



Burr Oak Community Schools

Student Handbook

Adopted by the Board of Education at the November 13, 2023 regular meeting.

Welcome Students and Parents!

I hope your experience at Burr Oak Community Schools is one of inspiration, exploration, and growth!

While on campus, I expect that both students and parents will be kind and respectful toward others. We strive to provide a school culture that is one of inclusion and all people should feel welcome while on our campus. Behavioral expectations can be summed up in three statements:

1. Be safe.
2. Be Respectful.
3. Be responsible.

Academically, students will be expected to interact with peers, teachers, and support staff and engage in learning. Teachers at BOCS will provide you with a strong foundation in essential skills in all core subject areas, along with enrichment opportunities in the fine arts. I encourage you to have a voice in your education and will guide our staff to provide you with opportunities to choose your learning pathway.

Once again, welcome to Burr Oak Community Schools and please reach out at any time if you have questions or suggestions for improvement.

Sincerely,

Mrs. Kristina Owens

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

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

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

WE BELIEVE

- Every student can learn
- Every student wants to learn and thrives when we work to individualize lessons
- Differentiation and small group instruction enhances learning
- In allowing mistakes to happen; students learn through failure and second and third attempts
- In laughter in the classroom and personal growth
- In educating the whole child (physical, social, emotional, intellectual, behavioral)
- A student's growth is measured independently and not to other students' growth
- In teaching the soft skills of
 - communication
 - collaboration
 - critical thinking
 - creativity
 - work ethic
 - time management
 - adaptability
 - constructive feedback
- The educators are guides who inspire students to thrive
- That personal, family, school, and community growth is vital
- That parents are partners in their child's education

SCHOOL BOARD MISSION STATEMENT

BOCS is dedicated to providing a platform for quality, 21st Century education for all students and is committed to developing lifelong learners who will value themselves, contribute to their community, and achieve individual successes that will inspire others in an ever changing world.

Table of Contents

SCHOOL BOARD MISSION STATEMENT	2
IMPORTANT INFORMATION	6
District Calendar	7
2023-2024 DAILY SCHEDULE	9
NOTICE OF NON-DISCRIMINATION	11
SECTION I: DISTRICT-WIDE POLICIES AND PROCEDURES	13
Attendance	13
Absences due to illness	13
Planned absences	13
Students are expected to:	14
Books and Supplies	14
Bulletin Boards	14
Bullying	14
Cell Phone Use	14
Cheating, Plagiarism, and Academic Dishonesty	15
Children's Protective Services Investigations	15
Classroom Behavior	16
Closed Campus	16
Communicable Diseases	16
Damage to School Property	16
Dress and Grooming	16
Dress Code	17
Driving and Parking Personal Vehicles	17
Emergency Contact Information	18
Fees	18
Food Services	18
Field Trips	18
First Aid, Illness, or Injury at School	18
Head Lice	19
Homeless Children and Youth	19
Immunizations	20
Law Enforcement Interviews	20
Limited English Proficiency	20
Locker Use	20
Lost and Found	21

Classroom Libraries	21
Medication	21
Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers	21
Parties	22
Playground/Recess Rules	22
Protection of Pupil Rights	22
Public Display of Affection	22
Rights of Custodial and Non-Custodial Parents	22
Search and Seizure	23
Student Education Records	23
Right to Request Explanation or Interpretation	23
Right to Request Amendment of Education Records	23
Directory Information	23
Technology	24
Transportation Services	24
School Vehicle Rules	24
School Vehicle Misconduct Consequences	25
Different Route Requests	26
Video Surveillance and Photographs	26
Withdrawal From School	26
SECTION II: ACADEMICS	27
Alternative Education Program	27
Commencement	27
Credits and Graduation Requirements	27
Dropping or Adding a Class	30
Dual Enrollment and Early Middle College	30
Grades	30
Homework	31
Personal Curriculum	31
Placement	32
Students with Disabilities	32
Work Permits	32
Extracurricular Activities	33
Student-Initiated Non-Curricular Clubs	33
Transportation To/From Extracurricular Activities	33
SECTION IV: DISCIPLINE AND CODE OF CONDUCT	34
Discipline Generally	34
Forms of School Discipline & Applicable Due Process	34

After-School Detention	34
In-School Suspension	34
Snap Suspension - Suspension from Class, Subject, or Activity by Teacher	34
Removal for 10 or Fewer School Days	35
Removal for More than 10 and Fewer than 60 School Days	35
Removal for 60 or More School Days	36
Student Code of Conduct	36
APPENDIX A: TITLE IX SEXUAL HARASSMENT	40
APPENDIX B: ANTI-BULLYING	42
Types of Bullying	49
APPENDIX C: PROTECTION OF PUPIL RIGHTS	59
APPENDIX D: DIRECTORY INFORMATION AND OPT OUT FORM	62
APPENDIX E: ACCEPTABLE USE AGREEMENT	72
APPENDIX F: ATHLETIC CODE OF CONDUCT	77

IMPORTANT INFORMATION**District Website**

<https://www.burroakcs.org>

Board Policies

Board Policies are available at:

<https://www.burroakcs.org/documents/district/parents/20250>

Addresses

326 East Eagle, Burr Oak, MI 49030

Contact Information

Main Office: 269-489-2213 Ext. 207 (You will be prompted from the main number.)

Fax: 269-489-5198

Student Services: Ext. 207

Special Education: Ext. 104

Transportation: 269-221-0609

Athletics: Ext. 209

Administration and Department Leads

Superintendent and K-12 Principal: Mrs. Kristina Owens

Dean of Student Services: Cindy Hernandez

Technology Director and Burr Oak Virtual Academy Coordinator: Terry Greene

Athletic Director: Ryan VanDosen

Transportation Director: Amy MacFarlane

Food Services: Sue Kelly

2023-2024 District Calendar

15, 16: 2 days (2 5-hr PD no students (10 before school - working lunch))

21-25: 5 days

28-31: 4 days

11 membership days August

AUGUST 2023						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

1, 2: 2 days

5-8: 4 days

9-12 Midwinter Break No School

13-16: 4 days

19-23: 5 days

26-29: 4 days

19 membership days

Labor Day Weekend 1-4 No School (legislative holiday mandate)

5-8: 4 days

11-15: 5 days

18-21: 4 days

22: 1 day Friday PD No Students (8-2; 6 hours - working lunch)

25-29: 5 days

19 membership days September

SEPTEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MARCH 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 - 1 day

4-8: 5 days

8 End of 3rd marking period

11-15: 5 days (No CTE 15th)

18-22: 5 days

25-29: Spring Break

(29 Good Friday)

16 membership days

2-6: 5 days

9-12: 4 days

13: 1 day Friday PD No Students (8-2, 6 hours, working lunch)

16-20: 5 days

20 End of Marking Period

23-25, 27: 4 days

26 ½ day, early release, conferences

30-31: 2 days (No CTE on 30 PM)

22 membership days October

OCTOBER 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1-5: 5 days

8-12: 5 days

15-19: 5 days

22-26: 5 days

29-30: 2 days

22 membership days

1-3: 3 days

6-9: 4 days

10: 1 day Friday PD No Students (8-2 working lunch, 6 hours)

13-17: 5 days

20-22: 3 days

23-24 Thanksgiving Break

27-30: 4 days

20 membership days November

NOVEMBER 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2024						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1-3: 3 days

6-10: 5 days

13-17: 5 days

20-23: 4 days

24: ½ day, early release, last day

27 Memorial Day

18 membership days

1: 1 day

4-8: 5 days

11-15: 5 days

18-21: 4 days

21 End of Marking Semester

Dec. 22-Jan. 5 Holiday

15 membership days December

DECEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 2024						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

0 membership days

Total Membership Days

Continues onto the next page for
January and July.

1-5: Holiday
8-12: 5 days
15: 1 day Monday PD (8-2, working lunch, 6 hours)
16-19: 4 days
22-26: 5 days
29-31: 3 days

18 membership days January

JANUARY 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JULY 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

172 Days 7:45-11:35 12:00-2:20
6 hours, 10 minutes or 6.16 hours
1,059.52
2 early release days 7:45-11:30
3 hours 45 minutes 3.75hours
7.5 hours
6 PD Days 34 total hours
Total Yearly Hours 1,101.02
Total Days 180
Green: Summer Break
Blue: Teacher PD
Red: No School- Holidays, Scheduled Break

2023-2024 DAILY SCHEDULE

School staff will supervise students on school grounds 15 minutes before the school day begins and 15 minutes after the school day ends. **Unless students are participating in a school activity, school staff will not provide supervision before or after these times.**

7:30 a.m. Exterior doors open and students enter the building

- K-8 will go directly to their classrooms for breakfast.
- High students will go to the cafeteria to pick up their choices and then go to their first hour.

7:45 a.m. Instruction begins

Lunch Schedule

K-4 - Elementary lunches are staggered beginning at 11:20 and lunch is closed campus. (Parents, please contact the teacher for an exact time if you plan to have lunch with your child.)

5-8 - Middle school lunch begins at 11:53 and ends at 12:18. Middle school lunch is closed campus UNLESS the parent writes a note allowing for students to go directly home and back. Students cannot go to other students' homes for lunch.

9-12 - High school lunch begins at 11:53 and ends at 12:18. High school has an open campus policy.

2:20 - School day ends

2:20 to 3:15 - Teacher planning. Parents and students, please schedule appointments during this time as needed.

**The live calendar can be located at burroakcs.org for other scheduled events that are updated in real time.*

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:

1. **Mass message:** Please ensure that your email and phone numbers are kept up to date.

**Mass messaging includes the following: email on file, phone numbers on file, school Facebook page, text messages to phone number on file, voicemail*

2. **Channel 3 News:** You are able to set up personal notifications through Channel 3

NOTICE OF NON-DISCRIMINATION

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

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

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

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

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

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

TITLE IX COORDINATOR: Kristina Owens
326 East Eagle, Burr Oak MI 49030
269-489-2213
kowens@burroakcs.org

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

SECTION 504 COORDINATOR: Kathy Smith
326 East Eagle, Burr Oak MI 49030
269-903-8465
ksmith@burroakcs.org

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

CIVIL RIGHTS COORDINATOR: Kristina Owens
326 East Eagle, Burr Oak MI 49030
269-489-2213
kowens@burroakcs.org

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

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

SECTION I: DISTRICT-WIDE POLICIES AND PROCEDURES

Attendance

Students are expected to attend school every day school is in session. Students are to arrive before the first class and stay until the scheduled end of their school day. If a student is unable to attend school, the student or parent must report that absence to the main office (269-489-2213; ext. 207).

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

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

- the student's physical or mental illness (a physician's verification is required after 4 consecutive days of absence for illness);
- severe weather; (if you are school of choice and live in another district who cancels school due to inclement weather you will be excused)
- medical appointments for the student; (all medical facilities provide slips stating the student was there - please plan on getting one; this includes dentists, orthodontists, physicians, physicians' assistants, chiropractors)
- death or serious illness of the student's family member;
- attendance at a funeral, wedding, or graduation;
- appearance at court or for other legal matters;
- observance of religious holidays of the student's own faith;
- college planning visits; and;
- personal or family vacations (with prior notification from parents - examples include but are not limited to: 4-H Fair, long distance vacation, school trips)

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.

Absences due to illness

The school will contact parents if a student becomes ill at school and may ask that the parent pick up the student. A student who is absent due to illness has an equal number of days for each day of absence to complete missed assignments.

Planned absences

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

Students are expected to:

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

For more information, see Policy 5301.

Books and Supplies

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

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

Bulletin Boards

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

Bullying

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

Cell Phone Use

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

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

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

Taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal photographs, video, audio, or other similar data, whether by electronic

data transfer or otherwise (including via cell phone or other electronic device), may constitute a crime under state or federal law. A student engaged in any of these activities at school, at a school event, or on school-provided transportation, may be subject to discipline. A student engaged in any of these activities outside of school may be disciplined if the student's activities substantially disrupt or negatively affect the school environment.

Teachers may also develop classroom rules for use of cell phones and other electronic devices.

School administrators and teachers may confiscate a student's cell phone or other electronic device if the student's use or possession of a cell phone or electronic device violates Board Policy, the student code of conduct, or any applicable building or classroom rule. The building principal or designee may require a meeting with the student's parent to discuss the rule violation before returning the cell phone or electronic device.

Cheating, Plagiarism, and Academic Dishonesty

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

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

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

Children's Protective Services Investigations

The District will cooperate with Children's Protective Services (CPS) during an investigation of suspected child abuse or neglect. Cooperation may include allowing CPS access to a student without parent consent if CPS determines access is necessary to complete the investigation or prevent abuse or neglect. As a matter of law, the

identity of an individual who makes a report of suspected child abuse or neglect is confidential and will not be disclosed.

Classroom Behavior

Teachers may establish classroom conduct rules that students must follow.

Closed Campus

The school campus is a closed campus for grades K-4, and closed for 5-8 unless a note is provided by a legal guardian for students to go directly to home and back. Grades 5-8 students who are caught going anywhere besides directly home and back to campus will lose the privilege of being able to go home for lunch. Students who leave campus without authorization are subject to disciplinary action. Grades 9-12 are allowed to leave campus for lunch.

Communicable Diseases

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

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

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

Damage to School Property

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

Dress and Grooming

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

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

Students who are dressed inappropriately will be asked to change clothing immediately. If necessary, parents will be called to bring appropriate clothing, students can use extra

clothing provided by the District, or the student may be sent home to change. Repeated dress code violations may result in more severe consequences.

Dress Code

Tops must have straps or sleeves and must cover the student's entire torso from armpit to armpit. Pants, shorts, and skirts must be no shorter than fist length. Clothing may not display material that:

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

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

Driving and Parking Personal Vehicles

Student driving and parking on District property is a privilege, not a right, 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 participating in cooperative work programs/dual enrollment/EMC/BACC/CTE are allowed to drive to them with parental permission and specific program permission, but students must follow the program rules of their site.
5. Emergencies or special errands must be approved by the administration.

6. Ride sharing to and from off campus programs is at the discretion of the parents and in accordance with the law.
7. No obscene gestures or stickers on vehicles. Owners will be asked to remove stickers or remove vehicles from the school parking area.

Emergency Contact Information

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

Fees

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

Food Services

Breakfast and lunch are provided free of charge to all students.

Field Trips

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

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

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

First Aid, Illness, or Injury at School

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

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

principal or designee will take any reasonable action necessary on the student's behalf, consistent with state law.

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

Head Lice

A student with nits within $\frac{1}{4}$ inch of the scalp or live lice may remain at school. 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.

Bed Bugs

If bed bugs are found on a student, parents will be notified and protocol per MDHHS will be followed. Per Michigan law, a school is required to follow an integrated pest management plan.

If you suspect bed bugs in your home, please refer to the following educational materials:

<https://www.michigan.gov/emergingdiseases/home/bed-bugs> (printed copies can be provided upon request)

If a student's clothing or belongings are infested by bed bugs, the student may be excluded from school until there is confirmation that a successful treatment has occurred or other remedial steps have been taken to ensure that bed bugs are not brought to school. Communication with the school regarding the situation can help prevent further spreading.

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:

Kristina Owens

326 East Eagle, Burr Oak MI 49030
269-489-2213
kowens@burroakcs.org

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

Immunizations

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

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

Law Enforcement Interviews

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

Limited English Proficiency

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

Locker Use

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

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

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

Lost and Found

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

Classroom Libraries

Students must check out classroom books from teachers and AR books from the AR clerk. Each borrower is responsible for all materials checked out in the borrower's name. If materials are ruined, or lost and not returned by the end of the semester, the student must pay for the replacement cost.

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 the same school rules during recess or while using the playground: Be Safe. Be Responsible. Be Respectful.

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.

****Note: On colder days, it is important to keep the elementary children dressed appropriately. Check your weather apps prior to sending students to school. Our policy for recess is that if the wind chill is above 10 degrees Fahrenheit, recess will be outside for all students K-8. Please be sure your child is dressed properly for the weather. Grades 9-12 are allowed to leave campus for lunch. In addition, snowball fights are not allowed during school.***

Protection of Pupil Rights

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

Public Display of Affection

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

Rights of Custodial and Non-Custodial Parents

Unless a parent has provided the building principal or designee with a court order that provides otherwise, District personnel will treat each parent 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/Guardians will be provided information about conference times so both parents may attend a conference. The District is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

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

Search and Seizure

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

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

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

Student Education Records

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

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

Right to Request Explanation or Interpretation

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

Right to Request Amendment of Education Records

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

Directory Information

The District designates the following information as directory information:

1. student names, addresses, and phone numbers

2. photographs, including photographs and videos depicting a student's participation in school-related activities
3. date and place of birth
4. major field of study
5. grade level
6. enrollment status (e.g., full time or part time)
7. dates of attendance
8. participation in officially recognized activities and sports
9. weight and height of athletic team members
10. degrees, honors, and awards received
11. most recent education agency or institution attended
12. district assigned student email addresses for limited purposes of: (1) facilitating the student's participation in and access to online learning platforms and application; (2) inclusion in internal school and District email address books

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

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

Technology

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

Transportation Services

School Vehicle Rules

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

When in school vehicles, the following rules apply:

1. Students must promptly comply with any directive given by the driver.

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

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

School Vehicle Misconduct Consequences

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

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

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

Different Route Requests

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

Video Surveillance and Photographs

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

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

Students may not make recordings: on school property; when on a vehicle owned, leased, or contracted by the District; or at a school-sponsored activity or athletic event unless otherwise authorized by 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 Synergy ParentVue and Synergy StudentVue.

*To register for Synergy ParentVue, contact Mr. Greene via tgreene@burroakcs.org

ParentVue: <https://parentvue.geneseesisd.org/boc>

StudentVue: <https://studentvue.geneseesisd.org/boc>

Alternative Education Program

Burr Oak Virtual Academy and Step Up are optional programs open to all students anywhere in the State of Michigan. Go to burroakcs.org in the parent resources section to apply.

Commencement

The District may conduct a commencement ceremony for eligible students at the end of the school year. Participation in the ceremony is a privilege, not a right. Students may be prohibited from participating in the ceremony as a consequence for misconduct. A student's disqualification from participating in the commencement ceremony does not impact the issuance of a diploma to the student, provided that all graduation requirements have been satisfied. Those walking in the ceremony must meet the 80% attendance requirement.

Credits and Graduation Requirements

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

Profile of a Graduate

Communicate & Collaborate
Communicate and collaborate effectively with a variety of audiences



Argument & Reasoning

Use argument and reasoning to do research, construct arguments, and critique the reasoning of others



Social & Emotional Learning

Demonstrate knowledge, attitudes, and skills to manage emotions to enable responsible decisions and successful choices.



Technology & Tools

Use technology and tools strategically in learning and communicating



Solve Problems

Solve problems, construct explanations, and design creative and innovative solutions



These skills can be obtained through instruction that includes real world challenges, cross-content integration, relevancy to student lives, and transfer of knowledge.

Michigan Merit Curriculum

The number of credits required to graduate is 22. A student receives credit for a course when he/she has mastered 70% or more of the expectations.

1. English/ Language Arts (4 credits)
 - Proficiency in State Content Standards for ELA
2. Mathematics (4 credits)
 - Proficiency in State Content Standards for Mathematics; and
 - Proficiency in district approved 4th mathematics credit options
 - Algebra 1
 - Geometry
 - Algebra 2

- Math or math related credit (Students MUST have a math experience in their final year of high school.)
3. Online Learning Experience
 4. Physical Education & Health (1 credit)
 - Proficiency in State Content Standards for Physical Education and Health; or
 - Proficiency with State Content Standards for health (1/2 CR) and district approved extra-curricular activities involving physical activities (1/2 CR)
 5. Science (3 credits)
 - Proficiency in State Content Standards for Science (3 CR); or
 - Proficiency in some State Content Standards for Science (2 CR) and completion of a department approved formal career and Technical Education program (1 CR)
 - Biology
 - Chemistry or Physics
 - 1 additional Science Credit
 6. Social Studies (3 credits)
 - Proficiency in State Content Standards for Social Studies
 - Government/Economics (.5 Civics / .5 Economics)
 - U S History and Geography
 - World History and Geography
 - Practical Law Elective (.5 credit)
 7. Visual Performing, Applied Arts (1 credit)
 - Proficiency in State Content Standards for Visual, Performing, and Applied Arts (1 credit)
 8. World Languages (2 credits) (beginning year 2016)
 - Formal coursework or an equivalent learning experience in grades K-12

The remainder of required credits must be obtained from elective classes. Students may test out of a high school class for MMC credit during the two work weeks before the first day of school. Contact the school counselor for more information. 2 hours of online courses (approved source by administration).

Additional Board requirements for on campus students:

10. Portfolio (successful exit interview)
11. Community service hours (30-hr minimum for the graduating classes of 2023, 2024, 2025) - (40 hrs. for the class of 2026 and beyond). Beginning in the 22/23 school year, students in grades 7 and 8 can begin obtaining CS hours that will count toward graduation.
12. Completed SAT or other state mandated standardized test **with best effort**.

Students in grades 9 through 12 must be registered as a full time student each year to be eligible for graduation. No student will be posted as a candidate for graduation unless they meet the requirements of graduation. **Only those students who have met all the above requirements and attended school for 80% of the year will be allowed to participate in the graduation ceremony.** (ex. 173 days of senior instruction means seniors must be in attendance 138 days. Reminder: online courses also require electronic attendance - check in through email or in person.) Parents and students can check absences on Synergy using ParentVue and StudentVue for grade and attendance access 24-7. Senior letters will be sent home three times per year, after transcript audits are completed, highlighting what students still need to complete to graduate.

A list of **scholarships** available to graduates of Burr Oak Community Schools can be found in **Appendix F** at the end of this document.

Dropping or Adding a Class

Students are allowed to make schedule changes in the first two weeks of the semester.

Dual Enrollment and Early Middle College

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

Grades

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

The grading system for students in grades 5-12 is as follows:

%	%	Letter Grade	Points
98	100	A+	12
93	97	A	11
90	92	A-	10
87	89	B+	9
83	86	B	8
80	82	B-	7
77	79	C+	6
73	76	C	5
70	72	C-	4
67	69	D+	3
63	66	D	2
60	62	D-	1
0	59	E	0

Elementary grading scale on next page.

The grading system for students in grades K-4 is a 4 point rubric as follows:

4 = exceeds expectations
3 = meets expectations
2 = approaching expectations
1 = below expectations

**All grade change procedures must be consistent with Board Policy.*

Final grades for high school Michigan Merit Curriculum consist of a minimum of 80% content expectations, maximum 20% mid term and final exam.

The school year is divided into marking periods of 2 semesters that are divided into quarters. Progress reports will be sent home upon parent's request or at counselor's discretion, but in an attempt to limit paper usage, **we strongly encourage parents to use our online ParentVue portal, which can be accessed 24/7.**

IMPORTANT: Students must make a best effort on their first exam/test/assessment to take a second and this is at the discretion of the teacher. **Best effort** also means that he/she has participated in all classroom activities, viewed all video lessons, completed practice assignments, asked for help when needed, and communicated.

Incompletes: All incompletes must be made up within two (2) weeks after the marking period ends unless special circumstances arise; this will be at the discretion of the teacher in coordination with the counselor. If not made up within the expected time frame, the incomplete becomes a fail (E).

Homework

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

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

Personal Curriculum

For some students, it may be appropriate to modify the Michigan Merit Curriculum through implementation of a personal curriculum. All students who have completed 9th grade are entitled to a personal curriculum, and the District will implement a personal curriculum for a student if requested by a parent or by the student if the student is age 18 or older. 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 Mrs. Owens or Kathy Smith.

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

Placement

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

Students with Disabilities

Eligible students with disabilities under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act are entitled to a free appropriate public education. The District will follow state and federal law and applicable rules and regulations in identifying, locating, evaluating, and educating students with disabilities.

A parent who believes their student is eligible for special education or accommodations due to a disability or suspected disability should contact a school administrator.

Summer School

Teachers make student recommendations to administration. Parents of recommended students will be contacted with details. Letters will be sent to the address on file.

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 main office (door 1).

Section III: Student Clubs, Activities, and Athletics

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

The District offers the following student clubs, activities, and athletics dependent on student numbers:

High School (grades 8 when needed/allowed and 9-12): football, volleyball, basketball, bowling, softball, baseball, track and field, golf, robotics, esports

Middle School (grades 6-8): football, volleyball, basketball, track and field

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

Extracurricular Activities

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

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

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

For more information, see Policy 5507.

Student-Initiated Non-Curricular Clubs

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

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

Transportation To/From Extracurricular Activities

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

SECTION IV: DISCIPLINE AND CODE OF CONDUCT

Discipline Generally

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

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

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

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

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

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

Forms of School Discipline & Applicable Due Process

After-School Detention

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

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

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. Burr Oak Virtual Academy may be offered for the student to do off campus virtual learning in lieu of a suspension more than 10 days but fewer than 60.

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. Burr Oak Virtual Academy may be offered for the student to continue learning off campus if recommended by the Superintendent and/or Board.

Student Code of Conduct

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

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

1. the student's age;
2. the student's disciplinary history;
3. whether the student has a disability;
4. the seriousness of the behavior;

5. whether the behavior posed a safety risk;
6. whether restorative practices will be used to address the behavior; and
7. whether a lesser intervention would properly address the behavior.

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

Note: This is a sample Student Code of Conduct. This list can be modified to include additional offenses and potential disciplinary consequences.

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	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral
Tobacco/Nicotine: possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of any form of tobacco, including vaping devices or supplies.	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral
Disruptive Behavior or Insubordination: disrupting the learning environment or school activity or violating a school rule or directive.	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion
Dangerous Weapon Possession: firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles.	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • 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.	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral

Use of an Object as a Weapon: any object used to threaten or harm another, regardless of whether injury results.	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral
Arson: purposefully, intentionally, or maliciously setting a fire on school property.	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral
Physical Assault (Student to Student): causing or attempting to cause physical harm to another through intentional use of force or violence.	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion up to 180 school days • Police Referral
Physical Assault (Student to Employee, Volunteer, or Contractor): causing or attempting to cause physical harm to another through intentional use of force or violence.	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • 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.	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral
Plagiarism, Cheating, or other Falsification of Schoolwork: submitting work that is not your own, including copying from others' work.	<ul style="list-style-type: none"> • Restorative Practices • Credit Loss or Grade Reduction • Parent Notification • Suspension or Expulsion
Discrimination, Harassment (including Sexual Harassment), and Bullying: violating Board Policy addressing anti-discrimination, anti-harassment, and anti-bullying.	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion

<p>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.</p>	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral
<p>Fighting, Inciting Violence, Filming a Fight or Assault, Distributing or Publishing a Fight or Assault Video</p>	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion
<p>Sexting: distribution or publication of lewd, pornographic, or sexually suggestive videos or photographs of students or staff.</p>	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral
<p>Misuse of District Technology: violating the District's acceptable use policies and agreement.</p>	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral

APPENDIX A: TITLE IX SEXUAL HARASSMENT

4102 Anti-Harassment

A. Policy Statement

Employees will have the opportunity to work in an atmosphere free from unlawful harassment, including sex-based harassment, as defined by state, federal, and local laws. The District prohibits quid pro quo and hostile work environment harassment.

The District will promptly and thoroughly investigate complaints pursuant to Policy 4104 alleging unlawful harassment and take appropriate action, including discipline, against any person found to have violated this Policy. Investigation determinations will be based on a preponderance of the evidence.

Unlawful harassment, including sexual harassment, is strictly prohibited. This Policy applies to employee conduct perpetrated against students, other employees, parents/guardians, officers, Board members, agents, contractors, volunteers, and members of the public.

This Policy applies to unlawful conduct related to work in any way, regardless of location.

B. Unlawful Employment Harassment Definition

1. “*Quid pro quo*” harassment occurs when a supervisor requires sex, sexual favors, or sexual contact from an employee or job candidate as a condition of employment and where:

- a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, to obtain or maintain employment; or
- b. submission to or rejection of that conduct or communication is used as a factor in a decision affecting a person’s employment.

2. “Hostile work environment” harassment is unwelcome verbal, visual/written, or physical conduct towards an employee because of the employee’s race, color, national origin, ethnicity, religion, sex (including pregnancy), height, weight, marital status, gender identity, age, sexual orientation, disability, genetic information, veteran status, military service, or any other protected class and that has:

- a. the purpose or effect of creating an intimidating, hostile, or offensive work environment;
- b. the purpose or effect of unreasonably interfering with an employee’s work; or
- c. an adverse impact on a person’s employment opportunities.

Hostile work environment harassment is unlawful where it is based on an employee’s protected class and the offensive conduct becomes a condition of continued employment or the conduct is sufficiently severe or pervasive to create a work environment that a reasonable person under the totality of circumstances would consider intimidating, hostile, or offensive.

3. Examples of conduct that may constitute unlawful sexual harassment include:

- a. Verbal: Unwelcome comments, including: the use of derogatory, sexually suggestive, or vulgar language; the use of sexual innuendo; unwelcome advances or repeated requests for dates or sexual favors; threats based on or motivated by a person’s sex; demanding or

pressuring another person to submit to sexual requests or advances to attain academic or professional achievement; threatening another person's academic or professional reputation if that person does not submit to sexual requests or advances; or any other similar behavior.

b. Visual/Written: Subjecting another person to sexually suggestive, pornographic, or obscene images, text, or cartoons, including by electronic mail, text message, letter, or any other medium; the use of obscene gestures toward or around another person; leering at another person; or any other similar behavior.

c. Physical: Unwanted kissing, touching, patting, hugging, pinching, or any other unwanted physical contact; impeding another person's normal movements; stalking, assault, or battery based on the victim's sex; any other physical interference with another person based on that person's sex; or any other similar behavior.

C. Reporting Requirements

Board members, administrators, and supervisors must promptly report incidents of unlawful harassment and retaliation. This duty to report applies to unlawful harassment and retaliation that the Board member, administrator, or supervisor observes or about which he/she receives information.

Board members, administrators, or supervisors who receive a complaint alleging a violation of this Policy must promptly report the complaint, in writing, to the Employment Compliance Officer(s).

A failure to comply with reporting requirements may result in discipline, including discharge.

Legal authority: 20 USC 1681 et seq.; 29 USC 621 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 106.8, 106.9; MCL 37.1101 et seq., 37.2101 et seq.; MCL 380.1300a

APPENDIX B: ANTI-BULLYING

DRAFT ONE FOR BOARD AND PUBLIC HEARING - PRESENTATION 1 - July 11, 2022

DRAFT TWO with Board requested modifications and 2nd public hearing - July 25, 2022 -
APPROVED

BULLYING POLICY

Prevention Curriculum

GSRP - 2: TRAILS curriculum and/or Conscious Discipline, the reset room will be used as a last resort and only as developmentally appropriate and for chronic behaviors

Grades 3 - 5: TRAILS social emotional curriculum (school counselor, prevention therapist, classroom teachers - 20 lessons), anti bullying support (ex. books, age appropriate videos), restorative circles

Grade 6 and up: TRAILS curriculum, anti bullying support (ex. books, videos, movies, restorative circles)

Policy

The Burr Oak board of education recognizes that a school that is physically and emotionally safe and secure for all students and staff, promotes good citizenship, increases student attendance and engagement, and supports academic achievement. The Burr Oak Board of Education expects students and staff to conduct themselves in a manner that promotes positive relationships and school climate, with a proper regard for the rights and welfare of other students, school staff, volunteers, and contractors.

To protect the rights of all students and staff for a safe and secure school environment, the Board of Education prohibits acts of bullying, including cyberbullying, harassment, and other forms of aggression and violence. Bullying or harassment, like other forms of aggressive and violent behaviors, interferes with both a school's ability to educate its students and a student's ability to learn. All administrators, faculty, staff, parents, volunteers, coaches, and students are expected to refuse to tolerate bullying and harassment and will demonstrate behavior that is respectful and civil. It is especially important for adults to model these behaviors (even when disciplining) in order to provide positive examples for student behavior.

"Bullying" or "harassment" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e., cyberbullying, through the use of internet, cell phone, computer, or wireless handheld device, currently in use or later developed and used by students) that is perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress and may be motivated either by bias or prejudice based upon any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic, or is based upon association with another person who has or is perceived to have any distinguishing characteristic. Bullying or harassment also include forms of retaliation against individuals who report or cooperate in an investigation under this policy. Such

behaviors are considered to be bullying or harassment whether they take place on or off school property, at any school-sponsored function, or in a school vehicle or at any time or place where a child's imminent safety or overall well being may be at issue.

“Bullying” is conduct that meets all of the following criteria:

- is perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress;
- is directed at one or more students; or staff
- is conveyed through physical, verbal, technological or emotional means;
- substantially interferes with educational opportunities, benefits, or programs of one or more students;
- adversely affects the ability of a student to participate in or benefit from the school district's or public school's educational programs or activities by placing the student in fear of physical harm or by causing emotional distress; and,
- is based on a student's actual or perceived distinguishing characteristic (see above) or is based on an association with another person who has or is perceived to have any of these characteristics.

“Harassment” is conduct that meets all of the following criteria:

- repeated or continuing unwanted contact perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, sexual or otherwise likely to evoke fear of physical harm or emotional distress;
- is directed at one or more students or staff;
- is conveyed through physical, verbal, technological or emotional means;
- substantially interferes with educational opportunities, benefits, or programs of one or more students or staff;
- adversely affects the ability of a student to participate in or benefit from the school district's or public school's educational programs or activities because the conduct, as perceived by the student, is so severe, pervasive, and objectively offensive as to have this effect; and,
- is based on a student's or staff's actual or perceived distinguishing characteristic (see above) or is based on an association with another person who has or is perceived to have any of these characteristics.

The scope of this policy includes the prohibition of every form of bullying, harassment, and cyberbullying/harassment, whether in the classroom, on school premises, immediately adjacent to school premises, when a student is traveling to or from school (portal to portal), or at a school-sponsored event, whether or not held on school premises. Bullying or harassment, including cyberbullying/ harassment, that is not initiated at a location defined above is covered by this policy if the incident results in a potentially material or substantial disruption of the school learning environment for one or more students or staff and/or the orderly day-to-day operations of any school or school program.

The Burr Oak Board of Education believes that a comprehensive health education curriculum, within the whole school, whole community, whole child framework, helps students attain skills and knowledge vital

to school success, a productive and healthy workforce, and good citizenship. Critical skills include anticipating consequences of choices, making informed decisions, communicating effectively, resolving conflicts, and developing cultural competency.

The Burr Oak board of education recognizes that in order to have the maximum impact, it is critical to provide a minimum of annual training for school employees and volunteers who have significant contact with pupils and students on school policies and procedures regarding bullying and harassment to help promote a positive school climate. Training will provide school employees with a clear understanding of their roles and responsibilities and the necessary skills to fulfill them. *(Examples of the appropriate training include, but are not limited to, age appropriate strategies to prevent bullying; age appropriate strategies for immediate and effective interventions to stop incidents; internet safety issues as they relate to cyberbullying; and fostering an understanding of and respect for diversity and differences.)*

The Burr Oak board of education believes that standards for student behavior must be set through interaction among the students, parents and guardians, staff, and community members of the school district, producing an atmosphere that encourages students to grow in self-discipline and their ability to respect the rights of others. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff, parents, and community members.

The Burr Oak board of education believes that the best discipline for aggressive behavior is designed to (1) support students in taking responsibility for their actions, (2) develop empathy, and (3) teach alternative ways to achieve the goals and solve problems that motivated the aggressive behavior. Staff members AND VOLUNTEERS who interact with students shall role model respectful behavior and apply best practices designed to prevent discipline problems and encourage students' abilities to develop self-discipline and make better choices in the future. School employees who exhibit bullying or harassing behavior that is directed toward school employees, volunteers, parents, or students will also be held accountable. If the superintendent is the alleged aggressor, the local school or its designee shall be responsible for investigating the report and taking any necessary steps.

Since bystander support of bullying and harassment can encourage these behaviors, the district prohibits both active and passive support for acts of harassment or bullying. The staff should encourage students not to be part of the problem; not to pass on the rumor or derogatory message; to constructively attempt to stop them; to report them to the designated authority; and to reach out in friendship to the student who is being bullied or harassed. Periodic regular classroom meetings should be conducted to help promote a positive and connected classroom/informal classroom discussions and activities designed to provide awareness and increase student connectedness promote a positive shift in peer norms that will support empowered bystanders. This meeting time can be used to teach students how and when to respond to incidents of bullying and harassment. When bystanders do report or cooperate in an investigation, they must be protected from retaliation with the same type of procedures used to respond to bullying and harassment.

WHILE INVESTIGATING REPORTS OF BULLYING AND HARASSMENT, CONSIDER THE FOLLOWING QUESTIONS:

- What is the history between the kids involved? Have there been past conflicts?
- Is there a power imbalance? Remember that a power imbalance is not limited to physical strength. It is sometimes not easily recognized. If the child being bullied feels like there is a power imbalance, there probably is.
- Has this happened before? Is the child worried it will happen again?
- Have the students dated? (There are special responses for teen dating violence.)
- Are there any of the students involved with a gang? (Gang violence has different interventions.)

The Burr Oak board of education requires its school administrators to develop and implement procedures that ensure both the appropriate consequences and remedial responses to a student or staff member who commits one or more acts of bullying and harassment. The following factors, at a minimum, shall be given full consideration by school administrators in the development of the procedures for determining appropriate consequences and remedial measures for each act of harassment or bullying.

Factors for Determining Consequences

- Age, development, and maturity levels of the parties involved
- Degree of harm (physical and/or emotional distress)
- Surrounding circumstances
- Nature and severity of the behavior(s)
- Incidences of past or continuing pattern(s) of behavior
- Relationship between the parties involved
- Context in which the alleged incident(s) occurred

PRIOR TO SUSPENDING OR EXPELLING A STUDENT, CONSIDERATION OF THE 7 FACTORS OUTLINED IN MCL 380.1310D IS REQUIRED. THESE FACTORS INCLUDE THE FOLLOWING:

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

In order to ensure students' perception of fair and impartial treatment, a student's academic or athletic status is not a legitimate factor for determining consequences. Consequences must be perceived as fair and impartial.

Factors for Determining Remedial Measures

Personal

- Life skill competencies

- Experiential deficiencies
- Social relationships
- Strengths
- Talents
- Traits
- Interests
- Hobbies
- Extra-curricular activities
- Classroom participation
- Academic performance

Environmental

- School culture
- School climate and lack of connectedness
- Student-staff relationships and staff behavior toward the student • Level of consistency in staff responses to bullying or harassing behaviors • Level of consistency in application or severity of consequences given to students
- Staff-staff relationships witnessed by students
- General staff management of classrooms and other educational environments
- Staff ability to prevent and de-escalate difficult or inflammatory situations • Social-emotional and behavioral supports
- Social relationships
- Community activities
- Neighborhood culture
- Family situation
- Range and number of opportunities (beyond academics and athletics) for student engagement, involvement, and recognition for achievement

Consequences and appropriate remedial actions for a student or staff member who engages in one or more acts of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion, in the case of a student, or suspension or termination in the case of an employee, as set forth in the board of education's approved code of student conduct or employee handbook. School employees will also be held accountable for bullying or harassing behavior directed toward school employees, volunteers, parents, or students.

Consequences for a student who commits an act of bullying and harassment shall vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance, and must be consistent with the board of education's approved code of student conduct. Remedial measures shall be designed to: correct the problem behavior; prevent another occurrence of the behavior; and protect the victim of the act. Effective discipline should employ a school-wide approach to adopt a rubric of bullying offenses and the associated consequences. The consequences and remedial measures may include, but are not limited to, the examples listed below:

Examples of Consequences

- Admonishment
- Participation in a guided reflection process designed to teach alternative behavior
- Temporary removal from the classroom
- Transfer of student exhibiting bullying or harassing behavior from the same classroom as the student being bullied.
- Loss of privileges
- Classroom or administrative detention
- Referral to disciplinarian
- In-school suspension during the school week or the weekend, for students
- Out-of-school suspension
- Legal action
- Expulsion or termination

Examples of Remedial Measures**Strategies for Individual Behavioral Change:**

- Framing the aggressive behavior as a failed attempt to solve a real problem or reach a goal. The adult assists the misbehaving student to find a better way to solve the problem or meet the goal.
- Restitution and restoration
- Transformative conferencing/restorative justice practices
- Supervised peer support group
- Corrective instruction or other relevant learning or service experience
- Supportive discipline to increase accountability for the bullying offense
- Supportive interventions, including participation of an Intervention and Referral services team, peer mediation, etc.
- Behavioral assessment or evaluation, including, but not limited to, a referral to a child study team, as appropriate
- Behavioral management plan, with benchmarks that are closely monitored
- Involvement of school disciplinarian
- Student counseling
- Parent conferences
- Student treatment
- Student therapy

Strategies for Environmental Change (Classroom, School Building, or School District):

- Activities or strategies designed to help the student who engaged in bullying or harassment reflect on the offending behavior, maintaining an emotionally neutral and strength-based approach
- Implementation of school-wide positive behavioral supports and multi-tiered systems of support
- School and community surveys or other strategies for determining the conditions contributing to school culture and climate, including harassment, intimidation, or bullying
- Change process to improve school culture
- Improvement in school culture and climate, improvement/improvement in conditions for learning, and instructional pedagogy (incorporation of brain-compatible strategies)

- Adoption of research-based, comprehensive health education curriculum that includes systemic bullying prevention and needed skills programs
- Modifications of schedules
- Adjustments in hallway traffic
- Modifications in student routes or patterns traveling to and from school
- Increased supervision and targeted use of monitors (e.g., hallway, cafeteria, bus)
- General professional development programs for certificated and non-certificated staff
- Professional development plans for ALL staff in key disciplinary roles
- Disciplinary action and/or professional development for school staff and/or additional professional development for school staff or volunteers who may not have appropriately addressed the issue contributed to the problem
- Parent conferences
- Referral to family counseling
- Increased involvement of parent-teacher organizations
- Increased involvement of community-based organizations
- Increased opportunities for parent input and engagement in school initiatives and activities
- Development of a general bullying/harassment response plan • Peer support groups
- Increase communication with and involvement of law enforcement (e.g., school resource officer, juvenile officer)
- Engage in community awareness events and planning sessions

The Burr Oak board of education requires the principal and/or the principal's designee at each school to be responsible for receiving complaints alleging violations of this policy. All school staff, volunteers, and employees are required to report alleged violations of this policy to the principal or the principal's designee (other administrators, behavioral interventionist, or counselors). All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

The Burr Oak board of education requires the principal and/or the principal's designee to be responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the principal and/or the principal's designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. The investigation is to be completed within three school days after a report or complaint is made. The parents of the students involved shall receive written notice from the school on the outcome of the investigation (in compliance with current privacy laws and regulations). All reports on instances of bullying and/or harassment must be recorded by the school for annual data review.

The Burr Oak board of education prohibits reprisal or retaliation against any person who reports an act of bullying or harassment or cooperates in an investigation. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

The Burr Oak board of education prohibits any person from falsely accusing another as a means of bullying or harassment. The consequences and appropriate remedial action for a person found to have falsely accused another as a means of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion. Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of bullying or harassment shall be in accordance with district policies, procedures, and agreements.

The Burr Oak board of education requires school officials to annually disseminate the policy to all school staff, students, and parents, along with a statement explaining that it applies to all applicable acts of harassment and bullying that occur on school property, at school-sponsored functions, or on a school bus. The chief school administrator shall develop an annual process for discussing the school district policy on harassment and bullying with students and staff. The school district shall incorporate information regarding the policy against harassment or bullying into each school employee training program and handbook.

Types of Bullying

Physical- involves hurting a person's body or possessions

Examples:

- Hitting/kicking/pinching
- Spitting
- Tripping/pushing
- Taking or breaking someone's things

Relational (also called Social) - involves hurting someone's reputation or relationships

Examples:

- Leaving someone out on purpose
- Telling other children not to be friends with someone
- Spreading rumors about someone
- Embarrassing someone in public

Verbal - involves saying or writing mean things

Examples:

- Teasing
- Name Calling
- Inappropriate sexual comments
- Taunting
- Threatening to cause harm

Cyber - involves writing or posting mean things online

Examples:

- Sending unwelcome emails or text messages
- Threats
- Sexual harassment
- Hate speech
- Ridiculing someone publically

Levels of Behavior Incidents - Rubric

Level 1 - Horseplay, goofing around playing that may include pushing, shoving, grabbing, jumping on, mean or rude gestures or name calling, teasing where there is no imbalance of power. **typically this is a teachable situation and not bullying - if a pattern is established, it becomes bullying*

Level 2 - Mild Aggression/Testing - Name calling, taunting, ridiculing, insulting remarks, spreading rumors, directed profanity, or other behavior that would hurt others' feeling, written or spoken

Level 3 - Moderate Aggression

- Physical contact - intimidation, pushing, shoving, grabbing, tripping, etc.
- Verbal or other intimidation - threats of physical or emotional aggression, planned exclusion, etc.
- Seeking specific person out to show disrespect of personal property

Level 4 - Severe Aggression

- Physical contact intending to or resulting in injury (hitting, kicking, fighting, and similar behavior that risks injury to others)
- Intimidation (ethnic/sexual harassment, stalking, severe threats of emotional or physical violence, etc.
- Stealing or destruction of personal property

The following section is how bullying incidents will be documented. The sections in red are the progressive consequences and will depend on the level of aggression according to the levels defined above. Bullying will be determined by the certified staff to which it was reported and/or in conjunction with the behavioral specialist and an administrator.

Students do have the right to due process.

At Burr Oak Community Schools, we will attempt every avenue possible to correct bullying behaviors before suspending or expelling a student. We follow a whole child model with wrap around services. These services include the school counselor, an onsite school therapist, a behavior interventionist, preventative curriculum, and professional development in restorative practices for all certified staff.

If you are suspended or expelled, or placed in a virtual setting, you have the right to appeal to return to on-campus learning to the Board of Education when the timeframe of the suspension/expulsion has been served. Please contact the superintendent to meet and to be put on the Board agenda. The student/parents have the right to a closed session meeting.

As well, if a student has a year of no referrals for bullying, he/she/parents have the right to request a "clean slate" and have paper documentation of bullying incidents removed from the student's CA60. By law, electronic records, including all referrals, remain in the SIS system for internal

purposes. The superintendent will make a recommendation to the Board of Education regarding this request.

School documentation

Incident 1

Student name (bully):

Student age:

Student name (receiver of comments or actions):

Description of incident:

Identified level of incident: 1 2 3 4

Team analysis: (list who is present - odd number for consensus)

Outcomes:

- *Peer conflict versus bullying*

Consequences:

Parent response:

Parent response:

- School counselor (peer to peer restoration)
- Reset room
- Restorative practice
- Possible hourly suspension or more **depending on level of behavior defined** (1, 2, 3, 4 above)

Incident 2

Student name (bully):

Student age:

Student name (receiver of comments or actions):

Description of incident:

Identified level of incident: 1 2 3 4

Team analysis: (list who is present - odd number for consensus)

Outcomes:

- *Peer conflict versus bullying*

Consequences:

Parent response:

Parent response:

- Order: Referral/Office/Principal/Counselor and/or consequence
- Peer to peer restoration - written an option for victim/restorative practice
- Reset room
- Hourly suspension
- Possible hourly suspension or more depending on level of behavior defined (1, 2, 3, 4 above)

Incident 3

Student name (bully):

Student age:

Student name (receiver of comments or actions):

Description of incident:

Identified level of incident: 1 2 3 4

Team analysis: (list who is present - odd number for consensus)

Outcomes:

- *Peer conflict versus bullying*

Consequences:

Parent response:

Parent response:

- Order: Referral/Office/Principal/Counselor and/or consequence
- Peer to peer restoration - written an option for victim)
- Hourly suspension (time to calm down)
- Consider the parent's attitude toward the situation at this point. Parents need to partner with the school. If unwilling, out of school suspension will happen.
- 1-3 day in school or out of school suspension depending on level of behavior defined (1, 2, 3, 4 above)

Incident 4

Student name (bully):

Student age:

Student name (receiver of comments or actions):

Description of incident:

Identified level of incident: 1 2 3 4

Team analysis: (list who is present - odd number for consensus)

Outcomes:

- *Peer conflict versus bullying*

Consequences:

Parent response:

Parent response:

- Order: Referral/Office/Principal/Counselor and/or consequence
- Hourly suspension (time to calm down)
- Mandatory Counseling: 31N or Private Counseling - documentation of attending
- Communication between school and counselor
- What if a parent will not allow communication with a counselor? If the parent won't allow, automatic 1 day suspension. Suspensions will build.
- Possible 3 to 5 day in school or out of school suspension depending on level behavior defined (1, 2, 3, 4 above)
- Advise parent of the bullied student to report to law enforcement for documentation
- Possible referral to online education through BOVA

Incident 5

Student name (bully):

Student age:

Student name (receiver of comments or actions):

Description of incident:

Identified level of incident: 1 2 3 4

Team analysis: (list who is present - odd number for consensus)

Outcomes:

- *Peer conflict versus bullying*

Consequences:

Parent response:

Parent response:

- Hourly suspension (time to calm down)
- Mandatory Counseling: 31N or Private Counseling - documentation of attending
- Communication between school and counselor
 - If a parent will not allow communication? If the parent won't allow, automatic 1 day suspension.
- Possible 5 to 7 day suspension depending on level of behavior defined (1, 2, 3, 4 above)
- Advise parent of the bullied student to report to law enforcement for documentation
- Possible referral to online education through BOVA

Incident 6

Student name (bully):

Student age:

Student name (receiver of comments or actions):

Description of incident:

Identified level of incident: 1 2 3 4

Team analysis: (list who is present - odd number for consensus)

Outcomes:

- *Peer conflict versus bullying*

Consequences:

Parent response:

Parent response:

- Hourly suspension (time to calm down)
- Mandatory Counseling: 31N or Private Counseling - documentation of attending
- Communication between school and counselor
- What if a parent will not allow communication? If the parent won't allow, automatic 1 day suspension. Suspensions will build.
- 7 to 10 day suspension - in school or out depending on level of behavior defined (1, 2, 3, 4 above)
- Advise parent of the bullied student to report to law enforcement for documentation
- Possible referral to online education through BOVA

Incident 7

Student name (bully):

Student age:

Student name (receiver of comments or actions):

Description of incident:

Identified level of incident: 1 2 3 4

Team analysis: (list who is present - odd number for consensus)

Outcomes:

- *Peer conflict versus bullying*

Consequences:

Parent response:

Parent response:

- Hourly suspension (time to calm down)
- Mandatory Counseling: 31N or Private Counseling - documentation of attending
- Communication between school and counselor
- 7 to 10 day suspension - in school or out depending on level of behavior defined (1, 2, 3, 4 above)
- Advise parent of the bullied student to report to law enforcement for documentation
- Referral to online education through BOVA or expulsion as a last resort.

TABLE FORMAT of TRACKING PROCESS

Behavior	1st Offense	2nd Offense	3rd Offense	4th Offense
Level 1 Horseplay, goofing around playing that may include pushing, shoving, grabbing, jumping on, mean or rude gestures or name calling, teasing where there is no imbalance of power. <i>*typically this is a teachable situation and not bullying - if a pattern is established, it becomes bullying</i>	-School counselor (peer to peer restoration) -Reset room -Restorative practice -Possible hourly suspension depending on level	-Referral/Office/Principal/Counselor and/or consequence -Peer to peer restoration -Reset room -Hourly suspension (time to calm down and then restore peer relationship)	-Referral/Office/Principal/Counselor or and/or consequence -Peer to peer restoration - written an option for victim) -Hourly suspension (time to calm down) -Consider the parent's attitude toward the situation at this point. Parents need to partner with the school. If unwilling, out of school suspension will happen. -Possible 1-3 day suspension depending on level	-Order: Referral/Office/Principal/Counselor and/or consequence -Hourly suspension (time to calm down) -Mandatory Counseling: 31N or Private Counseling - documentation of attending -Communication between school and counselor -What if a parent will not allow communication with a counselor? If the parent won't allow, automatic 1 day suspension. Suspensions will build. -Possible 3 to 5 day suspension depending on level -Advise parent of the bullied student to report to law enforcement for documentation -Possible referral to online education through BOVA

<p>Level 2 - Mild Aggression/Teasing Name calling, taunting, ridiculing, insulting remarks, spreading rumors, directed profanity, or other behavior that would hurt others' feeling, written or spoken.</p>	<p>-School counselor (peer to peer restoration) -Reset room -Restorative practice -Possible hourly suspension depending on level</p>	<p>-Referral/Office/Principal/Counselor and/or consequence -Peer to peer restoration -Reset room -Hourly suspension (time to calm down and then restore peer relationship)</p>	<p>-Order: Referral/Office/Principal/Counselor or and/or consequence -Peer to peer restoration - written an option for victim) -Hourly suspension (time to calm down) -Consider the parent's attitude toward the situation at this point. Parents need to partner with the school. If unwilling, out of school suspension will happen. -Possible 1-3 day suspension depending on level</p>	<p>-Order: Referral/Office/Principal/Counselor and/or consequence -Hourly suspension (time to calm down) -Mandatory Counseling: 31N or Private Counseling - documentation of attending -Communication between school and counselor -What if a parent will not allow communication with a counselor? If the parent won't allow, automatic 1 day suspension. Suspensions will build. -Possible 3 to 5 day suspension depending on level -Advise parent of the bullied student to report to law enforcement for documentation -Possible referral to online education through BOVA</p>
<p>Level 3 - Moderate Aggression</p> <ul style="list-style-type: none"> Physical contact - intimidation, pushing, shoving, grabbing, tripping, etc. Verbal or other intimidation - threats of physical or emotional aggression, planned exclusion, etc. Seeking specific person out to show disrespect of personal property 	<p>-School counselor (peer to peer restoration) -Reset room -Restorative practice -Possible hourly suspension depending on level</p>	<p>-Referral/Office/Principal/Counselor and/or consequence -Peer to peer restoration -Reset room -Hourly suspension (time to calm down and then restore peer relationship)</p>	<p>-Order: Referral/Office/Principal/Counselor or and/or consequence -Peer to peer restoration - written an option for victim) -Hourly suspension (time to calm down) -Consider the parent's attitude toward the situation at this point. Parents need to partner with the school. If unwilling, out of school suspension will happen. -Possible 1-3 day suspension depending on level</p>	<p>-Order: Referral/Office/Principal/Counselor and/or consequence -Hourly suspension (time to calm down) -Mandatory Counseling: 31N or Private Counseling - documentation of attending -Communication between school and counselor -What if a parent will not allow communication with a counselor? If the parent won't allow, automatic 1 day suspension. Suspensions will build. -Possible 3 to 5 day suspension depending on level -Advise parent of the bullied student to report to law enforcement for documentation -Possible referral to online education through BOVA</p>
<p>Level 4 - Severe Aggression</p> <ul style="list-style-type: none"> Physical contact intending to or resulting in injury (hitting, kicking, fighting, and similar behavior that risks injury to others) 	<p>-School counselor (peer to peer restoration) -Reset room</p>	<p>-Referral/Office/Principal/Counselor and/or consequence</p>	<p>-Order: Referral/Office/Principal/Counselor or and/or consequence -Peer to peer restoration - written an option for victim)</p>	<p>-Order: Referral/Office/Principal/Counselor and/or consequence</p>

<ul style="list-style-type: none"> Intimidation (ethnic/sexual harassment, stalking, severe threats of emotional or physical violence, etc. Stealing or destruction of personal property 	<ul style="list-style-type: none"> Restorative practice Possible hourly suspension depending on level 	<ul style="list-style-type: none"> Peer to peer restoration -Reset room Hourly suspension (time to calm down and then restore peer relationship) 	<ul style="list-style-type: none"> Hourly suspension (time to calm down) Consider the parent's attitude toward the situation at this point. Parents need to partner with the school. If unwilling, out of school suspension will happen. Possible 1-3 day suspension depending on level 	<ul style="list-style-type: none"> Hourly suspension (time to calm down) Mandatory Counseling: 31N or Private Counseling - documentation of attending Communication between school and counselor What if a parent will not allow communication with a counselor? If the parent won't allow, automatic 1 day suspension. Suspensions will build. Possible 3 to 5 day suspension depending on level Advise parent of the bullied student to report to law enforcement for documentation Possible referral to online education through BOVA
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*Clarify that 1st offense in one level will lead to 2nd offense on next occurrence, regardless of level.

*Administrative/Counselor discretion is reserved for all infractions. Consequences assigned may be modified and may include police involvement in any above category based on the circumstances, severity, and/or one's previous disciplinary profile. Students violating behaviors in excess of three offenses will be placed on an individual plan with additional consequence

Behavior	5th Offense	6th Offense	7th Offense
Level 1 Horseplay, goofing around playing that may include pushing, shoving, grabbing, jumping on, mean or rude gestures or name calling, teasing where there is no imbalance of power. <i>*typically this is a teachable situation and not bullying - if a pattern is established, it becomes bullying</i>	<ul style="list-style-type: none"> Hourly suspension (time to calm down) Mandatory Counseling: 31N or Private Counseling - documentation of attending Communication between school and counselor If a parent will not allow communication? If the parent won't allow, automatic 1 day suspension. 5 to 7 day suspension depending on level Advise parent of the bullied student to report to law enforcement for documentation Possible referral to online education through BOVA 	<ul style="list-style-type: none"> Hourly suspension (time to calm down) Mandatory Counseling: 31N or Private Counseling - documentation of attending Communication between school and counselor What if a parent will not allow communication? If the parent won't allow, automatic 1 day suspension. Suspensions will build. 7 to 10 day suspension depending on level Advise parent of the bullied student to report to law enforcement for documentation Possible referral to online education through BOVA 	<ul style="list-style-type: none"> Hourly suspension (time to calm down) Mandatory Counseling: 31N or Private Counseling - documentation of attending Communication between school and counselor 7 to 10 day suspension depending on level Advise parent of the bullied student to report to law enforcement for documentation Referral to online education through BOVA or expulsion as a last resort.
Level 2 - Mild Aggression/Teasing Name calling, taunting, ridiculing, insulting remarks, spreading rumors, directed profanity, or other behavior that would hurt others' feeling, written or spoken.	<ul style="list-style-type: none"> Hourly suspension (time to calm down) Mandatory Counseling: 31N or Private Counseling - documentation of attending 	<ul style="list-style-type: none"> Hourly suspension (time to calm down) Mandatory Counseling: 31N or Private Counseling - documentation of attending 	<ul style="list-style-type: none"> Hourly suspension (time to calm down) Mandatory Counseling: 31N or Private Counseling - documentation of attending

	<ul style="list-style-type: none"> -Communication between school and counselor -If a parent will not allow communication? If the parent won't allow, automatic 1 day suspension. -5 to 7 day suspension depending on level -Advise parent of the bullied student to report to law enforcement for documentation -Possible referral to online education through BOVA 	<ul style="list-style-type: none"> -Communication between school and counselor -What if a parent will not allow communication? If the parent won't allow, automatic 1 day suspension. Suspensions will build. -7 to 10 day suspension depending on level -Advise parent of the bullied student to report to law enforcement for documentation -Possible referral to online education through BOVA 	<ul style="list-style-type: none"> -Communication between school and counselor -7 to 10 day suspension depending on level -Advise parent of the bullied student to report to law enforcement for documentation -Referral to online education through BOVA or expulsion as a last resort.
Level 3 - Moderate Aggression <ul style="list-style-type: none"> Physical contact - intimidation, pushing, shoving, grabbing, tripping, etc. Verbal or other intimidation - threats of physical or emotional aggression, planned exclusion, etc. Seeking specific person out to show disrespect of personal property 	<ul style="list-style-type: none"> -Hourly suspension (time to calm down) -Mandatory Counseling: 31N or Private Counseling - documentation of attending -Communication between school and counselor -If a parent will not allow communication? If the parent won't allow, automatic 1 day suspension. -5 to 7 day suspension depending on level -Advise parent of the bullied student to report to law enforcement for documentation -Possible referral to online education through BOVA 	<ul style="list-style-type: none"> -Hourly suspension (time to calm down) -Mandatory Counseling: 31N or Private Counseling - documentation of attending -Communication between school and counselor -What if a parent will not allow communication? If the parent won't allow, automatic 1 day suspension. Suspensions will build. -7 to 10 day suspension depending on level -Advise parent of the bullied student to report to law enforcement for documentation -Possible referral to online education through BOVA 	<ul style="list-style-type: none"> -Hourly suspension (time to calm down) -Mandatory Counseling: 31N or Private Counseling - documentation of attending -Communication between school and counselor -7 to 10 day suspension depending on level -Advise parent of the bullied student to report to law enforcement for documentation -Referral to online education through BOVA or expulsion as a last resort.
Level 4 - Severe Aggression <ul style="list-style-type: none"> Physical contact intending to or resulting in injury (hitting, kicking, fighting, and similar behavior that risks injury to others) Intimidation (ethnic/sexual harassment, stalking, severe threats of emotional or physical violence, etc. Stealing or destruction of personal property 	<ul style="list-style-type: none"> -Hourly suspension (time to calm down) -Mandatory Counseling: 31N or Private Counseling - documentation of attending -Communication between school and counselor -If a parent will not allow communication? If the parent won't allow, automatic 1 day suspension. -5 to 7 day suspension depending on level -Advise parent of the bullied student to report to law enforcement for documentation -Possible referral to online education through BOVA 	<ul style="list-style-type: none"> -Hourly suspension (time to calm down) -Mandatory Counseling: 31N or Private Counseling - documentation of attending -Communication between school and counselor -What if a parent will not allow communication? If the parent won't allow, automatic 1 day suspension. Suspensions will build. -7 to 10 day suspension depending on level -Advise parent of the bullied student to report to law enforcement for documentation -Possible referral to online education through BOVA 	<ul style="list-style-type: none"> -Hourly suspension (time to calm down) -Mandatory Counseling: 31N or Private Counseling - documentation of attending -Communication between school and counselor -7 to 10 day suspension depending on level -Advise parent of the bullied student to report to law enforcement for documentation -Referral to online education through BOVA or expulsion as a last resort.

*Clarify that 1st offense in one level will lead to 2nd offense on next occurrence, regardless of level.

*Administrative/Counselor discretion is reserved for all infractions. Consequences assigned may be modified and may include police involvement in any above category based on the circumstances, severity, and/or one's previous disciplinary profile. Students violating behaviors in excess of three offenses will be placed on an individual plan with additional consequences.

Formal Request for Removal of Referrals from CA60

This form is for a student who has a year of NO referrals for bullying. He/she/parents have the right to request a “clean slate” and have paper documentation of bullying incidents removed from the student’s CA60. This does not remove electronic records.

***Note:** By law, electronic records, including all referrals, remain in the SIS system for internal purposes. The superintendent will make a recommendation to the Board of Education regarding this request.*

I am requesting that all referrals deemed “bullying” be removed from my CA60.

Printed name:

Signature: _____

Date:

Grade of student requesting expungement of bullying records from CA60: _____

Review of referral history with superintendent:

Number of incidents:

Name(s) of victim(s):

Notes:

Determination:

APPENDIX C: PROTECTION OF PUPIL RIGHTS

5308 Protection of Pupil Rights

A. Surveys, Analyses, and Evaluations

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

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

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

"Sensitive information" includes:

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

B. Invasive Physical Examinations

Parents/guardians may refuse to allow their students to participate in any 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’/guardians’ first and last name;
2. home or other physical address;
3. telephone number; or
4. Social Security Number.

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

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

D. Inspection of Instructional Material

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

E. Notification of Rights and Procedures

The Superintendent or designee will notify parents/guardians of:

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

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

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

Student Privacy Policy Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202

Legal authority: 20 USC 1232h

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APPENDIX D: DIRECTORY INFORMATION AND OPT OUT FORM

5309 Student Records and Directory Information

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

A. Definitions

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

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

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

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

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

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

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

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

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

- a. student names, addresses, and telephone numbers;
- b. photographs, including photographs and videos depicting a student's participation in school-related activities;
- c. date and place of birth;
- d. major field of study;
- e. grade level;
- f. enrollment status (e.g., full-time or part-time);
- g. dates of attendance (e.g., 2013-2017);
- h. participation in officially recognized activities and sports;
- i. weight and height of athletic team members;
- j. degrees, honors, and awards received; and
- k. the most recent educational agency or institution attended.

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

B. Collection and Retention of Records

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

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

C. Right to Inspect and Review Education Records

Parents/guardians may inspect and review their minor child's education records, regardless of custody status, unless a court order specifically provides otherwise.

Parents/guardians may also inspect and review the education records of an "eligible student" if the student is considered a dependent under Internal Revenue Code Section 152. An "eligible

student” means a student who is at least 18 years old, an emancipated minor, or a student enrolled in a postsecondary institution. Eligible students have the right to inspect and review their own education records.

The District will not disclose a student’s or parent’s/guardian’s phone number or address or the parent’s/guardian’s employment address to another person who is the subject of a court order that prohibits disclosure of the information if the District has received a copy of the order.

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

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

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

E. Right to Request Amendment of Education Records

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

F. Disclosure of Education Records to School Officials

Except as noted in “Disclosure to a For-Profit Business Entity” (section J), a school official may receive and review personally identifiable information from a student’s education record only if the school official has a legitimate educational interest in the information. A school official has a “legitimate educational interest” if the record review is necessary for the school official to perform an administrative, supervisory, or instructional task as assigned by the District or to perform a service or benefit for the student or the student’s family. For purposes of this Policy, a “school official” is any person employed by the District. The Board further designates the following persons and entities as “school officials”:

1. a person or company with whom the Board has contracted to perform a specific task (such as an attorney, auditor, insurance representative, medical consultant, or online educational service provider or vendor);
2. a contractor, consultant, volunteer, or other party to whom the Board has outsourced a service or function otherwise performed by District employees (e.g., a therapist, a school resource officer, or an authorized information technology specialist);
3. a parent/guardian or student serving on an official committee, such as a disciplinary, reinstatement, or grievance committee; and

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

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

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

G. Disclosure of "Directory Information"

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

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

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

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

H. Disclosure of Education Records to Another School

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

I. Tagged Records and Record Transfers

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

Within 30 calendar days after receiving a request from a school in which a student has enrolled, the building principal or designee will forward the student's education records to the requesting school unless the student's record has been tagged as described in this Policy. If the record has been tagged, the building principal or designee will not forward the student's education records to the requesting school and will notify law enforcement.

J. Disclosure to a For-Profit Business Entity

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

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

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

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

L. Disclosure of Education Records in Other Circumstances

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

- necessary because of a health or safety emergency;
- to authorized state or federal officials;
- in connection with a student's application for or receipt of financial aid;

- made for purposes of conducting a study for or on behalf of an educational agency or institution;
- to an accrediting organization;
- concerning a registered sex offender; or
- to a representative of a child welfare agency for a foster child.

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

M. Disclosure Logs

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

Subject to the limitations below, a parent/guardian or eligible student may request, in writing, information related to disclosure of personally identifiable information by the District. This information includes:

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

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

1. provided to MDE or CEPI;
2. provided to the eligible student or the student's parent/guardian;
3. provided to an intermediate school district providing services pursuant to a written agreement;
4. provided by an intermediate school district to a school district or to a public school academy in which the pupil is enrolled or to a school district or public school academy providing services to the pupil pursuant to a written agreement;
5. provided to a person, agency, or organization with the written consent of the eligible student or the student's parent/guardian;

6. provided to a person, agency, or organization in accordance with an order, subpoena, or ex parte order issued by a court of competent jurisdiction;
7. provided as necessary for standardized assessments that measure the student's academic progress and achievement;
8. covered by the District's Directory Information Opt Out Form, unless the parent/guardian or eligible student has signed and submitted the Opt Out Form.

N. Video Recordings

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

O. Disclosure of Records to Law Enforcement

Nothing in this Policy limits a school official's right or duty under state law or pursuant to the Statewide School Safety Information Policy to contact law enforcement to report possible criminal activity. A school official may not, however, disclose personally identifiable information from a student's education records to law enforcement without the prior written consent of a parent/guardian or eligible student unless disclosure is otherwise permitted or required by state or federal law (e.g., in response to a health or safety emergency or a court order or subpoena).

If a school official reports possible criminal activity of a student with a disability as defined by the Individuals with Disabilities Education Act, the school official must transmit a copy of the student's special education records and disciplinary records to the authorities to whom the crime is reported in a manner consistent with FERPA (i.e., with prior written consent or a lawful exception to consent). Except for disclosures in response to a health or safety emergency, school officials must seek written consent to transmit the records of a student with a disability immediately after reporting the student's potential criminal activity to authorities.

P. Disclosure of Information to Military Recruiter

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

The Directory Information Opt Out Form must include the option to opt out of the disclosure of the student's directory information to recruiters of the Armed Forces of the United States. Upon receipt of a written "opt out," school officials may not release the student's directory information to recruiters of the Armed Forces of the United States. The District may charge a fee, not to

exceed the actual costs of copying and mailing the requested directory information, to recruiters of the Armed Forces of the United States, to the same extent it charges other organizations.

Q. Annual Notice Requirements

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

1. the right to inspect and review their student's education records;
2. the right to seek amendment of their student's education records, the process for requesting amendment, and applicable hearing procedures;
3. the identity of designated "school officials" and the definition of "legitimate educational interest";
4. the definition of "directory information" and notice that their student's directory information may be disclosed without consent unless the parent/guardian or eligible student opts out of allowing disclosure;
5. the District's practice to disclose a student's education records, including disciplinary records, to another school or post-secondary institution in which the student seeks or intends to enroll or is enrolled;
6. the right to consent to the disclosure of personally identifiable information from a student's education record before its disclosure, unless a nonconsensual disclosure is otherwise authorized by law;
7. the right to opt out of disclosure of directory information to recruiters for Armed Forces of the United States and their service academies;
8. the right to file a complaint with the U.S. Department of Education alleging that the District violated FERPA; and
9. the right to obtain a copy of the Board's policies and administrative regulations about student records.

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

FERPA Directory OPT OUT Form

Student name: _____

In accordance with the Federal Educational Rights and Privacy Act of 1974, as amended, a student's education records are maintained as confidential and, except for a limited number of special circumstances listed in that law, will not be released to a third party without the parent/student's prior written consent. The law, however, does allow schools to release student "directory information" without obtaining the prior consent of the parent/student. If you do not want the release of certain types of directory information without obtaining prior consent, you may choose to "opt-out" of this FERPA exception by signing the form below.

Directory information of a student who has opted out from the release of directory information will remain flagged until a revocation of the opt out is given to the school.

To Burr Oak Community Schools:

I request the withholding of the following personally identifiable information identified as directory information under FERPA. I understand that once this form is signed and submitted, the information checked cannot be released to third parties without my written consent or unless the school is required by law or permitted under FERPA to release such information without my prior written consent.

This signed form will remain valid until my opt out is rescinded in writing. I understand that I may not opt out of use of my student ID number because it is necessary identifying information for the school. I further understand that if directory information is released prior to the school receiving my opt out request, the school may not be able to stop the disclosure of my student's directory information. I understand that I may request and challenge how my directory information is used by contacting the school.

_____ Check here to opt out of all directory information identified below

Check the individual boxes below to selectively opt out of information sharing

_____ Name

_____ Telephone listing(s)

_____ Photograph

- _____ Date of birth
- _____ Place of birth
- _____ Permanent or home address
- _____ Email address
- _____ Dates of attendance
- _____ Most recent institution attended
- _____ Weight/height
- _____ Enrollment status
- _____ Graduation cohort
- _____ Most recent educational agency or institution attended
- _____ Participation in officially recognized activities and sports
- _____ Degree(s) received
- _____ Awards and honors received

Date: _____

Signature: _____

If under 18, a parent or legal guardian must sign to opt the student out.

APPENDIX E: ACCEPTABLE USE AGREEMENT

Burr Oak Community Schools Information Services

Burr Oak Community Schools Agreement: All Grades/Programs

The purpose of this Acceptable Use Agreement is to give access to and define acceptable use of the technology resources made available to users through the Burr Oak Community Schools (herein referred to as the "District").

The District does not guarantee that technology resources will be error free or that access will be uninterrupted. By signing this agreement you release the District of all claims and liabilities for use of the technology resources.

Any person using District technology resources who, without authorization, accesses, uses, destroys, alters, dismantles or disfigures the District's Information Systems, properties or facilities, as well as those owned by third-parties shall be subject to disciplinary action. Such action may include, but is not limited to: Warning, Revoked Privileges, Financial Restitution, Suspension/Termination, and/or Legal Action.

District Safety Policies

- Never give out your last name, address, phone number, the school you attend, or personal identifying characteristics.
- Never agree to meet in person with anyone you have met online.
- Never assume that you are speaking to a person your own age.
- Never assume the personal information that you may receive from the Internet is correct.
- Notify an adult immediately if you receive a message that may be inappropriate or if you encounter any material that violates the Acceptable Use Policy.
- Your parents should instruct you if there is additional material that they think it would be inappropriate for you to access.

District Acceptable Uses

- The computer Network at the District has been setup to allow Internet access for educational purposes. This includes classroom activities, research activities, peer review of assigned work and the exchange of project related ideas, opinions and questions through email, network drives, message boards, and District-owned web page access.
- Students will have access to the Internet in the classroom, media center, in the computer labs and areas where WiFi is available.
- Student's use of the Internet is contingent upon parent/guardian permission in the form of a signed copy of the Acceptable Use Agreement.

- Material created and/or stored on the system is not guaranteed to be private. District Administrators may review the system from time to time to ensure that the system is being used properly. For this reason, students should expect that emails, material used on personal web pages, and other work that is created on the network may be viewed by a third party.
- District and Network users are expected to adhere to the Safety Guidelines found in this document and in the District's Code of Conduct and/or Student Handbook

District Unacceptable Uses

- The Network may not be used to download, install, distribute, copy or store any application without prior permission from District Administrators. The Network may not be used for commercial purposes or to access illegal or malicious applications. Users may not buy or sell products or services through the system without prior permission from District Administrators.
- The Network may not be used for any activity or to transmit any materials that violate federal or local laws. This includes, but is not limited to, illegal activities such as threatening the safety of another person or violating copyright laws.
- Network users may not use vulgar, derogatory or obscene language. Users may not communicate through District-owned or personal devices to engage in bullying, perform personal attacks, harass another person, or post private information about another person. Such actions may be grounds for discipline under this Acceptable Use Agreement and the District's Code of Conduct and/or Student Handbook.
- Network users may not access web sites, newsgroups, chat areas, or any other content containing material that is obscene or that promotes illegal activity. If a user does accidentally access this type of information, he or she should immediately notify a teacher or parent.
- Use of a computer or mobile device for anything other than a teacher directed or approved activity is prohibited.
- User accounts shall only be used by the person authorized to use that account and users assume all responsibility for actions delivered through their account.
- Users may not make alterations to hardware/software systems or settings.
- Users may use their own mobile device at school, but may not connect to the Network in any way without expressed written permission from the District and/or Network administrators. The District is not responsible for loss or theft of such equipment.

Web Page Policy and Permission

Identification of Students and Employees on the District Website Student pictures and projects may be displayed on District web pages for educational and informational purposes unless otherwise specified. Web pages will not contain a student's address, phone number or full name, except in instances when such a listing might also appear in public documents such as newspaper articles.

District-Provided Web Pages User created content on District-provided web pages must be consistent with the educational mission, goals and objectives of the District and with the letter and spirit of the District's School Board policies. Material placed on web pages is expected to meet academic standards for proper spelling, grammar and accuracy of information. Students may create content on Google Sites or other web applications under their instructor's supervision, but will not include pages containing personal details such as address or phone number. Linking to a student's or staff member's *personal* web page on an external site is not permitted.

Policy and Permission--Google Apps for Education, Email, and other online accounts

The District follows the policies outlined in the Children's Online Privacy Protection Act (COPPA) in providing technology resources, Google Apps for Education accounts, email accounts, and access to any other online accounts used for educational purposes. Students grades K -12 will be supplied with their own Google Apps for Education accounts hosted by Google but managed by District and Network administrators. Students will be also be assigned District email accounts, intended for educational use. By signing this agreement parents give their permission to the District and the Network to create online accounts for students under age 13. All policies outlined by Google and the following email policies apply to students as well.

Student email is not considered private.

Bulk mailing: Bulk mailing (mailing to a large list of people) should be done for educational purposes only. For example, a memo to the whole school etc. Please do not forward jokes around.

Unsolicited email: Unsolicited bulk email, which is defined as sending advertisements, chain letters or other such junk mail to users or a large list of users is NOT ALLOWED!

Commercial Email: Using either email system for personal profit, such as running a home business is also not allowed. If you have a need to use email for a home business please use another service provider.

Personal mail: You can use your account for personal mail as long as it does not conflict with any of the policies in this document and it does not interfere with school.

Illegal activities: Simply put this is not allowed and the proper authorities will be notified.

Account sharing: If you share your account with someone it WILL BE SUSPENDED!

Personal Technology Guidelines

Student owned personal technology and electronic devices may be used for educational purposes under direct teacher supervision.

Acceptable Uses during school hours

- Designated areas for use are areas on the school grounds that staff use for their classes.
- Electronic devices and accessories must be stored appropriately when not in use.

- Student devices may only connect to the District Open Wi-Fi access points (where available). Devices with their own data plans may use their cell signal for Internet access at the teacher's discretion.
- All notifications on every device must be set to silent.

Unacceptable Uses at any time on school grounds

- Users are prohibited to create or maintain a wireless hotspot.
- Unauthorized video and audio recording on school grounds is prohibited
- Use of technology outside of designated areas during school hours is prohibited.
- Student owned devices may not use a network cable for Internet or Network access.

I have read and understand all of the information in this document and understand that this form will be kept on file at school. I have reviewed and discussed this policy with my child. I give my child permission to access the Network as outlined above and use of school email account. I also understand that my child's work (writing, drawings, etc.) may occasionally be published on the Internet and may be accessible on a World Wide Web server unless I have specified otherwise.

Student Signature: _____

Date: _____

Parent Name Printed:

Parent Signature: _____

Date: _____

APPENDIX F: ATHLETIC CODE OF CONDUCT

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

Athletic Director: [Ryan Vandosen]

[269-489-2213, EXT 209]

[rvandosen@burroakcs.org]

Available Sports

football, volleyball, basketball, bowling, softball, baseball, track & field, golf, esports

Communication Protocol

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

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

Concussion Protocol

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

Athletic Code of Conduct

A student-athlete must:

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

3. Comply with the law, Board Policy, the Student Code of Conduct, the Athletic Code of Conduct, and all team rules. Failure to comply with this provision may result in suspension or removal from a team.
4. Not possess, use, or consume alcohol, tobacco, cannabis, nicotine (including a vape), or controlled substances (other than those prescribed by a physician for the student-athlete).
5. Not engage in conduct that is unbecoming of student-athletes.
6. Maintain academic eligibility as required by the Michigan High School Athletic Association.
7. Notify your coach or District athletic trainer of any injury or medical condition that may affect your athletic participation.

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

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

All spectators at any school events are required to follow the same code of conduct as the athletes. Violations of this code could result in exclusion from all school events. Law enforcement officials may be notified as applicable.