



**2023-2024 Student Handbook
Morley Stanwood High School**

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

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

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

Mission Statement

Our mission at Morley Stanwood High School is to foster a nurturing environment that forges strong, positive connections with students so they have the opportunity to develop skills to be productive members of society.

Vision Statement

We are Mohawk **STRONG!** Our vision is that all students are able to exemplify the following attributes:

- S**- Selfless
- T**- Trustworthy
- R**- Resilient
- O**- Open Minded
- N**- Neighborly
- G**- Grateful

Table of Contents

Mission Statement

Vision Statement

IMPORTANT INFORMATION

2023-2024 DISTRICT CALENDAR

2023-2024 DAILY SCHEDULE

EMERGENCY SCHOOL CLOSING PROCEDURES

NOTICE OF NON-DISCRIMINATION

SECTION I: DISTRICT-WIDE POLICIES AND PROCEDURES

Alcohol, Inhalants, and other Drugs

Alcohol

Nicotine/Vaping

Marijuana

Distribution and Selling of any Drugs, Alcohol, or Inhalants

Attendance

Absences due to illness

Planned absences

Students are expected to:

Books and Supplies

Bulletin Boards

Bullying

Cafeteria Rules

Cell Phone Use

Cheating, Plagiarism, and Academic Dishonesty

Children's Protective Services Investigations

Classroom Behavior

Closed Campus

Communicable Diseases

Damage to School Property

Dress and Grooming

Dress Code

Dress Code Violation Procedures

Driving and Parking Personal Vehicles

Emergency Contact Information

Fees

Field Trips

First Aid, Illness, or Injury at School

Homeless Children and Youth

Immunizations

Law Enforcement Interviews
Limited English Proficiency
Locker Use
Lost and Found
Media Center
Medication
 Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers
Parties
Protection of Pupil Rights
Public Display of Affection
Restroom Use
Rights of Custodial and Non-Custodial Parents
Search and Seizure
Student Education Records
 Right to Request Explanation or Interpretation
 Right to Request Amendment of Education Records
 Directory Information
Technology
Transportation Services
 School Vehicle Rules
 School Vehicle Misconduct Consequences
Video Surveillance and Photographs
Withdrawal From School

SECTION II: ACADEMICS

Alternative Education Program
Commencement
Credits and Graduation Requirements
Career and Technical Education (CTE) through the Career Center
 Off-Track Graduation Status
 Make Up Credits
Universal Accommodations
Adding/Dropping Classes
Dual Enrollment
Grades
Report Cards
Homework
Personal Curriculum
Placement and Classification
Students with Disabilities

Testing Out

Work Permits

SECTION III: STUDENT CLUBS, ACTIVITIES, AND ATHLETICS

Extracurricular Activities

Student-Initiated Non-Curricular Clubs

Transportation To/From Extracurricular Activities

SECTION IV: DISCIPLINE AND CODE OF CONDUCT

Discipline Generally

Forms of School Discipline & Applicable Due Process

Lunch Detention

In-School Suspension

Behavior Intervention Center (BIC) Referral

Removal for 10 or Fewer School Days

Removal for More than 10 and Fewer than 60 School Days

Removal for 60 or More School Days

Alternative Educational Placement

Alternative Educational Setting

Student Code of Conduct

APPENDIX A: TITLE IX SEXUAL HARASSMENT

APPENDIX B: ANTI-BULLYING

APPENDIX C: PROTECTION OF PUPIL RIGHTS

APPENDIX D: DIRECTORY INFORMATION AND OPT OUT FORM

APPENDIX E: ATHLETIC CODE OF CONDUCT

Athletic and Extracurricular Eligibility

IMPORTANT INFORMATION

District Website

www.morleystanwood.org

Board Policies

Board Policies are available at: www.morleystanwood.org/districtinfo/boardofeducation/

Address

4700 Northland Drive Morley, MI 49336

Contact Information Phone: 231 856-4444 Fax: 231 856-7012

Administration

Superintendent: Mr. Roger Cole

Director of Curriculum, Instruction, and Assessments: Mr. James Nelson

Athletic Director: Mr. Dale Rogers

Transportation Director: Mrs. Kristy Thompson

Technology Director: Mr. Phil Stier

High School Principal: Mr. Rick Wiersma

6-12 Behavior Interventionist: Mrs. Candance Nielsen

Academic Success Coach: Ms. Molly Simons

Social Worker: Ms. Taylor Prins

2023-2024 DISTRICT CALENDAR

Morley Stanwood Community Schools | 2023-2024 CALENDAR

<p>August '23</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			<p>21, 22 Staff PD 23 First Day of School For Students</p>	<p>SEPTEMBER '23</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </tbody> </table>	S	M	T	W	Th	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	<p>1, 4 No School - Labor Day</p>							
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2023-2024 DAILY SCHEDULE

Bell	Start Time	End Time
Morning Warning/Tardy Bell	8:00 AM	8:10 AM
1st Hour	8:10 AM	9:15 AM
2nd Hour	9:20 AM	10:20 AM
3rd Hour	10:25 AM	11:25 AM
4th Hour (A)	11:30 AM	12:30 PM
4th Hour (B)	12:00 PM	1:00 PM
5th Hour	1:05 PM	2:05 PM
6th Hour	2:10 PM	3:15 PM
Lunch A	11:25 AM	11:55 AM
Lunch B	12:30 PM	1:00 PM

School staff will supervise students on school grounds 10 minutes before the school day begins and 10 minutes after the school day ends. **Unless students are participating in a school activity, school staff will not provide supervision before or after these times.**

EMERGENCY SCHOOL CLOSING PROCEDURES

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

Automated phone call and/or email, or via the Mohawk mobile application. The announcement will also be made on the radio stations WBRN-1460 AM, BIG COUNTRY-100.9 FM and WYBR-102-FM (Big Rapids) and SUNNY 97.3 FM, and also on TV-13 (Grand Rapids) TV-9-10 (Cadillac), and TV-8 (Grand Rapids), School website, and Facebook page.

NOTICE OF NON-DISCRIMINATION

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

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

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

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

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

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

Mr. James Nelson

231-856-4444

jnelson@morleystanwood.org

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

Mrs. Lori Bruggema

231-856-4444

lbruggema@morleystanwood.org

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

Mr. James Nelson

231-856-4444

jnelson@morleystanwood.org

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

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

SECTION I: DISTRICT-WIDE POLICIES AND PROCEDURES

Alcohol, Inhalants, and other Drugs

Alcohol

1st Offense for use or possession of Alcohol:

Option 1: 20 school days out of school suspension

Option 2: 10 day out of school suspension and the completion of the following things:

1. Parental contact from school. Parents will have to sign and send back a form stating that they understand that their students need to complete these items before returning to school.
2. The school will complete a Ten16 Recovery Network referral form. In order for the student to return to school you must complete the intake with Ten 16 or have an appointment scheduled with Ten16 within 5 days of returning to school. If a student does not complete the intake within 5 days of returning to school they will be placed back on suspension. **We strongly encourage students and parents to follow the guidance/plan implemented by Ten16.**
3. Student will complete a restorative activity as assigned by the school social worker or principal
4. Students must meet with the school social worker or principal when they return to school to talk about what they learned and steps they are going to take to stop abusing substances.

2nd Offense with Alcohol:

10 days out of school suspension with a Superintendent suspension and a BOE Discipline Hearing

Nicotine/Vaping

1st Offense Nicotine/Vaping

Option 1: 5 days out of school suspension

Option 2: 3 days out of school suspension and completion of the following items:

1. Parental contact from school. Parents will have to agree and understand that their students need to complete these items before returning to school.
2. Students must visit everfi.com/student and enter the Registration Code to get started.
3. Enter **b3ac74f7** to register for the vaping course.
4. When students successfully complete the course, they will receive a certificate. If students complete the course and do not get a certificate issued, they must meet with

the school social worker or principal when they return to talk about what they learned and steps they are going to take to stop using substances.

2nd Offense Nicotine:

10 days out of school suspension

3rd Offense Nicotine:

10 days out of school suspension with a Superintendent suspension and a BOE Discipline Hearing

Marijuana

1st Offense Marijuana:

Option 1: 45 school days out of school suspension

Option 2: 30 school days out of school suspension with the completion of the following things:

1. Parental contact from school. Parents will have to sign and send back a form stating that they understand that their students need to complete these items before returning to school.
2. The school will complete a Ten16 Recovery Network referral form. In order for the student to return to school you must complete the intake with Ten 16 or have an appointment scheduled with Ten16 within 5 days of returning to school. If a student does not complete the intake within 5 days of returning to school they will be placed back on suspension. We strongly encourage students and parents to follow the guidance/plan implemented by Ten16.
3. Students must complete an assigned restorative activity with a knowledge check.
4. Students must meet with the school social worker or principal when they return to talk about what they learned and steps they are going to take to stop abusing substances.

2nd Offense with Marijuana:

10 days out of school suspension with a Superintendent suspension and a BOE Discipline Hearing

Distribution and Selling of any Drugs, Alcohol, or Inhalants

1st Offense:

10 days out of school suspension with a Superintendent suspension and a BOE Discipline Hearing

Attendance

Students are expected to attend school every day school is in session. Students are to arrive before the first class and stay until the scheduled end of their school day. If a student is unable to attend school, the student or parent must report that absence. To excuse an absence parents/guardians must call the attendance office within 24 hours of the student's absence. Extenuating circumstances due to emergent situations that prevent this notification will be addressed on an individual basis. The school phone/attendance office phone records messages 24 hours per day, 7 days a week.

No communication from a parent/guardian regarding the absence will be considered unverified and will result in an “**unexcused absence.**”

- An absence will be considered an “**excused absence**” if a parent/guardian contacts the school and provides a reason for the absence. The absence, as well as the reason for the absence, will then be documented in our attendance system. Excused absences may include, but are not limited to, the following:
 - Personal injury or illness
 - Family emergency
 - Medical/dental/legal appointment
 - Funeral
 - Verifiable chronic illness - Statement signed by a physician
 - Pre-arranged absences with proper notification
 - A short term family trip or vacation (no more than 10 consecutive school days) with prior notification of the absence being provided to the school administration
 - Observance of religious holiday
 - Documented college visits
 - Mandated and documented court appointments
 - Placement by a juvenile court in detention, shelter care, foster care, or residential placement

Note: Any school related absence as determined by a school official will be excused but will be coded as a “**School Related Absence.**”

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

A student who arrives more than 10 minutes late or leaves more than 10 minutes early are considered **tardy**.

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

Absences due to illness

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

Planned absences

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

Students are expected to:

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

Please note that excessive absence or tardiness can lead to the failure of a course, the necessity to repeat a course, the possibility of retention, and/or the filing of a truancy petition with Mecosta County Truancy Officer. Any student who is considered to have excessive absences could be referred to the MOISD Truancy Office and/or removed from school without credit for the remainder of the semester. This will only occur if the student is under 18 years of age and has excessive absences in any class.

5 Absences: Phone call to parent or guardian.

10 Absences: Letter to parent or guardian and a truancy referral.

For more information, see Policy 5301.

Books and Supplies

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

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

Bulletin Boards

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

Bullying

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

Cafeteria Rules

Breakfast and lunch are available for students on most school days. All rules for conduct are in effect during breakfast/lunch periods with the following additions:

1. Students are NOT permitted in the student parking lot.
2. Students are NOT permitted to leave campus during lunch periods.
3. Students are responsible for their own dishes, milk cartons, garbage, etc.
4. Throwing food or other items is not allowed.
5. Cutting in front of others in cafeteria lines is not permitted.
6. Students may not provide a portion of their lunch to a student who did not purchase one, nor may they purchase extra helpings for those who did not buy a meal.
7. Students will NOT be permitted in the hallways during lunch, except for school business in the office. For exceptions, a pass in advance must be presented to the lunch supervisor, or permission granted by the principal.

Cell Phone Use

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

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

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

School administrators and teachers may confiscate a student's cell phone or other electronic device if the student's use or possession of a cell phone or electronic device

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

With our 1 to 1 technology initiative, every student has access to a Chromebook for learning purposes. If any parent needs to get in contact with their student, they may make arrangements through the main office; each classroom is equipped with a working telephone. **Cell phones will not be permitted to be used in the classroom at any time. They must be kept locked in their lockers.** Students may only use their phones during passing time and lunch time.

Progressive disciplinary actions:

1st Offense - If a student is seen with a phone in the classroom, the student will be instructed to place the phone on the teacher's desk. The principal will then lock it in a secured technology locker for the remainder of the day, kept in the main office. After school, the student will be responsible to ask the office secretary to unlock the locker to retrieve their phone.

2nd Offense - If a student is seen with a phone in the classroom a second time, the student will be instructed to place the phone on the teacher's desk. The principal will lock it in a secured technology locker until the end of the next school day. A parent or guardian will be notified and he/she may choose to pick up the student's phone from school during school hours.

3rd Offense - If a student is seen with a phone in the classroom a third time, the student and the phone will be sent to meet with the principal and all phone privileges will be revoked. At this time, the student will be required to drop his/her phone off to the principal each morning. The principal will lock the student's cell phone in the secured technology locker for the entirety of each school day. The student will retrieve his/her phone at the end of each school day. It is at the principal's discretion to decide when or if phone privileges will be restored to the student.

Cheating, Plagiarism, and Academic Dishonesty

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

- Obtaining, attempting to obtain, or aiding another person in obtaining credit for work by any dishonest or deceptive means.
- Copying another person's work or answers.
- Discussing with other students the answers or questions on a test or assignment before the test or assignment has been submitted for a grade.
- Taking or receiving copies of a test.

- Using or displaying notes, “cheat sheets,” or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Using artificial intelligence to assist or complete an assignment or test.
- Submitting work or any portion of work completed by another person.

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

Children’s Protective Services Investigations

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

Classroom Behavior

Teachers may establish classroom conduct rules that students must follow.

Closed Campus

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

Progressive Disciplinary Actions:

1st Offense - Student will be assigned 1 lunch detention and parents will be notified.

2nd Offense - Student will be assigned 5 lunch detentions and parents will again be notified.

3rd Offense - Student and parent/guardian must meet with a school administrator to create an action plan as soon as possible. Students will be suspended from school until this meeting/action plan is created.

Communicable Diseases

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

- Are suspected of having a communicable disease until a physician or local health department official determines the student is no longer a risk; or

- Lack documentation of immunity or are otherwise considered susceptible to a communicable disease until the local health department officials determine the risk of spreading the disease has passed.

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

Damage to School Property

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

Dress and Grooming

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

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

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

Dress Code

Morley Stanwood High School's student dress code supports equitable educational access for all.

Community Norms

- All students should be able to dress comfortably for school and engage in the educational environment
- Students should select clothing that will support learning and contribute to a positive environment.
- All students and staff are responsible for managing their own personal "distractions" without regulating individual students' clothing/self-expression.
- Student dress code enforcement should not result in unnecessary barriers to school attendance.
- Teachers should be able to focus on teaching without the additional burden of dress code enforcement.

Our student dress code is designed to accomplish several goals:

- Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as chemistry/biology, or PE.
- Allow students to wear clothing of their choice that is comfortable.
- Prevent students from wearing clothing or accessories with offensive images or language, including profanity, hate speech, and pornography.
- Prevent students from wearing clothing or accessories that reasonably can be construed as being or including content that is racist, lewd, vulgar, or obscene, or that reasonably can be construed as containing fighting words, speech that incites others to imminent lawless action, defamatory speech, or threats to others.
- Prevent students from wearing clothing or accessories that denote, suggest, display, or reference alcohol, drugs, nicotine, or related paraphernalia or other illegal conduct or activities (such as gang activity).
- Prevent students from wearing clothing or accessories that will interfere with the operation of the school, disrupt the educational process, invade the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights.
- Ensure that all students are treated equitably.

Tops must have straps or sleeves and must cover the student's entire torso from armpit to armpit with opaque (not transparent or able to be seen through) fabric.

Pants, shorts, and skirts must have an inseam at least 4 inches in length with opaque (not transparent or able to be seen through) fabric.

Clothing may not display material that:

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

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

Dress Code Violation Procedures

Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined above. Students in violation of the code will be provided three (3) options to correct the violation:

- Students will be asked to put on their own alternative clothing, if already available at school.
- Students will be provided with acceptable and temporary school clothing.
- Students' families will be contacted to bring alternative clothing.

Students in violation of the school dress code will remain in BIC until the violation is corrected. Students may be sent home to change. Final decision on dress code violations will be at the discretion of the High School Principal.

Driving and Parking Personal Vehicles

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

1. Students may not move their vehicles, sit in, or be around their vehicles during the school day without permission from administration.
2. Students may not drive carelessly or with excessive speed on school grounds.
3. By driving to school and parking on school grounds, students and parents consent to having that vehicle searched when school officials have reasonable suspicion that a search will reveal a violation of school rules, Board Policy, or law.

Students that wish to drive to school will be required to pay a \$5 registration fee to have their vehicles registered. They must then display their parking pass on their vehicle and park in their assigned parking space. Students are expected to park in an appropriate manner between the lines, within their assigned parking space. Failure to abide by these parking procedures may result in the revocation of parking privileges or the vehicle being towed at the owner's expense.

Emergency Contact Information

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

Fees

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

Field Trips

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

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

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

First Aid, Illness, or Injury at School

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

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

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

Homeless Children and Youth

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

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

Karen Wing

231-856-4444

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

Immunizations

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

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

Law Enforcement Interviews

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

Limited English Proficiency

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

Locker Use

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

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

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

1. No items are to be placed on the front of the locker. Students may decorate the inside of the locker as long as the materials are appropriate for school and are easily removed. Stickers or decals are not allowed in the locker.

2. Morley Stanwood recommends valuables to be left at home. The school is not responsible for valuables left in lockers.

3. Students are to keep their lockers clean and locked at all times.

4. All bags, blankets and coats are to be placed in lockers. They will not be permitted in the classroom.

A. Bags are classroom safety and distraction hazards.

Lost and Found

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

Media Center

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

Medication

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

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

For additional information and requirements, see Policy 5703.

Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers

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

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

Parties

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

Protection of Pupil Rights

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

Public Display of Affection

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

Restroom Use

Students should always use restroom stalls individually. Student privacy is an important part of student health and safety at school, including within the bathrooms. If a student goes into a stall with any other student, that will be grounds for both students to be suspended from school following steps of progressive discipline.

Rights of Custodial and Non-Custodial Parents

Unless a parent has provided the building principal or designee with a court order that provides otherwise, District personnel will treat each parent, regardless of custody or

visitation rights, the same as to accessing student records, meeting and conferring with District personnel, visiting a child at school, and transporting a child to or from school. District personnel are not responsible for enforcing visitation or parenting time orders.

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

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

Search and Seizure

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

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

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

Student Education Records

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

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

Right to Request Explanation or Interpretation

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

Right to Request Amendment of Education Records

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

Directory Information

The District designates the following information as directory information:

- a. student names, addresses, and telephone numbers;
- b. photographs, including photographs and videos depicting a student's participation in school-related activities;
- c. date of birth
- d. grade level;
- e. participation in officially recognized activities and sports;
- f. weight and height of athletic team members;
- g. degrees, honors, and awards received; and

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

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

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

Technology

Use of District technology resources is a privilege, not a right. Students are expected to use computers, the Internet, and other District technology resources for school-related educational purposes only. Students who violate the District's Acceptable Use Agreement may have technology privileges terminated or suspended and may be subject to discipline, up to and including expulsion.

Transportation Services

School Vehicle Rules

Riding in school vehicles is a privilege, not a right. Students must comply with the following rules and all school conduct rules and directives while riding in school

vehicles. In addition, students must comply with the Student Code of Conduct while in school vehicles.

When in school vehicles, the following rules apply:

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

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

School Vehicle Misconduct Consequences

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

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

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

Video Surveillance and Photographs

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

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

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

Withdrawal From School

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

SECTION II: ACADEMICS

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

For questions about Skyward registration, contact Mrs. Male in the main office.

Alternative Education Program

In rare cases, some students may be approved to be placed in a virtual learning environment. The student and parent must contact the principal to meet and fill out an application to be approved for this educational setting.

Commencement

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

Credits and Graduation Requirements

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

Credits are earned for the successful completion of a class. Each class at Morley Stanwood High School is worth one half (.5) credit each semester unless specifically stated otherwise. A student who successfully completes six (6) classes each semester will earn six (6) credits per year. All students are encouraged to maximize the learning opportunities available to them during high school by enrolling in as many challenging courses as possible.

Required English Credits (4):

- English 9 A & B
- English 10 A & B
- English 11 A & B
- English 12 A & B

Required Math Credits (4): You must take the first 3 of the following and take a 4th credit in the junior or senior year:

- Algebra I A & B
- Geometry A & B
- Algebra II A & B or CTE Algebra II in a qualifying program
- Business Math A & B

- PreCalculus A & B
- CTE Technical Math
- Accounting I A & B

Required Science Credits (3):

- Biology I A & B
- Chemistry A & B
- One additional science credit (unless attending C.C.)

Required Social Studies Credits (3):

- U.S. History & Geog A & B
- World History & Geog A & B
- Civics (.5)
- Economics (.5)

Required PE/Health Credit (1):

- Physical Education 9 (.5)
- Health & Wellness (.5)

Required Foreign Language (1 or 2):

- Spanish I A & B
- Spanish II A & B

Visual, Performing, & Applied Arts (1)

Take 1 credit in one category of arts, such as Band, Art, Choir, or Career Center programs.

Elective Credits – This requirement is met by taking any combination of classes in the following areas: Business, Fine Arts, Other Electives, Career Center program, or other Core Classes above the required amount.

If a student completes a Career Center program, they can use this to replace the following requirements: Spanish II and 3rd year of Science. Band also can replace Spanish II. Personal Curriculums for some circumstances are available, as well.

TOTAL CREDITS – 9-10th grade: 21; 11th-12th grade: 23

EARNING CREDIT

Attendance:

- All students are expected to be in full time attendance.

- Students must elect a minimum of 6 classes per semester within a minimum of 8 required semesters.
- Students are required to attend 8 semesters of high school enrollment and earn credits as listed above.

GPA Calculation:

- All grades that are part of a student’s semester schedule will be calculated toward a student’s GPA and reflected on transcripts.

Credit Enhancement:

- MSHS offers the opportunity for students to gain additional credit during the summer. Credit enhancement is at the expense of the student/family. Students can earn credits through credit enhancement courses. Any credits earned through credit enhancement courses must be approved by the principal prior to course enrollment through a review of the course syllabus.

Testing Out Course Waiver:

- Any high school student may take an exit assessment in any course to receive credit for that class without being enrolled in that class. A grade of 78.5% or better on the final examination or a 78.5% performance must be attained to receive credit. Credit earned in this manner is based on a “pass” grade and will not be included in a computation of grade point average. Credit earned by testing out will be counted toward fulfillment of a requirement for a subject area course or toward fulfillment of a prerequisite for a higher-level course.
- A student wishing to test out of a course must declare their intentions in writing to the principal by the posted deadline. At that time, the criteria for the grade of a 78.5% or better on the assessment, performance, or project will be provided. Testing out will take place at the end of the school year, **or at a time otherwise determined by school administration.**

Assessments:

- All students must complete all local, State and National Assessments offered at each grade level in order to be granted a diploma. Students must have a valid score on a state assessment such as the MME or MI-Access for graduation.

Career and Technical Education (CTE) through the Career Center

- The Career Center is an extension of our school and students in violation of school rules will be disciplined just as though the violation occurred here. Morley Stanwood Attendance Policy regulations apply for students attending the career center. Students attending the Career Center are to ride the bus to and from the High School. Failure to do so will result in disciplinary action which may include suspension or possible loss of the privilege to attend the Career Center.
- If a student successfully completes a department-approved formal career and technical (CTE) program or curriculum, a student may partially or fully fulfill:
 - 1 credit of the senior math requirement.
 - 1 credit of the world language requirement.

- 1 credit of the third credit of the science requirement.
- 1 credit of visual, performing, and applied arts credit.

Off-Track Graduation Status

Students who are off track for graduation at the beginning of their senior year will:

- Have a letter sent to them outlining credit shortage and paths to make up credits.
- Phone call from office personnel to verify letter receipt and set up a meeting to initiate a graduation plan.
- Meet with Principal, and Academic Success Coach and parent to determine graduation plan path.
- Have a mid-year review to monitor graduation plan with Principal, Academic Success Coach, or Social Worker.
- Final review at least one week prior to seniors' last day.

Make Up Credits

Students who have failed classes and need to make up the work for graduation purposes have the following options:

1. Whenever possible, students will be required to make up classes here at Morley Stanwood High School.
2. If it is not possible to make up the failed class or classes here at Morley Stanwood, students may make up credits outside Morley Stanwood. These classes may be taken through approved correspondence schools, community education programs, on-line courses, or summer schools. Permission to take classes outside Morley Stanwood must be received from the principal before enrolling in the class. Classes taken outside Morley Stanwood must be approved by the principal or they will not be counted for credit.
3. Exceptions to this policy will be considered on an individual basis by the board of education at the student's request.
4. Courses that a student has earned a C+ or better may not be retaken. Courses retaken in a traditional class setting will replace existing grades. Courses taken outside of Morley Stanwood Community Schools or through APEX will be merged with existing grades.

Universal Accommodations

All students at Morley Stanwood High School will be granted universal accommodations as needed, determined by the classroom teacher(s). These accommodations will be used in accordance with regular teaching strategies to ensure a fair, quality, and rigorous education for all students. The accommodations listed below will be used:

1. Administering of assessment by a qualified person who is familiar to the student.

2. Tests read aloud to students and may be taken in an alternative setting.
3. Teacher provides auditory, visual, or physical cues to student to begin, maintain, or finish task.
4. Verbal Praise.
5. Directions are clarified, repeated, or reworded when necessary.
6. Preferential seating when available.
7. Teacher-directed instruction.
8. Multiple modes of learning – computer, verbal, visual, written.
9. Extended time for work completion as determined by the teacher(s).
10. New concepts and skills are related to meaningful examples.
11. Large assignments broken into small tasks.
12. Visual schedules and learning targets are posted

Adding/Dropping Classes

Since Morley Stanwood students have the opportunity to select their classes during registration, it is felt that they are choosing courses of interest to them. Consequently, they should be willing to put forth the time and effort it takes to succeed in a particular course of study. Students may only drop courses NOT on their EDP. Dropping and adding of classes for the first semester of the current school year should be made in the last week of the previous school year or on a day the school designates in August. Changes to second semester schedules need to be taken care of in the last week of the first semester. Classes dropped after the drop/add period will require a conference with the Principal and/or Academic Success Coach and could result in an “E” for the semester.

Dual Enrollment

Students in grades 9 and above may be eligible to dually enroll in college classes to obtain high school and college credit. The student must have a 3.2 GPA for FSU classes.

- The postsecondary courses for which state school aid funds are used must not be offered by the district.
- A student must have taken the PSAT and/or PLAN test and have passing scores relevant to the dual enrollment class.
- Students are responsible for transportation to college classes and must purchase their own textbooks.
- Classes can be taken for college credit, high school credit or both.
- Students are required to pay the percentage costs of tuition determined by the Board of Education.
- Students failing a class must repay the tuition cost paid by MSHS.

Please contact the Academic Success Coach for further information about enrollment eligibility, charges paid by the District, eligible institutions, and other matters related to dual enrollment.

Grades

The final semester grade is an average of 80% for the semester and 20% for the final exam. Final exams will not be administered early without prior approval from the principal. Approval will be granted only in extreme circumstances by the principal. Any student missing a final exam is responsible for making the arrangements to make up the test. Again, final exams count as 20% of each semester grade.

Report Cards

Report cards will usually be given to students as soon as possible after the end of each semester. The grading system for report cards is: A= Excellent, B= Very Good, C= Average, D= Credit Attained and E= Failed. Progress reports will be issued at 9 weeks.

Students who receive an "Incomplete" on their report card due to excused absences are responsible for making up the work within a reasonable amount of time after their return to school. Three weeks is considered a maximum amount of time. Students who do not make up their work by this time will be assigned an "E" for the class.

Homework

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

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

Personal Curriculum

For some students, it may be appropriate to modify the Michigan Merit Curriculum through implementation of a personal curriculum. All students who have completed 9th grade are entitled to a personal curriculum, and the District will implement a personal curriculum for a student if requested by a parent or by the student if the student is age 18 or older. Any modification to the Michigan Merit Curriculum must be consistent with Michigan law and must incorporate as much of the Michigan Merit Curriculum content standards as practicable for the student. The District retains discretion to determine what modifications to the Michigan Merit Curriculum are appropriate for a particular student through a personal curriculum. A student who successfully completes an approved personal curriculum will earn a regular high school diploma.

To request a personal curriculum, please contact Ms. Simons, Academic Success Coach.

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

Placement and Classification

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

Students are classified by credits for grade placement purposes. Reclassification will take place prior to school beginning for students entering their third cohort year. Seniors are reclassified if they do not have 16 credits at the start of their Senior year if they are enrolled in CTE. If they are not enrolled in CTE, they need 17 credits. Reclassification allows for students to receive appropriate education for SAT/M-Step preparation. **Reclassification is also considered off-track for graduation and makes the student ineligible for athletic or academic teams.**

The required credits assigned to your initial graduating class must be obtainable to be considered on track to graduate at Morley Stanwood. The Principal and/or Academic Success Coach will meet with students when they may be in jeopardy of not meeting the necessary credits to graduate.

Students with Disabilities

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

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

Testing Out

A student may test out of high school classes and earn credit. Students interested in testing out of a class should review Policy 5409 and make arrangements with the Academic Success Coach.

Work Permits

Information about work permits is available at the high school main office.

SECTION III: STUDENT CLUBS, ACTIVITIES, AND ATHLETICS

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

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

Extracurricular Activities

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

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

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

For more information, see Policy 5507.

Student-Initiated Non-Curricular Clubs

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

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

Transportation To/From Extracurricular Activities

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

SECTION IV: DISCIPLINE AND CODE OF CONDUCT

Discipline Generally

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

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

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

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

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

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

Forms of School Discipline & Applicable Due Process

Lunch Detention

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

In-School Suspension

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

Behavior Intervention Center (BIC) Referral

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

- intentionally disrupted the class, subject, or activity;

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

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

BIC Procedures

1. Student will complete a Classroom Re-Entry Plan and submit it to the BIC Coordinator within the class period that they were removed.
2. The student is responsible for setting up a negotiation meeting with their teacher. They must negotiate and get their re-entry plan approved within 24 hours of the class period that the student was removed. If the student was removed from class on a Friday or the last day before a holiday, they must use the soonest upcoming school day to negotiate. If done correctly, the student should be back in the classroom within 3 class meetings or sooner.
2. Students who fail to submit a Classroom Re-Entry Plan or negotiate with their teacher may receive a suspension of up to 10 days.

Removal for 10 or Fewer School Days

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

Removal for More than 10 and Fewer than 60 School Days

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

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

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

Removal for 60 or More School Days

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

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

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

Alternative Educational Placement

General education students may be assigned to an alternative educational placement while on expulsion for behavior that has seriously endangered the health, welfare, or safety of other students or school staff. Students on suspension or expulsion are not permitted to remain in school without an alternative educational placement plan. This will be determined by the Superintendent, Superintendent's designee, or the Board of Education.

Alternative Educational Setting

This setting enables students with IEPs who are suspended or expelled to continue to progress in the curriculum and to continue to receive special education, related services, and accommodations needed to meet the goals of their IEP.

Student Code of Conduct

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

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

1. the student's age;
2. the student's disciplinary history;
3. whether the student has a disability;
4. the seriousness of the behavior;
5. whether the behavior posed a safety risk;
6. whether restorative practices will be used to address the behavior; and
7. whether a lesser intervention would properly address the behavior.

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

Level 1: Classroom Support and Student Support Team – may be appropriate when the student has no prior incidents and interventions have not been put in place.

Examples of Classroom Interventions and Responses

Interventions aim to teach positive and alternative behaviors so students can learn and demonstrate safe and positive community behavior. Teachers are expected to try a variety of teaching and classroom management strategies.

- Contact family/guardian via telephone, email, or text message.
- Daily progress sheet on behavior
- Verbal correction
- Reminders and redirection
- Written reflection
- Seat change
- Teacher or student conference
- Family/guardian conference
- After school interaction

Examples of Team Interventions and Responses

These interventions aim to engage the student's support system to ensure successful learning and consistency of interventions, and to change the conditions that contribute to the student's inappropriate or disruptive behavior.

- Community service to school
- Conflict resolution

- PBIS Check In/ Check Out
- Mentoring program
- Restorative practices
- Peer mediation
- Community mediation
- Short-term behavioral progress reports
- Behavioral Intervention/Support Plan
- Referral to school social work
- Referral to a community organization
- Referral to an after-school program

Level 2: Student Support Team and Appropriate Administration – may be appropriate when supports have been put in place in the classroom to address behavior, but the behavior has not had a positive impact on the learning of the student and others.

Examples of Staff and Administrative Interventions and Responses

These interventions can involve the school administration and aim to correct behavior by educating the student on the seriousness of the behavior with the goal of keeping the student in school, when possible

- Referral to the Behavioral Intervention Center (BIC)
- Change in schedule or class
- Conference with the appropriate administrator
- Parent or guardian notification
- Referral to student support team and/or IEP team
- Restorative practice strategies
- Motivation list
- School/Community conferencing
- Restitution
- In-school/After school program
- Assignment of work project
- Restorative Conference
- Mentoring
- Peer Mediation
- Alternative to suspension projects, if possible

Level 3: Removal from the Community – may be necessary when interventions and supports have been put in place but the behavior is offending the community.

Examples of Suspension and Referral Responses

These interventions may involve time away from the school community, because of the impact the behavior has had on the community.

- Parent or guardian notification
- Notice to IEP team (students with disabilities)
- Behavioral Intervention Plans
- Referral to the Behavioral Intervention Center (BIC)
- Short-term suspension (one (1) to ten (10) days)
- Referral to student support team

- Referral to substance abuse counseling
- Referral to credit recovery options
- Referral to community organizations, including community conferencing and community mediation
- Removal from transportation service

Level 4: Long-term removal– may be necessary when a student's behavior seriously affects the overall positive community and learning environment. (Central Office Administrator must be contacted and Police must be informed)

Examples of Extended Suspension and Referral Responses

These interventions involve the removal of a student from the school environment because of the impact on the student and the community. They may involve the placement of the student in a safe environment that provides additional support to promote positive behavior. These interventions focus on maintaining the safety of the school community and to encourage and re-engage the student in positive community participation.

- Parent or guardian notification
- Alternative educational placement by suspension
- Extended suspension
- Behavioral Intervention Plan
- Functional Behavioral Assessment
- Community conferencing
- Community mediation
- Referral to community organizations
- Referral to substance abuse counseling
- Expulsion
- Permanent expulsion
- Referral to 504 or IEP team (students with disabilities) for manifestation/determination

<i>Inappropriate or Disruptive Behavior</i>	Level 1	Level 2	Level 3	Level 4
Absences <ul style="list-style-type: none"> • Unexcused absence from school • Skipping classes <ul style="list-style-type: none"> • If intervention strategies are not working, the student may be assigned a short term suspension • Persistent or excessive absences from school 	✓	✓		
Academic Misconduct (e.g., cheating or plagiarizing) Please refer to Cheating, Plagiarism, and Academic Dishonesty.	✓	✓		
Attack on Student (e.g., hitting, kicking, spitting or punching another student without warning or provocation, or with advanced planning)				

<ul style="list-style-type: none"> No visual, physical injury 		✓	✓	
<ul style="list-style-type: none"> Bodily injury 			✓	✓
<ul style="list-style-type: none"> Two or more persons intentionally attacking a student 			✓	✓
<p><i>Bullying (Including Cyberbullying)</i></p> <p>Bullying is a form of harassment (MSCS Policy 5207). “Bullying” is defined as the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but is not limited to, actions such as verbal taunts, name-calling and put-downs, including ethnically-based or gender based verbal put-downs, extortion of money or possessions, and exclusion from peer groups within school. Such conduct is disruptive of the educational process, and therefore, bullying is not acceptable at Morley Stanwood High School.</p> <p>Students who engage in any act of bullying while at school, at any school function, in connection to or with any school sponsored activity or event, or while enroute to or from school are subject to disciplinary action, up to and including suspension or permanent removal from the program. As may be required by law, law enforcement officials shall be notified of bullying incidents.</p>				
<ul style="list-style-type: none"> Intentional conduct (including verbal, physical, or written conduct) or electronic communication that is threatening or seriously intimidating and has a negative impact on the learning community. <u>Michigan state law requires action.</u> 	✓	✓	✓	✓
<ul style="list-style-type: none"> Bullying (i.e., repeatedly over time engaging in intentional negative behaviors that adversely affect other members of the school community’s ability to participate in or benefit from a school’s education or extracurricular programs) 			✓	✓
<ul style="list-style-type: none"> Recording or publishing a fight or other disturbance (with direct impact to school community) 				

	✓	✓	✓	
Bus Violations				
<ul style="list-style-type: none"> Disruption that impacts the safety of self and/or others 	✓	✓	✓	
Disruption of Learning/Community Environments				
<ul style="list-style-type: none"> Failure to follow directions 	✓			
<ul style="list-style-type: none"> Repeated and/or sustained failure to respond to school staff questions or requests (insubordination) 	✓	✓		
<ul style="list-style-type: none"> Persistent Misbehavior 	✓	✓	✓	
<ul style="list-style-type: none"> Disruption that directly affects the safety (physical, psychological, etc) of self and/or others (e.g., throwing items, turning over tables, or disrupting a fire or safety drill) 	✓	✓	✓	
Hallway Disruptions				
<ul style="list-style-type: none"> Running, making excessive noise, loitering, or persistent hall-walking 	✓	✓		
Disrespectful Behavior				
<ul style="list-style-type: none"> Making inappropriate gestures, symbols, or comments, or using profane or offensive language (in any language) Using verbal insults or put-downs, or lying to, misleading or giving false information to school staff 	✓	✓	✓	
Dress Code Violation				
Please refer to the dress code section	✓	✓		
Drugs, Alcohol, Inhalants* or Controlled				

<p>Substances (at school, school-sponsored activities or when involved in incidents affecting the safety or welfare of the school community) <u>MANDATORY REPORTABLES PROCESS</u></p> <p>*Inhalants include but are not limited to tobacco or tobacco- related products, vape/vaporizers/e-Cigarettes, or related products, (containing or not containing tobacco products).</p> <p>Medical personnel or police must be immediately notified if a student is found to be under the influence or using an inhalant. School staff is required to refer students to appropriate substance abuse counseling.</p> <p>Please refer to the Alcohol, Inhalants, and other Drugs section</p>				
<ul style="list-style-type: none"> • Under the influence 		✓	✓	✓
<ul style="list-style-type: none"> • Using or possessing 			✓	✓
<ul style="list-style-type: none"> • Distributing or selling (prescribed, over the counter, or other substances) 			✓	✓
<p>Extortion/Coercion A student will not make another person do any act against his or her will by threat, force, or threat of force, expressed or implied</p>		✓	✓	✓
<p>Fighting (Viewed on a Continuum)</p>				
<ul style="list-style-type: none"> • Physical aggression with another student (e.g., shoving or pushing) 		✓	✓	
<ul style="list-style-type: none"> • Fighting (may include incidents resulting in injuries) 		✓	✓	✓
<ul style="list-style-type: none"> • Weapons 			✓	✓

<p>Fire Setting/Arson</p>			✓	✓
<p>Forgery/Fraud</p> <ul style="list-style-type: none"> • Signing, including electronically, a name of another person for purpose of fraud or misrepresentation • Deceiving another or causing deception by providing false or misleading information 		✓	✓	
<p>Gambling</p> <ul style="list-style-type: none"> • Requiring the use of money, exchangeable goods, or actions 	✓	✓		
<p>Harassment based on Race, Ethnicity, Gender, Sexual Orientation, Disability or Religion, including cyber harassment, against members of the school community (Report to the Office of Instructional Equity for Civil Rights Compliance)</p> <ul style="list-style-type: none"> • Racial or sexual harassment of students or staff will not be tolerated. Such actions deny the victims a safe and orderly environment and will result in appropriate disciplinary action being taken. A complete Morley Stanwood Board of Education sexual harassment policy is available upon request. 				
<ul style="list-style-type: none"> • Isolated and limited occurrence (e.g., verbal discriminatory actions) 	✓	✓	✓	
<ul style="list-style-type: none"> • Pattern and multiple occurrences (e.g., persistent or long-term harassment) 		✓	✓	✓
<p>Inciting or Participating in Disturbance</p> <p>Causing a significant disruption to the atmosphere of order and discipline in the school that is necessary for effective learning, outside of general classroom disruption, such as:</p> <ul style="list-style-type: none"> • a false report of an active shooter, • a false report of a bomb threat, • false activation of fire alarm, • using an electronic device to initiate disturbance or 		✓	✓	✓


any cause of public panic.				
<i>Physical and Verbal Assaults against School Personnel</i>				
<ul style="list-style-type: none"> ● The Board shall permanently expel a student in grade 6 or above if the student commits a physical assault against a district employee, volunteer, or contractor for the district, on a school bus or other related vehicle, or at a school-sponsored event. The student's parent, legal guardian, or emancipated student him/herself may petition the Board for reinstatement 150 school days following the expulsion. In such cases, a due process hearing shall be provided by the Board to consider reinstatement after a minimum expulsion of 180 school days. <ul style="list-style-type: none"> ○ For the purposes of this policy and as required by statute, physical assault shall be defined as "intentionally causing or attempting to cause physical harm to another through force or violence". ● The Board shall expel, for a period of up to 180 school days, any student in grade 6 or above who commits a verbal assault against a district employee, volunteer, or contractor for the district, on a school bus or other related vehicle, or at a school sponsored event. <ul style="list-style-type: none"> ○ For the purposes of the policy, verbal assault shall be defined as "any statement or act, oral or written, that can reasonably be expected to induce in another person a fear or apprehension of danger of bodily harm." 			✓	✓
<i>Physical Assaults against Students</i>				
<ul style="list-style-type: none"> ● The Board shall expel, for a period of up to 180 school days, any student in grade 6 or above who commits a physical assault against another student on school property, on a school bus or other related vehicle, or at a school sponsored activity or event. The Board hereby designates the building principal to act on behalf of the Board for violations of this policy resulting in suspensions from 1 to 10 school days in length. The Board further designates the superintendent to act on behalf of the Board for violations of this policy resulting in 			✓	✓

<p>suspensions from 11 to 20 school days in length. At their discretion, the principal and/or superintendent may refer violations of this policy directly to the Board.</p> <ul style="list-style-type: none"> ○ For the purposes of this policy and as required by statute, physical assault shall be defined as “intentionally causing or attempting to cause physical harm to another through force or violence”. ○ These rules apply to any student who is on school premises, on a school-related vehicle, at a school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school. 				
<p>Portable Devices used to Disrupt Learning/Community Environments</p> <ul style="list-style-type: none"> ● Inappropriate use of electronic devices in a way consistent with school policies ● Please refer to the cell phone section 	✓	✓		
<p>Public Displays of Affection</p> <ul style="list-style-type: none"> ● Inappropriate touching outside of holding hands 	✓	✓		
<p>Property Damage, Including Graffiti</p>				
<ul style="list-style-type: none"> ● Accidental damage 	✓	✓		
<ul style="list-style-type: none"> ● Intentional damage to another person’s or school property 		✓	✓	
<p>Robbery</p>				
<ul style="list-style-type: none"> ● Taking money or property from another by force or intimidation 		✓	✓	✓
<p>School Equipment, Use without Permission</p>	✓	✓		

<p>Serious Bodily Injury Intentionally causing substantial risk of death or causing permanent or serious disfigurement, loss of function of any part of the body or impairment of the function of any part of the body</p>				✓
<p>Sexually Based Infraction</p> <ul style="list-style-type: none"> • A complete Morley Stanwood Board of Education sexual harassment policy is available upon request. (Policy #2215) • Any student or students displaying inappropriate sexual behavior of any kind will be suspended from school and all school activities pending a decision given at a hearing of the Board of Education. All occurrences will result in notification of the police. 				
<ul style="list-style-type: none"> • Sexual activity or sexual misconduct 	✓	✓	✓	✓
<ul style="list-style-type: none"> • Sexual harassment (e.g., unwelcome sexual advances; requests for sexual favors; other inappropriate verbal or written conduct of a sexual nature) 	✓	✓	✓	✓
<ul style="list-style-type: none"> • Sexual assault (is an act in which a person intentionally sexually touches another person without that person's consent, or coerces or physically forces a person to engage in a sexual act against their will) 			✓	✓
<p>Tardiness</p> <ul style="list-style-type: none"> • A student is tardy if he/she is not in the classroom at the designated time the class period begins. <i>(Out-of-school suspensions for attendance-related offenses are prohibited.)</i> 	✓	✓		
<p>Technology Violations</p>				
<ul style="list-style-type: none"> • Possession or use of technology on school grounds in violation of the school or District Technology Policy 	✓	✓	✓	
<ul style="list-style-type: none"> • Illegal or unauthorized entry or attempt to gain access to another's files, computers, network, or electronic devices. 		✓	✓	

<i>Theft or Robbery</i>				
<ul style="list-style-type: none"> Theft: Taking money or property 	✓	✓	✓	✓
<ul style="list-style-type: none"> Robbery: Taking money or property from another by force or intimidation 		✓	✓	✓
<i>Threat Against School Personnel, Written or Verbal</i>			✓	✓
<i>Threat to Student, Written or Verbal</i> Threatening or aggressive language or gestures directed toward another student		✓	✓	✓
<i>Threat of Violence to School Community</i> (e.g. include bomb threats, school shooting) AS DETERMINED BY DISTRICT THREAT ASSESSMENT TEAM				
<ul style="list-style-type: none"> Transient Threats (Level of concern identified as Minimal on the District Threat Assessment) 			✓	✓
<ul style="list-style-type: none"> Substantive Threats (Level of concern identified as Moderate to Severe on the District Threat Assessment) 				✓
<i>Trespassing</i>				
<ul style="list-style-type: none"> Being on school property without permission in order to incite or participate in a disturbance 	✓	✓	✓	
<ul style="list-style-type: none"> Breaking and entering 	✓	✓	✓	
<i>Unauthorized Sale or Distribution</i> (e.g., unauthorized or unapproved selling or distributing of goods or services)	✓	✓		
<i>Possession of Weapons, Firearms,</i>				

<p>and Explosives not used in the commission of an aggressive act toward another person. At school, school-sponsored activities, or when involved in incidents affecting the safety or welfare of the school community.</p>				
<ul style="list-style-type: none"> Explosives (possession, sale, distribution, detonation, or threat of detonation of an incendiary or explosive material or device including firecrackers, smoke bombs, flares, or any combustible or explosive substances or combination of substances or articles, other than a firearm) 		✓	✓	✓
<ul style="list-style-type: none"> Firearms (possession of a firearm as defined in 18 USC 921 of the federal code) 				✓
<ul style="list-style-type: none"> Other guns (possession of any gun, of any kind, loaded or unloaded, operable or inoperable e.g., BB guns, pellet guns, etc.) 			✓	✓
<ul style="list-style-type: none"> Possession of a toy gun or water gun 				✓
<ul style="list-style-type: none"> Possession of other weapon* of any kind. Consideration needs to be given to the age, grade, developmental level, prior offenses, intentionality, and circumstances in determining an appropriate course of action and consequences. <p><i>* Other weapons include, but are not limited to, a switchblade knife, hunting knife, star knife, razor (including straight or retractable razor), brass knuckles, box cutter, nunchuck, spiked glove, spiked wristband, any mace derivative, tear gas device, or pepper spray product.</i></p>			✓	
<p>Use of Weapons, Firearms and Explosives At school, school-sponsored activities or when involved in incidents affecting the safety or welfare of the school community.</p>				
<ul style="list-style-type: none"> Toy weapons of any nature will not be allowed on school property. Therefore, any student found in possession of a "Toy Weapon" on school property will receive disciplinary action, which may include 		✓	✓	✓

<p>some out-of-school suspension. Use of any non-firearm gun or look-alike gun in the commission of an aggressive act toward another person.</p>				
<ul style="list-style-type: none"> • Our school board has adopted, as required by the State Department of Education, a policy that mandates expulsion for no less than one (1) calendar year for any student who brings a weapon to school. Weapons are the obvious things such as guns and knives but also include things or objects that are brought to be used with the intent to harm others. Consideration needs to be given to the age, grade, developmental level, prior offenses, intentionality, and circumstances in determining an appropriate course of action and consequences. 				

APPENDIX A: TITLE IX SEXUAL HARASSMENT

3118 Title IX Sexual Harassment

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

This Policy addresses allegations of sexual harassment under Title IX. Allegations of other forms of sex discrimination should be addressed under the District's non-discrimination or anti-harassment policies (Operations Policy 3115, Employee Policies 4101, 4102, 4104 for, or Student Policy 5202). Allegations alleging both Title IX sexual harassment and other forms of unlawful discrimination and harassment (e.g., race, age, disability) that cannot be reasonably separated into two distinct complaints should be investigated under this Policy. Investigating other forms of discrimination, including harassment, through this Policy, will fulfill the District's investigation requirements under Policies 4104 or 5202, but nothing in this paragraph limits the District's right to determine at any time during the Grievance Process that a non-Title IX complaint allegation should be addressed under Policies 4104 or 5202 or any other applicable Policy.

The Board directs the Superintendent or designee to designate persons to serve as Title IX Coordinator, Investigator, Decision-Maker, and Appeals Officer. If a Formal Complaint is made under this Policy against the Superintendent, the Board President will designate the persons who will serve as the Investigator, Decision-Maker, and Appeals Officer and will work with the Title IX Coordinator to ensure that all other requirements of this Policy are met. If a Formal Complaint is made against the Board President, the Board Vice President will designate who will serve as the Investigator, Decision-Maker, and Appeals Officer.

The Investigator, Decision-Maker, and Appeals Officer cannot be the same person on a specific matter, and the persons designated to serve in those roles may or may not be District employees.

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

APPENDIX B: ANTI-BULLYING

5207 Anti-Bullying Policy

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

Prohibited Conduct

Bullying, including cyberbullying, a student at school is prohibited. Bullying is any written, verbal, or physical act, or electronic communication that is intended to or that a reasonable person would know is likely to harm one or more students directly or indirectly by doing any of the following:

- a. substantially interfering with a student's educational opportunities, benefits, or programs;
- b. adversely affecting a student's ability to participate in or benefit from the District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- c. having an actual and substantial detrimental effect on a student's physical or mental health; or
- d. causing substantial disruption in, or substantial interference with, the District's orderly operations.

Retaliation or false accusations against the target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying, are prohibited.

Reporting an Incident

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

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

Responsible School Official.

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

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

Investigation

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

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

Notice to Parent/Guardian

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

Annual Reports

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

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

Responsible School Official

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

or designee as described in this Policy.

Posting/Publication of Policy

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

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

Definitions

"At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether it is held on school premises. "At school" also includes any conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the device or provider is owned by or under the control of the District.

"Telecommunications access device" means any of the following:

- a. any instrument, device, card, plate, code, telephone number, account number, personal identification number, electronic serial number, mobile identification number, counterfeit number, or financial transaction device defined in MCL 750.157m (e.g., an electronic funds transfer card, a credit card, a debit card, a point-of-sale card, or any other instrument or means of access to a credit, deposit, or proprietary account) that alone or with another device can acquire, transmit, intercept, provide, receive, use, or otherwise facilitate the use, acquisition, interception, provision, reception, and transmission of any telecommunications service; or
- b. any type of instrument, device, machine, equipment, technology, or software that facilitates telecommunications or which is capable of transmitting, acquiring, intercepting, decrypting, or receiving any telephonic, electronic, data, internet access, audio, video, microwave, or radio transmissions, signals, telecommunications, or services, including the receipt, acquisition, interception, transmission, retransmission, or

decryption of all telecommunications, transmissions, signals, or services provided by or through any cable television, fiber optic, telephone, satellite, microwave, data transmission, radio, internet based or wireless distribution network, system, or facility, or any part, accessory, or component, including any computer circuit, security module, smart card, software, computer chip, pager, cellular telephone, personal communications device, transponder, receiver, modem, electronic mechanism or other component, accessory, or part of any other device that is capable of facilitating the interception, transmission, retransmission, decryption, acquisition, or reception of any telecommunications, transmissions, signals, or services.

“Telecommunications service provider” means any of the following:

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

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

Date adopted: August 16, 2021

APPENDIX C: PROTECTION OF PUPIL RIGHTS

5308 Protection of Pupil Rights

Surveys, Analyses, and Evaluations

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

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

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

"Sensitive information" includes:

political affiliations or beliefs of the student or the student's parent/guardian;

mental or psychological problems of the student or the student's family;

sexual behavior or attitudes;

illegal, anti-social, self-incriminating, or demeaning behavior;

critical appraisals of other persons with whom the student has close family relationships;

legally recognized privileges or analogous relationships, such as those with lawyers, physicians, and ministers;

religious practices, affiliations, or beliefs of the student or the student's parent/guardian; or

income (other than that required by law to determine eligibility for participating in a program or for receiving financial assistance under that program).

Invasive Physical Examinations

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

“Invasive physical examination” means:

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

Collection of Student Personal Information for Marketing

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

“Personal information” means individually identifiable information that includes:

student’s and parents’/guardians’ first and last name;

home or other physical address;

telephone number; or

Social Security Number.

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

post-secondary education recruitment;

military recruitment;

tests and assessments to provide cognitive, evaluative, diagnostic, or

achievement information about students; or

student recognition programs.

Inspection of Instructional Material

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

Notification of Rights and Procedures

The Superintendent or designee will notify parents/guardians of:

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

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

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

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

Legal authority: 20 USC 1232h

Date adopted: August 16, 2021

APPENDIX D: DIRECTORY INFORMATION AND OPT OUT FORM

5300 Student Enrollment, Attendance, and Records

5309-F-2 Directory Information and Opt-Out

Student's Name:

School: Grade:

The Family Educational Rights and Privacy Act (FERPA) requires that Morley Stanwood Community Schools obtain your written consent prior to the disclosure of personally identifiable information from your child's education records, unless certain conditions specified by FERPA are met. FERPA distinguishes between personally identifiable information and directory information, however, and the District may disclose appropriately designated "directory information" without your written consent, unless you have advised the District to the contrary. If you do not want your student's directory information released for one or more of the purposes listed below, please complete this form and return it to your student's school office within one week. If you fail to complete and return this form, the District will presume that you give permission to release your student's directory information for all the uses listed below. Your Opt-Out request will be recorded in the student information system and kept on file in the high school's office for 1 school year. Directory information includes the information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. The Board designates the following as directory information: student names, addresses, and telephone numbers; photographs, including photographs and videos depicting a student's, date of birth, grade level, participation in officially recognized activities and sports, weight and height of athletic team members; degrees, honors, and awards received. Please check the boxes next to the purpose(s) for which you do not grant the District permission to disclose your student's directory information, below.

Morley Stanwood Community Schools may not disclose my student's directory information for the following purposes:

For School or District publications, including but not limited to, a yearbook, graduation program, theater playbill, athletic team or band roster, newsletter, and other school and district publications.

For School or District auto-dialer system to communicate School or District information.

To news media outside the School or District.

To the School PTO or District parent organization.

To other groups and entities outside of the School or District, including community, advocacy, and/or parent organizations.

On official school-related websites or social media accounts.

On school employees' personal classroom websites or social media accounts.

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

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

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

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

Parent/Guardian/Eligible Student Signature

Date

APPENDIX E: ATHLETIC CODE OF CONDUCT

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

Athletic Director: Mr. Dale Rogers

231-856-4444

drogers@morleystanwood.org

Communication Protocol

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

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

Concussion Protocol

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

Athletic Code of Conduct

A student-athlete must:

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

4. Not possess, use, or consume alcohol, tobacco, cannabis, nicotine (including a vape), or controlled substances (other than those prescribed by a physician for the student-athlete).
5. Not engage in conduct that is unbecoming of student-athletes.
6. Maintain academic eligibility as required by the Michigan High School Athletic Association. All students are encouraged to pass all of their high school classes. Academic progress will be reviewed weekly. Students must pass 4 out of 6 classes during the time of the eligibility check AND be on track for graduation. If a student fails 3 or more classes at the end of a semester, they are ineligible to participate the following semester. For more eligibility information please refer to the current Athletic Handbook.
7. Notify your coach or District athletic trainer of any injury or medical condition that may affect your athletic participation.

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

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

Athletic and Extracurricular Eligibility

In order to be eligible to participate in extracurricular activities students must be enrolled IN PERSON 75% of the day. Classes may include traditional MSCS classes, Career Center, Dual Enrollment, and Apex (virtual classes) Note: students must complete Apex classes IN school as part of their regular schedule in order for Apex classes to count toward the 75%.