



**2025-2026 Morgan-Shaw School Student Handbook**

## **INTRODUCTION**

The information in this booklet is intended to give participating students and their parents/guardians a better understanding of our program's rules and policies. Morgan-Shaw School, for all intents and purposes, follows the handbook rules and policies of Boyne City High School except where Morgan-Shaw School's policies are in conflict due to circumstance and program specific considerations. In these instances, the Morgan-Shaw School handbook's rules and policies supersede that of Boyne City High School.

This handbook is intended for use by students, parents, and staff as a guide to the rules, procedures, and general information about the District. The use of the word "parent" in this handbook means a student's natural or adoptive parent or legal guardian. Students and their parents are responsible for familiarizing themselves with this handbook, and parents should use the handbook as a resource to assist their students 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 at any time, consistent with applicable law and policy.

## **Mission Statement**

In partnership with families and our community, Boyne City Public Schools will provide supportive and diverse opportunities for each student to reach their fullest potential.

## Table of Contents

<b>IMPORTANT INFORMATION</b>	<b>6</b>
<b>2025-2026 DISTRICT CALENDAR</b>	<b>8</b>
<b>2025-2026 DAILY SCHEDULE</b>	<b>9</b>
<b>EMERGENCY SCHOOL CLOSING PROCEDURES</b>	<b>10</b>
<b>NOTICE OF NON-DISCRIMINATION</b>	<b>11</b>
Examples of Unlawful Harassment	12
<b>SECTION I: DISTRICT-WIDE POLICIES AND PROCEDURES</b>	<b>13</b>
Attendance	13
Absences due to illness	13
Planned absences	13
Students are expected to:	13
Books and Supplies	14
Bulletin Boards	14
Bullying	14
Cell Phone Use	14
Cheating, Plagiarism, and Academic Dishonesty	15
Children's Protective Services Investigations	15
Classroom Behavior	15
Closed Campus	16
Communicable Diseases	16
Concussion Protocol	16
Damage to School Property	16
Dress and Grooming	16
Dress Code	17
Driving and Parking Personal Vehicles	17
Emergency Contact Information	18
Fees	18
Food Services	18
Field Trips	18
First Aid, Illness, or Injury at School	18
Head Lice	19
Homeless Children and Youth	19
Immunizations	19
Law Enforcement Interviews	20
Limited English Proficiency	20
Locker Use	20

Lost and Found	20
Media Center	21
Medication	21
Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers	21
Parent Involvement in Education	21
Parties	22
Protection of Pupil Rights	22
Public Display of Affection	22
Rights of Custodial and Non-Custodial Parents	22
Search and Seizure	22
Student Education Records	23
Right to Request Explanation or Interpretation	23
Right to Request Amendment of Education Records	23
Directory Information	23
Address Confidentiality Program	24
Technology	24
Threat Assessment and Response	24
Transportation Services	24
School Vehicle Rules	24
School Vehicle Misconduct Consequences	25
Different Route Requests	26
Video Surveillance and Photographs	26
Withdrawal From School	26
<b>SECTION II: ACADEMICS</b>	<b>27</b>
Commencement	27
Credits and Graduation Requirements	27
Dual Enrollment	27
Grades	28
Homework	28
Personal Curriculum	28
Placement	28
Students with Disabilities	29
Summer School	29
Testing Out	29
Work Permits	29
<b>SECTION III: STUDENT CLUBS, ACTIVITIES, AND ATHLETICS</b>	<b>30</b>
Extracurricular Activities	30
Student-Initiated Non-Curricular Clubs	30

Transportation To/From Extracurricular Activities	30
<b>SECTION IV: DISCIPLINE AND CODE OF CONDUCT</b>	<b>31</b>
Discipline Generally	31
Forms of School Discipline & Applicable Due Process	31
After-School Detention	31
Saturday School	31
In-School Suspension	31
Snap Suspension - Suspension from Class, Subject, or Activity by Teacher	32
Removal for 10 or Fewer School Days	32
Removal for More than 10 and Fewer than 60 School Days	32
Removal for 60 or More School Days	33
Student Code of Conduct	33
<b>APPENDIX A: NON-DISCRIMINATION, ANTI-HARASSMENT, AND NON-RETALIATION (INCLUDING TITLE IX AND ELLIOTT-LARSEN CIVIL RIGHTS ACT)</b>	<b>37</b>
<b>APPENDIX B: ANTI-BULLYING</b>	<b>38</b>
<b>APPENDIX C: PARENT INVOLVEMENT IN EDUCATION</b>	<b>39</b>
<b>APPENDIX D: PROTECTION OF PUPIL RIGHTS</b>	<b>40</b>
<b>APPENDIX E: DIRECTORY INFORMATION AND OPT OUT FORM</b>	<b>41</b>
<b>APPENDIX F: ACCEPTABLE USE AGREEMENT</b>	<b>42</b>
<b>APPENDIX H: CONCUSSION</b>	<b>43</b>

## **IMPORTANT INFORMATION**

### **District Website**

<https://www.boyne.k12.mi.us/>

### **Board Policies**

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

### **Addresses**

Boyne City Elementary School  
930 Brockway St  
Boyne City, MI 49712

Boyne City Middle School  
1025 Boyne Ave  
Boyne City, MI 49712

Boyne City High School  
1035 Boyne Ave  
Boyne City, MI 49712

#### **Morgan-Shaw School**

321 S Park St  
Boyne City, MI 49712

Early Learners Program  
321 S Park St  
Boyne City, MI 49712

### **Contact Information**

**Morgan-Shaw Office: 231-439-8140**

Transportation: 231-439-8245

Athletics: 231-439-8164

### **Administration**

Superintendent: Patrick Little

Special Education Director: Mike Wilson

Athletic Director: Matt Windle

Transportation Director: Lea Howie

High School Principal: Adam Stefanski

High School Vice Principal: John Hertel

Middle School Principal: Mike Wilson

Middle School Vice Principal: Erin Bybee-Wilson

Elementary School Principal: Mike Amabile



## 2025-2026 DISTRICT CALENDAR



### Boyne City Public Schools

Excellence in Academics, Arts & Athletics

Central Office • Patrick Little, Superintendent • 321 South Park St. • Boyne City, MI 49712 • Phone 231.439.8190 • Fax 231.439.8195

## 2025-2026 District Calendar

<b><u>Date</u></b>	<b><u>Event</u></b>
7/28 - 8/1/2025	HS Band Camp
8/11/2025	HS Athletic Practices Begin
8/27/2025	Staff P.D. / Parent Open House
8/28/2025	Staff P.D. / Parent Open House
9/1/2025	Labor Day - No School Students & Staff
9/2/2025	First Day of School - Full Day
10/16/2025	½ Day Students- Parent-Teacher Conferences
10/17/2025	½ Day Students- Parent-Teacher Conferences
11/5/2025	ISD Wide PD - No School for Students
11/26/2025	½ Day Students & Staff
11/27 - 11/28/2025	Thanksgiving Break - No School Students & Staff
12/22 - 1/2/2026	Winter Break
1/5/2026	School Resumes
1/23/2026	½ Day Students - Full Day Staff
2/13/2026	½ Day Students - Full Day Staff
2/16/2026	Mid-Winter Break - No School Students & Staff
3/12/2026	½ Day Students - Parent-Teacher Conferences
3/13/2026	½ Day Students - Parent-Teacher Conferences
3/27 - 4/6/2026	Spring Break
4/6/2026	Make-up day if needed (2nd priority) - Full Day
5/22/2026	½ Day Staff - No Students
5/22/2026	Make-up day if needed (1st priority)
5/25/2026	Memorial Day - No School Students & Staff
6/11/2026	½ Day - Last Day of School

## 2025-2026 DAILY SCHEDULE

The Morgan-Shaw daily start time is 8:25, and our school day ends at 3:00.

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

### **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: a phone call, email, and text message will be sent via the District notification system, closure message will be posted to our social media, and the local news and radio stations will be notified.

## **NOTICE OF Non-DISCRIMINATION**

The District does not discriminate on the basis of race, color, national origin, ethnicity, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis, and prohibits unlawful discrimination, including harassment and retaliation, in any education program or activity that it operates, including in admission and employment.

Inquiries about unlawful discrimination, including unlawful harassment and retaliation, may be referred to the District's applicable Coordinator and/or an agency with jurisdiction, such as the U.S. Department of Education's Office for Civil Rights, the Michigan Department of Civil Rights, the Equal Employment Opportunity Commission, or the Department of Justice.

Title IX Coordinator  
Erin Bybee-Wilcox  
1025 Boyne Ave, Boyne City, MI 49712  
231-439-8231  
ebybee-wilcox@boyne.k12.mi.us

Title IX Coordinator  
John Hertel  
1035 Boyne Ave, Boyne City, MI 49712  
231-439-8132  
jhertel@boyne.k12.mi.us

Section 504 Coordinator  
Mike Wilson  
1025 Boyne Ave, Boyne City, MI 49712  
231-439-8230  
mwilson@boyne.k12.mi.us

Civil Rights Coordinator/Employment Compliance Officer  
Patrick Little  
321 S Park St, Boyne City, MI 49712  
231-439-8191  
plittle@boyne.k12.mi.us

The District's Non-discrimination, Anti-Harassment, and Non-Retaliation Policy and Grievance Procedures is available at [Board Policies](#).

To report information about conduct that may constitute unlawful discrimination, including unlawful harassment and retaliation, or make a complaint of such conduct, please contact the applicable Coordinator listed above.

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 Grievance Process described by Policy.

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.

The District provides equal access to the Boy Scouts and other designated youth groups as required by law.

### **Examples of Unlawful Harassment**

“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. Policy 3115 is attached to this handbook as Appendix A.
- **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. Policy 3115 is attached to this handbook as Appendix A.
- **Sex-based harassment** can take many forms. For the definition of sex-based harassment, including sexual harassment under Title IX, see Policy 3118, attached to this handbook as Appendix A.

## **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 Morgan-Shaw School Main Line: 231-439-8140](tel:231-439-8140)

If a student arrives late, the student will be required to sign in at the student entrance office. A student may only leave school early if the student's parent notifies the program administration.

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

[Link to Policy 5301 Compulsory Attendance Absenteeism and Truancy](#)

Any students who has not signed in and is in the classroom by 8:45 will be considered tardy

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

#### **Absences due to illness**

The school will contact parents if a student becomes ill at school and may ask that the parent pick up the student. Due to the nature of the Morgan-Shaw School program, students are still expected to meet their weekly progress goals even if they are out of school due to illness.

#### **Planned absences**

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

#### **Students are expected to:**

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

For more information, see Policy 5301.

## **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.

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 Director of Morgan-Shaw School may choose to limit individual student access to cellphones if their use is determined to be a hindrance to a student's individual success or it becomes a distraction for others.

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

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

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

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

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

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

### **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 Morgan-Shaw School Campus is a closed campus. All students must remain on campus during school hours. The building director or designee will release a student only after confirming with an authorized adult that the student has permission to leave campus. Students who leave campus without authorization are subject to disciplinary action. Nothing in this Policy prevents the school from sending a student home when the student is ill or for disciplinary purposes.

### **Communicable Diseases**

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

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

### **Concussion Protocol**

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

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

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

### **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, cleanliness, or personal appearance that is a threat to the safety, health,

or welfare of others; violates any statute, Policy 5101, or the Dress Code; or substantially disrupts the educational environment or that school officials reasonably forecast will substantially disrupt the educational environment, is grounds for remedial or disciplinary action.

The final decision in any situation involving inappropriate attire rests with **the program director**.

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;
- Promotes the use of or advertises illegal substances, including but not limited to substances illegal for minors;
- Incites violence;
- Contains "fighting words";
- Constitutes a true threat of violence;
- Demonstrates hate group association/affiliation or uses hate speech targeting groups based on their membership in a protected class; or
- Displays nipples, genitals, or buttocks.

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

### **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 **the program director**.
2. Students may not drive carelessly or with excessive speed on **or near** school grounds.

3. By driving to school and parking on or near school grounds, students and parents consent to having that vehicle searched when school officials have reasonable suspicion that a search will reveal a violation of school rules, Board Policy, or law.
4. Morgan-Shaw School Students should not park in any space along Pine Street or in the campus staff lot located between the playground and the gymnasium. These spaces are reserved for staff and parent pick-up and drop-off.

### **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**

Students are responsible for the cost of school provided meals when those costs are not covered by State or Federal Grants. Students ordering partial meals or "Seconds" will be charged at the relevant rate for those food items.

### **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 until the end of the school day. The student will be restricted from activities that involve close head-to-head contact or sharing of personal items. The District will notify the student's parent and provide educational materials on head lice prevention and treatment.

The student will be readmitted to school after treatment so long as the parent consents to a head examination and the examining District official does not find live lice on the student. If the District official finds nits within ¼ inch of the student's scalp, the student may return to class, but the District must inform the student's parent about the need to remove the nits. District personnel will not ostracize or embarrass a student with lice or nits and will maintain student confidentiality.

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

### **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:

Mary Hickman  
930 Brockway St  
231-439-8256  
mhickman@boyne.k12.mi.us

For detailed information about Homeless Children and Youth, see [Policy 5307](#).

### **Immunizations**

For a student entering the District for the first time and 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 or have received the official exemption/waiver from the local health department. The District will not permit a student to attend school unless the parent provides evidence of immunizations or exemptions consistent with [Policy 5713](#) and state law.

### **Law Enforcement Interviews**

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

### **Limited English Proficiency**

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

### **Locker Use**

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

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

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

### **Lost and Found**

All lost and found items are to be taken to [the Program Director or designee](#). 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 may check out school issued materials from [the Program Director or designee](#). Each borrower is responsible for all materials checked out in the borrower's name. Each student is responsible for any fine that accumulates on materials charged to the student. [If materials are lost and not returned by the end of the semester, the student must pay for the replacement cost.](#) Students must also pay for any damage they cause to materials.

## **Medication**

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

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

For additional information and requirements, see Policy 5703.

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

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

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

## **Parent Involvement in Education**

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

## **Parties**

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

## **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 D.

## **Public Display of Affection**

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

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

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

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

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

## **Search and Seizure**

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

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

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

### **Student Education Records**

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

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

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

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

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

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

#### **Directory Information**

The District designates the following information as directory information:

[Link to Policy 5309 - Student Records and Directory Information](#)

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 E. 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.



## **Address Confidentiality Program**

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

## **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 F 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.

## **Threat Assessment and Response**

The Board of Education is committed to providing a safe environment for all members of the school community. Our commitment to security includes creating and maintaining a safe school climate and supportive culture as a foundation for preventing violence and mitigating risk.

Students are encouraged to report any threat immediately. Threats may be reported to any District employee in-person, by e-mail, or by telephone. Students may also report threats through the OK2SAY program.

Boyne City Public Schools utilizes a Behavioral Threat Assessment (BTAM) team to coordinate with Law Enforcement whenever necessary to identify, track, and report any behavior deemed a potential threat to our school community.

## **Transportation Services**

### **School Vehicle Rules**

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

When in school vehicles, the following rules apply:

1. Students must promptly comply with any directive given by the driver.

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

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

### **School Vehicle Misconduct Consequences**

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

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

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

### **Different Route Requests**

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

### **Video Surveillance and Photographs**

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

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

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

### **Withdrawal From School**

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

## **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 or contacting the Morgan-Shaw School Staff**.

### **Commencement**

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

### **Credits and Graduation Requirements**

A student must successfully complete all graduation requirements **set forth by the Michigan Merit Curriculum and the Boyne City Public Schools Board of Education to earn a high school diploma.**

### **Dual Enrollment**

**As of the 2025-2026 school year, Morgan-Shaw School does not offer students an opportunity to Dual Enroll in order to earn college credit. Students who may be interested in this or similar opportunities should schedule a meeting with the Program Director and the high school administration in order to discuss transfer opportunities that might allow for dual enrollment.**

By March 1 of each year, the District will provide general information to all students in grades 8 or above about postsecondary enrollment options. In addition, the District will provide detailed information to all high-school students about postsecondary enrollment options. That information will include all of the following:

- Enrollment eligibility;
- The institutions and types of courses in which students may enroll;
- The District's decision-making process for granting academic credits;
- An explanation of the costs that the District will pay and financial arrangements for paying costs not paid by the District;
- An explanation that the District will pay the eligible postsecondary institution directly upon being billed by the postsecondary institution for those charges that are the District's responsibility and that the student will be responsible for additional costs not paid by the District;
- Available support services provided by the District;
- The need to arrange an appropriate schedule;
- Consequences to the student for failing or not completing an eligible course, including the possibility of being required to repay the District for money paid by the District on the student's behalf to the postsecondary institution;

- The effect of enrolling in an eligible postsecondary course on the eligible student's ability to complete the required high-school graduation requirements; and
- The academic and social responsibilities that must be assumed by the eligible student and his or her parent.

The District will, to the extent possible, offer counseling services to a student and his or her parent before the student enrolls in an eligible postsecondary course to ensure that the student and his or her parents are fully aware of the benefits, risks, and possible consequences of enrolling in an eligible course. The District will also encourage eligible students and their parents to use available counseling services from the postsecondary institution.

### **Grades**

Because Morgan-Shaw School operates on a year-long cycle, report cards/transcripts will be issued at the end of each school year. Parents & guardians may contact the Morgan-Shaw School staff at any time to receive student progress updates and reports.

### **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. A parent of a student with a disability under the Individuals with Disabilities Education Act may request a personal curriculum before the student has completed grade 9. Any modification to the Michigan Merit Curriculum must be consistent with Michigan law and must incorporate as much of the Michigan Merit Curriculum content standards as practicable for the student. The District retains discretion to determine what modifications to the Michigan Merit Curriculum are appropriate for a particular student through a personal curriculum. A student who successfully completes an approved personal curriculum will earn a regular high school diploma.

To request a personal curriculum, please contact [the Program Director](#).

For additional information about the Michigan Merit Curriculum and Personal Curriculum, see [Policy 5409](#).

### **Placement**

The District has the sole discretion to make promotion, retention, and placement decisions for its students, consistent with state and federal law. The District may

consider parent requests that a student be placed in a particular classroom, building, educational program, or grade. The District's placement decision is final.

### **Students with Disabilities**

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

A parent who believes their student is eligible for special education or accommodations due to a disability or suspected disability should contact [the Program Director for more information](#)..

### **Summer School**

[Under most circumstances, Morgan-Shaw School provides year-round access to our learning platform and curriculum. While we don't offer a traditional summer school program, students can continue to access and work on any unfinished coursework during the summer break,](#)

### **Testing Out**

A student may test out of high school classes and earn credit. Students interested in testing out of a class should review Policy 5409 and make arrangements with [the Program Director](#).

### **Work Permits**

Information about work permits is available from [the Program Director](#).

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

Morgan-Shaw School students are not considered eligible for participation in student clubs, activities, and athletics offered by the District at the high school level.

#### **Extracurricular Activities**

Morgan-Shaw School students are not considered eligible for participation in extracurricular activities offered by the District at the high school level.

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

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

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

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

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

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

### **Discipline Generally**

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

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

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

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

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

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

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

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

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

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

#### **Saturday School**

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

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

The building administrator may require a student to serve in-school suspension, during which students follow strict rules and must work on assignments the entire time, except



for short breaks. Students not completing their In-School Suspension will face further disciplinary action.

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

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

- Intentionally disrupted the class, subject, or activity;
- Jeopardized the health or safety of any of the other participants in the class, subject, or activity; or
- Was insubordinate during the class, subject, or activity.

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

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

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

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

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

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

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

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

[Link to Policy 5206 - Student Discipline](#)

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

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

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

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

### **Student Code of Conduct**

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

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

1. The student's age;
2. The student's disciplinary history;
3. Whether the student has a disability;
4. The seriousness of the behavior;

5. Whether the behavior posed a safety risk;
6. Whether restorative practices will be used to address the behavior; and
7. Whether a lesser intervention would properly address the behavior.

The District will also comply with Policy 5206 Section I for victims of an alleged sexual assault.

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

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

<b>Use of an Object as a Weapon:</b> any object used to threaten or harm another, regardless of whether injury results.	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Permanent Expulsion</li> <li>• Police Referral</li> </ul>
<b>Arson:</b> purposefully, intentionally, or maliciously setting a fire on school property.	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Permanent Expulsion from all Michigan public schools</li> <li>• Police Referral</li> </ul>
<b>Physical Assault (Student to Student):</b> causing or attempting to cause physical harm to another through intentional use of force or violence.	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion up to 180 school days</li> <li>• Police Referral</li> </ul>
<b>Physical Assault (Student to Employee, Volunteer, or Contractor):</b> causing or attempting to cause physical harm to another through intentional use of force or violence.	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Permanent Expulsion from all Michigan public schools</li> <li>• Police Referral</li> </ul>
<b>Verbal or Written Threat, including Bomb or Similar Threat:</b> statement that constitutes a threat against a student, employee, other person, or school property.	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion</li> <li>• Police Referral</li> </ul>
<b>Plagiarism, Cheating, or other Falsification of Schoolwork:</b> submitting work that is not your own, including copying from others' work, or unauthorized use of AI.	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Credit Loss or Grade Reduction</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion</li> </ul>

<p><b>Discrimination, Harassment (including Sexual Harassment), and Bullying:</b> violating Board Policy addressing anti-discrimination, anti-harassment, and anti-bullying.</p>	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion</li> </ul>
<p><b>Criminal Sexual Conduct:</b> commits criminal sexual conduct in a school building or on school grounds; or pleads to, is convicted of, or is adjudicated for criminal sexual conduct against another student enrolled in the same school district; or commits criminal sexual conduct against another student enrolled in the same school district.</p>	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Permanent Expulsion from all Michigan public schools</li> <li>• Police Referral</li> </ul>
<p><b>Fighting, Inciting Violence, Filming a Fight or Assault, Distributing or Publishing a Fight or Assault Video</b></p>	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion</li> </ul>
<p><b>Sexting:</b> distribution or publication of lewd, pornographic, or sexually suggestive videos or photographs of students or staff.</p>	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion</li> <li>• Police Referral</li> </ul>
<p><b>Misuse of District Technology:</b> violating the District's acceptable use policies and agreement.</p>	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Suspension or Expulsion</li> <li>• Police Referral</li> </ul>

**APPENDIX A: NON-DISCRIMINATION, ANTI-HARASSMENT, AND NON-RETALIATION  
(INCLUDING TITLE IX AND ELLIOTT-LARSEN CIVIL RIGHTS ACT)**

[Link to Policy 3115 Non-Discrimination Anti-Harassment and Non-Retaliation](#)

[Link to Policy 3118 Title IX Sexual Harassment](#)

## **APPENDIX B: ANTI-BULLYING**

[Link to Policy 5207 Anti-Bullying Policy](#)

## **APPENDIX C: PARENT INVOLVEMENT IN EDUCATION**

[Link to Policy 5401 Parent Involvement in Education](#)



## **APPENDIX D: PROTECTION OF PUPIL RIGHTS**

[Link to Policy 5308 Protection of Pupil Rights](#)

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

[Link to Policy 5309 Student Records and Directory Information](#)

## **APPENDIX F: ACCEPTABLE USE AGREEMENT**

[Link to Policy 3116 District Technology and Acceptable Use Agreement](#)

## APPENDIX H: CONCUSSION

### MHSAA Concussion Awareness Materials:

[mhsaa protocol for implementation of national federation sports playing rules for concussions](#)