



"Go Maroons"
www.gomaroons.org

Menominee Area Public Schools

*EDUCATION
SINCE 1853*

Parent-Student Handbook (K-12)

2021-2022

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MISSION STATEMENT

In an atmosphere conducive to learning and teaching, the Menominee Area Public School staff endeavors to meet the needs of all students to achieve basic life skills. With high expectations for students and staff, we strive to develop pride in achievement and a commitment to lifelong learning. By working in a partnership with the community, we seek to instill in all students a sense of respect and responsibility for oneself and for one's membership in a global society.

Welcome, it is our intent that this handbook will provide you with the necessary information concerning programs, rules, procedures, staff, and schedules both at the district level and at the individual building levels. Please do not hesitate to call one of our offices or stop in if you have any questions or concerns. Please note the topics and rules apply to all students at all levels and govern only behaviors that take place on campus, on a school bus or any school sponsored activity. This includes participating in any activity on our school grounds or at another school.

We are committed to providing a quality education for your child. We will work in partnership with you and your child to ensure all students thrive both academically as well as socially-emotionally. It is our job and our goal to continually challenge ourselves to meet the needs of our students and deliver a relevant, rigorous and respectful curriculum to meet the needs of all learners. As parents/guardians, you are extremely vital to us. Your support, input, and involvement will assist us in preparing your child for a successful future.

Sincerely,

**John Mans, Superintendent
Menominee Area Public Schools**

**Drew Buyarski, Principal
Junior/Senior High**

**John Herbert, Assistant Principal
Junior/Senior High**

**Scott Martin, Principal
Blesch Intermediate**

**Randi Ahrndt, Principal
Central Elementary**

Peggy Grille, Administrator Coach

This handbook is a summary of the school's expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website www.gomaroons.org or at the Board office, located at:

**Menominee Area Public Schools
1230 13th Street
Menominee, MI 49858**

Menominee Area Public Schools Board of Education 2021-2022

Superintendent - Mr. John Mans

The School Board governs the school district, and is elected by the community. Current School Board members/Trustees are:

President	Derek Butler
Vice-President	Dawn Wesolowski
Secretary	Becky Thoune
Treasurer	Nicole Myszak
Trustee	Mike Maas
Trustee	Hunter Mans
Trustee	Cindy Woods

IMPORTANT PHONE NUMBERS

Superintendent	863-9951	Office hours 7:30am-4:00pm
Junior/Senior High School	863-7814	Office hours 7:30am-4:00pm
Blesch Intermediate School	863-4466	Office hours 7:30am-4:00pm
Central School	863-3605	Office hours 7:30am-4:00pm
Bus Garage	863-3331	

JUNIOR HIGH SCHOOL BELL SCHEDULE

HIGH SCHOOL BELL SCHEDULE

Period	Begin	End		Period	Begin	End
0				0	7:19	8:06
1	8:10	8:57		1	8:10	8:57
2	9:01	9:48		2	9:01	9:48
3	9:52	10:39		3	9:52	10:39
Lunch	10:39	11:24		4	10:43	11:30
4	11:28	12:15		Lunch	11:30	12:15
5	12:19	1:33		5	12:19	1:33
6	1:37	2:24		6	1:37	2:24
7	2:28	3:15		7	2:28	3:15

*Students are allowed in the building at 7:50 a.m. There is no supervision in the halls and cafeteria prior to 7:50 a.m.

BLESCH INTERMEDIATE SCHOOL

CENTRAL ELEMENTARY SCHOOL

BELL SCHEDULE

BELL SCHEDULE

7:45	Supervision Available	7:50	Entry Bell/Supervision Available
8:00	Entry Bell	8:05	Classes Begin
8:00	Classes Begin/Breakfast	10:30 - 11:15	K Recess and Lunch
10:55 - 11:40	3rd Grade Lunch	11:00 - 11:45	1st Grade Recess and Lunch
11:20 - 12:05	4th Grade Lunch	11:30 - 12:15	2nd Grade Recess and Lunch
11:50 - 12:35	5th Grade Lunch	3:10	Dismissal Bell
12:20 - 1:05	6th Grade Lunch		
3:05	Dismissal		

* Please see temporary COVID-19 Updates Addendum for more detailed information

Instructional Delivery

Menominee Area Public Schools strives to meet the instructional needs of all students. In the event of quarantine, additional instructional delivery methods may be used to support academic progress.

Visitors*

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in an appropriate manner will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

Cross-reference:

NEOLA 9150 School Visitors

Equal Opportunity/Nondiscrimination Statement

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

The following person has been designated to handle inquiries regarding the School District's nondiscrimination policies. The School District's complaint procedure may be obtained from www.gomaroons.org and/or:

John Mans, Superintendent

1230 13th Street

Menominee, MI 49858

For further information, you may also contact:

Office for Civil Rights

U.S. Department of Education

1350 Euclid Avenue, Suite 325

Cleveland, OH 44115

Telephone: 216-522-4970

FAX: 216-522-2573

TDD: 877-521-2172

E-mail: OCR.Cleveland@ed.gov

* Please see temporary COVID-19 Updates Addendum for more detailed information

Cross-Reference:***NEOLA 2260 Nondiscrimination and Access to Equal Educational Opportunity*****Animals on School Property**

In order to assure student health and safety, animals are not allowed on school property, except in the case of law enforcement canine officers or service animals (as defined by the American Disabilities Act) accompanying a student or other individual with a disability. This rule prohibiting animals on school property may be temporarily waived by the building principal in the case of a unique educational opportunity for students, provided that: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

Cross-Reference:***NEOLA 8390 Animals on District Property*****School Volunteers***

All school volunteers must complete the “Volunteer Application Form” and “Volunteer Release Form” (available in the school office) and be approved by the school principal before assisting at the school. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

Cross-Reference:***NEOLA 3120.09 Volunteers*****Invitations & Gifts**

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home using the list in the school directory. The office is unable to release addresses and phone numbers of students who are not listed in the school directory.

Treats & Snacks

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. We strongly encourage you to select a treat or snack with nutritional value and if possible snacks that are store bought and prepackaged in individual servings.

Emergency School Closings

In case of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. School closings for any reason will be announced by 6:00 a.m. If bad weather or other emergencies occur during the day, please listen to local media stations for possible early dismissal information. This information may also be posted on the website, Facebook, Class Dojo, automated phone call, etc.

For your child’s safety, make certain your child knows ahead of time where to go in case of an early dismissal. If we dismiss early for an emergency, all after-school programs and functions are automatically cancelled.

* Please see temporary COVID-19 Updates Addendum for more detailed information

Cross-Reference:***NEOLA 8220 School Day******NEOLA 8420 Emergency Evacuation of Schools*****Video and Audio Monitoring System**

A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

Cross-Reference:***NEOLA 7440.01 Video Surveillance And Electronic Monitoring*****Accommodating Persons with Disabilities**

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Cross Reference:***NEOLA 2260 Nondiscrimination and Access to Equal Educational Opportunity******NEOLA 2260.01 Section 504/ADA Prohibition Against Discrimination Based On Disability In Education Programs And Activities*****Student Fundraising**

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

Cross-reference:***NEOLA 5830 Student Fundraising*****Care of Students with Diabetes**

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan should be submitted to the school principal.

Parents/guardians are responsible for and should:

1. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
2. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
3. Sign the Diabetes Care Plan.
4. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

Your child may also be eligible for an individualized Section 504 Plan to provide needed supports and accommodations so he/she can access educational programs and services. For further information, please contact the building principal.

Cross-Reference:***NEOLA 2260.01 Section 504/ADA Prohibition Against Discrimination Based On Disability In Education Programs And Activities******Section 504 of the Rehabilitation Act of 1973 (Section 504)***

Americans with Disabilities Act of 1990 (ADA)
Individuals with Disabilities Education Act (IDEA)
Family Educational Rights and Privacy Act (FERPA)
Michigan Department of Education Model Policy on the Management of Diabetes in the School Setting

Students with Severe Food Allergy or Chronic Illness

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

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports and accommodations so that he/she can access educational programs and services. The School District's Section 504 Policy is available with each building principal and on our website www.gomaroons.org under Policy 2260.01.

Not all students with severe allergies or chronic illnesses may be eligible for a Section 504 Plan. Our School District also may be able to appropriately meet a student's needs through other means.

Cross-Reference:

NEOLA 2260.01 Section 504/ADA Prohibition Against Discrimination Based On Disability In Education Programs And Activities
Section 504 of the Rehabilitation Act of 1973 (Section 504)

Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of the school district's policy, is posted on the school district website. Information can also be obtained from the school office. If students in grades 6-12 are given a school ID, state law requires that the local or national suicide prevention hotline phone number is included on the ID.

If your child is experiencing any struggles with depression or other mental health concerns please contact the building School-to-Home Liaison or building administrator.

Cross-Reference:

NEOLA 5350 Student Self Harm/Threat Of Suicide

Attendance

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

When students are participating in any form of online learning, attendance during live sessions and submission of assignments is expected and mandatory. Failure to do so will result in an absence from school.

* Please see temporary COVID-19 Updates Addendum for more detailed information

Michigan law includes the following exceptions to the mandatory school attendance requirement:

- (1) The child is attending a state approved nonpublic school, which teaches subjects comparable to those taught in the public schools to children of corresponding age and grade.
- (2) The child is less than 9 years of age and does not reside within 2-1/2 miles by the nearest traveled road of a public school. If transportation is furnished for pupils in the school district of the child's residence, this subdivision does not apply.
- (3) The child is age 12 or 13 and attends confirmation classes conducted for a period of 5 months or less.
- (4) The child is regularly enrolled in a public school while attending religious instruction classes for not more than 2 class hours per week, off public school property during public school hours, upon written request of the parent/legal guardian.
- (5) The child has graduated from high school or has fulfilled all requirements for high school graduation.
- (6) The child is being educated at the child's home by his or her parent/legal guardian in an organized educational program in the subject areas of reading, spelling, mathematics, science, history, civics, literature, writing, and English grammar.

Cross-reference:

NEOLA 5200 Attendance

NEOLA 5223 Absences for Religious Instruction

NEOLA 5230 Late Arrival/Early Dismissal

MCL 380.1561

Student Absences*

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reasons as approved by the principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent or guardian is required to call the school office before 9:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, an automated call will be made to the student's residence to notify that the student is not at school. The parent or guardian will be required to make a phone call or submit a signed note explaining the reason for the absence. Failure to do so within 24 hours shall result in an unexcused absence.

Cross-reference:

NEOLA 5200 Attendance

NEOLA 5223 Absences for Religious Instruction

NEOLA 5230 Late Arrival/Early Dismissal

Release Time for Religious Instruction/Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

* Please see temporary COVID-19 Updates Addendum for more detailed information

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

Cross Reference:

MCL 380.1561(3)

NEOLA 5223 Absences for Religious Instruction

Make-Up Work

If a student's absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers or accessing the assignments through Google Classroom.

Cross-reference

NEOLA 5200 Attendance

Truancy

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

A parent or other person in parental relation who fails to comply with the Michigan Compulsory School Law (§ 380.1561) is guilty of a misdemeanor, punishable by a fine of not less than \$5.00 nor more than \$50.00, or imprisonment for not less than 2 nor more than 90 days, or both.

Cross-references:

NEOLA 5200 Attendance

MCL 380.1599

MCL 380.156

Grading & Promotion

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher. Grades can be accessed in PowerSchool any time by using the parent login.

The Superintendent shall develop administrative guidelines for promotion and retention of students which:

- A. ensure students who are falling seriously behind their peers or who may not be promoted receive the special assistance they may need to achieve the academic outcomes of the District's core curriculum;
- B. require the recommendation of the relevant staff members for promotion, placement, or retention;
- C. require that parents are informed in advance of the possibility of retention of a student at a grade level;
- D. assure that efforts are made to remediate the student's difficulties before s/he is retained;
- E. assign to the building principal the final responsibility for determining the promotion, placement, or retention of each student.
- F. A passing grade is defined as 60% or higher.

Cross Reference:**NEOLA 5410 Promotion, Placement, and Retention****NEOLA 5421 Grading****NEOLA 5420 Reporting Student Progress****Homework/Assignments***

Homework/Assignments are used as a way for students to practice what they have learned. Homework/Assignments may also be used as a way to monitor student attendance in a virtual setting. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level.

Cross Reference:**NEOLA 2330 Homework****Dual Enrollment**

High school credit may be granted to students who successfully complete a course of instruction offered by an eligible postsecondary institution. The following requirements apply to such courses of instruction:

1. Application and admission to the post-secondary institution are the responsibility of the student. All forms are available in the Career and College Advising office.
2. To receive high school credit for the successful completion of postsecondary institution coursework, the student must obtain prior approval from the high school principal. Approval will be based upon the following factors:
3. Credit earned under this policy section shall be based on a "pass" grade.
4. Upon validation from the issuing postsecondary institution, the student's credit and grade will be recorded on the student's high school transcript. The grade earned by the student shall not be included for any purpose in the computation of the student's grade point average or class rank.
5. The student is responsible to have the postsecondary institution report the student's grade and credit to the high school principal in a timely fashion.
6. Tuition and fees for the course(s) will be paid by the school district for eligible students only in accordance with the requirements of the Postsecondary Enrollment Options Act, the Career and Technical Preparation Act and Section 21b of the State School Aid Act.

Cross-reference:**NEOLA 2271 Post-Secondary (Dual) Enrollment Options Programs****MCL 388.1901 et seq.****MCL 388.1621b****Homebound/Hospitalized Instructional Services**

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

For information on homebound or hospitalized instructional services, please contact the building administrator.

* Please see temporary COVID-19 Updates Addendum for more detailed information

Cross Reference:**MCL 388.1709****NEOLA 2412 Homebound Instruction Program****Michigan Department of Education Pupil Accounting Manual****Early Graduation**

Application for early graduation will be submitted to the high school principal in accordance with school regulations. The principal along with board approval may honor this request if all conditions for graduation are met and the student fulfills the graduation requirements.

The student may participate in the graduation ceremonies with his/her designated class.

Cross-reference:**NEOLA 2221 Mandatory Courses****NEOLA 5464 Early Graduation****High School Graduation Requirements**

To graduate from high school with a high school diploma, each student must:

1. Complete all district graduation requirements (24 credits).
2. Successfully complete all of the following credit requirements of the Michigan Merit Standard, which includes:
 - (a) At least *4 credits in English language arts* that are aligned with state subject area content expectations.
 - (b) At least *3 credits in science* that are aligned with state subject area content expectations, including completion of at least biology and one of the following: chemistry, physics, anatomy, agricultural science, or a program or curriculum that are aligned with state subject area content expectations for chemistry and physics.
 - (c) At least *4 credits in mathematics* that are aligned with state subject area content expectations, including completion of at least algebra I, geometry, and algebra II, or an integrated sequence of this course content that consists of 3 credits, and an additional mathematics credit, such as trigonometry, statistics, precalculus, calculus, applied math, accounting, business math, a retake of algebra II, a course in financial literacy.
 - (i) A student may complete algebra II over 2 years with 2 credits awarded or over 1.5 years with 1.5 credits awarded
 - (ii) A student also may partially or fully fulfill the algebra II requirement by completing an approved formal career and technical education program or curriculum that has appropriate embedded mathematics content, such as a program or curriculum in electronics, machining, construction, welding, engineering, or renewable energy.
 - (iii) Each student must successfully complete at least 1 mathematics course during his or her final year of high school enrollment.
 - (d) At least *3 credits in social science* that are aligned with state subject area content expectations, including completion of at least 1 credit in United States history and geography, 1 credit in world history and geography, 1/2 credit in economics or 1/2 credit in personal economics, and a civics course.
 - (e) At least *1 credit in subject matter that includes both health and physical education* aligned with state guidelines. Students may substitute a 1/2 credit of district-approved participation in either extracurricular athletics or other extracurricular physical activities.

(f) At least 1 credit in visual arts, performing arts, or applied arts aligned with state guidelines.

(g) At least 2 credits in a language other than English, based on state guidelines.

Students may fully or partially fulfill up to 1 credit of this requirement by completing an approved formal career and technical education program or an additional visual or performing arts course.

3. Students and/or a student's parent/legal guardian(s) are entitled to request a personal curriculum that modifies certain of the Michigan Merit Standard requirements. Personal curricula are subject to school approval, as provided in state law. If all of the requirements for a personal curriculum are met, then a high school diploma may be awarded to a student who successfully completes his/her personal curriculum even if it does not meet the requirements of the Michigan Merit Standard. All of the following apply to a personal curriculum:

(a) The personal curriculum shall be developed by a group that includes at least the student, at least 1 of the student's parents/legal guardian, a teacher or the student's high school counselor or another designee qualified to act in a counseling role and selected by the high school principal. In addition, for a student who receives special education services, a school psychologist will be included in this group. The teacher included in the group developing the personal curriculum will be a teacher who is currently teaching the student, who currently teaches in or whose expertise is in the subject area being modified by the personal curriculum, or who is determined by the principal to have qualifications otherwise relevant to the group. This group does not have to meet in person.

(b) The personal curriculum shall incorporate as much of the subject area content expectations of the Michigan Merit Standard as is practicable for the student; shall establish measurable goals that the student must achieve while enrolled in high school; shall provide a method to evaluate whether the student achieved these goals; and shall be aligned with the student's educational development plan.

(c) Before it takes effect, the personal curriculum must be agreed to by the student's parent/legal guardian and by the superintendent or his/her designee.

(d) The student's parent/legal guardian shall be in communication with each of the student's teachers to monitor the student's progress toward the goals contained in the student's personal curriculum.

(e) Revisions may be made in the personal curriculum if the revisions are developed and agreed to in the same manner as the original personal curriculum.

(f) The English language arts credit requirements and the science credit requirements are not subject to modification as part of a personal curriculum.

(g) The mathematics credit requirements may be modified as part of a personal curriculum if the student successfully completes at least 3-1/2 total credits of the mathematics credits before completing high school, including algebra I and geometry. The student must successfully complete at least 1 math credit during his/her final two years of high school enrollment. The algebra II credit requirement may be modified as part of a personal curriculum only if the student meets 1 or more of the following:

(i) Has successfully completed the same content as 1 semester of algebra II.

(ii) Elects to complete the same content as algebra II over 2 years, with a credit awarded for each of those 2 years, and successfully completes that content.

- (iii) Enrolls in a formal career and technical education program or curriculum and in that program or curriculum successfully completes the same content as the algebra II benchmarks assessed on the state 11th grade assessment.
- (iv) Successfully completes 1 semester of statistics, functions and data analysis, or technical mathematics.
- (h) The social science credit requirements may be modified as part of a personal curriculum only if all of the following are met:
 - (i) The student has successfully completed 2 of the social science credits, including the civics course.
 - (ii) The modification requires the student to complete 1 additional credit in English language arts, mathematics, or science or 1 additional credit in a language other than English or to complete a formal career and technical education program.
- (i) The health and physical education credit requirement may be modified as part of a personal curriculum only if the modification requires the student to complete 1 additional credit in English language arts, mathematics, or science or 1 additional credit in a language other than English or to complete a formal career and technical education program.
- (j) The visual arts, performing arts, or applied arts credit requirement may be modified as part of a personal curriculum only if the modification requires the student to complete 1 additional credit in English language arts, mathematics, or science or 1 additional credit in a language other than English or to complete a formal career and technical education program.
- (k) If the parent/legal guardian requests as part of the student's personal curriculum a modification of the Michigan Merit Standard requirements that would not otherwise be allowed under this section and demonstrates that the modification is necessary because the student is a child with a disability, the school district may allow that additional modification to the extent necessary because of the student's disability if the group determines that the modification is consistent with both the student's educational development plan and the student's individualized education program.

Cross Reference:

NEOLA 2221 Mandatory Courses

NEOLA 5460 Graduation Requirements

MCL 380.1278a

MCL 380.1278b

MCL 380.1165

MCL 380.1166(2)

Testing Out

High school credit shall be granted in any course to a student enrolled in high school but not enrolled in the course who exhibits a reasonable level of mastery of the course's subject matter as outlined below:

1. The student will be granted high school credit by attaining a grade of not less than C+ in the final examination in the course.
 - a. A final examination is a comprehensive examination, which addresses all components of the course curriculum.

- b. A non-comprehensive examination that is offered during the time set aside for final examinations is not considered a "final examination" for purposes of obtaining credit through the testing process.
 - c. No final examination will be created solely for the purpose of providing a student with an opportunity to test out of the course.
 - d. A student is eligible to take the final examination in the course at the same time that it is offered to the students currently enrolled in the course.
2. If there is no final examination in the course, the student will be granted high school credit by exhibiting that mastery through the basic assessment used in the course, which may consist of a portfolio, performance, paper, project, or presentation.
- a. The course teacher and building principal will determine the assessment criteria to determine if the student has exhibited a reasonable level of mastery of the course's subject matter.
 - b. A student is eligible to demonstrate mastery of the course's subject matter at the same time that students currently enrolled in the course are required to demonstrate their mastery of the course's subject matter.
3. Credit earned under this policy section shall be based on a "pass" grade and shall not be included in the computation of the student's grade point average for any purpose.
4. Credit earned under this policy section shall apply equally to all students and may be counted toward graduation.
5. Credit earned under this policy section shall be counted toward fulfillment of a requirement for a subject area course.
6. Credit earned under this policy shall be counted toward fulfillment of a requirement as to course sequence.
7. Once credit is earned under this policy section, a student may not receive credit thereafter for a course lower in course sequence concerning the same subject area.

Cross-reference:

MCL 380.1279b

NEOLA 5460b Testing-Out Of A Course

Fees, Charges, and Fines; Waiver of Student Fees

The school may establish fees and charges to cover the costs for certain extracurricular and noncredit activities. Materials for clubs, independent study, or special projects, as well as transportation costs and admission/participation fees for district-sponsored trips and activities may be included. Fees will not be charged for any mandatory school activity or required curriculum activity. Extra-curricular activities for which fees are charged may not be used in determining credit or grades in any course. A fee shall not exceed the combined cost of the service(s) provided and/or materials used.

When school property, equipment, or supplies including chromebooks are damaged, lost, or taken by a student, whether in a regular course or extra-curricular offering, a fine may be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred.

The late return of borrowed books or materials from the school libraries will be subject to appropriate fines. Failure to pay fines may result in loss of privileges.

A student whose parent/guardian is unable to afford these fees may request a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment. Questions regarding the fee waiver should be addressed to the building principal.

Cross-references:

NEOLA 2520 *Instructional Supplies, Materials and Equipment*

NEOLA 5513 *Care of District Property*

NEOLA 6152 *Student Fees, Fines, and Charge*

Breakfast and Lunch*

LUNCH PRICES

	<u>Daily</u>	<u>Weekly</u>
High School Students (Gr. 9-12)	Free 21-22 school year	Free 21-22 school year
Jr. High Students (Gr. 7-8)	Free 21-22 school year	Free 21-22 school year
Elementary Students (Gr. K-6)	Free 21-22 school year	Free 21-22 school year
Reduced Price (Gr. K-12)	Free 21-22 school year	Free 21-22 school year
Adults	\$4.50	

BREAKFAST

	<u>Daily</u>	<u>Weekly</u>
Students (K-12)	Free 21-22 school year	Free 21-22 school year
Reduced Price	Free 21-22 school year	Free 21-22 school year
Adults	\$3.00	

Breakfast and Lunch is served each day at every school.*

Free or reduced price meals are available for qualifying students. Applications are available on the district website at <https://lunchapp.com/StartAnApplication> or by contacting Nick Marquardt at 906-863-7814 ext. 5300.

Cross Reference:

* Please see temporary COVID-19 Updates Addendum for more detailed information

NEOLA 8531 Free and Reduced-Price Meals

Bus Transportation*

The district provides bus transportation to and from school for students living East of Highway 41 or 1.5 miles or more from the school. Parents/guardians, at the beginning of the school year, will be assigned one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the director of operations.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal and/or director of operations.

Parking

Visitor Parking

The schools have locations available for school visitor parking. Those dropping off and picking up children may do so in specified locations. The district encourages parents/guardians to avoid using the parking lots for student drop off or pick up.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Student Parking

Students may park their vehicles in the lot designated for student parking. Vehicles must be parked between the painted lines, and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action. **Students must purchase an annual parking pass in the high school office.**

The staff spaces and lots MAY NOT be used by students at any time. Student vehicles parked in these lots may be ticketed or towed at the discretion of administration.

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

Students have no reasonable expectation of privacy in vehicles parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to view by

* Please see temporary COVID-19 Updates Addendum for more detailed information

others. Based on the reasonable suspicion standard, vehicles parked on school grounds may be subject to search. Prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school, as well as referral to law enforcement.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

Cross Reference:

NEOLA 5514 Use of Motor Vehicles

NEOLA 5514.01 Student Use of Motor Vehicles

NEOLA 5771 Search and Seizure

NEOLA 7440.01 Video Surveillance and Electronic Monitoring

Immunizations

All students must be properly immunized at the time of registration or not later than the first day of school pursuant to the Michigan Department of Community Health regulations. A student enrolling in the district for the first time or enrolling in grade 7 for the first time shall submit one of the following:

1. A statement signed by a physician that the student has been tested for and immunized or protected against diseases specified by the director of the Department of Community Health.
2. A statement signed by a parent/guardian to the effect that the student has not been immunized because of religious convictions or other objection to immunization.
3. A statement signed by a physician that certifies that the student is in the process of complying with all immunization requirements.

Cross Reference:

MCL 380.1177

NEOLA 5320 Immunization of Students

Student Medication

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and/or parent/guardian believe that it is necessary for the student to take prescription and/or over-the-counter (O.T.C.) medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "Student Medical Authorization Form." This form can be obtained from the building secretary.

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. This does not include the emergency administration of an epinephrine auto-injector (EpiPen®) by a trained school or district employee as provided under state law.

Students shall not possess medication in his/her locker or on his/her person except for EpiPens and/or inhalers.

Self-Administration of Medication

A student may not possess medication in his/her locker or on their person except for epinephrine auto-injector (EpiPen®) and/or an asthma inhaler or any medication prescribed for diabetes for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form for prescription medication and a parent/guardian signature for over the counter medications (located in the building office). The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

Cross-References:

NEOLA 5330 Use of Medications and Treatments

NEOLA 5330 Administration of Medication/Treatments to Students

NEOLA 5330.01 Epinephrine Auto-Injectors

MCL 380.1178

MCL 380.1179

MCL 380.1179a

Guidance & Counseling

The school provides guidance and counseling services for students. School staff will be made available to those students who require additional assistance.

The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. High school juniors and seniors have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

Cross-Reference:

NEOLA 2411 Guidance and Counseling

Safety Drill Procedures and Conduct

Safety drills will occur at times established by the school administration. Students are required to be silent and shall comply with the directives of school officials during emergency drills. Each school shall conduct a minimum of five (5) fire drills, two (2) tornado drills, and three (3) lock-down drills each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

Cross References:

NEOLA 8420 Emergency Evacuation of Schools

MCL 29.19

Communicable Diseases*

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

* Please see temporary COVID-19 Updates Addendum for more detailed information

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

Cross-references:

NEOLA 8450 Control of Casual-Contact Communicable Diseases

NEOLA 8453 Control of Noncasual-Contact Communicable Diseases

NEOLA 8453.01 Control of Blood-Borne Pathogens

Head Lice

The school will observe the following protocols regarding head lice.

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

Cross-references:

Michigan Head Lice Manual

Emergency Medical Authorization

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

Cross-reference:

NEOLA 5341 Emergency Medical Authorization

Student Code of Conduct and Expectations

Behavioral Expectations for all Students, Staff, and Families

This portion of the handbook is designed to give specific information to all stakeholder groups including students, parents/guardians, district staff, and school administrators about how we educate, support, and hold students accountable for their behaviors.

Menominee Area Public Schools are expected to create a positive learning environment to ensure students experience academic, behavior, and social-emotional growth to become college, career, and community ready. To accomplish this, schools will implement a behavior-focused, progressive system of support incorporating a data-based decision making process.

As part of our school's progressive system of support, the following behavior education, intervention and discipline expectation rubric is designed to accomplish the following purposes:

- To provide explicit universal expectations for student behavior that includes behaviors that are appropriate and inappropriate at school
- To build awareness, understanding and commitment among all stakeholders by:
 - Creating a collective sense of responsibility to support positive student behavior in classroom/school environments
 - Identifying a range of culturally-responsive/trauma sensitive interventions, corrections, and discipline to respond to behavior
 - To create consistent expectations for adults in order to positively teach, model and reinforce the skills necessary for students to meet behavior expectations at all levels

The safety of our students and staff is a top priority in our district. Therefore, all stakeholders must understand that certain behaviors are not acceptable in our schools. Examples of these behaviors include, but are not limited to, possession of a weapon, violent or aggressive behaviors, distribution of drugs/alcohol, and bullying/harassment that endangers the property, health or safety of others.

Responsibilities of Stakeholders

Rights for All

- To be treated with dignity and respect
- To interact in a positive, safe environment in which you are welcomed, valued, engaged, and heard
- To access opportunities for learning in an environment that is positive, proactive, and culturally responsive
- To address student behavior through additional resources, strategies and/or interventions so all students can learn
- To have an advocate present and to report any perceived unfair treatment to a person in authority

School Administrator Responsibilities

School administrators have the responsibility to:

- Cultivate ongoing, positive relationships with all students.
- Embrace parents/guardians as valued partners in their child's learning. This includes collaborative communication and active participation at problem-solving meetings by accommodating schedules and meeting language needs.
- Implement, monitor, assess and sustain a school-wide behavior plan consistent with the district's behavior education, intervention, and discipline expectations to create and sustain a safe, secure, proactive, and positive school climate that maximizes all students' learning.
- Lead building teams in using and reviewing school-wide behavior data and evaluating the effectiveness of behavioral interventions.
- Support all school staff in meeting the expectations outlined in the section entitled "Teacher/Staff Responsibilities."
- Support staff in implementing a progressive system of behavior support.
- Follow the behavior education, intervention and discipline expectations as a guide toward fair, equitable, and consistent practices.

Teacher/Staff Responsibilities

Teachers/Staff have the responsibility to:

- Cultivate positive relationships with all students and families. This includes consistent positive communication regarding the student's progress.
- Create a proactive and positive classroom/school climate for all students using effective classroom management strategies.
- Explicitly teach, acknowledge, reinforce, and monitor behavior expectations and establish routines.
- Provide social and emotional instruction.
- Work collaboratively with students and parents/guardians to create, implement, and monitor a multi-level system of support that effectively guides student behavior.
- Accurately document student behavior incidents.

Parent/Guardian Responsibilities

Parents/Guardians have the responsibility to:

- Discuss the behavior education, intervention, and discipline Expectations with your child.
- Understand and follow the school's behavior expectations, rules, and procedures.
- Collaborate with staff to maximize children's strengths and support them to make changes in behavior as needed.
- Communicate concerns to staff in a timely manner.
- Encourage your child to practice nonviolent conflict resolutions, and thus contribute to a safe and positive school climate.

Student Responsibilities

Students have the responsibility to:

- Attend school every day that you are not physically ill, and be prepared to positively engage in all classroom activities.
- Understand and follow all school expectations, instructions, rules, and procedures.
- Positively manage your own behavior and solve problems without hurting others or yourself, contributing to a safe and positive school climate.
- Always try your best.

Elements of Behavior Education, Intervention and Discipline Expectations

At the core of the behavioral education, intervention and discipline plan are four critical elements that create proactive and positive practices in our schools. These elements are Guidelines for Successful Behavior, Teaching Behavior, Student Intervention and Discipline, and Use of Data.

Guidelines for Successful Behavior

Menominee Area Public Schools will provide clear and consistent guidelines for successful behavior using:

STAR expectations:

- S**- Show Respect
- T**- Try our Best
- A**- Act Responsibly
- R**- Remain Safe

The 5 Tenets of Community:

There is no one else like you in our community!

1. We want you to feel like you belong here.
2. We cannot be as good as we are together without YOU!
3. We know you come here every day wanting to do well.
4. We want each of you to grow and mature, academically, socially and emotionally.
5. We want each of you to believe in your own ability to thrive as much as we do.

Teaching Behavioral Expectations

Each school and classroom will develop clear and consistent rules that align with these guidelines for successful behavior. All staff must explicitly teach students what is expected of them. This requires teaching behavior guidelines, rules, and expectations:

- At the start of each school year
- Continuously throughout the year
- Based on individual student data
- Based on school-wide data as assessed by the building team

When students demonstrate progress and/or meet the behavior guidelines, rules and expectations set for them, staff provides positive feedback related to the specific expectation.

Student Intervention and Discipline

When students do not meet the behavior guidelines, rules and/or expectations set for them, staff respond to inappropriate behavior with strategies designed to help them learn from their mistakes and make better decisions in the future.

Strategies used are defined in the behavior education, intervention, and discipline expectations as:

Interventions: Actions that provide opportunities for instruction beyond the universal curriculum.

Discipline: Actions that are typically viewed as consequences.

It is expected that an intervention will be used in all situations that require a behavior response. When discipline is used as a behavior response, it will be paired with one or more interventions.

Use Of Data

In a progressive system of support, data is collected about student attendance, behavior and academics and is used to guide the teaching and decision making that takes place at all levels (school-wide, classroom, and individual student). The data is continuously reviewed by the building team to ensure that behavior practices are effectively implemented across all school environments.

All behavior is documented using a database created by the school administrators.

Data suggests students are more successful and engage in fewer behavior problems when positive relationships are formed and nurtured among the building administrator, staff, parent/guardian and students.

Effective Classroom Practices

Here are some effective teaching practices and questions for teachers and parents/guardians to consider that are culturally relevant and improves student engagement, which is an essential component in creating a positive learning environment that promotes social emotional growth and academic achievement. Establishing such a climate requires **Structuring** your classroom for success, **Teaching** behavioral expectations to students, **Observing** and supervising student behavior, **Interacting** positively with students, and **Correcting** inappropriate behavior fluently (**S.T.O.I.C.**). In many cases, effective classroom management practices will reduce the occurrence of behaviors that require intervention and discipline. Variables and considerations when working to effectively manage behaviors include, but are not limited to:

Variables	Considerations	Questions
Structuring your classroom for success	<ol style="list-style-type: none"> 1. Change assigned seating (e.g.: away from peers or closer to the teacher) 2. Change the work requirements (e.g.: break down work into smaller units) 3. Change the schedule (e.g.: give opportunities to move) 4. Change expectations or procedures to fit student needs and your flexibility 5. Assign a duty or responsibility for any student who wants/needs attention or control (e.g.: pass out paper or tutor another student) 6. Give two or more viable choices (e.g.: work location, what to complete/when, or self-initiated time-out) 	<ol style="list-style-type: none"> 1. Is the room arranged so that you can get from any part of the room to any other part of the room relatively efficiently? 2. Can you and your students access materials and the pencil sharpener without disturbing others? 3. Does the schedule create consistency, variety, and opportunities for movement? 4. Do you have effective beginning and ending routines? 5. Have you defined clear expectations for instructional activities? 6. Have you defined clear expectations for transitions between activities?
Teaching behavioral expectations to students	<ol style="list-style-type: none"> 1. Reteach classroom expectations for activities and transitions 2. Teach the positive opposite of a problem behavior (e.g.: accepting feedback on work, accepting a compliment) 3. Teach a particular skill (e.g.: how to stay focused) 4. Teach social skills (e.g: manners, being polite, making friends) 	<ol style="list-style-type: none"> 1. Have you created lessons on expectations and explicitly taught them for classroom activities and transitions? 2. Have you created lessons and explicitly taught expectations for classroom routines and policies? 3. Have you provided teaching and reteaching as needed? (Think about a basketball coach reteaching particular plays or patterns.)
Observe and supervise student behavior	<ol style="list-style-type: none"> 1. Circulate frequently away from your desk and near students 2. Increase frequency of scanning, and look for positive behavior to acknowledge 3. Collect data and action plan 	<ol style="list-style-type: none"> 1. Do you circulate and scan as a means of observing/monitoring student behaviors? 2. Do you model friendly, respectful behavior while monitoring the classroom? 3. Do you periodically collect data to make judgments about what is going well and what needs to be improved in your management plan?

Interacting positively with students	<ol style="list-style-type: none"> 1. Build positive relationships with students by greeting and showing an interest in them 2. Provide positive feedback on behavioral and academic efforts when students are meeting expectations, following procedures, and engaging appropriately in academic tasks 3. Maintain at least a 3:1 ratio of attention to positive/negative behavior 	<ol style="list-style-type: none"> 1. Do you interact with every student in a welcoming manner (e.g., saying hello, using the student's name, talking to the student at every opportunity)? 2. Do you provide age-appropriate, non-embarrassing feedback? 3. Do you strive to interact more frequently with every student when he is engaged in positive behavior than when he is engaged in negative behavior?
Correcting inappropriate behavior fluently	<ol style="list-style-type: none"> 1. React to misbehavior calmly, briefly, consistently, and immediately. 2. Preplan responses so your reaction does not interrupt the flow of instruction and can be delivered immediately 3. Consequences should be something you can do each and every time a student exhibits an inappropriate behavior. Thus, mild consequences work best(e.g.: verbal reprimand, redirection, time-owed, time-out, positive practice) 4. Tell the students ahead of time which behaviors will earn which consequences 5. Avoid power struggles that distract from the instructional activity, and begin interacting positively as soon as possible after students begin behaving responsibly. 	<ol style="list-style-type: none"> 1. Do you correct consistently? 2. Do you correct calmly? 3. Do you correct immediately? 4. Do you correct briefly? 5. Do you correct respectfully? 6. Do you have a menu of in-class consequences that can be applied to a variety of infractions? 7. Do you have a plan for how to fluently respond to different types of misbehavior?

Sprick, Randy, Dr., Jim Knight, Dr., Wendy Reinke, Dr., Tricia McKale Skyles, and Lynn Barnes. *Coaching Classroom Management*. 2nd ed. Eugene, Oregon: Pacific Northwest, 2010. Print

When universal classroom management strategies are inadequate in addressing student behavior, interventions are necessary to help make meaningful positive changes in behavior. Staff members, who implement interventions with fidelity promote students' academic, social emotional and behavioral growth. To promote change in behaviors, plans may use interventions in isolation while other plans may utilize both interventions and discipline.

Intervention & Discipline

Every reasonable effort will be made to correct inappropriate student behavior using interventions. When a specific student behavior does not change using identified interventions the school may form a team to complete an Assessment of Lagging Skills and Unsolved Problems (ALSUP) and/or consider using the following behavior rubric:

Administrative Behavior Rubric 2021-2022

All consequences are subject to change based on administrator discretion.

Behavior	1st Time	2nd Time	3rd Time	4th Time	5th Time
<p><u>Level 1</u></p> <p><u>Horseplay</u></p> <ul style="list-style-type: none"> Goofing around Shoving, Grabbing, Poking Jumping on, Pushing, Tripping Rude gestures "Just Kidding" & "No Offense" <p><u>Disruption</u></p> <ul style="list-style-type: none"> Blurting out in class Talking while teacher is talking Touching others' belongings Uncooperative Loud voices in hallway, running Bathroom - flinging water, loud voices. Lunchroom - loud voices, touching people's food, throwing food. Swearing 	<ul style="list-style-type: none"> 15 second Intervention Opportunity for apology 	<ul style="list-style-type: none"> 15 second intervention Opportunity for apology 	<ul style="list-style-type: none"> 15 second intervention Classroom Log entry / Behavior Report Teacher Calls home and logs call in Behavior Database Opportunity for apology 	<ul style="list-style-type: none"> 15 second intervention Classroom Log entry / Behavior Report Teacher Calls home and logs call in Behavior Database Opportunity for apology 	<ul style="list-style-type: none"> 15 second intervention Classroom Log entry / Behavior Database Classroom Individual Behavior Plan Parent Conference Opportunity for apology
<p><u>Level 2</u></p> <p><u>Teasing</u></p> <ul style="list-style-type: none"> Name calling, Taunting Ridiculing, Insulting remarks Spreading rumors Mean tricks or any behavior that would hurt others' feelings. Mean intention mocking. Directed profanity toward peer <p><u>Irresponsible Behavior</u></p> <ul style="list-style-type: none"> Leaving messes in the cafeteria, classroom, hallway, playground, bathrooms. Skipping Class, Tardy Failure to have a hall pass Public Display of Affection Dress Code Violations 	<ul style="list-style-type: none"> 15 second intervention Log entry Opportunity for apology 	<ul style="list-style-type: none"> 15 second intervention Log entry Opportunity for apology Natural Consequence 	<ul style="list-style-type: none"> 15 second intervention Log entry Opportunity for apology Natural Consequence Potential loss of privilege 	<ul style="list-style-type: none"> 15 second intervention Log entry Opportunity for apology Natural Consequence Potential loss of privilege 	<ul style="list-style-type: none"> 15 second intervention Log entry Opportunity for apology Student Calls home Natural Consequence Potential loss of privilege Parent Conference with Teacher and Principal Potential Individual Classroom Behavior Plan

<p><u>Disrespect</u></p> <ul style="list-style-type: none"> Defiance towards adults in class, recess, lunch, field trips, and assemblies. Skipping loss of privilege 					
<p><u>Level 3</u></p> <p><u>Moderate Physical Contact or Intimidation</u></p> <ul style="list-style-type: none"> Pushing, Shoving, Tripping Pinching, Grabbing, Scratching Hair Pulling, etc. Stealing, Lying Cheating, Plagiarism Damaging Property Graffiti, Vandalism Directed profanity toward staff False reporting, Retaliation for reporting, Planned exclusion Repeated Defiance Technology Violations 	<ul style="list-style-type: none"> 15 second intervention Log entry Natural Consequence Opportunity for apology 	<ul style="list-style-type: none"> 15 second intervention Log entry Natural Consequence Opportunity for apology 	<ul style="list-style-type: none"> 15 second intervention Log entry Student calls home Natural Consequence Potential loss of privilege Opportunity for apology 	<ul style="list-style-type: none"> 15 second intervention Log entry Student calls home Natural Consequence Potential loss of privilege Opportunity for apology 	<ul style="list-style-type: none"> 15 second intervention Log entry Student calls home Natural Consequence Potential loss of privilege Opportunity after school detention Opportunity for apology Individual Behavior Plan
<p><u>Level 4</u></p> <p><u>Severe Physical Contact, Harassment, Intimidation</u></p> <ul style="list-style-type: none"> Punching, Slapping Fighting, Kicking Spitting, Biting Vaping, Tobacco, Drug Paraphernalia, Alcohol Prescription medication not stored in office Threats of emotional or physical violence, Racial, Ethnic, Sexual, Religious, or other forms of severe harassment or intimidation. Damaging Property, Fire Alarms Graffiti / Vandalism Major Stealing, Extortion Reckless Driving Major Technology Violations 	<ul style="list-style-type: none"> Office referral Log entry Student calls home Consequence as determined by administrator Possible Parent conference Possible police notification 	<ul style="list-style-type: none"> Office referral Log entry Student calls home Consequence as determined by administrator Possible Parent conference Possible police notification 	<ul style="list-style-type: none"> Office referral Log entry Student calls home Consequence as determined by administrator Possible Parent conference Possible police notification 	<ul style="list-style-type: none"> Office referral Log entry Student calls home Consequence as determined by administrator Possible Parent conference Possible police notification 	<ul style="list-style-type: none"> Office referral Log entry Student calls home Consequence as determined by administrator Possible Parent conference Possible police notification

The following require immediate police intervention - Possession of weapons, explosives, fireworks, gang activity, bomb threats, etc.

Lunchroom Expectations

At Menominee Area Public Schools we encourage students to strive to meet the following expectations while in the lunchroom:

1. Follow the directions of lunchroom supervisors.
2. Speak quietly and use polite table manners.
3. Walk and move carefully in the lunchroom without distracting others.
4. Keep all food in the lunchroom.
5. Sit at assigned tables (Elementary Buildings).
6. Keep the eating area clean and throw away all trash.
7. Remain in designated areas during the lunch period.

Food Expectations within the Buildings

Food and eating is allowed only in the cafeteria. Building administrators will need to grant permission for any student eating in the hallways or a classroom. Water is the only allowed beverage in classrooms, unless students need to eat breakfast or lunch inside a classroom. Water bottles should be no larger than 33 ounces. Teachers may hold classroom parties with permission from the building administrator.

Playground/ Recess Expectation

At Menominee Area Public Schools we encourage elementary students to strive to meet the following expectations while using the playground or gym:

1. All students must remain in the playground area.
2. All students must obtain permission from a playground supervisor to reenter the building.
3. All students will avoid rough games including: contact games, tackle football, fake fighting, wrestling, pushing from snow banks, etc.
4. All students will be respectful of playground supervisors, staff, guests, and other children.
5. All students will use appropriate language, manners, and behavior.
6. All students will use equipment such as swings and slides appropriately.
7. Students may not sit on the cement bleachers (Blesch) or play behind the playground shed (Central).
8. Students will not throw rocks, mulch, sticks, snowballs or any other potentially dangerous objects.
9. Students will not carry or play with sticks or other potentially dangerous objects.

Elementary students will go outside for recess unless it is raining (more than a mist) or below 0 degrees at Blesch or 10 degrees at Central (with wind chill accounted for). Adult supervision is provided for the safety and enjoyment of the children.

IT IS VERY IMPORTANT THAT STUDENTS COME TO SCHOOL DRESSED FOR THE WEATHER AS STUDENTS WILL BE GOING OUTSIDE EVERY DAY.

Cell Phone Expectations

Students are encouraged to leave their cell phones in their locker during each class period. If they bring their cell phone to class, the teacher will provide a designated location where the student can store their cell phone with no consequence (ringer will need to be set to silent). Students at Menominee JR/SR High School will be allowed to use cell phones/headphones/smart watches during lunch, and before and after school. Blesch Intermediate and Central Elementary students will not be allowed to use cell phones/headphones/smart watches at recess or during lunch. If students fail to follow the district's cell phone policy the following steps may be taken:

1st Offense - Staff member reminds the student of cell phone policy and that it either stays in their locker or goes to a designated area within the classroom.

2nd Offense - Staff member reminds the student of cell phone policy and that it either stays in their locker or goes to a designated area within the classroom.

3rd Offense - Staff member asks for the cell phone and contacts the building administrator.

- The building administrator will meet with the student.
- The building administrator may keep the phone in the office until the end of the day.
-

4th Offense - Staff member asks for the cell phone and contacts the building administrator.

- The building administrator will meet with the student.
- The building administrator will keep the phone in the office until the end of the day.
- The building administrator will set up a meeting with the parent/guardian and all further cell phone consequences will be determined through a plan created between the administrator and the parent/guardian. (If the designed plan does not solve the cell phone usage problem within school it will be revisited at the discretion of the building administrator.)

The building administrator will directly handle any circumstances where devices or technology have been used to cheat, cyberbully, take unwanted photos or videos and/or post inappropriate messages. The district's behavior rubric will be considered as technology or major technology violations when determining consequences.

Dress Code Expectations

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

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

- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandanas, and sunglasses may not be worn in the building during the school day.
- Hairstyles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building principal or assistant principal will make the final decision.
- Student dress, which 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.

Bus Expectations

Parents will be informed of inappropriate student behavior on the bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

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

1. Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle. Keep all body parts and personal possessions clear of the aisles when seated.
2. Do not move from one seat to another while on the bus.
3. Do not open windows and keep all parts of the body and all objects inside the bus.
4. Loud conversation, singing, boisterous conduct, unnecessary noise, or profanity is not allowed. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
5. Enter and exit the bus only when the bus is fully stopped.
6. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
7. Use the emergency door only in an emergency. In the event of an emergency, stay on the bus and await instructions from the bus driver.
8. Athletic footwear equipped with cleats or spikes are not allowed on the bus.
9. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment. Parents will be liable for any defacing or damage students do to the bus.
10. Eating is not permitted on the bus.

Students may be suspended from riding the school bus for engaging in misconduct.

Video cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact the Director of Operations at 906-863-3331.

Student Conduct Cross Reference:

* Please see temporary COVID-19 Updates Addendum for more detailed information

NEOLA 7440.01 Video Surveillance and Electronic Monitoring
NEOLA 8600 Bus Discipline Guidelines For Student Transportation
NEOLA 8600 Transportation
NEOLA 5511 Dress and Grooming
NEOLA 5136 Cell Phones and Electronic Communications Devices
NEOLA 5530 Drug Prevention
NEOLA 5530.02 Chemical Dependency
MCL 380.1303
MCL 380.1311
MCL 380.1313

Student Conduct

Please note the topics and rules apply to all students at all levels and govern only behaviors that take place on campus, on a school bus or any school sponsored activity at our or another school's campus either as a spectator or a participant in the activity.

Prohibited Student Conduct

Students may be disciplined for misconduct, including but not limited to the following (the disciplinary response may be more significant if the student lies to administration or law enforcement about their involvement):

1. Using, possessing, distributing, purchasing, or selling tobacco materials, including electronic cigarettes, e-cigarettes, vaping devices or vaping juice.
 - a. Vaping devices may be returned to parents/guardians on first offense but will not be returned for any subsequent violations and will be destroyed by the school.
 - i. Vape juice will be destroyed in all incidents including the first offense.

2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of alcoholic beverages are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.

3. Using, possessing, distributing, purchasing, or selling:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish). Michigan law prohibits the possession or medical use of marijuana on school grounds or buses.
 - b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
 - c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
 - d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
 - e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.

- f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
4. Using, possessing, controlling, or transferring a dangerous weapon (firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles) or any object which may be used to cause or threaten harm to others, including a “look alike” weapon.
5. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs or videos in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept in designated locations during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
6. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
9. Bullying, harassment, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.

11. Engaging in any form of dating violence.
12. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
15. Being absent without a recognized excuse.
16. Being involved with any public school fraternity, sorority, or secret society.
17. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, criminal sexual assault, arson, theft, gambling, eavesdropping, and hazing.
19. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
20. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
21. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

When and Where Conduct Rules Apply

* Please see temporary COVID-19 Updates Addendum for more detailed information

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Bullying, Intimidation & Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals.

Please note the topics and rules apply to all students at all levels and govern only behaviors that take place on campus, on a school bus or any school sponsored activity at our or another school's campus either as a spectator or a participant in the activity.

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;

3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing. OK2Say can be accessed at <https://ok2say.state.mi.us/> or by texting 652729 (OK2SAY).

Complaint Managers: Building Administrators

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

Cross-References:

MCL 380.1312

MCL 380.1310b

MCL 380.1300a

NEOLA 5517 Anti-Bullying/Anti-Cyberbullying

NEOLA 5517.01 Anti-Harassment

Open & Closed Campus Lunch Rules

Closed Campus Lunch Rules (Grades K-10)

Students may not leave campus during lunch, except with permission granted by administration or authorized staff. Parents may not call in or write notes to excuse students in grades K-10 to leave off campus for lunch with friends, siblings, etc. During lunch, students must proceed directly to the cafeteria or designated lunch area, and, after getting their lunch, shall immediately sit at a table. Students shall remain seated until the lunch bell rings, at which point they shall clean the area in which they are seated, dispose of any trash in the appropriate receptacle, and exit the cafeteria to their assigned location. Students shall follow all cafeteria rules during lunch.

Open Campus Lunch Rules (Grades 11-12)*

Students may leave campus or proceed to the cafeteria during lunch. School rules continue to apply to students who leave campus during the lunch period. Students shall choose whether they will leave campus or stay in the cafeteria during lunch.

Field Trips*

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they

* Please see temporary COVID-19 Updates Addendum for more detailed information

are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

Cross-references:

NEOLA 2340a District Sponsored Field, Co-Curricular or Extra-Curricular Trip Guidelines

NEOLA 8600 Bus Discipline Guidelines for Student Transportation

Sexual Harassment

Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
 - Substantially interfering with a student's educational environment
 - Creating an intimidating, hostile, or offensive educational environment;
 - Depriving a student of educational aid, benefits, services, or treatment; or
 - Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Making a Complaint: Enforcement

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

Nondiscrimination Coordinator:

John Herbert

2101 18th Street

Menominee, MI 49858

906-863-7814 Ext. 5003
herbertj@gomaroons.org

Physical Assault

Physical assault is defined as: "intentionally causing or attempting to cause physical harm to another through force or violence."

Any student in grade 6 or above who physically assaults a school district employee, volunteer, or contractor shall be permanently expelled, subject to reinstatement after 180 school days.

A student in grade 6 or above who physically assaults another student on school property, at any school-sponsored activity, or on any school-related vehicle shall be suspended or expelled for up to 180 days.

Cross-reference:

NEOLA 5517.01 Anti-Harassment

NEOLA 5600 Student Discipline, Conduct and Suspension or Expulsion

MCL 380.1310

MCL 380.1311a

Hazing

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

Cross-reference:

NEOLA 5517.01 Anti-Harassment

MCL 750.411t

Internet Acceptable Use

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Acceptable Use - Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

Privileges - The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- c. Downloading of copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.
- n. Cyberbullying

Upon receiving your district-owned device and signing related paperwork, you and your child/student are acknowledging that you will follow all district guidelines.

Guidelines for Student Distribution of Non-School-Sponsored Materials

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

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations determined by the building principal, such as before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
 - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
 - b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
 - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively

lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board Policy and Student Handbook,

- d. Is reasonably viewed as promoting illegal drug use; or
 - e. Is primarily prepared by non-students and distributed in elementary and/or middle schools.
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
 8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

The distribution of non-school-sponsored materials must comply with the above guidelines and must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

Cross Reference:

NEOLA 5722 Student Publications and Productions

Search and Seizure

In order to maintain order, safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable suspicion for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities. Seized contraband will not be returned.

Cross-references:

NEOLA 5771 Search and Seizure

MCL 380.1306

MCL 380.1313

Athletic Expectations & Code of Conduct*

The Athletic Code applies to all students who want to participate in athletics. Athletics includes competitive sports, extracurricular activities, cheerleading and pom-poms. This code applies in addition to other rules and regulations concerning student conduct and imposes additional requirements on student athletes and cheerleaders.

Participation in athletics is a privilege. Those who participate in athletics have a responsibility to favorably represent the school and community. Student athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate in athletics may be lost in accordance with the terms of this Athletic Code.

MHSAA

Eligibility for most athletics is also governed by the rules of the Michigan High School Association and, if applicable, these rules will apply in addition to this Athletic Code. In case of a conflict between MHSAA and this Athletic Code, the most stringent rule will be enforced.

Eligibility

To retain athletic eligibility, an athlete must have passed 100% or 7 of 7 courses in the semester preceding his or her athletic eligibility.

Requirements for Participation

An athlete must have the following fully executed documents on file at the school office before the athlete's first participation in any activity. Athletic equipment should not be issued and students must not be allowed to try out or practice until an acceptable signed statement of physical examination and consent has been provided.

- A current physical examination report (given on or after April 15 of the previous school year) completed by the M.D., D.O., Physician's Assistant, or Nurse Practitioner who administers the physical examination and which finds that the athlete has passed a physical examination and is physically able to participate in athletic tryouts, practices and contests; and
- A permission slip to participate in the specific sport in which the athlete intends to participate signed by the athlete's parent or guardian; and
- Proof the athlete is covered by medical insurance; and

* Please see temporary COVID-19 Updates Addendum for more detailed information

- A receipt showing the athlete and his/her parents received a copy of the Athletic Code, understand the terms of the Athletic Code and agree to abide by its terms and conditions; and
- A signed statement acknowledging receipt of the state-required educational materials on the signs/symptoms and consequences of concussions.

Behavioral Conduct

Behavioral misconduct by student-athletes will not be tolerated. Behavioral misconduct shall include but shall not be limited to:

- A. Insubordination; or
- B. Any behavior or action which is negligently or intentionally injurious to a person or property or which places a person or property at risk of injury or damage; or
- C. Any behavior which disrupts the appropriate conduct of a school program or activity; or
- D. Hazing, bullying, or harassment of any kind; or
- E. Use of profanity; or
- F. Exhibition of bad sportsmanship; or
- G. Violation of any school rules or regulations or law.

Coaches and school officials will impose disciplinary measures appropriate to the offenses committed. The discipline imposed for any particular offense shall be at the sole and exclusive discretion of the coaching staff and school officials.

Drugs, Alcohol & Tobacco

Except for prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor, the possession, use, distribution, purchase or sale of any alcoholic beverage, drug, drug paraphernalia, controlled substance, look-alike, tobacco or tobacco product (including e-cigarettes and vaping devices) or any other substance which, when taken into the human body is intended to alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the foregoing, regardless of the true nature or appearance of the substance, is prohibited in school buildings, on school buses and on all other school property or school-related events at any time. This prohibition shall include all school-sponsored or school-related activities, whether held before or after school, evenings or weekends and shall additionally include a prohibition of use by a student athlete in any instance where the school can demonstrate a reasonable connection to the school program or school athletic program. For purposes of this procedure, students who are under the influence of prohibited substances shall be treated in the same manner as though they had prohibited substances in their possession.

Rules in Effect

The rules set forth in this Athletic Code are in effect throughout the calendar year and twenty-four hours a day, whether or not school is in session and including vacation periods, and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale. The rules apply from the beginning of the athlete's first tryout or practice in the first sport which the athlete attempts until the completion of the athlete's athletic eligibility in all sports.

Absence from School on Day of Activity

An athlete who is absent from school after noon on the day of an activity is ineligible for any activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the coach: (1) for a medical absence pre-arranged with the coach, or (2) for a death in the athlete's family. An athlete who has one or more trancies or who has been suspended from school may be suspended from participation in athletic activities by administration.

An athlete who is absent from school on a Friday before a Saturday event may be withheld from Saturday activities at the sole discretion of the coach.

Travel

All athletes shall travel to athletic events and return home from athletic events with the team on which the athlete competes by use of school-approved means of transportation. A written waiver of this rule may be issued by a coach or administrator upon advance written request of an athlete's parent or guardian and provided the parent or guardian appears and accepts custody of the athlete. In no case shall a waiver be issued unless the alternate means of transportation anticipated by the waiver will be provided by the parent. Oral requests shall not be honored and oral permissions shall not be valid.

Any student athlete found to be in violation of this policy shall be subject to discipline in accordance with the school district's athletic discipline policies, rules and regulations as provided herein.

Cross-references:

MCL 333.9155

MCL 333.9156

MHSAA Handbook

Michigan Department of Community Health

NEOLA 2431 *Interscholastic Athletics – Grades 9 Through 12*

NEOLA 5512 *Use of Tobacco by Students*

NEOLA 5532 *Performance-Enhancing Drugs/Compounds*

Attendance at School-Sponsored Dances

Attendance at school-sponsored dances is a privilege.

Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. A guest must be "age appropriate."

All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances. In particular, students shall not:

* Please see temporary COVID-19 Updates Addendum for more detailed information

1. Use, possess, distribute, purchase, or sell tobacco materials, alcoholic beverages, or any illegal substance or paraphernalia;
2. Use, possess, buy, sell, barter, or distribute any object that is or could be considered a weapon or any item that is a “look-alike” weapon;
3. Vandalize or steal;
4. Haze other students;
5. Behave in a manner that is detrimental to the good of the school; or
6. Be insubordinate or disrespectful toward teachers and chaperones.

Students who violate the school’s discipline code will be required to leave the dance immediately and the student’s parent/guardian will be contacted. The school may also impose other discipline as outlined in the school’s discipline code.

Cross-references:

NEOLA 5850 Student Social Events

Equal Access for Non-School Sponsored Student Clubs

A student-initiated group may meet on school premises during non-instructional time and shall have the same rights and access and be subject to the same administrative guidelines that govern the meetings of school-sponsored student organizations, without regard to the religious, political, philosophical, or other content of the activity.

The principal shall grant the group's request and first determining that:

- A. The activity has been initiated by students
- B. Attendance at the meeting is voluntary
- C. No agent or employee of the district will promote, lead, or participate in the meeting
- D. The meeting does not materially and substantially interfere with the orderly conduct of educational activities in the school
- E. Non-school persons do not direct, conduct, control, or regularly attend the activity.
- F. A school employee may be assigned to attend a student-initiated meeting in a custodial capacity but shall not participate in the activity.

Cross-reference:

NEOLA 5730 Equal Access for Non district-Sponsored Student Clubs and Activities
MCL 380.1299 20 USC 4701 et seq.

Concussions & Head Injuries

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

State law requires all Michigan schools to provide educational materials on the signs/symptoms and consequences of concussions to each student participating in an athletic activity (extra-curricular sports and/or gym class) and their parents/guardians and to obtain a signed statement acknowledging receipt of the information to keep on record.

Cross Reference:

MCL 333.9155

MCL 333.9156

MHSAA Handbook

* Please see temporary COVID-19 Updates Addendum for more detailed information

**Michigan Department of Community Health
NEOLA 5340.01 Concussions and Athletic Activities**

Education of Students with Disabilities

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

The school district provides a free appropriate public education in the least restrictive environment and necessary related services to all students with disabilities enrolled in the school.

For the provision of special education programs and services under the IDEA, the term "student with a disability" means a person between ages 3 and 26 for whom it is determined that special education services are needed. A student who reaches age 26 after September 1 is a "student with a disability" and entitled to continue a special education program or service until the end of that school year.

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

- (1) Has a physical or mental impairment, which substantially limits one or more of such person's major life activities;
- (2) Has a record of such an impairment; or
- (3) Is regarded as having such an impairment.

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

Cross References:

NEOLA 2261 Title I Services

NEOLA 2460 Special Education

NEOLA 2460.02 Least Restrictive Environment Position Statement

NEOLA 2260 Nondiscrimination and Access to Equal Educational Opportunity

NEOLA 2260.01 Section 504/ADA Prohibition Against Discrimination Based On Disability In Education Programs And Activities

Section 504 of the Rehabilitation Act of 1973 (Section 504)

Americans with Disabilities Act of 1990 (ADA)

Individuals with Disabilities Education Act (IDEA)

Family Educational Rights and Privacy Act (FERPA)

Discipline of Students with Disabilities

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

Cross References:

NEOLA 5605 Suspension/Expulsion of Students with Disabilities

NEOLA 2260.01 Section 504/ADA Prohibition Against Discrimination Based On Disability In Education Programs And Activities

Section 504 of the Rehabilitation Act of 1973 (Section 504)

Student Privacy Protections*

The Protection of Pupil Rights Amendment affords parents certain rights regarding the District's conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations. These include the right to:

1. *Consent* before the student is required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education:
 - 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;
 - Sex behavior or attitudes;
 - Illegal, anti-social, self-incriminating, or demeaning behavior;
 - Critical appraisals of others with whom the students have close family relationships;
 - Legally-recognized privileged relationships, such as those with lawyers, doctors, or 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 program eligibility.

2. *Receive notice and an opportunity to opt a student out of –*
 - Any other protected information survey, regardless of funding;
 - Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under Michigan law; and
 - Activities involving the collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

3. *Inspect*, upon request and before administration or use –
 - Protected information surveys of students;
 - Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - Instructional material used as part of the educational curriculum

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

Instructional Material

A student's parent/guardian may review the curriculum, textbooks, and teaching materials of the school in which the student is enrolled at a reasonable time and place and in a reasonable manner.

Cross-References:

NEOLA 2416 Student Privacy and Parental Access to Information
20 USC 1232h
MCL 380.1137

* Please see temporary COVID-19 Updates Addendum for more detailed information

Student Records

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

1. The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.
2. The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.
3. These rights are denied to any person against whom an order of protection has been entered concerning the student.
4. The right to request removal from the student's academic transcript one or more scores received on college entrance examinations.¹
5. A parent/guardian or eligible student may ask the District to remove certain scores of college entrance exams from their student's academic transcript. Students often take college entrance examinations multiple times in order to improve their results. Test publishers provide the results from each examination taken to the student's high school. Schools must include each of these scores on the student's transcript, which may result in academic transcripts having multiple scores from a single college entrance exam. A parent/guardian or eligible student may not want certain scores to be sent to postsecondary institutions to which the student applies. To request the removal of scores on college entrance examinations, the parent/guardian or eligible student must submit a written request stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be removed.
6. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, irrelevant, or improper.
7. A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

* Please see temporary COVID-19 Updates Addendum for more detailed information

8. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA authorizes disclosure without consent.
9. Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
10. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.
11. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.
12. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.
13. The right to a copy of any school student record proposed to be destroyed or deleted.
14. The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.
15. The right to prohibit the release of directory information.
16. Throughout the school year, the District may release directory information regarding students, limited to:
 - *Name*
 - *Address*
 - *Grade level*
 - *Birth date and place*
 - *Parent/guardian names, addresses, electronic mail addresses, and telephone numbers*
 - *Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs*
 - *Academic awards, degrees, and honors*

- *Information in relation to school-sponsored activities, organizations, and athletics*
- *Major field of study*
- *Period of Attendance in school*

* *Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.*

1. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.²
2. Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.
3. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington DC 20202-4605

Cross-reference:

NEOLA 2416 Student Privacy and Parental Access to Information
NEOLA 5780 Student/Parent Rights
NEOLA 8330 Student Records

Age of Majority

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

- (1) Have the same privilege as their parents/guardians as it relates to access or control of their student records;
- (2) Represent themselves during disciplinary conferences and be the addressee for their grade reports
- (3) Sign themselves in and out of school and may verify their own absences. NOTE: All attendance standards continue to apply;

* Please see temporary COVID-19 Updates Addendum for more detailed information

(4) Provide reason(s) for their absences and tardies, but are held to the same attendance requirements as other students, including the acceptable reason(s) for an excused absence.

Eligible students who wish to assert these rights should register their intent on the appropriate form in the high school office. Until such time as the eligible student registers this intent, school officials will not apply the above exceptions to school policies and procedures.

Cross-reference:

MCL 722.52

NEOLA 5780 Adult Student Rights

Requests from Military or Institutions of Higher Learning

Upon their request, military recruiters and institutions of higher learning will be given access to students' names, addresses and telephone numbers. Parents who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the building principal.

Cross-reference:

MCL 380.1139

Standardized Testing

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

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

Cross References:

NEOLA 2623 Student Assessment

Homeless Child's Right to Education

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. Continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. Enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

McKinney-Vento Liaison:

Erinn Anttila

anttilae@gomaroons.org

(906)863-7814

Cross-References:

**NEOLA 5111.01 Homeless Students
McKinney-Vento Homeless Assistance Act**

Sex Education

A student shall not be enrolled in a class in which the subjects of family planning or reproductive health are discussed unless the student's parent/guardian is notified in advance of the course and the content of the course, is given a prior opportunity to review the materials to be used in the course, and is notified in advance of his/her right to have the student excused from the class.

Upon the written request of a student or the student's parent/guardian, a student shall be excused, without penalty or loss of academic credit, from attending a class in which sex education instruction is provided. "Class" means an instructional period of limited duration within a course of instruction and includes an assembly or small group presentation.

If a student's parent/guardian files with the school a continuing written notice that the pupil is to be excused from a class in which sex education instruction is provided, the student shall not be enrolled in such a class unless the parent/guardian submits a written authorization for that enrollment.

Cross-References:

NEOLA 2414 Reproductive Health and Family Planning

MCL 380.1169

MCL 380.1170

MCL 380.1507

MCL 380.1507a

Parental Involvement (Title I)

The school annually has a meeting (in person and/or virtual) for all parents/guardians.

At the meeting, the school will discuss parental involvement, and opportunities for parents/guardians to get involved in the education of their children. Parents/guardians are encouraged to attend the meeting and participate in the discussions that occur.

Parents/guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for parents/guardians to be fully involved in the educational process.

The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers.

The school provides parents/guardians with access to:

- A. School performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
- B. A description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
- C. Opportunities for regular meetings to formulate suggestions, share experiences with other parents/guardians, and participate as appropriate in decisions relating to the education of their children if such parents/guardians so desire; and
- D. Timely responses to suggestions.

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the state, the federal government and ourselves. The school endeavors to do its best to provide all information in the language best understood by parents and guardians. Questions about language alternatives should be directed to the Building Administrator.

Cross-reference:

NEOLA 2112 Parent Involvement in the School Program

NEOLA 2261.01 Parent Participation in Title I Programs

NEOLA 2261.02 Title I - Parents' Right to Know

English Learners

The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students.

For questions related to this program or to express input in the school's English Learners program, contact the Building Administrator.

Cross Reference:

NEOLA 2225 Students with Limited English Proficiency (LEP)

NEOLA 2260 Nondiscrimination and Access to Equal Educational Opportunity

Mandated Reporters

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Michigan Department of Health and Human Services.

Cross References:

NEOLA 8462 Student Abuse and Neglect

MCL 722.621 et seq.

Welcome to Menominee Area Public Schools. Where the best of Michigan begins!

COVID-19 ADDENDUM: UPDATES for 2021-2022

Visitors

Due to COVID-19 regulations, visitors will not be allowed during the school day. Parents will be able to sign out their children at a designated area between the double doors in each building. All visitors will need to follow the district's current masking policies. Parents will need to wait between the double doors until the office staff assists them. Items being dropped off for students may be left in designated areas between the double doors at the main entrance in each building.

School Volunteers

Unfortunately, due to the related risks, no volunteers will be allowed to work within the school buildings. There may be opportunities to still assist classrooms or teachers outside of school; please contact your building principal.

Attendance

Due to COVID-19 regulations, students experiencing any symptoms that may be associated with the virus will be monitored on a case-by-case basis and individualized assignments will be maintained.

Student Absences

If any student is experiencing COVID-19 symptoms, parents must contact the building office.

Homework / Assignments

Homework and assignments potentially could be used as a way to monitor student attendance when learning takes place in the virtual platform.

Breakfast / Lunches

Breakfast:

Breakfast will be served in the cafeteria before the first bell for students attending Central and the JH/SH. Blesch will serve students breakfast in their classrooms immediately following the first bell.

Lunch:

Lunch will be served in the cafeteria as determined by each building's lunch schedule.

All breakfast and lunch locations and times are subject to change based on potential mandated COVID-19 restrictions.

Bus Transportation

All students will follow current district COVID-19 protocols.

Communicable Diseases

If any student is experiencing COVID-19 symptoms, parents must contact the building office immediately.

Open Campus Lunch Rules (Grades 11-12)

Upon returning to school, all students who leave campus must follow current district COVID-19 protocols.

Field Trips

All field trips will be determined based on current district COVID-19 protocols.

Athletic Rules and Code of Conduct

All athletics activities will follow any updates from MHSAA and the State of Michigan.

Student Privacy Protection

Menominee Area Public Schools will not disclose the names of any students, families, or staff members who are diagnosed with COVID-19.