



**Negaunee Public Schools**

**2025-2026**

**Student Handbook**

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

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

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

## **Mission Statement**

The primary purpose of our school is teaching and learning. It is our responsibility to develop the intellectual, vocational, physical, creative, cultural and social capabilities of all our students to their maximum potential. Our schools belong to the people of the community and we further realize that productive schools are built on partnerships of citizens, parents and staff.

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## **IMPORTANT INFORMATION**

**District Website**    [www.negauneeschools.org](http://www.negauneeschools.org)

**Board Policies**    <https://negaunee.k12.mi.us/board-policies>

### **Addresses**

Negaunee Public Schools Administrative Office, 101 South Pioneer Avenue, Negaunee

Lakeview Elementary School, 200 Croix Street, Negaunee

Negaunee Middle School, 102 West Case Street, Negaunee

Negaunee High School, 500 West Arch Street, Negaunee

Negaunee Public Schools Transportation Building, 202 U.S. Highway 41, Negaunee

### **Contact Information**

Superintendent of Schools

Andy Skewis; (906) 475-4157; [andy.skewis@negauneeschools.org](mailto:andy.skewis@negauneeschools.org)

Lakeview Elementary School Principal

Heather Holman; (906) 475-7804; [heather.holman@negauneeschools.org](mailto:heather.holman@negauneeschools.org)

Negaunee Middle School Principal

Becky Walters; (906) 475-7866; [rebecca.walters@negauneeschools.org](mailto:rebecca.walters@negauneeschools.org)

Negaunee High School Principal

Andrew Brunette; (906) 475-7861; [andrew.brunette@negauneeschools.org](mailto:andrew.brunette@negauneeschools.org)

Transportation Director

Michael Wommer; (906) 475-4714; [michael.wommer@negauneeschools.org](mailto:michael.wommer@negauneeschools.org)

NPS Athletic Director

Jake Skewis; (906) 475-7861; [jake.skewis@negauneeschools.org](mailto:jake.skewis@negauneeschools.org)

Special Education & Pre-School Director

Kellie Socia; (906) 475-7804; [kellie.socia@negauneeschools.org](mailto:kellie.socia@negauneeschools.org)

504 Coordinator

Mary LeMoine; (906) 475-7861; [mary.lemoine@negauneeschools.org](mailto:mary.lemoine@negauneeschools.org)

# Negaunee Public Schools 2025-2026 School Year Calendar

August 2025							September 2025							October 2025							November 2025									
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	
				1	1	2	3	4	5			1	2	3			1	2	3	4	5	6	7	8	9	10	11	12	13	14
4	5	6	7	8	8	9	10	11	12	6	7	8	9	10	10	10	10	11	12	13	14	15	16	17	18	19	20	21	22	
11	12	13	14	15	15	16	17	18	19	13	14	15	16	17	17	17	17	18	19	20	21	22	23	24	25	26	27	28	29	
18	19	20	21	22	22	23	24	25	26	20	21	22	23	24	24	24	24	25	26	27	28	29	30	31						
25	26	27	28	29	29	30				27	28	29	30	31																
Teacher: 5    Student: 3							Teacher: 21    Student: 21							Teacher: 24*    Student: 22							Teacher: 17    Student: 17									
December 2025							January 2026							February 2026							March 2026									
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	
1	2	3	4	5				1	2	2	3	4	5	6	2	3	4	5	6	9	10	11	12	13	9	10	11	12	13	
8	9	10	11	12	5	6	7	8	9	9	10	11	12	13	16	17	18	19	20	16	17	18	19	20	16	17	18	19	20	
15	16	17	18	19	12	13	14	15	16	16	17	18	19	20	23	24	25	26	27	23	24	25	26	27	23	24	25	26	27	
22	23	24	25	26	19	20	21	22	23	23	24	25	26	27	30	31				30	31									
29	30	31			26	27	28	29	30																					
Teacher: 15    Student: 15							Teacher: 20    Student: 19							Teacher: 19    Student: 18							Teacher: 20    Student: 20									
April 2026							May 2026							June 2026							KEY									
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	
		1	2	3					1	1	2	3	4	5																
6	7	8	9	10	4	5	6	7	8	8	9	10	11	12	12	12	13	14	15	15	16	17	18	19	19	20	21	22	23	
13	14	15	16	17	11	12	13	14	15	15	16	17	18	19	20	20	21	22	23	22	23	24	25	26	26	27	28	29	30	
20	21	22	23	24	18	19	20	21	22	22	23	24	25	26	29	30														
27	28	29	30		25	26	27	28	29	29	30																			
Teacher: 19    Student: 19							Teacher: 20    Student: 20							Teacher: 4    Student: 4																

\*Total Teacher Days = 184    Total Student Days = 178    Parent Teacher Conference Schedule:  
 Lakeview Elementary: TBD  
 Negaunee Middle School: Oct. 6 & Oct. 8  
 Negaunee High School: Oct. 6 & Oct. 8  
 End of Marking Period(s): NHS & NMS  
 Oct. 31; Jan. 22, Mar. 27  
 End of Trimester(s): Lakeview  
 November 7, February 12  
 \*Includes 1 day for Parent Teacher Conference

## 2025-2026 DAILY SCHEDULE

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

### Lakeview Elementary

School Opens:		8:35 a.m.
School begins		8:55 a.m.
Lunch:	JK:	10:50 - 11:35
	K:	11:05 - 11:40
	1st:	11:40 - 12:15
	2nd:	12:05 - 12:40
	3rd:	12:30 - 1:05
	4th:	12:55 - 1:30
Dismissal:		3:40 p.m.

### Negaunee Middle School

School Opens.....		7:00 a.m.
Conference by appointment.....	7:25 -	7:45
Homeroom.....	7:45 -	7:54
1st period .....	7:59 -	8:44
2nd period .....	8:49 -	9:34
3rd period .....	9:39 -	10:24
5/6 Grade LUNCH .....	10:24 -	10:54
4th period (7/8 Grade).....	10:29 -	11:14
4th period (5/6 grade).....	10:59 -	11:44
7/8 Grade LUNCH .....	11:14 -	11:44
Reading .....	11:49 -	12:04
5th period .....	12:04 -	12:49
6th period .....	12:54 -	1:39
7th period .....	1:44 -	2:30

### Negaunee High School

School Opens	-	7:00 a.m.
1 <sup>st</sup> Period	-	7:35 – 8:30
2 <sup>nd</sup> Period	-	8:35 – 9:25
3 <sup>rd</sup> Period	-	9:30 – 10:20
4 <sup>th</sup> Period	-	10:25 – 11:15
1 <sup>st</sup> Lunch	-	11:15 – 11:45
2 <sup>nd</sup> Lunch	-	12:10 – 12:40
5 <sup>th</sup> Period	-	11:20 – 12:10
5 <sup>th</sup> Period	-	11:50 – 12:40
<b>SSR</b>	-	12:45 – 12:57
6 <sup>th</sup> Period	-	12:57 – 1:47
7 <sup>th</sup> Period	-	1:52 – 2:46 p.m.

## **EMERGENCY SCHOOL CLOSING PROCEDURES**

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

- An email will be sent via SchoolMessenger by the Superintendent
- A text message will be sent via SchoolMessenger by the Superintendent
- A post will be made on the Negaunee Public Schools Facebook page
- Local television stations will be notified
- Local radio stations will be notified

## NOTICE OF NON-DISCRIMINATION

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

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

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

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

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

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

Andrew Brunette, Principal  
Negaunee High School  
500 West Arch Street  
Negaunee, MI 49866  
906-475-7861

[andrew.brunette@negauneeschools.org](mailto:andrew.brunette@negauneeschools.org)

Heather Holman, Principal  
Lakeview Elementary School  
200 Croix Street  
Negaunee, MI 49866  
906-475-7804

[heather.holman@negauneeschools.org](mailto:heather.holman@negauneeschools.org)

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

Mary LeMoine, 504 Coordinator  
Negaunee Public Schools  
500 West Arch Street  
Negaunee, MI 49866  
906-475-7861

[mary.lemoine@negauneeschools.org](mailto:mary.lemoine@negauneeschools.org)

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

Andrew Brunette, Principal  
Negaunee High School  
500 West Arch Street  
Negaunee, MI 49866  
906-475-7861

[andrew.brunette@negauneeschools.org](mailto:andrew.brunette@negauneeschools.org)

Heather Holman, Principal  
Lakeview Elementary School  
200 Croix Street  
Negaunee, MI 49866  
906-475-7804

[heather.holman@negauneeschools.org](mailto:heather.holman@negauneeschools.org)

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

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

## SECTION I: DISTRICT-WIDE POLICIES AND PROCEDURES

### Attendance

#### Attendance Policy

Any student living at home, regardless of age shall be considered under the control of their parents for attendance purposes. Regular school attendance is not only the law in Michigan, but also one of the first essentials to school success and an important part of the record each student is establishing.

The Compulsory School Attendance Law requires that “every parent, guardian, or other person in this state having control and charge of a child from the age of 6 to the child’s 16<sup>th</sup> birthday, shall send that child to public schools during the entire school year. The child’s attendance shall be continuous and consecutive for the school year and fixed by the school district in which the child is enrolled.” MCL 380.1561(1)

A parent or other person in a parental relation who fails to comply with this compulsory school attendance law is guilty of a misdemeanor punishable by up to 90 days in jail, a fine of up to \$50 or both. MCL 380.1599

A dependent child aged 6 through 15 must attend school full-time. If the school reports that the child is truant (Repeatedly absent from school without good cause), cash benefits received through the Department of Human Services will be suspended until it is verified that the child has attended school for 21 consecutive days. If the child is 6 through 15 years old, cash assistance will be suspended for the entire family. If the child is 16 or 17 years old, cash assistance will be suspended for the child only.

#### Rationale of Attendance Policy

In keeping with Career Education goals we are attempting to train and educate students to be responsible for their own actions. They also must learn that there are consequences for their behavior (both good and bad).

A number of employers in our local area have indicated that their biggest problem with new and young employees is their poor attendance record. When these employers call the school for a reference check on graduates, we note that some students with good academic records are often not hired because of poor attendance and low citizenship grades.

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

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

minor or 18 years old. No student will be released to a person other than the custodial parent without written permission signed by the custodial parent.

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

- the student's physical or mental illness (a physician's verification is required after 4 consecutive days of absence for illness);
- severe weather;
- medical appointments for the student;
- death or serious illness of the student's family member;
- attendance at a funeral, wedding, or graduation;
- appearance at court or for other legal matters;
- observance of religious holidays of the student's own faith;
- college planning visits; and
- personal or family vacations.

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

### **Absences due to illness**

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

### **Planned absences**

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

Students are expected to:

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

For more information, see Policy 5301. See Section V for Building-Specific Rules and Procedures related to Attendance.

## Approved Reasons for Absences

1. Illness (any illness over 5 days should have a physician's statement).
2. Death in the family.
3. Pre-planned trips with parents (an advanced notice is needed.)
4. The school, in all cases shall determine whether an absence is excused or unexcused. Any absence not approved by a parent will be considered unexcused.

## Attendance Procedures

It is important that students attend school regularly. If your son or daughter is ill and/or unable to attend school for any reason the parent is requested to call the school between 7:30 A.M. and 10:00 A.M. on the day of the absence and state the reason for the absence (906-475-7803)

- A written excuse or phone call from the student's parent must be registered in the school office.
- Failure of the parent to call the school or present a written excuse within two days of the student's return will cause the absence to be considered truancy. Change in the status of an absence will require the student to present verification to the middle school office and his/her teachers.
- All work missed must be made up within a period of time equal to the absence time plus one day. Extenuating circumstances may dictate different arrangements. Teachers may extend the time period to make up work and/or tests. Teachers may also require alternate assignments and/or tests, which cover the same learning objectives.
- In order to earn semester credit a student must be absent no more than 10 days (class periods) per semester, unless there are extenuating circumstances as determined by the school.
- Absences, which do not count toward the ten-day total, include school related/imposed activities and funerals. (All other absences count towards this credit count)
- Prior to the seventh day being absent, parents will be notified.
- If a parent did not call their student's absence in, the student should provide a written excuse to the office before school begins on the day of returning.
- Any parent or who feels a need to appeal an attendance policy decision may do so. The appeal will be heard by a committee consisting of a teacher, a counselor, Assistant Principal and Principal.

## Leaving School Early - Building Passes/ Early Dismissal

- The administration encourages parents to schedule medical and dental appointments outside of the regular school day whenever possible. If a school day appointment must be made, it should be scheduled during a study hall. Students must present a note, prior to the start of school, signed by a parent or from his/her doctor to be excused.

- A building pass must be obtained in the office before a student leaves the school building. LEAVING THE BUILDING WITHOUT A BUILDING PASS IS CONSIDERED TRUANCY. Students will receive an “F” on all homework / tests that day.
- No student will be issued a building pass to leave school prior to dismissal time without a written request signed by the parent or a person whose signature is on file in the School office or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s).

### **Family Vacation Requests**

The decision to be absent from school for a family vacation (more than two days) is a parent decision. The primary responsibility for making up school work that was missed rests with the student. Absences will be considered excused under the following conditions:

- The principal is notified in writing of the intended absence at least one week in advance of the first day of vacation.
- There should be no past record of excessive absences.
- The students will receive their credits and grades when, in the judgment of the teacher, work is made up or equivalent work is substituted by the student to the satisfaction of the teacher.
- One family vacation absence per year will be granted providing there is no past record of excessive absences.

### **Student Deer Hunting Policy**

Students wishing to be excused from school for the purpose of deer hunting must make the following arrangements. Failure to do so will result in unexcused absences.

- Request to be excused for one (1) or two (2) days.
  - Pick up a Deer hunting request form in the office.
  - Have the form filled out properly, signed and dated by the parent and returned to the office prior to absence.
  - Make arrangements with your teachers to make-up for missed work.
- Requests to be excused for three (3) or more days will be considered a Family Vacation Request.

### **Negaunee High School only**

**Definition of Absence** – All non-attendance of classes, whether it be part of an hour or a whole school day. It may include non-attendance even if the student is in the school building (lavatory, halls, study halls, etc.). Absences of two to five periods will be recorded as a half-day absence. Absences of six or seven periods will be recorded as a full day absence. Students who arrive late to school and are absent for 20-minutes or more of their scheduled class will be considered “absent” for that class period.

**Class** all subjects listed on the students schedule that have not been officially changed or dropped by the principal or his designee.

**Excused Absence** In order for an absence to be considered as “excused”, the parent must call or send a note to the school office within 2 days of the student’s return to school.

Any absence not approved by the parent will be considered an “**unexcused absence**”. In all cases, the school shall determine whether an absence is excused or unexcused.

### **Unexcused Absence**

- Assignments missed during the unexcused absence will be marked with an “F” with no opportunity for make-up
- All time missed because of an unexcused absence shall be made up before any credit is earned or recorded. Saturday school and/or after school detention will be assigned.
- It will be the student’s responsibility to make any and all arrangements in the principal’s office to schedule make up time. Time must be made up within one week or the student may be suspended for defiance.
- In cases where an unexcused absence is a small part of a much larger problem, which is not school oriented the administration shall use discretion in assigning make up time.
- On-Campus unexcused absence (AWOL) will result in detention time.
- Off – Campus unexcused absence will result in Saturday school suspension. (Student leaves school ground).

### **Tardiness**

A student is tardy if he/she is not in the assigned room when the bell rings, or he/she is absent first period only.

- Tardiness will be handled by the teacher.
- Chronic tardiness will result in the following penalties.
  - **Third Tardy** – referral to the office and warning given
  - **Fourth Tardy** – One hour of detention
  - **Fifth Tardy** – Detention and a required parent conference prior to readmittance to class.
  - **Sixth Tardy** – Suspension
  - **Third Tardy in more than 1 class** – detention and a required parent conference prior to readmittance to class.

### **Leaving school**

- If it is necessary for a student to leave school, he/she must have permission from the parent. Before a student leaves the school property he/she is required to SIGN OUT in the principal’s office. Leaving the building without a building pass is considered an unexcused absence. (“F” on all work) and Saturday School(s).
- School personnel are frequently confronted with the difficult and awkward situation of a non-custodial parent appearing at the school to remove the student. Any arrangement to release the student to another should be made in a written request by the custodial parent to assure the school the release is made with the knowledge and consent of the legal custodian of the student.

### **Books and Supplies**

The District will provide free instruction to all students and will not charge a fee for materials necessary to complete required or elective courses. Students and parents may

purchase additional supplies at their own expense. The District may charge a reasonable and refundable deposit to cover damage to textbooks and supplies. A teacher may provide a list of suggested materials that students and parents may purchase. Purchasing materials is voluntary and not required for curricular activities.

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

### **Bulletin Boards**

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

### **Bullying**

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

### **Cafeteria Rules**

#### Lakeview Elementary

- Students will remain seated during the lunch period
- Students will clean up after themselves
- Students will remain in the cafeteria until dismissed by their teachers

#### Negaunee High School & Negaunee Middle School

- No food may be taken from the cafeteria (including beverages).
- Students will confine themselves to designated areas during the lunch time.
  - NHS: cafeteria and second floor bathroom.
  - NMS: cafeteria and basement bathroom, unless alternate location pre-approved
- Students should deposit all litter in the waste receptacles and leave the area in clean condition.
- Misconduct which includes the throwing of objects is considered a minor offense and will be dealt with in an appropriate manner. Misconduct during the lunch hour will result in a loss of cafeteria privileges for up to five days. In addition, one hour of detention will be assigned. Failure to comply will result in suspension. Severe misconduct such as food fights may result in cafeteria privileges for up to ten days and suspension from school for up to five days.
- Students are not permitted to order and have food delivered to the school without prior permission from the Principal or Assistant Principal. In most cases, permission will only be granted for special occasions (meetings, parties, etc).

## **Cell Phone Usage**

Students may not use cell phones or other electronic devices during school hours. Cell phones or other electronic devices must be stored in the student's locker during school hours if a student chooses to bring them to school.

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

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

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

## **Cheating, Plagiarism, and Academic Dishonesty**

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

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

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

Special conditions for seniors:

- any senior found to be cheating, **regardless of the number of offenses**, would be disqualified from participation as an Excellence in Education Scholar, Valedictorian, Salutatorian, honor student, and member of the National Honor Society at Negaunee High School. Furthermore, any senior who has already been named for these awards would forfeit those honors and any monetary award associated with the award.
- **First Offense** – one day suspension, have student notify parent, have teacher notify parent and student receives a zero on the exam/test/quiz/assignment or exercise.
- **Second Offense** – two-day suspension, have student notify parent, have teacher notify parent, and require parent conference, student receives zero on the /test/assignment/exercise, and student is denied honor roll recognition for the current semester.
- **Third Offense** – three day suspension, have student notify parent, have teacher notify parent, require parent conference, student receives zero on exam/test/quiz/assignment/exercise, student is denied all future academic honors including honor roll Valedictorian, Salutatorian, Excellence in Education Scholar etc.
- **Fourth offense or Repeated Offense thereafter** – four day suspension in addition to the aforementioned consequences. Cheating offenses are cumulative throughout all four years of high school. Students will not get a clean slate at the beginning of the year.
- **APPEAL POLICY** – the appeal policy is the same as that contained in the current student handbook for any other offense.

### **Children’s Protective Services Investigations**

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

### **Closed Campus**

The school campus is a closed campus. All students must remain on campus during school hours. The building principal or designee will release a student only after

confirming with an authorized adult that the student has permission to leave campus. Students who leave campus without authorization are subject to disciplinary action. Nothing in this Policy prevents the school from sending a student home when the student is ill or for disciplinary purposes.

### **Communicable Diseases**

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

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

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

In the case of non casual-contact, communicable-diseases, the school has an obligation to protect the safety of staff and students. The person in question will have his/her status reviewed by a panel, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will attempt to keep students and staff in school unless there is evidence to warrant exclusion. Non casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human- immune-deficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health. As required by Federal Law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

### **Concussion Protocol**

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

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

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

## **Damage to School Property**

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

## **Dress and Grooming**

Each year we review our dress code in relation to changes in style to allow as much freedom and individual discretion as possible for our students. It is our hope that the students will learn that the appropriateness of certain garments is situational. What is appropriate dress for the beach or a rock concert may not be suitable for school or church. As adults, we understand the importance of dressing properly for a situation or a particular role. In many cases, success in business and life is dependent upon proper dress. Part of the reason for our dress code is to help students develop this understanding and prepare them to be successful in life. A second reason for our dress code is to maintain the integrity of our institution. As a center for learning, it is important to maintain a learning environment. For this reason, clothing which is deemed disruptive or inappropriate to the learning environment or potentially hazardous to health and safety are restricted. See list below for specifics.

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

Tops must have straps or sleeves and must cover the student's entire torso from armpit to armpit. Pants, shorts, and skirts must have an inseam at least 4 inches in length. **The following guidelines must be followed:**

- hats of any kind are not to be worn in school buildings.
- sheer, mesh or see-through clothing is prohibited unless worn with appropriate clothing underneath
- clothing that advertises drug, tobacco, or alcohol products is prohibited
- clothing which suggests gangs, violence, or illegal activity is prohibited
- clothing with a sexual or profane message either explicit or implied is prohibited
- clothing with symbols or statements which convey a message that may intimidate, insult, or harass another person with respect to race, color, creed, religion, age, gender, disability, national origin, or ancestry is prohibited
- clothing that demonstrates hate group association/affiliation or uses hate speech targeting groups based on their membership in a protected class is prohibited
- short-shorts or mini-skirts must be worn on the hip and approach the knee, length should be to mid thigh.
- underwear or undergarments must not be visible
- clothing that allows body parts (midriff, genitals, nipples, and/or buttocks) to show, such as crop tops, short shorts, hip-hugger or laced up pants is prohibited

- clothing that is modified or mutilated/ripped in such a way as to violate any other portion of this code (including ripped pants that expose the leg higher than the fist) is prohibited
- sunglasses cannot be worn inside the building.
- pants must be worn at waist level.
- tank tops straps less than 2” in width and halter top without undershirt are prohibited
- chains (wallet/belt chains) or studded jewelry is prohibited
- improvised clothing (flags worn as capes, etc.) or costumes is prohibited
- jackets and book bags may not be brought to class
- Footwear must be worn at all times.
- Any clothing or accessory not mentioned above that is deemed inappropriate, unsafe, or offensive is prohibited.

Failure to comply with the above conditions may result in the following consequences:

1. The student will be asked to turn clothing inside out (in the case of offensive language or graphics.)
2. The student may be asked to change into appropriate clothing.
3. The parent may be called to bring in appropriate clothing.
4. The student may be sent home.
5. Noncompliance after the above steps have been taken will result in detention or suspension.

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

The final decision in any situation involving inappropriate attire rests with building administrators. With reference to the above code, we ask that parents monitor their child’s school clothing so that it is not necessary to have the student out of class to address a dress code violation.

### **Driving and Parking Personal Vehicles**

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

1. Students may not move their vehicles, sit in, or be around their vehicles during the school day without permission from administration.
2. Students may not drive carelessly or with excessive speed on school grounds.
3. By driving to school and parking on school grounds, students and parents consent to having that vehicle searched when school officials have reasonable suspicion that a search will reveal a violation of school rules, Board Policy, or law.
4. Snowmobiles/ATVs are not permitted on campus.
5. Students must have a valid Negaunee High School parking permit.
6. Park their vehicle in an appropriate parking area.

7. All students must yield to buses at all times.

### **Enrolling in School**

In general, State law requires students to enroll in the school district in which his/her parent(s) resides, unless enrolling under the District's open enrollment policy. All students who will be five years of age on or before December 1, of the current school year are eligible to attend school that year.

Parents enrolling new students must provide copies of the following:

- A. A birth certificate or similar document
- B. Court papers allocating parental rights and responsibilities, or custody (if appropriate)
- C. Proof of residency
- D. Proof of immunizations

A student who has been suspended or expelled by another public school may be temporarily denied enrollment pending expiration of the action, or a determination by the Superintendent.

### **Emergency Contact Information**

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

### **Fees**

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

### **Fire, Tornado, and Lockdown Drills**

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Tornado drills will be conducted during the tornado season using the procedures provided by the State. Lock down drills in which the students are restricted to the interior of the building and the building secured will occur each school year. Specific instructions on how to proceed during each type of drill will be provided to students by their teachers.

### **Food Services**

The Federal Wellness Program, which requires schools to serve well-balanced and nutritious breakfasts and lunches, is followed daily at all Negaunee Public Schools.

Menus will be posted monthly. Nutritional analysis for menus is available to anyone upon request by contacting the School Food Service Director. Because nutrition is the focus of the lunch program, please do not send soft drinks or candy when packing a bag lunch.

Families that meet income guidelines are eligible for free or reduced rates. Applications for free and reduced meals are sent home at the beginning of each year. If a family's financial situation changes during the school year, they may apply for free or reduced meals at any time. Our school district does not participate in the Special Milk Program so students who want to drink milk with their cold lunch must purchase the milk.

To purchase breakfast or lunch meals, families are encouraged to send money with their student to be deposited in their account first thing in the morning or they can deposit money online at <https://negaunee.familyportal.cloud>. A "reminder note" is no longer sent home with a student when their account has insignificant funds available. Parents may sign up for email balance reminders at [www.sendmoneytoschool.com](http://www.sendmoneytoschool.com) or by contacting the Food Service Director. Student balances are updated daily through <https://negaunee.familyportal.cloud>. The Negaunee Public School program guidelines prevent us from allowing students to charge meals. Therefore, deposits must be made in advance. If a student does not have money in his/her account, they will not receive breakfast or lunch until a deposit is made.

Breakfast is served daily starting thirty minutes before school starts. Students eating breakfast should enter doors nearest the cafeteria. They are not allowed to go to their classroom or lockers.

### **Accommodating Students with Special Dietary Needs**

The Board of Education believes all students, through necessary accommodations where required, shall have the opportunity to participate fully in all school programs and activities. In some cases, a student's disability may prevent him/her from eating meals prepared for the general school population.

Substitutions to the regular meal will be made for students who are unable to eat school meals because of their disabilities, when that need is certified in writing by a physician. The form "REQUEST FOR SPECIAL DIETARY NEEDS ACCOMMODATIONS" is available in the front office of each school building, and the school nurse's office. Once completed, the form will be sent to the school nurse for review.

Meal service shall be provided in the most integrated setting appropriate to the needs of the student with this disability. The District, in compliance with USDA Child Nutrition Division guidelines, will provide substitute meals to food-allergic students based upon the physician's signed statement.

### **Snacks**

Teachers may provide a time during the morning or afternoon for snacks. In an effort to prevent allergic reactions, students should not bring snacks containing nuts to school. Snacks should be healthy. Soft drinks, red juice and chewing gum are not allowed in

school. Students are permitted to bring clear water bottles containing water to keep with them during class time.

### **Field Trips**

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

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

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

### **First Aid, Illness, or Injury at School**

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

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

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

### **Head Lice**

A student with nits within 1/4 inch of the scalp or live lice may remain at school until the end of the school day. The student will be restricted from activities that involve close head-to-head contact or sharing of personal items. The District will notify the student's parent and provide educational materials on head lice prevention and treatment.

The student will be readmitted to school after treatment so long as the parent consents to a head examination and the examining District official does not find live lice on the student. If the District official finds nits within 1/4 inch of the student's scalp, the student may return to class, but the District must inform the student's parent about the need to remove the nits.

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

If a student has a persistent infestation after 6 weeks or 3 separate cases within 1 school year, the District will form a team that may include the student's parents, teacher, social

workers, or administrators to determine the best approach to resolve the issue.

### **Bed Bugs**

If a District official suspects that a student's clothing or belongings contain bed bugs, the school nurse or other District official may visually inspect the student's clothing or belongings. Any bugs found should be removed and collected for identification. If a live bed bug is discovered, the District will notify the student's parent and provide educational materials on bed bug prevention and treatment.

If a student's clothing or belongings are infested by bed bugs, the student may be excluded from school until the parent has confirmed that successful treatment has occurred or other remedial steps have been taken to ensure that bed bugs are not brought to school.

If bed bugs are found in a classroom or elsewhere in the school building, the building principal or designee will notify the parents of all students in the affected school building and will provide information on bed bug prevention and treatment. The school building will not be closed due to bed bug presence. If pest management is necessary, it will be provided to affected areas of the school building consistent with Policy 3406.

### **Guidance and Counseling**

The purpose of the School Counselor is to help each individual student to achieve his/her highest potential emotionally/socially, academically and with future planning. We try to do this in several ways:

- Arranging individual conferences to address needs whenever a student, a teacher, a parent or the counselor deems it necessary.
- Aiding students in making educational and vocational plans for the future.
- Provide assessments and opportunities designed to help the student learn as much as possible about their capabilities and interests.
- Helping all students feel comfortable in our school.

### **Homeless Children and Youth**

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

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

Kaitlyn Augustine  
200 Croix Street, Negaunee, MI 49866

(906) 475-7803  
kaitlyn.augustine@negauneschools.org

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

### **Immunizations**

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

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

### **Law Enforcement Interviews**

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

### **Limited English Proficiency**

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

### **Locker Use**

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

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

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

Students must keep all personal belongings, including coats and backpacks, in their lockers during the school day. Negaunee Public Schools will not be responsible for items stolen or missing from your locker.

### **Lost and Found**

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

### **Media Center**

Students must check out materials from the media specialist or other designee on duty. Each borrower is responsible for all materials checked out in the borrower's name. A fine may be charged for overdue materials. Each student is responsible for any fine that accumulates on materials charged to the student. If materials are lost and not returned by the end of the school year, the student must pay for the replacement cost. Students must also pay for any damage they cause to materials.

### **Medication**

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

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

For additional information and requirements, see Policy 5703.

### **Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers**

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

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

### **Parent Involvement in Education**

A copy of the District's Parent Involvement in Education policy, Policy 5401, is attached as Appendix C.

### **Parties**

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

### **Playground/Recess Rules**

Students must follow these rules during recess or while using the playground. Students who violate these rules may be disciplined.

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

### **Protection of Pupil Rights**

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

### **Public Display of Affection**

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

### **Rights of Custodial and Non-Custodial Parents**

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

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

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

### **Search and Seizure**

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

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

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

### **Student Education Records**

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

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

#### **Right to Request Explanation or Interpretation**

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

#### **Right to Request Amendment of Education Records**

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

## Directory Information

The District may collect, retain, use, and disclose student education records consistent with state and federal law. The District designates the following information as directory information:

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

- records kept in the maker’s sole possession that are used as a personal memory aid and that are not accessible or revealed to any person except a temporary substitute for the maker;
- records maintained by a law enforcement unit the District, as defined by the Family Educational Rights and Privacy Act (FERPA), if the record was created for a law enforcement purpose;
- records relating to a student who is at least 18 years old that are created or maintained by a psychiatrist, psychologist, or other recognized professional or paraprofessional acting or assisting in that capacity that are created or maintained only for the student’s treatment (exclusive of remedial educational activities or educational activities that are part of the District’s instructional program) and that are disclosed only to persons providing treatment (except that the records may be personally reviewed by a physician or other appropriate professional of the student’s choice);
- records created or received by the District after a person is no longer a student in the District and that are not directly related to the person’s attendance as a student in the District;
- grades on peer-graded papers or assignments before they are collected or recorded by a teacher; or
- records relating to a person employed by the District that are maintained in the normal course of business, relate only to the person’s employment, and are not available for any other purpose. Records relating to a person employed as a result of that person’s status as a student are, however, “education records.”

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

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

- student names, addresses, and telephone numbers;

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

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

### **Collection and Retention of Records**

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

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

### **Right to Inspect and Review Education Records**

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

parents may also inspect and review the education records of an "eligible student" if the student is considered a dependent under Internal Revenue Code Section 152. An "eligible student" means a student who is at least 18 years old, an emancipated minor, or a student enrolled in a postsecondary institution. Eligible students have the right to inspect and review their own education records.

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

violation of the Address Confidentiality Program Act if the student or the student's parent notifies the District that the student or the student's parent has obtained a participation card issued by the department of attorney general.

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

### **Right to Request Explanation or Interpretation of Student Education Records**

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

### **Right to Request Amendment of Education Records**

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

### **Disclosure of Education Records to School Officials**

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

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

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

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

### **Disclosure of "Directory Information"**

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

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

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

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

### **Disclosure of Education Records to Another School**

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

### **Tagged Records and Record Transfers**

Upon notification by a law enforcement agency that a student under age 17 is missing, the building principal or designee will tag the student's record in a manner that will alert both District and ISD personnel that the student is considered missing. Within 7 calendar

days after receiving notice from a law enforcement agency that a student is no longer considered missing, the building principal or designee will remove the tag from the student's record.

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

### **Disclosure to a For-Profit Business Entity**

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

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

### **Disclosure of Education Records in Response to Subpoena/Court Order**

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

### **Disclosure of Education Records in Other Circumstances**

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

- necessary because of a health or safety emergency;
- to authorized state or federal officials;
- in connection with a student's application for or receipt of financial aid;
- made for purposes of conducting a study for or on behalf of an educational agency or institution; to an accrediting organization;
- concerning a registered sex offender; or
- to a representative of a child welfare agency for a foster child.

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

## **Disclosure Logs**

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

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

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

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

- provided to MDE or CEPI;
- provided to the eligible student or the student's parent;
- provided to an intermediate school district providing services pursuant to a written agreement;
- provided by an intermediate school district to a school district or to a public school academy in which the pupil is enrolled or to a school district or public school academy
- providing services to the pupil pursuant to a written agreement;
- provided to a person, agency, or organization with the written consent of the eligible student or the student's parent;
- provided to a person, agency, or organization in accordance with an order, subpoena, or ex parte order issued by a court of competent jurisdiction;
- provided as necessary for standardized assessments that measure the student's academic progress and achievement;
- covered by the District's Directory Information Opt Out Form, unless the parent or eligible student has signed and submitted the Opt Out Form.

## **Video Recordings**

A video recording that is directly related to a student may be an "education record" (e.g., when it is maintained to document student conduct or misconduct, unless it is maintained by a law enforcement unit and used solely for a law enforcement purpose). The

Superintendent or designee will determine, on a case-by-case basis, upon receipt of a request for the video's disclosure, whether a particular video is an "education record" and whether it contains "personally identifiable information" about a student. If the Superintendent or designee determines that a video recording is an "education record," its release and disclosure and the rights of parents and eligible students to inspect and review the video recording are governed by this Policy, applicable laws, and relevant state and federal guidance.

### **Disclosure of Records to Law Enforcement**

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

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

### **Disclosure of Information to Military Recruiter**

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

The Directory Information Opt Out Form must include the option to opt out of the disclosure of the student's directory information to recruiters of the Armed Forces of the United States. Upon receipt of a written "opt out," school officials may not release the student's directory information to recruiters of the Armed Forces of the United States. The District may charge a fee, not to exceed the actual costs of copying and mailing the requested directory information, to recruiters of the Armed Forces of the United States, to the same extent it charges other organizations.

### **Annual Notice Requirements**

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

- the right to inspect and review their student's education records;

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

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

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

### **Technology**

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

### **Title I Services**

Title I is a federal program that provides general education instructional support. The purpose of Title I is to help increase the achievement of those students that are at risk of not meeting Michigan’s Grade Level Content Expectations. The four content areas in which students might receive additional support include Language Arts, Math, Science, and Social Studies.

Students are recommended for Title 1 service based on assessment information and progress monitoring. Each marking period updated assessments are given. Students who make adequate progress may be moved out of Title 1 service and a student who is making less progress may be moved into the program.

Title 1 students receive their primary instruction from their classroom teacher. Title 1 staff reinforces skills related to this instruction. This additional instruction is provided when other students are working independently, or the classroom teacher is working with another small group of students.

### **Transportation Services**

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

#### **School Vehicle Rules**

When in school vehicles, the following rules apply:

1. Students are expected to be at their designated bus stop 10 minutes before the scheduled pick-up time. Buses cannot wait for tardy pupils.
2. Students must promptly comply with any directive given by the driver.
3. Students must wait in a safe place for the vehicle to arrive, clear of traffic and away from where the vehicle stops.
4. Students may not fight or engage in bullying, harassment, or horseplay while riding or waiting for school vehicles.
5. Students must enter the vehicle without crowding or disturbing others and go directly to a seat.
6. Students must remain seated and keep aisles and exits clear while the vehicle is moving.
7. Students may not throw or pass objects on, from, or into vehicles.
8. Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
9. Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
10. Students may converse in ordinary tones and volumes but may not be loud or boisterous and should avoid talking to the driver while the vehicle is moving. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
11. Students may not open windows without the driver's permission. Students may not dangle body parts or other items (e.g., legs, arms, backpacks) out of the windows.

12. Students must secure any item(s) that could break or cause injury if tossed about the inside of the vehicle if the vehicle were involved in an accident.
13. Students must respect the rights and safety of others at all times.
14. Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
15. Students may not vandalize or intentionally cause damage to the vehicle.
16. Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.

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

### **School Vehicle Misconduct Consequences**

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

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

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

### **Parental Responsibilities Regarding the Bus Stops**

1. Parents are responsible for the safety of your child while going to or from the bus stop & while waiting at the stop for the school bus.
2. Parents are also responsible for any damage by your child to school buses, personal property of others, or public property.
3. Parents are to advise the child that the bus driver is the sole authority on the bus while they are being transported.

If at any time, parents feel that it is unsafe for their children to ride because of inclement weather or road conditions, they may keep their children home. Also, parents are authorized to pick their children up from school and take them home if they feel that it would be unsafe for them to ride the school bus home at the regular school dismissal time. Parents are expected to notify the school and follow appropriate sign out procedures in such instances.

### **Different Route Requests**

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

### **Video Surveillance and Photographs**

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

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

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

### **Withdrawal From School**

Students who are transferring from the District must submit written notice to the building principal at least 1 week before the withdrawal. No student under the age of eighteen will be allowed to withdraw from school without the written consent of his/her parent.

## SECTION II: ACADEMICS

To encourage students and parents to stay apprised of student academic information, grades, attendance, and other information can be accessed via PowerSchool. To register for PowerSchool, contact your child's school building.

### Commencement

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

### Credits and Graduation Requirements

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

Graduation from Negaunee High School requires the successful completion of twenty-two credits. Any course successfully completed for one semester is given one half credit. Any course successfully completed for the entire year is given one full credit. Negaunee High School grants credit on a semester basis for all courses; that is, a student is required to successfully complete a minimum of one semester to receive credit. Seven (7) semesters of high school attendance are required for participation in the graduation ceremony. Final determination of scholarship recipients will be based on (7) semesters of in-person high school attendance and academic work in the core curriculum of the high school. This includes but is not limited to Valedictorian, Salutatorian, or Excellence in Education Scholarships. In order for seniors to be eligible for Valedictorian, Salutatorian, and Excellence in Education Honors they must have completed (5) semesters at Negaunee High School.

<b>English</b>	<b>Credits</b>
English 9A & English 9B	1
English 10A & English 10B	1
English 11A & English 11B	1
Elective	1
<b>Total (English)</b>	<b>4</b>
<b>Math</b>	
Algebra 1 or Math Foundations	1
Geometry	1
Algebra 2	1
Senior Year Course	1
<b>Total (Math)</b>	<b>4</b>
<b>Science</b>	
Physical Science	1

Biology	1
Chemistry	1
<b>Total (Science)</b>	<b>3</b>
<b>Social Studies</b>	
World History	1
American History	1
American Government	½
Economics	½
<b>Total (Social Studies)</b>	<b>3</b>
<b>Physical Education</b>	<b>½</b>
<b>Health</b>	<b>½</b>
<b>Foreign Language</b>	<b>2</b>
<b>Visual, Performing, Applied Arts</b>	<b>1</b>
<b>Computer Class</b>	<b>½</b>
<b>Personal finance*</b>	<b>½</b> *Beginning with the Class of 2028
<b>Electives</b>	<b>3 ½</b>
<b>TOTAL CREDITS:</b>	<b>22 Class of 2025, 2026, 2027</b>

**22.5 Class of 2028**

**Dropping or Adding a Class**

As stated at registration time, we will do our best to schedule students into their choice of classes. They will then have the responsibility of sticking with their decisions. Students desiring to change a class should work through the counselor’s office. No changes will be made without permission of the parent, counselor, teacher and principal. Classes dropped after the 2nd week of the Semester shall be recorded as “F” for that Semester and will not be eligible to be taken for recovery credit.

**Dual Enrollment**

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

**Educational Development Plan/4-Year Plan (EDP)**

Each student will have an opportunity to create an Educational Development Plan that consists of basic profile information plus future educational and career plans. This EDP can be modified at any time and will be sent home for parent signature before being returned and stored in a student portfolio at NHS. In addition to the EDP, a student will complete a 4-year plan during scheduling for classes each year. This will allow some thought to go into planning a comprehensive high school course experience.

## Grades

Report cards will be issued at least once each quarter at Negaunee High School and Negaunee Middle School and once each trimester at Lakeview Elementary School.

The Superintendent or designee will develop and implement student grading guidelines to be used by teachers. The objective of grades is to quantify and report each student's academic achievement.

### Lakeview Elementary School

The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students receive grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will inform the students at the beginning of the school year. When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades. Parents of all students are able to access their child's grades through PowerSchool on the Internet. A username and password will be provided to all students at the beginning of each school year.

### Promotion, Retention, and Placement

Promotion to the next grade level is based on current level of achievement, potential for success at the next grade level, and emotional, physical, and/or social maturity. Conferences with the parents and professional staff will be scheduled prior to any retention. The decision to retain or promote rests with the school principal. An appeal process is available should concerns arise.

The principal, in conference with the classroom teachers, assigns students to create classes that are balanced in relation to a variety of factors. Parents can provide input and information about their child's learning style, behavior, physical, emotional needs, through Placement Consideration Forms available at the school office by May 15<sup>th</sup> each year. This information will be taken into consideration during the placement process, but class placement is a school decision. Lakeview Elementary School does not take parental requests regarding a specific teacher. Several factors will be weighed before classroom assignments are made. They include:

- Reading level
- Overall academic level
- Work habits and learning styles
- Social relationships
- Any special academic, social, or emotional needs that affect student success.

## Negaunee Middle School

### Honor Roll

Guidelines for an academic awards system have been developed. Students who earn honor roll status will receive awards, which are established in the guidelines.

- Academic Distinction: Students who achieve all As (to include A-s) for the grading period will be on the honor roll with distinction.
- Academic Honors: Students who achieve all A's and B's, no grade lower than a B-, will earn honor roll status.
- Citizenship Award: Citizenship point grades shall be 1's in all subjects.

### Grading System

The evaluation of student achievement is one of the important functions of the teacher. The marking system is as follows:

A-Excellent    B-Good    C-Average    D-Poor    F-Failure    I-  
Incomplete

An incomplete is given only in those cases where illness, emergency, or by prearrangement, the student has not been able to complete his/her assignments. An incomplete on the report card becomes an "F " two weeks from the end of the marking period. Make-up work is the complete responsibility of the student.

### Grading - Academic

At the beginning of the school year and for each new class, all teachers will inform their students of the grading scale and how it works. Students may see their grades as recorded in the PowerSchool gradebook online or by appointment with the teacher. All students are assigned a PowerSchool Account. During each marking period or prior to the determination of the marking period grade, teachers will return all papers collected for grading to the students for student review. Teachers may keep some student reviewed papers on file for educational purposes.

### Grading - Citizenship

The Negaunee Board of Education recognizes that the preparation for and practice as a responsible, purposeful, and meaningful life is a prime function of this school system. Citizenship is therefore taught and evaluated on a five point grading scale.

<b>1 Exemplary</b>	<b>2 Above Average</b>	<b>3 Average</b>	<b>4 Below Average</b>	<b>5 Unsatisfactory</b>
Extra effort	Good effort	Shows effort	Seldom puts forth effort	No effort
Superior behavior	Very few behavior problems	Easily redirected if misbehaving	Lacks self-control	Intentionally disruptive
Meaningful participation	Almost always willing to participate	Participates	Seldom participates	No positive participation
Always shows respect for other people & their property	Almost always shows respect for others	Generally respectful	Disrespectful	Consistently disrespectful
0 or 1 unexcused tardies	2 unexcused tardies	3 unexcused tardies	4 unexcused tardies	More than 4 unexcused tardies

Consistently shows a positive attitude	Almost always shows a positive attitude	Generally shows a positive attitude	Generally shows a negative attitude	Consistently shows a negative attitude
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## **Negaunee High School**

### **Academic Distinction**

Students who achieve all a's (to include A-s) for the grading period will be on the honor roll with distinction.

### **Academic Honors**

Students who achieve a 3.0 average or higher and who receive no grade lower than a B- will be on the honor roll.

### **Grade Point Average Calculation**

To compute a grade point average, add the numerical values for each letter grade. Divide this total by the number of classes attempted, including any for which you received an F. Physical Education and Drivers Education are not included in calculation of the honor roll. The numerical value for each grade is as followings:

A+(13), A(12), A-(11), B+(10), B(9), B-(8), C+(7), C(6), C-(5), D+(4), D(3), D-(2), F(0)

### **Honor Roll**

Guidelines for an academic awards system have been developed. Students who earn honor roll status will receive awards which are established in the guidelines. Incoming freshmen will qualify based on second semester grades of their freshman year and first semester grades of sophomore year.

### **Class Rank**

Class Ranking (based on grade point average) will be calculated at the beginning of 11th grade, and will be recalculated following the completion of each subsequent semester.

### **Grading System**

The evaluation of student achievement is one of the important functions of the teacher. The marking system is as follows:

A-Excellent    B-Good    C-Average    D-Poor    F-Failure    I-Incomplete

An incomplete is given only in those cases where illness, emergency, or by prearrangement, the student has not been able to complete his/her assignments. An incomplete on the report card becomes an "F" two weeks from the end of the marking period. Make-up work is the complete responsibility of the student.

### **Grading - Academic**

At the beginning of the school year and for each new class, all teachers will inform their students of the grading scale and how it works. Students may see their grades as

recorded in the teacher's grade book by appointment with the teacher. During each marking period or prior to the determination of the marking period grade, teachers will return all papers collected for grading to the students for student review. Teachers may keep some student reviewed papers on file for educational purposes.

### **Grading - Citizenship**

The Negaunee Board of Education recognizes that the preparation for and practice as a responsible, purposeful, meaningful life is a prime function of this school system. Citizenship is therefore taught and evaluated on a five-point grading scale.

1-Extra Effort, 2-Good Effort, 3-Shows Effort, 4-Seldom Puts Forth Effort, 5-No Effort

### **Homebound Instruction**

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the principal. The District will provide homebound instruction only for those confinements expected to last at least five (5) days. Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregiver. A physician must; certify the nature and existence of a medical condition; state the probable duration of the confinement, request such instruction; present evidence of the student's ability to participate in an educational program.

### **Homework**

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

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

### **Homework Plus**

NMS provides a daily planner and teachers post their assignments online as a tool for families to be informed about daily homework. While some students need more time than others, all students have a better opportunity to succeed with regular studying and parent oversight. Students missing more than one assignment in each subject per quarter will receive one hour of Homework Plus to be served after school on Tuesday, Wednesday or Saturday mornings.

### **Academic Detention**

Very often parents are led to believe that students can do their work successfully, without bringing work home. We wish to dispel that idea. Study outside of school hours should be done in order to aid the average student to succeed in his work. Some students need more time than others. A regularly scheduled study time is important in the development of good study habits. Students missing more than one assignment in each subject per quarter will receive one hour of detention to be served after school on Tuesday or Wednesday or Thursday (High School Only) or Saturday mornings.

## Michigan Merit Curriculum (MMC)

The Michigan Merit Curriculum specifies a common set of credits required for a student to obtain a high school diploma. It also provides educators with a common understanding of what students should know and be able to do to receive credit. Obtaining these credits also serves as the foundation of skills needed in order to succeed in college and/or the workplace.

In order for a student to receive a high school diploma, they must demonstrate proficiency in each area of the content as specified by the MMC and local district Board of Education. A local Board of Education can require credits beyond those specified by the MMC. The local Board of Education must also determine what constitutes “proficiency”.

## National Honor Society

The faculty on the basis of four criteria selects the National Honor Society. They are: Leadership, Character, Service and Scholarship. All four criteria are to be given equal weight in the selection process. There are separate awards for students that are strictly on the basis of scholarship or their grade point average.

### Selection Process

- Eligibility to seek membership in the National Honor Society is based on Grade Point average. Eligible seniors must have a 3.25 (9.75) cumulative grade point average and Juniors must have a 3.5 (10.5) cumulative grade point average.
- Application materials will be sent to **all** eligible students in June, then an informational meeting of applicants will be held in September regarding deadlines and membership requirements.
- Candidates will submit a written application, a completed form, which verifies 10 hours of service performed, and a 500-word essay on what the National Honor Society can do for the school, community and personal growth of its members.
  - The application must be submitted within two weeks of the informational meeting.
  - Once they have been accepted into the National Honor Society, the students are expected to perform 15 hours of community service 10 of which deal with National Honor Society Activities. If this is not met by May 1<sup>st</sup> each year, the student may be dropped from the National Honor Society.
  - Annual Dues of \$20.00 are required to be paid by May 1<sup>st</sup> of each school year. Alternately, students may choose to participate in the fundraisers and raise \$20.00 in profits for the group in order to remain in the Honor Society.

## Personal Curriculum

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

modification to the Michigan Merit Curriculum must be consistent with Michigan law and must incorporate as much of the Michigan Merit Curriculum content standards as practicable for the student. The District retains discretion to determine what modifications to the Michigan Merit Curriculum are appropriate for a particular student through a personal curriculum. A student who successfully completes an approved personal curriculum will earn a regular high school diploma.

The intent of the PC option is to assure the relevance of the student's course of study and facilitate the achievement of postsecondary goals. Due to this important connection, a PC must align with the educational and career goals listed in a student's Educational Development Plan. The use of the PC option should be the exception as the intent of the MMC is to provide a rigorous and relevant curriculum for all students who will obtain a high school diploma.

To request a personal curriculum, please contact Negaunee High School Guidance Counselor, Michelle Morey (906-475-7861; [michelle.morey@negauneeschools.org](mailto:michelle.morey@negauneeschools.org))

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

## **Physical Education**

Physical Education is required for all students in the Middle School and for 9<sup>th</sup> and 10<sup>th</sup> graders in the High School. If the family physician advises against taking part in physical education, a written excuse from the physician must be presented. A one-day excuse due to illness may be granted through a written parental request.

### **Gym Expectations**

1. All students must be in appropriate attire for physical activity.
2. All injuries must be reported to the instructor at once.
3. All lost and found articles are to be turned in to the instructor
4. All valuables should be kept locked in the student's locker, or checked in the office. The school is NOT responsible for any lost or stolen articles or equipment.
5. If a student must wear glasses, adequate protection should be provided by the student. No insurance for broken glasses is available.
6. Physical education equipment should be washed regularly.

### **Pool Expectations**

1. All students entering the water must have swim apparel approved by the instructor.
2. NO ONE should enter the pool area without the instructor or his/her assistant being present.
3. All students in the pool are to be under the immediate control of the instructor and/or assistant.

## Placement

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

## Report Cards

Report cards are issued four times a year. Grades indicate the level of academic achievement and citizenship for each class. There is often a direct correlation between behavior in the classroom and achievement.

## STEM Endorsement

If a student successfully completes all of the following credit requirements while in grades 7 to 12, the school district may notate a student's final transcript to indicate that the pupil has earned a STEM endorsement:

- All applicable requirements of the Michigan merit standard for a high school diploma under sections 1278a and 1278b.
- At least 6 credits in mathematics, including a credit for pre-calculus or calculus.
- At least 6 credits in science.
- At least 1/2 credit featuring significant course work involving technology activities and at least 1/2 credit featuring significant course work involving engineering activities.
- Upon graduation, students who believe they have met the requirements for the STEM Endorsement must contact the Guidance Office to request a review of their transcript.

## Students with Disabilities

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

A parent who believes their student is eligible for special education or accommodations due to a disability or suspected disability should contact Special Education Coordinator, Kellie Socia or District 504 Coordinator, Mary LeMoine.

## Summer School/Credit Recovery

To be eligible for a Negaunee High School diploma, a student may apply a maximum of 5 credits earned from sources other than Negaunee High School to replace courses completed at NHS in which the student received a grade of "NC" or "F". Additionally, the following limits exist on the number of recovery credits students may apply towards earning a Negaunee High School diploma in certain subject areas:

2 credits of Math

2 credits of English

1.5 credits of Science

1.5 credits of Social Studies

1 credit of Foreign Language

## Testing Out

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

The Negaunee Public Schools Board of Education shall grant high school credit in any course to a pupil enrolled in high school, who has exhibited a reasonable level of mastery of the subject matter of the course by attaining a grade of not less than C+ in a final exam in the course, or, if there is no final exam, by exhibiting that mastery through the basic assessment used in the course which may consist of a portfolio, performance, paper, project or presentation. For the purpose of earning credits under this section, any high school pupil may take the final examination in any course. Credit earned under this section, shall be based on a “pass” grade and shall not be included in a computation of grade point average for any purpose.

Credit earned under this section shall not be counted towards graduation, but shall be counted towards fulfillment of a requirement for a subject/course and shall be counted toward fulfillment of a requirement as to course sequence. Once credit is earned under this section, a pupil may not receive credit thereafter for a course lower in course sequence concerning the same subject area.

**August “Testing Out”** - Students must request to test-out by May 15<sup>th</sup>.

**December/January “Testing Out”** - Students must request to test out by November 15<sup>th</sup>.

Because of other parts of the school code, Physical Education and Government are excluded from this option. For application or further information contact the Guidance Department.

## Work Permits

Students who work and are not yet 18 years old must have a work permit. Applications for a work permit are issued through the High School Principal’s Office.

### SECTION III: STUDENT CLUBS, ACTIVITIES, AND ATHLETICS

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

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

#### Extracurricular Activities

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

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

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

For more information, see Policy 5507.

#### Student Council

Your Student Council provides for student activities, serves as a training experience for both leaders and followers, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearinghouse for student activities, seeks to interest students in school affairs and helps solve problems that may arise. Members of the Council are your representatives and have direct access to the school administration. **Petitions for nominations will be available in the Principal's office.**

#### Elections

Students seeking elective office (class officers, homecoming or Prom king/queen, student council) must satisfy the following criteria:

- **Attendance Record:** must have fewer than eight absences each semester for the previous year (Absences which are not school approved)
- **Academic Record:** must have passed four classes the previous semester.
- **Citizenship Record:** must not have been suspended from school the previous year. "Suspension includes: *Saturday School Suspension, In School or Out of School Suspension.*

The principal has the right to nullify or accept any student's candidacy.

### **Student-Initiated Non-Curricular Clubs**

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

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

### **Transportation To/From Extracurricular Activities**

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

## **SECTION IV: DISCIPLINE AND CODE OF CONDUCT**

### **Discipline Generally**

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

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

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

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

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

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

### **Forms of School Discipline & Applicable Due Process**

#### **After-School Detention**

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

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

#### **Saturday School**

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

#### **In-School Suspension**

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

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

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

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

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

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

## **Removal for 10 or Fewer School Days**

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

## **Removal for More than 10 and Fewer than 60 School Days**

Before a student is suspended for more than 10 school days but less than 60 school days, the Superintendent or designee will provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a hearing at which the student may present evidence and witnesses to show that the student did not commit the alleged offense or that suspension is not an appropriate consequence.

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

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

### **Removal for 60 or More School Days**

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

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

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

### **Student Code of Conduct**

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

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

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

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

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

Prohibited Conduct	Potential Consequence(s)
<p><b>Illegal Substances or Paraphernalia, including Alcohol:</b> possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of drugs, alcohol, fake drugs, illegal steroids, illegal inhalants, or look-alike drugs</p>	<ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Expulsion</li> <li>● Police Referral</li> </ul>
<p><b>Tobacco/Nicotine:</b> possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of any form of tobacco, including vaping devices or supplies.</p>	<ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Expulsion</li> <li>● Police Referral</li> </ul>
<p><b>Disruptive Behavior or Insubordination:</b> disrupting the learning environment or school activity or violating a school rule or directive.</p>	<ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Expulsion</li> </ul>
<p><b>Dangerous Weapon Possession:</b> firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles.</p>	<ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Permanent Expulsion</li> <li>● Police Referral</li> </ul>
<p><b>Other Weapons and Look-Alike Weapons Possession:</b> an object that is not a “dangerous weapon,” including but not limited to a pellet or air-soft gun, a knife with a blade of 3 inches or less, items intended to look like a dangerous weapon, or similar items.</p>	<ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Permanent Expulsion</li> <li>● Police Referral</li> </ul>
<p><b>Use of an Object as a Weapon:</b> any object used to threaten or harm another, regardless of whether injury results.</p>	<ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Permanent Expulsion</li> <li>● Police Referral</li> </ul>

<p><b>Arson:</b> purposefully, intentionally, or maliciously setting a fire on school property.</p>	<ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Permanent Expulsion</li> <li>● Police Referral</li> </ul>
<p><b>Physical Assault (Student to Student):</b> causing or attempting to cause physical harm to another through intentional use of force or violence.</p>	<ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Expulsion up to 180 school days</li> <li>● Police Referral</li> </ul>
<p><b>Physical Assault (Student to Employee, Volunteer, or Contractor):</b> causing or attempting to cause physical harm to another through intentional use of force or violence.</p>	<ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Permanent Expulsion</li> <li>● Police Referral</li> </ul>
<p><b>Verbal or Written Threat, including Bomb or Similar Threat:</b> statement that constitutes a threat against a student, employee, other person, or school property.</p>	<ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Expulsion</li> <li>● Police Referral</li> </ul>
<p><b>Plagiarism, Cheating, or other Falsification of Schoolwork:</b> submitting work that is not your own, including copying from others' work.</p>	<ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Credit Loss or Grade Reduction</li> <li>● Parent Notification</li> <li>● Suspension or Expulsion</li> </ul>
<p><b>Discrimination, Harassment (including Sexual Harassment), and Bullying:</b> violating Board Policy addressing anti-discrimination, anti-harassment, and anti-bullying.</p>	<ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Expulsion</li> </ul>
<p><b>Criminal Sexual Conduct:</b> commits criminal sexual conduct in a school building or on school grounds; or pleads to, is convicted of, or is adjudicated for criminal sexual conduct against another student enrolled in the same school district; or commits criminal sexual conduct against another student enrolled in the same school district.</p>	<ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Notification</li> <li>● Suspension or Permanent Expulsion</li> <li>● Police Referral</li> </ul>

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

## SECTION V: BUILDING-SPECIFIC RULES AND PROCEDURES

### Lakeview Elementary School

#### Code of Conduct

A major component of the educational program at Lakeview is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to follow Lakeview's "***Minor Traits***," **Respect, Responsibility, and Remember Safety**. Students can demonstrate these traits in several ways:

- Respecting People & Property
- Finishing Work on Time
- Listening & Following Directions
- Interacting Appropriately in Groups
- Working appropriately on Their Own
- Showing Organization
- Exercising Self-Control

#### Expected Behaviors

*Each student shall be expected to:*

- Help maintain a safe school environment
- Act courteously to adults and fellow students
- Follow the directions of the person in charge
- Keep hands, feet, and objects to him/herself
- Respect school and personal property
- Complete assigned tasks on time, as directed

Additionally, we are proud to partner with Capturing Kids' Hearts as a solution provider for our district. Capturing Kids' Hearts equips educators with a transformational process for building high-performing, safe learning environments through in-person training experiences, expert coaching, an ever-growing network of school leaders, and a leadership curriculum for students. Research shows that students who feel safe and more connected to their school and staff are more likely to succeed academically and have fewer behavioral issues. Teachers, staff, and administrators learn and practice skills that reflect a common monthly theme that they use and model in their classrooms and schools. Additional information and resources related to the CKH monthly theme are shared in the school newsletters.

#### Drop off and Pick up Procedures

Students are not to be dropped off at Lakeview Elementary until after 8:35 a.m. Breakfast is served daily starting at 8:35 a.m. Students eating breakfast should enter the doors nearest the cafeteria. They are not to go to their classroom or lockers.

Parent drop off will begin at 8:35 on Hungerford Ave.

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent or the parents coming to school to request the release. Parents must sign students out in the office. Students will be called to the office when their ride arrives. No student will be released to a person other than the custodial parent(s) without written permission signed by the custodial parent(s).

Students riding buses will remain in their bus line until directed to get on the bus. Walkers will meet and be escorted by a school aide off of the property. Parents picking up will wait in the line driving east on Hungerford Avenue and their student will be called to be picked up.

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must sign in at the office upon entering the school. Our main entrances have video cameras to help with the process of monitoring.

#### To Enter Lakeview Elementary

- \*Press the security buzzer
- \*Identify yourself
- \*Look up at the camera
- \*The door lock will release for you to enter
- \*Report immediately to the school office for assistance
- \*All visitors must check in and out in the school office

Please look at entrance doors and any office postings when entering the building for any updated policy change or special announcements. Bringing other children, particularly younger children, onto the playground during school hours/recess is not permitted unless a special Lakeview event is taking place. Any children that are brought onto campus are the responsibility of the party that brought them. Negaunee Public Schools is not liable for any injury that may occur. Student classroom visitors are discouraged due to safety concerns.

### **Dress and Grooming**

Proper school attire is a parental responsibility and it is expected that all students will be sent to school properly dressed. It is inappropriate to wear clothing or any fashion that disrupts the educational process or presents a safety risk. The following styles or manner of dress are prohibited:

- Headwear of any kind in school buildings
- Clothing which exposes bare midriffs or underclothing
- Clothing advertising alcoholic beverages, tobacco, drugs, or those with obscene or sexually suggestive printing or ethnic slander on them
- Mutilated clothing
- Jackets and backpacks in classrooms

- Sunglasses in school buildings
- Tank top with straps less than two inches in width/halter top without undershirt
- Chains/studded jewelry
- Flip-flop type shoes – Shoes must fasten behind the ankle
- Shorts and skirts shorter than your fingertips when arms are fully extended at your side

Children should be properly dressed for the weather. Boots and snow pants need to be worn on the non-plowed areas of the playground. Winter clothing is worn/taken with to the cafeteria. Children are not allowed to go back to the hallway or classroom to get winter clothing. It is best to send children to school in layers so that they would be able to put on and take off clothing depending on whether they are outside or inside. Parents will be notified by phone or incident report if their children are improperly dressed.

Failure to comply with the above conditions may result in but not limited to the following consequences:

- Student may be asked to turn clothing inside out
- Student may be asked to change into appropriate clothing
- Parent may be called to bring in appropriate clothing
- Student may be sent home

#### **“Drug-Free School Zone”**

In accordance with Federal and State law, the Board hereby establishes Lakeview Elementary School a “Drug-Free School Zone,” The use, possession, sale, concealment, delivery, or distribution of a drug or any drug-related paraphernalia at any time on District property, within the Drug-Free School Zone (1000 feet from the boundary of any school property), or at any District-related event is prohibited. Board Policy 5530 at [www.negaunee.k12.mi.us](http://www.negaunee.k12.mi.us) contains further information.

#### **Parent Involvement/S.H.I.N.E. Program**

The Negaunee Public School’s Board of Education believes that durable and significant learning by a student is more likely to occur when there is an effective partnership between the school and the parents. This partnership includes communication between home and school. Parent-Teacher conferences are held at the end of the first marking period to inform parents of their child’s progress and to work out a suitable program of activities and experiences. Additional conferences are encouraged and may be requested by the parents or teachers as deemed necessary. The Communicator, Lakeview’s newsletter, is sent home with students every other Friday. This newsletter details events and activities that are taking place in the school.

SHINE (School Helpers Investing in Negaunee Education) is the organized district volunteer program. SHINE helps coordinate the talents and availability of the volunteers with the needs of the students, teachers, and school. If interested in volunteering at Lakeview, please contact the SHINE Volunteer Program Coordinator, Diane Faust, at 475-0229.

## Student Attendance at School Events

The school encourages students to attend school events held after school. However, in order to ensure that students attending evening events as nonparticipants are properly safeguarded, it is strongly advised that a parent or adult chaperone accompany students when they attend the event. The school will not be able to supervise unaccompanied students nor will it be responsible for students that arrive without an adult chaperone. Students must comply with the Code of Conduct at school events, regardless of location. Disruptive and inappropriate behavior may result in removal of the student and/or family from the event or restrictions on future attendance. Additional consequences may apply based on circumstances of the Code of Conduct violation.

### Safety Concerns

Students may not use roller blades, skateboards, scooters, Heely tennis shoes, or any other form of personal transportation device on school campus. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within the building and on the grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

Bicycles are permitted, but must be walked on to the school campus to avoid injury. Bikes must be parked in provided bike racks and should be secured with a locking device.

### Student Discipline Code

The Student Discipline Code includes the types of misconduct that will subject a student to disciplinary action. It is the school staff's responsibility to provide a safe and orderly learning environment. Discipline is within the discretion of the school's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation. *Every reasonable effort will be made to maintain confidentiality during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.*

In all cases, an attempt will be made to make discipline prompt and equitable and to have the consequence match the severity of the incident. Below are guides that state possible consequences for various behaviors.

### Stage 1 Behavior Rubric

	First Time	Second Time	Third Time	Fourth Time
Grades JK - K	<ul style="list-style-type: none"> <li>● Reflection/Review of Expectations</li> </ul>	<ul style="list-style-type: none"> <li>● Reflection/Review of Expectations</li> <li>● Phone Call Home</li> <li>● Written Warning</li> </ul>	<ul style="list-style-type: none"> <li>● Reflection/Review of Expectations</li> <li>● Incident Report</li> <li>● Phone Call Home</li> <li>● Loss of Recess</li> </ul>	<ul style="list-style-type: none"> <li>● Reflection/Review of Expectations</li> <li>● Incident Report</li> <li>● Phone call home</li> <li>● Loss of Recesses</li> <li>● Behavior Support Team Meeting</li> </ul>

<b>Grades 1-2</b>	<ul style="list-style-type: none"> <li>● Reflection Sheet</li> <li>● Phone Call Home</li> </ul>	<ul style="list-style-type: none"> <li>● Reflection Sheet</li> <li>● Written Warning</li> <li>● Phone Call Home</li> <li>● Loss of Recess</li> </ul>	<ul style="list-style-type: none"> <li>● Reflection Sheet</li> <li>● Incident Report</li> <li>● Phone Call Home</li> <li>● Loss of Recesses</li> <li>● Parent Conference (Optional)</li> </ul>	<ul style="list-style-type: none"> <li>● Reflection Sheet/Review of Expectations</li> <li>● Incident Report</li> <li>● Phone Call Home</li> <li>● Loss of Recesses</li> <li>● Behavior Support Team Meeting</li> <li>● Behavior Support Plan</li> </ul>
<b>Grades 3-4</b>	<ul style="list-style-type: none"> <li>● Reflection Sheet</li> <li>● Phone Call Home</li> </ul>	<ul style="list-style-type: none"> <li>● Reflection Sheet</li> <li>● Incident Report</li> <li>● Phone Call Home</li> <li>● Loss of Recesses</li> </ul>	<ul style="list-style-type: none"> <li>● Reflection Sheet</li> <li>● Incident Report</li> <li>● Phone Call Home</li> <li>● Loss of Recesses</li> <li>● Parent Conference</li> </ul>	<ul style="list-style-type: none"> <li>● Reflection Sheet/Review of Expectations</li> <li>● Incident Report</li> <li>● Phone Call Home</li> <li>● Loss of Recesses</li> <li>● Behavior Support Team Meeting</li> <li>● Behavior Support Plan</li> </ul>

Cheating: acting dishonestly or unfairly in order to gain an advantage

Dishonesty: deceitfulness shown in someone's character or behavior

Disrespect: lack of respect or courtesy

Dress Code Violation: fashion (dress, accessory, or hairstyle) that disrupts educational process or presents a safety risk

Horseplay: rough, boisterous play

Public Display of Affection: any display of affection in a physical way

Teasing: making fun of someone in an unkind manner

### Stage 2 Behavior Rubric

	<b>First Time</b>	<b>Second Time</b>	<b>Third Time</b>	<b>Fourth Time</b>
<b>Grades K-JK</b>	<ul style="list-style-type: none"> <li>● Reflection/Review of Expectations</li> <li>● Phone Call Home</li> <li>● Written Warning</li> </ul>	<ul style="list-style-type: none"> <li>● Reflection/Review of Expectations</li> <li>● Incident Report</li> <li>● Phone Call Home</li> <li>● Loss of Recess</li> </ul>	<ul style="list-style-type: none"> <li>● Reflection/Review of Expectations</li> <li>● Incident Report</li> <li>● Phone Call Home</li> <li>● Loss of Recesses</li> </ul>	<ul style="list-style-type: none"> <li>● Reflection/Review of Expectations</li> <li>● Incident Report</li> <li>● Student Calls Parents</li> <li>● Loss of Recesses</li> <li>● Behavior Support Team Meeting</li> <li>● Behavior Support Plan</li> </ul>
<b>Grades 1-2</b>	<ul style="list-style-type: none"> <li>● Reflection Sheet</li> <li>● Incident Report</li> <li>● Phone Call Home</li> <li>● Loss of Recesses</li> </ul>	<ul style="list-style-type: none"> <li>● Reflection Sheet</li> <li>● Incident Report</li> <li>● Phone Call Home</li> <li>● Loss of Recesses</li> </ul>	<ul style="list-style-type: none"> <li>● Reflection Sheet</li> <li>● Incident Report</li> <li>● Half Day ISS</li> <li>● Student Calls Parents</li> <li>● Loss of Recesses</li> <li>● Parent Conference (Optional)</li> </ul>	<ul style="list-style-type: none"> <li>● Reflection Sheet</li> <li>● Incident Report</li> <li>● One Day ISS</li> <li>● Student Calls Parents</li> <li>● Loss of Recesses</li> <li>● Review of Expectations</li> <li>● Behavior Support Team Meeting</li> <li>● Behavior Support Plan</li> </ul>
<b>Grades 3-4</b>	<ul style="list-style-type: none"> <li>● Reflection Sheet</li> <li>● Incident Report</li> <li>● Phone Call Home</li> <li>● Loss of Recess</li> </ul>	<ul style="list-style-type: none"> <li>● Reflection Sheet</li> <li>● Incident Report</li> <li>● Student Calls Parents</li> <li>● Loss of Recesses</li> </ul>	<ul style="list-style-type: none"> <li>● Reflection Sheet</li> <li>● Incident Report</li> <li>● One Day ISS</li> <li>● Student Calls Parents</li> <li>● Loss of Recesses</li> <li>● Parent Conference (Optional)</li> </ul>	<ul style="list-style-type: none"> <li>● Reflection Sheet</li> <li>● Incident Report</li> <li>● Two Days OSS</li> <li>● Student Calls Parents</li> <li>● Loss of Recesses</li> <li>● Behavior Support Conference</li> <li>● Behavior Support Plan</li> </ul>

Assault: any physical aggression where one individual is attempting to do bodily harm to another

**Bullying:** gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation. This includes electronically transmitted acts that harass through unpleasant or aggressive messages.

**Disorderly Conduct:** unruly behavior outside of the classroom

**Disruptive Conduct:** any act or conduct that is disruptive of the educational process or conduct that will endanger the physical and/or emotional well-being of students or staff

**Endangerment:** an action that places another at risk or in danger

**Fighting:** the act of quarreling involving bodily contact

**Fire protection system:** tampering with the fire protection system in any manner

**Forgery:** producing a false copy of a document, signature, grades, addresses, or other data on school forms

**Harassment:** inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well being

**Inappropriate Touch:** violation of an individual's personal space

**Inappropriate use of technology:** \*See Technology Policy

**Insubordination:** defiant of authority; disobedient of others

**Obscenity:** the state of being obscene; behavior, language, or images

**Profanity:** offensive words or language

**Public Display of Affection:** any display of affection in a physical way

**Theft:** the action or crime of stealing; taking something that does not belong to you

**Threat:** verbal or written statement of an intention to inflict pain, injury, damage, or other hostile action on someone in retribution for something done or not done

**Vandalism:** the act of willful destruction of property belonging to another or others

**Weapon-like object:** possession of a potentially dangerous object; using an object as a weapon to inflict bodily harm or physical damage

### Stage 3 Behavior Rubric

	First Time	Second Time	Third Time
<b>Grades JK-2</b>	<ul style="list-style-type: none"> <li>● Incident Report</li> <li>● One Day OSS (minimum)</li> <li>● Criminal Charges (optional)</li> </ul>	<ul style="list-style-type: none"> <li>● Incident Report</li> <li>● Three Days OSS (minimum)</li> <li>● Criminal Charges (optional)</li> </ul>	<ul style="list-style-type: none"> <li>● Incident Report</li> <li>● Ten Days OSS</li> <li>● Referral to Board</li> </ul>
<b>Grades 3-4</b>	<ul style="list-style-type: none"> <li>● Incident Report</li> <li>● Three Days OSS (minimum)</li> <li>● Criminal Charges (optional)</li> </ul>	<ul style="list-style-type: none"> <li>● Incident Report</li> <li>● Five Days OSS (minimum)</li> <li>● Criminal Charges (optional)</li> </ul>	<ul style="list-style-type: none"> <li>● Incident Report</li> <li>● Ten Days OSS</li> <li>● Referral to Board</li> </ul>

**Arson:**the act of deliberately setting fire to property

**Drugs/Alcoholic beverage:**(includes imitation and non/prescription) possession, sale, transfer, use of drugs

**Explosives:** use of any substance that can be made to explode

**Weapons/Weapon-like objects:** things designed or used for inflicting bodily harm or physical damage

**Note:**

- Consequences may vary based upon severity, circumstances and requirements of Board Policy and State or Federal Law.
- The above rubrics are based upon guiding principles of effective and progressive consequences and Lakeview School's unique needs and resources.
- Further incidents may result in, but not limited to, additional days of In School Suspension, Out of School Suspension, referral to Police, etc.

**Explanation of Consequences**

After school detention: student works on class work during scheduled time after the school day

Behavior Plan: a written document/instrument used to promote positive behavior

In-school suspension: student remains secluded from other students throughout the day; completes assignments in designated room with one adult; eats lunch in that room

Loss of recess(es): student does not receive recess for the day

Out of school suspension: student is not allowed on the school grounds during school hours or at school events; re-admittance may require parent conference; missed daily work will need to be made up; length of suspension is determined by severity of incident

Parent conference: parent(s) meet with school personnel to discuss incidents and possible solutions

Reflection: student completes a written reflection worksheet regarding incident

Student calls parents: student calls a parent to explain incident and consequences

Written warning: parents are notified of incident; warning needs to be signed by a parent and returned to school the following school day

**Student Rights of Expression**

The school recognizes the right of students to express themselves. With this right of expression comes the responsibility to do it appropriately. The expression cannot be obscene, vulgar, insulting, or harassing. It may not promote violence, disruption of school, or violate any school regulation.

**Negaunee Middle School****School Drop-Off/Pick-Up Procedures**

- Bus riders will enter the school at the New Gym Entrance.
- Before school pick-up and After School Drop-Off is restricted to Case Street.
- Students arriving prior to 7:35 am must report to the New Gym or go to breakfast in the cafeteria.

○

## APPENDIX A: TITLE IX SEXUAL HARASSMENT

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

This Policy addresses allegations of Title IX sexual harassment that occurred on or after August 14, 2020. Allegations of discrimination, harassment, or retaliation not covered by this Policy should be addressed under the District's applicable non-discrimination or anti-harassment policies. Allegations alleging both Title IX sexual harassment and other forms of unlawful discrimination and harassment (e.g., race, age, disability) that cannot be reasonably separated into two distinct complaints should be investigated under this Policy. Investigating other forms of discrimination, including harassment and retaliation, through this Policy will fulfill the District's investigation requirements under Policies 4104 or 5202, but nothing in this paragraph limits the District's right to determine at any time that a non-Title IX allegation should be addressed under Policies 4104 or 5202 or any other applicable Policy.

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

The Investigator, Decision-Maker, Appeals Officer, and any person designated to facilitate an informal resolution process cannot be the same person on a specific matter, and the persons designated to serve in those roles may or may not be District employees. Any person serving as the Investigator, Decision-Maker, Appeals Officer, or person designated to facilitate an informal resolution process must meet the training requirements in Section M of this Policy.

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

### A. Definitions

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

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

- a. District employee conditioning the provision of a District aid, benefit, or service on a person's participation in unwelcome sexual conduct;
- b. Unwelcome conduct that a reasonable person would determine to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
- c. "Sexual assault" as defined in 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).

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

- a. Rape: (Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
- b. Sodomy: Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
- c. Sexual Assault With An Object: To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
- d. Fondling: The touching of the private body parts of another person for the purpose of sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
- e. Incest: Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- f. Statutory Rape: Nonforcible sexual intercourse with a person who is under the statutory age of consent.

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

4. “Domestic violence” means felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the Complainant, person with whom the Complainant shares a child, person who is cohabitating with or has cohabitated with the Complainant as a spouse or intimate partner, person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Michigan; or any other person against an adult or youth Complainant who is protected from that person’s acts under the domestic or family violence laws of Michigan.
- 5 “Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for the person’s safety or the safety of others; or (2) suffer substantial emotional distress.
6. “Actual Knowledge” means notice of sexual harassment or allegations of sexual harassment to the District’s Title IX Coordinator or any District employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only District employee with actual knowledge is the Respondent.
7. “Appeals Officer” is the person designated by the District to handle appeals of a dismissal or determination of responsibility for matters investigated under this Policy. The Appeals Officer may not be the same person as the Investigator, Title IX Coordinator, Decision-Maker, or person designated to facilitate an informal resolution process on a specific matter.
8. “Complainant” is a person who is alleged to be the victim of conduct that could constitute Title IX sexual harassment.
9. “Consent” means a voluntary agreement to engage in sexual activity by a person legally capable of consenting. Someone who is incapacitated cannot consent. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent can be withdrawn at any time. Coercion, force, or threat of either invalidates consent. Sexual conduct or relationships between District employees, volunteers, or contractors and students, regardless of age or consent, are prohibited.
10. “Day,” unless otherwise indicated, means a day that the District’s central office is open for business.
11. “Decision-Maker” is the person designated by the District to review the investigation report and provide a written determination of responsibility that provides the evidentiary basis for the Decision-Maker’s conclusions. The Decision-Maker may not be the same person as the Investigator, Title IX Coordinator, Appeals Officer, or person designated to facilitate an informal resolution process on a specific matter.

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

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

14. “Grievance Process” is the process by which the District handles Formal Complaints.

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

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

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

18. “Supportive Measures” are non-disciplinary, non-punitive, individualized services offered and implemented by the Title IX Coordinator as appropriate, as reasonably available, and at no-cost to the Complainant and the Respondent before or after the filing of a Formal Complaint or when no Formal Complaint has been filed. Supportive measures are designed to restore or preserve equal access to the District’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District’s educational environment, or deter sexual harassment.

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

## B. Posting Requirement

The Title IX Coordinator’s contact information (name or title, office address, electronic mail address, and telephone number), along with the District’s Title IX nondiscrimination statement, must be prominently posted on the District’s website and in any catalogs or handbooks provided to applicants for admission or employment, students, parents, and

unions or professional organizations with a collective bargaining or professional agreement with the District.

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

#### C. Designation of Title IX Coordinator

The District designates the following person(s) as the Title IX Coordinator(s):

Andrew Brunette, Principal, Negaunee High School  
500 West Arch Street Negaunee, MI 49866  
906-475-7861

[andrew.brunette@negauneeschools.org](mailto:andrew.brunette@negauneeschools.org)

Heather Holman, Principal, Lakeview Elementary School  
200 Croix Street Negaunee, MI 49866  
906-475-7804

[heather.holman@negauneeschools.org](mailto:heather.holman@negauneeschools.org)

#### D. Reporting Title IX Sexual Harassment:

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

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

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

#### E. General Response to Sexual Harassment

##### 1. District's Obligation to Respond without Deliberate Indifference

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

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

## 2. Response to Report of Title IX Sexual Harassment

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

## 3. Formal Complaint Filed

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

## 4. Equitable Treatment

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

## 5. Documentation and Recordkeeping

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

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

## 6. Supportive Measures

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

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

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

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

Supportive measures may include, but are not limited to:

- a. District-provided counseling;
- b. Course-related adjustments, such as deadline extensions;
- c. Modifications to class or work schedules;
- d. Provision of an escort to ensure that the Complainant and Respondent can safely attend classes and school activities; and
- e. No-contact orders.

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

## 7. Respondent Removal

### a. Emergency Removal (Student)

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

### b. Administrative Leave (Employee)

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

## 8. Law Enforcement

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

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

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

## F. Grievance Process

### 1. Generally

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

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

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

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

At any point, the Title IX Coordinator, Investigator, Decision-Maker, or Appeals Officer may temporarily delay the Grievance Process or permit a limited extension of time frames for good cause. Good cause may include absence of a party, party's advisor, or witness; concurrent law enforcement activity; or the need for accommodations (e.g., language assistance or accommodation of disabilities). If there is a delay or extension,

the parties will receive written notice of the delay or extension and the reasons for the action.

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

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

## 2. Notice of Allegations

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

- a. A copy of this Policy, which includes the District's Grievance Process, and any informal resolution process;
- b. The sexual harassment allegations, including sufficient details known at the time and with sufficient time so that parties may prepare a response before the initial interview. Sufficient details include parties involved in the incident, if known; the alleged conduct constituting sexual harassment; and the date and time of the alleged incident;
- c. A statement that the Respondent is presumed not responsible for the alleged conduct;
- d. A statement that a determination of responsibility is made at the Grievance Process's conclusion;
- e. A statement that the parties may have an advisor of their choice, who may be an attorney, although any attorney or advisor who is not a District employee will be at the party's own cost;
- f. A statement that the parties will be provided an opportunity to inspect and review any evidence before the investigation report is finalized; and
- g. If the Complainant or Respondent is a student, and the District's Student Code of Conduct addresses false statements by students during the disciplinary process, a citation to that portion of the Code of Conduct. If the Code of Conduct does not address false statements by students, the notice is not required to include any reference.

If, during the course of an investigation, the Investigator decides to investigate allegations that are not included in this notice, the District will provide notice of the additional allegations to the Complainant and Respondent.

## 3. Informal Resolution

During the Grievance Process, *after* a Formal Complaint has been filed but before a determination of responsibility has been made, the District may offer to facilitate an

informal resolution process, or either party may request the informal resolution process. A Formal Complaint must be filed to initiate the informal resolution process.

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

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

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

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

- a. Allegations;
- b. Informal resolution requirements, including the circumstances under which the informal resolution precludes the parties from resuming a Formal Complaint arising from the same allegations;
- c. Right to withdraw from informal resolution and resume the Grievance Process at any time prior to agreeing to a resolution; and
- d. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared

#### 4. Investigation

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

##### a. Investigation Process

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

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

The Investigator must provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory or

exculpatory evidence. The Investigator cannot restrict parties from discussing the allegations under investigation, nor can the Investigator restrict parties from gathering or presenting relevant evidence.

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

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

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

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

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

#### b. Investigation Report

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

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

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

## 5. Determination of Responsibility

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

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

- a. Afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness; and
- b. Provide each party with the answers, and allow for additional, limited follow-up questions from each party.

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

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

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

- a. Identification of the sexual harassment allegations;
- b. Description of the procedural steps taken from the receipt of the Formal Complaint through the determination of responsibility, including any:
  - i. Notification to the parties;
  - ii. Party and witness interviews;
  - iii. Site visits;
  - iv. Methods used to collect evidence; and
  - v. Hearings held.
- c. Factual findings that support the determination;
- d. Conclusions about the application of any relevant code of conduct, policy, law, or rule to the facts;
- e. A statement of, and rationale for, the result as to each allegation, including
  - i. A determination of responsibility;
  - ii. Any disciplinary action taken against the Respondent (consistent with Policies 4309, 4407, 4506, 4606, or 5206, as applicable, and any applicable

- codes of conduct, handbooks, collective bargaining agreements, or individual employee contracts); and
  - iii. Whether remedies designed to restore and preserve equal access to the District's education program or activity will be provided to the Complainant.
- f. Appeal rights.

## 6. Appeals

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

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

- a. A procedural irregularity that affected the outcome.
- b. New evidence that was not reasonably available at the time the determination of responsibility or dismissal decision was made that could affect the outcome.
- c. The Title IX Coordinator, Investigator, or Decision-Maker had a conflict of interest or bias for or against the Complainant or Respondent, generally or individually, that affected the outcome.

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

Upon receipt of an appeal, the Title IX Coordinator will assign an Appeals Officer who will provide both parties written notice of the appeal and an equal opportunity to submit a written statement in support of, or challenging, the determination or dismissal decision.

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

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

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

## G. Dismissal

### 1. Mandatory Dismissals

The Title IX Coordinator must dismiss a Formal Complaint if:

- a. The Formal Complaint's allegations, even if proven, would not constitute sexual harassment as defined in this Policy;
- b. The Formal Complaint's allegations did not occur in the District's programs or activities; or
- c. The Formal Complaint's allegations did not occur in the United States.

## 2. Discretionary Dismissals

The Title IX Coordinator may dismiss a Formal Complaint if:

- a. The Complainant notifies the Title IX Coordinator in writing that the Complainant wishes to withdraw the Formal Complaint in whole or in part;
- b. The Respondent's enrollment or employment ends; or
- c. Specific circumstances prevent the District from gathering evidence sufficient to reach a determination (e.g., several years have passed between alleged misconduct and Formal Complaint filing, Complainant refuses or ceases to cooperate with Grievance Process).

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

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

## H. Consolidation of Complaints

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

## I. Remedies and Disciplinary Sanctions

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

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

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

2. Offering the parties school-based counseling services, as necessary;
3. Providing the parties with academic support services, such as tutoring, as necessary;
4. Rearranging course or work schedules, to the extent practicable, to minimize contact between the Complainant and Respondent;
5. Moving the Complainant's or the Respondent's locker or work space;
6. Issuing a "no contact" directive between the Complainant and Respondent;
7. Providing counseling memoranda with directives or recommendations.

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

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

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

1. Assemblies reminding students and staff of their obligations under this Policy and applicable handbooks;
2. Additional staff training;
3. A climate survey; or
4. Letters to students, staff, and parents reminding persons of their obligations under this Policy and applicable handbooks.

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

## J. False Statements

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

not sufficient, on its own, to conclude that a person made a materially false statement in bad faith.

#### K. Confidentiality

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

#### L. Retaliation

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

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

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

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

#### M. Training

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

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

1. The definition of sexual harassment;
2. The scope of the District's education programs or activities;
3. How to conduct an investigation and the District's grievance process, including, as applicable, hearings, appeals, and informal resolution processes; and
4. How to serve impartially, including avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

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

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

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

#### N. Record Keeping

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

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

#### O. Office for Civil Rights

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

U.S. Department of Education Office for Civil Rights  
1350 Euclid Avenue, Suite 325  
Cleveland, Ohio 44115  
Phone: (216) 522-4970  
E-mail: [OCR.Cleveland@ed.gov](mailto:OCR.Cleveland@ed.gov)

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

## APPENDIX B: ANTI-BULLYING

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

### A. Prohibited Conduct

1. Bullying, including cyberbullying, any student at school is prohibited. Bullying is any written, verbal, or physical act, or electronic communication that is intended to or that a reasonable person would know is likely to harm one or more students directly or indirectly by doing any of the following:
  - a. substantially interfering with a student's educational opportunities, benefits, or programs;
  - b. adversely affecting a student's ability to participate in or benefit from the District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
  - c. having an actual and substantial detrimental effect on a student's physical or mental health; or
  - d. causing substantial disruption in, or substantial interference with, the District's orderly operations.
2. Retaliation or false accusations against the target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying, are prohibited.

### B. Reporting an Incident

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

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

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

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

### C. Investigation

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

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

### D. Notice to Parent

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

### E. Annual Reports

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

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

### F. Responsible School Official

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

### G. Posting/Publication of Policy

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

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

### H. Definitions

1. “At school” means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether it is held on school premises. “At school” also includes any conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the device or provider is owned by or under the control of the District.
2. “Telecommunications access device” means any of the following:
  - a. any instrument, device, card, plate, code, telephone number, account number, personal identification number, electronic serial number, mobile identification number, counterfeit number, or financial transaction device defined in MCL 750.157m (e.g., an electronic funds transfer card, a credit card, a debit card, a point-of-sale card, or any other instrument or means of access to a credit, deposit, or proprietary account) that alone or with another device can acquire, transmit, intercept, provide, receive, use, or otherwise facilitate the use, acquisition, interception, provision, reception, and transmission of any telecommunications service; or
  - b. any type of instrument, device, machine, equipment, technology, or software that facilitates telecommunications or which is capable of transmitting, acquiring, intercepting, decrypting, or receiving any telephonic, electronic, data, internet access, audio, video, microwave, or radio transmissions, signals, telecommunications, or services, including the receipt, acquisition, interception, transmission, retransmission, or decryption of all telecommunications, transmissions, signals, or services provided by or through any cable television, fiber optic, telephone, satellite, microwave, data transmission, radio, internet based or wireless distribution network, system, or facility, or any part, accessory, or component, including any computer circuit, security module, smart card, software, computer chip, pager, cellular telephone, personal communications device, transponder, receiver, modem, electronic mechanism or other component, accessory, or part of any other device that is capable of facilitating the interception, transmission, retransmission, decryption, acquisition, or reception of any telecommunications, transmissions, signals, or services.
3. “Telecommunications service provider” means any of the following:
  - a. a person or entity providing a telecommunications service, whether directly or indirectly as a reseller, including, but not limited to, a cellular, paging, or other wireless communications company or other person or entity which, for a fee, supplies the facility, cell site, mobile telephone switching office, or other equipment or telecommunications service;

- b. a person or entity owning or operating any fiber optic, cable television, satellite, internet based, telephone, wireless, microwave, data transmission, or radio distribution system, network, or facility; or
- c. a person or entity providing any telecommunications service directly or indirectly by or through any distribution systems, networks, or facilities.

## APPENDIX C: PARENT INVOLVMENT IN EDUCATION

### 5401 Parent Involvement in Education

#### A. Parent Involvement

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

1. Parents will be provided the opportunity to review District-approved curriculum, textbooks, and instructional materials, including any material that will be used in connection with a survey, analysis, or evaluation, upon request.
  - a. Requests to review curriculum, textbooks, and instructional materials must be made to the building principal.
  - b. Parents may review textbooks based on availability and may review instructional materials within a time frame determined by the building principal or designee.
2. Parents will be permitted to attend and observe instructional activities in a class or course in which their student is enrolled and present.

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

Parents are not permitted to observe testing.

3. Parents may inspect and review their student's education records, upon written request, consistent with Policy 5309 and state and federal law.
4. A copy of this Policy must be included in the Student Handbook.
5. See Policy 5405 for Parent and Family Engagement Policy at schools receiving Title I funds.

#### B. Assessments and Surveys

##### 1. State assessments

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

##### 2. National Assessment of Educational Progress

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

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

### 3. Surveys

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

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

Date adopted: January 15, 2024

Date revised: August 25, 2025

## APPENDIX D: PROTECTION OF PUPIL RIGHTS

### A. Surveys, Analyses, and Evaluations

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

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

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

"Sensitive information" includes:

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

### B. Invasive Physical Examinations

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

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

### C. Collection of Student Personal Information for Marketing

No employee will administer or distribute to students a survey or other instrument for the purpose of collecting personal information for marketing or selling that information. "Personal information" means individually identifiable information that includes:

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

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

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

#### D. Inspection of Instructional Material

Parents may inspect instructional material consistent with Policy 5401.

#### E. Notification of Rights and Procedures

The Superintendent or designee will notify parents of:

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

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

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

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

## APPENDIX E: DIRECTORY INFORMATION AND OPT OUT FORM

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

### A. Definitions

1. An “education record” is a record directly related to a student that the District or its agents maintain, except that an education record does not include:
  - a. records kept in the maker’s sole possession that are used as a personal memory aid and that are not accessible or revealed to any person except a temporary substitute for the maker;
  - b. records maintained by a law enforcement unit of the District, as defined by the Family Educational Rights and Privacy Act (FERPA), if the record was created for a law enforcement purpose;
  - c. records relating to a student who is at least 18 years old that are created or maintained by a psychiatrist, psychologist, or other recognized professional or paraprofessional acting or assisting in that capacity that are created or maintained only for the student’s treatment (exclusive of remedial educational activities or educational activities that are part of the District’s instructional program) and that are disclosed only to persons providing treatment (except that the records may be personally reviewed by a physician or other appropriate professional of the student’s choice);
  - d. records created or received by the District after a person is no longer a student in the District and that are not directly related to the person’s attendance as a student in the District;
  - e. grades on peer-graded papers or assignments before they are collected or recorded by a teacher; or
  - f. records relating to a person employed by the District that are maintained in the normal course of business, relate only to the person’s employment, and are not available for any other purpose. Records relating to a person employed as a result of that person’s status as a student are, however, “education records.”
  
2. “Personally identifiable information” means a student’s name; the name of a student’s parent or family member; the student’s address or the address of a family member; a personal identifier, such as the student’s social security number, student number, or biometric record; other indirect identifiers, such as the student’s date of birth, place of birth, and mother’s maiden name; other information that alone or in combination is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District

reasonably believes knows the identity of the student to whom the education record relates.

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

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

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

## B. Collection and Retention of Records

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

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

## C. Right to Inspect and Review Education Records

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

*Parents may also inspect and review the education records of an "eligible student" if the student is considered a dependent under Internal Revenue Code Section 152. An "eligible student" means a student who is at least 18 years old, an emancipated minor, or a student enrolled in a postsecondary institution. Eligible students have the right to inspect and review their own education records.*

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

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

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

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

#### **E. Right to Request Amendment of Education Records**

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

#### **F. Disclosure of Education Records to School Officials**

*Except as noted in "Disclosure to a For-Profit Business Entity" (section J), a school official may receive and review personally identifiable information from a student's education record only if the school official has a legitimate educational interest in the information. A school official has a "legitimate educational interest" if the record*

*review is necessary for the school official to perform an administrative, supervisory, or instructional task as assigned by the District or to perform a service or benefit for the student or the student's family. For purposes of this Policy, a "school official" is any person employed by the District. The Board further designates the following persons and entities as "school officials":*

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

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

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

#### G. Disclosure of "Directory Information"

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

*The District will provide parents and eligible students with a Directory Information Opt Out Form, listing all uses for which it commonly discloses student directory information. The form will allow the parent or eligible student to elect not to have the student's directory information disclosed for 1 or more of the listed uses. Upon*

*receipt of a completed Directory Information Opt Out Form, school officials may not release the student's directory information for any of the uses selected on the form.*

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

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

#### H. Disclosure of Education Records to Another School

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

#### I. Tagged Records and Record Transfers

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

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

#### J. Disclosure to a For-Profit Business Entity

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

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

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

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

#### L. Disclosure of Education Records in Other Circumstances

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

- necessary because of a health or safety emergency;
- to authorized state or federal officials;
- in connection with a student’s application for or receipt of financial aid;
- made for purposes of conducting a study for or on behalf of an educational agency or institution;
- to an accrediting organization;
- concerning a registered sex offender; or
- to a representative of a child welfare agency for a foster child.

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

#### M. Disclosure Logs

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

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

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

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

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

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

#### N. Video Recordings

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

#### O. Disclosure of Records to Law Enforcement

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

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

#### P. Disclosure of Information to Military Recruiter

*The District will provide recruiters of the Armed Forces of the United States with at least the same access to the high school campus and to directory information as is provided to other entities offering educational or employment opportunities to*

*those students, as required by state and federal law. “Armed Forces of the United States” means the armed forces of the United States and their reserve components and the United States Coast Guard.*

*The Directory Information Opt Out Form must include the option to opt out of the disclosure of the student’s directory information to recruiters of the Armed Forces of the United States. Upon receipt of a written “opt out,” school officials may not release the student’s directory information to recruiters of the Armed Forces of the United States. The District may charge a fee, not to exceed the actual costs of copying and mailing the requested directory information, to recruiters of the Armed Forces of the United States, to the same extent it charges other organizations.*

#### Q. Annual Notice Requirements

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

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

## APPENDIX F: ACCEPTABLE USE AGREEMENT

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

### A. Children's Internet Protection Act

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

1. Monitor minors' online activities and use technology protection measures on the District's computers with internet access to block minors' access to visual depictions that are obscene, constitute child pornography, or are harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
  - a. taken as a whole and as to minors, appeals to a prurient interest in nudity, sex, or excretion;
  - b. depicts, describes, or represents, in a patently offensive way as to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
  - c. taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
2. Use technology protection measures on the District's computers with internet access to block all access to visual depictions that are obscene or that constitute child pornography. The technology protection measures may be disabled by authorized personnel during adult use to enable access to bona fide research or for other lawful purposes. The Superintendent or designee will determine which District personnel are authorized to disable the protection measures.
3. Educate minors about appropriate online behavior, including interacting with other people on social networking websites and chat rooms, as well as cyberbullying awareness and response.
4. Prohibit access by minors to inappropriate matter on the internet.
5. Prohibit unauthorized access, including hacking and other unlawful online activity by minors.
6. Prohibit the unauthorized disclosure, use, and dissemination of personal identification information about minors.

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

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

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

## B. Acceptable Use Agreement

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

adult users, including employees, volunteers, and Board members;

students in grades 7 and above and their parent; and

students in grades 6 and below and their parent.

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

1. A statement that:
  - a. use of District technology resources is a privilege that may be revoked at any time;
  - b. a user has no expectation of privacy when using District technology resources;
  - c. District technology resources use may be monitored by the District and that the use may be subject to FOIA or disclosure in litigation;
  - d. District technology resources may not be used to bully, harass, or intimidate others;
  - e. misuse of District technology resources may result in loss of access to the resources and potential disciplinary action; and
  - f. the District does not guarantee that the District's technology resources will be error free or uninterrupted.
2. Provisions to protect the integrity of District technology resources, including a requirement that each user only access the resources by using that user's assigned username and password.

3. A list of what constitutes misuse of District technology resources.
4. A prohibition against:
  - a. accessing other user accounts or files without authorization;
  - b. conducting personal business or activities;
  - c. accessing pornography;
  - d. communicating inappropriately with students;
  - e. accessing or downloading confidential student information which the employee has no legitimate educational need to know; and
  - f. accessing or downloading unauthorized software or programs.
5. A requirement that users report any material that is threatening, harassing, or bullying.
6. A release of all claims and liability against the District for use of District technology resources.

#### C. District Personnel Use

District personnel must comply with Policies 4215 and 4216.

#### D. State Assessments

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

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

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

##### 1. Students

- a. Students shall leave all electronic devices outside of the testing room or shall power off all electronic devices and surrender them to the test administrator for collection prior to beginning the testing session.

- b. If an additional electronic device is medically necessary for a testing student, the device must be left with the test administrator, unless the student is required to possess the device, in which case the test must be administered to the student by a test administrator in a one-on-one setting and the student must be actively monitored at all times while testing.
- c. During the testing sessions or breaks, students may not access any additional websites or applications on a device used for testing.

## 2. Test Administrators

- a. Test administrators or other District personnel monitoring or troubleshooting the administration of state assessments must:
  - i. Ensure that all background applications and alternative websites are disabled on testing devices.
  - ii. Actively monitor students in the testing room and verify that students do not have access to additional electronic devices before, during, and after testing, including breaks.
  - iii. Refrain from disturbing the testing environment, including through texting, speaking, or using electronic devices for non-testing purposes (e.g., to complete other work). Test administrators must silence all electronic devices. Test administrators may wear a wearable electronic device (e.g., smart watch or Fitbit), but must ensure that the device is in airplane mode during test administration.
- b. Test administrators may use electronic devices to alert other personnel of issues or emergencies requiring assistance. Such other personnel may use their electronic devices for troubleshooting purposes, but should exit the testing room when engaging in those communications.

## 3. Penalties

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

## E. Public Access to Technology

- 1. Pursuant to the Michigan Library Privacy Act, each school library offering public access to the internet or a computer, computer program, computer network, or computer system (a "Qualifying School Library") will limit minors to only use or view those terminals that do not receive material that is obscene,

sexually explicit, or harmful to minors. Persons age 18 or older, or a minor accompanied by the minor's parent, may access a school library terminal that is not restricted from receiving such material, if any.

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

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

# Negaunee Public Schools Athletic Handbook



## Athletic Offerings

### *High School*

Basketball, Boys Baseball, Bowling, Cheerleading, Cross Country, Football, Golf, Gymnastics, Hockey, Girls Softball, Swimming/Diving, Tennis, Track, Volleyball, Wrestling

### *Middle School*

Basketball, Cheerleading, Cross Country, Football, Track, Volleyball

## **ATHLETIC POLICIES OF NEGAUNEE HIGH SCHOOL – GRADES 9 – 12**

The Negaunee Board of Education recognizes the need for and encourages student participation in extracurricular and interscholastic activities.

The Board further recognizes that participation in these activities carries with it the responsibility of good behavior in and out of school. Failure on the part of any student to meet this responsibility is cause for suspension of the privilege of representing his/her school in extracurricular activities.

All interscholastic athletic events shall be conducted in accordance with Sec. 1289 and 1521, School Code and administrative rules of the MHSAA. Parents of transfer students in secondary schools shall be notified at the time of their enrollment of Provisions R.340.81-92.

All other activities pertaining to this section of the policies of the Board of Education shall be established and implemented by the Superintendent and Administrative staff including the following regulations:

### **THE ATHLETIC TEAM TRAINING RULES WILL BE AS FOLLOWS:**

#### **1. IT SHALL BE A VIOLATION OF TRAINING RULES FOR A STUDENT-ATHLETE**

##### **TO:**

- 1.1. Use or possess alcoholic beverages, illegal drugs, including but not limited to those substances defined as “controlled substances”, narcotics, tobacco, steroids or other performance enhancing drugs.
- 1.2. Use or possess drug paraphernalia, counterfeit or “look alike” drugs, e-cigarettes, or vaporizers.
- 1.3. Inhale or ingest any chemicals or products such as glue or other inhalant substances with the intention of bringing about a state of exhilaration or euphoria.
  - 1.3.1. **First Violation** - If it is determined by the high school principal or his designee that a violation occurred, the athlete will be dismissed from participation in the sport for **one-third** of the season. The building administrator may reduce the loss of extracurricular eligibility provided:
    - 1.3.1.1.1. The student agrees to enroll in the Substance Abuse Program offered by the intermediate school district, OR
    - 1.3.1.1.2. The student and family agree to a drug and alcohol assessment by a certified alcoholism/drug abuse counselor, and follow his/her recommendations.
  - 1.3.1.2. A letter will be sent to the parent informing them of the infraction of the rules. They will be informed in this letter that

on the next infraction the student will receive a one-year suspension. The letter will also contain the appeal procedure.

1.3.1.3. During this period of suspension the student will receive counseling by coaches or any other qualified person.

1.3.1.4. The player must continue to practice in their specific sport during the suspension.

1.3.1.5. Any unused portion of the suspension will carry over into the next regular season of that participant's following sport. A season is defined as the week of the first regularly scheduled game and includes play-off and tournament games.

1.3.2. **Second Violation** - The student will not be permitted to participate in any interscholastic athletics for one year from the date of the offense. The parent shall be informed by letter. The letter will also contain the appeal procedure.

1.3.3. **Further Violation** - Further violations may result in permanent loss of eligibility and may be subject to review by the high school administration.

2. **CODE OF CONDUCT** – When a student is suspended from school for disciplinary reasons he/she will be automatically suspended from sports until the matter is resolved.

2.1. His/her general conduct and attitude as a young person, in school and out, must be of such nature as to warrant (in the school's judgment) representing Negaunee High School in athletics. The head coach and the high school principal/designee shall determine an appropriate suspension.

2.2. The Negaunee Public Schools athlete must respect the purpose of our school by being a good student and citizen.

2.3. Coaches retain the privilege of insisting on proper grooming and dress of each squad member.

2.4. Any athlete involved in any activity that would reflect unfavorably on the school's behalf shall be subject to disciplinary action. This could mean complete expulsion from athletics.

2.5. Gambling, profanity, hazing, and obscene language will be unacceptable at all times.

2.6. Athletes are expected to conduct themselves in an appropriate manner at all school activities.

2.7. Athletes must adhere to the training rules.

3. **GENERAL REGULATIONS**

- 3.1. A participant and his parents must sign the form indicating that they have received a copy of the policy. This form must be in the hands of the athletic director before the student is permitted to practice or participate.
- 3.2. This procedure applies to every sport and applies to all participants every time they participate in a sport.
- 3.3. These rules are intended to be enforced during the calendar year, seven days a week, 24 hours a day.
- 3.4. Any student regardless of age is considered an athlete when they have gone out for one or more sports during the school year.
- 3.5. The coach of the sport shall give the squad written copies of the training rules and other squad regulations during the first week of practice. Training rules and squad regulations will be discussed verbally with the participating athletes.

4. **APPEALS**

- 4.1. An athlete may appeal any suspension due to training rules to the Superintendent of Schools and then to the Board of Education.
- 4.2. An athlete may appeal any punishment due to squad regulations to the Athletic Director, Principal, and Superintendent of Schools.

5. **LIMITATIONS**

- 5.1. All students are limited to either interscholastic or intramural participation in the same sport during a school year.
- 5.2. Cheerleading is considered a sport activity.
- 5.3. When team cuts are necessary, all finalists will be notified by team listing after all tryouts are completed.
- 5.4. Appeals shall be limited to 10 days upon receipts of official parental notification of the violation and its disposition.

6. **ELIGIBILITY**

- 6.1. Previous semester record – You must have passed at least five classes taken during your last regular semester enrollment.
- 6.2. Students must be passing five classes at the high school level or they will be declared ineligible. Eligibility will be taken on a weekly basis. This is for current eligibility.

- 6.3. If a student is declared ineligible for failing work, the student will not be permitted to participate in that particular sport for the following week. Also, during this time, the athlete must attend all practice sessions.
- 6.4. The athletic director and coaches will work out a suitable method to check each student for eligibility.
- 6.5. A student who competes in any interscholastic athletic contests must be under **nineteen** years of age, except that a student whose 19<sup>th</sup> birthday occurs on or after September 1 of a current school year is eligible for the balance of that school year.
7. **EQUIPMENT** – In most cases, you have the finest equipment money can buy. Athletes are responsible for their equipment. You will be required to pay for any loss, damage, or unreasonable wear of equipment.
8. **DROPPING OUT OF A SPORT**
  - 8.1. An athlete who quits or is dropped from an athletic team after the first interscholastic contest cannot participate in another sport until the dropped sport has completed its season.
  - 8.2. An athlete who quits or is dropped from a team, automatically forfeits all athletic awards, letter awards, conference, U.P., and state honors of recognition at the banquet for that sport.
9. **AWARDS PROGRAM** – Each individual sport will hold their own awards program. The Negaunee High School Booster Club will provide cupcakes for the program. It is at these programs the athletic awards are presented. Each and every athlete is expected to attend. In the event an athlete is unable to attend, he/she must inform his/her coach.
10. **PHYSICAL EXAMINATION**
  - 10.1. All athletes must have a current-year MHSAA physical exam card on file in the principal's office in order to try out or participate in practice. A current-year physical is one given on or after **April 15<sup>th</sup>** of the previous school year. The physical card must be completely filled out and signed by the student & parent of the athlete.
  - 10.2. One physical exam per year is all that is required for those who wish to participate in interscholastic athletics.
  - 10.3. We have made arrangements with Dr. Torreano's office to offer physical exams at a reduced fee. The date is usually early August. Check with your coach for the exact time and date of the exam. You are urged to take advantage of this offer.
11. **SCHOOL DAY EXCUSES**

- 11.1. Athletes will be excused from class if it is necessary to leave for an athletic contest during the school day. The athlete must make arrangements for make-up work with the teachers for classes he/she will miss ahead of time.
  - 11.2. In order to practice or compete in athletics, athletes must be in attendance on the afternoon (5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup> hours) of a contest day unless the principal was notified and approval given prior to that time. This rule applies to regular practice days also.
  - 11.3. If school is dismissed because of inclement weather, practice sessions are also called off unless the principal gives approval to hold practices.
  - 11.4. Sometimes due to weather conditions or bus trouble athletes and coaches arrive in Negaunee at a late hour. All athletes are expected to attend school the next day regardless of what time you get home the night before.
12. **SEASONS OF COMPETITION**
    - 12.1. Student-athletes may participate in two athletic programs in the same season (Dual Sport).
    - 12.2. All criteria and guidelines must be met and the appropriate agreement must be completed and signed by all parties involved.
13. **TRAVEL**
    - 13.1. **All athletes are to travel to and from athletic events in vehicles arranged by the school. The only exception is when parents request to the coach PERSONALLY to allow the student to travel back from a contest with them. A note from a parent should be given to the A.D. for approval prior to the day of the athletic event.**
    - 13.2. No student or groups of students are to be allowed to leave the coaches immediate supervision for any reason. This is to include going to a store downtown, or any other errand not approved by the athletic director before leaving Negaunee. No student should be on the bus without a coach present.
14. **BOOSTER CLUB**
    - 14.1. The Booster Club is composed of parents and interested persons that support the athletic programs at Negaunee High School.
    - 14.2. Meetings are generally held at the high school library on the 2<sup>nd</sup> Monday of each month at 7pm. Parents of all athletes are encouraged to attend and get involved.
15. **SUBSTANCE ABUSE TREATMENT**
    - 15.1. Any student who seeks help for a substance abuse problem shall not have his eligibility jeopardized during assessment and/or treatment.

15.2. A student must however, seek help before any infraction takes place. Should the student have an infraction before or during the time of assessment or treatment, the regular training rules would be observed.

16. **INSURANCE**

16.1. The Negaunee Public Schools do not carry any insurance to cover injuries that may be caused in athletics. It is up to the parents to assume all financial responsibility for their son/daughter while participating in any athletic program at Negaunee High School. This is in respect to injuries during practice sessions, games, or travel.

17. level.

17.1. **Girls Softball:** Participants are eligible for varsity awards.

17.2. **Gymnastics:** Participants are eligible for varsity awards. Or they may compete at the JV level.

17.3. **Hockey:** Participants are eligible for a varsity award.

17.4. **Swimming:** Participants are eligible for varsity awards. Or they may compete at the JV level.

17.5. **Tennis:** Participants are eligible for varsity awards. Or they may compete at the JV level.

17.6. **Track:** Participants are eligible for varsity **ATHLETIC AWARD SYSTEM**

17.6.1. Since the Negaunee “N” is an award conferred upon an individual, it follows that the emblem shall be worn or displayed by no one but the individual recipient. Giving or loaning a letter to someone else indicates a cheap regard for its significance and makes the award subject to recall by the high school.

17.6.2. The athletic director will keep a permanent record of all award winners.

17.6.3. Awards will be issued in compliance with the Michigan High School High School Athletic Association regulations.

17.6.4. The following has been devised by coaches and administrators for conferral of awards to athletes.

17.7. **FRESHMEN LEVEL**

- 17.7.1. **Football:** Because a regular interscholastic football schedule is followed, freshmen participants are eligible to receive numerals.
- 17.7.2. **Basketball:** Because a regular interscholastic basketball schedule is followed, freshmen participants are eligible to receive numerals (if they have not received them) or a 5" chenille Award (if they have not received them) or a minor medal.
- 17.7.3. **Volleyball:** Because a regular interscholastic volleyball schedule is followed, freshmen participants are eligible to receive numerals (if they have not received them) or a 5" chenille JV award (if they have not received them) or a minor medal.
- 17.7.4. **Boys Baseball:** Participants are eligible for varsity awards.
- 17.7.5. **Bowling:** Participants are eligible for varsity awards. Or they may compete at the JV level.
- 17.7.6. **Cross Country:** Participants are eligible for varsity awards. Or they may compete at the JV level.
- 17.8. **Golf:** Participants are eligible for varsity awards. Or they may compete at the JV awards. Or they may compete at the JV level.
- 17.9. **Wrestling:** Participants are eligible for varsity awards. Or they may compete at the JV level.
- 18. **JUNIOR VARSITY LEVEL:**
  - 18.1. The 5" chenille letter is conferred upon 9th and 10th graders who qualify for the first time. A minor medal is conferred upon participants earning their second JV award.
- 19. **VARSITY LEVEL:**
  - 19.1. Participants competing at the varsity level who, at the coaches' discretion, do not have enough playing time or points earned to qualify for a major award, are awarded the 5" chenille minor varsity letter. They may receive numerals instead.
  - 19.2. Participants winning a varsity letter will receive the 7" chenille major varsity letter for the first time. The second major award at the varsity level of competition is a varsity medal. The third major award for a sport is either another 7" chenille or a varsity medal (whichever they choose).
  - 19.3. Should an athlete participate in a sport, and win a varsity award for the fourth time in one sport, he/she is eligible for the coveted trophy (4-year plaque).
  - 19.4. It is understood that an athlete will receive only one of the chenille awards (numerals, 5" chenille, 6" chenille, 7" chenille) unless it is a third year varsity

award – in which case he/she may choose either another 7” chenille or a varsity medal.

20. **CHEERLEADING AWARD SYSTEM:**

- 20.1. **Freshmen Level:** Numerals – 1st award, 5” chenille letter “N” if already received numerals.
- 20.2. **Junior Varsity Level:** 5” chenille letter “N” or minor medal if already have 5”.
- 20.3. **Varsity Level:** 7” chenille letter “N” or major medal.

*Negaunee Middle School Academic Eligibility:*

- A “5” in Citizenship or an “F” means the participant is ineligible for the week. The student may practice, but not play. If the grade remains a “5” or an “F” for the 2nd week, the student will not play in games or practice.
- Two fours in citizenship will result in the athlete being ineligible for the week. The student can practice, but not play in games. If the grades are not improved for a second week, the student will not play in games or practice.
- One 4 will result in the student not participating in one half of each game scheduled that week. For Track, one 4 makes the participant ineligible for one meet during the week.
- Eligibility will be determined each Friday by each teacher. Teachers will return the eligibility notices to the office. Coaches and students will be notified of ineligibility.



## **APPENDIX F: ATHLETIC CODE OF CONDUCT**

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

### **Available Sports**

Basketball, Boys Baseball, Bowling, Cheerleading, Cross Country, Football, Golf, Gymnastics, Hockey, Girls Softball, Swimming/Diving, Tennis, Track, Volleyball, Wrestling

### **Communication Protocol**

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

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

### **Concussion Protocol**

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

- A. provide the MHSAA-approved educational materials on concussion awareness to each student athlete and to the student athlete's parent; and
- B. obtain a statement signed by each student athlete and respective parent acknowledging receipt of the MHSAA-approved concussion awareness educational materials. The District will maintain this signed statement for 5 years or until the student is 18, whichever is longer.

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

### **Athletic Code of Conduct**

A student-athlete must:

1. Learn and understand the rules and regulations of your sport.
2. Unless otherwise approved by your coach, if school is in session, attend school for the full day to be eligible to practice or play in an event on the same day.
3. Comply with the law, Board Policy, the Student Code of Conduct, the Athletic Code of Conduct, and all team rules. Failure to comply with this provision may result in suspension or removal from a team.
4. Not possess, use, or consume alcohol, tobacco, cannabis, nicotine (including a vape), or controlled substances (other than those prescribed by a physician for the student-athlete).
5. Not engage in conduct that is unbecoming of student-athletes.
6. Negaunee High School uses the required academic eligibility standards set by the Michigan High School Athletic Association.
7. Notify your coach or District athletic trainer of any injury or medical condition that may affect your athletic participation.

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

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

## Appendix G: Concussion

### MHSAA PROTOCOL FOR IMPLEMENTATION OF NATIONAL FEDERATION SPORTS PLAYING RULES FOR CONCUSSIONS

**“Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health care professional.”**

The language above, which appears in all National Federation sports rule books, reflects a strengthening of rules regarding the safety of athletes suspected of having a concussion. This language reflects an increasing focus on safety and acknowledges that the vast majority of concussions do not involve a loss of consciousness.

This protocol is intended to provide the mechanics to follow during the course of contests when an athlete sustains an apparent concussion.

1. The officials will have no role in determining concussion other than the obvious one where a player is either unconscious or apparently unconscious. Officials will merely point out to a coach that a player is apparently injured and advise that the player should be examined by a health care professional for an exact determination of the extent of injury.
2. If it is confirmed by the school’s designated health care professional that the student did not sustain a concussion, the head coach may so advise the officials during an appropriate stoppage of play and the athlete may reenter competition pursuant to the contest rules.
3. Otherwise, if competition continues while the athlete is withheld for an apparent concussion, that athlete may not be returned to competition that day but is subject to the return to play protocol.
  - a. The clearance may not be on the same date on which the athlete was removed from play.
  - b. Only an M.D., D.O., Physician’s Assistant or Nurse Practitioner may clear the individual to return to activity.
  - c. The clearance must be in writing and must be unconditional. It is not sufficient that the M.D., D.O.,

Physician’s Assistant or Nurse Practitioner has approved the student to begin a return-to-play progression. The medical examiner must approve the student’s return to unrestricted activity. d. Individual school, districts and leagues may have more stringent requirements and protocols including but not limited to mandatory periods of inactivity, screening and post-concussion testing prior to or after the written clearance for return to activity.

4. Following the contest, an Officials Report shall be filed with a removed player’s school and the MHSAA if the situation was brought to the officials’ attention.
5. **ONLINE REPORTING: Member schools are required to complete and submit an online report designated by the MHSAA to record and track head injury events when they occur in all levels of all sports during the season in practices and competitions. Schools with no concussions for a season (fall, winter and spring) are required to report this at the conclusion of that season.**
6. **POST-CONCUSSION CONSENT FORM:** Prior to returning to physical activity (practice or competition) the student and parent (if a minor student) must complete the Post-Concussion Consent Form which accompanies the written unconditional clearance of an M.D., D.O., P.A or N.P. **This form should be kept on file at the school for seven years after the student’s graduation and emailed to or faxed to 517- 332-4071.**
7. In cases where an assigned MHSAA tournament physician (MD/DO/PA/NP) is present, his or

her decision to not allow an athlete to return to activity may not be overruled.

### **SANCTIONS FOR NON-COMPLIANCE WITH CONCUSSION MANAGEMENT POLICY**

Following are the consequences for not complying with National Federation and MHSAA rules when players are removed from play because of a concussion:

- A concussed student is ineligible to return to any athletic meet or contest on the same day the concussion is sustained.
- A concussed student is ineligible to enter a meet or contest on a subsequent day without the written authorization of an M.D., D.O., Physician's Assistant or Nurse Practitioner and the signed "Post-Concussion Consent Form."

These students are considered ineligible players and any meet or contest which they enter is forfeited. In addition, that program is placed on probation through that sport season of the following school year. For a second offense in that sport during the probationary period – that program is continued on probation through that sport season of the following school year and not permitted to participate in the MHSAA tournament in that sport during the original and extended probationary period. A school which fails to submit required online concussion reports will be subject to the penalties of Regulation V, Section 4 A. This includes reporting zero if no concussions occurred in a season.