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*Strong Schools, Stronger Communities*

2024-2025 MPS STUDENT HANDBOOK

**2024-2025 Student Handbook**

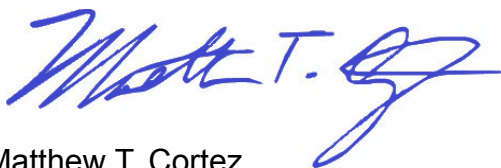
Welcome back for another tremendous year of learning, growth and fun at Muskegon Public Schools. We pride ourselves on being a student centered district whose vision is for all students to receive an education based upon their personal needs, interests and post-graduation plans. This requires us to have a code of conduct that explains the expectations of our students, families, and staff. This code of conduct will also define the progressive discipline that occurs when the code is not followed. We have posted this handbook throughout our website for your reference and use. Please know that our first priority is a safe, comfortable, and equal opportunity environment for all of our students. We feel privileged and honored to have you Be a Big Red.

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

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

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

Educationally Yours,



Matthew T. Cortez  
Superintendent

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## IMPORTANT INFORMATION

### District Website

[Muskegon Public Schools](#)

### Board Policies

Board Policies are available at: [Active Policies - City of Muskegon Public Schools BoardDocs® PL](#)

## Building Addresses

### **Poole Administration Office**

1458 5th Street  
Muskegon, MI 49441  
Phone: 231-720-2000  
Fax: 231-720-2050

### **Charles Hackley Middle School**

180 E. Laketon  
Muskegon, MI 49441  
Main Office: (231) 720-3000  
Fax: (231) 720-3025

### **Bunker Elementary**

2312 Denmark Street  
Muskegon, MI 49441  
Phone: 231-720-2300  
Fax: 231-720-2325

### **Muskegon High School**

80 W. Southern Avenue  
Muskegon, MI 49441  
Phone: 231-720-2800  
Fax: 231-720-2811

### **Marquette Elementary**

480 Bennett Street  
Muskegon, MI 49442  
Phone: 231-720-2600  
Fax: 231-720-2658

### **Muskegon Community Education Center**

1826 Hoyt Street  
Muskegon, MI 49442  
Phone: 231-720-2150

### **Oakview Elementary**

1420 Madison Street  
Muskegon, MI 49442  
Phone: 231-720-2450  
Fax: 231-720-2490

### **Glenside - Two Way Immersion (TWI) Program**

1213 W. Hackley Ave  
Muskegon, MI 49441  
Phone: 231-720-2560  
Fax: 231-720-2526

**Poole Administration**

**Superintendent:** Matthew T. Cortez

**Director of Curriculum:** Nicole Reyherme

**Special Education Director:** Christine Robertson

**Director of Finance:** Catherine Emery

**Director of Human Resources:** Sheila Brown

**Director of Operations/Bond:** John Snyder

**Director of Athletics:** Keith Guy

**Transportation Supervisor:** Paulina Halmon

**Custodial Supervisor:** Christine Cavalier

**Muskegon High School (MHS)**

**Principal:** Tim Hoffman

**Assistant Principal:** Lindsay Crockford

**Assistant Principal:** Kelli Postema

**Due Process / Assistant Principal:** Bernard Loudermill

**Muskegon Community Education Center (MCEC)**

**Principal:** Paul Kurziel

**Charles Hackley Middle School (CHMS)**

**Principal:** Lakesha Loudermill

**Assistant Principal:** Greg Nimitz

**Bunker Elementary School (BU)**

**Principal:** Katherine Lohman

**Assistant Principal:** Stacey Pallette

**Marquette Elementary School (MA)**

**Principal:** Jennifer Halverson

**Assistant Principal:** Lis Smith

**Oakview Elementary School (OA)**

**Principal:** Brian Gamm

**Assistant Principal:** Chris VanTubergen



## 2024-2025 Daily Schedule

The daily start and end times of school are designated by the school unlocking of school doors. Students should not be on school grounds unless school is in session or participating in a school activity. **School staff will not provide supervision before or after these times.**

### Emergency School Closing Procedures

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

An alert is posted on the MPS website as well as all social media platforms, all local news outlets (Fox, ABC, News 8, WZZM). The District also sends automated phone calls, text messages and emails via SchoolMessenger.

## 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:

Christine Robertson, Ed. D. Director of Specialized Instruction  
1458 Fifth Street Muskegon Michigan 49441  
231-720-2010  
croberts@mpsk12.net

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

Christine Robertson, Ed. D. Director of Specialized Instruction  
1458 Fifth Street Muskegon Michigan 49441  
231-720-2010  
croberts@mpsk12.net

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:

Matthew Cortez, Superintendent, 231.720.2004  
or Nicole Reyherme, Director of Curriculum and Instruction, 231.720.2083  
1458 Fifth Street, Muskegon, MI 49441

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

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

## SECTION I: DISTRICT-WIDE POLICIES AND PROCEDURES

### Attendance

Students are expected to attend school every day school is in session. Students are to arrive before the first class and stay until the scheduled end of their school day. If a student is unable to attend school, the student or parent must report that absence to the Attendance Hotline. The district number to report an absence is **231-720-2097**.

In addition, parents/guardians can use the number sent to them by the introductory PowerSchool Unified Home message to text absences to report them. The message is as follows:

This is {{sender\_first\_name}} {{sender\_last\_name}} secretary at {{school\_name}}.  
You are able to text this number to report an absence for {{student}} this year.  
Thank you for your continued support!.

At a minimum, a daily text message is sent at 4:00pm to students who have an unexcused absence for the full day. Message to any number & email associated with that student in PowerSchool (parent, grandparent etc.) The message is as follows:

(Student\_first\_name) was marked absent from school today (current\_date).  
Coming To school every day is essential to (student\_first\_name's success!  
Please text back to excuse (Student\_first\_name) absence

The parent can respond to the text and excuse the student's absence via that format if they did not call the district absence number prior to the absence.

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

1. the student's physical or mental illness (a physician's verification is required after 4 consecutive days of absence for illness) including mandatory quarantine;
2. severe weather;
3. medical appointments for the student;
4. death or serious illness of the student's family member;
5. attendance at a funeral, wedding, or graduation;
6. appearance at court or for other legal matters;
7. observance of religious holidays of the student's own faith;
8. college planning visits; and
9. personal or family vacations (approved in advance by the school principal).

Unexcused: All absences will be marked as unexcused unless the office receives official documentation or if the absence does not meet the guidelines for excused absences listed above. Unexcused absence from school (truancy) is not acceptable.

School-Related: Absences that occur as a result of school-sponsored activities are excused. Prior to the absence, students are expected to notify teachers of school-related absences and obtain and make arrangements to complete make-up work.

Students who are more than 5 minutes late are considered tardy.

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.

## **Truancy**

Muskegon Public Schools participates in Operation Graduation. Operation Graduation is a collaboration with the Muskegon Area Intermediate School District, the Muskegon County Prosecutor's office, the Michigan Department of Health and Human Services, Mediation & Restorative Services, Hackley Community Care, and HealthWest.

### Elementary

An elementary student shall be considered truant each day or part of the day she/he is in-excusable absent from his/her assigned location. An elementary student will be considered tardy rather than absent if they are in their assigned location within ten (10) minutes after the official start of the school day or activity. Students arriving later than 10 minutes will be marked partial time (PT) for that hour. Cumulative absences will be calculated each semester with the following actions:

- 2 unexcused absences: Teacher will make initial contact with parent/guardian.
- 5 unexcused absences: A copy of the attendance letter will be mailed
- 9 unexcused absences: A second letter will be mailed requesting a mandatory meeting with Pathway to Potential/Department of Health and Human Services and building administrator
- 12 unexcused absences: Referred to Operation Graduation.

## Secondary

Students arriving later than 15 minutes for their first scheduled period will be marked partial time (PT) for that hour. For all other classes, students will be marked tardy up to 5 minutes after the bell. Students arriving after the 5 minute mark will be marked PT for the period.

- At 5 and 9 days of unexcused absences: a letter will be sent home to inform the parent/guardian of the number of absences. The parent/guardian will be encouraged to monitor the student's attendance and remain in close contact with the school.
- At 12 days of unexcused absences: a letter will be sent home to inform the parent/guardian of the number of absences. A notice will be sent to Operation Graduation and the district's identified truancy officer. The parent/guardian may be required to meet with the school to identify solutions to attendance barriers.
- At 15 days of unexcused absences: a final letter will be sent home to inform the parent/guardian of the number of absences and within 5 school days the student will be dropped from their classes.. The district will continue to work with the Muskegon County Prosecutor's office regarding student attendance. Any student who has accrued 15 or more unexcused absences may be dropped due to non attendance.

## **Books and Supplies**

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

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

## **Bulletin Boards**

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

## **Bullying**

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

## **Cell Phone Use**

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

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

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

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

[Insert building-level rules, if any.]

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

Charles Hackley Middle School students will be following the Yonder cell phone free environment. Each day the student shall enclose their cell phone in a Yonder pouch and it will remain so until the end of the day and exiting the school.

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 allowing the cell phone or electronic device to come back within the school.

## **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.

## **Student ID**

The safety and security of students and staff is a top priority for the District. The following practices and policies will be in effect for grade 6-12 students.

- During the school day all students will visibly display their ID. District will provide every student with a lanyard and ID.
- Students must present school ID (either physically or digitally) at ALL extracurricular events. If a student cannot provide their school ID, they will be denied entrance to the event. Any student that is denied admittance may seek assistance from their Student Behavior Specialist the next day.
- Students must be able to present student ID (either physically or digitally) at the request of school personnel at all school sponsored events and activities.
- Extracurricular events and activities are a privilege and administration or their designee have the right to refuse entrance or request a student to exit the event.
- When a student is expelled from MPS, their ID will be confiscated by the due process coordinator.
- If a student loses their physical ID, the replacement ID must be purchased for \$5 and will come with a school lanyard. Students should see their Student Behavior Specialist for a replacement.



## **Academic Integrity**

Maintaining scholastic and personal integrity is important and expected. Incidents of academic, artistic, and personal dishonesty (cheating, plagiarism, deception, lying, incomplete truths) are infractions and are unacceptable within the Muskegon Public Schools community.

Presenting as one's work, published material or work taken from another source, in part or in full, without permission and/or appropriate documentation is considered plagiarism. Using or giving to another unauthorized notes or other aids on a test, paper or homework assignment is considered cheating. Plagiarism and cheating are prohibited and will have severe consequences. These may range from a failed grade on an assignment or course to suspension or dismissal.

Teachers may utilize plagiarism-identifying software in assessing the authenticity of student work.

## **Acceptable Use of Artificial Intelligence (AI)**

This policy outlines the acceptable use of artificial intelligence (AI) tools and technologies by students. AI can provide a range of benefits to education, but it must be used safely, responsibly, and ethically to ensure that the privacy, security, and well-being of all members of the school community are protected. Any violation of this policy may result in disciplinary action, up to and including suspension or expulsion.

Guidelines for AI Use:

- Protect the privacy and security of personal information. Do not submit any personal information about yourself or others or any images of yourself or others to any AI tool or technology.
- Do not use AI to engage in any form of bullying, harassment, discrimination, or hate, or to engage in any other behavior that violates Interlochen policy or may be harmful to others.
- Do not use AI to engage in any form of cheating or academic dishonesty.
- Use AI tools and technologies in artistic and educational settings only when explicitly allowed by the teacher(s). Individual teachers may have guidelines that define acceptable use of AI tools within their classes. If you have any questions about appropriate use, please talk with your teacher.
- Be aware of the potential biases and limitations of AI algorithms and models, and use them responsibly and critically.
- Respect the intellectual property rights of others when using AI tools and technologies.
- Report any misuse or suspicious activity related to AI to a teacher or administrator immediately.

## **Children's Protective Services Investigations**

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

## **Classroom Behavior**

Teachers may establish classroom conduct rules that students must follow.

## **Closed Campus**

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

## **Communicable Diseases**

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

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

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

## **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 Code**

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

1. Student dress (including accessories) may not advertise, promote, or depict alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.

2. Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including known, suspected, or imitation gang symbols or colors.
3. Hoods, bandanas, bonnets, durags, pajamas, slippers, blankets, ski masks, balaclava and sunglasses may not be worn in the building during the school day. (exceptions can apply via building administration)
4. Hairstyles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
5. Clothing with inappropriate holes, rips, tears, and clothing that is otherwise poorly fitting (too loose or tight), showing skin or undergarments is not allowed at school or school functions. School administration will have the final determination on appropriate dress.
6. Appropriate footwear must be worn at all times.

If there is any doubt about dress and appearance, the building administration will make the final determination. Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

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.

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

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.

### **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. All students must register their vehicle and get a window sticker to be displayed on the driver's side lower corner of the windshield. Vehicles without stickers are subject to towing at the owner's expense without warning.
  - a. Proof of insurance and registration of the vehicle must be submitted to the main office and vehicle will get a window sticker (window sticker is for one vehicle only)
5. Student parking lot is designated as the Sanford and Southern parking lot. Students who park in other areas may be towed at the owner's expense.

### **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 may charge students a fee to participate in extracurricular and non-curricular activities to cover the District's reasonable costs. The District may require students to furnish specialized equipment and clothing required for participation in extracurricular and non-curricular activities or may charge a reasonable fee for the use of District-owned equipment or clothing. The activity's coach or sponsor will provide students with information about the fees charged and the equipment or clothing required.

### **Food Services**

Muskegon Public Schools is a universally identified Free Breakfast and Lunch system, so all students will eat Breakfast and Lunch for free.

### **Field Trips**

Classes occasionally take field trips off school property for educational enrichment. When a parent/guardian enrolls their child into MPS, they have consented for the child to attend all field trips approved by the district and communicated to the parents as part of a curricular activity. Parents/Guardians must opt out in writing to the schools main office.

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/Bed Bugs**

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

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

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

### **Integrated Pest Management**

Muskegon Public Schools has adopted an Integrated Pest Management program. Inherent with this are the District's efforts to reduce pesticide use as much as possible. While it may occasionally be necessary to apply a pesticide, these will only be used as a last resort. This program does not rely on routine pesticide applications to resolve problems. We use various techniques such as habitat alteration, sanitation, mechanical means, exclusion, etc., to prevent pests from becoming a problem.

You will receive advanced notice of the application of a pesticide, other than a bait or gel formulation, at your child's school. This advance notice of the application will be given 48 hours before the application. The law requires us to provide this notification by using two methods. The first method required by the law is the posting at entrances to your child's school. The second method we

will use is the posting in a common area located by the main office of the school. Parents are also entitled to receive this notice by first-class United States mail postmarked at least three days prior to the application. If you would like to be notified by mail, please send a letter to the District Service Building, 1800 East Laketon Ave. Muskegon, Mi. 49442. Please include your name, mailing address, and which school your child attends.

In an emergency (for example, a bees nest), pesticides may be applied without prior notice, but you will be provided notice following any such application.

You may review our IPM program or pesticide application records for your child's school by contacting:

Facilities and Operations Department  
1800 East Laketon Ave. Muskegon, MI 49442  
231.720.3175  
email at [jsnyder@mpsk12.net](mailto:jsnyder@mpsk12.net).

### **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:

Nicole D'Arcy, Homeless Liaison  
1458 Fifth Street, Muskegon, MI 49440  
231.720.2079]  
[ndarcy@mpsk12.net](mailto:ndarcy@mpsk12.net)

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

### **Immunizations**

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

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

### **Law Enforcement Interviews**

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

### **Limited English Proficiency**

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

### **Locker Use**

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

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

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

### **Lost and Found**

Students/parents check in the main office if any item is lost. Students may claim lost articles there. Unclaimed items may be donated to a local charity or otherwise disposed of at the conclusion of each semester.

### **Media Center**

Students must check out materials from the media specialist or designee on duty. Each borrower is responsible for all materials checked out in the borrower's name. Students must also pay for any loss or damage they cause to materials.

## **Medication**

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

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

For additional information and requirements, see Policy 5703.

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

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

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

## **Parties**

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

## **Playground/Recess Rules**

Students must follow all school 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 designates the following information as directory information:

- a. student names, addresses, and telephone numbers;
- b. grade level;
- c. 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.

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.

### **Student Technology Acceptable Use Agreement**

#### **Equipment, Electronic Data, Networks, Security, Safety and Privacy**

I acknowledge that I have read and will abide by the School Board Policies/Guidelines and the Student Handbook which pertain to the use of school owned technology equipment, electronic data, networks, security, safety and privacy. The district reserves the right to take appropriate disciplinary action against individuals who fail to comply with the AUP.

Parent or Guardian

As the parent or guardian of the student listed above, I acknowledge that I've read the School Board Policies/Guidelines and the Student Handbook related to school owned equipment, electronic data, networks, security, safety and privacy. I understand that this access is granted for my student's educational purpose only. I recognize it is impossible for MPS to completely restrict electronic access to all inappropriate or controversial materials and suppress all collections of student personal data that could be obtained from online services/applications/programs. I accept full responsibility for my student's use of the above mentioned electronic resources. I hereby give permission for MPS to issue school electronic accounts and allow network access for my student.

For the purpose of this agreement, "Chromebook" includes the Chromebook, power charger/adapter, license, and case.

I understand that:

- The Chromebook remains the property of Muskegon Public Schools at all times and places.
- It is a privilege, which may be revoked, to receive the Chromebook, and it is the responsibility of the student to protect and use the Chromebook in the same condition as it was issued, less reasonable wear.
- Any failure to comply with the guidelines and expectations may result in disciplinary action which may include the removal of the Chromebook from being in possession on a daily basis.
- The Chromebook is used for school/educational purposes only.
- Students may place school appropriate stickers on the case of the device, but not on the device itself. Paint, sharpie, markers, and/or any other defacing of the case or Chromebook is prohibited. The MPS internal documentation stickers must remain on the device at all times.
- In terms of privacy, students and parents/guardians have no right or expectation of privacy or confidentiality with respect to the use of Muskegon Public Schools'

owned devices and connections regardless of whether the use of such devices is for district, school, classroom, or personal related purposes.

- Damage, whether intentional or unintentional, will result in fees or fines being issued. Intentional or neglectful damage may incur disciplinary actions and may include the loss of Chromebook privileges. If any device damage occurs due to extreme neglect and needs a total replacement, a meeting between a school official and the parent(s) will need to take place before a replacement is issued. The cost of a total replacement will occur as well.
- If a student's device requires replacement more than once due to neglect then another meeting is required with a school official before a new Chromebook is issued. If the second chromebook is completely damaged, then the student will not be given another chromebook to take home. They will need to check out a chromebook when they come to school and return it before the end of the school day.

#### Sample Replacement/Repair Costs (estimated costs as of July 2024)

- Total Replacement – \$200
- Screen – \$25
- Keyboard – \$85
- Audio port, power port, motherboard – \$85
- Charger – \$15
- Case – \$25

#### Lost or Stolen Chromebooks

All lost or stolen devices should be reported to the Muskegon City Police Department by filing a police report, and the student's school administration must also be notified. We do have a way to track the device, so knowing as soon as possible that the device has come up missing is important. Parents/guardians/students will be responsible for the price of the device and license so that it can be replaced.

All devices will be turned in for the summer. Upon collection, everything should be in working order, including the case as well as all parts that were signed for. Please refer to the MPS Student Handbook.

## Transportation Services

### School Vehicle Rules

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

When in school vehicles, the following rules apply:

In the interest of the student's safety, students are expected to observe the following rules:

1. Students must promptly comply with any directive given by the driver.
2. Students must wait in a safe place for the vehicle to arrive, clear of traffic and away from where the vehicle stops.
3. Students must enter the vehicle without crowding or disturbing others and go directly to a seat.
4. Students must remain seated and keep aisles and exits clear while the vehicle is moving.
5. Students may not throw or pass objects on, from, or into vehicles.
6. After entering the bus, students must find a seat, and not stand in the entrance or the aisle.
7. Do not move from seat to seat while on the bus, unless advised to do so.
8. Keep all body parts and objects inside the bus.
9. Loud conversation, singing, boisterous conduct, unnecessary noise, or profanity is not allowed.
10. Enter and exit the bus only when the bus is fully stopped.
11. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
12. Use the emergency door only in an emergency.
13. In the event of an emergency, stay on the bus and await instructions from the bus driver.
14. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
15. Open windows when advised to do so by the bus driver, and no more than three notches.
16. Keep the bus neat and clean.
17. Athletic footwear equipped with cleats or spikes are not allowed on the bus.
18. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
19. Arrive at the bus stop 10 minutes prior to pick up time. Kindergarten parents should be at the bus stop 10 minutes prior to drop off.
20. Kindergarten students must have an adult at the stop and must be registered with the school in order for the student to be released from the bus.

21. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
22. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
23. Eating is not permitted on the bus.
24. Parents will be liable for any defacing or damage students do to the bus.
25. Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
26. Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
27. 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.
28. 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.
29. 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.
30. Students must respect the rights and safety of others at all times.
31. Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
32. Students may not vandalize or intentionally cause damage to the vehicle.
33. 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 (with or without audio) 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 administration 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 meant to be progressive; however, 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 administrator and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be reported to law enforcement.

For questions regarding school transportation issues, contact: Dean Transportation at 231.720.3170.

### **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. Parents/Guardians are not privileged to review the footage used, without redacting for the privacy of other students and adults. The redaction process shall be paid for by the requesting parent and parent /guardian will only be allowed to view redacted video, no copies or recording or pictures are allowed.

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

### **Withdrawal From School**

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

## SECTION II: ACADEMICS

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

To register for the parent/guardian access to PowerSchool], use this link for directions:

[▶ Creating a parent PowerSchool account](#)

### Commencement

The District conducts 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.

Muskegon Public Schools Graduation Requirements Michigan Merit Curriculum			
<b>English Language Arts - 4 Credits</b>		<b>Mathematics - 4 Credits</b>	
English 9	1 Credit	Algebra I	1 Credit
English 10	1 Credit	Geometry	1 Credit
English 11	1 Credit	Algebra II	1 Credit
English 12	1 Credit	Personal Finance	.5 Credit
		<small>(will go into effect for students starting eighth grade in the 2023-24 school year.)</small>	
<b>Online Learning Experience</b>		<input type="checkbox"/> 1 Credit	
Credit(s) may be earned in at least one online course or online learning experience, as MDE approved or through an online experience, integrated throughout the high school curriculum.		One additional math related credit experience in your final year of HS (final two years with PC) (Can include Personal Finance)	
		<i>Optional senior year math courses include: Trig/Pre Calc, Personal Finance, Computer Science, AP Computer Science, District-Approved CTC course</i>	
<b>Social Science - 3 Credits</b>		<b>Science- 3 Credits</b>	
US History	1 Credit	Biology	1 Credit
World History/Geography	1 Credit	Chemistry or Physics	1 Credit
Government	.5 Credit	One additional credit in science without repeating the same course that you received your 1st & 2nd credits.	1 Credit
Economics (Personal Finance can replace Economics)	.5 Credit		
<b>MHS Electives - 4 Credits (waived for MCEC)</b>		<b>Visual, Performing and Applied Arts - 1 Credit</b>	
		At least 1 credit in any one category of arts	
<b>Physical Education &amp; Health - 1 Credit</b>		<b>World Languages - 2 Credits</b>	
Health	.5 Credit	At least 2 credits, based on MDE guidelines, or Career Tech alternative (link <a href="#">HERE</a> )	
Physical Education (with a swim component)	.5 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.

## Grades

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

Kindergarten to 2nd Grade Grading Scale		
Grade	Description	Numerical Percent
3	Achieving Objectives	80 - 100%
2	Making Progress	60-79%
1	Experiencing Difficulty	1 - 59%
NP	Not Participating	0%

3rd Grade to 5th Grade Grading Scale		
Grade	Description	Numerical Percent
A	Achieving Objectives	90 - 100%
B	Making Progress	80-89%
C	Experiencing Difficulty	70 - 79%
N	Needs Improvement	1 - 69%
NP	Not Participating	0%

### 6th Grade to 8th Grade Grading Scale

Semester grades are calculated using the following formula: Summative Assessments are 60% of the final grade and Formative Assessment are 40% of the final grade.

Grade	Grade Points (GPA)	Numerical Percent
A	4	94 - 100%
A-	3.67	90 - 100%
B+	3.33	87 - 89%
B	3	84 - 86%
B-	2.67	80 - 83%
C+	2.33	77 - 79%
C	2	74 - 76%
C-	1.67	70 - 73%
D+	1.33	67 - 69%
D	1	64 - 66%
D-	0.67	60 - 63%
F	0	0
CR (credit)	0	0
I (incomplete)	0	0
N (no credit)	0	0

**9th Grade to 12th Grade Grading Scale**

For 9th and 10th grade students in required core courses and for all students in elective courses, semester grades are calculated using the following formula: Summative Assessments are 70% of the final grade and Formative Assessment are 30% of the final grade.

For 11th and 12th grade students in required core courses, semester grades are calculated using the following formula: Summative Assessments are 80% of the final grade and Formative Assessment are 20% of the final grade.

Grade	Grade Points (GPA)	Numerical Percent
A	4	94 - 100%
A-	3.67	90 - 100%

B+	3.33	87 - 89%
B	3	84 - 86%
B-	2.67	80 - 83%
C+	2.33	77 - 79%
C	2	74 - 76%
C-	1.67	70 - 73%
D+	1.33	67 - 69%
D	1	64 - 66%
D-	0.67	60 - 63%
F	0	0
CR (credit)	0	0
I (incomplete)	0	0
N (no credit)	0	0

**Homework**

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

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

**Personal Curriculum**

For some students, it may be appropriate to modify the Michigan Merit Curriculum through implementation of a personal curriculum. All students who have completed 9<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.

To request a personal curriculum, please contact the High School Counseling Department.

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

### **Placement**

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

### **Students with Disabilities**

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

A parent who believes their student is eligible for special education or accommodations due to a disability or suspected disability should contact Christine Robertson, Ed.D., Director of Specialized Instruction at 231-720-2010 or [croberts@mpsk12.net](mailto:croberts@mpsk12.net).

### **Summer School**

Summer school is offered to students in grades K - 8 depending on the availability of State and Federal grant funds, staffing and facilities. Students who are behind grade level in reading and/or math are considered eligible for summer school. Summer school may be in-person or online.

Summer school for students in grades 9 - 12 is provided for students who are behind in credits and may be in-person or online, depending on their grade level, staffing availability and facilities.

### **Testing Out**

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

### **Work Permits**

Information about work permits is available in the High School Main 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. See counseling, athletics or main office for details.

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

#### **Extracurricular Activities**

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

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

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

For more information, see Policy 5507.

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

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

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

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

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

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

### **Discipline Generally**

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

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

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

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

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

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

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

#### **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.



**MPS Administrative Actions for Office Managed Referrals**

<p><b>Behavior</b> (applies to all school locations and events)</p>	<p><b>Administrative Actions Category 1</b></p>	<p><b>Administrative Actions Category 2</b></p>	<p><b>Administrative Actions Category 3</b></p>	<p><b>Administrative Actions Category 4</b></p>
<ul style="list-style-type: none"> <li>• Category identification for behaviors are solely the discretion of administration, in all cases.</li> <li>• All listed items under administrative action must be done</li> <li>• All categories can result in out of school suspension based on administrator discretion.</li> </ul>				
<p><b>Defiance/ Insubordination/ Non-Compliance</b> Repeated refusal to follow school-wide expectations, adult directions, and procedures that are ongoing within a short period of time (time frame equivalent to a subject area) and the staff member has worked through possible responses and interventions with no success.</p>	<p><u>Administrative Action (K-5):</u></p> <ul style="list-style-type: none"> <li>• Parental Contact</li> <li>• Loss of privileges</li> </ul> <p><u>Administration Action (6-12):</u></p> <ul style="list-style-type: none"> <li>• Parental Contact</li> <li>• Loss of privileges</li> </ul> <p><u>Interventions:</u></p> <ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Conference</li> </ul>	<p><u>Administrative Action (K-5):</u></p> <ul style="list-style-type: none"> <li>• Parental Contact</li> <li>• Loss of privileges</li> <li>• Restorative Practice Conference</li> </ul> <p><u>Administration Action (6-12):</u></p> <ul style="list-style-type: none"> <li>• Parental Contact</li> <li>• Loss of privileges</li> <li>• Restorative Practice Conference - includes parents</li> </ul> <p><u>Interventions:</u></p> <ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Conference</li> </ul>	<p><u>Administrative Action (K-5):</u></p> <ul style="list-style-type: none"> <li>• Parental Contact</li> <li>• Loss of privileges</li> <li>• Restorative Practice Conference - includes parents</li> <li>• Behavior Contract</li> </ul> <p><u>Administration Action (6-12):</u></p> <ul style="list-style-type: none"> <li>• Parental Contact</li> <li>• Loss of privileges</li> <li>• Mediation and Mutual Respect Agreement</li> </ul> <p><u>Interventions:</u></p> <ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Conference</li> </ul>	<p><u>Administrative Action (K-5):</u></p> <ul style="list-style-type: none"> <li>• Parental Conference</li> <li>• 2-5 days suspension*</li> <li>• Last Chance Agreement (LCA) - violation of LCA results in referral to Due Process Coordinator</li> </ul> <p><u>Administration Action (6-12):</u></p> <ul style="list-style-type: none"> <li>• Parental Conference</li> <li>• 3-5 days suspension*</li> <li>• Last Chance Agreement (LCA) - violation of LCA results in referral to Due Process Coordinator</li> </ul> <p><u>Interventions:</u></p> <ul style="list-style-type: none"> <li>• Referral to</li> </ul>

				Intervention Team	
				<ul style="list-style-type: none"> <li>Restorative Practice</li> </ul>	
<p><b>Disruption</b></p> <p>Behavior disrupts the entire class over a long period of time and the student cannot be redirected to the task through the established continuum of consequences and corrections. The staff member has worked through possible responses and interventions with no success.</p>	<p><u>Administrative Action (K-5):</u></p> <ul style="list-style-type: none"> <li>Parental Contact</li> <li>Loss of privileges</li> </ul> <p><u>Administration Action (6-12):</u></p> <ul style="list-style-type: none"> <li>Parental Contact</li> <li>Loss of privileges</li> </ul> <p><u>Interventions:</u></p> <ul style="list-style-type: none"> <li>Restorative Practice</li> <li>Parent Conference</li> </ul>	<p><u>Administrative Action (K-5):</u></p> <ul style="list-style-type: none"> <li>Parental Contact</li> <li>Loss of privileges</li> <li>Restorative Practice Conference</li> </ul> <p><u>Administration Action (6-12):</u></p> <ul style="list-style-type: none"> <li>Parental Contact</li> <li>Loss of privileges</li> <li>Restorative Practice Conference - includes parents</li> </ul> <p><u>Interventions:</u></p> <ul style="list-style-type: none"> <li>Restorative Practice</li> <li>Parent Conference</li> </ul>	<p><u>Administrative Action (K-5):</u></p> <ul style="list-style-type: none"> <li>Parental Contact</li> <li>Loss of privileges</li> <li>Restorative Practice Conference - includes parents</li> <li>Behavior Contract</li> </ul> <p><u>Administration Action (6-12):</u></p> <ul style="list-style-type: none"> <li>Parental Contact</li> <li>Loss of privileges</li> <li>Mediation and Mutual Respect Agreement</li> </ul> <p><u>Interventions:</u></p> <ul style="list-style-type: none"> <li>Restorative Practice</li> <li>Parent Conference</li> </ul>	<p><u>Administrative Action (K-5):</u></p> <ul style="list-style-type: none"> <li>Parental Conference</li> <li>2-5 days suspension*</li> <li>Last Chance Agreement (LCA) - violation of LCA results in referral to Due Process Coordinator</li> </ul> <p><u>Administration Action (6-12):</u></p> <ul style="list-style-type: none"> <li>Parental Conference</li> <li>3-5 days suspension*</li> <li>Last Chance Agreement (LCA) - violation of LCA results in referral to Due Process Coordinator</li> </ul> <p><u>Interventions:</u></p> <ul style="list-style-type: none"> <li>Referral to Intervention Team</li> <li>Restorative Practice</li> </ul>	
<p><b>Abusive Language/</b></p>	<p><b>Inappropriate Language/ Profanity</b></p>	<p><u>Administrative Action (K-5):</u></p> <ul style="list-style-type: none"> <li>Parental</li> </ul>	<p><u>Administrative Action (K-5):</u></p> <ul style="list-style-type: none"> <li>Restorative Practice</li> </ul>	<p><u>Administrative Action (K-5):</u></p> <ul style="list-style-type: none"> <li>Parental Contact</li> </ul>	<p><u>Administrative Action (K-5):</u></p> <ul style="list-style-type: none"> <li>Parental</li> </ul>

<p><b>Inappropriate Language/Profanity</b></p> <p>Use of profanity as a statement or in conversation (not directed at another person)</p> <p><b>Inappropriate Language/Profanity</b></p> <p>Use of profanity as a statement or in conversation (not directed at another person)</p> <p><b>Abusive Language/Inappropriate Language/Profanity</b></p> <p>includes any threat toward another person that is not acted upon</p>	<p>Use of profanity as a statement or in conversation (not directed at another person)</p> <p><b>Inappropriate Language/Profanity</b></p> <p>Use of profanity as a statement or in conversation (not directed at another person)</p>	<p>Contact</p> <ul style="list-style-type: none"> <li>• Administrator conference with student</li> </ul> <p><u>Administration Action (6-12):</u></p> <ul style="list-style-type: none"> <li>• Parental Contact</li> <li>• Administrator conference with student</li> </ul> <p><u>Interventions:</u></p> <ul style="list-style-type: none"> <li>• Restorative Practice</li> </ul>	<ul style="list-style-type: none"> <li>• Parent Conference</li> </ul> <p><u>Administration Action (6-12):</u></p> <ul style="list-style-type: none"> <li>• Parental Contact</li> <li>• Loss of privileges</li> </ul> <p><u>Interventions:</u></p> <ul style="list-style-type: none"> <li>• Restorative Practice</li> <li>• Parent Conference</li> </ul>	<ul style="list-style-type: none"> <li>• Loss of privileges</li> <li>• Restorative Practice Conference - includes parents</li> </ul> <p><u>Administration Action (6-12):</u></p> <ul style="list-style-type: none"> <li>• Parental Contact</li> <li>• Loss of privileges</li> <li>• Restorative Practice Conference - includes parents</li> </ul> <p><u>Interventions:</u></p> <ul style="list-style-type: none"> <li>• Restorative Practice</li> <li>• Parent Conference</li> </ul>	<p>Conference</p> <ul style="list-style-type: none"> <li>• Loss of privileges</li> <li>• Behavior Contract</li> </ul> <p><u>Administration Action (6-12):</u></p> <ul style="list-style-type: none"> <li>• Parental Contact</li> <li>• Loss of privileges</li> <li>• Mutual Respect Agreement</li> </ul> <p>*violation of mutual respect agreement is now disruption</p> <p><u>Interventions:</u></p> <ul style="list-style-type: none"> <li>• Referral to Intervention Team</li> <li>• Restorative Practice</li> <li>• Parent Conference</li> </ul>
	<p><b>Abusive Language/Verbal Altercation</b></p> <p>- Language is specifically directed towards</p>	<p><u>Administrative Action (K-5):</u></p> <ul style="list-style-type: none"> <li>• Parental Contact</li> <li>• Loss of privileges</li> <li>• Restorative Practices/Peace</li> </ul>	<p><u>Administrative Action (K-5):</u></p> <ul style="list-style-type: none"> <li>• Parental Contact</li> <li>• Loss of privileges</li> <li>• Restorative Practice Conference - includes parents</li> </ul> <p><u>Administration Action (6-12):</u></p>	<p><u>Administrative Action (K-5):</u></p> <ul style="list-style-type: none"> <li>• Parental Conference</li> <li>• Loss of privileges</li> <li>• Behavior Contract</li> </ul> <p><u>Administration Action (6-12):</u></p> <ul style="list-style-type: none"> <li>• Parental Contact</li> </ul>	<p><u>Administrative Action (K-5):</u></p> <ul style="list-style-type: none"> <li>• Parental Conference</li> <li>• 2-5 days suspension*</li> <li>• Last Chance Agreement (LCA)</li> </ul> <p><u>Administration Action (6-12):</u></p>

	<p>another student - Mutual participation in verbal sparring between students</p>	<p>Path</p> <p><u>Administration Action (6-12):</u></p> <ul style="list-style-type: none"> <li>● Parental Contact</li> <li>● Loss of privileges</li> </ul> <p><u>Interventions:</u></p> <ul style="list-style-type: none"> <li>● Restorative Practice</li> <li>● Parent Conference</li> </ul>	<ul style="list-style-type: none"> <li>● Parental Contact</li> <li>● Loss of privileges</li> <li>● Restorative Practice Conference - includes parents</li> </ul> <p><u>Interventions:</u></p> <ul style="list-style-type: none"> <li>● Restorative Practice</li> <li>● Parent Conference</li> </ul>	<ul style="list-style-type: none"> <li>● Loss of privileges</li> <li>● Mediation and Mutual Respect Agreement</li> </ul> <p><u>Interventions:</u></p> <ul style="list-style-type: none"> <li>● Referral to Intervention Team</li> <li>● Restorative Practice</li> <li>● Parent Conference</li> </ul>	<ul style="list-style-type: none"> <li>● Parental Conference</li> <li>● 2-5 days suspension*</li> <li>● Mediation and Mutual Respect Agreement or Last Chance Agreement (LCA)</li> </ul> <p><u>Interventions:</u></p> <ul style="list-style-type: none"> <li>● Referral to Intervention Team</li> <li>● Restorative Practice</li> <li>● Parent Conference</li> </ul>
	<p><b>Abusive/ Inappropriate Language towards staff</b></p> <p>Language is specifically directed towards a staff member (includes verbal threats of physical action that is not acted upon)</p>			<p><u>Administrative Action (K-5):</u></p> <ul style="list-style-type: none"> <li>● Parental Conference</li> <li>● Loss of privileges</li> <li>● Behavior Contract</li> </ul> <p><u>Administration Action (6-12):</u></p> <ul style="list-style-type: none"> <li>● Parental Contact</li> <li>● Loss of privileges</li> <li>● Mediation and Mutual Respect Agreement</li> </ul>	<p><u>Administrative Action (K-5):</u></p> <ul style="list-style-type: none"> <li>● Parental Conference</li> <li>● 2-5 days suspension*</li> <li>● Mediation and Mutual Respect Agreement or Last Chance Agreement (LCA)</li> </ul> <p><u>Administration Action (6-12):</u></p> <ul style="list-style-type: none"> <li>● Parental Contact</li> <li>● 2-5 days suspension</li> <li>● Mediation and Mutual Respect Agreement or Last</li> </ul>

					Chance Agreement (LCA)
<p><b>Skip class</b> Student leaves or misses class without permission.</p> <p><b>Skip class</b> Student leaves or misses class without permission.</p>	<p><u>Administrative Action (K-5):</u></p> <ul style="list-style-type: none"> <li>• Parent Contact</li> <li>• Conference with Administrator</li> </ul> <p><u>Administration Action (6-12):</u></p> <ul style="list-style-type: none"> <li>• Date identified on skipping tracking sheet.</li> </ul> <p><u>Interventions:</u></p> <ul style="list-style-type: none"> <li>• Parent Conference</li> </ul>	<p><u>Administrative Action (K-5):</u></p> <ul style="list-style-type: none"> <li>• Parent Contact</li> <li>• Conference with Administrator</li> </ul> <p><u>Administration Action (6-12):</u></p> <ul style="list-style-type: none"> <li>• Date identified on skipping tracking sheet.</li> </ul> <p><u>Interventions:</u></p> <ul style="list-style-type: none"> <li>• Parent conference</li> </ul>	<p><u>Administrative Action (K-5):</u></p> <ul style="list-style-type: none"> <li>• Parent Contact</li> <li>• Conference with Administrator</li> </ul> <p><u>Administration Action (6-12):</u></p> <ul style="list-style-type: none"> <li>• Parental Contact</li> <li>• Date identified on skipping tracking sheet.</li> </ul> <p><u>Interventions:</u></p> <ul style="list-style-type: none"> <li>• Restorative Practice</li> <li>• Parent Conference</li> </ul>	<p><u>Administrative Action (K-5):</u></p> <ul style="list-style-type: none"> <li>• Parent Conference</li> <li>• Behavior Contract</li> </ul> <p><u>Administration Action (6-12):</u></p> <ul style="list-style-type: none"> <li>• Parental Contact</li> <li>• Date identified on skipping tracking sheet. <ul style="list-style-type: none"> <li>○ 2 day suspension after 6th offense*</li> <li>○ 5 day suspension after 9th offense*</li> </ul> </li> </ul> <p><u>Interventions:</u></p> <ul style="list-style-type: none"> <li>• Referral to Intervention Team</li> <li>• Restorative Practice</li> <li>• Parent Conference</li> </ul>	
<p><b>Inappropriate Location/ Out of Bounds Area</b></p>	<p><u>Administrative Action (K-5):</u></p> <ul style="list-style-type: none"> <li>• Parent Contact</li> </ul>	<p><u>Administrative Action (K-5):</u></p> <ul style="list-style-type: none"> <li>• Parent Conference</li> <li>• Behavior Contract</li> </ul>	<p><u>Administrative Action (K-5):</u></p> <ul style="list-style-type: none"> <li>• Parent Conference</li> <li>• Last Chance Agreement (LCA) <ul style="list-style-type: none"> <li>○ violation of LCA results in referral to Due</li> </ul> </li> </ul>		

<p>- Student is off campus. - Student is in an area that is outside of school boundaries (as defined by school) or assigned area, and there is a threat to safety, or the student does not respond to correction.</p>	<ul style="list-style-type: none"> <li>● Conference with Administrator</li> </ul>		<p>Process Coordinator</p>	
<p>*if student is off property call 911 immediately</p>	<p><u>Administration Action (6-12):</u></p> <ul style="list-style-type: none"> <li>● Date identified on skipping tracking sheet.</li> </ul> <p><u>Interventions:</u></p> <ul style="list-style-type: none"> <li>● Parent Conference</li> </ul>	<p><u>Administration Action (6-12):</u></p> <ul style="list-style-type: none"> <li>● Date identified on skipping tracking sheet.</li> </ul> <p><u>Interventions:</u></p> <ul style="list-style-type: none"> <li>● Parent Conference</li> </ul>	<p><u>Administrative Action (K-5):</u></p> <ul style="list-style-type: none"> <li>● Parent Conference</li> <li>● Behavior Contract</li> </ul> <p><u>Administration Action (6-12):</u></p> <ul style="list-style-type: none"> <li>● Parental Contact</li> <li>● Date identified on skipping tracking sheet.</li> </ul> <p><u>Interventions:</u></p> <ul style="list-style-type: none"> <li>● Restorative Practice</li> <li>● Parent Conference</li> </ul>	<p><u>Administrative Action (K-5):</u></p> <ul style="list-style-type: none"> <li>● Parental Contact</li> <li>● Date identified on skipping tracking sheet. <ul style="list-style-type: none"> <li>○ 2 day suspension after 6th offense*</li> <li>○ 5 day suspension after 9th offense*</li> </ul> </li> </ul> <p><u>Administration Action (6-12):</u></p> <ul style="list-style-type: none"> <li>● Parental Contact</li> <li>● Date identified on skipping tracking sheet. <ul style="list-style-type: none"> <li>○ 2 day suspension after 6th offense*</li> <li>○ 5 day suspension after 9th offense*</li> </ul> </li> </ul> <p><u>Interventions:</u></p> <ul style="list-style-type: none"> <li>● Referral to Intervention Team</li> <li>● Restorative Practice</li> <li>● Parent Conference</li> </ul>
	<p><u>Administrative Action (K-5):</u></p>	<p><u>Administrative Action (K-5):</u></p>	<p><u>Administrative Action (K-5):</u></p>	<p><u>Administrative Action (K-5):</u></p>

<p style="text-align: center;"><b>Cell phone</b></p> <p>*conditions may warrant other violations (disruption, harassment, bullying etc.)</p>	<ul style="list-style-type: none"> <li>• Administrator/Dean conference with student</li> <li>• Cell phone is confiscated for remainder of the day</li> </ul> <p><u>Administration Action (6-12):</u></p> <ul style="list-style-type: none"> <li>• Administrator/Dean conference with student</li> <li>• Cell phone is confiscated for remainder of the day</li> </ul>	<ul style="list-style-type: none"> <li>• Parent Contact</li> <li>• Cell phone is confiscated for remainder of the day (returned to parents only)</li> </ul> <p><u>Administration Action (6-12):</u></p> <ul style="list-style-type: none"> <li>• Parent Contact</li> <li>• Cell phone is confiscated for remainder of the day</li> <li>• Restorative Practice Conference - includes teacher</li> </ul> <p><u>Interventions:</u></p> <ul style="list-style-type: none"> <li>• Restorative Practice</li> </ul>	<ul style="list-style-type: none"> <li>• Cell phone is confiscated for remainder of the day (returned to parents only)</li> <li>• Parent Conference</li> </ul> <p><u>Administration Action (6-12):</u></p> <ul style="list-style-type: none"> <li>• Cell phone is confiscated for remainder of the day</li> <li>• Parent Conference</li> </ul> <p><u>Interventions:</u></p> <ul style="list-style-type: none"> <li>• Restorative Practice</li> <li>• Parent Conference</li> </ul>	<ul style="list-style-type: none"> <li>• Loss of privilege to have a cell phone on school grounds.</li> <li>• Creation of a contract with students and parents.</li> </ul> <p><u>Administration Action (6-12):</u></p> <ul style="list-style-type: none"> <li>• Category 4 cell phone violation is Insubordination/non-compliance</li> <li>• Loss of privilege to have a cell phone on school grounds.</li> <li>• Creation of a contract with students and parents.</li> </ul> <p><u>Interventions:</u></p> <ul style="list-style-type: none"> <li>• Restorative Practice</li> <li>• Parent Conference</li> </ul>
<p style="text-align: center;"><b>Technology Violation</b></p> <p>Student violates internet user agreement</p>	<p><u>Administrative Action (K-5):</u></p> <ul style="list-style-type: none"> <li>• Administrator/Dean conference with student</li> </ul> <p><u>Administration</u></p>	<p><u>Administrative Action (K-5):</u></p> <ul style="list-style-type: none"> <li>• Parent Contact</li> <li>• Administrator/Dean conference with student review of signed technology agreement.</li> </ul>	<p><u>Administrative Action (K-5):</u></p> <ul style="list-style-type: none"> <li>• Parent conference includes review of signed technology agreement</li> <li>• Loss of technology privileges (penalty)</li> </ul>	<p><u>Administrative Action (K-5):</u></p> <ul style="list-style-type: none"> <li>• Conference including administration, parents, teachers, students.</li> <li>• Loss of technology</li> </ul>

<p>*conditions may warrant other violations (disruption, harassment, bullying etc.)</p> <p>*Certain content may trigger a Suicide Risk Assessment or Violence/Threat Assessment</p> <p>continued</p>	<p><u>Action (6-12):</u></p> <ul style="list-style-type: none"> <li>• Administrator/Dean conference with student</li> </ul>	<p><u>Administration Action (6-12):</u></p> <ul style="list-style-type: none"> <li>• Parent Contact</li> <li>• Administrator/Dean conference with student review of signed technology agreement.</li> </ul> <p><u>Interventions:</u></p> <ul style="list-style-type: none"> <li>• Parent Conference</li> <li>• Review of technology agreement.</li> </ul>	<p>box) for 3 days</p> <p><u>Administration Action (6-12):</u></p> <ul style="list-style-type: none"> <li>• Parent conference includes review of signed technology agreement</li> <li>• Loss of technology privileges (penalty box) for 3 days</li> </ul> <p><u>Interventions:</u></p> <ul style="list-style-type: none"> <li>• Parent Conference</li> <li>• Technology use/misuse training-go guardian review</li> </ul>	<p>privileges (penalty box) for 5 days</p> <ul style="list-style-type: none"> <li>• Technology Use Contract</li> </ul> <p><u>Administration Action (6-12):</u></p> <ul style="list-style-type: none"> <li>• Conference including administration, parents, teachers, students.</li> <li>• Loss of technology privileges (penalty box) for 5 days</li> <li>• Technology Use Contract</li> </ul> <p><u>Interventions:</u></p> <ul style="list-style-type: none"> <li>• Training Safety Video</li> </ul>
<p><b>Forgery/Theft/Plagiarism</b></p> <p>Student is involved by being in possession of, having passed on, or being responsible for removing someone else's property that is of significant value.</p>	<p><u>Administrative Action (K-5):</u></p> <ul style="list-style-type: none"> <li>• Parental Contact</li> <li>• Loss of privileges</li> <li>• Restitution</li> </ul> <p><u>Administration Action (6-12):</u></p> <ul style="list-style-type: none"> <li>• Parental Contact</li> <li>• Loss of privileges</li> </ul>	<p><u>Administrative Action (K-5):</u></p> <ul style="list-style-type: none"> <li>• Parental Contact</li> <li>• Loss of privileges</li> <li>• Restorative Practice Conference - includes parents</li> <li>• Restitution</li> </ul> <p><u>Administration Action (6-12):</u></p> <ul style="list-style-type: none"> <li>• Parental Contact</li> <li>• Loss of privileges</li> <li>• Restorative Practice</li> </ul>	<p><u>Administrative Action (K-5):</u></p> <ul style="list-style-type: none"> <li>• Parental Conference</li> <li>• Loss of privileges</li> <li>• Behavior Contract</li> <li>• Restitution</li> </ul> <p><u>Administration Action (6-12):</u></p> <ul style="list-style-type: none"> <li>• Parental Contact</li> <li>• Loss of privileges</li> <li>• Restitution</li> <li>• Mediation and</li> </ul>	<p><u>Administrative Action (K-5):</u></p> <ul style="list-style-type: none"> <li>• Parental Conference</li> <li>• 3-5 days suspension*</li> <li>• Restitution</li> <li>• Last Chance Agreement (LCA) - violation of LCA results in referral to Due Process Coordinator</li> </ul> <p><u>Administration Action</u></p>



	<ul style="list-style-type: none"> <li>• Restitution</li> </ul> <u>Interventions:</u> <ul style="list-style-type: none"> <li>• Reporative Practice</li> <li>• Parent Conference</li> </ul>	<p>Conference - includes parents</p> <ul style="list-style-type: none"> <li>• Restitution</li> </ul> <u>Interventions:</u> <ul style="list-style-type: none"> <li>• Reporative Practice</li> <li>• Parent Conference</li> </ul>	<p>Mutual Respect Agreement</p> <u>Interventions:</u> <ul style="list-style-type: none"> <li>• Reporative Practice</li> <li>• Parent Conference</li> </ul>	<p><u>(6-12):</u></p> <ul style="list-style-type: none"> <li>• Parental Conference</li> <li>• 3-5 days suspension*</li> <li>• Restitution</li> <li>• Last Chance Agreement (LCA) - violation of LCA results in referral to Due Process Coordinator</li> </ul> <u>Interventions:</u> <ul style="list-style-type: none"> <li>• Referral to Intervention Team</li> <li>• Reporative Practice</li> <li>• Parent Conference</li> </ul>
<p style="text-align: center;"><b>Property Damage/Vandalism</b></p> <p>- Students intentionally participate in an activity that results in destruction or disfigurement of property which cannot be fully restored by the student.</p> <p>- Student is engaged in severe misuse and/or damage that results in defacing or destruction of school property or the property of staff or other student</p>	<p><u>Administrative Action (K-5):</u></p> <ul style="list-style-type: none"> <li>• Parent Conference</li> <li>• Restorative Practices /Restitution</li> </ul> <p><u>Administration Action (6-12):</u></p> <ul style="list-style-type: none"> <li>• Parent Conference</li> <li>• Restorative Practices</li> </ul>	<p><u>Administrative Action (K-5):</u></p> <ul style="list-style-type: none"> <li>• Contact Community Officer</li> <li>• Parent Conference</li> <li>• Restorative Practices /Restitution</li> <li>• 3-10 days Suspension*</li> </ul> <p><u>Administration Action (6-12):</u></p> <ul style="list-style-type: none"> <li>• Contact Community Officer</li> <li>• Parent Conference</li> <li>• Restorative Practices /</li> </ul>	<p><u>Administrative Action (K-5):</u></p> <ul style="list-style-type: none"> <li>• Contact Community Officer</li> <li>• Suspension/expulsion hearing with administration and district due process coordinator</li> </ul> <p><u>Administration Action (6-12):</u></p> <ul style="list-style-type: none"> <li>• Contact Community Officer</li> <li>• Suspension/expulsion hearing with administration and district due process coordinator</li> </ul> <p><u>Interventions:</u></p> <ul style="list-style-type: none"> <li>• Community Service</li> </ul>	

	<p>/ Restitution</p> <p><u>Interventions:</u></p> <ul style="list-style-type: none"> <li>• Parent Conference</li> <li>• Restorative Practices</li> <li>• Community Service</li> </ul>	<p>Restitution</p> <ul style="list-style-type: none"> <li>• 3-10 days Suspension</li> </ul> <p><u>Interventions:</u></p> <ul style="list-style-type: none"> <li>• Parent Conference</li> <li>• Restorative Practices</li> <li>• Community Service</li> </ul>		
<p style="text-align: center;"><b>Inappropriate Display of Affection</b></p> <p>Repeated engagement in physical, verbal, or written displays of affection that are not appropriate in a school environment AND staff member has worked through all 5 C's without success OR engagement in any sexual act other than mouth kissing</p>	<p><u>Administrative Action (K-5):</u></p> <ul style="list-style-type: none"> <li>• Parental Contact</li> <li>• Restorative Practice</li> </ul> <p><u>Administration Action (6-12):</u></p> <ul style="list-style-type: none"> <li>• Parental Contact</li> <li>• Restorative Practice</li> </ul> <p><u>Interventions:</u></p> <ul style="list-style-type: none"> <li>• Restorative Practice</li> <li>• Parent Conference</li> </ul>	<p><u>Administrative Action (K-5):</u></p> <ul style="list-style-type: none"> <li>• Parental Contact</li> <li>• Loss of privileges</li> <li>• Restorative Practice Conference - includes parents</li> </ul> <p><u>Administration Action (6-12):</u></p> <ul style="list-style-type: none"> <li>• Parental Contact</li> <li>• Loss of privileges</li> <li>• Restorative Practice Conference - includes parents</li> </ul> <p><u>Interventions:</u></p> <ul style="list-style-type: none"> <li>• Restorative Practice</li> <li>• Parent Conference</li> </ul>	<p><u>Administrative Action (K-5):</u></p> <ul style="list-style-type: none"> <li>• Parental Contact</li> <li>• Loss of privileges</li> <li>• Mediation and Mutual Respect Agreement</li> </ul> <p><u>Administration Action (6-12):</u></p> <ul style="list-style-type: none"> <li>• Parental Contact</li> <li>• Loss of privileges</li> <li>• Mediation and Mutual Respect Agreement</li> </ul> <p><u>Interventions:</u></p> <ul style="list-style-type: none"> <li>• Restorative Practice</li> <li>• Parent Conference</li> </ul>	<p><u>Administrative Action (K-5):</u></p> <ul style="list-style-type: none"> <li>• Parental Conference</li> <li>• 3-5 days suspension*</li> <li>• Last Chance Agreement (LCA) <ul style="list-style-type: none"> <li>○ violation of LCA results in referral to Due Process Coordinator</li> </ul> </li> </ul> <p><u>Administration Action (6-12):</u></p> <ul style="list-style-type: none"> <li>• Parental Conference</li> <li>• 3-5 days suspension*</li> <li>• Last Chance Agreement (LCA) <ul style="list-style-type: none"> <li>○ violation of LCA results in referral to Due Process</li> </ul> </li> </ul>

				<p>Coordinator</p> <p><u>Interventions:</u></p> <ul style="list-style-type: none"> <li>● Referral to Intervention Team</li> <li>● Restorative Practice</li> <li>● Parent Conference</li> </ul>
<p><b>Physical Aggression /Horseplay*</b></p> <p>- Inappropriate/unwanted/incidental non-violent physical contact with an aggressive nature, including antagonizing behavior in any form or method.</p> <p>*horseplay at secondary is disruption</p>	<p><u>Administrative Action (K-5):</u></p> <ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Restorative Practices</li> </ul> <p><u>Administration Action (6-12):</u></p> <ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Restorative Practices</li> </ul> <p><u>Interventions:</u></p> <ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Conference</li> </ul>	<p><u>Administrative Action (K-5):</u></p> <ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Loss of privileges</li> <li>● Restorative Practice Conference - includes parents</li> </ul> <p><u>Administration Action (6-12):</u></p> <ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Loss of privileges</li> <li>● Restorative Practice Conference - includes parents</li> </ul> <p><u>Interventions:</u></p> <ul style="list-style-type: none"> <li>● Restorative Practices</li> <li>● Parent Conference</li> </ul>	<p><u>Administrative Action (K-5):</u></p> <ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● 2-3 days suspension*</li> </ul> <p><u>Administration Action (6-12):</u></p> <ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● 2-3 days suspension*</li> </ul> <p><u>Interventions:</u></p> <ul style="list-style-type: none"> <li>● Referral to Intervention Team</li> <li>● Restorative Practice</li> <li>● Parent Conference</li> <li>● Behavior Contract</li> </ul>	<p><u>Administrative Action (K-5):</u></p> <ul style="list-style-type: none"> <li>● Parent Conference</li> <li>● 3-5 days suspension*</li> </ul> <p><u>Administration Action (6-12):</u></p> <ul style="list-style-type: none"> <li>● Parent Conference</li> <li>● 3-5 days suspension*</li> </ul> <p><u>Interventions:</u></p> <ul style="list-style-type: none"> <li>● Referral to Intervention Team</li> <li>● Restorative Practice</li> <li>● Parent Conference</li> <li>● Last Chance Agreement</li> </ul>
<p><b>Harassment/Mean Behavior</b></p> <p>- The delivery of disrespectful messages in any format related to gender, ethnicity, sexual orientation, race, religion, disability, physical features, or other protected class. This</p>	<p><u>Administrative Action (K-5):</u></p> <ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Restorative Practices</li> </ul>	<p><u>Administrative Action (K-5):</u></p> <ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Loss of privileges</li> <li>● Restorative Practice Conference -</li> </ul>	<p><u>Administrative Action (K-5):</u></p> <ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● 2-3 days suspension*</li> </ul> <p><u>Administration Action</u></p>	<p><u>Administrative Action (K-5):</u></p> <ul style="list-style-type: none"> <li>● Parent Conference</li> <li>● 3-5 days suspension*</li> </ul> <p><u>Administration Action</u></p>

<p>includes any actions that result in an altercation or disruption.</p> <p><i>If a student is out of the area or assigned room or videos a fight it is an automatic category 4.</i></p>	<p><u>Administration Action (6-12):</u></p> <ul style="list-style-type: none"> <li>• Parent Contact</li> <li>• Restorative Practices</li> </ul> <p><u>Interventions:</u></p> <ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Conference</li> <li>• Behavior modules/lesson on harassment</li> <li>• Second Step</li> <li>• SEL/Behavior Small group</li> </ul>	<p>includes parents</p> <p><u>Administration Action (6-12):</u></p> <ul style="list-style-type: none"> <li>• Parent Contact</li> <li>• Loss of privileges</li> <li>• Restorative Practice Conference - includes parents</li> </ul> <p><u>Interventions:</u></p> <ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Conference</li> </ul>	<p><u>(6-12):</u></p> <ul style="list-style-type: none"> <li>• Parent Contact</li> <li>• 2-3 days suspension*</li> </ul> <p><u>Interventions:</u></p> <ul style="list-style-type: none"> <li>• Referral to Intervention Team</li> <li>• Restorative Practice</li> <li>• Parent Conference</li> </ul>	<p><u>(6-12):</u></p> <ul style="list-style-type: none"> <li>• Parent Contact</li> <li>• 3-5 days suspension*</li> </ul> <p><u>Interventions:</u></p> <ul style="list-style-type: none"> <li>• Referral to Intervention Team</li> <li>• Restorative Practice</li> <li>• Parent Conference</li> </ul>
<p><b>Bullying</b></p> <p>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:</p> <ul style="list-style-type: none"> <li>• substantially interfering with a student's educational</li> </ul>	<p><u>Administrative Action (K-5):</u></p> <ul style="list-style-type: none"> <li>• Parent Contact</li> <li>• Restorative Practices</li> </ul> <p><u>Administration Action (6-12):</u></p> <ul style="list-style-type: none"> <li>• Parent</li> </ul>	<p><u>Administrative Action (K-5):</u></p> <ul style="list-style-type: none"> <li>• Parent Contact</li> <li>• Loss of privileges</li> <li>• Restorative Practice Conference - includes parents</li> </ul> <p><u>Administration Action (6-12):</u></p>	<p><u>Administrative Action (K-5):</u></p> <ul style="list-style-type: none"> <li>• Parent Contact</li> <li>• 2-3 days suspension*</li> </ul> <p><u>Administration Action (6-12):</u></p> <ul style="list-style-type: none"> <li>• Parent Contact</li> <li>• 2-3 days</li> </ul>	<p><u>Administrative Action (K-5):</u></p> <ul style="list-style-type: none"> <li>• Parent Conference</li> <li>• 3-5 days suspension*</li> </ul> <p><u>Administration Action (6-12):</u></p> <ul style="list-style-type: none"> <li>• Parent Conference</li> <li>• 3-5 days</li> </ul>

<p>opportunities, benefits, or programs;</p> <ul style="list-style-type: none"> <li>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;</li> <li>having an actual and substantial detrimental effect on a student's physical or mental health; or</li> <li>causing substantial disruption in, or substantial interference with, the District's orderly operations.</li> </ul>	<p>Contact</p> <ul style="list-style-type: none"> <li>Restorative Practices</li> </ul> <p><u>Interventions:</u></p> <ul style="list-style-type: none"> <li>Restorative Practices</li> <li>Parent Conference</li> </ul>	<ul style="list-style-type: none"> <li>Parent Contact</li> <li>Loss of privileges</li> <li>Restorative Practice Conference - includes parents</li> </ul> <p><u>Interventions:</u></p> <ul style="list-style-type: none"> <li>Restorative Practices</li> <li>Parent Conference</li> </ul>	<p>suspension*</p> <p><u>Interventions:</u></p> <ul style="list-style-type: none"> <li>Referral to Intervention Team</li> <li>Restorative Practice</li> <li>Parent Conference</li> </ul>	<p>suspension*</p> <p><u>Interventions:</u></p> <ul style="list-style-type: none"> <li>Referral to Intervention Team</li> <li>Restorative Practice</li> <li>Parent Conference</li> </ul>
<p><b>Gang Affiliation Display</b> Student uses gesture, dress, and/or speech to display affiliation with a gang.</p>	<p><u>Administrative Action (K-5):</u></p> <ul style="list-style-type: none"> <li>Parent Contact</li> <li>Contact Community Officer</li> <li>Restorative Practices</li> </ul> <p><u>Administration Action (6-12):</u></p> <ul style="list-style-type: none"> <li>Parent Contact</li> <li>Contact Community Officer</li> <li>Restorative</li> </ul>	<p><u>Administrative Action (K-5):</u></p> <ul style="list-style-type: none"> <li>Parent Conference</li> <li>Contact Community Officer</li> <li>3-5 day suspension*</li> </ul> <p><u>Administration Action (6-12):</u></p> <ul style="list-style-type: none"> <li>Parent Conference</li> <li>Contact Community Officer</li> <li>3-5 day suspension*</li> </ul> <p><u>Interventions:</u></p> <ul style="list-style-type: none"> <li>Restorative</li> </ul>	<p><u>Administrative Action (K-5):</u></p> <ul style="list-style-type: none"> <li>Parent Conference</li> <li>Contact Community Officer</li> <li>5-10 day suspension*</li> </ul> <p><u>Administration Action (6-12):</u></p> <ul style="list-style-type: none"> <li>Parent Conference</li> <li>Contact Community Officer</li> <li>5-10 day suspension*</li> </ul> <p><u>Interventions:</u></p> <ul style="list-style-type: none"> <li>Restorative</li> </ul>	<p><u>Administrative Action (K-5):</u></p> <ul style="list-style-type: none"> <li>Parent Conference</li> <li>Contact Community Officer</li> <li>Suspension/expulsion hearing with administration and district due process coordinator</li> </ul> <p><u>Administration Action (6-12):</u></p> <ul style="list-style-type: none"> <li>Parent Conference</li> <li>Contact Community Officer</li> <li>Suspension/expulsion hearing with</li> </ul>

	<p>e Practices</p> <p><u>Interventions:</u></p> <ul style="list-style-type: none"> <li>Restorative Practices</li> <li>Parent Conference</li> </ul>	<p>Practices</p> <ul style="list-style-type: none"> <li>Parent Conference</li> <li>Last Chance Agreement</li> <li>Gang Prevention Programs</li> </ul>	<p>Practices</p> <ul style="list-style-type: none"> <li>Parent Conference</li> <li>Last Chance Agreement</li> <li>Gang Prevention Programs</li> </ul>	<p>administration and district due process coordinator</p> <p><u>Interventions:</u></p> <ul style="list-style-type: none"> <li>Restorative Practices</li> <li>Parent Conference</li> <li>Gang Prevention Programs</li> </ul>
<p><b>Fighting</b></p> <p>Two or more students participate in an incident resulting in physical violence, with possibility of bodily harm.</p> <p>*If any staff member/volunteer is physically struck or injured in the fight the offender will be placed into due process for possible expulsion.</p> <p>* for students videoing or out of area during a fight see harassment/mean behavior.</p>	<p><u>Administrative Action (K-5):</u></p> <ul style="list-style-type: none"> <li>Minimum 2 day suspension*</li> </ul> <p><u>Interventions:</u></p> <ul style="list-style-type: none"> <li>Restorative Practices</li> <li>Parent Conference</li> </ul>	<p><u>Administrative Action (K-5):</u></p> <ul style="list-style-type: none"> <li>3-5 day suspension*</li> </ul> <p><u>Interventions:</u></p> <ul style="list-style-type: none"> <li>Restorative Practices</li> <li>Parent Conference</li> <li>Last Chance Agreement</li> </ul>	<p><u>Administrative Action (K-5):</u></p> <ul style="list-style-type: none"> <li>5-10 day suspension*</li> </ul> <p><u>Interventions:</u></p> <ul style="list-style-type: none"> <li>Referral to Intervention Team</li> <li>Restorative Practice</li> <li>Parent Conference</li> <li>Last Chance Agreement</li> </ul>	<p><u>Administrative Action (K-5):</u></p> <ul style="list-style-type: none"> <li>10 day suspension*</li> <li>Contact Community Officer</li> <li>Suspension/expulsion hearing with administration and district due process coordinator</li> </ul>
<p><b>Fighting</b></p> <p>Two or more students participate in an incident resulting in physical violence, with possibility of bodily harm.</p> <p>*If any staff member/volunteer is physically struck or injured in the fight the offender will be placed into due process for possible expulsion.</p> <p>* for students videoing or out of area during a fight see harassment/mean behavior.</p>				<p><u>Administration Action (6-12):</u></p> <ul style="list-style-type: none"> <li>10 day suspension*</li> <li>Contact Community Officer</li> <li>Suspension/expulsion hearing with administration and district due process coordinator</li> </ul>

				<u>Interventions:</u> <ul style="list-style-type: none"> <li>Established within due process</li> </ul>
<p style="text-align: center;"><b>Gang Related Fighting</b></p>	<p><u>Administrative Action (K-5):</u></p> <ul style="list-style-type: none"> <li>Contact Community Officer</li> <li>5-10 day suspension*</li> <li>Last Chance Agreement</li> </ul> <p><u>Administration Action (6-12):</u></p> <ul style="list-style-type: none"> <li>Contact Community Officer</li> <li>Suspension/expulsion hearing with administration and district due process coordinator</li> <li>Contact Community Officer</li> </ul>	<p><u>Administrative Action (K-5):</u></p> <ul style="list-style-type: none"> <li>Contact Community Officer</li> <li>Suspension/expulsion hearing with administration and district due process coordinator</li> </ul> <p><u>Administration Action (6-12):</u></p> <ul style="list-style-type: none"> <li>Contact Community Officer</li> <li>Suspension/expulsion hearing with administration and district due process coordinator</li> </ul> <p><u>Interventions:</u></p> <ul style="list-style-type: none"> <li>Established within due process</li> </ul>		

	<ul style="list-style-type: none"> <li>• 10 day suspension*</li> <li>• Last Chance Agreement</li> </ul> <p><u>Interventions:</u></p> <ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Conference</li> </ul>			
<p><b>Assault</b> One way purposeful physical altercation with possibility/intent of causing bodily harm. Student-Student, Student-Staff</p> <p>Assault in Michigan is defined as an attempt to cause physical injury to another person, and any intentional unlawful act or threatening action if the offender appears to have the ability to carry out the act and the act would cause a reasonable person to be in fear of impending violence.</p> <p><i>K-5 requires intent for harm.</i></p>	<p><u>Administrative Action (K-12):</u></p> <ul style="list-style-type: none"> <li>• Contact Community Officer</li> <li>• Suspension and Student Disciplinary/Expulsion Hearing in front of the Board of Education.</li> </ul>			
<p><b>Use/Possession of Tobacco/Vapes (Tobacco)</b></p> <p><b>See Use/Possession of Drugs/Vapes/ Alcohol</b></p>				



<p style="text-align: center;"><b>Use/Possession of Drugs/Vapes/ Alcohol</b></p> <p>Student is in possession of or is using alcohol, tobacco, marijuana, illegal drugs/substances/drugs, vapes, other prescriptions, over the counter medication, or imitations.</p> <p style="text-align: center;"><b>Grades 6-12 all drug related offenses are Category 3 offense or higher.</b></p>	<p><u>Administrative Action (K-5):</u></p> <ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Confiscate</li> <li>● 3 day suspension*</li> </ul>	<p><u>Administrative Action (K-5):</u></p> <ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Confiscate</li> <li>● 5 day suspension*</li> </ul>	<p><u>Administrative Action (K-5):</u></p> <ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Confiscate</li> <li>● 10 day suspension*</li> </ul> <p><u>Administration Action (6-12): (1st Offense)</u></p> <ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Confiscate</li> <li>● 5 day suspension * A 5 day suspension may be reduced to 3 days with on campus substance abuse counseling</li> </ul> <p><u>Interventions:</u></p> <ul style="list-style-type: none"> <li>● Parent Conference</li> <li>● Restorative Practices</li> </ul> <p><u>Administration Action (6-12): (2nd Offense)</u></p> <ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Confiscate</li> <li>● 10 day suspension*</li> </ul> <p><u>Interventions:</u></p> <ul style="list-style-type: none"> <li>● Parent Conference</li> <li>● Restorative Practices</li> <li>● Enrollment or attendance in outside drug abuse counseling prior to</li> </ul>	<p><u>Administrative Action (K-5):</u></p> <ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Confiscate</li> <li>● Suspension/expulsion on hearing with administration and district due process coordinator</li> </ul> <p><u>Administration Action (6-12):</u></p> <ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Confiscate</li> <li>● Suspension/expulsion on hearing with administration and district due process coordinator</li> </ul> <p><u>Interventions:</u></p> <ul style="list-style-type: none"> <li>● Established within due process</li> </ul>
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			returning.	
<p><b>Use/Possession of Weapons</b></p> <p>Student is in possession of weapons (not classified as dangerous by MDE), look alike, or other objects readily capable of causing harm.</p>	<p><u>Administrative Action (K-5):</u></p> <ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Confiscate</li> <li>● 2-5 days suspension*</li> </ul> <p><u>Administration Action (6-12):</u></p> <ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Confiscate</li> <li>● 2-5 days suspension*</li> </ul> <p><u>Interventions:</u></p> <ul style="list-style-type: none"> <li>● Parent Conference</li> <li>● Restorative Practices</li> </ul>	<p><u>Administrative Action (K-5):</u></p> <ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Confiscate</li> <li>● 5-10 days suspension*</li> </ul> <p><u>Administration Action (6-12):</u></p> <ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Confiscate</li> <li>● 5-10 days suspension*</li> </ul> <p><u>Interventions:</u></p> <ul style="list-style-type: none"> <li>● Parent Conference</li> <li>● Restorative Practices</li> <li>● Last Chance Agreement</li> </ul>	<p><u>Administrative Action (K-5):</u></p> <ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Confiscate</li> <li>● Suspension/expulsion hearing with administration and district due process coordinator</li> </ul> <p><u>Administration Action (6-12):</u></p> <ul style="list-style-type: none"> <li>● Parent Contact</li> <li>● Confiscate</li> <li>● Suspension/expulsion hearing with administration and district due process coordinator</li> </ul> <p><u>Interventions:</u></p> <ul style="list-style-type: none"> <li>● Established within due process</li> </ul>	
<p><b>Use/Possession of Dangerous Weapons</b></p> <p>Student is in possession of knives or guns (real or look alike), or other objects readily capable of causing harm.</p>	<p><u>Administrative Action (K-12):</u></p> <ul style="list-style-type: none"> <li>● Contact Community Officer</li> <li>● Student Disciplinary/Expulsion Hearing in front of the Board of Education.</li> </ul>			
<p><b>Possession with the intent to</b></p>	<p><u>Administrative Action (K-12):</u></p>			

<p><b>deliver drugs</b></p> <p>This includes student is in possession of or is using alcohol, tobacco, marijuana, illegal substances/drugs, vapes, other prescriptions, over the counter medication, or imitation of such with suspicion/ability for delivery/distribution.</p>	<ul style="list-style-type: none"> <li>● Contact Community Officer</li> <li>● Student Disciplinary/Expulsion Hearing in front of the Board of Education.</li> </ul>
<p><b>Use/Possession of Combustibles</b></p> <p>Student is/was in possession of substances/objects readily capable of causing bodily harm and/or property damage (examples include but are not limited to firecrackers, gasoline, lighter fluid).</p>	<p><u>Administrative Action (K-12):</u></p> <ul style="list-style-type: none"> <li>● Contact Community Officer</li> <li>● Student Disciplinary/Expulsion Hearing in front of the Board of Education.</li> </ul>
<p><b>Arson</b></p> <p>Student plans and/or participates in malicious burning of property.</p>	<p><u>Administrative Action (K-12):</u></p> <ul style="list-style-type: none"> <li>● Contact Community Officer</li> <li>● Student Disciplinary/Expulsion Hearing in front of the Board of Education.</li> </ul>
<p><b>Bomb Threat/ False Alarm</b></p> <p>*Student delivers a message or possible message of explosive materials being on campus, near campus and/or pending explosion.</p> <p>* This includes initiation of false emergency alarms (lock down, fire etc.)</p>	<p><u>Administrative Action (K-12):</u></p> <ul style="list-style-type: none"> <li>● Contact Community Officer</li> <li>● Student Disciplinary/Expulsion Hearing in front of the Board of Education.</li> </ul>
<p><b>Other Behavior</b></p> <p>Student engages in problem behavior not listed that is unsafe or illegal.</p>	<p>Subject to the discretion of the administrator in charge</p>
<ul style="list-style-type: none"> <li>● Violations will occur when problems that happen outside to the school day/location are brought back into the building <ul style="list-style-type: none"> <li>○ Including social media/tik tok/ groups chats etc.</li> </ul> </li> <li>● <b>Remote Learning</b> - defined to be the continuation of enrollment of a student, in their current schedule, but having to work from home and</li> </ul>	

not being allowed on campus during the school day.

- Any student that receives a third Category 3 offense shall complete their current courses for the card marking period remotely.
  - Students will remain enrolled and responsible for all current classes, so they will be on track when they return from remote learning on a last chance agreement.
  - If there are less than 2 weeks left in the card marking the student shall remain remote for the following card marking as well.
  - A student may reset a Category 3 offense with 30 consecutive school days present and no discipline.
  - Students must maintain 70% attendance while remotely learning through check ins and responding to emails. Participation in work and projects is required to be considered to return to in-person learning.
  - Students who return to in-person learning will be on a Last Chance Agreement (LCA) based upon previous offenses.

Prohibited Conduct	Potential Consequence(s)
<p style="text-align: center;"><b>Students getting third Category 3 offense or higher.</b></p> <p>Any student that receives a third Category 3 offense shall complete their current courses for the card marking period remotely.</p> <ul style="list-style-type: none"> <li>● Students will remain enrolled and responsible for all current classes, so they will be on track when they return from remote learning on a last chance agreement.</li> <li>● A student may reset a Category 3 offense with 30 consecutive school days present and no discipline.</li> <li>● If there are less than 2 weeks left in the card marking the student shall remain virtual for the following card marking remotely as well.</li> <li>● Students will return to in-person learning on a Last Chance Agreement (LCA) around discipline.</li> </ul>	<ul style="list-style-type: none"> <li>● Remote learning for the remainder of the card marking or semester (student schedule will remain the same only learning remotely)</li> </ul>
<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>





## 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 corresponding 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. 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, dating violence, domestic violence, or stalking, as defined by the Violence Against Women Act, 34 USC § 12291 et. seq., and the uniform crime reporting system of the Federal Bureau of Investigation, 20 USC 1092(f)(6)(A)(v).
  - i. "Sexual assault" means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
  - ii. "Dating violence" means violence committed by a person who is or has been in a romantic or intimate relationship with the Complainant. The existence of such a relationship is based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
  - iii. "Domestic violence" means felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the Complainant, person with whom the Complainant shares a child, person who is cohabitating with or has cohabitated with the Complainant as a spouse or intimate partner, person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Michigan; or any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of Michigan.
  - iv. "Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for the person's safety or the safety of others; or (2) suffer substantial emotional distress.
- 2. "Actual Knowledge" means notice of sexual harassment or allegations of sexual harassment to the District's Title IX Coordinator or any District employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only District employee with actual knowledge is the Respondent.
- 3. "Appeals Officer" is the person designated by the District to 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.
- 4. "Complainant" is a person who is alleged to be the victim of conduct that could constitute Title IX sexual harassment.

5. "Consent" means a voluntary agreement to engage in sexual activity by a person legally capable of consenting. Someone who is incapacitated cannot consent. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent can be withdrawn at any time. Coercion, force, or threat of either invalidates consent. Sexual conduct or relationships between District employees, volunteers, or contractors and students, regardless of age or consent, are prohibited.
6. "Day," unless otherwise indicated, means a day that the District's central office is open for business.
7. "Decision-Maker" is the person designated by the District to review the investigation report and provide a written determination of responsibility that provides the evidentiary basis for the Decision-Maker's conclusions. The Decision-Maker may not be the same person as the Investigator, Title IX Coordinator, Appeals Officer, or person designated to facilitate an informal resolution process on a specific matter.
8. "Education Program or Activity" means any location, event, or circumstance over which the District exercised substantial control over both the Respondent and the context in which the harassment occurred.
9. "Formal Complaint" means a written document or electronic submission signed and filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the District investigate the sexual harassment allegation.
10. "Grievance Process" is the process by which the District handles Formal Complaints.
11. "Investigator" is the person designated by the District to investigate a Title IX Formal Complaint. The Investigator cannot be the same person as the Decision-Maker, Appeals Officer, or person designated to facilitate an informal resolution process on a specific matter. The Title IX Coordinator may serve as the Investigator on a particular investigation, unless the Title IX Coordinator signed the Formal Complaint.
12. "Report" means an account of alleged Title IX sexual harassment made by any person (regardless of whether the reporting party is the alleged victim).
13. "Respondent" is a person who has been reported to be the perpetrator of conduct that could constitute Title IX sexual harassment.
14. "Supportive Measures" are non-disciplinary, non-punitive, individualized 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.

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

#### B. Posting Requirement

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

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

#### C. Designation of Title IX Coordinator

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

Director of Specialized Instruction  
1458 5th St. Muskegon, MI 49441  
231-720-2012  
[titleXreport@mpsk12.net](mailto:titleXreport@mpsk12.net)

Coordinator of Alternative Education and Career Placement  
1826 Hoyt St., Muskegon, MI 49442  
231-720-2150  
[titleXreport@mpsk12.net](mailto:titleXreport@mpsk12.net)

#### 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 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

### Mandatory Dismissals

The Title IX Coordinator must dismiss a Formal Complaint if:

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

- f. The Formal Complaint's allegations did not occur in the United States.

#### Discretionary Dismissals

The Title IX Coordinator may dismiss a Formal Complaint if:

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

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

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

#### H. Consolidation of Complaints

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

#### I. Remedies and Disciplinary Sanctions

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

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

1. Providing an escort to ensure that the Complainant and Respondent can safely attend classes and school activities;
2. Offering the parties school-based counseling services, as necessary;
3. Providing the parties with academic support services, such as tutoring, as necessary;

4. Rearranging course or work schedules, to the extent practicable, to minimize contact between the Complainant and Respondent;
5. Moving the Complainant's or the Respondent's locker or work space;
6. Issuing a "no contact" directive between the Complainant and Respondent;
7. Providing counseling memoranda with directives or recommendations;

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

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

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

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

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

#### J. False Statements

Any person who knowingly makes a materially false statement in bad faith in 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.

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

## APPENDIX B: ANTI-BULLYING

### 5207 *Anti-Bullying Policy*

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

#### A. Prohibited Conduct

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

#### B. Reporting an Incident

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

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

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

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

#### C. Investigation

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

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

#### D. Notice to Parent/Guardian

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

#### E. Annual Reports

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

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

#### F. Responsible School Official

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

#### G. Posting/Publication of Policy

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

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

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

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

## H. Definitions

1. "At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether it is held on school premises. "At school" also includes any conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the device or provider is owned by or under the control of the District.
2. "Telecommunications access device" means any of the following:
  - a. any instrument, device, card, plate, code, telephone number, account number, personal identification number, electronic serial number, mobile identification number, counterfeit number, or financial transaction device defined in MCL 750.157m (e.g., an electronic funds transfer card, a credit card, a debit card, a point-of-sale card, or any other instrument or means of access to a credit, deposit, or proprietary account) that alone or with another device can acquire, transmit, intercept, provide, receive, use, or otherwise facilitate the use, acquisition, interception, provision, reception, and transmission of any telecommunications service; or
  - b. any type of instrument, device, machine, equipment, technology, or software that facilitates telecommunications or which is capable of transmitting, acquiring, intercepting, decrypting, or receiving any telephonic, electronic, data, internet access, audio, video, microwave, or radio transmissions, signals, telecommunications, or services, including the receipt, acquisition, interception, transmission, retransmission, or decryption of all telecommunications, transmissions, signals, or services provided by or through any cable television, fiber optic, telephone, satellite, microwave, data transmission, radio, internet based or wireless distribution network, system, or facility, or any part, accessory, or component, including any computer circuit, security module, smart card, software, computer chip, pager, cellular telephone, personal communications device, transponder, receiver, modem, electronic mechanism or other component, accessory, or part of any other device that is capable of facilitating the interception, transmission, retransmission, decryption, acquisition, or reception of any telecommunications, transmissions, signals, or services.
3. "Telecommunications service provider" means any of the following:

- a. a person or entity providing a telecommunications service, whether directly or indirectly as a reseller, including, but not limited to, a cellular, paging, or other wireless communications company or other person or entity which, for a fee, supplies the facility, cell site, mobile telephone switching office, or other equipment or telecommunications service;
- b. a person or entity owning or operating any fiber optic, cable television, satellite, internet based, telephone, wireless, microwave, data transmission, or radio distribution system, network, or facility; or
- c. a person or entity providing any telecommunications service directly or indirectly by or through any distribution systems, networks, or facilities.

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

## APPENDIX C: PROTECTION OF PUPIL RIGHTS

### A. Surveys, Analyses, and Evaluations

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

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

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

"Sensitive information" includes:

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

### B. Invasive Physical Examinations

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

“Invasive physical examination” means:

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

C. Collection of Student Personal Information for Marketing

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

“Personal information” means individually identifiable information that includes:

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

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

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

B. Inspection of Instructional Material

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

C. Notification of Rights and Procedures

The Superintendent or designee will notify parents/guardians of:

1. this Policy and its availability upon request;
2. how to opt their child out of participation in activities as provided for in this Policy;
3. the approximate date(s) when a survey, evaluation, or analysis that would reveal sensitive information is scheduled or expected to be scheduled;

4. the approximate date(s) when the District or its agents intend to administer a non-emergency, invasive physical examination or screening required as a condition of attendance (except for hearing, vision, or scoliosis screenings); and
5. how to inspect any survey or other material described in this Policy.

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

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

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

Legal authority: 20 USC 1232h



**APPENDIX D: DIRECTORY INFORMATION AND OPT OUT FORM**

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

Student's Name: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

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

If you *do not* want your student's directory information released for one or more of the purposes listed below, please complete this form and return it to your student's school office within the first 30 days of the school year. .

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

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

Directory information includes. "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. grade level;

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

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

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

- For School or District publications, including but not limited to, a yearbook, graduation program, theater playbill, athletic team or band roster, newsletter, and other school and district publications.
- For School or District auto-dialer system to communicate School or District information.
- To news media outside the School or District.
- To the School PTO or District parent organization.
- To other groups and entities outside of the School or District, including community, advocacy, and/or parent organizations.
- On official school-related websites or social media accounts.
- On school employees' personal classroom websites or social media accounts.

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

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

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

\_\_\_\_\_  
Parent/Guardian/Eligible Student Signature

\_\_\_\_\_  
Date

## APPENDIX E: ACCEPTABLE USE AGREEMENT



*Strong Schools, Stronger Communities*

### Student Technology Acceptable Use Agreement Equipment, Electronic Data, Networks, Security, Safety and Privacy

I acknowledge that I have read and will abide by the School Board Policies/Guidelines and the Student Handbook which pertain to the use of school owned technology equipment, electronic data, networks, security, safety and privacy. The district reserves the right to take appropriate disciplinary action against individuals who fail to comply with the AUP.

#### Parent or Guardian

As the parent or guardian of the student listed above, I acknowledge that I've read the School Board Policies/Guidelines and the Student Handbook related to school owned equipment, electronic data, networks, security, safety and privacy. I understand that this access is granted for my student's educational purpose only. I

recognize it is impossible for MPS to completely restrict electronic access to all inappropriate or controversial materials and suppress all collections of student personal data that could be obtained from online services/applications/programs. I accept full responsibility for my student's use of the above mentioned electronic resources. I hereby give permission for MPS to issue school electronic accounts and allow network access for my student.

For the purpose of this agreement, "Chromebook" includes the Chromebook, power charger/adapter, license, and case.

#### **I understand that:**

- The Chromebook remains the property of Muskegon Public Schools at all times and places.
- It is a privilege, which may be revoked, to receive the Chromebook, and it is the responsibility of the student to protect and use the Chromebook in the same condition as it was issued, less reasonable wear.
- Any failure to comply with the guidelines and expectations may result in disciplinary action which may include the removal of the Chromebook from being in possession on a daily basis.
- The Chromebook is used for school/educational purposes only.
- Students may place school appropriate stickers on the case of the device, but not on the device itself. Paint, sharpie, markers, and/or any other defacing of the case or Chromebook is prohibited. The MPS internal documentation stickers must remain on the device at all times.
- In terms of privacy, students and parents/guardians have no right or expectation of privacy or confidentiality with respect to the use of Muskegon Public Schools' owned devices and connections regardless of whether the use of such devices is for district, school, classroom, or personal related purposes.
- Damage, whether intentional or unintentional, will result in fees or fines being issued. Intentional or neglectful damage may incur disciplinary actions and may include the loss of Chromebook privileges. If any device damage occurs due to extreme neglect and needs a total replacement, a meeting between a school official and the parent(s) will need to take place before a replacement is issued. The cost of a **total replacement** will occur as well.
- If a student's device requires replacement more than once due to neglect then another meeting is required with a school official before a new Chromebook is issued. If the second chromebook is completely damaged, then the student will not be given another chromebook to take home. They will need to check out a chromebook when they come to school and return it before the end of the school day.

**Sample Replacement/Repair Costs** (estimated costs as of July 2023)

- Total Replacement – \$200
- Screen – \$25
- Keyboard – \$85
- Audio port, power port, motherboard – \$85
- Charger – \$15
- Case – \$25

**Lost or Stolen Chromebooks**

All lost or stolen devices should be reported to the Muskegon City Police Department by filing a police report, and the student's school administration must also be notified. We do have a way to track the device, so knowing as soon as possible that the device has come up missing is important. Parents/guardians/students will be responsible for the price of the device and license so that it can be replaced.

All devices will be turned in for the summer. Upon collection, everything should be in working order, including the case as well as all parts that were signed for. Please refer to the MPS Student Handbook.



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

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

Athletic Director: Keith Guy

231-720-2825

kguy@mpsk12.net

### **Communication Protocol**

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

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

### **Concussion Protocol**

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

### **Athletic Code of Conduct**

A student-athlete must:

1. Learn and understand the rules and regulations of your sport.
2. Unless otherwise approved by your coach, if school is in session, attend school for the full day to be eligible to practice or play in an event on the same day.
3. Comply with the law, Board Policy, the Student Code of Conduct, the Athletic Code of Conduct, and all team rules. Failure to comply with this provision may result in suspension or removal from a team.

4. Not possess, use, or consume alcohol, tobacco, cannabis, nicotine (including a vape), or controlled substances (other than those prescribed by a physician for the student-athlete).
5. Not engage in conduct that is unbecoming of student-athletes.
6. Maintain academic eligibility as required by the Michigan High School Athletic Association and Muskegon Public Schools.
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.