measures.

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.

### *3115D Informal Resolution*

In lieu of resolving a Complaint through the Grievance Procedure, and if offered by the District, the Parties may elect to participate in an informal resolution process. If the Complaint involves Title IX Sexual Harassment, the informal resolution process in Policy 3118 applies. Informal resolution is not available to resolve a Complaint that includes allegations that an employee engaged in sex-based harassment of a student, or when such a process would conflict with Federal, State, or local law.

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.

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.

### *3115E Grievance Procedure and Remedies*

A. Grievance Procedure

1. Generally

   The District has adopted the following Grievance Procedure that provides for the prompt and equitable resolution of Unlawful Discrimination, including harassment and retaliation, Complaints, excluding Title IX Sexual Harassment complaints. This Grievance Procedure will be used to investigate and resolve Complaints of Unlawful Discrimination, including harassment and retaliation, between and among students, employees, volunteers, contractors, and Board members.

   The District will treat Complainants and Respondents equitably.

   The District requires that any individual serving in a Key Role not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent. The District presumes that the Respondent is not responsible for the alleged Unlawful Discrimination until a determination is made at the conclusion of the Grievance Procedure.

2. Grievance Procedure Timeframes

   The District anticipates that most investigations will be concluded within 60 days. Investigations that involve several parties or witnesses, or investigations that are more complex, may exceed 60 days.

3. Confidentiality

   The District will take reasonable steps to protect the privacy of the Parties and witnesses during its Grievance Procedure. These steps will not restrict the ability of the Parties to obtain and present evidence, including consulting with their family members, confidential resources, or advisors; or otherwise prepare for or participate in the Grievance Procedure.

4. Evidence Considerations

   The Decision Maker will objectively evaluate all relevant evidence. Credibility determinations will not be based on a person's status as a Complainant, Respondent, or witness.

5. Complaint Consolidation

   The District may consolidate Complaints when the allegations arise out of the same facts or circumstances.

6. Notice of Allegations

   Upon receiving a Complaint, the applicable Coordinator will notify the Parties of the following:

   a. The Grievance Procedure and any informal resolution process;

   b. Sufficient information available at the time to allow the Parties to respond to the allegations, including the identities of the Parties involved in the incident(s), the conduct alleged to constitute Unlawful Discrimination, and the date(s) and location(s) of the alleged incident(s); and

   c. Retaliation is prohibited.

   If, during an investigation, the District decides to investigate additional allegations of Unlawful Discrimination by the Respondent toward the Complainant that are not included in the notice provided or that are included in a Complaint that is consolidated, the District will notify the Parties of the additional allegations.

7. Investigation

   The District will ensure an adequate, reliable, and impartial Complaint investigation. The burden is on the District - not on the Parties - to conduct an investigation that gathers sufficient evidence to determine whether Unlawful Discrimination occurred.

   The Parties will be provided an equal opportunity to present fact witnesses and other inculpatory and exculpatory relevant evidence.

   Throughout the investigation, the Investigator must determine what, if any, facts remain in dispute. If dispositive facts are not reasonably in dispute (e.g., based on Party admissions, irrefutable evidence), further investigation is not required.

8. Determination

   Following the investigation and evaluation of the evidence, the Decisionmaker will:

   a. Use the preponderance of the evidence standard to determine whether Unlawful Discrimination occurred.

   b. Notify the Parties in writing of the determination whether Unlawful Discrimination occurred, including the rationale for such determination and the procedures and permissible bases for the Complainant and Respondent to appeal, if applicable.

   c. Comply with this Grievance Procedure before imposing any disciplinary sanctions against a Respondent.

9. Remedies

   If there is a determination that Unlawful Discrimination occurred, the applicable Coordinator will, as appropriate:

a. Coordinate the provision and implementation of remedies to a Complainant and other people the District identifies as having had equal access to the District's education program or activity limited or denied by Unlawful Discrimination;

b. Coordinate the imposition of any Disciplinary Sanctions against a Respondent; and

c. Take other appropriate prompt and effective steps to ensure that Unlawful Discrimination does not continue or recur within the District's education program or activity.

10. False Statements

A person who knowingly files a false Complaint or makes a materially false statement is subject to discipline, including discharge from employment or expulsion.

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.

## *3115F Complaint Dismissal and Appeals*

A. Complaint Dismissal
The District may dismiss a Complaint if:
1. The District is unable to identify the Respondent after taking reasonable steps to do so;
2. The Respondent is not participating in the District's education program or activity and is not employed by the District;
3. The Complainant voluntarily withdraws any or all of the allegations in the Complaint and the applicable Coordinator declines to initiate a Complaint; or
4. The District determines the conduct alleged in the Complaint, even if proven, would not constitute Unlawful Discrimination.

Upon dismissal, the District will promptly notify the Complainant of the basis for the dismissal. If the dismissal occurs after the Respondent has been notified of the allegations, the District will also notify the Respondent of the dismissal and the basis for the dismissal promptly following notification to the Complainant, or simultaneously if notification is in writing.

Upon dismissal, the District will take prompt and effective steps, as appropriate, through the applicable Coordinator, to ensure that Unlawful Discrimination does not continue or recur within the District's education program or activity. The District will offer Supportive Measures to the Complainant as appropriate. The District will also offer Supportive Measures to the Respondent as appropriate if the Respondent has been notified of the Complaint allegations.

B. Determination Appeal Procedures
Unless expressly stated in writing by the Decision Maker, determinations are not subject to appeal.

Legal authority: 34 CFR 106.1, et seq.

## *3115H Training Requirements and Policy Notice*

A. Training Requirements
All Coordinators and individuals assigned to serve in a Key Role must be adequately trained.

B. Nondiscrimination Notice Requirement
The District will prominently post on its website a notice of nondiscrimination, clearly stating that it applies to students, parents, employees, and applicants for admission and employment. The notice of nondiscrimination will comply with all applicable laws.

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.

## APPENDIX B: ANTI-BULLYING

### *5207 Anti-Bullying Policy*

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

A. Prohibited Conduct

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

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

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

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

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

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

B. Reporting an Incident

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

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

To encourage reporting of suspected bullying or related activities, each building principal, after consulting the Responsible School Official(s), will create, publicize, and implement a system for anonymous reports. The system must emphasize that the District's ability to investigate anonymous reports may be limited.

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

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: Protection of Pupil Rights

### *5308 Protection of Pupil Rights*

A. Surveys, Analyses, and Evaluations

Parents may inspect any survey created by a third party before that survey is administered or distributed to their student. All survey inspection requests must be made in writing to the building principal before the survey's scheduled administration date.

The District must obtain written consent from a student's Parent before the student is required to participate in a survey, analysis, or evaluation funded, in whole or in part, by the U.S. Department of Education that would reveal sensitive information. For all other surveys, analyses, or evaluations that would reveal sensitive information about a student, the District will provide prior notice to the student's Parent and an opportunity for the Parent to opt their student out.

Employees may not request or disclose the identity of a student who completes a survey, evaluation, or analysis containing sensitive information.

"Sensitive information" includes:

- political affiliations or beliefs of the student or the student's Parent;
- mental or psychological problems of the student or the student's family;
- sexual behavior or attitudes;
- illegal, anti-social, self-incriminating, or demeaning behavior;
- critical appraisals of other persons with whom the student has close family relationships;
- legally recognized privileges or analogous relationships, such as those with lawyers, physicians, and ministers;
- religious practices, affiliations, or beliefs of the student or the student's Parent; or
- income (other than that required by law to determine eligibility for participating in a program or for receiving financial assistance under that program).

B. Invasive Physical Examinations

Parents may refuse to allow their students to participate in any non-emergency, invasive physical examination or screening that is: (1) required as a condition of attendance, (2) administered and scheduled by the District, and (3) not necessary to protect the immediate health and safety of a student.

"Invasive physical examination" means:

1. any medical examination that involves the exposure of private body parts; or
2. any act during an examination that includes incision, insertion, or injection into the body that does not include a hearing, vision, or scoliosis screening.

C. Collection of Student Personal Information for Marketing

No employee will administer or distribute to students a survey or other instrument for the purpose of collecting personal information for marketing or selling that information.

"Personal information" means individually identifiable information that includes:

1. student's and Parents' first and last name;
2. home or other physical address;
3. telephone number; or
4. Social Security Number.

This Policy does not apply to the collection, disclosure, or use of personal information for the purpose of providing educational services to students, such as:

1. post-secondary education recruitment;
2. military recruitment;
3. tests and assessments to provide cognitive, evaluative, diagnostic, or achievement information about students; or
4. student recognition programs.

B. Inspection of Instructional Material

Parents/guardians may inspect instructional material consistent with Policy 5401.

C. Notification of Rights and Procedures

The Superintendent or designee will notify Parents of:

1. this Policy and its availability upon request;
2. how to opt their child out of participation in activities as provided for in this Policy;
3. the approximate date(s) when a survey, evaluation, or analysis that would reveal sensitive information is scheduled or expected to be scheduled;
4. the approximate date(s) when the District or its agents intend to administer a non-emergency, invasive physical examination or screening required as a condition of attendance (except for hearing, vision, or scoliosis screenings); and
5. how to inspect any survey or other material described in this Policy.

This notification will be given to Parents at least annually at the beginning of the school year and within a reasonable period after any substantive change to this Policy.

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

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Legal authority: 20 USC 1232h

## Appendix D: Directory Information and Opt Out Form

### *5309-F-2 Directory Information and Opt-Out*

Student's Name: _____

School: _____ Grade: _____

The Family Educational Rights and Privacy Act (FERPA) requires that Shepherd Public School District 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 Tuesday after Memorial Day.

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 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., 2023-2027);

h. participation in officially recognized activities and sports;

i. weight and height of athletic team members;

j. degrees, honors, and awards received; and

k. the most recent educational agency or institution attended.

The Board further designates District-assigned student email addresses as directory information for the limited purposes of: (1) facilitating the student's participation in and access to online learning platforms and applications; and (2) inclusion in internal school and District email address books.

**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.**

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

□ 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/Eligible Student Signature Date

## Appendix E: Acceptable Use Agreement

### *3116 District Technology and Acceptable Use*

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

A. Children's Internet Protection Act

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

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

   a. taken as a whole and as to minors, appeals to a prurient interest in nudity, sex, or excretion;

   b. depicts, describes, or represents, in a patently offensive way as to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and

   c. taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.

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

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

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

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

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

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

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

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

B. Acceptable Use Agreement

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

Superintendent or designee will develop an acceptable use agreement to be signed by each of the following groups:

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

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

1. A statement that:
   a. use of District technology resources is a privilege that may be revoked at any time;
   b. a user has no expectation of privacy when using District technology resources;
   c. District technology resources use may be monitored by the District and that the use may be subject to FOIA or disclosure in litigation;
   d. District technology resources may not be used to bully, harass, or intimidate others;
   e. misuse of District technology resources may result in loss of access to the resources and potential disciplinary action; and
   f. the District does not guarantee that the District's technology resources will be error free or uninterrupted.
2. Provisions to protect the integrity of District technology resources, including a requirement that each user only access the resources by using that user's assigned user name and password.
3. A list of what constitutes misuse of District technology resources.
4. A prohibition against:
   a. accessing other user accounts or files without authorization;
   b. conducting personal business or activities;
   c. accessing pornography;
   d. communicating inappropriately with students;
   e. accessing or downloading confidential student information which the employee has no legitimate educational need to know; and
   f. accessing or downloading unauthorized software or programs.
5. A requirement that users report any material that is threatening, harassing, or bullying.
6. A release of all claims and liability against the District for use of District technology resources.

C. District Personnel Use

District personnel must comply with Policies 4215 and 4216.

D. State Assessments

During the administration of state assessments (e.g., WIDA, M-STEP, etc.), unless otherwise permitted by this subsection, students and District personnel, including those individuals acting as test administrators, are prohibited from possessing, using, wearing, or otherwise accessing any electronic devices not being actively used for testing purposes when in an active testing session or while on a break when in an active testing session. Pictures, videos, or other communications regarding test content are prohibited during all testing and breaks.

For the purposes of this subsection, an "electronic device" includes any electronic device that can be used to record, transmit, or receive information not used for testing, including but not limited to computers, tablets, iPads, e-readers, smart watches (including Fitbits), smartphones and cell phones, Bluetooth headphones or smart earbuds, or smart glasses.

The Superintendent and building principals are authorized to develop additional building-level rules related to state assessments so long as those rules are not in conflict with this subsection.

1. Students

    a. Students shall leave all electronic devices outside of the testing room.

    b. If an additional electronic device is medically necessary for a testing student, the device must be left with the test administrator, unless the student is required to possess the device, in which case the test must be administered to the student by a test administrator in a one-on-one setting and the student must be actively monitored at all times while testing.

    c. During the testing sessions or breaks, students may not access any additional websites or applications on a device used for testing.

2. Test Administrators

    a. Test administrators or other District personnel monitoring or troubleshooting the administration of state assessments must:

        i. Ensure that all background applications and alternative websites are disabled on testing devices.

        ii. Actively monitor students in the testing room and verify that students do not have access to additional electronic devices before, during, and after testing, including breaks.

        iii. Refrain from disturbing the testing environment, including through texting, speaking, or using electronic devices for non-testing purposes (e.g., to complete other work). Test administrators must silence all electronic devices. Test administrators may wear a wearable electronic device (e.g., smart watch or Fitbit), but must ensure that the device is in airplane mode during test administration.

    b. Test administrators may use electronic devices to alert other personnel of issues or emergencies requiring assistance. Such other personnel may use their electronic devices for troubleshooting purposes but should exit the testing room when engaging in those communications.

3. Penalties

    The failure to comply with this subsection may result, as applicable, in employee or student disciplinary action and such consequences as deemed necessary or appropriate by the Michigan Department of Education (e.g., invalidation of an individual student's test, or misadministration of the entire testing session and invalidation of all the students' tests).

E. Public Access to Technology

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

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

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

Legal authority: 47 USC 254; MCL 397.602, 397.606