

2023-2024

Munising Middle/High School
810 State Hwy. M-28 West
Munising, MI 49862
www.munisingschools.com

STUDENT HANDBOOK

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INTRODUCTION

Dear Students:

On behalf of the faculty, staff and administration, I would like to welcome you to a year of new opportunities and challenges. Munising Middle/High School has a tradition of excellence that permeates throughout our curriculum and student activities. Our students demonstrate a commitment to upholding the high standards that have been set by previous graduates. We encourage you to become involved and to prepare yourself academically and socially in order to be able to take an active role in our society. Teachers, counselors, support staff and administrators stand ready to assist and guide you throughout this year.

This student handbook is published to clarify and answer many of the commonly asked questions about life at Munising Middle/High School. This handbook will assist you in your attainment of knowledge and understanding of the mission, ideals, rules and regulations of our school. Students and parents should read, understand and abide by the information in this handbook in order to better understand the rights and responsibilities of a student at Munising Middle/High School. It is now your turn to continue the tradition of excellence. Best wishes for a positive and productive school year! Please be sure to contact me if I can be of assistance.

Sincerely,

Nicole Lasak
Principal

MUNISING MIDDLE/HIGH SCHOOL

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www.munisingschools.com
(906) 387-2103
Mike Travis, Superintendent
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Matt Mattson, Guidance Counselor

Office Hours: 7:30 am – 3:45 pm

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WELCOME

The administration and staff would like to take this opportunity to welcome you to Munising Middle/High School. The information in this handbook has been carefully prepared to help you succeed at school. This information is in compliance with board of education policies, copies of which are available in the principal's office. The support staff, teachers, counselors, and administrators are all here to assist you with your education. If you have any questions, feel free to seek their advice.

ENFORCEMENT OF POLICIES

All administrators, teachers, and staff members of Munising Middle/High School are vested with legal authority to enforce the policies and regulations set forth by the Board of Education and rules established by the school administration. Refusal on the part of the students to respect authority at all school functions shall be considered as insubordinate conduct and dealt with accordingly. This shall include school transportation, all bus stops, and all school events.

Students are expected to be familiar with Board policy and rules. A copy of the complete Board policy governing student conduct is available in the district business office.

MISSION STATEMENT

The mission of the Munising Middle/High School staff is to provide an education for every student which will result in individual success in the following areas: academic, vocational, physical, creative, cultural and social. Working together in a partnership with the students, parents, and the community, we are building future generations of responsible, self-confident, respectful, motivated adults.

EQUAL EDUCATIONAL OPPORTUNITY

The Munising School District provides equal opportunity for all students, regardless of race, color, creed, disability, religion, sex, age, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District.

NOTICE OF NONDISCRIMINATION

The Munising School District does not discriminate on the basis of race, color, national origin, sexual orientation, gender identity, age, disability, height, weight, religion, or marital status in its programs, activities, and employment.

GRIEVANCE PROCEDURES FOR

TITLE VI of the CIVIL RIGHTS ACT of 1964, TITLE I X of the EDUCATION AMENDMENT ACT of 1972, TITLE II of the AMERICANS WITH DISABILITY ACT of 1990, SECTION 504 of the REHABILITATION ACT of 1973 and AGE DISCRIMINATION ACT of 1975

HANDBOOK STATEMENT

This handbook only serves as a guideline and is not all inclusive. A more detailed reference is the Board policy. Board policies are available for reading in the offices of each building. School administration reserves the right to modify this handbook as necessary throughout the school year.

EMERGENCY SCHOOL CLOSINGS

In case of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissal. School closings for any reason will be announced by 6:00 a.m. If bad weather or other emergencies occur during the school day, please listen to local media stations for possible early dismissal information. This information will also be posted on the website, Facebook, our school app, and automated phone call / text message. For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

MUNISING MIDDLE/HIGH SCHOOL
2023-2024
SCHOOL CALENDAR

August 30, August 31	Professional Development Days
September 5	First Day of School
October 16	No School- Professional Development
October 30	No School- Parent/Teacher Conferences
October 31 (½ day students)	½ Day- Professional Development
November 3	1 st Marking Period Ends
November 22-24	Thanksgiving Break
December 25-January 1	Winter Break
January 2	School Resumes
January 19	First Semester Ends
January 22 (½ day students)	½ Day- Professional Development
February 23	No School- Professional Development
March 22	3 rd Marking Period Ends
March 25-March 31	Spring Break
April 1	School Resumes
May 25	Graduation at Noon
May 27	No School- Memorial Day
June 6	Last Student Day- ½ Day

<p style="text-align: center;">REGULAR DAILY SCHEDULE (60-minute class periods)</p> <p>1st Hour 8:00-9:00 2nd Hour 9:04-10:04 3rd Hour 10:08-11:08</p> <hr/> <p>4F Hour 1st Lunch 11:08-11:33 4th Hour 11:37-12:37</p> <p>4S Hour 4th Hour 11:12-12:12 2nd Lunch 12:12-12:37</p> <hr/> <p>5th Hour 12:41-1:41 6th Hour 1:45-2:45</p>	<p style="text-align: center;">LATE START (40-minute class periods)</p> <p>1st Hour 10:00-10:40 2nd Hour 10:44-11:24 3rd Hour 11:28-12:08</p> <hr/> <p>4F Hour 1st Lunch 12:08-12:33 4th Hour 12:37-1:17</p> <p>4S Hour 4th Hour 12:12-12:52 2nd Lunch 12:52-1:17</p> <hr/> <p>5th Hour 1:21-2:01 6th Hour 2:05-2:45</p>
<p style="text-align: center;">SHORT ASSEMBLY (55-minute class periods)</p> <p>1st Hour 8:00-8:55 2nd Hour 8:59-9:54 3rd Hour 9:58-10:54</p> <hr/> <p>4F Hour 1st Lunch 10:54-11:19 4th Hour 11:23-12:18</p> <p>4S Hour 4th Hour 10:58-11:53 2nd Lunch 11:53-12:18</p> <hr/> <p>5th Hour 12:22-1:17 6th Hour 1:21-2:16 Assembly 2:20-2:45</p>	<p style="text-align: center;">LONG ASSEMBLY (51-minute class periods)</p> <p>1st Hour 8:00-8:51 2nd Hour 8:55-9:46 3rd Hour 9:50-10:41</p> <hr/> <p>4F Hour 1st Lunch 10:41-11:06 4th Hour 11:10-12:01</p> <p>4S Hour 4th Hour 10:45-11:36 2nd Lunch 11:36-12:01</p> <hr/> <p>5th Hour 12:05-12:56 6th Hour 1:00-1:51 Assembly 1:51-2:45</p>
<p style="text-align: center;">HALF DAY SCHEDULE (all classes)</p> <p>1st Hour 8:00-8:32 2nd Hour 8:36-9:08 3rd Hour 9:12-9:44 4th Hour 9:48-10:20</p> <hr/> <p>5F Hour 1st Lunch 10:20-10:45 5th Hour 10:49-11:21</p> <p>5S Hour 5th Hour 10:24-10:56 2nd Lunch 10:56-11:21</p> <hr/> <p>6th Hour 11:25-12:00</p>	<p style="text-align: center;">HALF DAY SCHEDULE</p> <p>1st Hour 8:00-8:50 3rd hour 2nd Hour 8:54-9:45 4th hour</p> <hr/> <p>3F Hour 5F hour 1st Lunch 9:45-10:10 1st lunch 3rd Hour 10:14-11:05 5th hour</p> <p>3S Hour 5S hour 3rd Hour 9:49-10:40 5th hour 2nd Lunch 10:40-11:05 2nd lunch</p> <hr/> <p>4th Hour 11:09-12:00 6th hour</p>

ACADEMIC PLANNING

GENERAL COMMENTS

Munising Public Schools has the authority to make reasonable regulations relative to anything necessary for the proper establishment, maintenance, management and carrying-on of the school including regulations relative to anything necessary to the conduct of pupils. MCL S 380.1300; MSA 15.41300.

GUIDANCE PROGRAM

The guidance counselor at Munising Middle/High School will help each student reach the highest level of his/her potential. The guidance office will assist students in:

1. Understanding their abilities, aptitudes and interests while creating an Educational Development Plan (EDP).
2. The educational program that best suits the needs for the individual students.
3. Evaluating their educational progress and planning for future goals.
4. Assisting the students in making career decisions.
5. Evaluations through PSAT, ASVAB, MME, ACT/SAT and other assessments.

COUNSELING SERVICES

The primary role of the counselor is to assist students with questions, concerns, or problems regarding their social, personal or academic lives. Private conferences are held upon request of a student, parent, or administrator. The counselors and/or social worker will also meet with groups of students during the year for various reasons. Students wishing to talk with a counselor or social worker may arrange to do so by requesting an appointment through the guidance office.

STUDENT RECORDS

In compliance with Federal regulations, Munising Public Schools has established the following guidelines concerning each student's records:

- A. The superintendent of schools is the Records Control Officer for the District and is responsible for the processing and maintenance of all student records. The office is located at 810 State Highway M-28 West, Suite B or can be reached by calling 387-2251.
- B. Each student's records will be kept in a confidential file located in the office of the school he/she attends. The information in a student's record file will be available for review only by the parents or legal guardian of a student, or an adult student (18 years of age or older), and those designated by Federal Law or District regulations.
- C. A parent, guardian, or adult student has the right to request a change or addition to a student's records and to either obtain a hearing with District officials or file a complaint with the U.S. Office of Education if not satisfied with the accuracy of the records or with the District's compliance with the Federal Education Rights and Privacy Act.
- D. The District has established the following information about each student as "directory information" and will make it available upon a legitimate request unless a parent, guardian, or adult student notifies the Records Control Officer in writing within 10 days from the date of this notification that she/he will not permit distribution of any or all of such information:
 - a. name, major field of study; participation in officially

- b. recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation and awards received; and any other information the District considers would not be harmful or an invasion of privacy, if disclosed.
- E. A copy of the Board of Education's policy and the accompanying District regulations are available at the Superintendent's office. There will also be a person available to answer any questions concerning the policy or regulations.

GRADE CLASSIFICATION

Student class placement will be determined by the number of credits at the beginning of the school year in the following manner:

- Less than five credits - FRESHMAN
- Five credits to less than ten credits - SOPHOMORE
- Ten credits to less than fifteen and one-half credits - JUNIOR
- Fifteen and one-half credits or more - SENIOR

Students enrolling from schools having different graduation requirements will have their credits prorated for class placement.

Total number of credits required:

Students must earn the minimum credits listed below in order to graduate: (See GRADUATION REQUIREMENTS.) One-half credit is earned by the successful completion of a semester course. Additional credit opportunities are listed below:

- 1/2 credit can be earned by passing a college level course.
- Credits for correspondence, summer school, after school, and on-line courses will be determined by the principal and counselor at the time of enrollment. Such credits are normally a ½ credit.

In all cases, it is the responsibility of the student to periodically check with the appropriate counselor regarding the satisfactory progress and completion of all graduation requirements.

STUDENT SCHEDULES

Schedules should be picked up during registration before school starts and any problems with schedules should be taken care of at that time. The following factors must be considered when requesting schedule changes:

1. Courses that will be dropped and added will be considered for one week prior and 1 week after the course begins.
2. Students must have a class to add before they may drop.
3. Under unusual and extenuating circumstances, a student may be allowed to drop and add a class after the two-day period with permission of the principal.
4. Procedure for drop and add:
 - a. If an alternate course can be added, see your counselor for a drop and add form.
 - b. If the counselor issues a drop and add form, it must be signed by the student's parent or legal guardian and by the teacher of the new course; then returned to the counselor before the change will be made.

All classes that are listed on a pupil's schedule have been approved by the Munising Public Schools Board of Education.

ENROLLMENT, TRANSFERRING AND WITHDRAWING FROM SCHOOL

Open-enrollment policies allow a student to transfer to a public school of his or her choice. To enroll in Munising Public Schools parents/guardians must sign a record release form with our office so we can request the records from the students' previous school. Once records have been sent to Munising Public Schools, the enrollment process will be done to get the student enrolled as soon as possible.

Transferring students will need to know the school they are planning to attend and have the school district send Munising Public Schools a record request form signed by the parents before any records of the student will be released.

Students who choose to withdraw from Munising Public Schools will be required to fill out a withdrawal form that is to be signed by both the student and parent.

GRADUATION RECOGNITION

Our high school values high academic achievement and honors it at its graduation ceremony. The following honors will be recognized at graduation:

- Summa Cum Laude – 3.9 and above GPA
- Magna Cum Laude – 3.7 up to 3.9 GPA
- Cum Laude – 3.5 up to 3.7 GPA
- Academic Honor – 3.0 up to 3.5 GPA

A top academic level called Senior Scholar, which will be determined based on a combination of a student's GPA and SAT score, will be recognized. A calculation of cumulative GPA x 250 plus SAT score is required to total 2200 or above or a student must have a 4.0 GPA to receive this honor.

GRADUATION REQUIREMENTS

Students graduating from Munising High School must accumulate a minimum of 22 credits and successfully complete the courses listed below. These requirements may be modified through a Personal Curriculum, and are subject to change due to Michigan Merit Curriculum modifications.

SUBJECT AREA	CREDITS			
English	4			
English 9	1	English 10	1	
English 11	1	English 12	1	
Mathematics	4			
Algebra 1	1	Algebra 2	1	
Geometry	1	Other math (senior year)	1	
Science	3			
Earth Science	½	Biology	1	

Physics or Chemistry	1	Elective	½
Social Studies	3		
Civics	½	Economics	½
U.S. History & Geography	1		
World History & Geography	1		
PE/Health	1		
Health	½		
Physical Education	½		
Visual, Performing and Applied Arts	1		
World Language	2		
World Language	1		
2 nd year or equivalent	1		
Electives	4		
TOTAL CREDITS	22		

HOMework

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability, and grade level.

CLASS RANK

If class rank is needed for scholarship purposes, the ranking shall be determined by the student's grade point average.

COMMENCEMENT

1. Diplomas are presented at commencement exercises by members of the Board of Education.
2. Any senior who does not have the required credits for a diploma may not participate in commencement exercises.
3. Seniors must dress in an appropriate manner in the judgment of the principal, to participate in the commencement exercises.
4. Seniors exhibiting unacceptable behavior during commencement exercises will have their transcripts withheld until appropriate disciplinary measures are completed.

COMPUTATION OF SEMESTER GRADES

Eighty percent (80%) of the semester grade will be based on the coursework during the semester and twenty percent (20%) based on the final exam. To encourage students to achieve the highest percentage in a course, semester grades will be calculated based on the percentage grade achieved in coursework and

on the percentage grade achieved on the exam. Mastery Credit (M on transcript) will also be granted if a student exhibits a reasonable level of mastery of the subject matter of the course by achieving at least a C+ on the final exam for the course, regardless of their grade on the coursework

COMPUTATION OF GRADE POINT AVERAGE

Students will be graded in sixth through twelfth grade using letter grades. In computing grades, the following letter grade/numerical value system of computation will be used based on a 4.0-point system.

A = 4.0	B = 3.00	C = 2.00	D = 1.00	
A- = 3.667	B- = 2.667	C- = 1.667	D- = 0.67	
B+ = 3.333	C+ = 2.333	D+ = 1.333	E = 0.00	M = 0.00

A student must achieve a minimum of a D- (0.67) in order to be given credit for a course. Incomplete grades must be addressed within two weeks after the grade has been assigned unless other arrangements have been made with an administrator, otherwise the grade will become an E.

A grade point average is calculated based on a student's final semester grade in each course. That grade point follows a student throughout their high school years, and has the potential to change at the end of each semester. Therefore, what a student earns during their freshman year impacts their final GPA. The grade point average shall be rounded to the nearest hundredth column using standard rounding procedures. Five (5) or more shall be rounded up. Four (4) or less shall not be rounded.

Grades are reported to parents at the end of each marking period, as well as routinely posted on PowerSchool so that students and parents can check current academic achievement from school or home. Upon request, office personnel, or the student's teacher will print a copy of his/her grades. Please contact teachers if you have concerns about student grades.

GRADING AND PROMOTION

School report cards are issued to students on a quarterly basis. Final course grades shall be rounded to the nearest tenth column using standard rounding procedures. Five (5) or more shall be rounded up. Four (4) or less shall not be rounded. For questions regarding grades, please contact the classroom teacher. The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing.

EXAM POLICY

1. All students will be required to take exams in the first semester.
2. Students with a grade of a B- or better with no missing assignments or truancy issues (see ATTENDANCE policy) for the second semester and who have no out of school suspensions for the entire school year will not be required to take the final exam in that class. Students who do not have to take the exam may do so to try to improve his/her grade. The exam score will not be counted if it does not help the semester grade.
3. Students that have been assigned out of school suspension (OSS) during the course of the school year will be required to take second semester exams.
4. Students must be present for their exams or no credit will be given for the semester. To prevent distractions during exams, all students must stay in class the entire class period.

TESTING OUT

The Michigan School Code requires that schools provide an opportunity for high school students to "test out" of any course. "Testing-out" in the Michigan Merit Curriculum is an option to demonstrate that a student meets or exceeds the content expectations associated with the subject credit area. The purpose of the "test out" option is to ensure that students are placed in challenging courses, and that academically able students have the opportunity for Advanced Placement and college dual enrollment options during their high school careers.

Prior to the start of a semester students have the opportunity to test out of courses they are not enrolled in by taking the final exam for the class. Students must earn a minimum of a C+ on the exam to earn credit for the class. A CR (credit) will be listed on the student's transcript indicating successful testing out of a particular course. Once credit is earned under the testing out option, a student may not receive credit thereafter for a course lower in course sequence concerning the same subject area.

EARLY GRADUATION

Students who will have successfully completed graduation requirements after seven (7) semesters may petition to graduate. Applications must be submitted to the principal prior to October 1 of the student's seventh semester. Early graduates must take full responsibility to make arrangements with the high school office for anything pertaining to the graduation ceremony (i.e., announcements, cap and gown rental, graduation practices). Any student enrolled in an off-campus course to fulfill graduation requirements must show documentation of such course(s) by the last day of the seventh semester. Failure to produce this documentation will result in denial of the early graduation petition. The student and a parent will schedule a conference with the principal and the guidance counselor before November 1 of the student's seventh semester. At the conference the student should be prepared to justify his/her request to graduate early.

DUAL ENROLLMENT/EARLY MIDDLE COLLEGE/CTE

Dual enrollment provides an opportunity for students to take college classes for high school credit, college credit, or credit for both high school and college. Students must receive a qualifying score on specific tests to be eligible for dual enrollment courses. Students interested in dual enrollment should meet with the guidance counselor or principal to make arrangements for this opportunity. Students taking a dual enrollment course will receive the letter grade earned which will apply toward their high school GPA. Students who fail a dual enrollment class will be required to reimburse the school for the tuition cost.

ONLINE/BLENDED LEARNING/21F

Virtual learning is completed through a computer-based internet-connected learning environment and may be offered at a supervised school facility during the day as a scheduled class period, through distance learning, or through self-scheduled learning where students have some control over the time, location, and pace of their education.

Students may be limited as to the number of distance learning courses they can complete. Grades entered in approved distance learning courses count towards a student's grade point average, class rank, and eligibility in athletic and extracurricular activities.

PERSONAL CURRICULUM

A personal curriculum may be requested for the student that modifies certain of the Michigan Merit Standard requirements. If all of the requirements for a personal curriculum are met, then a high school diploma may be awarded to a student who successfully completes his/her personal curriculum even if it does not meet the requirements of the Michigan Merit Standard. All of the following apply to a personal curriculum:

- a. The personal curriculum shall be developed by a group that includes at least the student, at least 1 of the student's parents/legal guardians, a teacher, and the student's high school counselor or other designee qualified to act in a counseling role and selected by the high school principal. In addition, for a student who receives special education services, a school psychologist should also be included in this group. The teacher included in the group developing the personal curriculum shall be a teacher who is currently teaching the students, who currently teaches in or whose expertise is in a subject area being modified by the personal curriculum, or who is determined by the principal to have qualification otherwise relevant to the group.
- b. The personal curriculum shall incorporate as much of the subject area content expectations of the Michigan Merit Standard as is practicable for the student; shall establish measurable goals that the student must achieve while enrolled in high school and shall provide a method to evaluate whether the student achieved these goals; and shall be aligned with the student's educational development plan.
- c. Before it takes effect, the personal curriculum must be agreed to by the student's parent/legal guardian and by the superintendent or his/her designee.
- d. The student's parent/legal guardian shall be in communication with each of the student's teachers at least once each calendar quarter to monitor the student's progress toward the goals contained in the student's personal curriculum.
- e. Revisions may be made in the personal curriculum if the revisions are developed and agreed to in the Same manner as the original personal curriculum.
- f. The English language arts credit requirements and the science credit requirements are not subject to modification as part of a personal curriculum under this subsection.
- g. The mathematics credit requirements may be modified as part of a personal curriculum only after the student has completed, without necessarily having attained a passing grade in, at least 1-1/2 credits of the required coursework.

NATIONAL HONOR SOCIETY

Membership in our local chapter of the National Honor Society has been established through the National Association of Secondary School Principals. Students who wish to become members of the National Honors Society may apply in the fall of their junior year. Eligible students must have earned a cumulative unweighted grade point average of 3.5 or higher, as well as demonstrate exemplary character, leadership and service to the school and community. To apply, students must submit the official NHS application that is available from the NHS advisor. Eligible applications will be reviewed for membership by a panel of teachers including the advisor. Students selected will be inducted at our annual induction ceremony. Students who do not fulfill the obligations of membership as outlined by the National Honor Society of Secondary Schools will be dismissed.

RETAKING A CLASS

Students may request permission to retake a class for credit at Munising High School. Students can only

retake a class once, and only if they have received a B- or lower in the original class. The higher of the 2 grades will appear on the transcript and the lower passing grade will be turned into a credit (CR).

DISABILITY

It is the intent of the school district to ensure that students who are disabled within the definition of the Individuals with Disabilities Education Act (“IDEA”) or Section 504 of the Rehabilitation Act of 1973 (“Section 504”) are identified, evaluated, and provided with appropriate educational services.

The school district provides a free appropriate public education in the least restrictive environment and necessary related services to all students with disabilities enrolled in the school. For the provision of special education programs and services under IDEA, the term “student with disability” means a person between the ages of 3 and 26 for whom it is determined that special education services are needed. A student who reaches age 26 after September 1 is a “student with a disability” and entitled to continue a special education program or service until the end of that school year.

For the purposes of complying with Section 504, a “student with a disability” is a person who:

1. Has a physical or mental impairment which substantially limits one or more of such persons’ major life activities;
2. Has a record of such an impairment; or
3. Is regarded as having such an impairment.

A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the school district office.

SPECIAL EDUCATION GRADING

Special Education students who are mainstreamed at the high school level may receive a grade of (CR) Credit and/or (NC) No Credit if stated on their IEP. Such grades will not be included when determining a student’s grade point average. Teachers will refer to specific conditions for giving a credit grade per each individual IEP.

HOMEBOUND SERVICES

A student who is absent or whose physician anticipates the student’s absence from school for an extended period of time, or has ongoing intermittent absences because of a certified medical condition, may be eligible for instruction in the student’s home, hospital, or licensed treatment facility. To be eligible for such services, the student’s attending physician must certify that the student has a medical condition that requires the student to be confined to the home or hospitalized during regular school hours for more than five (5) consecutive school days. Students who are able to attend school part-time are expected to do so and do not qualify for homebound and hospitalized services.

For information on homebound or hospitalized instructional services, please contact the school office.

STANDARDIZED TESTING

Students are required to attempt and complete without infraction all sections of all standardized tests required by the District, State of Michigan, and Department of Education unless waived by an administrator and/or written in a students’ IEP, in order to be eligible for graduation.

EXCHANGE STUDENTS

An exchange student will be granted a diploma if he or she completes the criteria for graduation established by the State of Michigan and the School Board. The board may grant a certificate of attendance to exchange students. District students will receive high school credit for foreign exchange courses that meet the criteria established in the curriculum and that are approved by the building principal. International study course work not meeting district requirements may be placed in the student's permanent record and recorded as an international study experience.

II. ACADEMIC ACHIEVEMENT

SCHOLARSHIP/FINANCIAL AID

A library of information on specific vocations, colleges and trade schools is maintained in our guidance office. Students may obtain applications for admissions, college admission tests, or scholarships from the counselor.

HONOR ROLL POLICY

An honor roll is published at the close of each semester. A student must maintain a "B" (3.0 GPA) or better with no grade lower than a "C" to be eligible for the Munising High School /Middle School Honor Roll.

REPORT CARDS

In order to keep students informed of their progress, report cards are issued four times per year, seven to ten days following the conclusion of each marking period or semester. The report cards are taken home and may be kept by the student and his/her parents or guardian.

If parents/guardians wish to consult with a teacher regarding a report card grade, they should contact the teacher. Arrangements will be made for an appointment at a time convenient for both the parent and teacher.

HOMEWORK COMPLETION

At each teacher's discretion, students not completing assignments may be required to attend Homework Completion in our after-school STANGS program. Failure to report to Homework Completion when assigned may result in an in-school suspension on the following day.

MIDDLE SCHOOL REWARDS DAY

To be a participant in this rewards program students must meet the following criteria:

- Must be passing all classes
- Have no missing assignments
- Have no more than 3 tardies and no more than 4 absences per marking period, per class
- Have no discipline issues
- Teacher discretion may be used based on individual student improvement

INCOMPLETE GRADE(S)

The general rule governing a grade or incomplete grade is that a student will be allowed time equal to the length of the excused absences to make up the work. All make-up work for a grade of incomplete must be turned in within the allotted time or a grade for the course will be awarded based only upon the make-up work submitted within the allotted time. It shall be the student's responsibility to see that the incomplete grade is made up.

Two weeks after the marking period or semester ends, all grades still marked as incomplete will be turned into the grade of an E. Unusual cases requiring different arrangements for make-up work (i.e., prolonged illness) shall require approval of the principal.

III. INTERSCHOLASTIC ATHLETICS & EXTRACURRICULAR ACTIVITIES

ACKNOWLEDGEMENT OF EQUAL OPPORTUNITY

Student participation in interscholastic or extracurricular athletics is a privilege, not a right. Student athletes and participants are subject to the Student Codes of Conduct at all times, as well as the additional disciplinary rules that govern participants who represent Munising Middle/High School as members of an athletic team. These rules may be set forth in an Athletic Code of Conduct, an Extracurricular Code of Conduct, or other Munising Public School district documents. All appropriate paperwork is required to be signed by the student and his/her parents and returned to the school before the student may participate in interscholastic athletics, or extracurricular activities.

EXTRACURRICULAR CODE OF CONDUCT

Developing the physical, mental, emotional and social values of our students will help prepare them for their future endeavors. Munising Public Schools adheres to the philosophy that extracurricular activities, which happen outside of the classroom, are an essential and important part of the total educational program. The Extracurricular Code of Conduct applies to all students who participate in any Extracurricular activity.

Participation in co-curricular activities is a privilege. Those who participate in co-curricular activities have a responsibility to favorably represent themselves, their families, as well as the school and community. Students participating in co-curricular activities are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate may be lost.

At the beginning of the school year or season, each organization shall submit a list of student members to the office.

Extracurricular activities covered: Robotics, Student Council, Key Club, Youth in Government, Drama Club, NHS, Forensics, Quiz Bowl and others to be determined.

EXTRACURRICULAR CODE OF CONDUCT

This Code of Conduct is designed for students and parents to help define the role of athletics and

extracurriculars in the Munising Public Schools.

Participation in athletics and extracurriculars are a privilege, not a right. The student must earn this privilege through dedication, desire, and discipline. Without the pursuit of these, the student can in no way do justice to himself/herself or the school. The student must be disciplined in order to be a good citizen and achieve athletic excellence. Munising Public Schools believe that the tradition of winning is established and maintained upon these principles.

Since students learn by doing, our coaches are dedicated to the optimum development of their student participants as individuals with desirable behavior patterns. School athletics and extracurriculars provides abundant opportunities for students to practice and learn the skills of successful social behavior patterns.

We wish parents to be aware that athletics has dangers inherent in a student's participation due to physical injury. Therefore, it is required that student athletes have filed with the school athletic office the signed permission of the parent/guardian to participate in athletics, as well as a yearly, up-to-date physical examination. This caution is given to parents even though the school will do all it can to provide and maintain good equipment and playing facilities for use by students.

It has always been and always will be the goal of the coaches and the administrators to minimize injuries. Parents should enroll their son/daughter in their own personal health plan. Although their son/daughter may never sustain an injury, it is always best to be protected.

Good practice habits are essential for successful athletic and extracurricular achievement, and we pride ourselves in helping our students acquire good basic practice skills. It is a must that students follow rules and regulations established by the coaching staff. Failure to comply with the coaches, team or activity rules and regulations may lead to expulsion from the team or organization.

SPORTSMANSHIP

It is the expectation of Munising Middle/High School that participants and spectators exhibit appropriate decorum. Positive support of individual players and the team is encouraged. Negative behavior that detracts from the positive experience is not acceptable. Taunting is strictly prohibited. The MHSAA defines taunting as any action or comments by coaches, players or spectators which are intended to bait, anger, embarrass, ridicule or demean others, whether or not the deeds or words are vulgar or racist. Included is conduct that berates, needles, intimidates or threatens based on race, gender, ethnic origin or background, and conduct that attacks religious beliefs, size, economic status, speech, family, special needs or personal matters. Examples of taunting and negative behavior that would lead to ejection/removal from premises include but are not limited to, "trash talking," physical intimidation outside the spirit of the game, reference to sexual orientation, "in the face" confrontation by one player or spectator to another, fighting, holding up newspapers during the introduction of the opposing team, excessive pointing and/or chanting at individual players, etc. Participants and spectators exhibiting disruptive and/or negative behavior will be removed from the premises. Persons exhibiting repeated negative behavior may be restricted from attending student events.

PARTICIPATION FEES

The school may establish fees and charges to cover the costs for certain extracurricular and athletic activities. Materials for clubs, independent study, or special projects, as well as transportation costs and admission/participation fees for District-sponsored trips and activities may be included. Fees will not be

charged for any mandatory school activity or required curriculum activity. Extra-curricular activities for which fees are charged may not be used in determining credit or grades in any course. A fee shall not exceed the combined cost of the service(s) provided and/or materials used. When school property, equipment, or supplies are damaged, lost, or taken by a student, whether in athletics or extra-curricular offering, a fine may be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred.

Students participating in a sport will be required to pay a participation fee. High school students will pay \$75.00 per sport with a maximum participation fee of \$200.00 per year. Middle school students will pay \$50.00 per sport. If a family has more than one student participating in athletics during the school year, the maximum amount will be \$250.00.

Munising Public Schools will follow the Federal Guidelines for Free and Reduced Hot Lunch in assisting families who qualify to enable their children to participate in athletics for a participation fee of \$25.00 per sport, individual cap of \$50.00 and a family cap of \$100.00.

Athletic Hardship Application - Families that wish to apply for a scholarship can pick up an application in the Athletic Office.

TRAINING POLICIES

The following policy will be distributed to each athlete and will be returned with the signature of the athlete and his/her parent or guardian before the individual's participation in any athletic program.

The regulations will apply twenty-four (24) hours a day, 365 days a year and will begin immediately upon completion of the 8th grade. All athletic code violations will apply even though a participant and his/her parent(s) or guardian(s) have not yet signed the athletic code.

Adopted June 13, 1985 Amended Dec 14, 1989
Amended Sept. 10, 1987 Amended Aug 6, 1992
Amended Sept. 14, 1989 Amended May 27, 1998
Amended Aug. 14, 2003 Amended Aug. 18, 2004
Amended Aug. 20, 2008 Amended July 13, 2015

ELIGIBILITY

1. All athletes and athletic teams must abide by both the Michigan High School Athletic Association and local school district policies.
2. To be eligible for participation in athletic activities, a student must meet all MHSAA requirements.
3. A student participating in athletics and/or extracurriculars must maintain a passing grade in 100% of their full credit load potential at all times. Weekly academic eligibility checks during each season will be required. If a student is not passing 100% of their full credit load when checked, including online classes, that student will be ineligible for competition until the next check, but not less than for the next Monday through Sunday. If the next eligibility check reveals the student is still not passing all classes, that student is ineligible for competition for not less than the next Monday through Sunday, and so on until the student is passing all six classes from the start of the marking period through the recent eligibility check.
For fall sports/activities, the first eligibility check will be done two weeks after the date of the first

contest in the sport/activity that the student is competing in, but no sooner than the first Friday of the school year.

4. Any student who is academically ineligible will not be allowed to leave early from school to attend an athletic contest or activity.
5. Any student who is academically ineligible will be required to attend STANGS on a weekly basis until the student becomes academically eligible.
6. Any unexcused absence by a student on the day of a scheduled school activity will cause that student to be ineligible to participate in that activity on the day he/she is absent.
7. A student must be in attendance at least three class periods on the day of an event, and that absence must be excused. The principal or athletic director may waive this rule for emergency situations.

GENERAL CONDUCT

The extracurricular policy will apply to any criminal activity which has been committed on or off any school property while the student is representing this school district in any activity.

In the school's judgment, a student whose actions in school, out of school, or while participating in school related activities are detrimental to the philosophy of the school program will be subject to the same disciplinary action as for the use of drugs, the use of alcohol, and the use of tobacco (smoking or chewing).

TRAINING RULES & PENALTIES

Interscholastic athletics and extracurriculars are completely extra-curricular in nature and exist solely through voluntary participation. When a student elects to participate in such voluntary activities, they commit themselves to a level of dedication beyond that expected of those who choose not to participate.

By breaking training, or the extracurricular code, the student is breaking a trust to himself, parents, coach, team, faculty, school and community. Due to the fact that athletes have a major influence on the youth of our community, it is necessary that the Munising Public Schools have a policy in regards to training regulations.

The following training rules will be enforced: The use of or possession of tobacco/nicotine (including vaping), the use of or possession of alcoholic beverages, the use of or possession of drugs and the use of illegal performance enhancing substances (PED) is prohibited and will result in the athlete being charged with an athletic code penalty. Any student who is part of a group (*guilt by association*) where alcohol or drugs are being used illegally may be subject to disciplinary action. These training rules violations interfere with conditioning and training and are counter-productive in athletic competition.

Curfew rules are to be set by each coach.

PERFORMANCE ENHANCING SUBSTANCES

Students are prohibited from using or being in the possession of any performance-enhancing substances, including, but not limited to, those that may be listed by the National Collegiate Athletic Association, the Michigan High School Athletic Association or the Michigan Department of Community Health.

RESPONSIBILITY FOR ENFORCEMENT

It shall be the duty of the student's principal to enforce these rules. The principal/athletic director will notify the superintendent who will in turn advise the Board of Education in writing of the incident. A form is available in the principal's office for any adult member of the community to report an infraction within three days of its occurrence.

APPEAL PROCEDURE

An appeal committee shall consist of the principal/athletic director and head coach of the sport the student is participating in and one other head coach selected by the high school principal/superintendent.

A student may appeal to the committee within three days of the suspension through the athletic director. A reply shall be given within five school days; majority opinion of the committee will be final.

MINIMAL PENALTIES

Suspension from games will be handled by a percentage of the total scheduled games/events in each sport/s or activity, and the suspension will be for the sport/s the individual is presently participating in.

- A. A partial percentage will be rounded off. When calculating games missed, 0.5 or below will be rounded down, and anything above 0.5 will be rounded up.
- B. Practice is still mandatory for any suspension.
- C. The suspended individual will suit-up at games or events during the period of suspension.

The first violation is a 20% suspension of the scheduled contests. If a student is participating in more than one sport or activity per season the suspension will apply to both sports. If there is a carryover, it will apply to the next sport the student participates in. The student must also participate in a four-hour counseling session provided and complete eight hours of community service work as assigned by the school district prior to participating in any athletic contest or event.

The second offense results in an additional suspension of 50% in the same season of the scheduled contests in a sport or activity. If a student is participating in more than one sport or activity per season the suspension will apply to both sports. If there is a carryover, it will apply to the next sport the student participates in (e.g., student smoking after football begins is a 20% suspension; a second time in the same season is an additional 50% suspension of regularly scheduled games or meets.) The student must also complete 20 hours of community service work as assigned by the school district prior to participating in any athletic contest or event.

A third violation will result in the student not being able to participate in any contests or events for one calendar year from the date of the third violation. The student may practice with his/her team(s) with permission from the athletic director/principal and coach. The student must also complete 40 hours of community service work as assigned by the school district prior to participating in an athletic contest or event.

A fourth violation will mean no participation in any further interscholastic athletic or extracurricular program at Munising High School. Violations that occur in seventh or eighth grade will not carry over to high school.

The Board of Education of Munising Public Schools recognizing that all infractions cannot be covered in a particular code, therefore, reserves the right to act on behalf of the school in cases where severe disciplinary action may be needed.

In cases where the Board feels intervention is necessary a hearing on the matter will be provided for the athlete with his/her parents and counsel, if requested.

If, after the hearing, it is found that the program would be best served by excluding the student/athlete from extracurricular competition for an indefinite period of time, the Board will act on behalf of the Munising Public Schools by suspending the athlete from competition.

DUAL SPORTING / CLUBS & ORGANIZATIONS

Munising Middle/High School believes that a well-rounded school experience includes involvement in student activities and encourages students to participate in one or more of them. A student that attempts to participate in several student activities or athletic teams may be in a position of conflict between two obligations. We recognize that each student should have the opportunity for a broad range of experiences, and to this end, will attempt to schedule events in a manner to minimize conflicts. Students have a responsibility to do everything they can to avoid conflict. This includes being cautious about belonging to too many activities where conflict may occur.

In order to reduce conflict, any athletes playing two sports during one season must formally declare a primary and secondary sport. The Dual Sport Declaration form can be found in the athletic office.

If the potential for conflict exists between two school sponsored activities, the student must talk to the coach and/or director prior to becoming involved in the activities. When a conflict arises, the student must bring it to the attention of the director/coach in a timely manner, and the director/coach will attempt to work out a solution so the student does not feel caught in the middle. If a solution cannot be found through the process, the building principal will make the decision based on the following:

- A. The relative importance of each event.
- B. The importance of each event to the student.
- C. The relative contribution the student can make.
- D. How long each event has been scheduled.
- E. Conversation with parents.

Once a decision has been made by the staff and the student has followed that decision, he/she will not be penalized in any way by either the teacher or coach. If it becomes obvious that a student cannot fulfill the obligation of the school activity on an on-going basis, he/she should consider the effect on their grade or withdrawing.

SCHOOL DANCES AND SOCIAL EVENTS

Dances are school events and inappropriate dancing will not be permitted (i.e., moshing, slamming, grinding, running, and especially, sexually explicit dancing). The following guidelines have been established for dances:

- A. Only high school students will be allowed to attend formal and homecoming dances.
- B. Students from other high schools or alumni under the age of 21 may attend dances as guests of Munising

High School students provided they are registered with the office the day prior to the dance. One guest pass is allowed per student. The guest must be a high school student in good standing at their school or MPS alumni.

C. Once a student arrives/enters the building for a dance, they may not leave the school and return without adult supervision.

D. All school rules and policies are in effect at dances.

FUNDRAISING

Fundraising activities by school organizations must be approved in advance by the principal. Organization sponsors assume the responsibility for supervising the project, accounting for funds, making reports, and any other details involved in the project.

IV. ATTENDANCE

PURPOSE

One of the desired educational outcomes of the District is for students to acquire the prerequisite knowledge, attitude, and skills with which to enter the workforce. These attendance expectations are established so students demonstrate both willingness and ability to be punctual, to be present regularly at the learning site, to participate in the learning activities, and to complete assignments on time as directed. Therefore, regular attendance is part of the criteria for earning credit for courses taken.

Need for Good Attendance – Optimum learning occurs through a process of continuity of instruction, classroom participation, unique learning experiences and appropriate application of concepts. Regular attendance is necessary to meet all of these requirements. Students and parents are responsible for assuring consistent daily attendance. State law and Board of Education policy requires daily school attendance except in cases of illness or other situations that would be interpreted as an excused absence.

Secondly, Michigan law requires that whoever has custody or charge of any child between ages 6 and 18 (unless the child has already completed high school graduation requirements) shall assure that the child attends public school during the entire school year. Michigan law requires that the student's attendance be continuous and consecutive for the school year fixed by the school district.

ATTENDANCE CODES

Present (P) – Shall mean when a student attends a minimum of 50 minutes of instruction in a given class.

Absent (A)- Shall mean when a student is not present in class.

Guidance/Counselor (GC)- Shall mean when a student is meeting with the guidance counselor during their class period. Time spent while meeting with the guidance counselor will not count toward a student's total accumulated absences in any course.

SRC Room (SRC)- When a student is in the Student Responsibility Center instead of their class period. Time spent while in the SRC room will not count toward a student's total accumulated absences in any course.

Sports (S)- Shall mean when a student is not in attendance due to a sporting event. Time spent while away for sports will not count toward a student's total accumulated absences in any course.

Funeral (F)- Shall mean when a student is attending a funeral for an immediate relative. Time spent while away for a funeral will not count toward a student's total accumulated absences in any course.

- School Business (SB) - Shall be any absence that occurs when authorized by a school administrator or designee. School business includes but is not limited testing, meeting with counselor, and school sponsored field trip or student activity. Absences from school for school business reasons will not count toward a student's total accumulated absences in any course. Students are responsible for any work that occurred during the time of the absence.
- Medical Exemption (MED)- Shall mean when a student is medically exempt from attending school. Time excused from a physician will not count toward a student's total accumulated absences in any course. A doctor's note is required before a student can be medically exempt.
- Court Required (C)- Shall mean when a student is required to attend court. Documentation of the student having to attend court is required. Time spent while in court will not count toward a student's total accumulated absences in any course.
- Quarantined (Q)- Shall mean a student cannot attend regularly scheduled classes due to being quarantined for COVID-19. Time spent while the student is in quarantine will not count toward a student's total accumulated absences in any course. The student will need to provide documentation from the local health department.
- Excused Absence (E) - Shall be an absence for which school approval has been granted based on compliance with applicable policies and procedures. This absence will typically be excused verbally or in writing by the parent/guardian. Excused absences include illness, bereavement, medical and court appointments, and prearranged absences. Excused absences will count toward a student's total accumulated absences in each course.
- Unexcused Absence (U) - shall be an absence which is not approved based on compliance with applicable policies and procedures including but not limited to a deliberate absence without the knowledge or consent of a parent or school employee, leaving class or the building without first receiving permission from a teacher/office staff, and arriving to class over 10 minutes late. Unexcused absences will count toward a student's total accumulated absences in each course.
- Tardy (T) - shall be when a student arrives to class after the bell, but less than ten (10) minutes late.
- In School Suspension (ISS)- Shall be when a student is assigned to in-school-suspension for a period of time. Time spent while in-school-suspension will not count toward a student's total accumulated absences in any course. Students will receive full credit for any work that is assigned and completed while serving in-school-suspension.
- Out of School Suspension (OSS) - Shall be when a student is assigned to out-of-school suspension for a period of time. Time spent while out-of-school due to suspension will not count toward a student's total accumulated absences in any course. Students will receive full credit for any work that is assigned and completed while serving an out-of-school suspension.

REPORTING ABSENCES

The following procedure should be followed to excuse an absence:

- The parent should phone or email the Attendance office at (906) 387-2103 or amy.heribacka@mps-up.com prior to 9:00 a.m. on the day of the absence. If a parent/guardian does not communicate by phone, email, or in person, and the attendance secretary is unable to reach a parent/guardian, the absence will be considered unexcused if no contact is made between the school and the parent/guardian. If the parent has no phone, the parent must send a note with the student upon return.
- Unexcused absences will result in disciplinary action.
- Students cannot excuse themselves unless legally emancipated. Students who reside at home or with a guardian must have the parent/guardian provide permission for absences.
- Absences will be excused for the following reasons:

- Personal illness
- Medical appointments that could not be scheduled outside the school day.

SIGN-IN/SIGN-OUT PROCEDURES

When arriving late to school, the student must sign in at the main office. Verification of the students' absence needs to be present for the absence to be excused. Unexcused absences will result in disciplinary action.

If a student has to leave school during school hours, parental contact by phone or a note must be presented to the office signed by his/her parent or guardian. Students will not be allowed to leave school without parental permission. **STUDENTS WHO BECOME ILL IN SCHOOL MUST REPORT TO THE OFFICE.** An attempt will be made to contact a parent (first) or relative to notify them that the student is ill and should be picked up.

NO STUDENT IS PERMITTED TO LEAVE SCHOOL DURING SCHOOL HOURS FOR ANY REASON WITHOUT OBTAINING CLEARANCE FROM THE HIGH SCHOOL OFFICE AND THE STUDENT MUST SIGN OUT. Students **MUST** receive a pass from the office before leaving the building for any reason.

Any student who leaves the building without signing out in the office will be considered in violation of school policy and subject to disciplinary action.

ATTENDANCE ACCOUNTING PROCESS

A consistent process of parent contact shall be used to encourage, monitor and regulate student attendance.

1. Students are required to attend all of their scheduled classes.
2. Teachers will input attendance at the beginning of the period unless instructed to do otherwise.
3. Individual daily attendance will be checked at the end of each school day for students marked absent, but whose parents/guardians have not been in contact with the office.
4. High School students who accumulate more than a total of nine (9) absences per semester, per class (absolute maximum of excused/unexcused absences) will lose credit for those classes. Extenuating circumstances of a medical nature (such as a serious or extended illness or injury), upon receipt of documentation from the doctor in charge, will be considered. Medical excuses must be turned in within one week of the date(s) of the absence(s). This documentation must contain the specific dates that the student could not be in school.
5. Absences not calculated in the nine (9) absence procedure include:
 - a. Suspensions imposed by a school administrator.
 - b. School-related absences. School-related absences are defined as field trips, student council meetings, guidance office appointments, class meetings, National Honor Society meetings, religious holidays, athletic events, and other school functions.
 - c. Absences due to a death in the immediate family.
 - d. Required court attendance.
6. Accumulating 3 tardies in a course will equal 1 absence in that course.
7. Notification of the accumulated absences and potential loss of credit will be communicated to a parent/guardian.
8. Upon the 9th day absent from a class, through any combination of excused and unexcused absences, including tardies, notification of loss of credit will be communicated to a parent/guardian and the

student will be required to take the second semester exam.

9. Students who are denied credit due to attendance will need to participate in the class for the remainder of the semester to fulfill the first condition of the graduation requirement that states “A student must be a full-time student for a minimum of four years, attempting, attending and completing classes totaling 22 credits.”
10. A student may earn credit in a course(s) where credit was denied by successfully testing out of a course in the final exam. Earning credit requires a student to achieve at least a C+ on the final exam. When this is accomplished, the student receives credit toward graduation; however, they do not receive a letter grade. The student’s transcript will denote a Master Credit (M) for credit.
11. If the student does not attain a C+ grade on the exam, the student will receive No Credit (NC) for the course. A student with a NC recorded for a grade will not be eligible for honor roll or any other academic recognition, and may also jeopardize eligibility in student activities.

SCHOOL TRUANCY PROGRAM

The School Truancy Program is for offenders that are chronically absent. Students who are excessively absent will be referred to the Alger County Youth Services Task Force (ACYSTF) and may be required to sign a Truancy Diversion Contract. Task Force Meetings are held monthly to review student referrals. The school may file a Juvenile Petition Request to the 11th Circuit Court for legal action.

Parents may be held accountable for chronically absent youth. Michigan law states that parents who fail to send their children to school can result in cash assistance being affected as well as a misdemeanor, punishable by two to 90 days in jail and five to \$50. Schools may petition parents. 380.1561 TRUANCY

The truancy procedure will work as follows:

- School mails home attendance warning letter #1.
- School mails home attendance warning letter #2. The student will be referred to the school’s Student Support Team.
- Law enforcement conducts home visits after the 10th absence.
- Student & Parents sign Diversion/Truancy contract after 10th absence.
- Student meeting weekly with mentor/tutor.
- Attend after school tutoring and other supports as assigned.

If grades and attendance do not improve the student will be referred to the Alger County Youth Services Task Force (ACYSTF) and the school will file a Juvenile Truancy Petition Request to the 11th Circuit Court.

ATTENDANCE APPEAL

It is deemed reasonable for students not to exceed 9 absences from a class each semester under normal circumstances. If a parent/guardian feels that their daughter/son should not be denied credit for violating the attendance policy, a written appeal with verifying documentation of a serious, non-routine illness/circumstances must be submitted to the high school administration. An attendance review committee will review and discuss the written appeal, including extenuating circumstances that may have prevented the student from regularly attending class(es) to determine whether a waiver, conditional waiver, or conditional denial will be granted.

STUDENT ACTIVITY ATTENDANCE

To be eligible to compete or participate in a student activity, including athletics, fine and performing arts, clubs and organizations, the participant must be in attendance at least 3 classes during the day of the event unless prior approval is received from an administrator. Receiving an unexcused absence in a class during the day renders a student ineligible to participate in school sponsored activities for the remainder of the day.

PREARRANGED ABSENCES

Students who know ahead of time that they will be out of school may request that teachers provide assignments. The parent or student may pick up these assignments in the classroom or office. Pre-arranged absences are considered excused absences and count toward a student's total accumulated absences in each course.

UNEXCUSED ABSENCES

Students are considered to be unexcused if they are out of class/school without permission of parent/legal guardian and school administration. Failure to attend scheduled classes, but still remaining on school property is also considered an unexcused absence.

The following actions will be taken if a student chooses to miss class without permission from staff or administration.

- A "Behavioral Referral" will be sent to administration for truancy.
- A parent or legal guardian will be notified of the truancy.
- The student will be assigned by administration to STANGS.
- Failure to attend a mandatory STANGS may result in a one day out of school suspension.

Additional unexcused absences may result in:

- Additional S.T.A.N.G.S. placement
- Out of school suspension
- Student attendance contract
- Court referral
- Dismissal for remainder of semester

TARDINESS

Responsible students who arrive on time are valued not only in school but in the workplace as well. Students must be in the classroom when the bell sounds. Students who are tardy three times in a class will receive an absence in that course counting towards the exam policy and truancy. Students who are tardy are required to remain in the classroom. Students will be considered unexcused who choose to leave the classroom after being marked tardy.

MAKE-UP WORK (High School)

It is the student's responsibility to make arrangements with his/her teachers upon the first day back in class regarding marking up assignments/assessments missed during the period of absence(s). Students and parents are encouraged to ask a friend to take notes/collect work from a class, as well as check Google Classroom and Powerschool for assignments.

For excused absences, a student will have the amount equal to the number of days absent to make up class work. Failure to make up work within the allotted time will result in a zero grade earned for work missed.

For extra-curricular activities, students are required to obtain assignments before leaving school. Assignments are due at the same time as those required by non-participating students unless prior arrangements are made with the teacher.

For out-of-school suspensions, students will be expected to do their make-up work at home. Make-up work will be made available to the student no later than one day from the date the suspension is assigned. It is the student's responsibility to pick up their work. Make-up work is due on the day of the student's return to school.

MAKE-UP WORK (Middle School)

Late work will be accepted until the end of the marking period with penalty by teacher's discretion.

V. STUDENT CODE OF CONDUCT

We are dedicated to providing our students and staff with a safe and culturally responsive environment to learn and work. We strive to provide the support our students need to stay in school and learn. The Student Handbook is designed to assist the school in accomplishing its mission to [insert mission statement]. We want to encourage a learning environment of mutual respect and problem-solving among all students and staff at every school.

This section of the handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website www.munisingschools.com or at the Board office, located at: 810 State Highway M-28 West, Munising, MI 49862. Please take some time to read and discuss this important part of the document.

GENERAL BELIEFS & PRINCIPLES ABOUT DISCIPLINE

Our school has high expectations for student behavior and requires that all students demonstrate responsibility and appropriate behavior in the classroom, on school grounds, and at school-sponsored events and activities. We are committed to providing a safe, supportive, and orderly educational environment for all students. Our approach to student discipline is designed to utilize evidence-based research in an effort to avoid situations in which students are unnecessarily removed from the classroom environment.

CITIZENSHIP/RIGHTS AND RESPONSIBILITIES

Munising Middle/High School is committed to excellence. We reflect this commitment by helping promote a school culture where excellence occurs. All parties share the responsibility of establishing the school culture. We are proud that our school culture reflects and expects positive attitudes, appearance, ethics, and personal behaviors from everyone. Both students and staff members have an obligation to maintain conditions which will promote the proper atmosphere for learning and school activities. As a citizen in this learning community, you have the following rights and responsibilities:

My Rights

- A. I have the right to be treated with dignity and respect in this school.
- B. I have the right to be myself in this school; this means no one should treat me unfairly because of my race, body type, gender, interests, etc. The Board of Education does not discriminate on the basis of race, color, religion, national origin or ancestry, sex, age, disability, height, weight, or marital status, or any other legally protected characteristic in its programs and activities, including employment opportunities. Please contact the Title IX coordinator Mike Travis.
- C. I have the right to be safe in this school.
- D. I have the right to expect my property to be safe in this school.
- E. I have the right to hear and be heard in this school.
- F. I have the right to learn about myself and others in this school.
- G. I have the right to learn self-control in this school.

My Responsibilities

- A. I have the responsibility to treat others with compassion.
- B. I have the responsibility to respect others as individuals and not treat others unfairly.
- C. I have the responsibility to make the school safe by committing to non-violence.
- D. I have the responsibility not to steal or destroy the property of others.
- E. I have the responsibility to learn about myself and others in this school.
- F. I have the responsibility to exercise my rights without denying the same rights to others.
- G. I have the responsibility to be accountable for my decisions.

ELASTIC CLAUSE

The school administration reserves the right to establish fair and reasonable rules and regulations for things requiring actions that are not covered in the Student Handbook. In all cases, rules, regulations, and possible consequences shall be as consistent as possible with previously established rules, regulations, and consequences for similar incidents.

STUDENT/PARENT CONCERNS, SUGGESTIONS AND GRIEVANCES

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them in a constructive manner. When concerns or grievances arise, the best way to resolve the issue is through communication. For example, if there is a question about a classroom grade, start with the classroom teacher. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern.

If a student/parent has a question or concern about the student's grade, progress in the class or treatment, the student/parent should:

- A. Contact the teacher to arrange a time to meet and discuss the question or concern.
- B. If the student/parent feels unsatisfied after the meeting, the student/parent should contact the student's counselor to arrange a time to meet and discuss the concern.
- C. If the student/parent feels unsatisfied after this meeting, the student/parent should contact the appropriate Principal to arrange for a meeting to discuss the concern.

AGE OF MAJORITY/ADULT STATUS

Although 18-year-old students are recognized as adults under the Age of Majority Act, school officials are nonetheless committed to the equal treatment in application of school policies and procedures to all students. With the exceptions noted below, school district policies and procedures set forth apply to all students, regardless of their attainment of the age of majority. Students 18 years and older may:

- (1) have the same privilege as their parents/guardians as it relates to access or control of their student records;
- (2) represent themselves during disciplinary conferences and be the addressee for their grade reports
- (3) sign themselves in and out of school and may verify their own absences. NOTE: All attendance standards continue to apply;
- (4) provide reason(s) for their absences and tardies, but are held to the same attendance requirements as other students, including the acceptable reason(s) for an excused absence.

Eligible students who wish to assert these rights should register their intent on the appropriate form in the high school office. Until such time as the eligible student registers this intent, school officials will not apply the above exceptions to school policies and procedures. The school reserves the right to contact parents at any time when the school deems it necessary.

CLASSROOM REGULATIONS

The Board of Education Policy book and administrative guidelines cover most aspects of school operation. In an effort to allow for differences in teaching style and the demands of various curricula, students can expect that there will be minor deviations among teachers or departments in regards to classroom regulations.

1. The teacher's role is to help students learn in the area of knowledge in which the teacher is proficient. The teacher is responsible for the teaching-learning process in the classroom. Teachers are expected, for the most part, to handle the discipline of their students.
2. Teachers will set forth the goals of the class, grading system, expected requirements for passing, expectations in areas of what constitutes acceptable behavior and other information they deem necessary for the successful operation of the classroom.
3. Students who believe they are being treated unfairly should discuss the matter with the teacher first before seeing a counselor or the principal.

STUDENT TUTORIAL ACADEMIC NIGHT GROUP SUPPORT (S.T.A.N.G.S.)

Teachers and administrators reserve the right to place students in the S.T.A.N.G.S. program after school due to disciplinary reasons or not making effective use of class time. Notice will be given to the parent or guardian, by the teacher or administration, so that arrangements can be made to have the child picked up at the appropriate time. Assigned S.T.A.N.G.S. must be served the day of the offense or the following school day. Students who do not serve S.T.A.N.G.S. when assigned will serve an ISS as scheduled by the SRC Coordinator.

Responsible thinking process

At Munising Middle/High School it is important that staff and students work together to create an educational environment that fosters mutual respect. Also important is students' opportunity to learn and teachers' freedom to teach. If students decide to detract from the integrity of the classroom, they will be walked through the responsible thinking process. The student will decide if they would like to remain in the

classroom or move to SRC to work on a plan of improvement. Please review the responsible thinking process outlined below

Creating mutual respect between staff and students

- What are you doing?
- What are the rules?
- What happens when you break the rules?
- Would you like to work on this?
- If not, I see you have chosen to report to SRC.

You are in control of your behavior. We do not control you. We feel you should be given an opportunity to control what will happen to you. Any student referred to the office will be required to complete a plan of improvement in order to regain admission to the classroom that they chose to leave. The plan will need to be approved by the student's teacher either after school that day or prior to school the next day before the student may return to class.

DRINKING AND DRUG ABUSE DRUG FREE SCHOOLS POLICY

In accordance with Federal law, the Board of Education prohibits being under the influence, use, possession, concealment, distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include, but are not limited to, any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbook up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

POSSESSION AND/OR USE OF TOBACCO, E-CIGARETTES OR SIMILAR DEVICES

Possession and or/use of tobacco by students is prohibited at all times in the school building, on school property, or at school functions. This includes the use or possession of e-cigarettes or similar devices.

Munising Public School students are prohibited from possessing, using, consuming, displaying, promoting, or selling any tobacco products, tobacco-related devices, imitation tobacco products, or lighters at any time on school property or at any off-campus, school-sponsored event.

"Imitation tobacco product" means any edible non-tobacco product designed to resemble a tobacco product, or any non-edible non-tobacco product designed to resemble a tobacco product and intended to be used by children as a toy. "Imitation tobacco product" includes, but is not limited to, candy or chocolate cigarettes, bubble gum cigars, shredded bubble gum resembling chewing tobacco, pouches containing flavored substances packaged similar to snuff, and shredded beef jerky in containers resembling snuff tins.

WEAPONS/FIREARMS

The Board of Education is continually concerned about the safety and welfare of District students and staff and, therefore, will not tolerate behavior that creates an unsafe environment or a threat to safety.

In compliance with State and Federal law, the Board shall expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

A student shall not possess, handle, transfer or use any instrument such as knife, club, shank, taser, chain, BB gun, gun, razor blades, pepper spray, or other dangerous device whether or not it can actually be used to inflict bodily injury to another person.

For purposes of this policy, a dangerous weapon is defined as “a firearm, a dagger, dirk, stiletto, knife with a blade over three (3) inches in length (measured from the tip of the blade to the hilt), pocket knife opened by a mechanical device, iron bar, or brass knuckles” or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices. The term “firearm” is defined as: a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of the explosive; b) the frame or receiver of any such weapon; c) any firearm muffler or firearm silencer; or d) any destructive device. Such a term does not include an antique firearm.

Also, even though not defined as a “dangerous weapon” under state law, knives with blades under three (3) inches in length are not allowed on school property or at school events.

Weapon Look-A-Likes: A student shall not possess, use, sell, or distribute a toy weapon, a look-a-like or replica weapon except with the prior approval of a teacher or an administrator for appropriate educational use.

VERBAL/PHYSICAL ASSAULTS

The Board may also expel a student in grade six or above for up to 180 school days if the student commits physical assault at school against another student, commits verbal assault against a District employee, volunteer, or contractor or makes a bomb threat or similar threat directed at a school building, property, or a school-related activity.

Physical assault at school against a student, District employee, volunteer, or contractor which may or may not cause injury may result in charges being filed and subject the student to expulsion. Physical assault is defined as “intentionally causing or attempting to cause physical harm to another through force or violence.”

Verbal assault at school against a student, District employee, volunteer or contractor or making bomb threats or similar threats directed at the school building, property, or a school-related activity will be considered verbal assault. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

SEARCH AND SEIZURE

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student and/or a student’s locker, vehicle, desk and personal effects under the conditions defined in Board Policy po5771. Any illegal, unauthorized or contraband materials discovered in the search may be confiscated and turned over to the police. Students are expected to

assume full responsibility for the security of their person, vehicle, lockers, desks, and personal effects. Students should not expect privacy regarding items brought on school property because such property is subject to search at any time by school officials. A student's failure to permit searches and seizures as provided in this policy will be subject to disciplinary action.

The following procedures shall be used when a school administrator has reasonable suspicion that a student may have in her/his possession evidence that a rule or law has been violated:

- A. All requests or suggestions for the search of a student or her/his possessions shall be directed to the principal, or designee.
- B. Upon approval of principal or designee, an administrator may conduct a search.
- C. When possible and practical, an adult third party shall be present at any search of a student or her/his possessions.
- D. When possible and practical, the student shall be present at any search of her/his possessions.
- E. When possible and practical, before conducting a search, the administrator shall notify the student, request her/his consent to the inspection as outlined in Section C of this procedure and inform the student that she/he may withhold consent. However, with reasonable suspicion, an administrator is authorized to conduct a search with or without the consent of the student.
- F. The administrator shall be responsible for assuring the appropriate custody, control and disposition of any illegal or dangerous substance or object taken from a student.
- G. The administrator shall be responsible for assuring the prompt recording of each student search including date, time and location. The record shall be in writing and shall include the reasons for the search, the persons present, the objects found, if any, and the disposition made of them. Evidence shall be kept in a secure location in her/his office.

Areas such as locker and desks, which are owned by the district and jointly controlled by it, may be searched if reasonable cause exists to believe that contraband is inside the locker or desk. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have an expectation of privacy as to prevent examination by school officials.

The principal or building administrator shall be responsible for the prompt recording and writing of each student's search, including the reasons for the search; information received that established the need for search and name of the informant, if any; the persons present when the search was conducted; and substances found and the disposition made of them. The building administrator shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

If law enforcement authorities are involved in the search, the search will be conducted under criminal law standards rather than under the provisions of this policy.

The Board of Education is committed to protect students from individuals not associated with the school system, but also recognizes its responsibility to cooperate with law enforcement agencies and the Department of Social Services. When such agencies request permission to interrogate a student at school, the building administrator shall inform the superintendent and shall attempt to inform the student's parents.

The building administrator shall be present throughout the proceedings if it has been determined that an agency has a legitimate reason to interrogate a student within the confines of the district. The building administrator shall also verify that the student has been informed of his or her right to refuse to answer questions, to be informed that anything he or she says may be used against him or her in court, and to consult with and be advised by legal counsel.

When an agency requests permission to arrest a student, the building administrator shall notify the superintendent. No student shall be released to an agency, other than a law enforcement agency, without proper warrant or written parental permission, except in the event of an emergency or for the protection of life or property as determined by the building administrator.

DISRESPECTFUL BEHAVIOR

Every student of Munising Middle/High School is expected to respect the inherent human dignity and worth of every individual and self. Disrespectful behavior includes, but is not limited to:

1. Inappropriate, unacceptable language, and/or use of profanity directed towards any member of the school community or used in the hallways or classroom or via electronic or social media.
2. Insubordination, defying or disobeying the authority of any member of the school community.

Individuals involved in disrespectful behavior will be disciplined and the extent of the disciplinary action will be determined after an investigation is completed by an administrator.

DISCRIMINATION

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, disability, status as homeless, or actual or potential marital or parental status, including pregnancy. No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

The following person has been designated to serve as the District's Title IX Coordinator and Compliance Officer for matters involving alleged discrimination. Any inquiries regarding the School District's non-discrimination policies should be directed to the superintendent.

BULLYING/HARASSMENT POLICY AND PROCEDURE

Munising Public Schools seeks to maintain a safe and orderly environment for all students and staff where individuals respect themselves and others. Bullying and harassment are violations of School Board policy and may also be violations of civil or criminal law. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Intimidation and harassment are not acceptable in any form and will not be tolerated at school or any school related activity. The school will protect students against retaliation for reporting incidents of intimidation or harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass or intimidate another based upon race, color, national origin, sex, sexual orientation, disability, age, or religion. The school and district will not tolerate harassing or intimidating conduct whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

DEFINITIONS

"Bullying" or "harassment" is any gesture or written, verbal, graphic, or physical act (including cyber

bullying) that is reasonably 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 identity, sexual orientation; 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. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Bullying and 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 or harassment may occur in school between students or between students and staff. Bullying or harassment of students is prohibited and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors and volunteers.

REPORTING PROCEDURE

Students who believe they are victims of intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the SRC coordinator, building administrator, teacher, or a counselor. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any student who is determined, after an investigation, to have engaged in intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment.

Confidentiality of the victim and the reporter shall be maintained whenever possible. Prior to investigation by a school official, confidentiality of the alleged bully or harasser will also be maintained whenever possible.

Retaliation against any one person for complaining about bullying or harassment, or participating in an investigation, is prohibited. Suspected retaliation should be reported in the same manner as bullying or harassment. Intentionally false reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action.

If the investigation proves that a false complaint was made, the reporter may be disciplined at the discretion of school officials. Discipline for bullying and harassment is determined by the Munising Public Schools' superintendent and designated principals.

HAZING

Hazing activities of any type are inconsistent with the educational process, a violation of Michigan criminal law, and are prohibited at all times. Hazing means an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition.

CHEATING POLICY

Each student is expected to be honest in his/her course work. Dishonesty in assignments, examinations, or other academic work is considered an extremely serious offense by the faculty, administration and student body. Any student found cheating will be subject to disciplinary action. Cheating consists of, but is not limited to, the following: copying another student's work, plagiarism, crib sheets, using AI systems without teacher permission (Chat GPT, etc.) or exchanging of answers, or using a wireless communication device dishonestly.

ASSEMBLIES

The scheduling of assemblies shall be left to the discretion of the principal working with the faculty. Only programs which contribute either directly or indirectly to the cultural or educational enrichment of the student body shall be scheduled.

All students who have regularly scheduled class during the time of an assembly are required to attend. When admission is charged, students not wishing to attend will be provided a place to study.

BACKPACKS/PURSES/BOOK BAGS, ETC.

These items are to be stored in lockers during the school day. Do not carry them to class or leave them in classrooms or hallways.

PERSONAL COMMUNICATION DEVICES (PCDs)

Students may be in possession of electronic devices including a cellular telephone, ipod/ipad, laptop, smartwatches, other electronic communication devices subject to the terms of the Acceptable Use Policy (AUP), student handbook and Board Policies and Administrative Regulations.

- A. High school students may use personal communication devices (PCDs) before and after school, during the exchange times, and during their lunch break, as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extra-curricular activities) and/or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited. High school students in possession of cell phones or other PCDs during prohibited times must place them on vibrate or silent mode and store them out of sight.
- B. Middle School students are prohibited from using cell phones and/or other PCDs during school hours. If a middle school student chooses to bring a cell phone and/or other PCD to school, the device(s) must be completely powered off (i.e. NOT just placed in vibrate or silent mode) and stored in the student's locker during school hours. Middle school students are not permitted to possess or use cell phones and/or other PCDs during school hours in any locations including classrooms, during

passing periods, and during lunch periods, etc. Students that need to contact their parents/guardians may use the student designated phone in the office.

- a. Consequences for having/using a PCD are as follows:
 - i. First offense: PCD is taken to the office for a parent/guardian to pick up
 - ii. Second Office: PCD is taken to the office for a parent/guardian to pick up and three (3) STANGS are assigned to the student
 - iii. Third offense: PCD is taken to the office for a parent/guardian to pick up and the student is assigned in-school suspension.
 - iv. Further offenses: PCD is taken to the office for a parent/guardian to pick up and out of school suspension will be assigned to the student.
- C. Exceptions to these provisions may be granted sparingly for special circumstances and require approval by the building principal. Requests for special exceptions to this provision must be submitted to the principal in writing by a student's parents/guardians.
- D. Each classroom teacher has the right to designate an area in their classroom for student electronic devices.
- E. Students may not use any electronic communications device to send or receive personal messages, data, or information that would contribute to or constitute cheating on quizzes, tests or other assessments,
- F. Students must set their ringers to silent or vibrate. Volume on speakers must be muted while in the building or on school transportation, unless headphones are used or if sound is necessary and approved by a teacher or administrator for educational purposes (i.e., presentation).
- G. Students may not use any electronic communications device to send or receive personal messages, data, or information, or take/send pictures or videos that would contribute or constitute harassment, promote violence, or cyberbully.
- H. Devices operated in violation of this rule, or for any illegal purpose, shall be confiscated, and not returned until, when appropriate, a parent(s)/guardian(s) conference has been held.
- I. Parents and students are expressly prohibited from using covert means to listen-in or make a recording (audio or video) of any meeting or activity at school. This includes placing recording devices, or other devices with one or two-way audio communication technology (i.e., technology that allows a person off-site to listen to live conversations and sounds taking place in the location where the device is located), within a student's book bag, on the student's person or otherwise in an area capable of listening in or recording without express written consent of the Building Principal. Any request to place a recording device or other device with one or two-way audio communication technology within a student's book bag or on a student's person shall be submitted in writing to the Building Principal. The Building Principal shall notify the parent(s), in writing, whether the request is denied or granted within five (5) days.
- J. The District is not responsible for the loss, theft, damage, or vandalism to a student's cell phone or ECD. Students are strongly encouraged not to leave them unattended or unsecured.

For purposes of this policy "personal communication device" includes computers, tablets, (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones, (e.g., Blackberry, iPhone, Android devices, Windows Mobile devices, etc.)), telephone paging devices (e.g., beepers or pagers), and/or other web-enabled devices of any type, including ear buds, AirPods, headphones, etc.

Reasonable suspicion that a PCD has been used to violate District policies or administrative guidelines shall be subject to disciplinary action and will result in the communication device being confiscated.

A student may possess a wireless communication device (WCDs) or other electronic communication devices (ECDs) and electronic storage devices (ESDs) in school, on school property, at after school activities, and at school related functions provided that during school hours, school events, and on a school vehicle its use is not disruptive or distracting to the educational process, the scheduled activity, or other participants. For all students, devices may be used before and after school, during lunch hour and during the class exchange time. They may be used in class for academic reasons with teacher permission. If a student wishes to bring their device to the classroom, it must be stored per the “Active” description or per teacher instructions.

The school prohibits the use of any video device from any restroom, locker room or other locations where students and staff “have a reasonable expectation of privacy.” A student improperly using any device to take or transmit images will face disciplinary action up to and including suspension or expulsion.

“Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and confiscation of the WCD.

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, s/he will be disciplined per cheating policy. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense.

OTHER TECHNOLOGY

All other electronic devices, including but not limited to PDAs, iPods, MP3 players, video equipment, cameras, gaming devices and controllers, laser pointers, recording devices, are not permitted on school grounds or at school-related events unless approved by the principal. If approved, an electronic device shall not be used in a manner that disrupts the educational process or purpose, including but not limited to posing a threat to academic integrity, violating confidentiality or privacy rights of another individual, or violating the Student Code of Conduct. If the principal or his/her designee has a reasonable suspicion that a violation has occurred, he/she shall have the right to search for and confiscate the electronic device. If the principal or his/her designee has a reasonable suspicion that the electronic device contains evidence of the violation, he/she is justified to conduct a limited search of the device.

DRESS GUIDELINES

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or depict alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandanas, sweat bands, blankets, sunglasses, and toys/stuffed animals may not be worn/brought in the building during the school day. Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing that is revealing, suggestive or otherwise distracting (e. g, showing excessive skin and/or

undergarments may not be worn at school.

- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

FINES AND FEES

Each student (grades 6-12) must maintain a \$10.00 textbook deposit. Text book fines and other charges against the student will be deducted from this account. These charges will be assessed at the end of the school year and must be paid to the school office before final report cards are issued. This procedure is to be followed throughout the student's middle school and high school years. If a student accumulates charges greater than \$10.00, he/she must pay the charges and maintain the \$10.00 deposit.

Senior fees and fines - seniors who have outstanding financial obligations from their four years of high school must compensate the school district prior to commencement.

Basic materials will be provided by the school for art, welding, and woodworking. Individuals who exceed these basic quotas will be expected to provide their own additional supplies and materials.

FIRE ALARMS

If the fire alarm sounds, follow the directions set forth by your teachers. If you are not in class at the time an alarm sounds, you should still head for the nearest exit. We will notify you by way of the P.A. system if the alarm is a false one and we want you to return to class. Take every alarm seriously; it may save your life.

Any student who knowingly pulls a false alarm will face the following penalties: The district will refer the matter to local law enforcement or fire officials for prosecution; and a 5 day out of school suspension will be issued with a year long behavioral contract established

FLOWERS—BALLOONS—GIFTS

Flowers, balloons, gifts, etc. are not to be delivered to the school for distribution during the school day.

LIBRARY

The library is to be used by classes and individuals for checking out books for home use as well as for reference and research materials which are used at the library tables.

The librarian and assistants are available at all times for rendering help in locating materials. Current newspapers and magazines are also available for a variety of interest areas.

SORA (Student Online Reading App) is available for students to access digital audiobooks and ebooks and can be downloaded from your app store. Students will use their school login to access SORA and download their reading selections.

A limited number of Chromebooks are available for checkout with written teacher permission only.

Chromebooks checked out must be returned by the end of the school day. No exceptions. Library Chromebook Policy is posted in the library and is also available on the Library Website at www.mpslonline.org.

Library regulations are as follows:

1. All students using the library during class time must be accompanied by their teacher unless they have a written pass stating their purpose and expected time of return to class.
2. All students must have a library account in good standing to check out materials.
3. No books, magazines, or other materials are to be removed from the library without first being checked out.
4. Students are allowed to have up to 3 items checked out at any one time, unless they have permission from the librarian for a research project.
5. Reference or reserve materials may be used in the library only.
6. Books are checked out for three weeks and are due on the latest date stamped on the due date card. All items are to be returned in a timely manner on or before the due date. Overdue notices and notifications will go via email and to the office for announcements. Items over 30 days late will be considered lost.
7. Materials may be renewed two times if there is not a waiting list.
8. Materials damaged beyond reasonable wear or lost shall be paid for.
9. All fines must be paid before the end of the school year.
10. Students must remain quiet and respect the rights of all other students and patrons in the library.
11. Students are required to follow the school's policies while in the library and those who do not observe these regulations may lose library privileges.

LOCKERS

Lockers are the property of the Munising Public Schools. Students will be issued a locker during registration for their use and are expected to keep it neat and clean. Students' lockers and their contents may be searched when school officials believe it is necessary to maintain order and discipline in the school. While students may lock their lockers against intrusion by other students, at no time shall students have an expectation of privacy in their locker as to prevent examination by a school official.

Lockers should always be locked and not rigged to open without having to use the combination. Do not give your locker combination to anyone. We recommend that you keep any money or valuables with you at all times.

Each student will be assigned an individual locker with a combination lock. The care of the locker will be the responsibility of each student. Any damage to a locker will be charged against the student assigned to that locker.

LOST AND FOUND

Lost and found articles should be brought to the office. Items not claimed will be turned over to some charitable organization at the end of each marking period or such time as the office sees fit.

LUNCH ACCOUNTS

School ID Lunch cards must be used when purchasing a lunch.

PUBLIC DISPLAY OF AFFECTION

No student shall engage in kissing or intimate bodily contact with another person while on school premises or on school buses.

SCHOOL TELEPHONE REGULATIONS

Use of the telephone in the office:

1. In case of emergency, students will be permitted to use the telephone in the office. The student must obtain the permission of the office staff before using the telephone.
2. No student will be called from a class to answer the telephone unless it is a family emergency.
3. No student is to leave the classroom to use the telephone except in an emergency, or with teacher permission.

SENIORS

Any senior participating in behavior requiring disciplinary action at the end of the school year may be denied the privilege of participating in graduation ceremonies

VI. DISCIPLINE

School administrators are authorized by the Board of Education to suspend a student for committing a gross misdemeanor or for engaging in persistent disobedience. Suspensions for longer than ten student attendance days may be imposed only by action of the Board of Education. A student may be suspended by the school administrator while charges and a recommendation for expulsion or suspension of longer than ten school attendance days is pending before the Board of Education unless otherwise limited by these procedures and/or the I.E.P.C. Section 1311 of the School Code of 1976, MCL 380.1311, provides authority to the Board of Education to suspend or expel a student from school when the student has committed a gross misdemeanor or has engaged in persistent disobedience. Where there is reasonable cause to believe that a student is handicapped and the student has not already been evaluated in accordance with the rules and regulations of the Department of Education, the student shall be immediately evaluated as required by law.

CORPORAL PUNISHMENT - P.A. 521

School persons shall not inflict, threaten to inflict, nor cause to be inflicted; any form of physical punishment as a penalty for student misconduct. The use of reasonable physical force is permitted, in order to protect people from harm, to take possession of dangerous objects or to protect school property.

DUE PROCESS

The Board recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures. If a student or her/his parent/guardian feels that her/his rights have been violated and the student is subject to 10 days or less of suspension, a written appeal must be submitted to the high school principal within two (2) days of the original disciplinary action.

DEFINITIONS OF DISCIPLINE

Administrative Intervention - Disciplinary action which does not result in an out-of-school suspension and which includes, but is not limited to, restorative practices. Administrative intervention may include the removal of a student from a class period, in-school suspension, a reprimand, restitution, detention and/or work assignment before or after school, additional classroom assignments, and revocation of the privilege of attending after school functions and activities, events, etc.

Snap Suspension - If, during a class, subject, or activity, a teacher has good reason to believe: a student has engaged in conduct which unquestionably interferes with the education of that student or other students, or a student has engaged in conduct which poses a clear and present danger to that student or other students, the teacher may suspend the student from that class, subject, or activity for up to one full school day.

Suspension - Exclusion of a student from school for fewer than 60 school days or exclusion from school which will terminate upon the fulfillment of a specific set of conditions.

Expulsion - Exclusion of the student from the Munising Public School District for 60 school days or more or permanent exclusion.

PRESUMPTION AGAINST LONG-TERM SUSPENSION OR EXPULSION & CONSIDERATION OF INDIVIDUAL FACTORS

Consistent with Michigan law, the Munising Public School District adopts a rebuttable presumption that students should not be disciplined by the imposition of long-term suspension (i.e., more than 10 school days) or expelled (i.e., 60 or more school days) unless the Munising Public School District has determined, in its sole discretion, the presumption has been rebutted by considering each of the following seven factors:

- The student's age;
- The student's disciplinary history;
- Whether the student is disabled within the meaning of IDEA or ADA/Section 504;
- The seriousness of the student's misconduct or behavior;
- Whether the student's misconduct or behavior threatened the safety of any pupil or staff member;
- Whether restorative practices will be used to address the student's misconduct or behavior;
- Whether less severe discipline would properly address the student's misconduct or behavior.

This rebuttable presumption does not apply to short-term suspensions (i.e., 10 school days or fewer) or to a student who possesses a firearm in a weapons free school zone. However, with respect to all long-term suspensions and expulsions, the Munising Public School District administrator implementing the discipline will consider and document consideration of the seven factors listed above.

OUT OF SCHOOL SUSPENSION PROCEDURE

A. SUSPENSION FOR TEN (10) SCHOOL DAYS OR LESS

When a school administrator determines that a student has committed a gross misdemeanor or has engaged in persistent disobedience which justifies a suspension of the student from school for a period of ten (10) days or less, the student shall be informed of the charges either verbally or in writing by the responsible administrator and provided an opportunity to respond to the charges prior to the imposition of any

suspension. If the student denies the allegations, the school administrator shall explain to the student the evidence against him or her and allow the student an opportunity to present his or her explanation of the incident. If, under the circumstances, immediate exclusion of the student from school is necessary because the student's presence endangers persons or property and/or threatens disruption of the academic process, the opportunity for the student to meet with the administrator and respond to the charges shall be provided promptly following such exclusion. The administrator may specify that the suspension is one pending a formal hearing before the Board of Education upon recommendation for expulsion or suspension longer than ten (10) days.

Should the school administrator determine that there is justification to suspend the student, the student will be informed of that decision and, in the case of minor students, an attempt will be made to contact the parent or guardian of the student by the building administrator. This notice is to include the length of the suspension, any special conditions relating to the suspension, and the right of the parent or guardian to appeal the suspension.

The parent and/or guardian or an adult student may appeal the suspension to the superintendent of schools or his designee only after discussion with the school administrator imposing the suspension. Any such appeal must be initiated within twenty-four (24) hours following the discussion with the school administrator imposing the suspension.

For out-of-school suspensions, students will be expected to do their make-up work at home. Make-up work will be made available to the student no later than one day from the date the suspension is assigned. It is the student's responsibility to pick up their work. Make-up work is due on the day of the student's return to school.

B. EXPULSION AND SUSPENSIONS FOR MORE THAN TEN (10) SCHOOL DAYS

When a school administrator believes that a student has committed a gross misdemeanor or has engaged in persistent disobedience justifying a recommendation for expulsion or suspension for a period of time exceeding ten (10) school days, the recommendation shall be forwarded to the Superintendent of Schools for review and presentation to the Board of Education. The school administrator may suspend the student from school pending a hearing and determination within ten (10) school attendance days by the Board of Education if the school administrator first determines that the student's continued presence endangers persons or property and/or threatens disruption of the academic process.

The following procedural guidelines will govern the expulsion process:

1. The student and his/her parents or guardian will be provided with reasonably advanced written notification of the recommended action and the specific charges and grounds which, if proven, would justify the suspension or expulsion according to the disciplinary policies of this school district. Included within this notice shall be a statement of the time and place for the Board of Education hearing, which time shall be reasonable for the parties involved.
2. The student and his/her parents or guardian will be provided with a brief description of the hearing procedures to be used before the Board of Education.
3. The student and his/her parents or guardian will be provided with a list of the witnesses who will provide testimony to the Board of Education and a summary of the anticipated testimony or facts to which such witnesses will testify.
4. The student and his/her parents or guardian will be given notice of any other evidence upon which the school administration will rely on the expulsion hearing to be conducted before the Board of Education.

5. The student will be given a reasonable period of time to prepare for the hearing.
6. The hearing will be conducted before the Board of Education where the student will be provided an opportunity to present witnesses in evidence and defense of the charges and to request cross-examination of any adverse witnesses.
7. The student and his/her parents or guardian may be represented by legal counsel.
8. The hearing shall be conducted by the Board of Education, which shall make its determination solely upon the evidence presented at said hearing. The hearing is not a court proceeding, and court rules of evidence shall not be enforced at such hearing.
9. The student and his/her parents or guardian shall be informed of their right to request a closed session for the hearing of the expulsion or suspension charges and the Board's deliberations. However, any action of the Board of Education to expel or suspend a student must be by formal motion and vote of the majority of the Board of Education members elected to and serving on the Board of Education in open session. Such action shall appear in the minutes of the Board of Education and shall be a part of the public record.
10. The Board of Education shall make a record of the suspension or the expulsion proceeding.
11. The Board of Education, by majority vote of those elected and serving, shall state, within five (5) days after the hearing, its finding as to whether or not the student charged shall be suspended or expelled. Such findings shall be put into writing and forwarded to the student and his/her parents or guardian.

C. SUSPENSION AND EXPULSION OF DISABLED STUDENTS

In matters relating to the disciplining of students with disabilities, the Board of Education shall abide by Federal and State laws regarding suspension and expulsion.

STUDENT DISCIPLINE RUBRIC

The Student Discipline Rubric is provided as an insert in the middle of this handbook. The discipline codes, notes and definitions are listed below.

Discipline Codes

- ISS – In School Suspension
- OSS – Out of School Suspension
- SRC – Student Responsibility Center
- STANGS – Student Tutorial Academic Night Group Support

Notes

- The Discipline Rubric included in this handbook provides a list of major behaviors that could result in disciplinary action. An explanation of each behavior follows the chart. The absence of a behavior or any specific action from this chart does not mean that such conduct does not violate the discipline code or cannot be punished.
- The disciplinary consequences may start at a higher step on the scale, depending upon the degree of misbehavior.
- Written documentation of each offense will be included in each student's file.
- Parents will be notified after each offense.
- Students committing more than one offense at the same time will be given consequences in sequential order for each of the offenses.
- All STANGS must be served when scheduled. If a student does not serve STANGS they will be

suspended (ISS).

- A parent conference is between the student, parents, administration and other invited staff. In case of circumstances requiring continual OSS, a conference may be required before the student returns to school.
- Any student on school probation may be issued a behavior plan set by the administration, student support team, guidance counselor and parent(s).

Level 1 Infractions

Discipline incidents that should be managed by the teacher and do not warrant a discipline referral or administrative assistance. Any behavior that is of low-level intensity, passive in nature and/or non-threatening manner is a level 1 behavior. Infractions in this category will be addressed with corrective strategies that will NOT include removal from instruction (In-school suspension/isolation or out-of-school suspension).

Level 2 Infractions

Discipline incidents that should be managed by the teacher with the possible assistance from the SRC supervisor and/or administrator. These infractions will be addressed with corrective strategies that will NOT include removal from school (out-of-school suspension).

Level 3A Infractions

These infractions do not warrant an OSS on first offense, but may require additional corrective strategies if the infraction is repeated by the student.

Level 3B Infractions

These infractions do not necessarily result in an out of school removal, but could result in an OSS if administration deems appropriate.

Level 4 Infractions

Discipline incidents that require immediate response from administration, crisis team, its entire staff, and/or community support.

Definitions

1. Unacceptable language and/or profanity must not be used in hallways or classrooms, or during any school activity. This applies to verbal, written or electronic communication as well as gestures.
2. For Dress Code guidelines, see student handbook.
3. No student shall engage in kissing or intimate bodily contact with another person while on school premises or on school buses.
4. Insubordination is defined as defying or disobeying the authority of a district employee, volunteer, or contractor.
5. Harassment is negative behavior, gestures, or language that is unwelcome, and causes substantial enough emotional distress to disrupt a student's ability to function in school. Harassment may be related, but not limited to, gender identity, sexual orientation, race, color, ethnicity, religion, physical stature or disability. The policy against harassment includes cyber-bullying committed using school issued devices on or off school property. This also includes cyber-bullying committed on school property or at school-related events.
6. Cheating consists of, but is not limited to, copying another student's work, plagiarism, crib sheets or exchanging of answers. This includes the use of electronic devices. *Cheating on an exam is an immediate level 3 offense.

7. Possession and or/use of tobacco, e-cigarettes or similar devices by students is prohibited at all times in the school building, on school property, or at school functions.
8. Active (i.e. may not be seen or heard) cell phones, pagers, CD/MP3 players, iPods, radios/headsets, earbuds or other related electronic devices may only be used before school, after school, during the exchange times and during the school lunch period for high school students. The use of PCDs is strictly prohibited for middle school students. Students are prohibited from using or possessing active devices in restrooms, locker rooms, offices and other locations where students and staff have a reasonable expectation of privacy.
9. All high school students will operate under a closed campus situation and must receive permission from the office to leave the building at any time. All students eating lunch must stay within the designated cafeteria area, and may not be on the second floor or stairwells until the starting bell signals passing time.
10. A dangerous weapon is defined as a device designed to or likely to inflict bodily harm, including, but not limited to a firearm, a dagger, dirk, stiletto, knife with a blade over three (3) inches in length (measured from the tip of the blade to the hilt), pocket knife opened by a mechanical device, iron bar, or brass knuckles or air guns and explosive devices. The term “firearm” is defined as: a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of the explosive; b) the frame or receiver of any such weapon; c) any firearm muffler or firearm silencer; or d) any destructive device. Also, even though not defined as “dangerous weapons” under state law, knives with blades under three (3) inches in length are not allowed on school property or at school events.
11. Physical assault is defined as intentionally causing or attempting to cause physical harm to another through force or violence against a student, district employee, volunteer, or contractor, which may or may not cause injury.
12. Verbal assault is a communicated intent to inflict physical or other harm on another person with a present intent and ability to act on the threat against a student, district employee, volunteer, or contractor, or making bomb threats or similar threats directed at the school building, property, or school-related activity.
13. In accordance with federal law, the Board of Education prohibits use, possession, concealment, distribution or being under the influence of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include, but are not limited to, any alcoholic beverage, anabolic steroid, and dangerous controlled substance as defined by state statute or substance that could be considered a “look-a-like” controlled substance.

Munising Public Schools reserves the right to implement alternative corrective strategies including, but not limited to those listed below.

- After-school detention in conjunction with instruction designed to teach replacement behaviors
- Behavioral contracts and/or Behavior Support Plans
- Bus – Assigned Seat
- Bus – Probation
- Bus Suspension
- Check-in/Check-out (CICO)
- Conflict Resolution/Appropriate Communication/Social Skills
- Contact and/or conference with parent/guardian.
- Effective de-escalation strategies designed to prevent the occurrence of behavioral infractions
- Home/school communication system
- In School Detention (Lunch Detention, After School Detention, etc) in conjunction with instruction designed to teach replacement behaviors when appropriate
- In School Suspension (ISS)/In School Isolation (ISI) in conjunction with instruction designed to teach replacement behaviors

- Loss of privilege
- Mentoring with specific focus on the remediation of behavioral infractions and plans to teach replacement behaviors
- Pre-correction and effective limit-setting strategies designed to prevent the occurrence of behavioral infractions
- Refer the student to the Behavioral Intervention Team
- Referral to the school counselor
- Reflective activity focused on teaching of replacement behaviors for repeated infractions
- Restitution
- Schedule adjustment
- Schedule re-teaching of school-wide behavioral expectations during student's free or elective periods using direct instruction, modeling, and corrective feedback when appropriate
- Scheduled mandatory social skills instruction aimed at specific repeated behavioral infractions during student's free or elective periods using direct instruction, modeling, and corrective feedback when appropriate
- Seat change
- Self-charting of behavior in conjunction with corrective and reinforcing feedback from educational and/or administrative personnel
- Short-term Behavioral Progress Reports (Daily/Weekly) in conjunction with corrective and reinforcing feedback from educational and/or administrative personnel and communication with home environment when appropriate.
- Teaching, modeling of expectations and skills using effective instruction strategies
- Temporary classroom change
- Temporary removal from classroom (not more than one hour) in conjunction with instruction designed to teach replacement behaviors when appropriate
- Written Apology with appropriate model and/or guidance from school personnel

INCONSISTENCY WITH LAW, BOARD POLICY, OR ADMINISTRATIVE REGULATION

This Student Code of Conduct is intended to be consistent with Michigan law the Policies of the Board of Education and Administrative Regulations promulgated by the Superintendent. If there are any inconsistencies, they should be resolved with the understanding Michigan law supersedes both the Policies of the Board of Education and Administrative Regulations, and Board Policy supersedes Administrative Regulations.

DISCIPLINE OF STUDENTS WITH DISABILITIES

The School District will comply with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors.

EMERGENCY SECLUSION AND EMERGENCY PHYSICAL RESTRAINT

Michigan law prohibits seclusion and restraint, except emergency seclusion and emergency physical restraint. The Superintendent designates the School District's principals to train staff consistent with Michigan law. The Board directs School District personnel and others to comply with Michigan law prohibiting seclusion and restraint, except for emergency seclusion and emergency physical restraint in the

manner permitted by law.

VII. SAFETY AND SECURITY

ADULT IN CHARGE

The designated adult in charge (i.e., teacher, substitute, bus driver, coach) will have primary responsibility for student behavior. The adult in charge will make clear their expectations for students and the obligation to assign reasonable consequences for inappropriate student behavior. If a student's behavior is such that s/he must be removed from a given setting and/or referred for administrative intervention, effort will be made to involve the parent(s) and auxiliary personnel when appropriate. Students who are asked to leave for administrative intervention must report immediately to the main office.

POLICE LIAISON OFFICER, INVESTIGATIONS AND ARRESTS

The school resource deputy is responsible for enforcing all laws on Munising Public School's property. The school resource deputy is housed in the high school and is available as a resource for students and parents regarding legal issues. If a student/parent would like to contact the school resource deputy, a contact can be made to the high school office. The resource officer assists in the enforcement of all Munising Public School policies and procedures, as well as state and federal laws. The school district's administration shall act in a manner which protects and guarantees the rights of a student in the absence of their parent/guardian.

SURVEILLANCE / VIDEO AND AUDIO MONITORING SYSTEM

The Superintendent authorizes surveillance to improve the safety and security of School District staff, students, premises, and equipment. Surveillance may include: observation by School District staff; observation by law enforcement personnel; video surveillance devices; and other monitoring of School District equipment, including computers and networks. School District surveillance will be within all applicable legal requirements.

CLOSED CAMPUS

All students will operate under a closed campus situation. Students may not leave campus at any time during the school day without permission, including lunch. The cafeteria will be available for those eating hot lunch or for those carrying their lunch. At lunch time students may not be on the second floor or stairwells unless a pass is given by a teacher until the starting bell signals passing time.

LIMITED CLOSED FORUM-POSTING/ DISTRIBUTION OF MATERIALS

Students must obtain administrative approval prior to posting and/or distributing materials within the school, on school transportation, or at school sponsored events. Designated bulletin boards are provided for authorized posting of materials. No signs or posters are to be posted on any surface without the expressed consent of an administrator. Signs and posters should be removed promptly after the activity is completed. Unauthorized posting and/or distribution will result in disciplinary action.

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students at school or a school-related activity must comply with the following guidelines:

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours

before distributing the material. No prior approval of the material is required.

2. The material may be distributed at times and locations selected by the building principal, such as, before the beginning or ending of classes at a central location inside the building.

3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.

4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.

5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.

6. Students must not distribute material that:

a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;

b. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;

c. Is inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language or images, or is otherwise harmful to minors; or

d. Is reasonably viewed as promoting the use of illegal substances.

VISITORS

Munising Middle/High School welcomes visitors to our educational facilities. All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school. Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school. Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in an appropriate manner will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

Persons who have no legitimate business in the building are not to be here. Non-students who are loitering or wandering will be considered as trespassers and appropriate action will be taken.

Students are not permitted to bring visitors to school during the school day.

ANIMALS ON SCHOOL PROPERTY

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a disability. This rule prohibiting animals on school property may be temporarily waived by the building principal in the case of a unique educational opportunity for students, provided that:

(a) the animal is appropriately housed, humanely cared for, and properly handled, and

(b) students will not be exposed to a dangerous animal or an unhealthy environment.

BUS TRANSPORTATION

The district provides bus transportation to and from school. A list of bus stops will be published at the beginning of the school year before student registration. While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal. Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal.

A change in a student's regular assigned bus stop may be granted for a special need, if a note from a parent is submitted to the transportation director stating the reason for the request and the duration of the change.

BUS REGULATIONS

Responsibility of the students

- To occupy a seat and to refrain at all times from moving around while the bus is in motion. If necessary, a student may be assigned a seat.
- To observe classroom conduct, except for ordinary conversation, while riding and/or getting on or off the bus.
- To obey the driver and to report promptly to the school official when instructed to do so by the driver.
- To warn the driver of approaching danger if there is a reason to believe the driver is not aware of the danger.
- To be in the place designated, both morning and evening, and be ready to board the bus at the time shown on the schedule. The driver is responsible for the maintenance of this schedule and cannot wait for tardy pupils.
- To ride only the bus to which the student has been assigned.

Personal safety

1. The student must stay off the traveled roadway at all times while waiting for the bus.
2. The student must wait until the bus has come to a stop before attempting to get on or off, and must remain seated at all times when the bus is in operation.
3. The student may leave the bus only at the consent of the driver.
4. In case of emergency, students may enter or leave the bus only at the front door after the bus has come to a complete stop.
5. If it is necessary for the student to cross the traveled highway after leaving the bus, he/she shall do so in the following manner:
 - a) When the bus is stationary.
 - b) On alighting, the student shall go to the front of the bus within the sight of the driver and wait for the proper signal to cross.
 - c) Upon signal from the driver or from a personal escort, the student shall look both ways and then proceed across the highway in front of the bus.
6. Students shall keep hands and head inside the bus at all times.
7. Unacceptable language is not permitted.
8. Smoking, use or possession of tobacco or use of alcoholic beverages or drugs is not permitted.

9. Flammable and explosive items, such as cigarette lighters, smoke bombs, firecrackers, etc., are prohibited.
10. Knives or other sharp objects, firearms or animals are not allowed on the bus.
11. If possible, the driver should be informed when a student will be absent from school at least a day prior to the expected absence.
12. The student must report to the driver, at once, any damage to the bus that is observed.

STUDENT DRIVERS

Students may park their vehicles in the lot designated after completing the required Student Vehicle Registration Form with the office. Vehicles must be parked between the painted lines, and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action. Student vehicles parked in other lots may be ticketed or towed at the discretion of administration.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. **STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK.** Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in vehicles parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to view by others. Based on the reasonable suspicion standard, vehicles parked on school grounds may be subject to search. Prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school, as well as referral to law enforcement.

Vehicles **MAY NOT** be parked or located in the bus lanes or fire lanes at **ANY TIME**. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police. Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

EMERGENCY DRILLS

Emergency drills (Fire (6), Severe Weather (2), and Lock Down (3)) will be held periodically, without advance notice, in accordance with the requirements of State Law. Specific instructions will be given to students depending upon the situation. Students are expected to comply with the directions for the safe, prompt, and orderly execution of the drill.

VIII. HEALTH AND WELLNESS

WELLNESS POLICY

The Munising Public School District is committed to creating a school environment that enhances lifelong

wellness practices. As required by law, the Board has adopted a Wellness Policy, which is periodically reviewed. The Board's policies and/or administrative regulations can be found at: www.munisingschools.com.

FREE AND REDUCED LUNCH / CHILD NOTIFICATION

The School District participates in the National School Lunch Program, School Breakfast Program, and Special Milk Program. The participation policy for families unable to pay the full price of meals served under the School Lunch Program may be found in the office of each school building, as well as in the School District's main office. The corresponding policy and/or administrative regulation may be reviewed by any interested party and can be found by visiting www.munisingschools.com.

To apply for reduced-price or full-price meals at any time during the school year, please complete the attached application or visit www.munisingschools.com to fill out an application and submit it to the Munising Middle/High School office at 810 State Highway M-28 West, Munising. Please be sure to include all required information; the School District cannot approve incomplete applications. Households receiving benefits from SNAP, FDPIR, and TANF may submit an application which contains only each Student's name, appropriate SNAP or TANF case number, or FDPIR case number or other FDPIR identifier, and the signature of an adult household member.

Students are eligible for reduced-price or full-priced meals during the 2023-2024 school year if their households receive SNAP, FDPIR, or TANF, or if the total household income falls at or below the following:

FEDERAL INCOME ELIGIBILITY CHART for School year 2023-2024

<u>Household Size</u>	<u>Annually</u>	<u>Monthly</u>	<u>Weekly</u>
<u>1</u>	<u>26,973</u>	<u>2,248</u>	<u>519</u>
<u>2</u>	<u>36,482</u>	<u>3,041</u>	<u>702</u>
<u>3</u>	<u>45,991</u>	<u>3,833</u>	<u>885</u>
<u>4</u>	<u>55,500</u>	<u>4,625</u>	<u>1,068</u>
<u>5</u>	<u>65,009</u>	<u>5,418</u>	<u>1,251</u>
<u>6</u>	<u>74,518</u>	<u>6,210</u>	<u>1,434</u>
<u>7</u>	<u>84,027</u>	<u>7,003</u>	<u>1,616</u>
<u>8</u>	<u>93,536</u>	<u>7,795</u>	<u>1,799</u>
<u>Each additional person:</u>	<u>9,509</u>	<u>793</u>	<u>183</u>

Students whose parents become unemployed during the school year are eligible for reduced-price or full-price meals during the period of unemployment, provided the household income during that period is within the income eligibility range. Students in households participating in WIC may be eligible for reduced-price

or full-price meals. Please fill out an application for eligibility determination. Head Start enrollees and foster, homeless, migrant, and runaway children are categorically eligible for free meals. Please contact your student's school for additional information. Any information included on the application may be verified by the School District at any time.

If you disagree with the School District's decision about your application, you may ask for a hearing by contacting Mike Travis, Superintendent.

In the operation of child feeding programs, no child will be discriminated against because of race, sex, color, national origin, age or disability.

TREATS/SNACKS

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. We strongly encourage you to select a treat or snack with nutritional value.

Food and drink items may be consumed in classrooms, but only at the classroom teacher's discretion. Food and drink items may be consumed in the hallways, providing containers, wrappers, etc., are properly disposed of. Because we are a "Peanut Aware" school district, any food containing peanut/tree nut products is prohibited.

While we have an ice machine in the building, students are not to take ice from the machine unless it is required for an injury and they must get permission from the office before doing so.

Ordering out for lunch is not permitted.

HEALTH SERVICES

Accidents and Illnesses: If a child becomes ill or is injured at school, parents will be notified immediately. Parents must make arrangements for their child to be picked up and cared for, as the school is not equipped to care for sick children. Please make sure the school has a telephone number where the parent/guardian can be reached, as well as emergency numbers listed on the Emergency Profile sheets which are sent home at the beginning of every school year. If a child cannot participate in any normal part of the school day, a note from home will be necessary to have the child excused from the activity.

In cases of serious injury, emergency personnel will be called and the student will be transported directly to the hospital, unless parents have notified the school to the contrary.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the office.

Medication: Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "Student Medical Authorization Form." No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure. A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for

immediate use at the student's discretion, provided the student's parent/guardian has completed and signed an Authorization for Student Self-Medication Form. Minor cuts, scratches, and bruises are treated with soap, water, ice packs and bandages.

Administering Medications: Before any medication or treatment may be administered to a student during school hours, the school must receive a written prescription from the child's physician accompanied by written authorization from the parent.

A Medication Request and Authorization Form (5330 F) will be made available to parents and students in the high school office and must be filed with the building administrator before the student will be allowed to begin taking any medication.

Prescription medications are dispensed in the office. The medications MUST be in the correct prescription container, which must be labeled and displayed: Child's name, name/dosage of medication, method of administering, date issued, name of prescribing physician, pharmacy name and phone number.

Over the counter medications shall be brought to school in the correct container with the manufacturer's label. It shall be clearly labeled with the child's name and name of medication. It is to be administered in the office; the date/time/medication will be recorded on a medication log. Parents must bring medications to the office

Immunizations: Michigan Law requires that all students be immunized against vaccine preventable diseases to attend school. Before a child can enroll in school, his/her parents must present a record of up-to-date immunizations.

COMMUNICABLE DISEASES

The school will observe recommendations of the Michigan Department of Community/Public Health regarding communicable diseases.

1. The student's parent/guardian is required to notify the school office if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent/guardian.
3. The school will provide written instructions to the parent/guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent/guardian provides the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

HEAD LICE

The school will observe the following protocols regarding head lice.

1. The student's parent/guardian is required to notify the school office if their child is suspected of having head lice.
2. Infested students will be sent home following notification to the parent/guardian.
3. The school will provide written instructions to the parent/guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent/guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school until it is determined by school officials, he/she is free of head lice.

CARDIAC RESPONSE /AED

The Superintendent will develop and implement regulations that will enable the School District to offer an appropriate response in the event of a cardiac emergency. These procedures will address, at a minimum:

- The use and regular maintenance of automated external defibrillators located within the School District.
- Activation of a cardiac emergency response team in the event of an identified cardiac emergency.
- The methods for effective and efficient communication in the building or outside area in which the emergency arises.
- A training plan for the use of automated external defibrillators and cardiopulmonary resuscitation techniques.
- The incorporation or integration of a local emergency response system and emergency response agencies into the School District's procedures.

The Superintendent will annually evaluate the School District's cardiac emergency response procedures evaluation results to the Board.

Introduction

This regulation was adopted to comply with 2014 PA 12. Sudden cardiac arrest is the sudden, unexpected loss of heart function, breathing, and consciousness. Sudden cardiac arrest is a medical emergency. If not treated immediately, it causes sudden cardiac death. Sudden cardiac arrest symptoms are immediate and drastic and may include sudden collapse, no pulse, no breathing or loss of consciousness. Sometimes sudden cardiac arrest is preceded by fatigue, weakness, palpitations or vomiting. Other times, sudden cardiac arrest occurs without warning. Reference: Mayo Clinic Website.

Equipment

The School District will purchase and maintain a sufficient number of automated external defibrillators (AEDs) so that an AED is available on school grounds within three minutes of a sudden cardiac arrest at school. AEDs will be purchased from or through a supplier listed on the Michigan Department of Education's (MDE) list of Approved Providers for First Aid and CPR. Each building principal will be responsible for: notifying his or her supervisor when a sufficient number of AEDs are not available or not in working order; and informing staff members where AEDs are located. Each building principal will be responsible for posting the locations of AEDs in a public place in the office and in the teachers' lounge.

Training

All building administrators, 50% of sports coaches, 50% of physical education teachers, and 10% of other staff members will be trained and certified in cardiopulmonary resuscitation techniques (CPR) and the use of AEDs. The School District will be responsible for securing and arranging the necessary training from or through a supplier listed on MDE's list of Approved Providers for First Aid and CPR. Each building principal will be responsible for informing all school staff members of the identities of trained staff members and informing the principal's supervisor if the number of trained staff members falls below the requirements of this regulation. The building principal will be responsible for conducting at least one cardiac emergency response drill per year.

Emergency Response Team

Each school's cardiac emergency response team will consist of the building principal, or his or her designee, any trained or untrained staff member who observes any person who may be experiencing sudden cardiac arrest at school, and any trained or untrained staff member who is notified, as required by this regulation, that any person may be experiencing sudden cardiac arrest at school.

Required Actions

An untrained staff member who observes a student or other person who may be experiencing sudden cardiac arrest at school must immediately: call 911 and notify the operator of the victim's name, sex, age or approximate age, condition, and location; notify the office; notify a trained staff member; and retrieve the nearest AED.

A trained staff member who observes a student or other person who may be experiencing sudden cardiac arrest at school must immediately: call 911 (and report to the operator as described above); notify the office; and attend to the victim according to his or her training.

Building administrators, upon observing or being notified that a student or other person may be experiencing sudden cardiac arrest at school, must immediately: call 911 (and report to the operator as described above); secure the emergency card (in the case of a student); report to the scene of the emergency with an AED and any medication prescribed for the student; and attend to the victim according to their training.

The building principal must notify the family of any student who may have experienced a sudden cardiac emergency at school.

All staff members are responsible for removing students from the area of the emergency and taking steps to provide for their appropriate supervision.

Report

The building principal must report all incidents of suspected sudden cardiac arrest, in writing, to the Superintendent or designee.

Annual Review and Evaluation

Annually, each building administrator will review this regulation with building staff and, if warranted, provide their supervisor with recommendations for revision.

EPINEPHRINE AUTO-INJECTORS (EPI-PENS)

The School District will acquire or purchase and maintain at least two functioning epinephrine auto-injectors (epi-pens) for and at each school building it operates. Properly trained School District personnel or authorized contractors will administer an epi-pen injection to any individual on school grounds who is believed to be having an anaphylactic reaction, or to any student who has a prescription on file at the school. The School District will notify the parent(s) of any student to whom the School District administers an epi-pen injection on school grounds or at a school-related activity.

The purpose of this policy is to comply with sections 1178 and 1179 of the Revised School Code. This policy is not intended, and should not be construed, to create or grant any rights or remedies to any person. The Superintendent will promulgate administrative regulations for implementing this policy consistent with the requirements of the Revised School Code, which regulations will incorporate, by reference, the Michigan Department of Education's Medication Administration Guidelines.

Student Possession and Use:

Students may possess and, if necessary, use epi-pens on School District premises and at school-related activities, programs and events if the following three conditions are met:

The student has permission to use the epi-pen from his or her physician and, if the student is a minor, from his or her parent(s);

1. The building administrator has received a copy of the necessary written permissions; and
2. The school has on file a written emergency care plan (or IEPT Report or 504 Plan that includes a written emergency care plan, however designated) prepared or approved by a licensed physician in collaboration with the student and the student's parent(s) that is updated as necessary to account for any change in the student's circumstances.
3. The building administrator will notify each teacher of each student in his or her classroom who is permitted to possess and use an epi-pen pursuant to this regulation.

School District Acquisition and Maintenance

The School District will acquire and deliver at least two otherwise unassigned functioning epi-pens to each school building. The building administrator is responsible for maintaining the epi-pens at his or her building, making them readily accessible to designated staff members and notifying the Superintendent if the building administrator believes the necessary number of epi-pens is not available or functional.

Training and Designation

The School District is responsible for training a sufficient number of staff members in each school to properly administer epi-pens, as follows: at least one staff member if the instructional and administrative staff is less than 10; and, at least two staff members if the instructional and administrative staff is more than 10. All training will be supervised, evaluated and approved by a licensed registered professional nurse. The building administrator is responsible for designating the necessary number of staff members to administer epi-pen injections on school grounds. The building administrator is also responsible for informing other school personnel which staff members have been designated to administer epi-pen injections on school grounds and for notifying the Superintendent if there are an insufficient number of trained or designated staff members in the building.

Administration of Epi-Pen Injectors

Designated staff members who have been trained in accordance with these procedures are required to administer an epi-pen injection to any person on school grounds who is believed to be suffering an anaphylactic reaction. An anaphylactic reaction is a severe, potentially life-threatening allergic reaction that may occur within seconds or minutes of exposure to an allergen. Common allergens that cause anaphylactic reactions in school include, but are not limited to, peanuts and tree nuts and venom from bee stings. All administrators and teachers are required to notify a designated staff member in the event they believe an individual on school grounds is suffering an anaphylactic reaction.

Reporting

The building administrator is required to notify the parent of any student who receives an epi-pen injection at school. Notification is to be made to the Superintendent and the School District's Nurse at the same time. The Superintendent designates School District's Nurse to annually report to the Michigan Department of Education the number of epi-pen injections provided to students at school each year; the number of epi-pen

injections to such students who were not previously known to have allergies; and, the number of students who were administered epi-pens from the School District's stock of epi-pens.

CONCUSSIONS

A student who exhibits signs, symptoms or behaviors consistent with a concussion (i.e., loss of consciousness, headache, dizziness, confusion, or balance problems), shall be immediately removed from physical participation and shall not return to the activity until he/she is evaluated by an appropriate health professional and receives written clearance. Written medical clearance will then be maintained in the student's CA-60 file until he/she is 18 years of age.

PHYSICAL EXAMINATIONS / SCREENINGS

In the absence of an emergency or an IEP or Section 504 plan, the Munising Public School District does not provide physical examinations and screenings on school premises. In the event the Munising Public School District does provide physical examinations and screenings, parents may opt-out their student from participation by sending the request, in writing, to their student's building principal, or by submitting the attached Physical Examinations and Screening Opt-Out Form.

EMERGENCY MEDICAL AUTHORIZATION

The student's parent/guardian should complete the school district's emergency medical treatment authorization form to indicate their preference of hospital, doctor, and dentist for emergency treatment. Of course, in an emergency situation the child should be transported to the nearest medical facility able to render appropriate care, regardless of parental preference. Typically, this decision is made by an EMT (emergency medical technician) or other first responder.

VIII. ANNUAL NOTIFICATIONS

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Rights under FERPA

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

1. The right to inspect and review the student's education records within 30 days after the day the Munising Public School District receives a request for access.

Parents or eligible students who wish to inspect their education records should submit to the school principal a written request that identifies the records they wish to inspect. The principal or designee will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the Munising Public School District to amend their child's or their education record should submit a written request to the school principal, clearly identifying the part of the record they want changed and specifying why they believe it should be changed. If the Munising Public School District decides not to amend the record as requested, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding hearing procedures will be provided to the parent or eligible student at the time they are notified of the right to a hearing.

3. The right to provide written consent before the Munising Public School District discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A designated school official with a legitimate educational interest includes a person employed by the Munising Public School District as an administrator, teacher, or other person designated by the Board of Education. A school official also includes a liaison officer who, while not employed by the Munising Public School District, may be granted access to student educational records (including video footage) at the direction and supervision of a school administrator. A school official also may include a contractor or consultant who, while not employed by the School District, performs an institutional service or function (such as design and maintenance of the Munising Public School District's security camera system) for which the school would otherwise use its own employees and who is under the direct control of the Munising Public School District with respect to the use and maintenance of personally identifiable information from student education records.

4. The right to refuse to allow the disclosure of "directory information."

"Directory information" regarding a student may be released to any requesting person or party, in addition to the eligible student or the student's parent, without written consent. The Board of Education has defined "directory information" to include a student's:

- Name;
- Address and telephone number;
- Photograph;
- Birth date and place of birth;
- Participation in Munising Public School District related programs and extracurricular activities; Academic awards and honors;
- Height and weight, if a member of an athletic team;
- Honors and awards; and
- Dates of attendance and date of graduation.

In the event inconsistency exists between the Board of Education policy defining "directory information" and this annual notification, the policy prevails.

Each year, the Superintendent or designee will provide public notice to students and parents of the Munising Public School District's intent to make directory information available to students and parents. Common uses for students' directory information, which include, but are not limited to: The Board designates as student "directory information"

- a student's name;

- address (except for students participating in the address confidentiality program act);
- telephone number;
- major field of study;
- participation in officially recognized activities and sports;
- height and weight, if member of an athletic team;
- weight, if member of an athletic team which requires disclosure to participate;
- dates of attendance;
- date of graduation;
- awards received;
- honor rolls;
- scholarships;
- school photographs or videos of students participating in school activities, events, or programs.

Eligible students and parents may refuse to allow the Munising Public School District to disclose any or all of such directory information upon written notification to the Munising Public School District within thirty (30) days after receipt of the Munising Public School District's public notice. Parents may submit written notification to the building principal of their child's school and/or fill out the attached FERPA Opt-Out Form. (see section 5.2)

5. The right to file a complaint with the United States Department of Education concerning alleged failures by the Munising Public School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington DC 20202-5280

MILITARY RECRUITERS

The United States Armed Forces recruiters, including their reserve component and United States Coast Guard, have a right to access the high school campus and to student directory information, as is provided to other entities offering educational or employment opportunities to students. If a student or the parent guardian of a student submits a signed, written request to the school that indicates that s/he does not want the student's directory information to be accessible to official recruiting representatives, including the armed forces of the United States and the service academies of the armed forces of the United States, the school

shall not allow access to the student's directory information. Annually the administration will notify male students age eighteen (18) or older that they are required to register for the selective service. The Director of Student Activities will assist students through the registration process.

ASBESTOS

Each school building within the Munising Public School District has been inspected for the presence of asbestos containing materials as required by the Asbestos Hazard Emergency Response Act (AHERA). A copy of the Building Inspection and Management Plan for each building is available in the building's main office. The plans may be inspected by members of the public and by Munising Public School District employees during normal business hours. A copy of the plan will be made available upon request for a nominal fee.

PESTICIDES

The Board of Education has adopted a policy to provide students and staff with an environment that is free of pests, pesticides, and harmful chemicals to the extent required by law. The Integrated Pest Management Program (IPM) includes routine inspections or surveys of all school facilities and various strategies to prevent pests from becoming a problem. Pesticides are used only as a last resort and parents will be notified prior to a pesticide application in a school building or on school grounds.

DRUG-FREE / TOBACCO FREE

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community. In accordance with the federal and state law, the Board establishes a "Drug-Free School Zone" that extends 1000 feet from the boundary of any school property. The Board prohibits the use, possession, concealment, delivery, or distribution of any drug or any drug-related paraphernalia, including alcohol and marijuana, at any time on Munising Public School District property, with the Drug-Free Zone or at any Munising Public School District-related event. Further, the Superintendent or designee will take the necessary steps to ensure that an individual eighteen (18) years of age or older who knowingly delivers or distributes controlled substances so designated and prohibited by Michigan statute within the Drug-Free School Zone to another person is prosecuted to the fullest extent of the law.

NONDISCRIMINATION

No person may be denied admission to any school in the Munising Public School District, be denied the benefits of or be discriminated against in any curricular, extracurricular, or other Munising Public School District program or activity based on the person's gender, religion, race, color, national origin or ancestry, age, disability, marital status, or any other legally protected characteristic. The Board of Education has adopted a Discrimination and Harassment Policy which prohibits all forms of illegal harassment and discrimination within the School District. Any person who believes they have been the victim of discrimination may seek resolution of their complaint through the procedures that have been established by the Munising Public School District. A person wishing to pursue a complaint may also contact the Munising Public School District's Civil Rights Compliance Officer/Title IX Coordinator, Mike Travis at (906) 387-2103 and mike.travis@mps-up.com, or visit the high school offices at 810 State Highway M-28 West.

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT

The Munising Public School District, in accordance with the McKinney-Vento Homeless Assistance Act, will ensure that homeless children and youth in transition have access to a free and appropriate public education, including preschool, and be given a full opportunity to participate in state and District-wide assessments and accountability systems. A student may be considered eligible for services if the student is presently living:

- In temporary shared housing, a shelter, or transitional living program;
- In a hotel/motel, campground, or similar situation due to lack of alternatives;
- At a bus station, park, car, or abandoned building; or
- In a temporary or transitional foster care placement.

The Board of Education has designated the [position] as the Munising Public School District's Coordinator under the Homeless Assistance Act. For questions or assistance, please contact WesLee Tweedale, Homeless Liaison at (906) 387-2102 or visit the Mather Elementary Office at 411 Elm Avenue, Munising during regular business hours (8:15 a.m. – 3:15 p.m.).

PARENTAL INSPECTION OF INSTRUCTIONAL MATERIALS

Parents have the right to inspect, upon request, any instructional material used as part of the School District's educational curriculum. Parents will be provided access to instructional materials within a reasonable period of time after the request is received by the building principal. The term "instructional material" means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

PPRA

Under the federal Protection of Pupil Rights Amendment (PPRA), no student will be required as a part of the school program or the Munising Public School District's curriculum, without prior parental consent, to submit to or participate in any survey, analysis or evaluation that reveals information concerning:

- Political affiliations or beliefs of the student or the student's parents;
- 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 individuals with whom students have close family relationships;
- Legally-recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- Religious practices, affiliations, or beliefs of the student or the student's parents; or
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

This requirement also applies to the collection, disclosure, or use of student information for marketing purposes ("marketing surveys"), and certain physical examinations and screenings.

Parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will be given access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

TITLE I FUNDS: PARENT INVOLVEMENT

School(s) within Munising Public School District receive Title I funding. In accordance with law, the Board of Education has adopted a parent involvement policy (also known as a parental and family engagement policy). The Munising Public School District is committed to establishing and maintaining positive relationships with families and the community. To that end, the Munising Public School District will provide a variety of opportunities for families and other members of the community to become involved in children's education.

Parents may request information regarding the professional qualifications of the student's classroom teachers in writing submitted to the building principal. The request may include:

- Whether the teacher has met Michigan qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived;
- The teacher's baccalaureate degree(s), major, any other graduate certification or degree(s) held, and the field of discipline of the certification or degree; and
- Whether the student is provided services by a paraprofessional and, if so, the paraprofessional's qualifications.

PLEDGE OF ALLEGIANCE

Michigan law requires all public schools to provide students the opportunity to recite the Pledge of Allegiance at least once a day. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so, and students must respect another person's right to make that choice.

STANDARDIZED TESTING

Students and parents/guardians should be aware that students in grades 6-11 will take standardized tests in the spring of each school year. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials, including number 2 pencils;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

TEACHER QUALIFICATIONS

Parents may request information about the qualifications of their child's teachers and paraprofessionals, including:

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

MANDATORY REPORTING

School teachers, counselors, social workers, and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Michigan Family Independence Agency.

VOLUNTEERS

All school volunteers must complete the "Volunteer Information Form" (available in the school business office), submit to a criminal background check, and be approved by the school principal before assisting at the school. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal. Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

WORK PERMITS

Students who work must have a work permit. Applications for work permits are issued by office personnel. Students and employers must complete the application and return it to the office with proof of age. After this is done, a work permit is issued.

X. MODEL STUDENT-FOCUSED POLICIES AND ADMINISTRATIVE POLICIES

EDUCATION RECORDS

General

The Superintendent will develop and implement legally compliant regulations covering the creation, maintenance, preservation, and confidentiality of student records. The Superintendent will notify parents

annually of their rights with respect to student records and related matters, as required by the Family Education Rights and Privacy Act (FERPA) and the Protection of Pupil Rights Amendment (PPRA).

Directory Information: The Board designates the following student record information as directory information:

- A student's name, address, and telephone number;
- A student's photograph;
- A student's birth date and place of birth;
- A student's participation in School District related programs and extracurricular activities;
- A student's academic awards and honors;
- A student's height and weight, if a member of an athletic team;
- A student's honors and awards; and
- A student's dates of attendance and date of graduation.

Such information may be released by the School District, upon request, unless a parent or adult student has made timely objections, in writing, in accordance with FERPA.

Creation and Retention

The School District maintains records according to the Michigan Department of Education's Record Retention Manual.

Cumulative File (CA-60) Building administrators will create and maintain a cumulative file (CA-60) for each student who attends school in the School District. The cumulative file may be created and maintained digitally. The building administrator will determine the contents of the CA-60 including, at a minimum:

- The student's classes and credits;
- The student's attendance record;
- The student's standardized test results, with the exception of standardized tests taken to determine whether the student is eligible for special education and related services;
- The student's immunization status; and
- An eligible student's most recent IEP or Section 504 Plan.

Special Services File

The School District's Superintendent will publish legally compliant guidelines requiring School District personnel to create and maintain special education files for students who are eligible for special education and related services or accommodations under the Individuals with Disabilities in Education Act and Michigan special education law; Section 504 of the Rehabilitation Act of 1973; or the Americans with Disabilities Act of 1990. The special education file may be created and maintained digitally. The guidelines are available at this link: www.munisingschools.com.

Directory Information and Access to Student Education Records

Family Educational Rights and Privacy Act (FERPA). This administrative regulation has been developed to comply with FERPA and does not, itself, confer enforceable rights to any person.

Access to Education Records

Parental Access: The natural parents of minor and dependent students may inspect their children's education record, unless that right has been terminated by a court order.

Adult Students: Adult students may inspect their education record.

Board Members and School District Personnel: Board members and School District personnel may access a student's education record if they have a "legitimate educational interest" in doing so, within the meaning of FERPA.

Other Persons: Other persons may inspect student education records to the extent permitted by FERPA.

Time and Place of Inspection

Generally, a person authorized to access a student's education record, other than School District personnel, must make an appointment to review education records at the student's school with the building administrator or designee, who will remain present during the inspection. An authorized person will be permitted to copy selected education records upon request and fees may be charged as permitted by law.

Access Log

The building administrator will include an access log in each student's CA-60 and Special Services file that will identify each person who accessed the education record, the date and time the education record was accessed, and the reason the education record was accessed.

Directory Information

Board Policy defines directory information that may be disclosed by School District Board members and personnel. The Superintendent designates each building principal to annually notify parents and adult students of their right to "opt-out" of the disclosure of directory information, the steps that must be taken to exercise that right, and to timely notify the building administrator when a parent or adult student has exercised that right.

Amendment of Education Records

Parents and adult students may request the amendment of education records that are inaccurate, misleading, or in violation of the student's rights of privacy or other rights. The following procedure will be used in cases when parents or adult students request the amendment of education records:

1. The Parent will request the amendment in writing, including: identifying the education record(s) in question; and the reason(s) the education record should be amended;
2. The building administrator, after conferring with his or her direct supervisor, may agree to amend the education record and do so. Alternatively, the building administrator, after conferring with his or her direct supervisor, may decline to amend the education record and, if so, notify the parent or adult student of the reason(s) and their right to a hearing.
3. If a hearing is requested, the building administrator will immediately notify his or her direct supervisor and the Superintendent, who will arrange for a hearing consistent with FERPA requirements.

Other Agencies or Institutions

As permitted by FERPA, the School District may forward education records, including disciplinary records, without student or parental consent, to other agencies or institutions in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer and upon receipt of a request for a student's school or education records.

STUDENT SURVEYS

Parents may inspect all materials used for any student survey, analysis, or evaluation conducted by the School District in connection with a program that is funded by the United States Department of Education. The School District will not, without the consent of the parents of a student, require the student to participate in such a survey, analysis, or evaluation that reveals or is intended to reveal information concerning the student or the student's parents':

- Political or religious affiliations, beliefs, or practices;
- Mental or psychological problems;
- Sexual behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom the student or the student's parents have close family relationships;
- Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers; or
- Income, other than when required by law to determine eligibility for programs or financial assistance.

DO-NOT RESUSCITATE (DNR) ORDERS AND POST FORMS

An individual who either determines a declarant is wearing a DNR identification bracelet or has actual notice of a declarant's DNR order is prohibited from attempting to resuscitate the declarant before a health professional, as defined under section 11 of the Michigan Do-Not-Resuscitate Procedure Act, MCL 333.1051, et seq. (Act), arrives at the declarant's location. This paragraph applies to declarants who are minor children enrolled and located at school.

Revocation

A declarant may revoke a DNR order executed by the declarant or a person acting on the declarant's behalf at any time and in any manner the declarant is able to communicate. If the declarant's revocation is not in writing, any person who observes the declarant's revocation will: sign a written statement describing the circumstances of the revocation; deliver a copy to the declarant's attending physician or delegatee as the terms are defined under section 2 of the Act and MCL 333.16215, respectively; and to the administrator or designee of the declarant's school. A revocation of a DNR order is binding upon another person at the time that person receives actual notice of the revocation.

A parent may revoke an order on behalf of a declarant at any time by issuing the revocation in writing and providing actual notice of revocation by delivering the document to, among others, the administrator or designee of the declarant's school.

Probate Court Petition

In the event a person interested in the welfare of a declarant or ward believes a DNR order has been executed contrary to the wishes of the declarant or the best interests of the ward, the person may petition the probate court to have the order and the conditions of its execution reviewed.

Storage of DNR Orders

An administrator or designee who receives a copy of a DNR order or a POST form, or a revocation of either, for an enrolled student will do all of the following:

- Immediately place the DNR order or revocation in a file created specifically for such documents and the POST form or revocation in a file created specifically for such documents, in the manner and location determined by the administrator.
- If the administrator or designee receives a DNR order or POST form during the immediately preceding school year, the administrator or designee must contact the student's parent at the beginning of the school year to determine if the DNR order or POST form is still in effect and, if applicable, request an updated POST form.
- Provide actual notice of a DNR order or POST form, or the revocation of a DNR order, as defined under section 10 of the Act, or POST form to each teacher or other school employee who provides instructional or non instructional services directly to the student.

Training

Upon a school's receipt of a DNR order, the Board will ensure timely and appropriate training regarding compliance with the order to teachers or other School District employees who provide services to the student, according to each employee's level of responsibility.

This administrative regulation is promulgated pursuant to the Act and sections 1180 and 1181 of the Revised School Code.

Definitions for this Administrative Regulation

"Actual notice" for a DNR order includes the physical presentation of the order, a revocation of an order, or another written document authorized under the Act for a declarant. "Actual notice" for a POST form is defined under the Public Health Code, MCL 333.1101, et seq. and includes all of the following:

- The physical presentation of a form or revoked form.
- The electronic transmission of a form or revoked form, if the recipient sends electronic confirmation indicating it was received to the patient, patient representative, or attending health professional.
- Knowledge of an individual's intent to revoke the POST form by a health professional who is treating the patient, by an attending health professional, or by emergency medical services personnel.

"Declarant" means an individual who has executed a DNR order for themselves or on whose behalf a DNR order has been executed. "Declarant" includes a "ward," which means an individual for whom a guardian has been appointed.

"Parent" means the natural or adoptive parent of a minor child who possesses legal decision-making authority for important decisions affecting the welfare of the child and, for purposes of this administrative regulation, includes "guardian" as the term is defined under the Estates and Protected Individuals Code, MCL 700.1101, et seq.

"Physician orders for scope of treatment form" or "POST form" is the standardized POST form defined under section 5674 of the Public Health Code.

"Resuscitate" means to perform cardiopulmonary resuscitation or a component thereof, including, but not limited to: cardiac compression; endotracheal intubation or other advanced airway management; artificial

ventilation; defibrillation; the administration of a cardiac resuscitation medication, and/or related Resuscitate” does not include the Heimlich maneuver or a similar procedure used to expel throat obstructions.

“School” means a public or nonpublic school as those terms are defined under MCL 380.5.

XI. Model General Policies and Administrative Regulations

The following is a collection of general policies (under blue headings) and administrative regulations (under green headings) school districts are required to have by law. Policies should be adopted by the Board of Education. Administrative regulations, which give force and effect to the corresponding policy adopted by the Board, should be agreed upon by the school district’s administration team and should be consistent with your school’s or district’s current practices.

General Policies and Administrative Regulations

- Acceptable Use
- Americans with Disabilities Act/Section 504 Rehabilitation Act of 1973
- Web Accessibility Act
- Bloodborne Pathogens
- Communicable Diseases
- Copyrighted Works
- Discrimination/Harassment
- Social Security Numbers
- Digital Communications
- Freedom of Information Act Requests

ACCEPTABLE USE

School District students and staff members may be permitted access to the School District’s computers, computer networks, and telephone systems for educational, instructional, and administrative purposes. The Superintendent will develop and implement administrative procedures and has developed user agreements consistent with the purposes and mission of the School District. Any such administrative regulations guidelines or user agreements will be consistent with the Children’s Internet Protection Act (CIPA).

The School District encourages and promotes the use of technology in our schools and for school operations. To ensure students, staff, and parents take full advantage of the technologies available, but in compliance with applicable law, all uses of technology in the School District must have proper authorization and adhere to School District policies. The use of technology is a privilege, not a right, and must be in support of and consistent with the purposes and stated goals of the School District. There are no inherent warranties for technological resources that the School District is providing. The School District will monitor all network activity by, for example, ensuring the presence of a teacher or other appropriate School District staff personnel when students are accessing the internet at school, installing filtering or blocking software on School District computers to restrict unauthorized websites, and monitoring access logs to keep track of websites visited by students in order to restrict access to newly-created or previously unknown websites harmful to minors.

Guidelines

Students will use technology as authorized by appropriate school personnel. Only software legally owned and/or authorized by the School District may be put on School District computers. All network activities will be legal and of an appropriate use. Prior approval of the building principal a District web manager is needed to place anything on the building or School District web pages.

Technology Users Will:

- Comply with School District policies, rules, and regulations as stated in the MPS Acceptable Use Policy provided at school registration and on the school website – www.munisingschools.com.
- Use networks and technology in support of the School District's educational goals.
- Obey all School District, state, and national copyright laws.
- Report to the building administrator or teacher any misuse of networks and/or technology.
- Use School District equipment responsibly.
- Respect individual work, files, programs, and security.
- Hold harmless the School District from any and all claims or damages of any nature arising from access, use, or inability to access or use the technology or network system.

Technology Users Will Not:

- Intentionally tamper with computer or network components in a way that makes them temporarily or permanently inoperable.
- Access, vandalize, or modify anyone else's account, data, files, and/or passwords without authorization of the network administrator or building principal.
- Use School District technology for commercial or "for profit" purposes.
- Use School District technology to impersonate another, or to obtain illegal copies of software or audio, text, or video materials for which the School District does not have ownership.
- Use School District technology to send or intentionally receive messages that are inflammatory, harassing in nature, sexist, racist, or otherwise inappropriate.
- Disclose confidential information, passwords, or access codes.
- Post personal information (such as address or phone number), credit card numbers, bank account numbers, or any other financial information.
- Use School District technology to distribute and/or access materials that:
 1. Violate FERPA, or any other law which affords students certain rights with respect to their education records;
 2. Jeopardize the health and safety of students;
 3. Are obscene, pornographic, or libelous;
 4. Cause disruption of school activities;
 5. Plagiarize the work of others;
 6. Are commercial advertisements; or
 7. Have not been approved by the building administrator, network administrator, or web master.
- 8. Any attempt at performing one of the aforementioned prohibited acts is also prohibited.

Internet Safety

The School District will implement software and/or other safeguards on School District owned technology which protect adults and students from accessing images or other online depictions that are obscene, contain child pornography, and, with respect to students, are harmful to minors.

The School District will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and chat rooms and cyberbullying awareness and response, in accordance with Board policy [insert student bullying policy number] and any implementing regulations.

AMERICANS WITH DISABILITIES ACT AND SECTION 504

In accordance with Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title II of the Americans with Disabilities Act (ADA), the School District will ensure that no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination. The School District does not discriminate in admission or access to, participation in, or treatment of students with disabilities in its programs and activities. Similarly, the School District does not discriminate against any job applicant or employee with a disability in any term or condition of employment or in the recruitment process.

The School District has developed guidelines for providing a free appropriate public education (FAPE) to students under Section 504 and the ADA, which may be accessed by clicking on the following link: www.munisingschools.com.

The Superintendent appoints: Building Principals to serve as the School District's Compliance Officer for employment issues arising under Section 504 and the ADA; and, Building Principals to serve as the School District's Compliance Officer for FAPE and other accessibility issues arising under Section 504 and the ADA. The Superintendent will develop a complaint procedure for the processing and early disposition of alleged violations of the policy.

Nondiscrimination

The ADA and Section 504 prohibit illegal discrimination on the basis of disability. ADA and Section 504 also require the School District to provide a free appropriate public education (FAPE) to eligible students. The manner in which the School District provides FAPE to eligible students and related issues are described in the School District's [insert name of document]. This regulation sets forth a procedure for addressing complaints of illegal discrimination arising under the ADA and Section 504.

Procedure

Step 1. A person who believes that they have been discriminated against by the School District may discuss the matter informally with the immediate supervisor in the case of an employee, or the building principal, in the case of a student, or, instead, proceed directly to Step 2. [NOTE: If the immediate supervisor or building principal who is the subject of the complaint, the employee or student may instead contact the School District's Section 504 Compliance Officer, identified below.] The person receiving the complaint shall verbally convey their findings to both the person who alleged the violation and the person who is the subject of the complaint within ten (10) days.

NOTE: The informal complaint procedure is provided as a less formal option for a person who believes they have been discriminated against or harassed. This informal procedure is not required before filing a formal complaint. Moreover, a student who seeks resolution through the informal process may request, at any time, that the matter be moved to the formal complaint process.

Step 2. If the informal Step 1 process does not resolve the matter, or, if the employee or student chooses not to use the informal procedure, a written complaint may be submitted to the employee's immediate supervisor (to the school's principal if by a student). A complaint may also be filed directly with the

applicable School District Section 504 Compliance Officer. The complaint shall include: (1) the employee's or student's name; (2) the facts of the incident or action complained about; (3) the date of the incident or action giving rise to the complaint; (4) the type of discrimination alleged to have occurred; and (5) the specific relief sought. A Step 2 meeting shall be conducted within ten (10) days following the submission of the written complaint. Within the next ten (10) days, the immediate supervisor or principal shall issue a written disposition, with copies to be given to both the person who alleged the violation and the person who is the subject of the complaint.

Step 3. If the supervisor or principal's reply does not resolve the matter, a written complaint may be submitted to the applicable School District Section 504 Compliance Officer within ten (10) days of the Step 2 disposition. A meeting shall be conducted at which both parties shall have the right to present witnesses and offer other evidence. Following the meeting, the Section 504 Compliance Officer shall reply in writing to the complainant and the person who is the subject of the complaint within ten (10) days.

Step 4. If the complainant wishes to appeal the decision of the Section 504 Compliance Officer, the complainant may submit a written appeal to the Superintendent of Schools within ten (10) days after receipt of the Section 504 reply. The Superintendent or designee shall meet with all parties involved and respond to the complaint, in writing, within ten (10) days of the date of the appeal. Copies shall be provided to both the complainant and the person who is the subject of the complaint.

Prohibition Against Retaliation

The School District hereby provides assurance that it strictly prohibits any form of retaliation against persons who utilize this Complaint Procedure.

WEB ACCESSIBILITY

The School District is committed to ensuring accessibility of its website for students, parents, and members of the public. All pages on the School District's website will conform to the W3C WAI's Web Content Accessibility Guidelines (WCAG) 2.0, Level AA conformance, or updated equivalents of those guidelines. The School District will continue to test future releases/updates of its web site and remains committed to maintaining its compliance and serving the widest possible audience. To this end, the School District will perform periodic accessibility audits of its web site.

Report of Accessibility Issues

If any individual has difficulty accessing the information on any page of the School District's website, they are encouraged to contact the School District's Web Accessibility Coordinator and advise accordingly. Upon notification, the School District will provide the requested information in an alternate format and, as soon as reasonably practicable, make the necessary improvements to make the information accessible online.

Discrimination Complaint

Consistent with established School District procedures, students, parents, and members of the public may present a formal complaint regarding a violation of the Title II of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 (Section 504) related to the accessibility of the School District's web presence. Such complaints should be made to the School District's 504/ADA Compliance Officer. If any such complaint is made to the School District's Web Accessibility Coordinator, such complaint shall promptly be forwarded to the 504/ADA Compliance Officer for processing and response.

The following persons have been designated to handle inquiries regarding the School District's web site accessibility and non-discrimination policies.

Section 504/ADA Compliance Officer: Jennifer Simula -jennifer.simula@mps-up.com

Web Accessibility Coordinator: Dana Steinhoff – dana.steinhoff@mps-up.com

AR Web Accessibility

With regard to the District website and any District web presence which is developed by, maintained by, or offered through third party vendors and open sources, the District is committed to compliance with Title II of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 so that students, parents, employees, and members of the public are able to independently acquire the same information, engage in the same interactions, and enjoy the same benefits and services within the same timeframe as those without disabilities, with substantially equivalent ease of use. The District further seeks to ensure that those individuals with disabilities are not excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any District programs, services, and activities delivered online.

All existing, new, or updated web content produced by the District will conform to Web Content Accessibility Guidelines (WCAG) 2.0, Level AA conformance, or updated equivalents, as soon as practicable.

With respect to third-party content, the District, through its Web Accessibility Coordinator, will confirm the accessibility of such content before posting/linking to the District's web presence, to the extent possible, by testing the same through a web accessibility checker or similar resource and/or manual checking. If the accessibility of third-party content cannot be verified prior to posting/linking, the District shall avoid posting/linking of same.

If third-party content is verified and posted, but is later identified as not being accessible after posting/linking occurs, the District, through its Web Accessibility Coordinator, will endeavor to determine the basis of the issue by contacting the third-party provider and/or requesting information regarding the accessibility of their products. To the extent possible, the District will determine if an alternate way to provide the third-party content exists. If it is ultimately determined that the third-party content cannot be made accessible – either because it represents an undue burden or would require a fundamental alteration – the District shall keep a record of the inaccessible third party content. A determination of undue burden or fundamental alteration will be made by the Superintendent and/or designee after considering all resources available for use in the funding and operation of the service, program, or activity and will be accompanied by a written statement outlining the reasons for such conclusion.

Website Audit

The District's Web Accessibility Coordinator will be responsible for reviewing all areas of the District's website and evaluating its accessibility on a semester basis or as close thereto as possible. The contemplated review will be completed, subject to District discretion, utilizing free online resources available to the District, a platform audit resource (if applicable), and/or a third-party vendor resource. The District's Web Accessibility Coordinator will also conduct a manual check of the website as part of the contemplated semester review. The results of all reviews/audits will be documented and evaluated. Identified issues will be remediated within a reasonable period of time under the direction of the Web Accessibility Coordinator.

District Training

The District will provide annual training for any staff (e.g. administrators, faculty, support staff, student employees) responsible for creating or distributing information with online content. The training will be facilitated, in whole or in part, by an individual with sufficient knowledge, skill, and experience to understand and employ the technical standard(s) adopted by the District. The training will include training on the Web Accessibility Policy, the Administrative Regulation, and staff roles and responsibilities to ensure that web design, documents, and multimedia content are accessible. The District will provide periodic updates to staff, as appropriate, should technology standards change in a readily discernible way. The District will also ensure that new staff are timely provided training consistent with the above expectations.

With regard to staff who have already been fully trained at least once on the Web Accessibility Policy, the annual-training requirement may be satisfied by disseminating notice that includes the Web Accessibility Policy (e.g., via e-mail with a link to the policy), highlights any Policy updates, and provides the name and contact information of the Web Accessibility Coordinator to serve as a resource for staff with questions about the accessibility of online content.

Report of Accessibility Concerns/Issues

In contacting the District's Web Accessibility Coordinator to report any issues or concerns associated with the accessibility of online content, reporting individuals are encouraged to provide the following information:

- Name;
- Contact information (phone or email);
- Type of information that was inaccessible (PDF, video, etc.);
- Specific web page the user was on (URL or page title);
- Date the user was unable to access the information; and
- Any other information the user believes might be helpful to the District in resolving the issue.

Upon report of a concern regarding the accessibility of online content, the Web Accessibility Coordinator will, consistent with District policy, provide the requested information in an alternate format and, as soon as reasonably practicable, make the necessary improvements to make the information accessible online.

Formal Discrimination Complaint

A student, parent, or member of the public who wishes to submit a formal complaint regarding a violation of Title II of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 related to the accessibility of any District web presence that is developed by, maintained by, or offered through the District, third party vendors, and/or open sources, may utilize the District's established complaint procedures: Board Policy number pg4123.

Irrespective of the submission of a formal complaint, once the District has been notified of inaccessible content, the reporting party should be provided with access to the desired information in a prompt manner. In this regard, the Complainant should not have to wait for the investigation of the complaint to be concluded before receiving the information that they were unsuccessful in accessing through the District's web presence.

BLOODBORNE PATHOGENS

The School District follows universal precautions where there has been an exposure to blood or other potentially infectious materials. Universal precautions require that staff and students treat all human blood and certain human body fluids as though they were infectious.

The Superintendent will develop and implement an exposure control plan. This plan is to include in-service training for staff and provide opportunities for immunization at School District expense.

COMMUNICABLE DISEASES

The School District will work cooperatively with the LMAS County Health Department to enforce and adhere to the Michigan Public Health Code (Act 368 of 1978 as amended) with regard to the prevention, control and containment of communicable diseases.

AR Communicable Diseases

Where a student or staff member has been diagnosed with a communicable disease, the School District administration will consult the most recent County Health Department Reference Chart to determine and implement exclusion and re-admittance of individuals. The LMAS District Health Department staff will be contacted as needed for consultation and clarification.

Communicable Diseases Known Not to Be Spread by Casual Contact

Communicable diseases that are known not to be spread by casual contact, within the meaning of this regulation include Hepatitis B, HIV infections, ARC (AIDS Related Complex), AIDS, and other diseases that are transmittable by blood, other body fluids, and other body products, which present potentially serious health problems for those who contract the disease.

The following procedure is intended to assure that both the rights of the individual and the school community at large are protected, and that each case will be determined on an individual basis.

HIV, ARC, or AIDS

When a School District employee reasonably suspects that a student or staff member is infected with HIV, ARC, or AIDS, the employee must notify the LMAS Health Department, if such action is reasonably thought necessary to: protect the health of the student or staff member; prevent further transmission of the disease; or diagnose and care for the student or staff member.

The School District employee shall not provide the [insert county health department name] with the name of the student or staff member unless such information is determined by the employee making the disclosure to be reasonably necessary to accomplish the above-mentioned purposes.

Request the permission of the affected student's parent, or the staff member, to inform the Superintendent and other necessary persons of the suspected illness. If such consent cannot be obtained, the employee shall inform the Superintendent of the matter in such a way that the identity of the affected person is not discernible. The Superintendent may then seek a court order permitting the Superintendent to obtain the information and disclose it to Board of Education members and other necessary persons.

Upon receipt of the consent of the affected student's parent, or the staff member, or a court order permitting the review process to proceed, the Superintendent shall select a Communicable Disease Review Committee and direct the Committee to meet within five (5) school days. The Committee may be comprised of the following individuals:

- An official representative of the School District, designated by the Superintendent, who will chair the Committee.
- The principal of the school of the affected student or staff member.
- A physician who is treating the affected individual.
- A physician appointed by the Superintendent to represent the School District.
- A representative of the [insert county health department name].
- A parent if the affected individual is a student, and the affected individual and/or their representative if the affected individual is a staff person.
- A special education teacher, when the affected student is a special education student.
- Other persons designated by the Superintendent, the Committee or the court.

Committee Recommendations

The Committee shall make a written recommendation to the Superintendent, based on the affected student or staff member's neurological and physical condition and the expected type of interaction with others in the affected student or staff member's school or employment setting, as to whether the person should be excluded from the school or employment setting and all school sponsored activities, restricted in their activities in the school or employment setting, or remain in an unrestricted school or employment setting.

If the Committee recommends that the student or staff member remain in their present school or employment setting, but that the student or staff member is restricted from participating in certain activities, or that consideration be given to an alternate setting within the School District, the Committee shall further set forth, in writing, the precautionary/sanitary measures, if any, that should be taken to protect the health and welfare of the student or staff member and the school community.

If the Committee recommends that the student or staff member remain in an unrestricted school setting, the Committee must so state in writing, and further state what precautionary/sanitary measures, if any, should be taken to protect the health and welfare of the student or staff member and the school community.

If the Committee recommends that the affected student or staff member be totally excluded from their former school or employment setting based upon their neurological and physical condition and expected type of interaction with others in that setting, the Committee must so state in writing. The Committee shall also state the conditions under which it would consider the student or employee's return to a restricted or unrestricted school or employment setting.

The Committee shall provide the Superintendent with its written recommendation within ten (10) school days of its meeting, unless the Committee determines that additional time is necessary in order to obtain pertinent medical information regarding the student or staff member's condition and/or that additional diagnostic testing is necessary for a thorough review of the matter.

In the event that the Committee's decision is not unanimous, the dissenting member(s) shall be given the opportunity to attach a written dissenting report to the Committee's recommendation within twenty-four (24) hours of the presentation of the Committee's report to the Superintendent.

Upon the Superintendent's receipt of the Committee's written report, the Superintendent shall, within five (5) school days, make a determination regarding the student or employee's status. The Superintendent's decision will be based upon whether, with reasonable accommodation, the student or staff member can remain in the school or employment setting without posing a health risk to themselves or others in the

school community. In the event that the Superintendent determines that a student or staff member should be excluded from the school setting, the Superintendent shall advise the affected person, and, where a student is involved, the student's parent.

Where the Superintendent determines that a staff member who has been affected with HIV, ARC, or AIDS should be excluded from employment, the Superintendent shall attempt to obtain the affected person's permission or petition the circuit court for an order permitting the School District to proceed pursuant to the provisions of the applicable collective bargaining agreement, board policy, and/or applicable laws. If the employee in question is certified, the Superintendent shall, pursuant to Article V, Section 2 of the Michigan Teachers Tenure Act, either obtain the person's consent to be placed on a medical leave, or, if consent cannot be obtained, file tenure charges with the Board of Education seeking to place the person on an involuntary medical leave of absence.

Appeals

If the affected student or staff member disagrees with the determination of the Superintendent, they may file a written appeal to the Board of Education within ten (10) school days. The Board of Education shall receive and review all necessary and pertinent materials provided by the Committee and the student or employee and provide an opportunity to both the Superintendent and student or employee to provide additional pertinent information. In its discretion, the Board may grant the student or employee a hearing.

The Board of Education may affirm, modify, or revise the decision of the Superintendent within ten (10) school days of the receipt of an appeal. The affected student or staff member shall have the right to remain in the school setting during the tendency of any such appeal, unless an appropriate medical professional confirms that there are clearly documented risks to the infected individual or others in the school setting that could pose an immediate health threat.

Where an affected student or staff member is permitted to remain in either a restricted or unrestricted school setting, the Superintendent shall designate a school representative to monitor changes in the student or staff member's medical status on a monthly basis, or more frequently if deemed appropriate. The Superintendent shall seek written permission from the affected person or parent prior to designating the responsible school representative. If the written authorization cannot be obtained, the Superintendent shall seek an order from the court permitting such. The Superintendent, with input from the Committee, shall reassess the status of the student or staff member at not less often than annual intervals.

All time lines set forth herein may be extended where required by the individual circumstances of the case.

Communicable Diseases Known Not to be Spread by Casual Contact, Other Than HIV, ARC, or AIDS

For communicable diseases which are known not to be spread by casual contact, other than HIV, ARC, or AIDS, the identical procedures set forth above will be followed, except that there will be no necessity of court involvement to obtain the infected person's consent to disclosure of their identity to the Superintendent and other necessary persons.

If the School District employee determines that disclosure of such information is reasonably necessary to:

- Protect the health of the student or staff member;
- Prevent further transmission of the disease; or

- Diagnose and care for the student or staff member, the School District employee may advise the employee's supervisor that a student or staff member may have a serious communicable disease known not to be spread by casual contact.

The identity of the student or staff member SHALL NOT BE disclosed unless written authorization is obtained from the affected student's parent(s) or the staff member, or is otherwise necessary to satisfy the requirements of this section. The supervisor shall immediately inform the Superintendent or designee.

Confidentiality

All persons involved in these proceeds and in the education of an affected student shall respect the student's right to privacy, including maintaining student records and information in accordance with the requirements of the Michigan Public Health Code, MCL 333.5101 et seq. and the Family Educational Rights and Privacy Act, 20 USC 1232g. The privacy rights of affected staff members shall be similarly affected including maintaining employment records and information in accordance with the requirements of the Michigan Public Health Code, MCL 333.5101 et seq., the Bullard-Plawecki Employee Right to Know Act, MCL 421.501 et seq., any applicable contractual provisions, and Board of Education policy and regulations.

COPYRIGHTED WORKS

The School District will fully respect the personal property rights of others, whether tangible or intangible, in accordance with the Copyright Act of 1976, as amended. The Superintendent will develop administrative regulations to implement this policy. The regulations will specifically inform students, staff, and other members of the school community about the applicability of copyright protections and what may be permitted under the "fair use doctrine."

AR Copyrighted Works

The guidelines, below are intended to assist staff in determining the permitted use of copyrighted materials within the School District. The guidelines apply to materials used within the classroom, as well as in staff members' instructional and research activities. Before beginning or authorizing a reproduction, a School District employee will determine whether the copying is expressly permitted within the guidelines. If copying is not expressly permitted, or if there are any questions, the matter must be brought to the attention of the building principal before any copying is done. Should there be a question about whether a particular use is permitted, staff members are not to proceed without consulting their building principal.

Single Copying for Teachers' Use

A single copy may be made of the following by or for a teacher for use in teaching or for research purposes:

- A chapter from a book;
- An article from a periodical or newspaper;
- A short story, short essay, or short poem, whether or not part of a collective work;
- A chart, graph, diagram, cartoon, or picture from a book, periodical, or newspaper.

Multiple Copies for Classroom Use

Multiple copies (not to exceed one copy per student in the class) may be made by or for the teacher for classroom use as follows:

- A complete poem if less than 250 words and if printed on not more than two pages;
- An excerpt from a longer poem, containing not more than 250 words.

- A complete article, story, or essay of less than 2500 words;
- An excerpt from any prose work of not more than 1000 words or 10% of the work, whichever is less.

[Each of the numerical limits, above, may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.]

- One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.
- Certain “special works” in poetry, prose or in "poetic prose" which may combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Such "special works" may not be reproduced in their entirety but an excerpt comprising not more than two of the published pages of such special work and containing not more than 10% of the words found in the text thereof, may be reproduced.

All copies must include a notice of copyright.

Additional Permitted Use – Spontaneity

- The copying is at the instance and inspiration of the individual teacher, and
- The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

Copying, as detailed above, is not intended to serve as a substitute for the purchase of books or periodicals.

DISCRIMINATION AND HARASSMENT

Board is committed to maintaining a learning/working environment in which all individuals are treated with dignity and respect, free from illegal discrimination and harassment. There will be no tolerance for discrimination or harassment in employment on the basis of race, color, national origin, religion, sex, marital status, genetic information, disability, age, or any other illegal grounds. See, also, Policy po2260.

AR Discrimination and Harassment

The Board of Education has adopted anti-discrimination and anti-harassment policies that prohibit illegal discrimination and harassment in the School District’s programs and activities by, among others, Board members, School District employees, and students. A student, employee, or any other person who believes a student or employee has been the victim of illegal discrimination or harassment may seek resolution of the matter through the procedures that follow. Alleged discrimination and harassment other than sexual harassment will be investigated and resolved pursuant to board policy and state and federal regulations. Sexual harassment against employees and students will be investigated and resolved pursuant to board policy and state and federal regulations as required by Title IX and its implementing regulations.

Compliance Officer and Title IX Coordinator

The Title IX Coordinator, whose telephone number is (906) 387-2103 extension 2109 and whose email address is mike.travis@mps-up.com, is the School District’s Compliance Officer and Title IX Coordinator for purposes of this Administrative Regulation.

Days

As used in Policy number ag2260, the word “days” means school days during the school year when school is in session and business days during the summer break.

AR Discrimination and Harassment - Students

Any student, or any other person, may report that a student has been the victim of illegal discrimination or harassment, other than sexual harassment, to the School District's Compliance Officer and Title IX Coordinator and seek resolution of the matter through the informal or formal procedures described in this Administrative Regulation.

Definitions

for Policy number ag2260

"Complainant" means the student who is the alleged victim of discrimination or harassment; other than sexual harassment, which is addressed by [insert administrative regulation number for 4.7.3-AR here].

"Respondent" means the person who allegedly discriminated against or harassed Complainant.

"Investigator" means the person investigating a formal complaint of discrimination or harassment.

"Discrimination" means behavior based, in whole or in part, on a Complainant's race, color, national origin, religion, sex, marital status, genetic information, or disability. The behavior must be sufficiently severe and pervasive that it:

Affects Complainant's ability to benefit from the School District's educational programs or activities;
Creates an intimidating, threatening, or hostile educational environment;
Has the effect of substantially or unreasonably interfering with Complainant's academic performance; or,
Otherwise adversely affects Complainant's educational opportunities.

"Harassment" means behavior that is threatening, harmful, or humiliating and so severe, pervasive, or persistent that it:

- Affects Complainant's ability to benefit from the School District's educational programs or activities;
- Creates an intimidating, threatening, or hostile educational environment;
- Has the effect of substantially or unreasonably interfering with Complainant's academic performance; or,
- Otherwise adversely affects Complainant's educational opportunities.

Informal Complaint Resolution Procedure

The informal complaint resolution procedure is a less formal option for a Complainant who believes s/he was the victim of discrimination or harassment. Resorting to the informal procedure is not required before filing a formal complaint. Moreover, at any time during the informal complaint resolution procedure, Complainant may request that the matter be moved to the formal complaint process. The informal complaint resolution procedure will not be used for complaints against District employees and other District-affiliated adults.

Step 1. A student, or any other person, may report discrimination or harassment to: a School District employee or building administrator; the Superintendent or other central-office administrator; or, the Compliance Officer and Title IX Coordinator.

All informal complaints received by School District employees must be reported to the Compliance Officer and Title IX Coordinator within two (2) days. The Compliance Officer and Title IX Coordinator will either

facilitate an informal resolution, as described below, or appoint another person to facilitate an informal resolution.

Step 2. Depending upon the facts, circumstances, and wishes of the Complainant, informal resolution may involve, but not be limited to, one or more of the following:

- Counseling Complainant how to effectively communicate the unwelcome nature of the behavior to Respondent.
- Distributing a copy of the School District's anti-discrimination and anti-harassment policy and this Administrative Regulation as a reminder to Respondent and other individuals.
- If both parties agree, the Compliance Officer and Title IX Coordinator may arrange and facilitate a meeting between the Complainant and Respondent to work out a mutual resolution. Such a meeting may include some or all of the features of the restorative practices process described in the Revised School Code, MCL 380.1310c.

Step 3. The Compliance Officer and Title IX Coordinator will endeavor to complete the informal complaint resolution procedure within ten (10) days of receiving the informal complaint. If Complainant or Respondent is dissatisfied with the result, s/he may file a formal complaint.

All materials generated as part of the informal complaint resolution procedure will be retained in a single location under the control of the Compliance Officer and Title IX Coordinator in accordance with the Board of Education's records retention and/or Student Records policies.

Formal Complaint Resolution Procedure

Step 1. A student, or any other person, may file a formal complaint with: a School District employee; the Superintendent or other central-office administrator; or, the Compliance Officer and Title IX Coordinator. All such complaints must be forwarded to the Compliance Officer and Title IX Coordinator within two (2) days.

All formal complaints must include the following information, to the extent it is available:

- The name of Complainant and, if different, the name of the person reporting the allegation;
- The allegation, including a description of relevant incident(s), date(s), and time(s) (if known);
- The name(s) of all persons alleged to have committed discrimination or harassment, if known, or a description/identifying information if the name is not known; and,
- The name(s) or description/identifying information of all known witnesses.

If a Complaint is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer and Title IX Coordinator will ask for the information in an interview. Thereafter, the Compliance Officer and Title IX Coordinator will prepare a written summary of the interview and ask the accuracy of the summary by signing it.

Step 2. Within two (2) days of receiving the formal complaint, the Compliance Officer and Title IX Coordinator, or designee (the Investigator), will initiate a formal investigation to determine whether Complainant has been subjected to discrimination or harassment.

NOTE: Upon receiving a formal complaint, the Investigator will consider whether any action should be taken during the investigation to protect Complainant from further discrimination or harassment, including, but not limited to, a no-contact order or a change of schedule for Complainant or Respondent. In making such a determination, the Compliance Officer and Title IX Coordinator will consult Complainant to assess the Complainant's reaction to the proposed action. If Complainant disagrees with the proposed change, the Investigator may nevertheless, following consultation with the Superintendent, take whatever actions s/he deems appropriate and in the best interests of Complainant, Respondent, and the integrity of the investigation.

The Compliance Officer and Title IX Coordinator will inform the Respondent that a complaint has been received. Respondents will be informed of the nature of the allegations and provided with a copy of the Board's anti-discrimination and anti-harassment policy and this Administrative Regulation. Respondents will also be provided an opportunity to submit a written response to the complaint within five (5) days. Throughout the course of the process, the Compliance Officer and Title IX Coordinator will keep both parties informed of the status of the investigation and the decision-making process.

Although certain cases may require additional time, the Investigator will endeavor to complete the investigation within fifteen (15) days of receiving the formal complaint. The investigation will include:

- Interviews with Complainant and Respondent;
- Obtaining and reviewing any written statements of Complainant, Respondent, and any other witnesses;
- Interviews with other witnesses who may have information relevant to the allegations; and,
- Consideration of any relevant documents or other information presented by Complainant, Respondent, or other witnesses.

Step 3. At the conclusion of the investigation, the Compliance Officer and Title IX Coordinator will, within fifteen (15) days of receiving the formal complaint, prepare and deliver a written report to the Superintendent summarizing the information gathered during the investigation and, if applicable, the date of any report to the police. The report will also provide recommendations based on the evidence. A preponderance of the evidence standard will be followed. The Compliance Officer and Title IX Coordinator's recommendations should consider the totality of the circumstances, including the ages and maturity levels of those involved. Disciplinary recommendations, if appropriate, should be reasonably calculated to prevent the recurrence of discrimination or harassment. Disciplinary recommendations may range from: counseling to permanent expulsion, in the case of a student; counseling to discharge, in the case of an employee; and, recommendation for censure or a complaint to the Governor, in the case of a Board member.

Step 4. Absent extenuating circumstances, within ten (10) days of receiving the Compliance Officer and Title IX Coordinator's report, the Superintendent will issue a final decision or request further investigation. A copy of the Superintendent's final decision will be delivered to both parties.

If the Superintendent requests additional investigation, the Superintendent will specify the additional information that is to be gathered, and the additional investigation will be completed within ten (10) days. At the conclusion of the additional investigation, the Superintendent will issue a final written decision as described above.

Filing a Complaint with the Office for Civil Rights

Complainant, or any other person, may, at any time, file a complaint with the United States Department of Education Office for Civil Rights at:

U.S. Department of Education Office for Civil Rights
Cleveland Office
1350 Euclid Avenue, Suite 325
Cleveland, Ohio 44115
(216) 522-4970

Cooperation with Law Enforcement Agencies

In certain instances, allegations of discrimination and harassment may be investigated as a criminal matter. To the extent permitted by law, the District will comply with law enforcement requests for cooperation.

Retaliation

Retaliation against a person who files a complaint alleging discrimination or harassment, or participates as a witness in an investigation, is strictly prohibited. Upon a finding that a person has engaged in retaliation, appropriate disciplinary action will be taken.

Maintenance of Records

All materials generated as a part of the formal complaint process will be retained in a single location under the control of the Compliance Officer and Title IX Coordinator in accordance with the Board of Education's records retention and/or Student Records policy.

Discrimination and Harassment – Employees

Any employee who believes that s/he has been the victim of illegal discrimination or harassment, other than sexual harassment, may notify the School District's Compliance Officer and Title IX Coordinator and seek resolution of the matter through the informal or formal procedures described below.

Definitions

for Policy number ag2260:

"Complainant" means the employee who is the alleged victim of discrimination or harassment; except sexual harassment, which is addressed by [insert administrative regulation number for 4.7.3-AR here].

"Respondent" means the person who has allegedly discriminated against or harassed Complainant.

"Investigator" means the person investigating a formal complaint of discrimination or harassment.

"Discrimination" means behavior based, in whole or in part, on Complainant's race, color, national origin, religion, sex, marital status, genetic information, age, height, weight or disability that is sufficiently severe and pervasive that it:

- Creates an intimidating, hostile, or offensive environment;
- Substantially or unreasonably interferes with Complainant's work performance, opportunities, or benefits; or,
- Otherwise adversely affects Complainant's employment;

"Harassment" means behavior that is threatening, harmful, or humiliating and so severe, pervasive, or persistent that it:

- Creates an intimidating, hostile, or offensive environment;
- Substantially or unreasonably interferes with Complainant's work performance, opportunities, or benefits; or,
- Otherwise adversely affects the Complainant's employment.

Informal Complaint Resolution Procedure

The informal complaint resolution procedure is a less formal option for a Complainant who believes s/he was the victim of discrimination or harassment. Resorting to the informal procedure is not required before filing a formal complaint. Moreover, at any time during the informal complaint resolution procedure, Complainant may request that the matter be moved to the formal complaint process. The informal complaint resolution procedure will not be used for complaints alleging violence.

Step 1. The Complainant may make an informal complaint, orally or in writing, to: the building administrator of the building to which the employee is assigned; the Superintendent or other central-office administrator; or the Compliance Officer and Title IX Coordinator.

All informal complaints must be reported to the Compliance Officer and Title IX Coordinator within two (2) days. The Compliance Officer and Title IX Coordinator will facilitate an informal resolution, as described below, or appoint another individual to facilitate an informal resolution.

Step 2. Depending upon the facts, circumstances, and wishes of the Complainant, informal resolution may involve, but not be limited to, one or more of the following:

- Advising Complainant how to effectively communicate the unwelcome nature of the behavior to Respondent.
- Distributing a copy of the anti-discrimination and anti-harassment policy and this Administrative Regulation to Respondents and other individuals.
- If both parties agree, the Compliance Officer and Title IX Coordinator may arrange and facilitate a meeting between the Complainant and the Respondent to work out a mutual resolution. However, such a meeting will not be held where sexual violence has been alleged.

Step 3. The Compliance Officer and Title IX Coordinator will endeavor to complete the informal complaint resolution procedure within fifteen (15) days of receiving the informal complaint. If a Complainant or Respondent is dissatisfied with the results of the informal complaint resolution process, s/he may file a formal complaint.

All materials generated as part of the informal complaint resolution procedure will be retained in a single location under the control of the Compliance Officer and the Title IX Coordinator in accordance with the Board of Education's records retention policy.

Formal Complaint Resolution Procedure

Step 1. Complainants may file a formal complaint with: the building administrator of the building to which s/he is assigned; the Superintendent or other central-office administrator; or, the Compliance Officer and Title IX Coordinator. The person with whom a complaint is filed must report it to the Compliance Officer and Title IX Coordinator within two (2) days.

All formal complaints must include the following information to the extent it is available:

- Complainant's name and, if different, the name of the person reporting the allegation;
- The allegation, including a description of relevant incident(s), date(s) and time(s) (if known);
- The name(s) of all persons alleged to have committed discrimination or harassment, if known, or a description/identifying information if the name is not known; and,
- The name(s) or description/identifying information of all known witnesses.

If Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer and Title IX Coordinator will ask for the details in an interview. Thereafter, the Compliance Officer and Title IX Coordinator will prepare a written summary of the interview, and Complainant will be asked to verify the summary by signing it.

Step 2. Within two (2) days of receiving the formal complaint, the Compliance Officer and Title IX Coordinator, or designee (the Investigator), will initiate a formal investigation to determine whether Complainant has been subjected to discrimination or harassment.

NOTE: Upon receiving a formal complaint, the Investigator will consider whether any action should be taken during the investigation to protect Complainant from further discrimination or harassment, including, but not limited to, a change of work assignment or schedule for Complainant or Respondent. In making such a determination, the Investigator will consult Complainant to assess the Complainant's reaction to the proposed action. If the Complainant is unwilling to consent to the proposed change, the Investigator may nevertheless, after consulting with the Superintendent, take whatever actions the Investigator deems appropriate for the protection of Complainant, Respondent, and the integrity of the investigation.

The Investigator will inform the Respondent that a complaint has been received. Respondent will be informed of the nature of the allegations and provided with a copy of the Board's anti-discrimination and anti-harassment policy and this Administrative Regulation. Respondent will also be informed of the opportunity to submit a written response to the complaint within five (5) days. Throughout the course of the process, the Compliance Officer and Title IX Coordinator will keep the parties informed of the status of the investigation and the decision-making process.

Although certain cases may require additional time, the Investigator will endeavor to complete the investigation within fifteen (15) days of receiving the formal complaint. The investigation will include:

- Interviews with Complainant and Respondent;
- Obtaining and reviewing any written statements of Complainant, Respondent, and any other witnesses;
- Interviews with any other witnesses;
- Relevant documents and other information presented by Complainant, Respondent, or any other witnesses.

Step 3. At the conclusion of the investigation, the Compliance Officer and Title IX Coordinator will, within fifteen (15) days of receiving the formal complaint, prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation, the response of School personnel, and, if applicable, the date any incident was reported to the police. The report will provide recommendations based on the evidence. The recommendations should consider the totality of the circumstances. Disciplinary recommendations, if appropriate, should be reasonably calculated to prevent

recurrence of illegal discrimination or harassment. Disciplinary recommendations may range from: counseling, in the case of an employee, and censure to a complaint to the Governor, in the case of a Board member.

Step 4. Absent extenuating circumstances, within ten (10) days of receiving the report, the Superintendent will either issue a final decision regarding whether the complaint has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both parties.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within ten (10) days. At the conclusion of the additional investigation, the Superintendent will issue a final written decision as described above.

Filing a Discrimination or Harassment Complaint with State or Federal Agencies

An employee alleging discrimination or harassment, may, at any time, file a complaint with the United States Department of Education Office for Civil Rights at:

United States Department of Education Office for Civil Rights
Cleveland Office
1350 Euclid Avenue, Suite 325
Cleveland, Ohio 44115
(216) 522-4970
FAX: (216) 522-2573
TDD: (216) 522-4944
E-mail: OCR.Cleveland@ed.gov
Web: <http://www.ed.gov/ocr>

A complaint may also, or instead, be filed with:

United States Department of Labor
Equal Employment Opportunity Commission Detroit Field Office
477 Michigan Avenue, Room 865
Detroit, Michigan 48226

or

State of Michigan Department of Civil Rights
Cadillac Place, Suite 3-600
3054 West Grand Boulevard
Detroit, Michigan 48202

Cooperation with Law Enforcement Agencies

In certain instances, an allegation of discrimination or harassment may also be investigated as a criminal matter. To the extent permitted by law, the School District will comply with law enforcement requests for cooperation.

Retaliation

Retaliation against a person who files a complaint alleging discrimination or harassment, or participates as a witness in an investigation, is strictly prohibited. Upon a finding that a person has engaged in retaliation, appropriate disciplinary action will be taken.

Maintenance of Records

All materials generated as a part of the formal complaint process will be retained in a single location under the control of one of the Compliance Officer and Title IX Coordinator in accordance with the Board of Education's records retention policy.

Sexual Harassment – Students and Employees

This Administrative Regulation sets forth the procedure the School District follows to investigate and resolve allegations of sexual harassment against School District employees or students. Policy number 2260 applies to illegal discrimination and harassment on other bases.

The School District's Title IX Coordinator is responsible for implementing Policy number ag2260. The Title IX Coordinator will ensure their contact information is posted on the School District's website, included in the School District's annual notifications document, published in every handbook and catalogue distributed to parents and students, and conveyed to the president of every School District collective bargaining unit.

Definitions

for Policy number ag2260:

“Complainant” means an employee or student who is the alleged victim of conduct that could constitute sexual harassment.

“Respondent” means the person who has been reported to be the perpetrator of conduct that could constitute sexual harassment against a Complainant.

“Investigator” means a person the Title IX Coordinator has appointed to investigate allegations of sexual harassment against a Respondent.

“Sexual Harassment” means, with respect to the School District's programs and services:

- Conditioning an aid, benefit, or service on Complainant's participation in unwelcome sexual conduct;
- Unwelcome sexual conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies Complainant equal access to the School District's programs or activities; or,
- “Sexual assault” as defined in 20 USC 1092(f)(6)(A)(v), “dating violence” as defined in 34 USC 12291(a)(10), “domestic violence” as defined in 34 USC 12291(a)(8), or “stalking” as defined in 34 USC 12291(a)(30).

Duty to Respond

The School District has a duty to respond to alleged sexual harassment any time a School District employee reports an employee or student has been sexually harassed and any time any other person makes a report of sexual harassment to the Title IX Coordinator. School District employees are required to report all incidents of suspected sexual harassment to the Title IX Coordinator.

Supportive Measures

The Title IX Coordinator, upon receiving a report of sexual harassment, will promptly contact Complainant to offer supportive measures, regardless whether a formal complaint is filed. Supportive measures are non-punitive individualized services, at no cost to Complainant, intended to restore or preserve Complainant's access to the School District's programs and activities without unreasonably burdening Respondent. Supportive measures may include, but are not limited to: the Title IX Coordinator's duty to discuss options with Complainant, including explaining the process for filing a formal complaint; and, no-contact orders, counseling, course modifications, schedule changes, transfers, or increased security and monitoring. The Title IX Coordinator will take into account Complainant's wishes before implementing supportive measures.

Action to remove Respondent from the School District prior to a final decision is not a supportive measure. However, the Title IX Coordinator may, after an individualized risk assessment of Respondent takes place, temporarily remove Respondent from the School District if s/he poses an immediate threat to the physical health or safety of Complainant or any other person. In such cases, upon removal, the Title IX Coordinator will provide Respondent with notice and an opportunity to challenge the temporary removal at the earliest possible date. The Title IX Coordinator may, after consulting with the School District's chief human resources officer, place a Respondent-employee on temporary administrative leave. A temporary removal or administrative leave will end when a final decision is reached.

Formal Complaint

A Complainant may file a formal complaint. The Title IX Coordinator may file a formal complaint even if Complainant declines to do so. The formal complaint will include: the names of Complainant and Respondent, or identifying information if Respondent's name is unknown; as complete a description of the alleged sexual harassment as is available, including dates, times, and places; actual and potential witnesses; actual and potentially relevant documents, data, and other items; and, the signature of the student or the Title IX Coordinator.

Response to Formal Complaint and Grievance Procedure

The Title IX Coordinator will ensure that, at every step of the Grievance Procedure: the parties are treated equitably; all information and evidence is evaluated objectively; and, there are no conflicts of interest affecting the Title IX Coordinator or any informal resolution facilitator, Investigator, Decision-Maker, or any individual resolving an appeal.

Notice

Upon receiving or filing a formal complaint, the Title IX Coordinator will issue a notice to Complainant and Respondent. The notice will include: a statement of the allegations, in sufficient detail to permit Respondent to prepare a response; a statement Respondent is presumed not responsible unless a final decision is rendered against Respondent; the parties' right to inspect the formal complaint and all evidence gathered during any investigation; the parties' right to be represented by an advisor or advocate, who may be an attorney; and, any provision in the School District's Student Code of Conduct prohibiting knowingly making a false statement or providing false evidence or information. If, during the investigation, the School District decides to investigate allegations that were not included in the original notice, the Title IX Coordinator will notify Complainant and Respondent of the additional allegations.

Dismissal

The Title IX Coordinator must dismiss a formal complaint if the allegations: do not establish sexual harassment even if they are true; did not occur in connection with the School District's programs and

services; or, did not occur in the United States. The Title IX Coordinator may dismiss a formal complaint, in whole or in part, if: Complainant withdraws some or all of the allegations; Respondent's employment or enrollment in the School District ends; or, specific circumstances prevent the School District from gathering sufficient relevant evidence to reach a decision disposing of the formal complaint. The School District's Title IX Coordinator will notify Complainant and Respondent, in writing, if a formal complaint is dismissed, including an explanation for the dismissal. The Complainant may appeal the dismissal.

Informal Resolution

The School District cannot informally resolve an allegation of sexual harassment before a formal complaint is filed. The allegations in a formal complaint may not be resolved informally unless: Claimant and Respondent have been provided notice of their rights by delivery of the applicable anti-harassment policy and [insert administrative regulation number for 4.7.3-AR here]; and, Claimant and Respondent have voluntarily consented to informal resolution, in writing, after having been informed when informal resolution may preclude the resumption of a formal complaint investigation. Informal resolution may consist of a voluntary agreement between Claimant and Respondent, facilitated and documented by the Title IX Coordinator or designee; restorative practices, such as described at MCL 380.1310c; or, facilitative mediation by an experienced mediator. Informal resolution may also be reached through other conflict resolution strategies, including arbitration. Informal resolution may not be used to resolve an allegation that a School District employee sexually harassed a student.

Investigation

The Title IX Coordinator, or designee (the Investigator), will investigate a formal complaint. The burden of undertaking and completing the investigation rests on the School District. The Investigator will be appointed within two (2) days from the date the Title IX Coordinator receives or files the formal complaint. The Investigator will presume Respondent is not responsible unless a final decision against Respondent is reached. The Investigator will not require, seek, or rely on privileged information without consent of the privilege-holder.

The Investigator will notify Respondent of Respondent's right to file a written response to the formal complaint within five (5) days from the date Respondent received the formal complaint. Regardless whether Respondent files a written response, the Investigator will, within ten (10) days, complete an investigation that will include, but not be limited to: interviewing Complainant and Respondent and preparing interview summaries; interviewing all actual and potentially relevant witnesses identified by Complainant and Respondent, including expert witnesses, and preparing interview summaries; obtaining, to the extent they are available, all relevant documents, data, and other items identified by Claimant, Respondent, and witnesses; preparing an investigative report that fairly summarizes the relevant evidence; and, providing the investigative report to the parties simultaneously. The School District will not interfere with the parties' ability to discuss the allegations or gather and present evidence, except to the extent a no-contact or similar order has been issued by the Title IX Coordinator.

The Title IX Coordinator will, upon receiving the Investigator's Report, notify the parties of their right to: submit relevant written questions to parties and witnesses, receive answers, and submit limited follow-up questions; and, after any such answers are received, file a written response to the Investigator's Report within seven (7) days from such receipt. If the Investigator declines to submit a question, s/he will provide a written explanation to the party who posed it.

The Title IX Coordinator may permit an adjournment of the investigative timelines for good cause and, in the event of an adjournment, so notify Complainant and Respondent. Separately, if Respondent is a School

District employee, the Title IX Coordinator will review any applicable collective bargaining agreement and grant any required adjournment of the investigative timelines.

Decision

The Title IX Coordinator will appoint a Decision-Maker, who is not the Title IX Coordinator or Investigator. The Decision-Maker will objectively review all inculpatory and exculpatory evidence gathered during the investigation including, but not limited to, the formal complaint, Respondent's response, if any, the Investigator's entire file and investigative report, and the parties' responses to the investigative report, if any. Credibility determinations, if any, will not be based on an individual's status as Complainant, Respondent, or witness. The Decision-Maker will not hold Respondent responsible unless a preponderance of the evidence establishes Respondent sexually harassed Complainant. Regardless whether the Decision-Maker concludes Respondent is responsible, the Decision-Maker will issue a decision within ten (10) days of their appointment and will provide the decision to Complainant and Respondent simultaneously. The decision will include: Complainant's allegations; procedural steps taken with respect to the allegations, including notifications, interviews, site visits, and any other methods used to gather evidence; findings of fact; the application of the applicable anti-harassment policy, Policy number ag2260, and the School District's Student Code of Conduct to the facts; and, a statement of all rationale for the result as to each allegation, including determinations of responsibility, disciplinary sanctions, whether Complainant will be provided remedies to restore or preserve their equal access to the School District's education programs and activities, and the procedure and bases for appeal. Upon a finding of responsibility, sanctions for Respondent-students may range from administrative intervention to permanent expulsion. Sanctions for Respondent-employees may range from counseling to discharge. Sanctions for Respondent-Board members may range from censure to a petition to the Governor for removal from the Board of Education.

Appeal

Complainant or Respondent may appeal the Decision-Maker's decision by filing an appeal with the Superintendent within five (5) days from receipt of the decision. The Superintendent will provide notice to the opposite party if an appeal is filed, including a copy of the appeal and an opportunity to respond. The appeal must include all of the reasons the appealing party disagrees with the decision. The Superintendent will review the appeal and, based on the appeal, the decision, and the entire record upon which the decision is based, will affirm the decision, in whole or in part, or reverse the decision, in whole or in part. The Superintendent may reverse the decision, in whole or in part: based on procedural irregularity affecting the outcome, including the failure to comply with Policy Number ag2260 the Decision-Maker's lack of knowledge of newly discovered evidence; or, bias or conflict of interest on the part of the Title IX Coordinator, Investigator, or Decision-Maker. The Superintendent may, if warranted, remand the decision, in whole or in part, for additional investigation by the original or a different Investigator and/or further consideration by the original or a different Decision-Maker. The Superintendent will issue a decision within ten (10) days of receiving the appeal or response, if any, and provide the decision to the parties simultaneously. The grievance process is complete and a final decision is reached when no timely appeal is taken or after the appeal process is completed.

Training

The Title IX Coordinator will ensure that s/he and all informal resolution facilitators, Investigators, and Decision-Makers (including those who resolve appeals) receive the following training: the definition of sexual harassment; the scope of the School District's programs and activities; how to determine whether information and evidence is relevant, including the application of Title IX's "rape-shield" provision; the grievance process, including how to conduct an investigation, how to prepare a fair summary of evidence

gathered during an investigation, how to prepare a decision, and how to resolve an appeal; and, how to serve impartially, including avoiding prejudgment of facts, conflicts of interest, and bias. The Title IX Coordinator is responsible for ensuring the School District's training and training materials are posted on the School District's website.

Confidentiality and Retaliation

Except as required or permitted by law, the School District will keep confidential the identity of any individual who makes a report or complaint of sexual harassment, any individual who is identified as a potential or actual Complainant or Respondent, and any witness. Neither the School District nor any other person may illegally retaliate against an individual who has made a report or a formal complaint or has participated or refused to participate in an investigation or other proceeding under this Administrative Regulation. Retaliation includes actual and attempted threats, coercion, or discrimination.

Filing with OCR or EEOC

An employee or student alleging harassment may, at any time, file a complaint with the United States Department of Education Office for Civil Rights at:

United States Department of Education Office for Civil Rights
Cleveland Office
1350 Euclid Avenue, Suite 325
Cleveland, Ohio 44115
(216) 522-4970
FAX: (216) 522-2573
TDD: (216) 522-4944
E-mail: OCR.Cleveland@ed.gov
Web: <http://www.ed.gov/ocr>

An employee alleging sexual harassment against another employee or supervisor may also, or instead, file a complaint with:

United States Department of Labor
Equal Employment Opportunity Commission Detroit Field Office
477 Michigan Avenue, Room 865
Detroit, Michigan 48226

or

State of Michigan Department of Civil Rights
Cadillac Place, Suite 3-600
3054 West Grand Boulevard
Detroit, Michigan 48202

Cooperation with Law Enforcement Agencies

In certain instances, an allegation of sexual harassment may be investigated as a criminal matter. To the extent permitted by law, the School District will comply with law enforcement requests for cooperation.

Record Retention

The School District will retain, for at least seven (7) years: all training materials; all reports received by the Title IX Coordinator and actions taken in response to such reports, including why any decision not to provide supportive services was not clearly unreasonable; and, all formal complaints, documents, and other items (including data) arising from formal complaints or investigations conducted pursuant to this Administrative Regulation, including investigative reports and related documents, decisions, appeals and appeal decisions, and informal resolutions.

SOCIAL SECURITY NUMBERS

The School District collects and maintains social security numbers of employees, students, and others in the ordinary course of business. As required by law, the School District will implement all appropriate measures to ensure the confidentiality of social security numbers. These measures include the following:

- Social security numbers will only be requested or obtained when required by law or otherwise essential for a School District purpose.
- Access to documents or other forms of information containing the social security number of an employee, student or other person will be limited to those School District employees whose specific job duties and responsibilities require such access.
- Documents containing a social security number that are no longer required for School District purposes, and that are not legally required to be retained, may be disposed of by shredding or another process that ensures strict confidentiality.
- Any violation of this Policy will result in appropriate disciplinary action against the violator.

DIGITAL COMMUNICATIONS

Digital communication (including social networking) that occurs on district premises or involves the use of district equipment is governed by the Acceptable Use Policy and this Policy. This Policy also applies to digital communication that occurs off School District premises and/or using non-District equipment.

Digital communication (including social networking) provides educational and other opportunities for staff and students. The Board of Education expects that staff and students who engage in digital communication will do so in a reasonable and appropriate manner. Specifically, digital communication between staff and students, or to which students reasonably may be exposed, should be professional and of the same content, tone and demeanor as in-school communication between staff and students. Similarly, digital communication between staff and parents, community members, and other adults, or to which staff members, parents, and community members reasonably may be exposed, should be professional.

AR Digital Communications

Digital communication (including social networking) provides educational and other resources for staff and students. There are also potential pitfalls arising from, among other things, the speed, permanence and perceived anonymity of digital communication. These regulations are intended to help staff and students take advantage of opportunities presented by digital communication in a manner that enhances education, student achievement and appropriate relationships between staff, students, parents and the larger community. These regulations are not intended, and should not be interpreted, to limit the legal rights of any person.

Digital Communication Involving Students

Digital communication between staff and students should always be professional and of the same content, tone and demeanor as in-school communications. This applies to direct communication between staff and students and to communication to which students reasonably may be exposed. Unless otherwise protected by law, examples of inappropriate digital communication include, but are not limited to:

- Communication that violates Board Policy, such as: communication that discloses personally identifiable information about students (see Policy po8330 communication that violates Board Policy against illegal harassment (see Policy po2260) etc.
- Communication that is false or misleading.
- Communication that attributes personal views to others, including the School District.
- Communication that defames, insults, derogates, or embarrasses staff members or students.
- Communication that defames, insults, derogates, or embarrasses Board members, parents, or other community members.
- Communication stating or suggesting the desirability of confidentiality vis-à-vis students' parents or other staff members.
- Communication that have as its purpose the development of a romantic or sexual relationship between a staff member and a student, or that reasonably may be interpreted as having that purpose.

The School District encourages staff to use School District equipment and sites for all digital communication with students.

The School District does not have the resources or ability to police digital communication between and among students. However, students may be subject to school-imposed disciplinary sanctions when their digital communication violates the Student Code of Conduct and interferes with the rights of others or is reasonably anticipated to result in the disruption of school or school activities. Separately, the School District reserves the right to report suspected criminal misconduct to police authorities.

Digital Communication Involving Board and Staff Members, Parents and Others

Digital communication between Board and staff members, parents and other community members or adults should always be professional. This applies to direct communication and to communication to which they reasonably may be exposed. Unless otherwise protected by law, examples of inappropriate communication include, but are not limited to:

- Communication that violates Board Policy, such as: communications that disclose personally identifiable information about students (Policy po8330); communication that violates Board Policy against illegal harassment (Policy po2260); etc.
- Communication that is false or misleading.
- Communication that attributes personal views to others, including the School District.
- Communication that defames, insults, derogates or embarrasses other staff members, or students.
- Communication that defames, insults, derogates, or embarrasses Board members, parents, or community members and is not otherwise protected by law.

Personal Digital Social Networking

The School District does not have the inclination, resources or ability to police the off-duty behavior of staff members. At the same time, staff must be cognizant of the fact they serve as role models for our students. Furthermore, their communications and behavior may affect the reputation of the School District and their colleagues. For these reasons, staff are reminded that off-duty digital communication may result in investigation, disciplinary sanctions, or discharge when those communications, or characterizations or

depictions of staff behavior, disrupts the educational environment or adversely affects or undermines their ability to perform their jobs.

FREEDOM OF INFORMATION ACT

This policy is published by the School District to inform the public of its rights under the Michigan Freedom of Information Act (FOIA). This policy is not intended to, and should not be read to limit the rights actually created by FOIA. Accordingly, to the extent this policy is found to be inconsistent with FOIA, or inconsistent with a future amendment to FOIA, the Act governs. The School District retains the right to revise this policy.

Requesting Public Records

Under FOIA, the Superintendent of Schools is the School District's "FOIA Coordinator." Public records may be requested by providing the School District's FOIA Coordinator with a written request that identifies the public records with enough specificity to permit the School District to locate them. For requesters other than indigent persons, the request must also include the requester's complete name, address, and contact information or, if the requester is other than an individual person, such as a company or organization, the request must also include the complete name, address, and contact information of the requester's agent who is an individual person. The written request may be on paper or it may be electronic or digital.

A person may subscribe to public records that are created, issued, or disseminated on a regular basis. A subscription is valid for up to six months and may be renewed.

The School District will not accept or respond to a verbal request for public records. However, where a School District employee receives a verbal request and is aware the public records are available on the School District website, the School District employee will notify the requester of the website address.

Response to Request for Public Records

The School District is required to respond, in writing, to a written request for public records. The School District may grant the request, deny the request or grant the request in part and deny the request in part.

Timeline

The School District has five (5) business days to respond to a written request for public records. However, if the request was sent by email and delivered to the School District's spam or junk mail folder, the request is not considered received until the first day after the School District actually becomes aware of the request. The School District may extend the time for responding by ten (10) business days if the nature of the request justifies an extension by notifying the person who made the request, in writing, and within the original five business day response window.

Types of School District Responses

- **Granting a Request:** The School District's FOIA Coordinator will grant a request for public records by notifying the requestor in a timely manner and in writing. The School District will also provide notice if some or all of the public records are available on its website and will include a specific website address, if practicable.
- **Denying a Request:** The School District's FOIA Coordinator may deny a request is not specific enough to allow the School District to locate the public records in question by so certifying that fact to the requestor in writing. The School District's FOIA Coordinator may also deny a request if the

requested public records are exempt from disclosure under the Act. If only part of a public record is exempt, the FOIA Coordinator will redact the exempt part and, otherwise, grant the request.

Allowable Fees

FOIA allows the School District to charge the following fees incurred for processing and responding to FOIA requests, as stated below.

Labor Cost

Generally, FOIA does not permit the School District to charge labor costs for searching for, locating, examining, separating, or reproducing public records unless a failure to charge a fee would result in unreasonably high costs to the School District because of the nature of the request in the particular instance and the School District specifically identifies the nature of these unreasonably high costs. Examples of requests that may cause such unreasonably high costs include, but are not limited to: voluminous requests, requests that require time-consuming searches, significant separation or redaction of exempt documents or information, significant IT personnel time, etc. In cases where labor costs are allowable, they will be charged according to these guidelines.

Searching for, Locating, and Examining Public Records

The School District may charge labor costs directly associated with searching for, locating, and examining requested public records in conjunction with receiving and fulfilling a granted request. Except as provided by the Act, the School District may not charge labor costs for searching for, locating and examining public records that are on the School District's website at the time the request is made.

Separating or Deleting Exempt Information

The School District may charge labor costs directly associated with separating or deleting information that is exempt from disclosure under the Act, unless the School District has previously redacted the public record(s) and the redacted version is still in the School District's possession. The School District will not charge for separating documents that are available on its website.

Reproducing Information

The School District may charge labor costs directly associated with duplicating or publishing public records. This includes the time spent making paper copies, making digital copies and transferring public records to non-paper physical media or through the internet, if so requested.

Limitations on Labor Costs

Subject to the Itemization of Allowable Fees section of this policy, the School District may charge no more than the hourly rate and actual fringe benefits of the lowest paid employee capable of performing the particular task for which the School District may charge labor costs, even if the School District assigns a more highly paid employee to perform the task. The charge for fringe benefits may not exceed 50% of the employee's hourly rate. The School District may not charge overtime except at the request or stipulation of the requestor. If the School District's FOIA administrator determines that no School District employee is capable of separating or deleting exempt information with respect to a particular request, the School District may hire contracted labor to perform the task. In such cases, the School District will calculate the time spent by the contracted labor in the same manner it calculates the time of its own employees and the charge for the contracted labor will not exceed six times Michigan's minimum wage. In all cases, labor costs will be charged and estimated in increments of fifteen (15) minutes, with all partial time increments rounded down.

Reproduction Costs

- **Non-Paper Physical Media:** The School District may charge the actual and most reasonably economical cost of reproducing public records on non-paper physical media (e.g., computer discs, computer tapes or other digital or similar media). The School District is not required to reproduce public records on non-paper physical media if it does not have the technology necessary to do so.
- **Paper Copies:** The School District may charge the actual incremental cost of reproducing paper copies of public records using the most economical means available (e.g., double sided copies, if double sided copies are available and more economical than single sided copies). In no case will the School District charge more than 10 cents per sheet. The School District will not charge copying costs for copying documents on its website or the on-site inspection of public records unless the requestor requests paper copies.

Mailing

The School District may charge the actual cost of mailing requested public records and the least expensive method of confirming delivery. The School District may not charge for expedited shipping or insurance unless specifically requested by the requestor.

Waiver, Reduction or Discount of Allowable Fees

The School District may waive or reduce allowable fees if the School District determines a waiver or reduction is in the public interest.

- **Indigence:** The School District will discount allowable fees by \$20.00 to a requestor who submits an affidavit stating that they are indigent and on public assistance or, if not receiving public assistance, stating facts showing inability to pay full allowable fees due to indigence. If the School District determines a requester who submits such an affidavit is not eligible for the discount, the School District's written response will inform the requester of the reason(s) for its determination. The School District will not provide an indigence discount to an otherwise eligible requestor if: the requestor has already received discounted copies from the School District twice during the calendar year; or, the requestor has been offered or received payment or other remuneration by or from another person.
- **Protection and Advocacy:** The School District will discount allowable fees and costs by \$20.00 if the requestor is a non-profit agency designated by the Governor under Section 931 of the Michigan Mental Health Code, MCL 330.1931, and the following additional conditions are met: the request is made on behalf of the agency or its clients; the request is made for reasons wholly consistent with the agency's mission, as described in Section 931; and the request is accompanied by documentation of its designation, if so requested by the School District.

Itemization of Allowable Fees

The School District will itemize allowable fees on a Detailed Itemization of Allowable FOIA Fees form.

Good-Faith Deposit

The School District may require a good-faith deposit from a requestor before providing public records if the total allowable fees exceed \$50.00 and the School District provides the requestor with an estimate of total allowable fees using the Itemization of Allowable Fees and Costs form. The good-faith deposit may not exceed 50% of the total allowable fees and costs. The School District's request for a good-faith deposit will include a reasonable and best efforts estimate of the time frame within which the School District will provide public records after receiving the good-faith deposit, along with notice that the good-faith deposit is

due within 48 days of when the request is sent or else the request will be considered abandoned. The School District is not required to fulfill abandoned FOIA requests. Requests are not considered abandoned if the requester has filed an appeal of the good-faith deposit request within the 48-day timeframe.

The School District may charge an increased good-faith deposit of up to 100% of the estimated fee before it begins a full public record search for a person who has previously failed to pay allowable fees in full if: the final allowable fees were not more than 105% of the total estimated fees; the public records provided contained the information sought in the prior request and are still in the School District's possession; the public records were provided within the School District's reasonable best efforts estimate for the prior request; ninety (90) days have passed since the School District notified the requestor the public records were available for pickup or mailing; the requestor is not able to show proof of prior payment; and the School District calculates and provides a completed Detailed Itemization of Allowable FOIA Fees form that is the basis of the increased good-faith deposit. However, the School District may not insist on an increased good-faith deposit if: the requestor shows proof of prior payment; the School District is paid in full for the prior request; or, three hundred and sixty-five (365) days have passed since the requestor made the request for which full payment was not remitted.

Reduction of Labor Charges for Untimely Response

The School District will reduce otherwise permitted labor charges by 5% per day (to a maximum of 50%) for each day the School District's response is untimely if: the late response was willful and intentional; or, the written request conveyed a request for information within the first 250 words or the request included the words, characters or abbreviations for "freedom of information," "information," "FOIA," or a recognizable misspelling of such, or appropriate legal code reference on the front of the envelope or the subject line of the request.

Appeals

The requestor may appeal the denial of all or part of a request in two ways: submit an appeal to the School District's Superintendent or file a civil action in the circuit court where the School District is located. The requestor may also appeal an allowable fee calculation that violates the Act or this administrative regulation.

Appeal to Superintendent

An appeal to the Superintendent must include the word "appeal" and identify the reason(s) the Superintendent should reverse the denial or reduce the allowable fee calculation. The Superintendent will respond to the appeal, in writing, within ten (10) business days by reversing the denial or calculation, upholding the denial or calculation or reversing the denial or calculation, in part, and upholding the denial or calculation, in part. In unusual circumstances, the Superintendent may issue not more than one notice extending the Superintendent's time for responding by not more than ten (10) additional business days. If the appeal is based on the School District's calculation of fees and the Superintendent upholds the calculation, in whole or in part, the Superintendent must certify and explain the School District's calculation.

Civil Action

The requestor may, in addition to appealing to the Superintendent, file a civil action in the circuit court where the School District is located. The civil action may be based on the School District's failure to timely provide public records or the School District's calculation of allowable fees. If the requestor prevails in a case concerning the timely provision of public records, the requestor is entitled to reasonable attorneys' fees, costs and disbursements. If the requestor or the School District prevails in part the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs and disbursements.

Additionally, if the court determines the School District has arbitrarily and capriciously violated the Act by refusing or delaying the request, the court will order the School District to pay a fine of

\$1,000.00, which will be deposited in the Department of Treasury's general fund, and, in addition to any actual or compensatory damages, punitive damages to the requester in the amount of \$1,000.00. If the requestor prevails in a case concerning the School District's calculation of allowable fees by receiving a reduction of 50% or more of the total fee, the court may, in its discretion, award the requestor all or an appropriate portion of his or her attorneys' fees, costs and disbursements.

If the court determines the School District has arbitrarily and capriciously violated the Act by charging an excessive fee, the court will order the School District to pay a fine of \$500.00, which will be deposited in the Department of Treasury's general fund, and, in addition to any actual or compensatory damages, punitive damages to the requester in the amount of \$500.00. Separately, if the court determines the School District willfully and intentionally failed to comply with the Act or has otherwise acted in bad faith, the court will order the School District to pay a civil fine of not less than \$2,500.00 and not more than \$7,500.00 per occurrence, which will be deposited in the Department of Treasury's general fund. A civil action based on a denial of public records must be filed within one hundred and eighty (180) days after the School District's final determination. A civil action based on the School District's calculation of allowable fees must be filed within forty-five (45) days of receiving the completed Detailed Itemization of Allowable FOIA Fees form or within forty-five (45) days of the Superintendent's decision concerning an appeal. If the requester files a civil action based on the School District's calculation of allowable fees, the School District is not required to continue processing the request until the court resolves the fee dispute.

XII. FORMS

The following is a collection of forms the School District can use to supplement the materials contained in this Legal Survival Guide. They include: acknowledgement of receipt of the Student Code of Conduct, a FERPA opt-out form, a physical examination and screening opt-out form, and a variety of medication forms. Ensure the forms align with your school's or district's current policies and/or practices before using them.

FERPA OPT-OUT FORM

Munising Public School District
2023-204 School Year

Pursuant to the [Federal Educational Rights and Privacy Act of 1974](#) (FERPA) and [Section 1136 of the Revised School Code, MCL 380.1136](#), a student's education records and the personally identifiable information contained therein are maintained as confidential. Except for a limited number of circumstances permitted by law, a student's education records will not be released to a third party without the parent's or student's (if the student is over the age of 18) prior written consent.

One of these exceptions allows schools to release a student's "directory information" without obtaining the prior consent of the parent or student. "Directory information" is defined as:

- A student's name, address, and telephone number;
- A student's photograph;
- A student's birth date and place of birth;
- A student's participation in Elk Rapids School District related programs and extracurricular activities;
- A student's academic awards and honors;
- A student's height and weight, if a member of an athletic team;
- A student's honors and awards; and
- A student's dates of attendance and date of graduation.

The Munising Public School District has compiled a list of typical instances under which a student's directory information is likely to be used, including: a student's name, participation in officially recognized activities and sports, height and weight, if member of an athletic team, awards received, honor rolls, scholarships, and school photographs or videos of students participating in school activities, events or programs. If you do not want the Munising Public School District to release your or your student's directory information, you may choose to "opt-out" of this FERPA exception by filling out and submitting this form to the student's building principal.

I request the Munising Public School District withhold the above-referenced "directory information." I understand that by submitting this form, this information cannot be released to third parties without my written consent or unless the Munising Public School District is required by law or permitted under FERPA to release such information without my prior written consent. I further understand that if directory information is released prior to the Munising Public School District receiving this opt-out request, the Munising Public School District may not be able to stop the disclosure of my directory information.

Name of Student

Name of Parent/Student Signing Form Signature

Date

PHYSICAL EXAMINATIONS AND SCREENINGS OPT-OUT FORM

Munising Public School District
2023-2024 School Year

At this time, the Munising Public School District does not provide physical examinations and screenings, including non-emergency, invasive physical examinations or screenings that are not necessary to protect the immediate health and safety of a student or the Munising Public School District community, to Munising Public School District students as a condition of attendance or for any other reason.

In the event the Munising Public School District does require such examinations or screenings and you do not want your student to participate, please sign and submit this form to the student's building principal.

I understand that by signing this, I am requesting the student named below not undergo any physical examinations or screenings by the Munising Public School District and/or its employees, agents, or third-party contractors.

Name of Student

Name of Parent Signing Form Signature of Parent

Date

MEDICATION AUTHORIZATION FORM

Munising Public School District
2023-2024 School Year

This form should be signed and submitted to the student's building principal when a student is required to administer prescription medication while at school. Parents are responsible for administering their student's medication, unless they fill out and submit a *Student Self-Medication Authorization Form*.

Student Information

Name: _____ Date of Birth: _____

Address: _____

Parent Name(s): _____

Phone: _____ Email: _____

Information to be Completed by the Student's Physician

(Please include additional sheets as necessary)

Physician Name: _____

Office Name and Address: _____

Phone Number: _____ Emergency Number: _____

Medication Name(s) and Dosage(s) Instructions: _____

Purpose of Medication(s): _____

Diagnosis Requiring Medication(s): _____

Other Information: _____

Physician's Signature: _____ Date: _____

I understand that I am primarily responsible for the administration of my student's medication while my student is at school. In the event that I am unable to administer my child's medication, or in the event of an emergency, I authorize the Munising Public School District, including its employees, agents, and third-party contractors, to administer or attempt to administer the student's medication in the manner described above. If I have completed and submitted a *Student Self-Medication Authorization Form*, I also authorize the School District to permit the student to self-administer their medication.

Parent Signature: _____ Date: _____

EPINEPHRINE AUTO-INJECTOR/ASTHMA INHALER PERMISSION FORM

Munising Public School District

2023-2024 School Year

This form should be signed and submitted to the student's building principal when a student is prescribed an epinephrine auto-injector or asthma inhaler that the student may carry or use while at school.

Student Information

Name: _____ Date of Birth: _____

Address: _____

Parent Name(s): _____

Phone: _____ Email: _____

Information to be Completed by the Student's Physician
(Please include additional sheets as necessary)

Physician Name: _____

Office Name and Address: _____

Phone Number: _____ Emergency Number: _____

Will the student carry the medication or leave it in the front office: _____

Will the front office hold an additional set of medication for the student: _____

By signing this form, I certify that the student listed herein has been instructed in the proper administration of an epinephrine auto-injector and/or asthma inhaler. The student understands when the epinephrine auto-injector and/or asthma inhaler should be administered and that the student should report the incident to school officials as soon as possible. The student is capable of carrying and administering this medication without assistance.

Physician Signature: _____ Date: _____

By signing and submitting this form, I authorize the Munising Public School District to permit the student to carry and administer the student's epinephrine auto-injector and/or asthma inhaler while at school, on school grounds, or at any Munising Public School District-related event or function.

Parent Signature: _____ Date: _____

STUDENT SELF-MEDICATION AUTHORIZATION FORM

Munising Public School District
2022-2023 School Year

This form should be signed and submitted to the building principal when a student is prescribed medication that the student is authorized to administer to themselves.

Student Information

Name: _____

Date of Birth: _____

Address: _____

Parent Name(s): _____

Phone: _____ Email: _____

Information to be Completed by the Student's Physician (Please include additional sheets as necessary)

Physician Name: _____

Office Name and Address: _____ Phone

Number: _____

Emergency Number: _____

Medication Name(s) and Dosage(s): _____

Diagnosis Requiring Medication(s): _____

By signing this form, I certify that the student listed herein has been instructed in the proper use and administration of the medication(s) listed above. The student understands when the medication(s) should be administered and that the student should report to school personnel immediately if the student does not feel well. The student is capable of carrying and administering the medication(s) without assistance.

Physician Signature: _____ Date: _____

By signing and submitting this form, I authorize the School District to permit the student to carry and administer the medication(s) listed above while at school, on school grounds, or at any school district-related event or function.

Parent Signature: _____ Date: _____

Physician Signature: _____ Date: _____

This student handbook has been prepared to guide you through your high school experience. We want both students and parents to understand the policies and procedures that are in effect at Munising Middle/High School. By attending classes, the student and parent/guardian is aware of the handbook and is knowledgeable that it is available on the school website, at www.munisingschools.com and are responsible for understanding the contents. Please review carefully with your child and keep it handy for ready reference throughout the school year. At Munising Middle/High School, we believe strongly in the combined involvement of parents and students working together with the school.