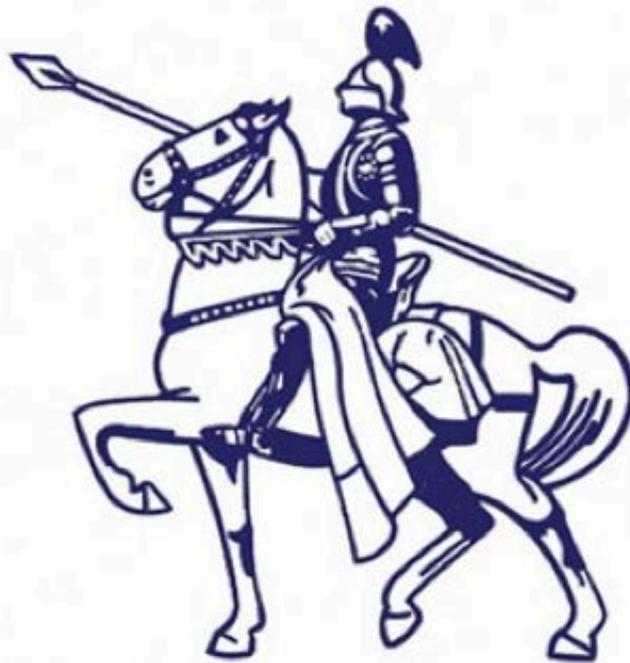


Norway High School



Student Handbook

Revision: 2018

FORWARD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of September 1st 2014. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails.

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MISSION STATEMENT

Norway High School provides for the comprehensive educational development of each student. We educate all students to their highest level of academic ability and foster the development of their health, attitude, behavior, talent and respect for self and others.

WELCOME TO NORWAY HIGH SCHOOL

Each school year brings an opportunity for each of us to begin with new goals and chance to be our best. The choices we make will be a reflection of the type of person we want to be. Each of us will be judged by the actions we take and the way we treat one another. The time spent in school serves several purposes: academic growth, social growth, and emotional growth are the most important. Long after you leave school and the acquaintances you make here, you will be remembered for your actions even more than your academic record. If you chose to be a positive member of the school family, you will be treated as you expect. If you choose to behave in an inappropriate manner, you will be treated according to the policies stated in this handbook. You will always be treated with respect and dignity-but we expect your treatment of others to be the same. School can be a great experience if you make the effort to meet the expectations of your parents and yourself. Often I hear from students who wish they had worked harder or behaved better in school. But you only get one chance in high school. Make your one chance the best it can be.

The faculty and administration wish you a great school year and know this will be the best yet if you put forth the effort that is expected.

HIGH SCHOOL STAFF

Mr. Chris Berndt	English Language Arts
Mrs. Erin Berndt	Guidance Counselor
Mrs. Andrea Celello.....	Social Studies / English Language Arts
Mrs. Katie Dahlman	Art / Graphics
Mr. Sam Galvin.....	Biological Sciences / Social Studies
Mrs. Cassandra Gustafson.....	Math /English
Mr. Kevin Kangas.....	Math
Mrs. Carli Kelly	Health
Mr. Ben Leiker	Chemistry/Math
Mrs. Jacqueline Leiker.....	Multimedia/Computers/Technology
Mr. Robert Madigan.....	Math/Physics/Chemistry
Ms. Renee Pollard.....	Life Management Skills/Foods
Mrs. Tanya Popp.....	Special Education
Mrs. Melissa Robitaille	Spanish
Mr. Joby Sullivan.....	Physical Education/Health
Ms. Kaitlyn Ware	Chorus/Instrumental Music

ADMINISTRATORS

Mr. Louis Steigerwald.....	Superintendent
Mr. Joseph Tinti.....	9-12 Principal/Athletic Director
Mr. Rico Meneghini	K-8 Principal / Transportation Director
Mr. Steve Andrews.....	K-12 Technology Coordinator

ADMINISTRATIVE ASSISTANTS

Mrs. Tami Slagle.....	Secretary to the Principal
Mrs. Gail Cavaliere	Secretary to the Guidance Counselor & Athletic Director

DAILY SCHEDULE

7:30a.m.....	Doors Open
8:15-9:20-(Announcements/Homeroom)	1 st Hour Class
9:23-10:13.....	2 nd Hour Class
10:16-11:06.....	3 rd Hour Class
11:09-12:03.....	4 th Hour Class
12:05-12:35.....	Lunch
12:38-1:30.....	5 th Hour Class
1:33-2:23	6 th Hour Class
2:26-3:15	7 th Hour Class

EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students.

Norway High School does not discriminate because of race, religion, gender or any other reason. Within reason, freedom of speech and access to information will be honored. The following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using another's password
- Trespassing in another's folders, work, locker, and files
- Intentionally wasting limited resources
- Loading material to the hard drive

Violations may result in loss of access as well as other disciplinary or legal action.

AMERICANS WITH DISABILITIES ACT-SECTION 504

The Americans with Disabilities Act (A.D.A.) requires the School to ensure that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals. Students with disabilities may be served within the regular education program with an accommodation plan developed by school staff.

PPRA NOTICE AND CONSENT/OPT-OUT FOR SPECIFIC ACTIVITIES

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. & 1232h, requires Norway-Vulcan to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ('protected information surveys'):

- Political affiliations or beliefs of the student or student's parent
- Mental or psychological problems of the student or student's family
- Sex behavior or attitudes
- Illegal, anti-social, self-incriminating, or demeaning behavior
- Critical appraisals of others with whom respondents have close family relationships
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
- Religious practices, affiliations or beliefs of the student or parents
- Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

RECRUITING ACTIVITIES

High school students and their parents/guardians may prevent disclosure of a student's name, address, and telephone number to military recruiting representatives (who can only use that information to provide information to students concerning educational and career opportunities available in the U.S. Armed Forces or service academies) by submitting a signed written request to that effect to the high school principal.

RESPONSIBILITY FOR ATTENDANCE

The responsibility for regular school attendance of students belongs to many people; school personnel, designated social service, law enforcement officials, parents/guardians and students all have a part of this responsibility. The major portion of the responsibility rests with the parents or guardians, and the student.

ATTENDANCE POLICY

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many instances of important learning result from active participation in classroom and other school activities, which cannot be replaced by individual study.

Attendance is important in the development of a high quality work ethic, which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the School wants to help students develop as early as possible in their school careers.

AFTER AN ABSENCE

The reason for an absence must be explained in writing or by a phone call from a parent or guardian. This must take place within one (1) school day from the date of absence or the absence will be considered unexcused. After the absence, the student must make up all work missed. In most cases, one day is sufficient time to make up for each day missed. The principal may accept a student's verbal excuse for an absence. This is at the discretion of the principal. Unexcused absences will result in a zero grade for the unexcused time.

Unexcused absences will be made up by attending Saturday School and/or detention for each unexcused day of school.

CHARGEABLE-NON-CHARGEABLE ABSENCES

Absences except those for school sponsored activities or when a student is an approved school representative will be recorded as chargeable absences. A student may take one day during his four years of enrollment to visit a college he/she is considering attending, to take a physical examination for the armed services, or to visit a place of employment for a job interview. Absences which fall into this category will be non-chargeable provided they have received prior clearance through the guidance office. In addition, college visits should be taken prior to April 1st. Two additional college days can be given if authorized by the principal.

DENTAL, MEDICAL AND OTHER APPOINTMENTS

Students may be excused for necessary dentist or doctor appointments during school hours at such times as will not interfere with their class hours. Requests for such absences for these appointments must be made in the office or they will be considered unexcused. Appointments will count as an absence for the class period(s) missed. These will also count as absences when deciding who has perfect attendance. However, they will be excused absences if you check with the office. You cannot have perfect attendance if you miss school for an appointment.

TRUANCY-UNEXCUSED ABSENCE

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed. After 10 days of truancy in any grading period, a student will be considered a "habitual truant" which can result in:

- Assignment to an alternative placement with loss of participation in school activities and events
- A poor participation grade which will become a part of the student's permanent record which may be sent to employers and postsecondary schools
- A hearing before a judge in a court of law
- A report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child
- Other school discipline such as suspension, Saturday school, etc.
- * Truancy is the unauthorized absence from school and class periods.
- Leaving school, a scheduled class or study hall without permission of the principal or his designee
- Leaving the building without signing out in the office
- Missing a scheduled class or study hall without the permission of the principal or teacher
- Absence from school without parental knowledge or consent in advance of the absence
- Any false statement in connection with an absence will result in the absence being considered truancy.
- Any false statement in connection with an absence will result in the absence being considered truancy.

LOSS OF GPA

Students who miss *more* than the (10) days (*accumulate their 11th absence*) in any class during a semester grading period will lose the GPA value for any credit that may have been earned in that class. The ten (10) absence limit includes excused and unexcused absences.

Loss of GPA affects students that have been absent for *more* than then (10) days in a semester grading period.

Absences not calculated in the ten (10) absence limit are:

- School related absences
- Absences due to a death in the immediate family
- Absences that are excused by a doctor
- Absences that have been pre-approved by the administration

In some instances, absences that are the result of one occurrence will be looked at on an individual basis. The principal will make the final decision on GPA loss.

After 6 absences in any class for the semester (not counting non-chargeable school-related absences) a letter will be sent home informing the parents of the excess of absences and the educational consequences of missing school.

After 10 absences, whether excused or not, a meeting will be called with student, parent and teachers to make a plan for hours to be made up. Any exceptions to this must be agreed upon by principal, counselor, and teachers, and only when extenuating circumstances exist.

APPEAL OF LOSS OF GPA

Unexcused absences cannot be appealed. A student and his/her parents may appeal a loss of GPA if he/she feels there are extenuating circumstances such as documented hospitalization, chronic illness, or other extenuating circumstances.

The appeal request must be made to the principal or guidance counselor within three days of notification of the loss of GPA. The counselor and the teacher(s) involved will consider the appeal. At the appeal hearing, the student may be accompanied by a representative of his/her choice.

In the event of an extended documented illness or hospitalization, the above hearing committee may waive a hearing and allow GPA to be reinstated without going through the appeal process.

If the student or parent is not satisfied with the decision at the first step of the appeal process, he/she may appeal to the superintendent of schools. If the student is not satisfied with the decision of the superintendent of schools, he/she may appeal to the Board of Education at a regular meeting. Arrangements may be made through the superintendent to have the appeal placed on the board agenda. The hearing with the board will be in public unless the person making the appeal requests a private hearing in writing.

In the event that the appeal committee reinstates lost GPA values, the committee may require a contract with the student that contains stipulations for that student to earn the reinstated GPA values. This will include, but is not limited to; making up days missed by attending Saturday School or other methods approved by the principal.

ABSENCE FOR SCHOOL EVENTS

Homework and tests must be completed as scheduled if a student misses school because of a school event. No extra time is given to make up work unless there are extenuating circumstances as determined by the principal.

TARDINESS

Three (3) chargeable tardies from a class will count as one absence in the class where the tardies occurred. Every three (3) tardies will result in an hour of Saturday School assigned by the teacher. A student must be in class for more than half of a class period to be considered for a non-chargeable absence unless he meets one of the previously mentioned exceptions.

STUDENT PARKING POLICY

Students are to park in designated student parking areas or their parking privileges will be revoked and additional discipline may be issued by the principal. The principal will designate student parking areas. The minimum consequences for a parking or traffic violation on school grounds will be Saturday School.

High School students are permitted to park on School premises as a matter of privilege, not of right. The school district retains authority to conduct routine patrols of the student parking lot and inspections of the exterior of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, and without student consent.

- The school will not be responsible for vehicles which are lost, stolen or damaged
- Cars must be driven at a slow speed, approximately five (5) miles per hour, and must not spin nor slide during the snow and ice season
- Students are not permitted to sit in their cars while the car is parked in the parking lot
- Students are not permitted to go to their cars nor be in the parking lot between classes without permission; to do so means the student has left the building without permission
- Loitering in the parking lot is not permitted at any time
- The term **car** as used here includes all motor vehicles

EXAMS

Due to new state requirements, ALL students will take both semester and final exams. There are no exam exemptions.

STUDENT CODE OF CONDUCT

The Norway-Vulcan Area Schools, believing that every child in its system shall have equal opportunity to the rights and responsibilities of a democratic society, does establish the following policy on student conduct and discipline.

1. The Board of Education authorizes its representative, the principal, and through him the teacher, the rights and responsibility to maintain proper disciplinary measures. Discipline should be considered in term of helping the learner grow, rather than as punishment. Discipline should help the student change unacceptable behavior. However, the established consequence for unacceptable behavior should be enforced.

All students shall:

- Obey the rules of the school
- Respect the authority of the teachers and administrators
- Respect school property and other's property

- Conduct themselves properly in school, on school grounds, on buses, at school functions and to and from school
 - Apply themselves to the established courses of study
 - Be regular and punctual in attendance
 - Dress appropriately, meet standards of health and cleanliness, be honest, courteous, and moral, use only acceptable language and refrain from offending acts
2. Discipline is the joint responsibility of parent, teacher, principal, bus driver, custodian and student. The school must use all possible means to direct students toward proper behavior and attitude.

DISCIPLINARY ACTION

The overall planning for management of student behavior and student-staff interaction is an ongoing responsibility of the school staff with the classroom teacher being the primary disciplinarian.

Disciplinary interventions and decisions will be made with regard to acts ranging from criminal acts to minor offenses. The goals of disciplinary action are twofold:

1. The student's increasing ability to manage himself/herself effectively
2. The maintenance of a good learning environment for the school

Disciplinary action may include discussion, counseling, detention, Saturday school, suspension, and expulsion. The action will be in the best interest of the student and the student body. Action will become progressive and more severe depending on the offense and the frequency of behavioral problems. There are actions that warrant immediate suspension and/or recommendation for expulsion. The parent or guardian will be notified any time it becomes necessary for the student to be suspended or expelled.

Special education students will follow the discipline procedures and/or IEP and behavior plan recommendations, as deemed appropriate.

DETENTION

Detention will only be assigned if there are extenuating circumstances of why the student cannot attend and upcoming Saturday School. An agreement must be made between the parent/guardian and the principal.

The student shall spend a period of time before or after school in the designated detention room. Conduct in the detention room must be acceptable to the detention supervisor or further discipline will be issued.

OUT-OF-SCHOOL SUSPENSION

A period of time in which a student will be removed from the school setting and is not to return to school or be on the school grounds. This includes attending or participating in any school activity, including after-school events. A student may be suspended by the principal or his/her designee until some plan has been developed for the student's successful reinstatement into the classroom. The length of the suspension will depend on the reason for the suspension and the student's previous discipline record.

EXPULSION

The permanent removal of a student from school for a period of time as determined by School Board action.

BEHAVIORS THAT LEAD TO DISCIPLINARY ACTION

Criminal Acts

The violation of federal, state or local laws or ordinances are grounds for suspension or expulsion when a violation occurs on school property, to and from school or during a school function away from school. Criminal acts include, but are not limited to the following:

- Arson-The intentional setting of a fire.
- Assault-Physical attack on another resulting in injury
- Breaking and entering-Entering a building illegally
- Theft or extortion-Taking items belonging to another
- Explosives and weapons-The possession, use or intended use of weapons or explosives, including fireworks. This includes any look-alike weapon, explosive or fireworks
- Inciting a riot-Organizing, leading, encouraging, or participating with a group whose intent and/or action is that of destruction of property, harm to individuals, or disruption of the orderly operation of the school program.
- Vandalism/malicious destruction of property-The act of damaging or destroying property belonging to another or others. The student will be held responsible for replacement or repair, in addition to penalties that follow
- Alcohol, tobacco, drugs-The use, possession, distribution or sale of such. This includes fake drugs, non-alcoholic beer/wine, steroids, inhalants, look-alike drugs, or synthetic substances.
- Vaping, regardless of ingredients, and possession/use of vaping paraphernalia
- Intimidation of school authorities-Use of force or the threat of force or violence that interferes with teachers, administrators or other school staff.
- Bomb threats
- False fire alarms
- Improper use of motorized vehicle.

DISCIPLINARY ACTION FOR CRIMINAL ACTS

The following action will be taken if a student commits a criminal act on school property, to or from school or during a school function away from school.

- The police will be called at the discretion of the principal or his designee
- The parents of the student will be notified
- The student will be suspended for a period of not less than one (1) day. The maximum penalty will be permanent expulsion from school

MAJOR OFFENSES

- Indecency and obscene behavior-Offending against commonly recognized standards of propriety or good taste, including the use of vulgar language, gestures, behavior and graffiti. This includes misuse of the Internet.
- Forgery-The act of fraudulently using in writing the name of another person, or falsifying times, dates, grades, addresses or other data on school forms. Signing another person's name to an excuse to be absent is considered forgery. Lying to get a student released from school or a class for any period of time will be considered forgery.
- Fighting-Aggression with the intent of hurting each other in or on school property, or going to or from school, including any activity under school sponsorship (dance, athletic event, etc.)
- Truancy-Unauthorized absence from school or class for any period of time. This includes not signing out in the principal's office when leaving. You must get permission to sign out from the principal or his designee.
- Gross misbehavior-The act of deliberate or willful conduct detrimental to normal functions of the program or activity under school sponsorship.
- Hazing-Abusive and/or humiliating language or actions. This includes shoving, hitting, kicking teasing or spitting.
- Unauthorized use of a motor vehicle-Students must use school transportation to and from the technical school in Kingsford unless he/she has written consent from the teacher of his/her class and the Norway High School principal.
- Non-cooperation with teaching or non-teaching staff, substitute teachers or administrators. This includes insubordination, insolence, or extremely disruptive behavior in the classroom, in the school building or at school functions.
- Unsafe actions-Students are not to carry out or encourage any act that leads to unsafe or unsanitary conditions to themselves or others. This includes misuse of automobiles.
- Cheating-The act of using another's school work as your own, or allowing someone to use your schoolwork. This includes, but is not limited to daily or weekly quizzes, unit exams, final exams, homework and individual projects or papers. Students are to receive a zero for the work.
- Gambling-The act of gambling for money or valuables.

PENALTIES FOR MAJOR OFFENSES

1. First major offense-Out-of-school suspension for a minimum of one day
2. Second major offense-Out-of-school suspension for up to five days
3. Third major offense-Out-of-school suspension for up to ten days
4. Fourth major offense-Out-of-school suspension for no less than the third major offense

MINOR OFFENSES

- Boy-girl relationships-Inappropriate affectionate display, improper touching, holding or kissing will be a violation
- Violation of the dress code
- Food, drink, candy or gum in the classrooms, hallways or library. Students may not sell candy without the permission of the high school principal
- Unauthorized use of automobiles-Student drivers must park in designated areas and use proper exit and entrance routes. Student drivers must drive safely. In some cases the driving of students may be considered a major offense. Any time a safety factor is involved, the offense will be considered major.
- Littering-The act of littering on school property or private property when going to or from school.
- Class disruptions-Behavior judged to be disruptive by the teacher. At times behavior may be judged to be serious enough to be considered a major offense. This will be determined by the high school principal.
- Unauthorized wandering throughout the building
- Chronic tardiness-Three unexcused tardies during a semester constitutes chronic tardiness. Late students will be charged with tardiness unless they were detained for reasons attributed to school personnel or medical reasons. Each set of three tardies in a semester will result in a consequence.
- Other-any act that is deemed inappropriate by the teacher or authority figure: lying, sleeping in class or study hall, not doing schoolwork, etc.
- Use of skateboards on school property will result in a minimum of one morning detention.
- Improper use of cell phone, CD player, video games, pagers, radios or other electronic equipment as determined by the principal.
- Wearing ear buds or headphones during passing time or when permission has not been given by a school official.

CONSEQUENCES FOR MINOR OFFENSES

1. First Offense-One (1) hour of Saturday School.
2. Second Offense-Saturday School for a minimum of one hour.
3. Third offense- Saturday School for a minimum of three hours.
4. Fourth offense and repetitive behavior-Any of the above mentioned and/or suspension.

ASSEMBLIES

Students are to behave appropriately during assembly programs. The discipline code is in effect for the entire school day. Students are not to distract other students or behave in a manner that detracts from the program. Students are expected to attend all assembly programs. Anyone not present and who has not received permission from the principal will be considered truant.

SATURDAY SCHOOL

Saturday School at Norway-Vulcan Schools runs from 8:00am-11:00 am. Any student who is to attend Saturday school must be in attendance by 8:00am or he/she will be suspended from school on the following Monday. Any student who the monitor tells to leave the building will be suspended for at least one day. If the conduct warrants further disciplinary action, the principal will meet with the monitor and the student to determine the length of the suspension. If a Saturday school is assigned to a student and he/she does not attend, the day of suspension will count as an unexcused absence and will be counted as a day towards loss of GPA.

SEXUAL HARASSMENT

- Verbal-The making of written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions or threats to a fellow student, staff member or other person associated with the District
- Non-Verbal-Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling or the like to a fellow student, staff member or other person associated with the district.
- Physical Contact- Threatening or causing unwanted touching, contact or attempts at same, including patting, pinching, pushing the body or coercing sexual intercourse with a fellow student, staff member or other person associated with the district.

GENDER/ETHNIC/RELIGIOUS/DISABILITY HARASSMENT

- Verbal-
 - Written or oral innuendos, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. directed toward a fellow student, staff member, or other person associated with the District
 - Conducting a "campaign of silence" toward a fellow student, staff member or other person associated with the District
- Non-Verbal-
 - Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the District
- Physical
 - Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the District.

HARASSMENT PREVENTION

Any student who believes that she/he is the victim of any of the above action or has observed such action taken by another student, staff member, or to other person associated with the district should take the following steps immediately:

1. If the alleged harasser is a student, staff member, or other person associated with the District other than the student's principal, the affected student should, as soon as possible after the incident, contact his/her principal.
2. If the alleged harasser is the student's principal, the affected student should, as soon as possible after the incident, contact the superintendent.

The student may submit a report in writing, by telephone, or in person. The reporting student should provide the name of the person(s) who he/she believes to be responsible for the harassment and the nature of the harassing incident(s). The report shall be investigated in a timely and confidential manner. No one involved will discuss the subject outside of the investigation, except as may be required by law or in the context of a legal or administrative proceeding.

If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence. Given the nature of harassing behavior, the school recognizes that false accusation can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegation or charges. Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which will require that the student-abuser be reported to proper authorities. Hazing by any school group, club or team is not permitted. This includes any form of initiate that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be.

STUDENT VISITORS

Students are not permitted to bring visitors to school unless they have permission from the high school office. This permission will be granted only to a visiting student who may enroll in the high school. There may be extenuating circumstances where permission is granted to students who are not planning to attend the school. The teacher has the right to deny admittance to any visitor. The visitor must report to the office if the teacher denies admittance.

CLASS RANK

Class rank is determined at the end of each semester. Class rank is determined by semester grades. Grades in two-hour vocational classes will be doubled in value. Exchange students are not included in class rank. Classes that are taken for a second time will have an average of the two grades received. Credit will be given for only one of the classes taken. Home-schooled students are not eligible for class ranking even if he/she takes classes at Norway High School. Class ranking for awards/honors is determined at the end of the first semester of the senior year. Determining class rank has been changed beginning with the class of 2011.

LUNCH

Norway High school has an open lunch hour policy for grades 9-12. This policy is subject to change by the administration during the school year. Students who eat on campus or arrive back to campus before lunch hour is over are to remain in the commons area adjacent to the cafeteria.

Students who drive off campus are reminded of Michigan laws that limit the number of minors in a vehicle and to drive safely and responsibly. Students are to respect their community and neighbors to the NVAAS campus at all times.

STUDENT MEAL ACCOUNTS

All Norway-Vulcan Area School students are issued identification badges. The badges have barcodes that operate with our student meal account system. It is expected that the parents/guardians of students who use their identification badge to maintain an account balance for the purpose of paying for school meals will keep their student(s)' accounts in good financial standing, with no balance owed on them. Our student database, Power School, does send out e-mail messages to parents when an account is low or at zero balance.

In the event a student meal account should have a negative balance, the following steps will be taken to notify parents/guardians to take action to bring the account into good financial standing.

- When an account has a negative balance of \$10, a letter will be sent home and a phone call may be made home asking the parent/guardian to take action to reconcile the account.
- When an account has a negative balance of \$20 or more, another letter will be sent home, a phone call will be made home and the student with a negative account will only be offered a peanut butter and jelly sandwich, a piece of fruit, and milk at lunch. Until the account is reconciled the account is reconciled the student will not have the option of purchasing any other meal in the lunch cafeteria.

If there is a question or a concern regarding school accounts and meals, please contact our cafeteria supervisor, Bridget Finn at (906) 563-5745

8TH GRADE CREDIT

A student who completes Algebra 1 and/or Earth Science will receive high school credit that satisfies the Michigan graduation requirement for one of the four math or three sciences classes. These credits will be listed as pass/fail on the student's transcripts. All students must meet graduation credit requirements during grades 9-12 in order to graduate. Spanish credit earned in 8th grade will count toward graduation requirements.

ELECTION OF CLASS OFFICERS

In the fall, each class will hold organizational meetings to elect a president, a vice-president, a secretary, and treasurer. It is extremely important to you and the members of your class that you select leaders who will work diligently on your behalf and who have organizational skills and imagination. Choose wisely.

ELIGIBILITY TO BE NOMINATED TO A SCHOOL GOVERNMENTAL BODY

A student may only hold one elected position on a student governmental body at any one time. An example would be if you are elected an officer of the student council, you may not be nominated to run for any class officer position. This policy does not include officers of school clubs. In a small school setting, students may hold more elected positions if there were no other candidates.

ELIGIBILITY TO BE NOMINATED TO A COURT OR SCHOOL EVENTS

- Once you are elected as king/queen for a school event, you are ineligible to be nominated as a candidate for any other court.
- If you are elected to the Homecoming Court your senior year, you are not eligible to be nominated for the Winterfest Court
- You may be elected to only one homecoming court during your first three years in high school. All students are eligible for homecoming court their senior year except those who were elected king/queen of the Junior prom.
- Foreign exchange students are not eligible for the National Honor Society. You must be a full-time student to be a member of the National Honor Society. Conduct unbecoming a student may disqualify an individual from any elected position in school. This will be determined by the high school principal.

EMERGENCY EVACUATION

In an emergency, evacuate to the area the teacher directs. In some emergencies (tornado) you will be instructed to stay in the building and go directly to the safe area announced by the teacher.

NON-DISCRIMINATION—TITLE IX

Norway High School does not discriminate on the basis of race, religion, sex or any other reason. Inquiries concerning the application of Title IX and its regulations may be referred to the Title IX coordinator or the office for Civil Rights. Designated Title IX Coordinator(s) are Rico Meneghini and Susie Neuens; 300 Section St., Norway, MI.

INCOMPLETE GRADES

Students receiving an incomplete (I) must make up the work within **one-week** of the date cards are distributed. If the work is not completed in one week and the student has a legitimate reason for not completing the work, an appeal for credit may be made. The people attending this appeal will be the guidance counselor, the teacher of the class, the parents(s) and the student. The guidance counselor, and teacher will make a final decision after this appeal.

GRADING SCALE

A	93.5-100	B-	79.5-81.5	D+	66.5-69.4
A-	89.5-93.4	C+	76.5-79.4	D	62.5-65.4
B+	86.5-89.4	C	72.5-76.4	D-	59.5-62.4
B	82.5-86.4	C-	69.5-72.4	F	Below 59.4

Loss of GPA-A “Z” represents that credit has been awarded but the GPA for that course is 0.0

*This is only to be used for nine-week grades and semester exams. Use letter grades to determine semester average. No A+ grades are to be given. A scale of 11 to 0 is to be used for the letter grade semester averages.

SEMESTER GRADES

Semester grades are determined by a 40-40-20- basis. Forty percent for each nine-week period and 20 percent for the semester exam.

GRADE POINT AVERAGE

Grade point average will be determined at the end of each semester using semester grades only. The following scale is used.

A	4.00	C	2.00
A-	3.67	C-	1.67
B+	3.33	D+	1.33
B-	2.67	D-	0.67
C+	2.33	F	0.00

Valedictorian and Salutatorian will be determined by GPA and ACT score to the nearest .00 GPA will be determined by the computer.

This scale is to be used in determining semester and final grades. No “A+” grade is to be used. Physical Education is included in GPA or honor roll. GPA of Foreign Exchange students are excluded from class rankings. Dual enrollment classes will not be considered in computing the GPA. After the first semester of the junior year, ACT score and GPA will determine class rank.

HONOR ROLL

There are three honor rolls for which students are eligible.

1. 4.00 GPA
2. 3.50 to 3.99 GPA
3. 3.49 to 3.00 GPA

REPORT CARDS

There are four (4) grading periods during the school year, two each semester. At the end of each nine-week period you will receive a report of your grades, which you should take home. This report is not to be returned to school.

WEIGHTED AND PASS/FAIL GRADES

Grades issued for Advanced Classes (AP English, Physics, Calculus, Chem. II, and any other course considered “advanced” by the administration) will either be weighted according to a 5 point scale or issued as a pass/fail grade (69.5% or higher for passing). It will be the student and his or her parents’ discretion whether or not a grade is issued.

SEMESTER EXAMINATIONS

Semester exams are a required part of most courses in high school. Failure to report for semester exams for which you are scheduled will mean forfeiture of the credit of the course involved. Should you become ill or have some other emergency arise, please call the principal's office to arrange for a makeup time.

GUIDANCE DEPARTMENT

The Guidance department is located across from the principal's office. If you wish to make an appointment, please do not hesitate to do so. The guidance counselor provides services to all students and will assist in any way possible with your academic and social concerns.

ADVANCED PLACEMENT CLASSES

Students who elect to take Advanced Placement courses may take the A.P. exam at the end of the school year. The fee for this exam will be paid by the student. Students who qualify for free/reduced lunch are exempt from paying this fee.

ONLINE LEARNING

Students will be able to take classes on-line through accredited providers if deemed necessary by the guidance counselor and/or principal. Classes that are offered at Norway High School will not be taken online by students unless there are extenuating circumstances; this will be determined by the guidance counselor and principal. All on-line classes will be part of the GPA of a student and the class ranking. Any student receiving a grade of "F" or "I" in the on-line class is required to pay the cost of the class.

STUDENT DRESS AND GROOMING

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hair style) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

Student should consider the following questions when dressing for school:

- Does my clothing expose too much? (no)
- Does my clothing advertise something that is prohibited to minors? (no)
- Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (no)
- Am I dressed appropriately for the weather? (yes)

- Do I feel comfortable with my appearance? (yes)

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or to others, they may be removed from the educational setting.

Standards relative to dress at school are formulated to provide direction and guidance to the student body in grades 7-12. Students should be dressed in a manner that will not create either a safety hazard or cause a disruptive influence on other students in and around the school. All clothing should be modest and kept clean at all times.

- No student shall be permitted to wear any clothing that is normally identified with an organization, such as a gang, or clothing that contains pictures and/or written references to obscene, racist, or sexist connotations or to alcohol or drug products.
- Clothing which could cause violence or disruptions of the educational process is prohibited. Dangerous items, which could be used as a weapon, are not to be carried or worn at any time in school. Items will be taken from a student, and a parent conference might be required before they are returned. Clothing that discriminates on the basis of race, color, gender, religion, national origin, or handicap will not be tolerated.
- See-through blouses and shirts are prohibited unless T-Shirts are worn under them and/or other clothing adequately covers them. No underwear may show through in either case.
- The wearing of any type of clothing that exposes the midriff is unacceptable. Shirts/tops must touch the top of pants or skirts.
- Tank tops with shoulder straps that are fewer than two inches wide, do not have tightly fitting armholes, and do not have modest or non-revealing necklines, and spaghetti strap shirts or dresses will not be allowed unless t-shirts with sleeves are worn under them and/or other shirts that meet dress code standards are worn over them
- Females are to wear appropriate tops. Cleavage should not be visible with any clothing.
- Shorts are acceptable school attire under the following conditions:
 - Excessively short skirts, short shorts, and short dresses are not acceptable. Length should be appropriate and to the fingertips when arm is at rest.
 - Shorts must be of decent taste.
 - Shorts may not be revealing when a person is seated.
 - Shorts may not be too tight.
 - Spandex shorts may not be worn unless acceptable shorts are worn over them
 - Skirts should be of decent taste and must cover fifty percent of the thigh.
 - Pajamas are not acceptable
 - Hats/headgear of any kind will not be worn by students in school between classes, in classes, in the cafeteria/commons, in the library, or in study halls. The only exemption to this rule will be days designated by the principal as hat or dress-up days.
 - Safety or special purpose equipment or clothing must be worn when required by a classroom teacher. Students must follow safety rules given by teachers regarding how clothing is to be worn.
 - Footwear must be worn in the school building (with some exceptions for special activities as designated by the principal).

- No clothing should have inappropriate or excessive size/number of revealing holes in it.
- No underwear should show above or below anyone's clothing. Pants should be at a height that there is no underwear showing and considered non-offending to students and staff.
- Backpacks or purses are not to be taken into any classroom. They must remain in the lockers.
- Students must dress appropriately when attending classes and school activities. Common sense is expected, and students must dress in a manner that reflects positively on themselves, their families, the school, and the community.

CONSEQUENCES FOR DRESS CODE VIOLATIONS

FIRST OFFENCE: Students will make necessary adjustments as determined by staff member or principal. Parents might be requested to bring a substitute item of clothing to school for the students involved. Students will stay in the office until the issue is resolved.

SECOND OFFENSE: Students will make necessary adjustments as determined by staff member or principal. One hour of Saturday School will be issued. Students will stay in the office until the issue is resolved.

THIRD OFFENSE: Students will make necessary adjustments as determined by staff member or principal. An in-school suspension or Saturday School will be issued, and the parents might be called for a conference concerning proper attire.

CONTINUATION OF INAPPROPRIATE DRESS: Students will make necessary adjustments determined by staff member or principal. Disciplinary action will become increasingly severe by use of the above mentioned actions and will include out-of school suspension.

The principal/designee will make the final decision on appropriate clothing.

TESTING-OUT-OPTION

Credit awarded to pupil not enrolled in course.

The school board shall grant high school credit in any course to a pupil enrolled in high school, but who is not enrolled in the course, who has exhibited a reasonable level of mastery of the subject matter of the course by attaining a grade of not less than C+ in a comprehensive exam in the course, or, if there is no exam, by exhibiting that mastery through the basic assessment used in the course which may consist of a portfolio, performance, paper, project, or presentation. For the purpose of earning credit under this section, any high school pupil may take the final examination in any course. Credit earned under this section shall be based on a "pass" grade and shall not be included in the computation of grade point average for any purpose. Credit earned under this section will not be counted toward graduation. Credit shall be counted toward fulfillment of a

requirement for a subject area course and shall be counted toward fulfillment of a requirement as to course sequence. A pupil may not receive credit thereafter for a course lower in course sequence concerning the same subject area. Only students who have not taken the course may use this test out option. No student may test out of Government.

SPORTSMANSHIP

Students attending extracurricular activities are to abide by the same rules as they would during the school day. The only exception to this rule is caps are allowed to be worn by students. No student is to behave in a manner that will embarrass fans, players, coaches, or the school. Booing will not be tolerated. Any student who is abusive to an official will not be permitted to attend events for a period of time as determined by the person in charge of the event. All students are encouraged to attend as many events as possible but are asked to not spoil the enjoyment of the event for anyone else. Cheer as loud as you desire but refrain from any action that could be viewed as disrespectful.

ACADEMIC RECOGNITION

Students entering high school as freshmen will achieve academic recognition based on a combination of grade point average and their ACT score. The formula for academic recognition will be the students GPA x 250 + the SAT combined Math & CR x 0.625. This formula will give a maximum of 2000 points.

Academic recognition will be based on the following scores. Senior Scholar 1650 points, Summa Cum Laude 1550-1649 points, Magna Cum Laude 1450-1549 points, Cum Laude 1350-1449 points. Students will receive recognition for this achievement at graduation. Senior scholar's picture will be in the newspaper and receive a medallion to wear at graduation. Summa Cum Laude will receive a gold cord to wear at graduation. Magna Cum Laude will receive a silver cord to wear at graduation. Cum Laude will receive a bronze cord to wear at graduation.

Class ranking will only be kept for college admission. The class rankings will be determined at the end of the student's Junior year and at the 1st semester of their senior year. There will be no public recognition for a valedictorian or salutatorian.

INDEPENDENT STUDENT

A student who is 18 year of age and no longer living at home may be declared an independent student. If your parents are willing to relinquish all responsibility for you, you may apply for independent student status by completing a form, which is available in the office.

LOST AND FOUND

Books or other material left on desk tops or in other areas of the building will be picked up and placed in the lost and found department in the office. If you find or lose articles, please check in the office. If you find an article and keep it as your own, this is considered theft and will be handled as such. The school is not responsible for lost or stolen materials. You are encouraged to buy and use a lock on your locker. You should also get a lock from your physical education teacher to secure your articles when you are participating in a gym class.

POWERLUNCH

Students can bring in money to the high school office any day before school. This amount will be entered each morning. If money is brought in at any other time during the day, that amount will be entered each morning. If money is brought in at any other time during the day, that amount will be entered the following day. Lost lunch cards can be replaced for a \$5.00 fee in the superintendent's office.

LOCKERS

NVAS is not responsible for items placed in lockers.

Each student has his/her own locker. The school will provide a lock at a cost of \$5.00, which will be refunded to you when it is returned your senior year or if you move. WE recommend that you lock your locker to prevent theft. Only locks supplied by the school are permitted on lockers. Lockers are the property of the school and school authorities retain the right to inspect lockers at any time. You will be held responsible for any damage done to lockers. You are responsible for the contents of your locker. Please report any damage or tampering to the high school office.

TEXTBOOKS

Textbooks are provided free of charge. Students are responsible for reasonable care and return of all loaned materials and books. Fines will be assessed at the end of the school year in cases of abuse or loss of materials.

WORK PERMITS

The office issues work permits for students of Norway High School. Persons under 18 years of age are required to secure permits to work. Fourteen years is the minimum age for the legal employment of minors. To obtain a permit, the principal must have legal proof of age and an offer of the employment signed by the employer. It is the responsibility of the employer to have evidence on file that the minor is legally employed.

LEARNING OUTCOMES

Students will receive $\frac{1}{4}$ credit for this class. Students must follow course curriculum and will be graded by the instructor.

FIRE DRILLS

The signals for fire drills or a fire is a continuous horn blast. It will operate until it is permissible to enter the building. Fire drills are timed and it is imperative that the students move rapidly and carefully during the drill. After leaving the building, keep moving so that the last students may also get away from the building. Do not reenter the building until the alarm has stopped sounding.

STUDENT TUTORS OR TEACHER ASSISTANTS

A limited number of tutoring and teacher assistant positions are available each year. Students who accept these assignments will work under the direct supervision of a staff member. Assignments will be made a semester at a time. If the service is satisfactory, a student's assignment may be extended through the second semester. Students will receive a grade at the end of each marking period. 1/4th of a credit will be allowed at the end of each semester if the service is satisfactory. Seniors, juniors, and sophomores will be accepted into the program. Any student who is accepted must be carrying six credits in addition to the tutoring assignment. A student may not tutor more than one class period per day. A maximum of one credit may be earned during a student's four years of high school. A student is not able to take a study hall and be a student assistant the same semester.

A written report of what the tutor or assistant has done must be submitted to the teacher they are assisting for each nine weeks. The teacher must check to assure the student has written what he/she has done and give the student a grade based on the work performed—not on the content of the paper. The teacher must send the paper with the grade to the office. Any student not submitting his/her paper will be contacted by the guidance office for possible removal from his/her assignment until the paper is received. The student will receive an "F" if the paper is not handed in within one week of the distribution of report cards.

Tutors or student assistants must be included in the attendance record of the teacher being assisted. A student is not permitted to tutor if his/her teachers feel the time is needed to improve his/her grades.

CARE OF PROPERTY

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate any item brought to school and return the item to the students' parent. All lockers should be locked.

TRESPASSING

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended or expelled, the student is not allowed on school property without the authorization of the principal. Students may not trespass onto school property without the authorization of the principal. Students may not trespass onto school property at unauthorized times or into areas of the school deemed to be inappropriate. Violations of these rules could result in suspension or expulsion.

SOCIAL ACTIVITY REGULATIONS

- Any high school organization must, at least one week in advance of any out-of-school function or moneymaking project, secure permission for that event from the principal.
- The activity must have the advisor's approval.
- All school functions at the high school shall end before 11:00 p.m. Formal dances are excluded from this rule. No activities shall be scheduled on Wednesdays.
- No student will be admitted after 9:00 p.m. unless he/she has received prior approval from the advisor of the group.
- Custodians will clean the facility after class or club activities unless informed otherwise by the advisor of the group. This ensures that the facilities are ready for classes by 8:15 a.m. A fee for cleaning will be charged to the group if custodians clean.

STUDENT CONDUCT

It shall be considered a privilege to represent the school in the position of cheerleader, inter-scholastic athlete, participant in a musical or dramatic performance or other activity where the student represents the school before the public. The student who wishes to participate in these activities shall conduct himself in such a way and manner as to reflect positively upon himself, his parents and the school and community.

The following principles shall govern these students:

- They shall abide by the rules and regulations as set forth in their organization's constitution or by-laws.
- They shall not use alcohol, tobacco or illegal drugs.
- They shall not be in possession of alcohol, tobacco or illegal drugs.
- All school rules and consequences apply while a member is representing Norway High School.

VIOLATION OF STUDENT CONDUCT

Athletes who violate the above principles will be subject to the rules of conduct specified in the athletic handbook as determined by the athletic director.

Students in non-athletic activities will be suspended from participation for a period to be determined by the advisor of the activity and the principal. A second offense will result in a suspension of one year from all activities if the second offense occurs in the same calendar year.

These principles of conduct shall apply whether school is in session or not and the same penalties shall apply.

School rules apply from the time you leave for school until you would reasonably get home from school.

YEARBOOK-“THE KNIGHT”

The yearbook is offered as a class and as an extra-curricular activity. Much work and effort is put into this publication, as it is a memento of the student’s high school days with emphasis on the senior year. All students are encouraged to become involved!

ATHLETIC PROGRAM

The athletic program of Norway High School is one of great tradition and every member of the student body is encouraged to become involved as a participant or fan. Students who become involved with these programs have fewer detentions and generally have a better chance of success in later life because of the teamwork, discipline and competitive drive that can best be developed by being part of a group. Fans are an important part of the group.

EXTRA-CURRICULAR ACTIVITIES

Activities such as band, chorus, quiz bowl, key club are of great importance in developing leadership skills and teamwork. All students are urged to join as many of these clubs as possible.

- Art Club
- Foreign Language Club
- Key Club
- Drama
- Academic Team/Quiz Bowl
- Y.A.C.
- S.A.D.D.
- Student Council
- Yearbook

GRADE LEVEL CLASSIFICATION

The number of credits she/he has earned while in high school determines a student’s grade level.

- Freshmen-Fewer than four credits
- Sophomore-More than four credits but less than eight credits.
- Junior-More than eight credits but less than fifteen credits.
- Senior-Fifteen or more credits.

ACADEMIC LETTER AWARD

Outstanding scholars are awarded academic letters based on these criteria:

- A sophomore has achieved a 3.90 GPA after three (3) semesters.
- A junior has achieved a 3.50 GPA after five (5) semesters.
- A senior has achieved a 3.25 GPA after seven (7) semesters.
- The student has represented the school in televised academic competition.
- The student is a senior and is recommended by the high school academic team coach based on participation on the High School Bowl Team

NORWAY-VULCAN AREA SCHOOLS INTERNET, E-MAIL, AND LOCAL AREA NETWORK RULES

Students are responsible for good behavior on school LANs just as they are in a classroom or a school hallway. Communications on the LANs are often public in nature. General school rules for behavior and communications apply.

The LAN is provided for students to conduct research, complete assignments, and communicate with others. Access to LAN services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege—not a right. Access entails responsibility.

Individual users of the district LAN are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.

LAN storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will be private or permanent.

DRUG/ALCOHOL TESTING

A student is required to take a drug/alcohol test if requested by the principal or his designee. Any refusal to take the drug/alcohol test will result in a ten-day suspension and a recommendation to the superintendent that the student be expelled.

CELL PHONES

- Cell phones are not to be used from 8:00 a.m. to 3:15 p. m.
- Cell phones will be kept until the end of the school day or overnight if they are not used at the proper time.
- Repeated phone misuse will result in increasing discipline including Saturday School
- If a student refuses to surrender the phone for the night, he/she will be suspended from school for one day.
- Lost or stolen cell phones are not the responsibility of NVAS

ELECTRONIC EQUIPMENT

NVAS is not responsible for any lost or stolen property that occurs on school grounds.

HIGH SCHOOL GRADUATION REQUIREMENTS

Michigan Merit Curriculum

- English Language Arts—4Credits
- Science—3Credits
 - Biology
 - Chemistry or Physics
 - 1 additional science credit
- Mathematics
 - Algebra 1
 - Algebra 2
 - Geometry
 - 1 additional math credit
- Social Studies—3Credits
 - .5 Civics
 - .5 Economics
 - U.S. History and Geography
 - World History and Geography
- Health and Physical Education—1Credit
- Visual Performing, Applied Arts—1Credit
- Language other than English – 2 Credits (Starting in class of 2016)

Electives: 8.5 Credits Needed: 24.5

Students must be in attendance for 8 semesters of high school. Students must take a minimum of 6 classes per semester. 8th grade Spanish will count toward graduation requirements.

A student must maintain a minimum GPA of 1.00 to graduate. The principal may waive a specific class, but the number of credits required will not change.

GRADUATION

The superintendent of the school shall develop curriculum for the Norway-Vulcan Area Schools, which shall meet the requirement for graduation as established by the local board of education, the Department of Education of the State of Michigan, and the North Central Association of Colleges and Schools. The responsibility for certification of fulfillment of requirements shall rest with the guidance counselor. Graduation shall be held once a year at a time determined by the superintendent when the yearly school calendar is set. Student participating in these exercises shall have completed their prescribed course of study and be full-time students during the entire year in which their class will graduate. Full-time students will have a daily schedule which includes no more than one study hall within the seven period day. A student must take 6 credits during the second semester and attend classes in order to participate in the graduation ceremony. Students must complete at least 23 units of credit in order to participate in the graduation ceremony. Credit will be accepted from other schools, which are accredited by their State Department of Education or other internal accrediting systems within their state, upon the recommendation of the American Council on Education for courses completed through the extension departments of approved colleges and universities, or from a regional accrediting agency. Students may not enroll in high school credit courses with the Community School Adult Education program until their class graduates unless special permission is granted in writing. Requests for permission to enroll will be heard by a committee consisting of the guidance counselor and the high school principal. Adult education enrollment for credit is not encouraged. If a student enrolls at NHS during the year and he/she will be a senior, he/she must complete the entire year. There is no early graduation for students entering during their senior year. Michigan Virtual High School courses will be treated as a regular high school course.

VISITORS

All visitors to NVAS must check in at the appropriate office and must be granted permission to stay on school grounds by the administration.

ADD/DROP

Students have the first week of school to drop a class at the beginning of each semester for a semester class or the beginning of the year for a year-long class. If a student wishes to drop a class, an equivalent credit class must be added. Any drops after the first week will result in a failure (F) for that course.

ALTERNATIVE EDUCATION

If a student leaves Norway High School to attend high school at Alternative Education, he/she will participate in Alternative Education graduation ceremonies in lieu of participating in Norway High School graduation ceremony and all other graduation activities. Any exceptions to this policy must be agreed upon by the principal or superintendent along with an academic/behavior expectation agreement.

Required Policies and Statements

The following are required Policies and Statements.

WEAPONS

The Board of Education prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle without the permission of the Superintendent.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

This policy shall also encompass such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

The Superintendent is authorized to establish instructional programs on weapons which require students to immediately report knowledge of weapons and threats of violence by students and staff to the building principal. Failure to report such knowledge may subject the student to discipline up to and including suspension or expulsion from school.

The Superintendent will refer any student who violates this policy to the student's parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include:

- A. weapons under the control of law enforcement personnel;
- B. items pre-approved by the building principal as part of a class or individual presentation under adult supervision, if used for the purpose and in the manner approved; (Working firearms and any ammunition will never be approved as part of a presentation.)
- C. theatrical props used in appropriate settings;

BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD
STUDENTS

The Board of Education believes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards.

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

"Bullying" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts - i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle.

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Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidating, menacing, coercion, name-calling, taunting, and making threats.

"Bullying" is conduct that meets all of the following criteria:

- A. is directed at one (1) or more students;
- B. substantially interferes with educational opportunities, benefits, or programs of one (1) or more students;
- C. adversely affects the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing emotional distress; and,
- D. is based on a student's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated, and documented.

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If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any officer position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

"Bullying" is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical - hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal - taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological - spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.

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"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability (sexual orientation, physical characteristic, cultural background, socioeconomic status, or geographic location).

"Intimidation" includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.

"Menacing" includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

"Harassment, intimidation, menacing, or bullying" means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For a definition and instances that could possibly be construed as hazing, see Policy 5516.

Confidentiality

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

5771 - SEARCH AND SEIZURE

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student, in accordance with the following policy.

School Property

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have an expectation of privacy as to prevent examination by a school official. The Board directs the school principals to conduct a routine inspection at least annually of all such storage places. In the course of any search, student's privacy rights will be respected regarding any items that are not illegal or against Board policy.

The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices, when the Superintendent has reasonable suspicion that illegal drugs or devices may be present in a school. This means of detection shall be used only to determine the presence of drugs in locker areas and other places in the school where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities and is not to be used to search students unless either a warrant or parental permission has been obtained prior to the search.

Student Person and Possessions

The Board recognizes that the privacy of students or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner. The extent of the search will be governed by the seriousness of the alleged infraction, the student's age, and the student's disciplinary history.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

Reasonable suspicion that a communication device has been used to violate District policies or administrative guidelines shall be subject to disciplinary action and may result in the communication device being confiscated.

Administrators are authorized to arrange for a breath-test instrument, according to the Superintendent's guidelines, for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the principal. S/He shall attempt to obtain the freely-offered consent of the student to the inspection; however, provided there is reasonable suspicion, s/he may conduct the search without such consent. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened.

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found and the disposition made of them; and any subsequent action taken. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

The Superintendent shall prepare administrative guidelines to implement this policy.

M.C.L.A. 380.1306
U.S. Constitution, 4th Amendment

Revised 11/13/00
Revised 1/9/12

FERPA Rights

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the [Federal Relay Service](#).

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

8330 - STUDENT RECORDS

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard student's privacy and restrict access to student's personally identifiable information.

Student "personally identifiable information" ("PII") includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

The Board of Education is responsible for maintaining records of all students attending schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees. The Board hereby authorizes collection of the following student records, in addition to the membership record required by law:

- A. observations and ratings of individual students by professional staff members acting within their sphere of competency
- B. samples of student work
- C. information obtained from professionally acceptable standard instruments of measurement such as:
 - 1. interest inventories and aptitude tests,
 - 2. vocational preference inventories,
 - 3. achievement tests,
 - 4. standardized intelligence tests,
- D. authenticated information provided by a parent or eligible student concerning achievements and other school activities which the parent or student wants to make a part of the record
- E. verified reports of serious or recurrent behavior patterns
- F. rank in class and academic honors earned

- G. psychological tests
- H. attendance records
- I. health records
- J. custodial arrangements

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, and designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law. The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older or a student of any age who is enrolled in a postsecondary institution.

In situations in which a student has both a custodial and a noncustodial parent, both shall have access to the student's educational records unless stipulated otherwise by court order. In the case of eligible students, parents will be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code.

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); and a person serving on the Board. The Board further designates the following individuals and entities as "school officials" for the purpose of FERPA:

- A. persons or companies with whom the Board has contracted to perform a specific task (such as an attorney, auditor, insurance representative, or medical consultant);
- B. contractors, consultants, volunteers or other parties to whom the Board has outsourced a service or function otherwise performed by the Board employees (e.g. a therapist, authorized information technology (IT) staff, and approved online educational service providers).

The above-identified outside parties must (a) perform institutional services or functions for which the Board would otherwise use its employees, (b) be under the direct control of the Board with respect to the use and maintenance of education records, and (c) be subject to the requirements of 34 C.F.R. 99.33(a) governing the use and re-disclosure of PII from education records.

Finally, a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers) is also

considered a "school official" for purposes of FERPA provided s/he meets the above-referenced criteria applicable to other outside parties.

"Legitimate educational interest" shall be defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory or instructional task or to perform a service or benefit for the student or the student's family. The Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have legitimate educational interest.

The Board authorizes the administration to:

- A. forward student records, including any suspension and expulsion action against the student, on request to a school or school district in which a student of this District seeks or intends to enroll upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record;
- B. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a public school or school district in which a student in foster care is enrolled. Such records shall be transferred within one (1) school day of the enrolling school's request;
- C. provide "personally-identifiable" information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;
- D. report a crime committed by a child with or without a disability to appropriate authorities and, with respect to reporting a crime committed by a student with a disability, to transmit copies of the student's special education records and disciplinary records including any suspension and expulsion action against the student to the authorities and school officials for their consideration;
- E. release de-identified records and information in accordance with Federal regulations;
- F. disclose personally identifiable information from education records, without consent, to organizations conducting studies "for, or on behalf of" the District for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;

Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than representative of the organization conducting the study, and must be destroyed when no longer needed for the study. In order to release information under this provision, the District will enter into

a written agreement with the recipient organization that specifies the purpose of the study. (See [Form 8330 F14](#).) Further, the following personally identifiable information will not be disclosed to any entity: a student or his/her family member's social security number(s); religion; political party affiliation; voting history; or biometric information.

This written agreement must include: (1) specification of the purpose, scope, duration of the study, and the information to be disclosed; (2) a statement requiring the organization to use the personally identifiable information only to meet the purpose of the study; (3) a statement requiring the organization to prohibit personal identification of parents and students by anyone other than a representative of the organization with legitimate interests; and (4) a requirement that the organization destroy all personally identifiable information when it is no longer needed for the study, along with a specific time period in which the information must be destroyed.

While the disclosure of personally identifiable information (other than social security numbers, religion, political party affiliation, voting record, or biometric information) is allowed under this exception, it is recommended that de-identified information be used whenever possible. This reduces the risk of unauthorized disclosure.

- G. disclose personally identifiable information from education records without consent, to authorized representatives of the Comptroller General, the Attorney General, and the Secretary of Education, as well as State and local educational authorities;

The disclosed records must be used to audit or evaluate a Federal or State supported education program, or to enforce or comply with Federal requirements related to those education programs. A written agreement between the parties is required under this exception. (See [Form 8330 F16](#))

The District will verify that the authorized representative complies with FERPA regulations.

- H. request each person or party requesting access to a student's record to abide by the Federal regulations concerning the disclosure of information.

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request or within such shorter period as may be applicable to students with disabilities. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of education records will receive explanation and interpretation of the records.

The Board shall maintain a record of those persons to whom information about a student has been disclosed. Such disclosure records will indicate the student, person viewing the record, information disclosed, date of disclosure, and date parental/eligible student consent was obtained (if required).

Upon written request by a student's parent or legal guardian, the District shall disclose to the parent or legal guardian any personally identifiable information concerning the student that is collected or created by the District as part of the student's education records.

If the District provides any personally identifiable information concerning the student that is collected or created by the District as part of the student's education records to any person, agency, or organization, then the District shall disclose to the student's parent or legal guardian upon his or her written request:

- A. the specific information that was disclosed;
- B. the name and contact information of each person, agency, or organization to which the information has been disclosed;
- C. the legitimate reason that the person, agency, or organization had in obtaining the information.

This information shall be provided without charge within thirty (30) days after the District receives the written request and without charge to the parent or legal guardian.

The District is not required to disclose to the parent or legal guardian, even upon written request, any personally identifiable information concerning the student that is collected or created by the District as part of the student's education records and is provided to any person, agency, or organization in any of the following situations:

- A. provision of such information to the Michigan Department of Education or CEPI
- B. provision of such information to the student's parent or legal guardian
- C. provision of such information to its authorizing body or to an educational management organization with which it has a management agreement
- D. provision of such information to or from its intermediate school district or to another intermediate school district providing services to the District or its students pursuant to a written agreement
- E. provision of such information to a person, agency, or organization with written consent from the student's parent or legal guardian or, if the student is at least age eighteen (18), the student
- F. provision of such information to a person, agency, or organization seeking or receiving records in accordance with an order, subpoena, or ex parte order issued by a court of competent jurisdiction

- G. provision of such information as necessary for standardized testing that measures the student's academic progress and achievement
- H. provision of such information that is covered by the opt-out form described above, unless the student's parent or legal guardian or, if the student is at least age eighteen (18) or is an emancipated minor, the student has signed and submitted the opt-out form referenced below

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent; or, if the student is an eligible student, the written consent of the student, except those persons or parties stipulated by the Board policy and administrative guidelines and/or those specified in the law.

The Board shall exempt from disclosure directory information, as requested for the purpose of surveys, marketing, or solicitation, unless the Board determines that the use is consistent with the educational mission of the Board and beneficial to the affected students. The Board may take steps to ensure that directory information disclosed shall not be used, rented, or sold for the purpose of surveys, marketing, or solicitations. Before disclosing the directory information, the Board may require the requester to execute an affidavit stating that directory information provided shall not be used, rented, or sold for the purpose of surveys, marketing, or solicitation.

DIRECTORY INFORMATION

Each year the Superintendent shall provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information":

- A. a student's name;
- B. participation in officially recognized activities and sports;
- C. height and weight, if member of an athletic team;
- D. dates of attendance;
- E. date of graduation;
- F. awards received;
- G. honor rolls;
- H. scholarships;

The Board designates school-assigned e-mail accounts as "directory information" for the limited purpose of facilitating students' registration for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes and for inclusion in internal e-mail address books. School-assigned e-mail accounts shall not be released as directory information beyond this/these limited purpose(s) and to any person or entity but the specific online educational service provider and internal users of the District's Education Technology.

The Superintendent will also develop a list of uses for which the District commonly would disclose a student's directory information and develop an opt-out form that lists all of the uses or instances and allows a parent or legal guardian to elect not to have his or her child's directory information disclosed for one (1) or more of these uses.

Each student's parent or legal guardian will be provided with the opt-out form within the first thirty (30) days of the school year. The form shall also be provided to a parent or legal guardian at other times upon request.

If an opt-out form is signed and submitted to the District by a student's parent or legal guardian, the District shall not include the student's directory information in any of the uses that have been opted out of in the opt-out form. A student who is at least age eighteen (18) or is an emancipated minor may act on his or her own behalf with respect to the opt-out form.

Parents and eligible students may also refuse to allow the District to disclose any or all of such "directory information" upon written notification to the District within after receipt of the District's public notice.

Armed Forces Recruiting

The Board shall provide United States Armed Forces recruiters with at least the same access to the high school campus and to student directory information (names, addresses, and telephone listings of secondary students) as is provided to other entities offering educational or employment opportunities to those students. "Armed forces of the United States" means the armed forces of the United States and their reserve components and the United States Coast Guard.

If a student or the parent or legal guardian of a student submits a signed, written request to the Board that indicates that the student or the parent or legal guardian does not want the student's directory information to be accessible to official recruiting representatives, then the officials of the school shall not allow that access to the student's directory information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release of directory information.

Public notice shall be given regarding the right to refuse disclosure of any or all "directory information" including to the armed forces of the United States and the service academies of the armed forces of the United States.

A fee, not to exceed the actual costs incurred by the high school, for copying and mailing student directory information under this section, may be charged an official recruiting representative.

Directory information received under armed services authorization request shall be used only to provide information to students concerning educational and career opportunities available in the armed forces of the United States or the service academies of the armed forces of the United States. An official recruiting representative who receives student directory information under this section shall not release

that information to a person who is not involved in recruiting students for the armed forces of the United States or the service academies of the armed forces of the United States.

Annually the Board will notify male students age eighteen (18) or older that they are required to register for the selective service.

Requests to the District records officer shall be presented on a standardized form developed by the armed forces of the United States requesting access to a high school campus and a time for the access. Requests should bear the signature of the ranking recruiting officer of the armed service making the request.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's education records or for the release of "directory information", either parent may provide such consent unless stipulated otherwise by court order. If the student is under the guardianship of an institution, the Superintendent shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose "directory information" on former students without student or parental consent, unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

The Board shall not sell or otherwise provide to a for-profit business entity any personally identifiable information that is part of a student's education records. This does not apply to any of the following situations:

- A. providing the information as necessary for standardized testing that measures the student's academic progress and achievement
- B. providing the information as necessary to a person that is providing educational or educational support services to the student under a contract with the District

The Board may establish online access for the parents or the eligible student to the student's confidential academic and attendance record. To authorize such access, the parents or the eligible student must sign a release (see [Form 8330 F10](#)). This release shall remind the parents or eligible student that the account and confidential information about the student is only as secure as they keep their account information. Neither the District nor its employees will be held responsible for any breach of this policy by the parent/eligible student or any unauthorized party.

The Superintendent shall prepare administrative guidelines to ensure that students and parents are adequately informed each year regarding their rights to:

- A. inspect and review the student's education records;
- B. request amendments if the record is inaccurate, misleading, or otherwise in violation of the student's rights;

- C. consent to disclosures of personally-identifiable information contained in the student's education records, except to unauthorized disclosures allowed by the law;
- D. challenge the Board's noncompliance with a parent's request to amend the records through a hearing;
- E. file a complaint with the United States Department of Education;
- F. obtain a copy of the Board's policy and administrative guidelines on student records.

The Superintendent shall also develop procedural guidelines for:

- A. the proper storage and retention of records including a list of the type and location of records;
- B. informing Board employees of the Federal and State laws concerning student records.

The Board authorizes the use of the microfilm process or electromagnetic processes of reproduction for the recording, filing, maintaining, and preserving of records.

No liability shall attach to any member, officer, or employee of this District specifically as a consequence of permitting access or furnishing student records in accordance with this policy and regulations.

Any entity receiving personally identifiable information pursuant to a study, audit, evaluation or enforcement/compliance activity must comply with all FERPA regulations. Further, such an entity must enter into a written contract with the Board of Education delineating its responsibilities in safeguarding the disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the personally identifiable information will not be redisclosed without prior authorization from the Board. Further, the entity conducting the study, audit, evaluation or enforcement/compliance activity is required to destroy the disclosed information once it is no longer needed or when the timeframe for the activity has ended, as specified in its written agreement with the Board of Education. See [Form 8330 F14](#) and Form 8330 F16 for additional contract requirements.

[1422](#) - NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

The Board of Education does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation or transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.

District Compliance Officers

The Board designates the following individuals to serve as the District's "Compliance Officers" (also known as "Civil Rights Coordinators") (hereinafter referred to as the "COs").

Mr. Rico Meneghini
(Name)

Mrs. Susie Neuens
(Name)

K-8 Principal
(School District Title)

Social Worker
(School District Title)

906-563-9552
(Telephone Number)

906-563-9552
(Telephone Number)

300 Section Street Norway, MI 49870
(Office Address)

300 Section Street Norway, MI 49870
(Office Address)

The names, titles, and contact information of these individuals will be published annually in the student handbooks and on the School District's web site.

The COs are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination/retaliation or denial of equal access. The COs shall also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act of 1975 is provided to staff members and the general public. Any sections of the District's collective bargaining agreements dealing with hiring, promotion, and tenure need to contain a statement of nondiscrimination similar to that in the Board's statement above. In addition, any gender-specific terms should be eliminated from such contracts. A copy of each of the Acts and regulations on which this notice is based may be found in the CO's office.

Personal Curriculum

The District shall not limit or discourage the number of students with a personal curriculum on any basis other than the best interests of each individual student.

A parent or legal guardian of a student who has completed grade 9 may request a personal curriculum for the student that modifies certain Michigan Merit Standard requirements. If all of the requirements for a personal curriculum are met, then the Board may award a high school diploma to a student who successfully completes his/her personal curriculum even if it does not meet the requirements of the Michigan Merit Standard. If the request for a personal curriculum is made by the student's parent or legal guardian or, if the student is at least age eighteen (18) or is an emancipated minor, by the student, the school District shall develop a personal curriculum for the student.

The District annually shall notify each of its students and a parent or legal guardian of each of its students that all students are entitled to a personal curriculum. The annual notice shall include an explanation of what a personal curriculum is and state that if a personal curriculum is requested, and will grant that request. The District shall provide this annual notice to parents and legal guardians by sending a written notice to each student's home or by including the notice in a newsletter, student handbook, or similar communication that is sent to a student's home, and also shall post the notice on the school District's website.

During the process of developing and reviewing a student's educational development plan, the student shall be advised that many of the curricular requirements may be fulfilled through career and technical education.

All of the following apply to a personal curriculum:

- A. The personal curriculum shall be developed by a group that includes the student, at least one (1) of the student's parents or the student's legal guardian, and a teacher who is currently teaching the student, or student's high school counselor or another designee (selected by the high school) qualified to act in a counseling role. An in person meeting of the group is not required.
- B. The personal curriculum shall incorporate as much of the subject area content expectations of the Michigan Merit Standard as is practicable for the student; shall establish measurable goals that the student must achieve while enrolled in high school; shall provide a method to evaluate whether the student has achieved these goals; and shall be aligned with the student's educational development plan.
- C. Before it takes effect, the personal curriculum must be agreed to by the student's parent or legal guardian and by the Superintendent of the District or his/her designee.
- D. The student's parent or legal guardian shall be in communication with each of the student's teachers to monitor the student's progress toward the goals contained in the student's personal curriculum.
- E. Revisions may be made in the personal curriculum if the revisions are developed and agreed to in the same manner as the original personal curriculum.

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

- G. Except as otherwise provided, the mathematics credit requirements may be modified as part of a personal curriculum only after the student has successfully completed at least three and one-half (3.5) of the total credits of the mathematics credits required.

A student on a personal curriculum is required to complete one (1) credit of mathematics during his/her final two (2) years of high school. The algebra II credit required may be modified as part of a personal curriculum if the student meets one (1) or more of the following:

1. the student successfully completes the same content as one (1) semester of algebra II, as determined by the department; or
2. the student elects to complete the same content as algebra II over two (2) years, with a credit awarded for each of those two (2) years; or
3. the student enrolls in a formal career and technology education program or curriculum and in that program or curriculum successfully completes the same content as the algebra II, benchmarks assessed on MDE prescribed State high school assessments determined by the department; or
4. Effective July 1, 2011, the student successfully completes one (1) semester of statistics or functions and data analysis, or technical mathematics.

The above items establish conditions that must be in place to bring about modification of the personal curriculum. They do not reduce the requirement that a student must successfully complete four (4) credits of math including a full year of math during the senior year of high school. Additional math or math-related courses should address high school content as defined by the District and may include trigonometry, statistics, pre-calculus, financial literacy, pre-algebra, applied mathematics, accounting, business mathematics and others.

- H. The social science credit requirements may be modified as part of a personal curriculum only if all of the following requirements are met:
 1. the student has successfully completed two (2) credits of the social science credits required including the civics course; and
 2. the modification requires the student to complete one (1) additional credit in English language arts, mathematics, or science or one (1) additional credit in a language other than English, or requires the student to complete a formal

career and technical education program as per AG 5460.01. This credit must be in addition to the number of those credits otherwise required.

- I. The health and physical education credit requirement may be modified as part of the personal curriculum only if the modification requires the student to complete one (1) additional credit in English language arts, mathematics, or science or one (1) additional credit in a language other than English, or requires the student to complete a formal career and technical education program as per AG 5460.01. This credit must be in addition to the number of those credits otherwise required.

- J. The visual arts, performing arts, or applied arts credit requirement may be modified as part of the personal curriculum only if the modification requires the student to complete one (1) additional credit in English language arts, mathematics, or science or one (1) additional credit in a language other than English, or requires the student to complete a formal career and technical education program as per AG 5460.01. This credit must be in addition to the number of those credits otherwise required.

Additional options and resources for decision making with regard to the Personal Curriculum can be found at www.actpoint.com/mi/mmcpc.cfm.

Students with a Disability

If the parent or legal guardian of a student requests, as part of the student's personal curriculum, a modification of the Michigan Merit Standard requirements that would not otherwise be allowed and demonstrates that the modification is necessary because the student is a child with a disability, the District may allow that additional modification to the extent necessary because of the student's disability if the group determines that the modification is consistent with both the student's educational development plan and the student's individualized education program. If the Superintendent of Public Instruction has reason to believe that a District is allowing modifications inconsistent with the requirements of the State school code, the Superintendent of Public Instruction shall monitor the District to ensure that the District's policies, procedures, and practices are in compliance with the requirements for additional modifications, under this subdivision. As used in this policy "child with a disability" is defined in 20 U.S.C. 1401.

A student receiving special education services shall have an Individual Education Plan (IEP) that identifies the supports, accommodations, and modifications necessary to allow the student to progress in the Michigan Merit Curriculum requirements or a personal curriculum, and meet the requirements for a high school diploma.

Transfer Students

If a student transfers to the District from out-of-state or from a nonpublic school, the student's parent or legal guardian may request, as part of the student's personal curriculum, a modification of the Michigan Merit Standard requirements that would not otherwise be allowed under this section. The District may allow this additional modification for a transfer student if all of the following requirements are met:

- A. The transfer student has successfully completed at least the equivalent of two (2) years of high school credit out-of-state or at a nonpublic school.

- B. The District may use appropriate assessment examinations to determine what credits, if any, the student has earned out-of-state or at a nonpublic school that may be used to satisfy the curriculum requirements of the Michigan Merit Standard, District policy and the State Board of Education.
- C. The transfer student's personal curriculum incorporates as much of the subject area content of the Michigan Merit standard as practicable.
- D. The transfer of a student's personal curriculum requires the student to successfully complete at least one (1) mathematics course during his/her final year of high school enrollment. In addition, if the transfer student is enrolled in the District for at least one (1) full school year, both of the following apply:
 - 1. the transfer student's personal curriculum shall require that this mathematics course is at least algebra I.
 - 2. if the transfer student demonstrates that s/he has mastered the content of algebra I, the transfer student's personal curriculum shall require that this mathematics course is a course normally taken after completing algebra I.
- E. The transfer student's personal curriculum must include the state required civics course.

Assessment

The District shall administer the Michigan Merit Examination to students in grade 11 and to students in grade 12 who did not take the complete Michigan Merit Examination in grade 11, in accordance with State law and the assessment provisions of the Michigan Department of Education (MDE). Each principal is to determine, based on results on the required tests, which students are in need of special assistance in order to have a fair opportunity to achieve credit toward graduation.

Such assistance may include one (1) or more meetings with one or more students and their teachers as well as other staff or consultants who are experts on the State required assessments. The meeting(s) shall also include the student's parents who are to receive a written notice of the meeting. The purpose of the meeting(s) is to determine an educational program to assist the student(s) in achieving State endorsement in the respective academic content areas(s).

A student who chooses to repeat the college entrance examination component of the Michigan Merit Exam may do so only in accordance with the provisions of State law and the MDE.

A number of new and revised guidance documents and tools are available at the MDE Office of School Improvement website (www.michigan.gov/mde). A wikispace (<http://mdepersonalcurriculum.wikispaces.com/>) has also been created to facilitate the sharing of work done by local districts and ISDs as they support the development of local policies and procedures.

M.C.L. 380.1165, 380.1166, 380.1278a, 380.1278b, as amended

M.C.L. 380.1279

20 U.S.C. 1400 et seq., 20 U.S.C. 1401 et seq.

29 U.S.C. 794 Section 504 of Title V of the Rehabilitation Act of 1973

42 U.S.C. 12131 et seq.
Personal Curriculum Guidelines, (MDE, May 2009)

5517.01 - BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property, if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Notification

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

Reporting

No later than May 30, 2015, the District shall submit to the Department of Education a copy of this Policy.

The District shall report incidents of bullying to the Department of Education on an annual basis according to the form and procedures established by the Department of Education.

Should this Policy be amended or otherwise modified, the District shall submit a copy of the amended or modified Policy to the Department of Education no later than thirty (30) days after adopting the modification.

Implementation

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

Procedure

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

A student may also submit a report or complaint to any of the above designated individuals through email, voicemail, regular mail or by leaving a sealed note addressed to the individual at that person's office or desk. The student may submit a report or complaint anonymously, but this may affect the ability to fully investigate the matter, when the complaining student is not available to provide additional information during the course of the investigation.

The identity of a student who reports bullying, hazing or aggressive behavior, as well as those students who provide information during an investigation will remain confidential to the extent possible and to the extent allowable by law. Only school personnel directly involved in the investigation of the complaint or responsible for remedying any violations will be provided access to the identity of the complaining student(s) and student witnesses, and then only to the extent necessary to effectively deal with the situation.

The identity of the student who files the report or complaint will not be voluntarily shared with the alleged perpetrator(s) or the witnesses unless the student (and his/her parent/guardian) give written permission to do so. Any investigation report will likewise not be voluntarily produced with the names of the reporting student(s) or witnesses. However, under certain circumstances, the District may be required by law to disclose the report and/or the student(s) names. Also, under certain circumstances, the identity of the reporting student may become obvious even without disclosure by school personnel.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. While reports may be made anonymously, formal disciplinary action may not be taken solely on the basis of an anonymous report without other corroborating evidence.

The Principal (or other designated administrator) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy [5517](#) - Anti-Harassment.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

Non-Retaliation/False Reports

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Prevention/Training/Restorative Practices

The District shall provide, and all administrators, school employees, contracted employees and volunteers who have significant contact with students shall undertake regular training on preventing, identifying, responding to, and reporting incidents of bullying and other aggressive behavior.

The District shall provide, and all students shall undertake, regular training on preventing, identifying, responding to, and reporting incidents of bullying, cyber bullying and other aggressive behavior.

The District shall provide and all parents or legal guardians shall be offered the opportunity to undertake regular training on preventing, identifying, responding to, and reporting incidents of bullying, cyber bullying and other aggressive behavior.

The District will utilize restorative practices that emphasize repairing the harm to the victim and school community in the correction of bullying behavior, which may include victim-offender conferences that:

- A. are initiated by the victim;

- B. are approved by the victim's parent or legal guardian or, if the victim is at least 15, by the victim;
- C. are attended voluntarily by the victim, a victim advocate, the offender, members of the school community, and supporters of the victim and the offender (the "restorative practices team");
- D. would provide an opportunity for the offender to accept responsibility for the harm caused to those affected, and to participate in setting consequences to repair the harm, such as requiring the student to apologize; participate in community service, restoration of emotional or material losses, or counseling; pay restitution; or any combination of these. The selected consequences and time limits for their completion will be incorporated into an agreement to be signed by all participants.

Definitions

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, s/he should report it immediately and allow the administration to determine the appropriate course of action.

"Aggressive behavior" is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

"At School" is defined as 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 or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

"Bullying" is defined as any written, verbal, or physical acts, including cyber bullying (i.e. any electronic communication, including, but not limited to electronically transmitted acts, such as internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. adversely affecting the ability of a student to participate in or benefit from the school 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; and/or

- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

"Intimidation/Menacing" includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person's property; or to intentionally interfere with or block a person's movement without good reason.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For further definition and instances that could possibly be construed as:

Harassment, see Policy [5517](#);

Hazing, see Policy [5516](#).

M.C.L. 380.1310b (Matt's Safe School Law, PA 241 of 2011), PA 478 of 2014
Policies on Bullying, Michigan State Board of Education
Model Anti-Bullying Policy, Michigan State Board of Education

policy

**BOARD OF EDUCATION
NORWAY-VULCAN AREA SCHOOLS**

STUDENTS
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Notification

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

The Superintendent is directed to develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

Policies on Bullying, Michigan State Board of Education, 7-19-01
Model Anti-Bullying Policy, Michigan State Board of Education, 9-12-06

Adopted 3/21/05
Revised 5/16/05
Revised 9/10/07

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