

# Petoskey High School



## 2023-2024 Student Handbook

### FULL VALUE AGREEMENT

- Work as a Team
- Be Safe Emotionally and Physically
  - Speak Up

## **Public Schools of Petoskey Mission Statement**

The mission of the Public Schools of Petoskey is to advance the education and skills of all students in an equitable manner through the participation and involvement of staff, students, parents, and others in the community.

## **Petoskey School District Staff**

### **BOARD OF EDUCATION**

Mark Ashley - President

Kathy Reed - 1st Vice President

Beth Flynn - 2nd Vice President

Denise Petoskey - Treasurer

Jenni Attie - Secretary

### **CENTRAL OFFICE ADMINISTRATION**

Superintendent - Dr. Jeff Leslie

Director of Teaching and Learning - Becky Smith

Director of Finance - Bill Melching

Director of Technology - Howard Bates

Special Education Coordinator - Jenn Lorence

### **PHS Administration**

Deidra Gamble  
Dr. Robert Harris  
Joel Dohm  
Brent Hewitt

Principal  
Assistant Principal  
Athletic Director/ Assistant Principal  
Director of Non-Instructional Services

## Parent Involvement

Your child's success in school depends on many things, including your own participation in her or his learning. By assisting your child, asking about school activities, creating the right setting for homework, providing lots of encouragement, and supporting the school, you are able to show your child that learning and school are important.

Every parent (*and child!*) has talents. If you are interested in supporting the school, please contact your child's teacher or principal.

To help ensure the safety of our students, all adult volunteers who may work with students away from the supervision of staff are required to have a criminal background check completed. These volunteers will receive a form to complete and return to the principal. Per school district policy chaperones shall not use tobacco products in the presence of students, nor shall they consume any alcoholic beverages nor use any illicit drug during the duration of their assignment as a chaperone, including during the hours following the day's activities for students.

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.

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# Important Information

## **District Website**

<https://www.petoskeyschools.org/>

## **Board Policies**

Board Policies are available at: [BoardBook](#)

## **Addresses**

Petoskey High School  
1500 Hill Street  
Petoskey, MI 49770

## **Contact Information**

District Main Office:	231-348-2100
Fax:	231-348-2402
Student Services:	231-348-2352
Special Education:	231-348-2235
Transportation:	231-347-9651
Athletics:	231-348-2104
Food Service	231-348-2183

## Public Schools of Petoskey Calendar 2023-24

Orange: FIRST/LAST of School: First day = full day, Last day = 1/2 day						Green: NO SCHOOL. Students and staff do not report.					
* = Last day of marking period						Yellow: NO SCHOOL. Students do not report. Staff reports.					
PTC = Parent/Teacher Conferences						BLUE: 1/2 day K-12 students. Staff reports.					
September 2023	Mon.	Tues	Wed.	Thu.	Fri.	February 2024	Mon.	Tues.	Wed	Thu.	Fri.
	28	29	30	31	1					1	2
	4	5	6	7	8	PMS PTC: 6/PHS PTC: 8	5	6	7	8	9
	11	12	13	14	15		12	13	14	15	16
	18	19	20	21	22		19	20	21	22	23
	25	26	27	28	29		26	27	28	29	
October 2023	Mon.	Tues	Wed.	Thu.	Fri.	March 2024	Mon.	Tues.	Wed	Thu.	Fri.
	2	3	4	5	6						1
	9	10	11	12	13		4	5	6	7	8
Elem. PTC: 17, 19, 20	16	17	18	19	20	Elem. PTC: 12, 14, 15	11	12	13	14	15
	23	24	25	26	27		18	19	20	21*	22
	30	31					25	26	27	28	29
November 2023	Mon.	Tues	Wed.	Thu.	Fri.	April 2024	Mon.	Tues.	Wed	Thu.	Fri.
			1	2	3*		1	2	3	4	5
	6	7	8	9	10		8	9	10	11	12
PMS/PHS PTC: 14, 16	13	14	15	16	17		15	16	17	18	19
	20	21	22	23	24		22	23	24	25	26
	27	28	29	30			29	30			
December 2023	Mon.	Tues	Wed.	Thu.	Fri.	May 2024	Mon.	Tues.	Wed	Thu.	Fri.
					1				1	2	3
	4	5	6	7	8		6	7	8	9	10
	11	12	13	14	15		13	14	15	16	17
	18	19	20	21	22		20	21	22	23	24
	25	26	27	28	29		27	28	29	30	31
January 2024	Mon.	Tues	Wed.	Thu.	Fri.	June 2024	Mon.	Tues.	Wed	Thu.	Fri.
	1	2	3	4	5	PHS Exams 1/2 Day: 5-7	3	4	5	6	7*
	8	9	10	11	12						
PHS Exams 1/2 Day: 17 - 19	15	16	17	18	19*						
	22	23	24	25	26						
	29	30	31								



August 28-31	No School. K-12 Professional Development
September 1 & 4	No School. Labor Day Break
September 5	First Day of School - full day students and staff
October 20	No School. K-5 PD 8:00 AM - 12:00 PM/ PTC Comp 12:00 PM - 3:30 PM. 6-12 Full Day PD
November 1	No School. K-12 Professional Development
November 22-24	No School. Fall Break
Dec. 25 - Jan. 2	No School. Winter Break
January 17 - 19	High School Exams: 1/2 days for high school students
January 19	K-12 1/2 day students. PM Staff Records Day
February 16	No School. K-12 Professional Development
February 19	No School. Mid Winter Break
March 15	No School. K-5 PD 8:00 AM - 12:00 PM/ PTC Comp 12:00 PM - 3:30 PM. 6-12 Full Day PD
Mar. 22 - Apr. 1	No School. Spring Break
May 27	No School. Memorial Day
June 5-7	High School Exams: 1/2 days for high school students
June 7	Last Day of School. 1/2 day K-12 students and staff
January 15	No School. K-12 Professional Development

**Petoskey High School  
2023-24 Bell Schedule**

	<b>Monday, Wednesday, Friday</b>		<b>PRIDE Tuesday and Reach Higher Thursday</b>
<b>1</b>	8:15-9:15	<b>1</b>	8:15-9:13
<b>2</b>	9:20-10:20	<b>2</b>	9:18-10:16
		<b>PRIDE/ RH</b>	<b>10:16-10:28 12 minutes</b> <i>Stay in 2nd hour class</i>
<b>3</b>	10:25-11:25	<b>3</b>	10:33-11:31
<b>4</b>	11:30-1:00 A: 11:25-11:55 Class: 12-1 B: 12:00-12:30 Class 11:30-12:00 12:33-1:00 C:12:30-1:00 Class: 11:30-12:30	<b>4</b>	11:36 -1:04 A: 11:31-12:01 Class: 12:06-1:04 B: 12:04-12:34 Class: 11:36-12:04 (28) 12:37-1:04 (27) C: 12:34-1:04 Class: 11:36-12:34
<b>5</b>	1:05-2:05	<b>5</b>	1:09-2:07
<b>6</b>	2:10-3:10	<b>6</b>	2:12 -3:10

PHS Doors are open at 7:30.

School staff will supervise students on school grounds 20 minutes before the school day begins and 20 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.

All teachers have phones in their classrooms. During the school day, you may leave a message at the teacher’s phone number. Staff members check their messages after school, if possible.

Email addresses and phone numbers for each staff member are available in your school office and on the website. For any urgent message, however, please call the office directly.

## 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:

The public will be notified as soon as the decision is made. Ordinarily, this will be done before 6:30 am and the announcement will be made over local radio and T.V. stations, at

[www.petoskeyschools.org](http://www.petoskeyschools.org) and through the [‘Be Alert’ system](#). Please tune in to your local radio or T.V. station or check our website if you are unsure whether school has been canceled.

At times, changing weather conditions make it necessary to cancel school after classes have begun for the day. In this case, parents are notified through the same media as above, and are encouraged to listen to the local stations when poor weather conditions prevail. Children will be transported home in the same manner they normally use, unless special arrangements are made by the parent or guardian. An *Emergency Dismissal Form* will be sent to parents to complete at the start of the school year. Please contact the school secretary if changes occur later in the year.

Because many of our students are bussed, it is important for parents to understand that the decision to close school is made to ensure the safety of children on the buses. Decisions to close school are made by the Transportation Supervisor and Superintendent.

#### **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:

Rebecca Smith  
1130 Howard St Petoskey Mi 49770  
231-348-2352

[smith.rl.t@northmen.org](mailto:smith.rl.t@northmen.org)

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

Rebecca Smith  
1130 Howard St Petoskey Mi 49770  
231-348-2352

[smith.rl.t@northmen.org](mailto:smith.rl.t@northmen.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:

Rebecca Smith  
1130 Howard St Petoskey Mi 49770  
231-348-2352

[smith.rl.t@northmen.org](mailto:smith.rl.t@northmen.org)

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

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

## Section I: District-Wide Policies and Procedures

### Attendance

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

The attendance policy for PHS is as follows:

1. Parents have the responsibility to call the school if their child is to be absent for the day or for any part of the day. Please call the school office to report absences. Calls may be made to your school office 24 hours a day. Office hours are from 7:30 am to 4:00 pm, and you may leave a voicemail at all other times.
2. The school will contact parents of each student who is absent during the day if a call

from the parent has not been received. These phone calls will be made between the hours of 9:00 am and 7:30 pm.

3. Parents are asked to please notify the school each day, even when the child is absent consecutive days.

### **Excessive Absenteeism and Truancy**

#### Absences 1-7

Teachers communicate with student and parent in a positive manner via email or phone.

Teachers can email student team.

Teacher logs contact in PowerSchool.

#### Absence 8+

Eight Day letter emailed to parents and student

Eight Day letter logged in PowerSchool

Teacher Communicates w/ Dir. of Non-Instructional Services if student misses class repeatedly

#### Absence 12+

Twelve Day letter emailed to parents and student

Twelve Day letter logged in PowerSchool

Dir. of Non-Instructional Services meets with student to discuss attendance, meeting logged

Student Brought to At-Risk Team for possible intervention

#### Absence 15+

Attendance Review Committee Meeting with Dir. of Non-Instructional Services, Principal or Asst Principal, School Resource Officer, parents, student, Counselor

A letter is emailed and mailed to parents stating the time of the meeting

Truancy may be considered

#### Absence 16+

Truancy may be filed

The building principal or designee may impose additional consequences for excessive absenteeism, consistent with the student handbook or published grading procedures.

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.

Students who are less than 15 minutes late are considered tardy. Students who are 15 minutes or more late are considered unexcused absent.

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

### **Excused Absences**

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

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

### **Make up work**

After a student has been absent for any reason, it is the student's responsibility to inquire about make-up work. All work assigned before the absence is due on its original due date, or the day the student returns if they were absent on the due date. For new work assigned during the absence, the maximum amount of time for this make-up work is two school days for each day of school missed, including the day the student returns to school. If students miss three (3) or more consecutive days, they must complete make-up work within 5 school days of their return. In the event of an extended illness or other unusual circumstances, individual plans will be worked out between the student and the teacher. Students absent on the day of a test or exam are expected to make up the test or exam on the day of return if they are taking the assessment during class time and within two school days of the absence if they are taking the assessment outside of class time

### 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.
- Make up all work that is assigned by teachers for the instructional time that has been missed.

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.

## Cell Phone Use

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

The use and visibility of electronic devices is prohibited during class time.

- Cell phones and other devices must be put away during class time.
- Cell phones must remain put away during the full class period.
- Cell phones must be turned in when a student leaves class during instructional time, such as for a hall pass.

Students may access their phones before and after school, during passing time, and during lunch.

Failure to comply with Cell Phone and Electronic Device policy may result in disciplinary action.

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

Students may not use cell phones or other electronic devices while they are in locker rooms,

restrooms, or any other area in which others may have a reasonable expectation of privacy.

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

The Superintendent, building principals, and teachers are authorized to develop building- level and classroom rules for students' use of cell phones and other electronic devices.

Those rules must be clearly communicated to students. A student who violates the rules or this Policy are subject to corrective or disciplinary action, consistent with Policy and the student code of conduct.

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 this 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/guardian to discuss the rule violation before returning the cell phone or electronic device.

Students who violate this Policy are subject to corrective or disciplinary action, consistent with Policy and the student code of conduct.

## Cheating, Plagiarism, and Academic Dishonesty

Students are to uphold the Petoskey High School Honor Code:

Students attending Petoskey High School are expected to conduct themselves with a high level of academic and personal respect and integrity. As a representative of our school, I understand and will uphold the honor code in letter and spirit to advance the mission of our school. I will not lie, cheat, plagiarize, or be complicit in behaviors that compromise my personal integrity. I will encourage my fellow students to do the same in order to create a positive social and academic environment.

Therefore, 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. See PSP Secondary Discipline Norm #5 : Copyrighted Material & Plagiarism.

Policy	First Offense	Second Offense	Third Offense +
5: Copyrighted Material & Plagiarism	The student receives a zero for the assignment. The teacher meets with the student and calls the student's guardian(s).	ISS/OSS (1-3 Days) The student receives a zero for the assignment. The teacher meets with the student and calls the student's guardian(s).	ISS/OSS (3-5 Days) The student receives a zero for the assignment. The teacher meets with the student and calls the student's guardian(s).

### 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. The building principal or designee will release a student only after confirming with an authorized adult that the student has permission to leave campus. Nothing in this Policy prevents the school from sending a student home when the student is ill or for disciplinary purposes. Students must stay in the building from the time they arrive until dismissed. If a student needs to leave for a doctor, dentist or other appointment, a parent/guardian must have notified the office. Non-Petoskey High School students are prohibited from visiting during the school day.

See PSP Secondary Discipline Norm #37: Closed Campus/Leaving Building without Permission.

Policy	First Offense	Second Offense	Third Offense +
37. Closed Campus / Leaving Building without Permission	Detention to ISS/OSS (1-3 days)	ISS/OSS (3-5 days), Progressive discipline applies depending on the severity of the offense.	ISS/OSS (5-10 days), Progressive discipline applies depending on the severity of the offense.

### Communicable Diseases

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

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

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

### Damage to School Property

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

### Dress and Grooming

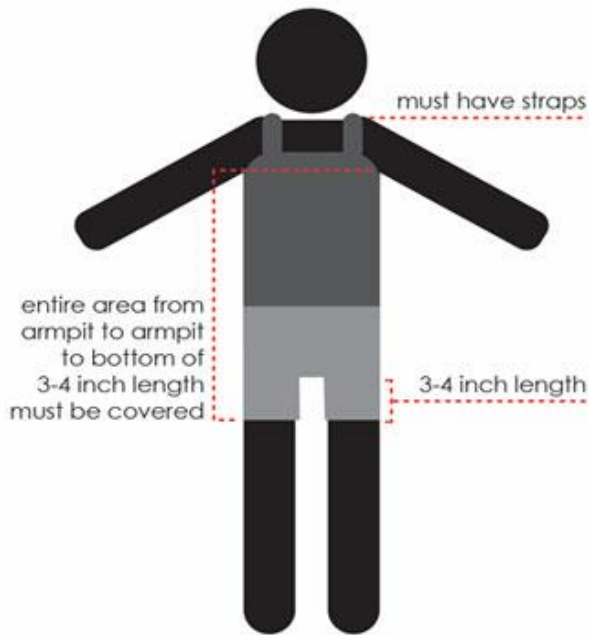
In general, clothing should be clean and appropriate for the climate and the situation. Student dress, hair style, make up, cleanliness, or personal appearance that is a threat to the safety, health, or welfare of others; violates any statute, Policy 5101, or the Dress Code; or substantially disrupts the educational environment or that school officials reasonably forecast will substantially disrupt the educational environment, is grounds for remedial or disciplinary action. See PSP Secondary Discipline Norm #12: Dress.

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

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



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. Clothing may not depict or imply pornography, nudity, or sexual acts;
- Promotes the use of or advertises illegal substances, including but not limited to substances illegal for minors. clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana or other controlled substances;
- 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.

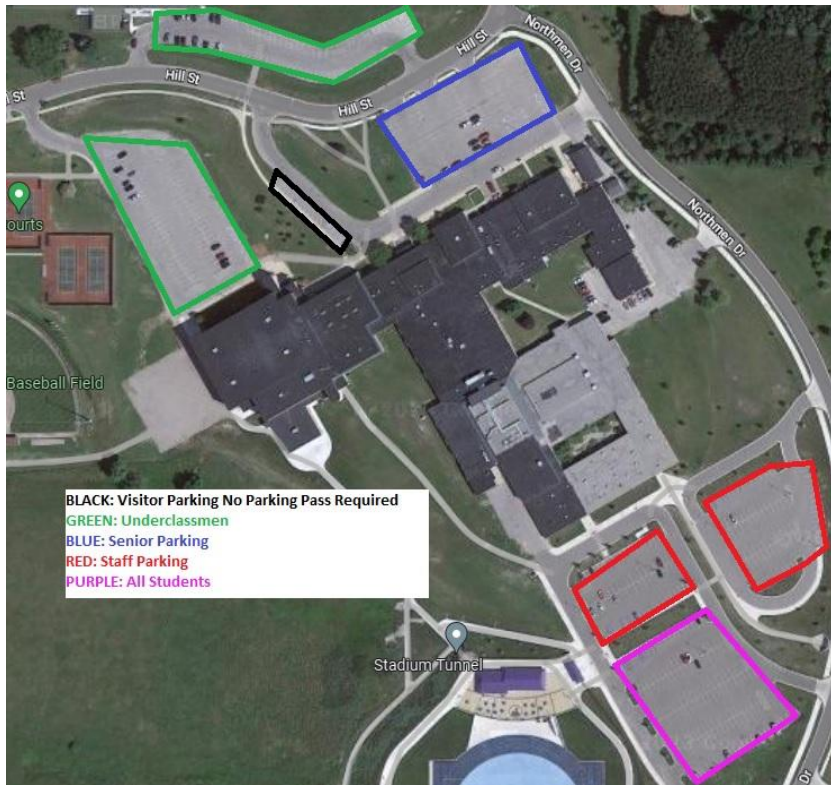
## Driving and Parking Personal Vehicles

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.

Student drivers must be licensed and receive permission from the Public Schools of Petoskey in order to park their vehicle on School District property or use their vehicle during the school day. Student drivers must register with the school and park only in designated areas.

Parking lots are to be used only for the parking of motor vehicles. Students may not access or eat lunch in their vehicles during school hours. Parking stickers must be purchased in order to park on school grounds.



Parking stickers must be placed in the lower passenger-side corner of the front windshield. Students are expected to park in the appropriate student lots.

Failure to comply with parking regulations will be considered insubordination and may result in disciplinary action, ticketing, and/or towing.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. Students park their vehicles on or near school property at their own risk. Students should be aware their vehicles are not

protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in vehicles parked on school grounds. School lots may be searched and based on the reasonable suspicion standard, vehicles are subject to search as well. Prohibited items found will result in the appropriate disciplinary measures, which may include expulsion and referral to local law enforcement

## Emergency Contact Information

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

## Fees

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

## Food Services

### **On-line Application Form:** [Petoskey.familyportal.cloud](https://petoskey.familyportal.cloud)

The Michigan School Meals program was signed into law in the Fiscal Year 2024 Michigan State School Aid Budget. The funding allows for all Public School students, grades Pre-K to 12, to eat breakfast **and** lunch for free, regardless of the household income.

It is extremely important for all households to take a moment and complete the 2023-24 Public Schools of Petoskey School Meals and Summer EBT Application for free and reduced meals form, even if you think you will not qualify. (One application per household; 100% confidential when completed online: [Petoskey.familyportal.cloud](https://petoskey.familyportal.cloud) OR the completed paper application can be mailed to: Petoskey Food Service, 1500 Hill Street, Petoskey, MI 49770.)

The Application for Summer EBT and Education Benefits with the Michigan School Meals Program collects information needed to ensure the school receives state and federal funding for education programs. Without this information, the Public Schools of Petoskey could lose important state funding for educational programs that our students are entitled to. These supplemental grants and programs have the potential to offer supports and services for our students including, but not limited to:

- Instructional
- Teaching supplies and materials
- Counselors and Social Workers
- School Nurses
- Professional Learning

Breakfast and Lunch Prices: FREE for all students regardless of household income.

A milk by itself is NOT a meal. Students must take 3 of the 5 meal components to qualify for the Michigan School Meals Program.

Breakfast Times: 7:45 am – 8:15 am

## Field Trips

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

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

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

## First Aid, Illness, or Injury at School

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

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

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

## Head Lice

A student with nits within ¼ inch of the scalp or live lice may remain at school. The student will be restricted from activities that involve close head-to-head contact or sharing of personal items. The District will notify the student's parent and provide educational materials on head lice prevention and treatment.

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

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

## Homeless Children and Youth

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

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

Nicole Morrow  
1130 Howard St Petoskey Mi 49770  
231-348-2354

[morrow.nm.y@northmen.org](mailto:morrow.nm.y@northmen.org)

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

## Immunizations

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

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

## Law Enforcement Interviews

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

## Limited English Proficiency

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



## **Lockers, Desks, and Other School Property**

Pursuant to Policy 5102, the lockers, desks and other school property assigned to you belong to the district. 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. Periodic, general inspections of lockers, desks and other school property may be conducted by school authorities for any reason, at any time, without notice, without student consent, without parental consent, and without a search warrant.

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.

At various times throughout the school year, drug-detecting dogs may be brought in to sniff lockers and random classrooms for drugs. During a locker search, student privacy rights will be respected for any items that are not illegal or violate Board Policy or building rules.

You may decorate the inside of the locker within the limits of good taste. No suggestive pictures, alcohol, or drug related materials, etc. are allowed. Lockers are to be kept clean and neat. All inside decorations and personal items must be removed before the last day of the school year.

You may not change lockers unless you have permission from the office. Students are held responsible for the contents of their assigned locker.

## **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 of five cents per day per item 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.

Destruction or tampering with technology can result in disciplinary action including device replacement. The replacement cost of a school issued electronic device such as a Chromebook is \$300.00



## 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 displays of affection that are disruptive to the school environment or distracting to others. See PSP Secondary Discipline Norm #36: Public Display of Affection

## 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.

### **Search by Detection Dogs**

The District may use detection dogs, without a warrant or consent, to sniff property in an effort to locate illegal drugs or contraband according to Board Policy 3107's protocol. Detection dogs will not be used to search a person unless the search is otherwise authorized by law or policy.

Administration will put the building in a holding pattern when a detection dog is being used.

A detection dog may be used to search a classroom after students have been removed.

A detection dog alerting on a person's property constitutes reasonable suspicion for a District administrator to search the property. Anything found during a search that violates Policy, school rules, school handbook, or state or federal law may be seized and used as evidence in a disciplinary proceeding. Any illegal drugs, dangerous weapons, and other illegal items found during a search will be tagged and identified by a District administrator and 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 request to 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. Access will be provided in a timely manner.

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

- A. student names, addresses, and telephone numbers;
- B. photographs, including photographs and videos depicting a student's participation in school-related activities;
- C. grade level;
- D. enrollment status (e.g., full-time or part-time);
- E. dates of attendance (e.g., 2013-2017);
- F. participation in officially recognized activities and sports;
- G. weight and height of athletic team members;
- H. 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 and their parents are required to sign and return the Acceptable Use Agreement attached as Appendix E before they may use or access District technology resources. Students who violate the District's Acceptable Use Agreement may have technology privileges terminated or suspended and may be subject to discipline, up to and including expulsion.

The PSP Technology department uses software and other technology to monitor student use. Administration is notified when technology is used inappropriately, or in a way that creates concern for the safety and wellbeing of students. Inappropriate use of technology can result in disciplinary action, as described in the Code of Conduct.

Destruction or tampering with technology can result in disciplinary action including device replacement. The replacement cost of a Chromebook is \$300.00

See PSP Secondary Discipline Norm #32: [Violation of Acceptable Use Policy](#).

## Transportation Services

### School Vehicle Rules

The National Transportation Safety Board contends that it is a proven fact that student discipline problems on buses are one of the major causes of school bus accidents.

Since bus transportation to school is considered an extension of the classroom, the board of education requires that students conduct themselves on school buses in a manner consistent with established standards of classroom behavior. Maintaining general classroom conduct while waiting at bus stops and riding on buses is important if safe conditions are to exist. Strict observance of rules governing the behavior of riders is necessary to avoid accidents and injuries.

Transportation is offered to students as a privilege and students are always expected to cooperate with school staff and transportation drivers. All students must observe rules and regulations for the safety of all. In addition, students must comply with the Student Code of Conduct while in school vehicles.

Students who violate the school vehicle rules also fall under the guidelines set forth in the PHS student handbook. Violations by students 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.

While the law permits the school district to furnish transportation, it does not relieve parents or guardians of students from the responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day. Once a child boards the bus, and only at that time, does he or she become the responsibility of the school district. Such responsibility ends when the child is transported to the regular bus stop at the close of the school day.

Although the safety record of drivers in Michigan is commendable, bus drivers must always be alert to student behavior problems as well as the operation of the bus itself. Therefore, the following rules are endorsed by the Public Schools of Petoskey:

1. Arrive at your bus stop on time, five minutes prior to scheduled pick up time. If a driver waits one minute for each of ten different riders, the bus would be ten minutes behind schedule.
2. Wait for your bus in a safe place. Keep off the road at all times.
3. Board the bus in an orderly manner. Wait for the bus to come to a complete stop before entering. Do not crowd or push; wait your turn.
4. Move directly to a seat; take the assigned seat if designated by the bus driver. Bus seats are designed to hold three passengers to a seat.
5. Remain in the seat until leaving the bus. For your safety, do not leave your seat until the bus has come to a complete stop at your bus stop.
6. Leave the bus only by the front door.
7. Obey the instructions of the bus driver (or in case of an emergency, other supervisory personnel such as a teacher).
8. Refrain from undesirable conduct on the bus. Fighting, wrestling, throwing things, unnecessary loud talk, and other undesirable conduct cannot be tolerated on the bus. Your bus driver must not be distracted from his/her driving responsibility.

9. Do not extend any portion of your body outside of the bus windows.
10. Report any bus damage to the driver immediately.
11. Cross the road after leaving the bus by using the following procedure:
  - a. Walk 10 feet in front of the bus;
  - b. Stop; look both ways for traffic;
  - c. If traffic is clear, walk across the road;
  - d. Do not attempt to retrieve mail from the mailbox until the bus is out of sight.
12. Refrain from eating on the bus. Cooperation is needed to keep your bus clean and sanitary.
13. Any rider inflicting damage to the bus shall reimburse the cost of any damage.
14. Students wishing to ride a bus home with a friend, relative or a daycare provider must have the following prior to transporting:
  - a. Bus garage approval verifying room for the student(s) on the bus.
  - b. A permission slip signed by the parent or guardian verifying a change in drop-off address and the date. This slip is to be given to the bus driver each day they ride.
15. A student may possess a cellular phone, electronic communication device, (ECD), or picture taking device while he/she is riding on the school bus, provided that the cellular phone, ECD or picture taking device remains off unless permission is given by the driver.
16. Be courteous to the driver and other passengers. Your cooperation with the above rules will help to make your school bus ride a safe and enjoyable experience.

For those riders who fail to follow the established rules, temporary loss of riding privileges will occur. In such cases, the student will be directed to have his/her parent/guardian telephone the Supervisor of Transportation before being allowed to ride the bus again. Repeated or serious misconduct on the part of a rider may result in the permanent loss of riding privileges.

If parents/guardians wish to make an inquiry about bus transportation, they should contact Mr. Don Johnson, Supervisor of Transportation (348-0178 from 7:45 a.m. to 5:00 p.m.). If further inquiry is necessary, they should contact the principal of their child's school:

Petoskey High School	348-2160
Petoskey Middle School	348-2150
Central Elementary School	348-2110
Lincoln Elementary School	348-2120
Montessori Elementary School	347-5331
Ottawa Elementary School	348-2130
St. Francis Xavier School	347-3651
Sheridan Elementary School	348-2140

Or the school district's Business Manager at 348- 2348

Anyone who notes a mechanical problem with a bus (e.g. burned out lights or a disabled bus) is asked to telephone (231)487-9666.

## 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.

Student pictures and identifying names will be printed in the school annual and school paper and will be given to the local news media on those occasions that warrant it. However, any student, or the student's parent or guardian if the student is under the age of 18, may request that his/her picture not be published in the media or in the school yearbook. Such requests are to be made in writing to the counseling department of the high school.

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

A student considered as a potential or immediate dropout will be required to meet with his/her counselor for the purpose of discussing the reason(s) for leaving school and the student's plans for the future. The counselor will make an effort to meet with the student's parent(s) or guardian(s) and/or teachers to discuss the student's scholastic record. Subsequently, the student, the counselor, and the Principal or his/her designee will meet to review all pertinent information. Students electing to withdraw from PHS must complete the appropriate paperwork with Public Schools of Petoskey.

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

### **SECTION II: ACADEMICS**

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

To register for PowerSchool, contact your high school secretary.

## Academic Awards

Academic awards will be based on the seven semesters of transcript information prior to the spring semester of the graduating year.

## Advanced Placement (AP) Courses

Any student can register for AP courses. AP courses are scheduled the same as other classes. On a high school transcript there will be weighted GPA and unweighted GPA. The only class that we would weight are AP courses on a 5.0 scale.

## 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.

The high school commencement program is the culmination of the successful completion of grades 9-12. Commencement is held at or near the completion of each school year. In preparing and conducting the commencement program, the following guidelines are used:

Students are eligible to receive a diploma when they have met the approved graduation requirements of Petoskey High School within the graduation year.

The "Right to Walk" in Commencement Exercises is an honor and privilege for students. In addition to meeting the approved graduation requirements, students must have their student affairs in order. Student affairs may include but are not limited to the following:

- attendance make up hours
- return of all books including those lost or damaged
- payment of any outstanding fees
- positive student conduct

Students who do not participate in the commencement exercises should make arrangements with the high school principal to obtain their transcript and diploma. This should be done as soon as possible after the commencement exercises are completed.

## Counseling

School counselors work to maximize student success, promoting access and equity for all students. As vital members of the school leadership team, school counselors create a school culture of success for all.

School counselors help all students:

- apply academic achievement strategies and manage emotions and apply interpersonal skills
- plan for postsecondary options (higher education, military, work force)

School counselors provide:



- individual student academic planning and goal setting
- school counseling classroom lessons based on student success standards
- short-term counseling to students
- referrals for long-term support
- collaboration with families/teachers/ administrators/ community for student success
- advocacy for students at individual education plan meetings and other student-focused meetings
- data analysis to identify student issues, needs and challenges
- acting as a systems change agent to improve equity and access, achievement and opportunities for all students

### **Academic and Career Planning**

Meetings and classroom visits will occur throughout the school year to review graduation requirements and develop post secondary plans. Individual meetings with all students will occur in February and March to select courses for the next year. Students are also encouraged to schedule an appointment with their counselor concerning their specific academic concerns at any time during the school year. Students have access to XELLO through their PowerSchool accounts. This program is an online program that fully engages every student in building the skills, knowledge, and plans for future success - regardless of background, ability or pathway.

Parents of students who are experiencing academic difficulties are encouraged to promote open communication between the student and the teacher regarding the course, struggles, and needs to promote self-advocacy and to build confidence. Counselors can also be helpful sources of information regarding study skills and other resources available through the district.

### **College Admissions Services**

Seniors work with counselors throughout the month of October on completing college applications, financial aid applications, and their post secondary planning. Seniors are encouraged to schedule an appointment with their counselor for more individualized planning.

Processing of college admission transcripts: All transcripts must be requested through the student's Parchment.com account or by using the Common Application. Transcripts requested using Parchment are processed on a daily basis and status of the process can be seen in the students' Parchment.com account. Seniors who use the Common Application for college admissions must invite their counselor. Counselors will then submit transcripts and other data requested by each institution.

### **Personal Counseling**

Students are encouraged to talk over their concerns or issues with the counselors before they negatively affect the student's everyday living. Counselors can provide support, understanding, and an emotional outlet for students needing assistance. When students seek counseling services with school personnel and share thoughts of harm to self or others, student-counselor

confidentiality will be broken to ensure safety.

Group sessions may be held for students who need an opportunity to discuss openly and clarify their personal values and feelings about a number of topics. Sessions would be aimed at helping students more accurately perceive and adjust to the world and to the people with whom they must live.

### **Suicide and Depression Awareness and Prevention**

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

The school district maintains student and parent resources on suicide and depression awareness and prevention. This information is available on the Public Schools of Petoskey website under [Mental Health](#). Information can also be obtained from the counseling office.

### **Counseling Office**

The Counseling Office is open from 7:30 AM to 4:00 PM daily.

The Counseling office maintains a website with current information regarding scholarships, financial aid, mental health resources and national test dates. Additional information on college entrance tests are available at the following websites: [www.actstudent.org](http://www.actstudent.org) or [www.collegeboard.org](http://www.collegeboard.org)

## **College Representatives**

College and military representatives schedule visits to the Counseling Office. Check daily announcements for scheduled visits. College/Military Representatives will be available throughout the year in the cafeteria.

### **Testing Program**

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the following: 9TH GRADE PSAT, 10TH GRADE PSAT, 11TH GRADE SAT, WORKKEYS AND MSTEP

Parents/Guardians are encouraged to cooperate in preparing students for the standardized testing because the quality of the education that the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents/Guardians can assist their students to achieve their best performance by doing the following:

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

Students should consult with their counselor if they have any questions about test dates, registration procedures, etc.

### **School Codes**

ACT/SAT/AP High School code - 232 990

## **Credit Recovery and Course Retake**

All courses a student enrolls in will be recorded on a student's official transcript. If a student receives an E in a course, and it is a requirement for graduation, the student has the option to take an online credit recovery course or retake the course in person. If a student chooses the credit recovery online course, they will receive a grade of credit/no credit and will not be calculated in the student's GPA. If the student chooses to take the course in person, the student will receive a grade and it will appear on the transcript. In both cases the original grade will remain on the transcript and be calculated in GPA.

If a course is retaken for any other reason, the course must be done in person and both grades will appear on the transcript and be calculated in GPA.

### **Independent Study Guidelines**

Independent Study is any special course established for an individual senior student carrying at least a 3.0 average in the department in which he/she takes the independent course of study. A course may be established to meet the special needs of a student with agreement between the student, counselor, and faculty member. The Building Principal will have the final approval.

Valid reasons and for establishing an independent study course would be, without limitation, any of the following:

- Special talent that could be enhanced by advanced work beyond the normal scheduled classes.
- The need to develop skills for immediate employment.
- Special interest in an academic area in which no class is available to the individual.
- Students may only take one independent study class each semester. The independent

study terms and conditions (contract) must be written out in cooperation between the instructor and the student. The parent/guardian, counselor, teacher, and principal must sign the terms and conditions.

- A copy of the contract for the course must be filed with the principal at the beginning of the course. Grading and credit to be given will be reviewed and established at the end of the semester. Each student will be personally responsible for fulfilling the contract that has been developed.

Students must have at least a 3.0 average in the department in which he/she takes the independent study course. Independent study is limited to seniors. Students must have a completed contract before being assigned into the independent study within the first five days of the semester.

### **Audit Of A Core Class**

Students taking a class as an audit are expected to participate, to do all of the assignments, and to take all of the tests and examinations. The student will receive a pass/fail grade equivalent to one-half of a non-academic credit towards graduation.


The audit credit will not count towards content-specific graduation requirements.

Audits will only be allowed with the principal's permission and if the core-subject teacher believes that the audit is necessary for a student to go on to the next class the following year. The following is an example of when an audit is appropriate: If a student fails the second semester of a year-long math course, the next year the student may audit the first semester of the class for non-academic credit and then take the second semester for math credit.

### **Online Courses**

In the state of Michigan, students enrolled in a public school in grades 6-12 are eligible to enroll in up to two online courses during an academic term. If a student is interested in participating in online classes, they must request these classes during course registration time. Course registration for the following year takes place every spring. Students must have parent/guardian approval as these classes are independent courses. Students must possess the following critical characteristics: efficient time management, effective communication, independent study habits, self-motivation, academic readiness, and technological preparedness. Students are responsible for the self-discipline and motivation necessary to participate in this form of individual learning. These courses are not taught by Petoskey High School Teachers. Students are expected to report daily to their assigned location and adhere to PHS's attendance policy.

**PETOSKEY HIGH SCHOOL  
GRADUATION REQUIREMENTS**  
21 MINIMUM TOTAL CREDITS NEEDED TO GRADUATE  
EACH SEMESTER YOU CAN EARN A 1/2 CREDIT PER HOUR



**4 CREDITS - ENGLISH LANGUAGE ARTS**  
1 ENGLISH CREDIT EACH YEAR

**4 CREDITS - MATHEMATICS**  
ALGEBRA I, GEOMETRY, ALGEBRA II, & ONE MATH OR MATH RELATED  
CAREER TECH ED OR DUAL COURSE IN FINAL YEAR OF HIGH SCHOOL

**3 CREDITS - SCIENCE**  
BIOLOGY, CHEMISTRY OR PHYSICS, AND 1 ADDITIONAL SCIENCE  
CREDIT OF AN APPROVED CAREER TECH ED COURSE

**3 CREDITS - SOCIAL STUDIES**  
US HISTORY, CIVICS/ECONOMICS, WORLD HISTORY

**2 CREDITS - WORLD LANGUAGE**  
OR 1 CREDIT WORLD LANGUAGE AND 1 ADDITIONAL VISUAL,  
PERFORMING OR CAREER TECH ED COURSE

**1 CREDIT - VISUAL, PERFORMING, APPLIED ARTS**  
CAREER TECH ED, ART, BAND, OR CHOIR

**1 CREDIT - PHYSICAL EDUCATION**  
WAIVER OPTION FOR .5 CREDIT: 4 YEARS MARCHING BAND OR 2  
SEASONS OF A SCHOOL SPORT  
WAIVER OPTIONS FOR 1 CREDIT: 4 YEARS MARCHING BAND AND 2  
SEASONS OF A SCHOOL SPORT

**.5 CREDIT - HEALTH**

## Credits and Graduation Requirements

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

## Final Exams and Earning Credit in Courses

The State of Michigan requires students to participate in comprehensive assessments in all high school courses. Students are expected to be in attendance during their regularly scheduled exam periods. Students who are absent during an exam must follow the regular attendance policy for excusing their absence, and will be required to make up their exams after (not before) the regularly scheduled exam period.

Students are expected to take exams during the scheduled times. Students may not take exams early.

Students may earn credit in a course in one of two ways. To earn credit in a course, a student must show mastery of course content through general assignments, projects and tests, receiving a passing grade (60% or higher) in the course. Course grades are earned by calculating a weighted mean of each marking period and a final exam. If a student's weighted mean is below 60% the student will have the opportunity for credit recovery by demonstrating mastery through a test-out assessment, retaking the course, attending summer school, or completing online credit recovery. See counseling section for more details on credit recovery.

## Class Schedule Changes

- All students must be enrolled in 6 hours each semester.
- No student may drop a required course. Elective courses may be dropped in order to meet career pathway needs.
- A grade of "E" will be recorded for any subject dropped after the end of the fifth school day of a semester.
- Student/Parent-initiated schedule change requests will not be honored for any of the following reasons:
  1. desire different teacher;
  2. desire same subject, but different period;
  3. request would result in class size being over or under enrolled;
  4. To change your lunch period
- Timeline to change schedules is as follows:
  1. First Semester Course Changes
    - a. All student initiated changes for the first semester must take place during the time between registration and prior to the first day of school.
    - b. Only school/teacher initiated changes will take place during the first four days of the school year.
  2. Second Semester Course Changes
    - a. All student-initiated changes for the second semester must take place prior to the last day of the first semester.
    - b. Only school/teacher initiated changes will take place during the first four days of the second semester.
- The school reserves the right to make changes in a student's schedule to accommodate class size requirements.
- Student-schedule changes by the counseling department may occur at any appropriate time when deemed necessary with approval of the Building Principal. Examples of these changes would be, without limitation, as follows: a student who would benefit if he/she were put in a different level course as recommended by the teacher, the approval for special education services, fulfillment of graduation requirements and the dropping of PE for a medical reason.
- It is important to give careful consideration to course selection. Choose courses that contribute to your educational and career goals. Alternate courses should also be carefully selected because they may have to be scheduled if first choices cause irresolvable scheduling conflicts. Every effort will be made to honor the original selections.

## Dual Enrollment

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

Pursuant to the Postsecondary Enrollment Options Act Public Act 160 of 1996, eligible students will be permitted to enroll in eligible course(s) at a postsecondary institution for high school credit, postsecondary credit, or both. Students who have taken the PSAT, ACT, SAT, or Accuplacer assessments and have achieved a qualifying score are eligible for consideration.

If a college class does not meet on a specific day, the student is not required to report to PHS during the assigned class time. If the student does choose to report to PHS, they must report to a designated supervised classroom or study location.

A student enrolled in dual enrollment classes has one week in which to drop said class without a grade being received for the semester on their high school transcript. Any student wishing to drop a class must have approval from their school counselor. Classes dropped after the first week will result in a final grade of "E" on the high school transcript.

Students dropping a class after college/university deadlines will be responsible for all tuition and fees. Students who fail a course will be responsible for repaying Petoskey High School for all tuition and fees.

## Grades

Grades are available via PowerSchool. Grades are calculated using the following grading scale:

93-100 % = A = 4.0	87-89% = B+ = 3.33	77-79% = C+ = 2.33	67-69% = D+ = 1.33	00-59% = E = 0.00
90-92% = A- = 3.7	83-86% = B = 3.0	73-76% = C = 2.0	63-66% = D = 1.00	
	80-82% = B- = 2.67	70-72% = C- = 1.67	60-62% = D- = 0.67	

## **5418-F Grade Change Procedure**

Consistent with Policy 5418, the Superintendent establishes the following procedures to address requested grade changes:

- A. Grade changes will only be considered within 10 school days of the completion of a reporting period.
- B. The grade change request will first be submitted to the student's teacher of record. If the teacher declines to provide written grade change authorization as requested, the student's parent/guardian may appeal the teacher's denial in writing to the building administrator or designee.
- C. The building administrator or designee will review the grade change request in light of applicable Board policies (e.g., attendance, discipline) and applicable grading guidelines.
- D. The building administrator or designee will further review the request in light of extenuating personal or academic circumstances asserted by the student or parent/guardian.
- E. Following the above review, the building administrator will take action upon the request. Actions may include: (a) granting the request; (b) denying the request; or (c) taking such other action as is appropriate, in light of applicable policies, guidelines, and extenuating circumstances (e.g., granting the request only upon completion of missing or extra assignments).
- F. The building administrator or designee's review should be completed within 10 business days of its receipt, absent extenuating circumstances.
- G. The building administrator or designee will notify the student's parent/guardian in writing of the appeal's disposition within two days of completion of the appeal's review.

The building administrator or designee's decision about grade appeals is final.

## **Homework**

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

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

## **Personal Curriculum**

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



appropriate for a particular student through a personal curriculum. A student who successfully completes an approved personal curriculum will earn a regular high school diploma.

To request a personal curriculum, please contact your counselor.

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

#### 5409 Academic Credits and Graduation

##### A. Graduation Requirements

A student must successfully complete all graduation requirements to earn a high school diploma. The Superintendent will ensure that the District's required credits and graduation criteria are consistent with state law and annually published in applicable student handbooks.

District's academic and graduation requirements:

- English Language Arts
  - 4 credits English Language Arts
  - 1 English Language Arts credit each year
- Mathematics
  - 4 credits Math
  - 1 Math or Math related course in final year of high school
- Science
  - 3 credits Science
  - OR
  - 2 credits Science and 1 credit of approved Science Career Tech Ed course
- Social Studies
  - 2.5 credits Social Studies
  - .5 credit of Civics
- World Language
  - 2 credits World Language
  - OR
  - 1 credit World Language and 1 credit Visual Arts, Performing Arts or Career Tech Ed course
- Visual Arts, Performing Arts, Applied Arts
  - 1 credit
- Physical Education
  - 1 credit
  - OR
  - .5 credit waiver option: four years Marching Band OR two seasons of a school sport
  - OR
  - 1 credit waiver option: four years Marching Band AND two seasons of a school sport
- Health
  - .5 Credit

## Placement

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

## Students with Disabilities

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

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

Jennifer Lorence  
1130 Howard St Petoskey Mi 49770  
(231) 348-2235

[jlorence@northmen.org](mailto:jlorence@northmen.org)

## Summer School

Summer school is offered for students who need to recover credit due to failing a course. Summer school is in-person and daily for three weeks following the end of the school year.

## Testing Out

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

In accordance with Michigan law, the Board of Education of a school district shall grant high school credit to a pupil enrolled in high school, even though the pupil is not enrolled in that course - if the pupil has exhibited a reasonable level of mastery of the subject matter of the course by attaining a grade of not less than C+ (78%) on a standards based comprehensive assessment (which may consist of a portfolio, performance, paper, project or presentation).

Regarding courses in which there is a final exam given, but the exam is not intended as a comprehensive examination of all the coursework covered (i.e. the exam is merely the last in a series of tests on portion of the curriculum sequentially taught during the length of the course), passage of the non-comprehensive exam would not be sufficient to "test out" of that course. A non-comprehensive exam would need to be combined with such other exams, papers,

presentations or projects to fairly indicate attainment of a reasonable level of mastery. No final exam will be created solely for the purpose of allowing pupils to "test out" of a course. The "testing out" requirement may be met by performing work which includes papers, projects or presentations (such as in an art course or a writing course), or a number of exams, or work together with an exam(s), if the combination used would logically be considered as exhibiting mastery of the content of the course

- Credit earned according to this policy shall be based on a "pass" grade and shall not be included in the computation of the grade point average for any purpose.
- Credit earned according to this policy may be counted toward the numerical total required for graduation.
- Once credit is earned according to this policy, a pupil may not receive credit thereafter for a course lower in course sequence in the same subject area.

Testing out periods will occur in the summer. Please contact your counselor for specific testing out deadlines and dates. Students must complete and turn in an intent to test out form to the counseling office to be eligible during the spring registration period and will be provided upon approval the following materials:

- Textbooks used for the course
- A course syllabus

Core courses are aligned with the Michigan Merit Curriculum, which can be accessed at [www.mde.gov](http://www.mde.gov). Final exams will include coverage of these standards as well as other

important concepts listed in the course syllabus.

## Work Permits

Information about work permits is available at the 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.

For the 2023-2024 school year, the District offers many student clubs, activities, and athletics, including and not limited to:

Band	Mr. T. Huitema, Mr.T. Hardin, Mr. D. Wilson
Business Professionals of America	Ms.Casie Parker
College Testing (ACT/SAT)	Ms. Stasha Simon
Choir	Ms. Julie Saunders
DECA	Ms. Casie Parker
Equestrian Team	Ms. Beth Harwood
Northmen Fishing Club	Mr. Josh Hudson
Forensics	Ms. Stasha Simon
French Club	Ms. Susan Baker-Smith
HOSA	Ms. Jenna Koehler
Key Club	Ms. Katie Frentz
MITES / Skills USA	CTE teachers
PHS Newspaper	Ms. Melissa Paterson
National Honor Society	Ms. Sara Jonker, Mr. Joe Sturm
Quiz Bowl	Ms. Susan Baker Smith
Robotics Club	Mr. Tom Ochs
Spanish Club	Mr. Matt Koontz
Stat Club	Ms. Amanda Swiss
Student Leadership	Ms. Lauren Liebler, Ms. Hayley Propst
Student Mentors	Ms. Trudeau
Yearbook	Ms. Paterson
Youth in Government	Ms. Molly Werden

Fall		Winter		Spring	
Boys Soccer	Noah Honaker	Boys Basketball	Matt Tamm	Baseball	Shawn Racignol
Boys Tennis	Denny Green	Girls Basketball	Bryan Shaw	Boys Golf	Chad Loe
Cheer	Kaylie Cameron	Hockey		Girls Soccer	Zach Jonker
Cross Country	Dave Farley	Skiing	Ben & Jennifer Crockett	Girls Tennis	Erin Williams
Football	Jim Webb	Wrestling	Josh Swiss	Softball	
Girls Golf	Chad Loe	Bowling	Deb Hamlin	Boys Track	Dave Farley
Volleyball	Megan Tompkins	Cheer	Kaylie Cameron	Girls Track	Karen Starkey
		Dance/Pom Pon		Lacrosse	Brain Main

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.

Extracurricular activities do not include:

1. co-curricular activities such as band and choir, in which students must participate as part of the requirements for enrollment in and receiving a grade for a particular course; or
2. student-initiated, non-curricular student groups, which are permitted to hold meetings and events on school premises. These groups are not school-sponsored and are governed by Board Policies 3304 and 5510.

**Student Eligibility** - 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.

Students who wish to participate in extracurricular activities must abide by Board Policy, applicable codes of conduct, and any other applicable rules or behavioral expectations. A student's failure to comply with Board Policy, applicable codes of conduct, and any other applicable rules or behavioral expectations may result in disciplinary action and exclusion from extracurricular activities.

Students who participate in interscholastic athletics may not use performance-enhancing substances. Performance-enhancing substances include any substance banned by the NCAA. Students who use performance-enhancing substances may be disciplined or excluded from the activity.

**Advisors and Coaches** - Each extracurricular activity must have an advisor who is a District employee or a selected community member who is qualified by virtue of education, training, experience, or special interest to serve as the advisor, as determined by the Superintendent or designee.

The Superintendent or designee will assign activity advisors. Advisors serve at the will of the Superintendent, who may remove an activity advisor in the Superintendent's sole discretion, absent contrary contractual provisions.

Sponsors may be required to develop materials, activities, and a budget; promote membership and participation; communicate with the building principal or designee, staff, students, and parents/guardians; schedule meeting dates and locations; plan meaningful experiences; supervise students during activities; evaluate and make program recommendations; and submit a year-end report to the building principal or designee.

**Fundraising Activities** - Student fundraising activities are subject to review and approval by the Superintendent or Designee. Fundraising activities must comply with Board Policy 5501.

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

Keeping schools safe for students and staff is a top priority at the Public Schools of Petoskey. Student and staff safety depend on the compliance with these policies.

This section of the handbook deals with discipline policies. Not every situation is covered; however, students are expected to use reasonable judgment and avoid activities that might be viewed as prohibited by school officials. Student safety and welfare depends on compliance with these policies, which apply while students are in school, going to or from school or at any school activity on or off campus, such as off-site learning and student travel.

The district intends to keep its schools safe for students and staff. One of the most impactful things we can do to keep PHS safe is to create a culture where people speak up appropriately to report potential danger. Please help in this effort by speaking with your child about the importance of reporting to a responsible adult any incident that he or she feels could be dangerous or threatening to themselves or others.

If you or your student have a report, please contact Administration immediately during normal business hours or utilize OK2SAY, a confidential platform through the Michigan State Police.

[OK2SAY](#)

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.

Students who are eligible for special education services under the Individuals with Disabilities Education Act (IDEA) or under Section 504 of the Rehabilitation Act of 1973 will have the District's discipline policies applied in a manner consistent with their rights under federal and state law.

### **Positive Behavior Intervention Supports (PBIS)**

We follow the PBIS approach to supporting and managing student behavior at the Public Schools of Petoskey.

- PBIS is an effective research based model.
- PBIS is a whole school and district approach.

Below is the PHS PBIS matrix that we utilize with all students, staff, and visitors to our buildings. We explicitly teach these to all students, and we positively recognize students who comply with awards and other recognition. Please feel free to contact PHS Administration with any questions you may have.





## Forms of School Discipline & Applicable Due Process

### Administrative Intervention

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

### Detention

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

Teachers and administrators may require students to serve a lunch detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers. Students will be provided the opportunity to eat during lunch detention.

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

### In-School Suspension

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

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

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

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

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

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

#### Removal for 10 or Fewer School Days

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

Any student who is suspended loses the privilege of attending extra-curricular activities, which includes practice, dances, overnight trips, and sporting events during their suspension.

Any student who is suspended for a cumulative total of ten days or more loses the privilege of attending extra-curricular activities, which includes dances, overnight trips, and sporting events for the entire school year.

#### 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.

Must be consistent with Policy 5206A: A parent or student may appeal the Superintendent's or designee's decision to the Board. The appeal must be submitted to the Board within 3 calendar days of the decision. The Board will hear the appeal at its next regularly scheduled meeting. The Board's decision is final. The student's suspension will run while the appeal is pending.

## Removal for 60 or More School Days

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

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

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

## Student Code of Conduct

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

### **Introduction**

This Student Code of Conduct balances the School District's obligation to maintain safety and a conducive educational environment with the School District's obligation to teach appropriate behavior to students who engage in misconduct and inappropriate behavior.

The Student Code of Conduct establishes the rules governing the most serious and obvious types of student misconduct. The prohibited acts listed in this Student Code of Conduct are not to be considered as an all-inclusive list or as a limitation upon the authority of school officials to deal appropriately with violations of a school building's individual rules and regulations, or other types of conduct which interfere with the good order of the school system, the proper functioning of the educational process, or the health and safety of students.

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 document. Depending on the circumstances of a particular situation, separate athletic or extracurricular sanctions may be imposed, in accordance with the applicable handbook or rules.

The Public Schools of Petoskey must balance the interests of students and the community in a safe and conducive educational environment with its duty to provide educational services to students who engage in misconduct or behaviors that interfere with the safety and the delivery of educational services. Board of Education policies addressing student misconduct and this Student Code of Conduct are intended to strike that balance. However, these documents do not limit the School District's lawful authority. All students and parents are assumed to be aware and knowledgeable of the contents of the Petoskey High School Student/Parent Handbook.

#### Attendance and Tardiness Policies

The Student Code of Conduct does not include the School District's attendance and tardiness policies, the School District's requirements for credit or graduation.

#### Range of Discipline

Each prohibited act listed in the Student Code of Conduct references the discipline which may be imposed for a violation. The School District will also consider restorative practices. The discipline for violating some prohibited acts ranges from administrative intervention to expulsion. For other prohibited acts, the penalty ranges from suspension to expulsion. For violation of the most serious prohibited acts, the penalty is expulsion. In cases where the stated penalty is not expulsion but is set forth in terms of a range, the actual penalty imposed will depend upon the nature and severity of the offense, the particular facts involved, the age of the student, the student's prior behavioral record, the persistent and/or chronic nature of the misconduct, the recommendation of school personnel, and all other circumstances deemed relevant.

A student violating any of the prohibited acts listed in this Student Code of Conduct will be disciplined in accordance with the Code of Conduct. Additionally, a student who engages in a prohibited act which violates law may be referred to the appropriate police authority.

#### Prohibited Acts

Unless otherwise specified, the penalties for all prohibited acts range from administrative intervention to permanent expulsion, depending on a number of factors, including: the severity of the conduct; the impact of the conduct on the school and surrounding community; applicable Board of Education policies; and state and federal laws.

1. Alcohol, Marijuana, and Chemical Substances: A student shall not manufacture, sell, handle, possess, use, deliver, transmit, or be under any degree of influence (legal intoxication not required) of any alcoholic beverages, marijuana, or other intoxicant of any kind. A student shall not inhale glue, aerosol paint, lighter fluid, reproduction fluid, or other chemical substance for the purpose of becoming intoxicated or under the influence (legal intoxication not required).
2. Arson: A student shall not burn or attempt to burn any tangible property or intentionally set a fire on school property or cause or attempt to cause an explosion on school property. A student shall not commit an act of arson, prohibited by MCL 750.71 through MCL 750.80. This section is supplemental to, and does not limit or supersede, paragraphs 2, 12, 22, and 35.
3. Bullying and Hazing: Students are prohibited from engaging in conduct, whether written, verbal, or physical, that unreasonably interferes with another's participation in or enjoyment at school or school-related activities, such as bullying or hazing. The Board of Education has adopted a policy on bullying as a part of Policy 8260. "Hazing," for the purpose of this Student Code of Conduct, means initiating another student into any grade, school, or school-related activity by any means or methods that may cause physical or emotional pain, embarrassment, or discomfort.
4. Coercion, Extortion, and Blackmail: A student shall not commit or attempt to commit coercion, extortion, or blackmail. A student shall not engage in the act of securing or attempting to secure money or other items of value by the use of threats and/or violence, nor shall a student, by threats and/or violence, force another person to perform an unwilling act.
5. Copyrighted Material: A student shall not unlawfully duplicate, reproduce, retain, or use copyrighted material.
6. Criminal Acts: A student shall not commit or participate in any conduct or act defined as a crime by federal or state law or local ordinance.
7. Criminal Sexual Conduct Description: A student shall not commit criminal sexual conduct, as defined by MCL 750.520b-e and g. Penalty. Administrative intervention to permanent expulsion, in accordance with MCL 380.1311. This section is supplemental to, and does not limit, paragraphs 9, 10, 14, 24, 25, and 34.
8. Discriminatory Harassment: A student shall not engage in unwelcome sexual advances or requests for sexual favors or unwelcomed sexual touching. A student shall not engage in other verbal or physical conduct relating to a person's sex, race, color, national origin, religion, height, weight, marital status, or handicap or disability (e.g., sexual or racial comments, threats, or insults, etc.).
9. Disruption of School: A student shall not, by any type of conduct (violence, force, noise, coercion, threat, intimidation, fear, passive resistance, etc.), cause the disruption or obstruction of any function of the school, nor shall the student engage in any such conduct if such disruption or obstruction is reasonably likely to result. Neither shall a student urge other students to engage in such conduct for the purpose of causing such disruption or obstruction.

While the following acts are not intended to be exclusive, they illustrate the kinds of offenses encompassed within this rule. It should be understood that any conduct which causes disruption, is likely to result in disruption, or interferes with the educational process, is forbidden.

- Occupying any school building, school grounds, or a part thereof, without the permission of a school building staff member, which deprives others of its use;

- Blocking normal pedestrian or vehicle traffic, the entrances or exits of any school building or corridor or room, without the permission of the building principal;
- Preventing, attempting to prevent, or interfering with the convening or continued functioning of any class, activity, meeting, or assembly;
- Instigating or participating in a disturbance, or causing a disturbance, which interrupts the educational opportunities of others or threatens the general health, safety, and welfare of others on school property or at a school sponsored activity.

10. Damage of Property or Theft/Possession: A student shall not intentionally cause or attempt to cause damage to school property or the property of another person, or steal, attempt to steal, or knowingly be in the unauthorized possession of school property or the property of another person. A student who damages/defaces school property will be required to make full monetary restitution. This is in accordance with the laws of the State of Michigan, which state that parents of a minor may be fined up to \$300 for the willful destruction of property by their children.

11. Dangerous Weapons: A student shall not possess a dangerous weapon in a weapon free school zone. Weapons are defined in the PSP Board Policy, which can be found at <https://meetings.boardbook.org/Public/Organization/1237>.

12. Dress: A student shall not dress or groom in a manner, which in the judgment of a building administrator, is unsafe to the student or others or disruptive to the educational process. See DRESS CODE below for a description of the expectations of appropriate dress.

13. Drugs, Narcotic Drugs, and Counterfeit Substances: A student shall not manufacture, sell, possess, use, deliver, transfer, or be under the influence (legal intoxication not required) of any drug, narcotic drug, hallucinogen, stimulant, depressant, controlled substance, counterfeit substance, or a controlled substance analogue intended for human consumption.

A student shall not sell, deliver, or transfer, or attempt to sell, deliver, or transfer any prescription or non-prescription drug, medicine, vitamin, or chemical substance (e.g., pain relievers, stimulants, diet pills, pep pills, No-Doze pills, cough medicines, laxatives, stomach or digestive remedies, etc.), nor shall a student use or possess these substances for an improper purpose. A student shall not sell or represent a legal substance as an illegal or controlled substance or sell, manufacture, possess, use, deliver, or transfer "designer" drugs.

14. Electronic Communication Devices and Laser Pointers: Districtwide, students are prohibited from using or possessing active (i.e., turned on) electronic communication devices in restrooms, locker rooms, offices, and other locations where students and staff have a reasonable expectation of privacy. Separately, all students are prohibited from possessing or using laser pointers on school premises and at school-related activities without the express permission of school administration.

Students are expected to use good judgment when using or possessing active electronic communication devices in hallways during passing time, in the parking lot, cafeteria during lunch, and extracurricular activities. Students may not use or possess active electronic communication devices without explicit staff permission in class or on buses.

15. Failure to Comply with Directions of School Personnel: A student shall not be insubordinate or fail to comply with instructions and directions of School District employees (including substitute and student teachers), volunteers, or persons acting as a chaperone or in a supervisory capacity.

16. Failure to Cooperate: A student shall not refuse to cooperate with School District administrators and/or teaching staff investigating a possible violation of this Student Code of Conduct, other codes of conduct, and/or building rules. No student shall make false statements or give false evidence to School District administrators and/or teaching staff. A student shall not refuse to testify or otherwise cooperate with School District personnel in any disciplinary proceeding.

17. False Alarms: A student shall not knowingly cause a false fire alarm, or make a false fire, bomb, or catastrophe report.

18. False Allegations: A student shall not libel or slander, or make false allegations against another student, School District employee (including substitute and student teachers), Board of Education members, or volunteers.

19. Falsification of Records: A student shall not use the name of another person or falsify times, dates, grades, addresses, or other data on School District forms or records. A student shall not provide false, misleading, or inaccurate statements or information on School District forms or records.

20. Fighting; Assault and Battery on Another Person: A student shall not physically assault, or cause, behave in such a way to cause, or threaten to cause physical injury to a school employee, (including substitute and student teachers), student, volunteer, chaperone, or other person (e.g., fighting).

21. Fireworks, Explosives, and Chemical Substances: A student shall not possess, handle, or transmit any substance or prepared chemical that can explode, is capable of inflicting bodily injury, or is reasonably likely to cause physical discomfort to another person.

22. Gang Insignia/Activity: A student shall not wear or possess any clothing, jewelry, symbol, or other object that may reasonably be perceived by any student, teacher, or administrator as evidence of membership in or affiliation with any gang. A student shall not commit any act, verbal or non-verbal (gesture, handshakes, etc.), that may reasonably be perceived by a teacher or administrator as evidence of membership in or affiliation with any gang. A student shall not commit any act, verbal or nonverbal, in furtherance of the interests of any gang or gang activity, including, but not limited to: a) soliciting others for membership in any gang or gang related activity, b) requesting any person to pay protection or otherwise intimidating or threatening any person, c) committing any other illegal act or violation of School District rules or policies, or d) inciting other students to act with physical violence on any person. The term "gang" means a group of two or more persons whose purpose or activities include the commission of illegal acts or violations of this Code of Conduct, School District rules or policies, or whose purpose or activities cause disruption or is likely to cause disruption to the educational process.

23. Improper Communications: A student shall not make threatening, annoying, nuisance, vulgar, and/or obscene communications, verbally, in writing, or by gestures, to School District employees (including substitutes and student teachers), Board of Education members, chaperones, volunteers, or visitors to the school building. The prohibition against such communications shall apply whether the communications are made in a school building or on school premises or outside of a school building or off school premises, and regardless of whether such communications are made during, before, or after school hours or during times when school is not in session.

24. Indecency: A student shall not engage in conduct that is contrary to commonly recognized standards of decency and behavior, which includes obscenity, indecent exposure, or the use of language in verbal or written form, or in pictures, or in caricatures or gestures, which are offensive to the general standards of propriety.

25. Lookalike Weapons: A student shall not possess, handle, or transmit any object or instrument that is a "look-a-like" weapon or instrument (e.g., starter pistol, rubber knife, toy gun, etc.).

26. Misconduct Prior to Enrollment: An otherwise eligible resident may be suspended or expelled for an act of misconduct committed while the student was: (a) a resident of another district; (b) enrolled in another school; (c) outside of school hours; or (d) off school premises if the misconduct would have constituted a sufficient basis for suspension or expulsion had it occurred while the student was enrolled in the School District.

27. Personal Protection Devices: A student shall not possess, handle, or transmit a personal protection device (e.g. pepper gas, mace, stun gun, electric shock device, etc.) capable of inflicting bodily injury or causing physical discomfort to another person.

28. Trespassing, Loitering: A student shall not be on school property or in a school building except to participate in the educational process of the School District, nor shall a student loiter in building hallways, classrooms, bathrooms, etc. Being present in any area other than for its intended purpose is prohibited. (e.g., bathrooms, hallways, parking lot, common area, and unused offices and rooms, etc.). Students are not allowed in gymnasiums or locker room facilities at any time without staff supervision.

29. Scholastic Dishonesty: A student shall not engage in academic cheating. Cheating includes, but is not limited to: the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work. A student shall not engage in plagiarism, which includes the copying of language, structures, ideas, and/or thoughts of another and represent it as the student's own original work.

30. Smoking/Tobacco: A student shall not smoke, chew, or otherwise use tobacco. A student shall not, while on school property, have in the student's possession or under the student's control, tobacco in any form. This includes electronic cigarettes, vaporizers, or any other device that simulates smoking any type of product, regardless whether they are manufactured, distributed, marketed, or sold under any product name or descriptor.

31. Suspended Student on School Property or Attending School Activities: A student, while suspended, shall not enter onto School District property without the prior permission of a building administrator. A student, while suspended, shall not participate in, or attend any school related activity, function, or event, held on or off school property, without the prior permission of a building administrator.

32. Violation of Acceptable Use Policy: A student shall not violate or attempt to violate School District policies, administrative regulations, and directives concerning School District or personal computers, networks, and telephone systems. Violation of any of the rules and responsibilities may result in a loss of access privileges/technology privileges/computer usage and may result in other disciplinary or legal actions including restitution.

33. Violations of Building's Rules and Regulations: A student shall not commit or participate in any conduct or act prohibited by a school building's rules and regulations.



34. Weapons and Dangerous Instruments: A student shall not possess, handle or transmit a knife with a blade length of three (3) inches or less, blackjack, baton, martial arts device, paintball or splat gun, or other object or instrument that can be considered a weapon or is capable of inflicting bodily injury.

35. Lighters, Matches or other Fire Starting Devices: These devices may not be brought on to school property or to school events, or possessed on school property or at school events.

36. Public Display of Affection: PDA is not permitted on school property, in school vehicles or at school activities. Students engaging in PDA will first be given a warning. Subsequent offenses will result in detention and parent notification.

37. Closed Campus/Leaving Building without Permission: The school campus is a closed campus. All students must remain on campus during school hours. The building principal or designee will release a student only after confirming with an authorized adult that the student has permission to leave campus. Students who leave campus or the building without authorization are subject to disciplinary action. Nothing in this Policy prevents the school from sending a student home when the student is ill or for disciplinary purposes. Students must stay in the building from the time they arrive until dismissed. If a student needs to leave for a doctor, dentist or other appointment, a parent/guardian must have notified the office. Non-Petoskey High School students are prohibited from visiting during the school day.

38. General Misbehavior/Disorderly Conduct: A student will not misbehave in a manner that causes disruption or obstruction to the school setting or educational process. Disruption caused by talking, making noises, throwing objects, or otherwise distracting another constitutes disorderly conduct. Examples of this include disrespect to self, students, or staff. Class, hallway, cafeteria, or school disruptions, and other undesirable behaviors that are not acceptable.

## 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.

## Restorative Practices

Consistent with Michigan law and in every case, the school district will consider restorative practices as an addition or alternative to suspension or expulsion. Restorative practices are practices that emphasize repairing the harm of the victim and the School District community of a student's misconduct or other behavior. Restorative practices may be considered and implemented by a restorative practices team. The restorative practices team may be constituted and act in the manner described in Section 1310c(2) of the Revised School Code or in a different manner, depending on the circumstances as a whole.

Restorative practices should be the first consideration to remediate offenses such as interpersonal conflicts, verbal and physical conflicts, theft, damage to property, class disruption, and harassment, bullying, and cyberbullying.

### Threat Assessment

Petoskey High School may use behavioral threat assessment and management (BTAM) which is a multidisciplinary, fact-based, systematic process designed to identify, assess, and manage potentially dangerous or violent situations. The purpose of the BTAM team is to identify, evaluate, and address potential threats to help schools distinguish between incidents where a student made a threat that is not actually legitimate (with no intent to harm) and other incidents in which the student does pose an actual threat of targeted violence. In all cases, the goal is to pair the student with proper school and community-based intervention and supports.

## Optional: Section V: Building-Specific Rules and Procedures

### Academic Letter

To earn an academic letter, a student must meet the following criteria:

1. He/she must have completed three semesters.
2. Her/his cumulative grade point average must be 3.5 or higher.
3. He/she must be enrolled as a full-time student.
4. Transfer students must be enrolled in PHS for one semester and meet the criteria mentioned above.

Overall GPA will be calculated from ALL high school courses.

First-year recipients will receive a varsity letter "P" with an engraved lamp of learning. All students who maintain a cumulative 3.5 GPA thereafter will be awarded academic pins.

### Announcements

Announcements concerning school and district activities will be available on the school website. Additionally, the Principal will send weekly communications to families regarding announcements, accomplishments, and events, via School Messenger. Please be sure that your most recent and accurate contact information (phone number, email address) is on file with the school office to ensure you are receiving these important announcements.

Any student or organization wishing to make an announcement or to post materials on a bulletin board must gain approval from the high school office. This requirement also applies to any posters or signs that a student or organization wishes to hang in the hallway.

## Book Care

Students are responsible for proper care and maintenance of their books. Books typically cost \$50 - \$100 per text. It is an enormous burden on the district to replace damaged or missing books. Students will be held responsible for partial and/or full replacement costs of damaged or missing texts. All student privileges will be suspended until book fees are collected. Seniors must make full restitution for damaged and/or missing textbooks as part of their "Right to Walk" graduation privilege.

## Conferences with Teachers

Individual conferences with students often help to solve problems and will improve the student-teacher relationship. These conferences can be arranged during the teacher's conference period and before or after school. To schedule a conference, please contact the teacher to arrange a meeting, in-person or virtually.

## Dances

To promote a healthy, safe, enjoyable evening for all students, procedures will be in place for all dances at Petoskey High School. Dances are a school-sponsored event and a privilege. All school rules will apply during the dance. Any student who has accumulated 10 days of suspension or more will not be admitted to any dances for the remainder of the school year.

Upon obtaining a dance ticket, students agree to abide by all dance rules and guidelines. The following behavior will not be permitted: re-entry into the dance, the use of drugs, alcohol, or other substance.

Students may be subject to random drug, alcohol, and substance tests during dances.

## Student Guest at Dances and School Functions

Student visitors at dances and school functions, including prom, are permitted at the discretion of administrators who may deny admission to any visitor, for any reason. Students who wish to invite a guest to a PHS dance must fill out the appropriate forms, located in the main office, for approval, at least 1-week prior to the date of the dance. Underclassmen who wish to attend prom must do so as the guest of a Petoskey High School junior or senior. Guest pass privileges for dances are under review of the high school administration and will be announced and clarified prior to dances.

## Deliveries

No commercial establishments may make deliveries to school premises, unless approved through the main office by high school staff. This includes flowers and parent food-service deliveries.

## **Fund Raising**

The sale of tickets, food, beverage or merchandise by student groups in school activities may occur only when all of the following conditions are fulfilled:

- The sale or promotion will be under the control of a school-related organization and the school advisor.
- Profits are used to enhance school program(s) by providing money for expenditures not currently funded by the school.
- Approval is obtained from the Superintendent of Schools or his/her designee. All funds received as gifts and/or from solicitations must be immediately deposited with the school advisor or treasurer, and all expenditures from a class treasury must be approved by a school advisor.
- The Board of Education prohibits the use of lotteries and/or raffles for fundraising or other school purposes (i.e. curricular, extra-curricular, and/or co-curricular activities).

## **Substitute Teachers**

Full cooperation is required of every student when a substitute teacher is present. It is an expectation that substitute teachers will be accorded the same respect as a regular classroom teacher.

## **Use of Preliminary Breath Tester**

Petoskey Public School students and/or guests found to be in the possession of, under the influence of, or involved in the use, transfer, distribution, or sale of alcoholic beverages or what is represented to be alcohol while in school buildings, on school property or at school sponsored events, are in violation of school board policy and subject to the appropriate disciplinary action as outlined in this Handbook. Evidence of alcohol in one's body is also a violation of this policy. A student may be found to have used or be under the influence of alcohol even though the amount of alcohol consumed is minimal. Students who are reasonably suspected of using or being under the influence of alcohol because of observable behavior may be requested to take a breath-alcohol test. Observable behavior includes but is not limited to impaired speech, impaired coordination, glazed eyes, the smell or odor of alcohol on the breath or clothing, or other overt behavior causing reasonable suspicion that alcohol has been consumed. This breath-alcohol test shall be administered only by the high school principal or assistant, or other personnel who are trained to administer the test.

1. School officials may request (see Options I & II) a student to take a breath-alcohol test only if there is reasonable suspicion to believe the student has consumed alcohol. The reasonable suspicion must be based upon observable behavior sufficient to establish that the student has in fact consumed alcohol. The request that the student take a breath-alcohol test shall be considered an opportunity for the student to prove his/her

innocence.

2. Refusal to take a breath-alcohol test shall not be construed to indicate or establish that the student has consumed alcohol.
3. School officials may take appropriate disciplinary action for alcohol consumption even though a student refuses to take a requested breath-alcohol test, provided observable behavior establishes the student has consumed alcohol.
4. Students and parents/guardians will be informed of this policy (in this Handbook or such other means as may be deemed appropriate) and the implementation procedures to be used for the administration of the breath-alcohol test.

**Option I: Parent/Guardian/Administrator Available**

If a student is suspected of violating school rules or policies relating to consumption of alcohol, the following procedures shall be implemented as closely as possible:

1. An administrator shall attempt to contact a parent/guardian to request the parent/guardian to come to the school.
2. When the parent/guardian arrives at the school, the administrator shall explain to the parent/guardian that there is reasonable suspicion that the student has consumed alcohol. The basis for the reasonable suspicion shall be explained to the parent/guardian.
3. The parent/guardian will be advised that the student has the opportunity to take a breath-alcohol test in order to prove the student's innocence. The parent/guardian will be requested to direct the student to take a breath-alcohol test.
4. If the student's observable behavior (e.g. impaired speech, impaired coordination, glazed eyes, smell or odor of alcohol on the clothing or breath, or other overt behavior) or the results of a breath-alcohol test demonstrate the student has consumed alcohol, the appropriate discipline for the infraction will be imposed.
5. Administrators may refer any case involving suspected consumption of alcohol to the police. Administrators may request the police to administer a breath-alcohol test to a student suspected of having consumed alcohol.
6. The student will be informed of the student's right of refusal to take the breath-alcohol test, and such refusal shall not be construed as an admission of guilt.

Students shall not be suspended from school for refusal to take the breath-alcohol test. However, this will not prohibit suspension by the administration based upon observable behavior as previously defined.

**Option II: Parent/Guardian Not Able to Be Contacted**

If a student is suspected of violating school rules or policies relating to consumption of alcohol and the parent/guardian of the student cannot be contacted, or is unable or unwilling to attend, the following procedures shall be implemented as closely as possible:

1. The administrator shall explain to the student that there is reasonable suspicion that he/she has consumed alcohol. The basis for this reasonable suspicion shall be explained to the student.
2. The student will be advised that he/she has the opportunity to take a breath-alcohol test in order to prove the student's innocence.
3. The student shall be advised of his/her right to have another person present on his/her behalf during the breath-alcohol test. If the student desires another person to be present, the administration will attempt to obtain a person who is readily available.
4. If the student's observable behavior (e.g. impaired speech, impaired coordination, glazed eyes, smell or odor of alcohol on the clothing or breath, or other overt behavior) or the results of a breath-alcohol test demonstrate the student has consumed alcohol, the appropriate discipline for the infraction will be imposed.
5. Administrators may refer any case involving suspected consumption of alcohol to the police. Administrators may request the police to administer a breath-alcohol test to a student reasonably suspected of having consumed alcohol.
6. The student will be informed of the student's right of refusal to take the breath-alcohol test and such refusal shall not be construed as an admission of guilt.

Students shall not be suspended from school for refusal to take the breath-alcohol test. However, this will not prohibit suspension by the administration based upon observable behavior as previously defined.

### **Valuables**

Students are encouraged to leave all valuables at home. Personal property is the responsibility of students, and should be stored on their person or in a locked location. The school is not responsible for valuables brought to school and lost or stolen. The school will assist with locating missing valuables whenever possible.

### **Visitors to the Schools**

Visitors and parents entering the high school should report to the main office to sign in and have a stated purpose for their visit approved by administration. Visitors must wear proper identification while in the building. Visitors and parents will be under the jurisdiction of the building principal and be expected to adhere to building policies. Videotaping and/or audiotaping classroom or student activities are strictly prohibited unless authorized beforehand by the building principal.

The building principal has the authority to request aid from any law enforcement agency if any visitor or parent to the district's buildings or grounds refuses to leave or creates a disturbance. Violation of this rule may lead to removal from the building or grounds and denial of further access to the building or grounds. Violators of this Board policy and administrative rules established pursuant to this policy will be subject to trespass laws.

### **Volunteers**

All volunteers must complete volunteer information forms and be approved by the school principal before assisting the school. Volunteers must follow the same procedures as visitors to the school.

## **Appendix A: Title IX Sexual Harassment**

### **1 Series 3000: Operation, Finance, and Property**

#### **1 3100 General Operations**

##### ***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.

#### A. Definitions

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

1. "Sexual Harassment" means conduct on the basis of sex that satisfies one or more of the following:
  - a. A District employee conditioning the provision of a District aid, benefit, or service on a person's participation in unwelcome sexual conduct;
  - b. Unwelcome conduct that a reasonable person would determine to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
  - c. Sexual assault, dating violence, domestic violence, or stalking, as defined by the Violence Against Women Act, 34 USC § 12291 et. seq., and the uniform crime reporting system of the Federal Bureau of Investigation, 20 USC 1092(f)(6)(A)(v).
    - i. "Sexual assault" means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
    - ii. "Dating violence" means violence committed by a person who is or has been in a romantic or intimate relationship with the Complainant. The existence of such a relationship is based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
    - iii. "Domestic violence" means felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the Complainant, person with whom the Complainant shares a child, person who is cohabitating with or has cohabitated with the Complainant as a spouse or intimate partner, person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Michigan; or any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of Michigan.
    - iv. "Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for the person's safety or the safety of others; or (2) suffer substantial emotional distress.
2. "Actual Knowledge" means notice of sexual harassment or allegations of sexual harassment to the District's Title IX Coordinator or any District employee. Imputation



of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only District employee with actual knowledge is the Respondent.

3. "Appeals Officer" is the person designated by the District to handle appeals of a dismissal or determination of responsibility for matters investigated under this Policy. The Appeals Officer may not be the same person as the Investigator, Title IX Coordinator, or Decision-Maker on a specific matter.
4. "Complainant" is a person who is alleged to be the victim of conduct that could constitute Title IX sexual harassment.
5. "Consent" means a voluntary agreement to engage in sexual activity by a person legally capable of consenting. Someone who is incapacitated cannot consent. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent can be withdrawn at any time. Coercion, force, or threat of either invalidates consent. Sexual conduct or relationships between District employees, volunteers, or contractors and students, regardless of age or consent, are prohibited.
6. "Day," unless otherwise indicated, means a day that the District's central office is open for business.
7. "Decision-Maker" is the person designated by the District to review the investigation report and provide a written determination of responsibility that provides the evidentiary basis for the Decision-Maker's conclusions. The Decision-Maker may not be the same person as the Investigator, Title IX Coordinator, or Appeals Officer on a specific matter.
8. "Education Program or Activity" means any location, event, or circumstance over which the District exhibits substantial control over both the Respondent and the context in which the harassment occurred.
9. "Formal Complaint" means a written document or electronic submission signed and filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the District investigate the sexual harassment allegation.
10. "Grievance Process" is the process by which the District handles Formal Complaints.
11. "Investigator" is the person designated by the District to investigate a Title IX Formal Complaint or report. The Investigator cannot be the same person as the Decision-Maker or Appeals Officer on a specific matter. The Title IX Coordinator may serve as the Investigator on a particular investigation, unless the Title IX Coordinator signed the Formal Complaint.
12. "Report" means an account of Title IX sexual harassment made by any person (regardless of whether the reporting party is the alleged victim).
13. "Respondent" is a person who has been reported to be the perpetrator of conduct that could constitute Title IX sexual harassment.
14. "Supportive Measures" are non-disciplinary, non-punitive, individualized services offered and implemented by the Title IX Coordinator as appropriate, as reasonably available, and at no-cost to the Complainant and the Respondent before or after the

filing of a Formal Complaint or when no Formal Complaint has been filed. Supportive measures are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment.

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

**B. Posting Requirement**

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

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

**C. Designation of Title IX Coordinator**

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

Director of Teaching and Learning  
1130 Howard Street  
231-348-2352  
TitleIXCoordinator@northmen.org

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

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

A person may also anonymously report an incident of sexual harassment or retaliation. The District will investigate anonymous reports pursuant to its investigation procedures described below.

A person who has been the subject of sexual harassment or retaliation may report that behavior to the Title IX Coordinator or any District employee. Any District employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator by the end of the next day.

A person may make a report at any time, including non-business hours. Reports may be filed in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that result in the Title IX Coordinator receiving the person's verbal or written report.

#### E. General Response to Sexual Harassment

##### 1. Actual Knowledge without Formal Complaint Being Filed

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

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

If the Complainant does not file a Formal Complaint or if another person informs the Title IX Coordinator of an allegation of sexual harassment, the Title IX Coordinator must evaluate the information and determine whether to sign and submit a Formal Complaint. If the Title IX Coordinator determines not to sign and submit a Formal Complaint, the Title IX Coordinator must address the allegations in a manner that is not deliberately indifferent.

##### 2. Formal Complaint Filed

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

##### 3. Equitable Treatment

The District will treat the Complainant and Respondent equitably throughout the Grievance Process. This may include offering supportive measures as described in Subsection E(5) of this Policy.

##### 4. Documentation and Recordkeeping

The Title IX Coordinator will document all sexual harassment reports, as well as any incidents of sexual harassment that the Title IX Coordinator personally observes.

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

## 5. Supportive Measures

The Title IX Coordinator must promptly contact the Complainant to discuss the availability of supportive measures, with or without the filing of a Formal Complaint. If the District does not provide a Complainant with supportive measures, then the Title IX Coordinator must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the District in the future from providing additional explanations or taking or describing additional supportive measures.

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

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

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

Supportive measures may include, but are not limited to:

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

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

## 6. Respondent Removal

### a. Emergency Removal (Student)

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

to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

b. Administrative Leave (Employee)

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

2. Law Enforcement

In appropriate circumstances, the Title IX Coordinator will notify law enforcement or Child Protective Services, consistent with Policies 4202, 5201, and 5701.

The District will attempt to comply with all law enforcement requests for cooperation with related law enforcement activity. In some circumstances, compliance with law enforcement requests may require the District to briefly suspend or delay its investigation. If an investigation is delayed, the District will follow the procedures described in Subsection F(1) of this Policy to notify the parties, in writing, of the delay.

The District will promptly resume its investigation as soon as it is notified by the law enforcement agency that the law enforcement agency has completed its evidence gathering process. This delay should not exceed 10 days.

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

B. Grievance Process

1. Generally

The Grievance Process begins when a Formal Complaint is filed or when the Title IX Coordinator signs a Formal Complaint. The District will endeavor to complete the Grievance Process within 45-60 days, absent extenuating circumstances or delays as described below. The District will treat both the Complainant and the Respondent equitably throughout the Grievance Process.

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

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

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

At any point during the process, the Title IX Coordinator, Investigator, or Decision-Maker may temporarily delay the Grievance Process or permit a limited extension of time frames for good cause. Good cause may include absence of a party, party’s advisor, or witness; concurrent law enforcement activity; or the need for accommodations (e.g., language assistance or accommodation of disabilities). If there is a delay or extension, the parties will receive written notice of the delay or extension and the reasons for the action.

Any disciplinary action resulting from the Grievance Process will be issued in accordance with Policies 4309, 4407, 4506, 4606, or 5206, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, and individual employee contracts.

After the investigation portion of the Grievance Process has concluded, the Decision-Maker will endeavor to issue determinations of responsibility within 10 days, absent extenuating circumstances.

## 2. Notice of Allegations

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

- a. A copy of this Policy, which includes the District’s Grievance Process, and any informal resolution process;
- b. The sexual harassment allegations, including sufficient details known at the time and with sufficient time so that parties may prepare a response before the initial interview. Sufficient details include parties involved in the incident, if known, the alleged conduct constituting sexual harassment, and the date and time of the alleged incident;
- c. A statement that the Respondent is presumed not responsible for the alleged conduct;
- d. A statement that a determination of responsibility is made at the Grievance Process’s conclusion;
- e. A statement that the parties may have an advisor of their choice, who may be an attorney, although any attorney or advisor who is not a District employee will be at the party’s own cost;

- f. A statement that the parties will be provided an opportunity to inspect and review any evidence before the investigation report is finalized; and
- g. If the Complainant or Respondent is a student, and the District's Student Code of Conduct addresses false statements by students during the disciplinary process, a citation to that portion of the Code of Conduct. If the Code of Conduct does not address false statements by students, the notice is not required to include any reference.

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

### 3. Investigation

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

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

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

The Investigator must provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory or exculpatory evidence. The Investigator cannot restrict parties from discussing the allegations under investigation, nor can the Investigator restrict parties from gathering or presenting relevant evidence.

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

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

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

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

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

#### 4. Investigation Report

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

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

#### 5. Determination of Responsibility

The Decision-Maker cannot be the same person as the Title IX Coordinator, Investigator, or Appeals Officer.

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

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

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

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



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

- a. Identification of the sexual harassment allegations;
- b. Description of the procedural steps taken from the receipt of the Formal Complaint through the determination of responsibility, including any:
  - i. Notification to the parties;
  - ii. Party and witness interviews;
  - iii. Site visits;
  - iv. Methods used to collect evidence; and
  - v. Hearings held.
- c. Factual findings that support the determination;
- d. Conclusions about the application of any relevant code of conduct, policy, law, or rule to the facts;
- e. A statement of, and rationale for, the result as to each allegation, including:
  - i. A determination of responsibility;
  - ii. Any disciplinary action taken against the Respondent (consistent with Policies 4309, 4407, 4506, 4606, or 5206, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, or individual employee contracts); and
  - iii. Whether remedies designed to restore and preserve equal access to the District's education program or activity will be provided to the Complainant.
- f. Appeal rights

See Section G of this Policy for appeal rights and procedures.

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

## B. Appeals

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

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

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

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

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

The Appeals Officer must provide a written decision describing the result of the appeal and the rationale for the result to both parties simultaneously. Appeals based on procedural irregularity, conflict of interest, or bias must be decided within 10 days. Appeals based on new evidence must be decided within 30 days.

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

### C. Informal Resolution

During the Grievance Process, *after* a Formal Complaint has been filed but *before* a determination of responsibility has been made, the District may offer to facilitate an informal resolution process. A Formal Complaint must be filed to initiate the informal resolution process.

Informal resolution does not require a full investigation and may encompass a broad range of conflict resolution strategies, including, but not limited to, arbitration, mediation, or restorative justice.

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

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

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

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

### D. Dismissal

#### 1. Mandatory Dismissals

The Title IX Coordinator *must* dismiss a Formal Complaint if:

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

The Title IX Coordinator or Investigator *may* dismiss a Formal Complaint if:

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

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

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

#### **E. Consolidation of Complaints**

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

#### **F. Remedies**

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

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

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

4. Rearranging course or work schedules, to the extent practicable, to minimize contact between the Complainant and Respondent;
5. Moving the Complainant's or the Respondent's locker or work space;
6. Issuing a "no contact" directive between the Complainant and Respondent;
7. Providing counseling memoranda with directives or recommendations;
8. Imposing discipline consistent with Policies 4309, 4407, 4506, 4606, or 5206, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, or individual employee contracts.

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

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

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

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

#### **B. False Statements**

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

#### **C. Confidentiality**

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

D.

E.

## F. Retaliation

Retaliation (e.g., intimidation, threats, coercion) for the purpose of interfering with a person's rights under Title IX is prohibited. This prohibition applies to retaliation against any person who makes a report, files a Formal Complaint, or participates in, or refuses to participate in a Title IX proceeding. Complaints alleging retaliation may be pursued in accordance with Policies 4104 and 5202.

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

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

Any person who engages in retaliation will be disciplined in accordance with Policies 4309, 4407, 4506, 4606, or 5206, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, and individual employee contracts.

## G. Training

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

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

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

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

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

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

## H. Record Keeping

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

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

## I. Office for Civil Rights

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

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

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

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

2 Date adopted: July 15, 2021

3 Date revised:

## Appendix B: Anti-Bullying

### Series 5000: Students, Curriculum, and Academic Matters

#### 2 5200 Student Conduct and Discipline

#### 2 5207 *Anti-Bullying Policy*

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

##### A. Prohibited Conduct

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

##### B. Reporting an Incident

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

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

To encourage reporting of suspected bullying or related activities, each building principal, after consulting the Responsible School Official(s), will create, publicize, and implement

a system for anonymous reports. The system must emphasize that the District's ability to investigate anonymous reports may be limited.

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

#### C. Investigation

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

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

#### D. Notice to Parent/Guardian

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

#### E. Annual Reports

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

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

#### F. Responsible School Official

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

#### G. Posting/Publication of Policy

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

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



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

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

#### H. Definitions

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

- wireless communications company or other person or entity which, for a fee, supplies the facility, cell site, mobile telephone switching office, or other equipment or telecommunications service;
- b. a person or entity owning or operating any fiber optic, cable television, satellite, internet based, telephone, wireless, microwave, data transmission, or radio distribution system, network, or facility; or
  - c. a person or entity providing any telecommunications service directly or indirectly by or through any distribution systems, networks, or facilities.

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

## Appendix C: Protection of Pupil Rights

### A. Surveys, Analyses, and Evaluations

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

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

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

"Sensitive information" includes:

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

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

“Invasive physical examination” means:

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

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

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

“Personal information” means individually identifiable information that includes:

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

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

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

#### **B. Inspection of Instructional Material**

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

#### **C. Notification of Rights and Procedures**

The Superintendent or designee will notify parents/guardians of:

1. this Policy and its availability upon request;
2. how to opt their child out of participation in activities as provided for in this Policy;
3. the approximate date(s) when a survey, evaluation, or analysis that would reveal sensitive information is scheduled or expected to be scheduled;
4. the approximate date(s) when the District or its agents intend to administer non-emergency, invasive physical examination or screening required as a condition of attendance (except for hearing, vision, or scoliosis screenings);
5. and how to inspect any survey or other material described in this Policy.
- 6.

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: July 15, 2021

# Appendix D: Directory Information and Opt Out Form

## Series 5000: Students, Curriculum, and Academic Matters

### 3 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 Public Schools of Petoskey 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 by October 1 of the current school year.

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

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

Directory information includes:

- student names, addresses, and telephone numbers;
- photographs, including photographs and videos depicting a student's participation in school-related activities;
- grade level;
- enrollment status (e.g., full-time or part-time);
- dates of attendance (e.g., 2013-2017);
- participation in officially recognized activities and sports;
- weight and height of athletic team members;
- degrees, honors, and awards received

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

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

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

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

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

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

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

\_\_\_\_\_  
Date

# Appendix E: Acceptable Use Agreement

## Series 3000: Operations, Finance, and Property

### 3 3100 General Operations

#### *3116-F-1 Agreement for Acceptable Use of Technology Resources Students*

#### **Grades K-5**

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Building/Program Name	Student Name
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I understand that I may be permitted to use the school's computers, electronic devices, and Internet at school and at home under the following school rules for computer and Internet use. I promise that:

- I will only use the computers, electronic devices, and Internet for schoolwork.
- I will only use the computers, electronic devices, and Internet as directed by my teacher or other school employee.
- I will not use the Internet to try to look at websites that I know are for adults only or that I know I should not access.
- If I accidentally access a website that I know I should not look at, I will tell my parent/guardian or teacher right away.
- If someone sends me something on the Internet that I know is inappropriate, I will tell my parent/guardian or teacher right away.
- I will not use the school's computers, electronic devices, or Internet to bully or harm any other person.
- If someone else uses the computers, electronic devices, or Internet to bully or harm me, I will tell my parent/guardian or teacher right away.
- I will not damage the school's computers, electronic devices, or cause problems with the computers, electronic devices, or Internet on purpose.
- I will give the school's computers and other electronic devices back to the school at the school's request.
- I will not use the school's computers, electronic devices, or Internet to cheat on my schoolwork.
- I will not copy anything that I see on the school's computers, electronic devices, or Internet and pretend that it is my own work.
- I will keep my password secret from everyone except my parent/guardian.
- I understand that the school can see everything that I do on the school's computers, electronic devices, and Internet.

- I understand that the school has filters on its computers, electronic devices, and Internet, which means I might not be able to see some information. I will not try to interfere with those filters.
- I will follow all of these rules. I will also follow any directions that my teacher or other school employee gives me about my use of the school's computers, electronic devices, or the Internet.

I understand that if I break any of these rules, I may be disciplined, and I may also lose my computer, electronic device, and Internet privileges.

---

Student Signature

---

Date

I have read this Agreement and agree that as a condition of my child's use of the school's Technology Resources, which include: (1) internal and external network infrastructure, (2) Internet and network access, (3) computers, (4) servers, (5) storage devices, (6) peripherals, (7) software, and (8) messaging or communication systems, I release the school and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my child's use or inability to use the Technology Resources. I also indemnify the school and its board members, agents, and employees, including its Internet Service Provider, for any fees, expenses, or damages incurred as a result of my child's use, or misuse, of the school's Technology Resources.

I have explained the rules listed above to my child.

I authorize the school to consent to the sharing of information about my child to website operators as necessary to enable my child to participate in any program, course, or assignment requiring such consent under the Children's Online Privacy Protection Act.

I understand that data my child sends or receives over the school's Technology Resources is not private. I consent to having the school monitor and inspect my child's use of the Technology Resources, including any electronic communications that my child sends or receives through the Technology Resources.

I understand that the school does not warrant or guarantee that its Technology Resources will meet any specific requirement or that they will be error free or uninterrupted; nor will the school be liable for any damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the Technology Resources.

I agree that I will not copy, record, or share, or allow my child to copy, record, or share, any information sent to my child via the school's Technology Resources that includes personally identifiable information about any other child including, without limitation, videos, audio, documents, or other records that identify another student by name, voice, or likeness.

I understand and agree that my child will not be able to use the school's Technology Resources until this Agreement has been signed by both my child and me.

I agree that my child will return all Technology Resources to the school in good working order immediately on request and that I am responsible for any damage to the Technology Resources beyond normal wear and tear.

I have read this Agreement and agree to its terms.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**cc: parent/guardian, student file**

## Appendix F: Athletic Code of Conduct

Participation in the Public Schools of Petoskey’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: **Joel Dohm**

231.348.2104

dohm.jj.m@northmen.org

### Available Sports

Fall		Winter		Spring	
Boys Soccer	Noah Honaker	Boys Basketball	Matt Tamm	Baseball	Shawn Racignol
Boys Tennis	Denny Green	Girls Basketball	Bryan Shaw	Boys Golf	Chad Loe
Cheer	Kristy Cameron	Hockey		Girls Soccer	Zach Jonker



Cross Country	Dave Farley	Skiing	Ben & Jennifer Crockett	Girls Tennis	Erin Williams
Football	Jim Webb	Wrestling	Josh Swiss	Softball	
Girls Golf	Chad Loe	Bowling	Deb Hamlin	Boys Track	Dave Farley
Volleyball	Megan Tompkins			Girls Track	Karen Starkey

### **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. See 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.