

# **VULCAN MIDDLE SCHOOL**

## **STUDENT/PARENT HANDBOOK**

**2019-2020**

### **MISSION STATEMENT**

**Vulcan Middle School provides for academic, social, and emotional growth of all students. Here, students learn to accept themselves, as well as others, and to make a successful transition to high school.**

## FOREWORD

**Dear Norway-Vulcan Area Schools family:**

**The Vulcan Middle School Student Handbook was developed to answer many of the commonly asked questions that you may have during the school year. It contains important information you should know. Please take time to familiarize yourself with its contents and keep it available as a reference.**

**If you have any questions that are not addressed in this handbook, we encourage you to contact us at (906) 563-9563 or by sending an e-mail to [rmeneghini@nvknights.org](mailto:rmeneghini@nvknights.org) .**

*You are agreeing to the rules set forth in the handbook by signing the back of the blue ENROLLMENT/EMERGENCY card.*

**We look forward to having an exciting and rewarding year. Remember, working together as a team will ensure all students will receive the quality education they deserve.**

**Sincerely,**

**Mr. Rico Meneghini  
VMS Principal**

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### **Faculty and Staff**

Benz, Elizabeth..... Science 6-8  
Berndt, Chris..... English 8  
Dahlman, Katie..... Art/Visual Technology 5,7  
Fix, Zachary.....Social Studies 6,7,8  
Gustafson, Cassandra..... Math 8, Physical Education  
Kangas, Kevin.....Algebra 8, Math 6 & 7  
Kelly, Carli.....Physical Education/Health 6  
Leiker, Jacqueline.....Technical Applications 6  
Robitaille, Melissa..... Spanish 8  
Robert, Gail.....Literature, Current Events, IntroSpanish  
Stevenson, Jordan.....English 6,7,8  
Ware, Kaitlyn..... Vocal & Instrumental Music 6-8  
Weber, Nicole..... Special Education 6-8

### **Support Staff**

Finn, Bridget..... Head Cook  
Carlson, David..... Custodian  
Hanna, Joe..... Custodian  
Toretta, Dionne.....Secretary to the Principal  
Neuens, Susie..... SSW/Counselor  
Pellegrini, Chuck.....Facilities Manager

### **Administration**

Steigerwald, Louis.....Superintendent  
Tinti, Joseph..... Grade 9-12 Principal  
Athletic Director  
Meneghini, Rico..... Grade K-8 Principal  
Title I  
Community Schools Director  
Transportation Director

## Daily Schedule

|  |   |
|--|---|
|  | Grade 6, 7 & 8                                |
|  | 7:30 A.M. – Breakfast available               |
|  | 8:05 – First Bell                             |
|  | 8:15-9:20–Homeroom/1 <sup>st</sup> Hour Class |
|  | 9:23-10:13 – 2 <sup>nd</sup> Hour Class       |
|  | 10:16-11:06 – 3 <sup>rd</sup> Hour Class      |
|  | 11:09-12:00 – 4 <sup>th</sup> Hour Class      |
|  | 12:00-12:30 – LUNCH                           |
|  |   |
|  | 12:33-1:30 – 5 <sup>th</sup> Hour Class       |
|  | 1:33-2:23 – 6 <sup>th</sup> Hour Class        |
|  | 2:26-3:15 – 7 <sup>th</sup> Hour Class        |
|  | 3:15 P.M. - DISMISSAL                         |

\*Note - The Vulcan Middle School campus is **closed** during the lunch period for all students. Only with a written request and permission from the principal are students allowed to leave the campus with their parent/guardian.

### NORWAY-VULCAN AREA SCHOOLS 2018-2019 SCHOOL CALENDAR

*\*Calendar is Tentative and subject to change*

|                           |                                    |
|---------------------------|------------------------------------|
| Tuesday, August 27        | First Day of School for Students   |
| Friday, August 30         | Labor Day Break - No School        |
| Monday, September 2       | Labor Day – No School              |
| Monday, September 9       | Teacher In-Service Day – No School |
| Wednesday, November 27-30 | Thanksgiving Vacation – No School  |
| Friday, December 23       | Winter Vacation Begins – No School |
| <b>2020:</b>              |                                    |
| Monday, January 6         | Classes Resume                     |
| Monday, February 17       | President’s Day – No School        |
| Monday, March 23          | Spring Break                       |
| Monday, March 30          | Classes Resume                     |
| Friday, April 10          | Good Friday-No School              |
| Monday, April 13          | Easter Monday-No School            |
| Monday, May 25            | Memorial Day-No School             |
| Monday, June 8            | LAST DAY OF SCHOOL                 |

### PPRA Notice and Consent/Opt-Out for Specific Activities

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

1. Political affiliations or beliefs of the student or student’s parent(s);
2. Mental or psychological problems of the student or student’s family;
3. Sexual behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. 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.

### 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 very important responsibility. The major portion of the responsibility rests with the parents/guardians and the student. In the State of Michigan, the law requires students to attend school between the ages of six and sixteen. Vulcan Middle School takes a firm stand on truancy. Parents/guardians will be notified if the number of absences is considered excessive. If absences continue, the DIISD Truant Officer is notified. This may lead to a court referral.

## Attendance Policy

The policy and procedures regarding student attendance are designed to accomplish three objectives:

1. To instill in each student the sense of responsibility necessary for success in high school.
2. To identify and attempt to remedy situations where student attendance is having an adverse effect on the student's progress in school.
3. To maintain an accurate attendance record for each student. (This becomes a part of the student's permanent record).

## Excused Absence

An excused absence is given for the following reasons:

1. Illness of the student verified by a phone call from a parent/guardian. If we do not receive a call by 9:00 a.m. we will make every attempt to reach the parent/guardian. If contact is not made, he/she must bring a written excuse upon return to school or the absence will be unexcused.
2. A serious incident involving a family member.
3. Authorized religious holidays.
4. Medical/dental/counseling appointments that cannot be made outside of regular school hours. It is expected that appointments be made after school whenever possible.
5. Court appearance.
6. Students who know in advance that they will be absent from school for reasons such as a family trip must obtain a "Permission to be Absent Form" from the office. The absence must be approved by the principal and the form signed by the teachers. A list of all assignments that will be missed will be given to the student and it is their responsibility to complete them in a timely manner. ***Please keep our school calendar in mind when planning trips.***

## After an Absence

**The reason for an absence must be explained in writing or by a phone call from a parent/guardian. This must take place within 24 hours from the date of absence or the absence will be considered unexcused.** After the absence, the student must make up all assignments missed. Students can get the assignments given during their absence by visiting Norway website – STAFF WEEBLY. In most cases, one day is sufficient time to make up work for each day missed

### Illness at School

If a student becomes ill at school, he/she must report to the middle school office. If necessary he/she will be seen by the office staff and parents/guardians will be notified. Please provide updated emergency phone numbers. The student's teachers will be notified if he/she has to leave school. Please see p. 27 for a chart on communicable disease and procedures to be followed.

### Tardiness

It is very important that each student develops the habit of punctuality. It is the student's responsibility to be in school and in class on time. Tardiness to class is disruptive to teachers and the other students and indicates a lack of concern and responsibility. If a student is tardy for first hour class, he/she must stop in the office to obtain a pass.

### Appointments

Please attempt to schedule appointments outside of school hours. Only appointments that are absolutely necessary and impossible to schedule at other times should be made during the school day. Students who must leave during the school day must bring a note from the parent/guardian (or a phone call) to obtain a Pass Slip. Students must have the Pass Slip signed by the person they are seeing and return it to the office when they return to school.

## Code of Conduct

### Philosophy

A major component of the educational program at Vulcan Middle School is to prepare students to become productive, responsible, respectful citizens by learning how to conduct themselves properly and in accordance with established standards. The Board of Education authorizes its representatives, the principal and staff, the rights and responsibilities to maintain disciplinary measures. Discipline should be considered in terms of helping the learner grow, rather than just as a punishment. However, discipline should also help the student change unacceptable behavior. Therefore, we believe the following:

1. Students have the right to be in school. Each student must respect one another's right to be here, feel safe and have the opportunity to learn.
2. Discipline must be fair, firm and appropriate. Intimidation, fear and corporal punishment are not acceptable means to attain discipline.
3. Administrators, teachers, students and parents are responsible for maintaining a safe and orderly environment in our school that is conducive to learning.
4. Positive reinforcement of expected behavior is as important as consequences for inappropriate behavior.

### 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 action may include discussion, counseling, detention, Saturday School, suspension or expulsion. The action taken will be in the best interest of the student, student body and the Norway-Vulcan Area School District. Disciplinary action will become progressive and more severe depending on the incident or frequency of behavioral problems. The most severe actions may warrant immediate suspension or a recommendation for expulsion. Parents/guardians will be notified anytime it becomes necessary for a student to be suspended, expelled or, if a major offense, all students have the right to due process. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

### Disciplinary Action Procedure

Following are considered offenses:

1. Disrespect/defiance toward any person in authority.
2. Disruptive behavior in school or on school grounds.
3. Rough play, throwing things, swearing, excessive late assignments, stealing, destruction of property, excessive tardiness, violation of the dress code or lunchroom rules, possession of food, candy, gum or drinks anywhere other than the lunchroom, running in the school building, possession of any electronic device not approved by the principal, use of skateboards/in-line skates on school property, and the inappropriate display of affection.

Offenses will be handled immediately by the adult in charge and a 45 minute detention may be assigned. Parents will be notified of a detention by the teacher assigning the detention. This will be a phone call made prior to the detention being served. The phone call will determine the time the detention will be served. If offenses continue to occur, a meeting between the student, parents, adult in charge (usually a teacher) and the principal will be held. The student may receive an In-School Suspension.

### Detention

The student will spend a period of time before or after school in the assigned room. A detention can be assigned by a teacher, substitute teacher, or the principal.

### Disciplinary Action Procedure (Major Offenses)

These incidents are serious and interrupt the learning process. Following are examples of major offenses that will lead to the student receiving a detention, suspension or expulsion:

1. Minor offenses that continue to occur.
2. Possession of tobacco, alcohol, drugs, drug paraphernalia or a weapon.
3. Oppositional/disrespectful/defiant behavior.
4. Frequent disruptive behavior.
5. Arson.
6. Failure to attend an assigned detention.
7. Any conduct that interferes with the health, safety, opportunity for others to learn or violates others rights.
8. Any act or behavior as defined under the Michigan Revised School Code.

### Suspension

A suspension is a period of time in which the student is removed from the classroom. The length of the suspension and whether it is in-school or out-of-school will depend on the severity of the incident and the student's discipline record. Suspensions are considered an unexcused absence.

### Expulsion

An expulsion is the removal of a student from school for an extended period of time. The Norway-Vulcan Board of Education determines if a student will be expelled and the length of time. Expulsion is the most severe disciplinary action and is used only in extreme circumstances and when all other measures have proven to be ineffective.

# Vulcan Middle School

## Rubric Addressing Consequences for **Student-to-Student Aggressive Behavior**

\*The following chart serves as a guideline. Specific consequences will be determined on a case by case basis by administrator.

| BEHAVIOR  | FIRST REFERRAL   | SECOND REFERRAL   | THIRD REFERRAL   | FOURTH REFERRAL  |
|---|--|---|--|--|
| <p><b><u>Horseplay</u></b><br/>           “Goofing Around” OR<br/>           “Playing” that may include pushing, shoving, grabbing, tripping, or name calling in which there is <b>no imbalance of power</b> and <b>no one is hurt</b>.</p>   | Warning<br>*Student Calls Parent                                     | *1-2 Detentions<br>* Student Calls Parent                           | *2-3 Detentions<br>*Student Calls Parent   | *In-School Suspension<br>*Time to Think Form<br>*Student Calls Parent                          |
| <p><b><u>Teasing</u></b><br/>           Name calling, insulting remarks, spreading rumors, poking, rude gestures, mean note, playing a mean trick, or other behaviors that would hurt others’ feelings or make them feel bad about themselves</p>   | *1-2 Detentions<br>*Student Calls Parent                             | *2-3 Detentions<br>*Student Calls Parent                            | *In-School Suspension<br>*Time to Think Form<br>*Student Calls Parent                    | *1-2 Days Suspension<br>*Student Calls Parent<br>*Time to Think Form<br>*Parent Conference     |
| <p><b><u>Moderate Physical Contact</u></b><br/>           Hitting, pushing, shoving, grabbing, tripping, slapping, etc.<br/> <b><u>Moderate Intimidation</u></b><br/>           Threats of emotional/physical violence, intimidation, social alienation, shunning, etc.</p>   | *2-3 Detentions<br>*Student Calls Parent                             | *In-School Suspension<br>*Student Calls Parent                      | 1-2 Days of Suspension<br>*Student Calls Parent  | *2-3-Days Suspension<br>*Student Calls Parent<br>*Parent Conference<br>*Police Contacted       |
| <p><b><u>More Severe Physical Contact</u></b><br/>           Punching, kicking, fighting, and similar behavior that might injure others<br/> <b><u>More Severe Intimidation &amp; Harassment</u></b><br/>           Racial, ethnic, sexual, religious, or other forms of severe harassment or intimidation (Includes gossip of a more serious nature)</p> | *1-2 Days Suspension<br>*Student Calls Parent<br>*Time to Think Form | *2-3 Days Suspension<br>*Student Calls Parent<br>*Parent Conference | *3-5 Days Suspension<br>*Student Calls Parent<br>*Parent Conference<br>*Police Contacted | *5 or more Days Suspension<br>*Student Calls Parent<br>*Parent Conference<br>*Police Contacted |

### **Classroom Rules**

1. Appropriate classroom rules will be established by the teacher.
2. The teacher and students will discuss the rules and consequences at the beginning of the school year and review them periodically.
3. The teacher and students are responsible for behavior in the classroom. All students are expected to follow the rules to ensure an environment conducive to learning.
4. All students will be treated with respect and disciplined fairly, firmly, and appropriately.

### **Lunchroom Rules**

All Norway-Vulcan students use the lunchroom and often there are many students there at the same time. Therefore, it is imperative that all students cooperate and obey the following rules:

1. Enter the lunchroom in a quiet, orderly manner and join the lunch line at the end.
2. After you receive your lunch, choose a seat and stay in that seat until you are finished.
3. When finished, clean your area, dispose of all trash properly and return your silverware and tray.
4. Do not throw food or any other object in the lunchroom.
5. Do not take any food or drink out of the lunchroom.
6. Be courteous and respectful to the custodian, cooks and lunchroom supervisors at all times.

### **Bus Rules**

Transportation to and from school is a privilege, not a right. Inappropriate behavior on the bus or at the bus stop can terminate this privilege.

1. Sit in the seat assigned to you by the bus driver.
2. Always sit in your seat when the bus is in motion. Wait until the bus has come to a complete stop before getting on or off the bus.
3. Always obey the bus driver.
4. Keep the bus clean, sanitary and orderly.
5. Keep your hands, head and all other items inside the bus at all times.
6. Inform the bus driver if you are going to absent from school when possible.
7. Always enter or exit the bus by the front door except in an emergency. If there is an emergency, exit the bus through the nearest emergency exit.
8. Buses run on a tight schedule. Be at your designated pick-up location early and be prompt leaving school to board the bus at the end of the day.
9. Stay off the roadway at all times when waiting for the bus.

10. Cross the highway/street in the following manner:
  - a. Make certain the bus has stopped.
  - b. Wait for a signal from the bus driver before crossing.
  - c. When you receive the signal, look to the left and right. If it is safe to cross, walk in front of the bus.

## BUS PROCEDURES

### PREPARATION FOR BEING A GOOD BUS RIDER

If your child will ride a bus to and from school he or she should:

1. Know his/her way to and from the bus stop.
2. Know his/her bus number and driver's name.
3. Obey all the rules of the driver.
4. Know where to go after school.
5. Never to talk to or accept rides from strangers while waiting at the bus stop.

Bus drivers are responsible for maintaining a safe, healthy environment on all their routes. Routine student discipline problems on school buses are to be handled by the driver. This includes advising students concerning rules and regulations, assigning seats, encouraging and praising good behavior and other generally accepted means of maintaining and developing constructive pupil-school relationships. Continual poor behavior on the bus may result in loss of riding privileges.

In EXTREME CASES (where the driver asserts misconduct may risk injury) the driver may refuse to pick up the student. However, the driver must notify both parents and principal immediately. A parent-student-driver-principal conference will then be held before further action is taken. Students may be removed from the bus for the remainder of the year.

## **Communication**

The staff and administrators understand the importance of communication with our community and especially with parents/guardians. We use several methods to inform everyone about activities at VMS. It is also just as important that parents/guardians take an active role in the communication process. All school staff can be reached by calling the middle school office at 563-9563. If the teacher you are attempting to reach is unable to come to the phone immediately, a message will be given to them and they will return your call. All school staff has an e-mail address and this has become an effective communication tool. E-mail addresses are listed on our district's website at [www.nvknights.org](http://www.nvknights.org) or you can call the office to obtain the address you need. The following are ways in which we communicate with the community and parents/guardians:

### **PowerSchool**

PowerSchool is a great way for parents and students to access student grades, assignment updates and school activities. Information on setting up a PowerSchool account is sent home with each student the first day of school. If you need assistance setting up an account or accessing PowerSchool, please call the middle school office.

### **E-mail**

E-mail has become a very effective communication tool. All staff members can and will communicate with you using this method. Also, if you would like to receive VMS weekly bulletins by e-mail, please provide an email address.

### **School Messenger**

This is a phone/email based program. If you have an email and phone number on file, administrators will contact you with cancellations, delays, and all other pertinent information.

**FaceBook**-We now have a FaceBook link at [www.Facebook.com/NVKnights](http://www.Facebook.com/NVKnights)

NVAS App – Download the NVAS App from the App Store

### **Newspapers/Radio/Television**

The Norway-Vulcan Area School District utilize the area's newspapers, radio stations, Channel 7, and TV-6. We attempt to promote our students' activities and accomplishments as much as possible.

### **Parent/Teacher/Student Conferences**

Conferences are held once a year. The conference is held after the first marking period. Conferences are an excellent way to communicate with our staff. They are normally held in the middle school gym. **Students are encouraged to attend the conference with their parents/guardians.**

### **Progress Reports**

Progress reports are viewed online. If you require a paper copy please contact the VMS office at 906-563-9563 or email [ljohnson@nvknights.org](mailto:ljohnson@nvknights.org). After reviewing the current progress of the student, please feel free to contact your child's teacher(s) if you have any questions or concerns.

### **Counselor/Social Worker**

Vulcan Middle School has a counselor/social worker on staff that is highly trained for personal counseling, family counseling, crisis intervention, referrals and coordination with agencies and professionals outside of the school setting. Students must get permission from their teacher before leaving class to see the counselor. Susie Neuens, School Counselor, can be contacted by calling 563-9563.

### **Curriculum**

In addition to the core concept classes, exploratory classes are also an important part of the curriculum. They are designed to expose students to class offerings at the high school level.

Following is a summary of the curriculum at VMS:

#### **Grades 6, 7 & 8**

|                    |              |                    |
|--------------------|--------------|--------------------|
| English            | Life Science | Social Studies     |
| Math               | Algebra I*   | Spanish I*         |
| Literature         | Vocal Music  | Instrumental Music |
| Earth Science*     | Health       | Physical Science   |
| Art/Visual Tech.   | Careers      | Current Events     |
| Physical Education | Tech. Apps.  | Intro to Spanish   |

\*indicates high school credit

## 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 hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

Students should consider the following questions when dressing for school:

- a. Does my clothing expose too much? (no)
- b. Does my clothing advertise something that is prohibited to minors? (no)
- c. Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (no)
- d. Am I dressed appropriately for the weather? (yes)
- e. 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 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 6-12. Students should be dressed in a manner that will not create either a safety or health 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.

1. 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, racists, or sexist connotations or to alcohol or drug products.

2. 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.

3. 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.

4. The wearing of any type of clothing that exposes the midriff is unacceptable. Shirts/tops must touch the top of pants or skirts.

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5. 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.
6. Females are to wear appropriate tops.
7. Shorts are acceptable school attire under the following conditions:
  - a. Excessively short skirts, short shorts and short dresses are not acceptable.
  - b. Spandex shorts may not be worn unless acceptable shorts are worn over them.
  - c. Shorts are not to be worn from November 1<sup>st</sup> to April 1<sup>st</sup> for grades 5-8.
8. Pajamas are not acceptable.
10. Hats/headgear/hoods 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 exceptions to this rule will be days designated as dress-up days.
11. 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.
12. Footwear must be worn in the school building.
13. No clothing should have inappropriate or excessive size/number of revealing holes in it.
14. 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.
15. Backpacks or purses are not to be taken into any classroom. They must remain in the lockers.
16. 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

Students will be warned about inappropriate clothing. If dress code violations continue detentions, Saturday school, and In-School suspensions may result.

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

## DRUGS

### Memorandum To Parents/Guardians Regarding The School Board Policy on Drug-Free Schools

In accordance with the Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by anyone on school grounds, in school, at school-related events, or in school approved vehicles. Drugs include any alcoholic beverages, anabolic steroids, dangerous controlled substances as defined by State statute, or substances that could be considered a “look-a-like” controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to discipline in accordance with due process and as specified in this handbook, up to and including expulsion from school. When required by State Law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which the student receives help through programs and services available in the community. Students and their parents/guardians should contact the principal or counselor whenever such help is needed.

### Extra Curricular Activities

Due to the fact that middle school students experience varying rates of change that affect their interests and rates of learning, VMS provides a variety of activities and experiences that stimulate students’ special interests, aptitudes and talents. Following is a list of extra-curricular activities available to students:

#### Athletics

|              |   |
|--------------|---|
| Grades 5 & 6 | Basketball, wrestling, Great 8 Games, Volleyball  |
| Grades 7 & 8 | Basketball, wrestling, cross-country, track,<br>Volleyball, cheerleading, Great 8 Games |

#### Contests

Throughout the year, several contests (essay, art, etc.) sponsored by various groups are held in which VMS students are invited to participate. Historically, our students have

done very well in these contests and we encourage everyone to take advantage of these opportunities.

### Dances

Dances are held in the middle or elementary school gym at various times during the year for students in grades 7&8. Dances must be chaperoned by a least one staff member and three other adults. Groups wishing to sponsor a dance must make arrangements with the principal. A dance is considered a school activity and all school rules of conduct apply. Students who do not attend VMS are not permitted to attend. Dances usually begin at 6:00 p.m. and end at 8:00 p.m. The group sponsoring the dance is required to clean up.

### Math Counts

Vulcan Middle School's Math Counts team competes against other middle schools. If successful, the team travels downstate for further competition. The team is made up of 7<sup>th</sup> & 8<sup>th</sup> grade students.

### Quiz Bowl

Students in grades seven and eight have the opportunity to participate on the Quiz Bowl team. This academic competition involves a question and answer format. Our team competes against other middle school teams throughout the Upper Peninsula.

### Reading Olympics

All VMS students have the opportunity to participate in the Reading Olympics. This competition involves teams of students, who after reading many books from a list, compete against each other answering questions concerning the books. Local competition is held first. The winning teams advance to play against other teams from area schools.

### Safety Patrol

This important service organization is comprised of sixth grade students who ensure students are crossing the streets near our campus safely. It is imperative all students obey the crossing guards on duty.

### Spelling Bee

All VMS students have the opportunity to compete in the spelling bee sponsored by the NVAS Community School Program. The VMS spelling champion is recognized by having their name engraved on a plaque that is displayed in our school. Local winners also have the opportunity to advance to the U.P., state, and national competition.

## Extra-Curricular Activities Policy

The Norway-Vulcan Area Schools Board of Education recognizes and acknowledges that the middle school student is in a transitional period in his/her education and should be held accountable for the educational priorities of academic success and citizenship. The following policy is designed to provide proactive mechanisms for communication and academic success in the best interests of the students and all involved.

### Eligibility

1. The initial student roster for each extracurricular activity/sport shall be submitted to the middle school principal by the appropriate supervisor or athletic director at least one week prior to the first scheduled competition/event.
2. Students who attend Holy Spirit shall provide weekly documentation verifying eligibility.
3. The eligibility week is defined as from Friday to Friday and eligibility shall begin the week prior to the first scheduled competition/event.

### Grades

4. A student on the weekly eligibility list who has a “F” grade for a subject shall be formally informed with a “warning” and shall have one week to bring it up to “passing” (“D” or higher). The principal shall notify parents expeditiously. Only one warning will be given in a school year.
5. If a student does not bring that subject’s grade up to at least “passing” or higher the subsequent week, the student shall be suspended from competing/performing for one week but shall be permitted to practice. The suspension will continue until the student attains a passing grade in the class.

### Attendance

6. A student must be in attendance during the regular school day to participate that day.
7. Suspension from school makes the student ineligible to participate in practice/competition/events of any activity during the time of suspension.

### School and School Related Behavior

8. The principal reserves the right to declare any student ineligible to participate for disorderly or unregulated behavior that exceeds reasonable limits.

### Appeal

9. To appeal an eligibility decision, the parent/guardian must request in writing a meeting with the athletic director, principal and coach/advisor stating the reason for the appeal.

Field Trips

A variety of field trips are taken by students at VMS. All teachers are encouraged to schedule educational field trips. Field trips are a privilege granted to students, but they can be denied under certain circumstances.

Programs/Assemblies

Every effort is made to bring quality, educational entertainment to VMS. Students must be on their best behavior when we have guest performers in our school. Remember, visitors often form a lasting impression of our school and community by students' behavior.

Student Council

The Student Council is comprised of 7<sup>th</sup> & 8<sup>th</sup> grade students elected by their peers. Members not only are leaders in our school, they are involved in many service projects in our community.

**Grading/Progress Reports/Report Cards**

Vulcan Middle School views each child as a unique individual with varying strengths, weaknesses and needs. Evaluations are based on the teacher's assessment of each student's ability to perform at his or her own level, as well as comparing their progress to that of other students. Student evaluation is an ongoing process.

Cooperation and communication between home and school is necessary to foster the best possible learning environment. This partnership will provide a more effective program of evaluation which will ensure maximum academic growth. We encourage parents to discuss their child's progress with our teachers at any time. A parent-teacher conference can be arranged by contacting the middle school office.

Key to Grading/Explanation of Terms

|    |        |                         |
|----|--------|-------------------------|
| A  | 100-95 | Excellent, outstanding  |
| A- | 94-90  |                         |
| B+ | 89-88  |                         |
| B  | 87-84  | Above average           |
| B- | 83-80  |                         |
| C+ | 79-78  |                         |
| C  | 77-74  | Satisfactory, average   |
| C- | 73-70  |                         |
| D+ | 69-68  |                         |
| D  | 67-64  | Below average           |
| D- | 63-60  |                         |
| F  | 59     | Unsatisfactory, failing |

### Progress Reports

Progress reports are sent home at the midway point of each marking period in the student's homework folder. Please contact the teacher(s) if there are any questions.

### Report Cards

Students are issued Report Cards four times per year and are sent home in the student's homework folder. Cards will be held until all fines/fees are paid in full.

## **Homework**

The staff and administration at VMS believe homework is an integral part in the education of students. We believe:

1. All homework should have feedback to students.
2. Homework should not be extremely easy and should be worthwhile.
3. Students should get a reasonable amount of homework.
4. Teachers have high expectations for student performance on homework assignments.
5. The amount of homework a student is assigned will vary. Generally teachers who assign homework of more than one-half hour in length will allow students time in class to complete part of the assignment.
6. Homework is intended to reinforce learning and develop good work habits.

### Definitions/Guidelines

1. Schoolwork: Study materials assigned to be completed during the allotted school time. A teacher may give students time in class for the work to be done for discussion at a later time.
  2. Homework: Work assigned but not completed during the allotted class time. This work is expected to be complete outside of the class. Options for teachers in dealing with assignments:
  3. Work completed by a designated due date will be graded according to the VMS grading scale.
1. Late work or incomplete work will be handled by using one or more of the following options:
    - a. Late work-the grade may be lowered for each day the work is late after the due date. If the student does not have his/her work completed by the final due date a zero will be given.
    - b. Teacher will telephone parent/guardian.

### **Lockers/Desks**

Students are provided lockers in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is a reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. Locks are available in the office for purchase. It is highly recommended that locks be used at all times. Students choosing not to use locks on lockers are responsible for any damage to or loss of school/personal materials.

#### **Student Lockers**

Students are to remaining the locker they are assigned to. Students are not to put items in any locker not assigned to them.

### **Media Center**

Resources have been carefully chosen to provide students with information on the various topics students will be investigating in their classes. Stories, novels, biographies and poetry will keep them in touch with people, places and events from past days up to the present and into the future. Computers are also available for student research. Here is the place to practice learning on your own! You will become an expert at using all of the resources in the Media Center. This is truly a center for learning. Use it often and watch your world grow!

The Media Center plays a vital role in the learning process in that it provides the resources, guidance, and instruction to help middle school learner become a self-directed learner. This process is achieved through involvement with teachers and students in all aspects of the curriculum, by involvement with students in teaching research skills, by stimulating the desire to read and to develop an appreciation of literature; and by evaluating, selecting and organizing basic and current information needed in classroom learning.

### **Medical Issues**

#### **Accidents**

If an accident occurs at school, parents/guardians will be called to take care of the situation.

#### **Illness**

The office will check students who become ill at school when necessary. If the student is too sick to stay in school, parents will be contacted for transportation home.

#### **Lice**

All students are checked for head lice during the year as necessary. This process allows us to stop any outbreak before it becomes a severe problem. After having head lice, students must be nit free before they are allowed to return to school.

### **Medication Policy**

1. Medication administered at school MUST HAVE:
  - a. Written order from a physician.
  - b. Child's full name on the container.
  - c. Name of drug and dosage.
  - d. Time the medication is to be given.
  - e. Physician's name.
  - f. Written permission from the parent/guardian.
2. Medication will be given to the child at the designated time, supervised by authorized personnel.
3. Limited quantities of any medication should be kept at school.
4. All medication administered at school will be kept in the office.
5. Parents must notify the school when the medication is discontinued or if the dosage or time is changed. If the medication is resumed, a new order must be received.
6. Tylenol will be dispensed only if the parent/guardian brings it to the office.
7. It is the responsibility of the student to get his/her medication at the designated time.

### **Shots**

State law requires all students have the Hepatitis B series and Varicella vaccines.

### **Music**

Vulcan Middle School offers instrumental and vocal music to all students. Instrumental music is a part of the curriculum at sixth grade and then becomes optional at 7<sup>th</sup> and 8<sup>th</sup>. Vocal music is a part of the curriculum through sixth grade and becomes optional at 7<sup>th</sup> and 8<sup>th</sup> grades. Students are not allowed to drop band or chorus during the school year, unless extenuating circumstances exist and a meeting is held between the student, their parent/guardian, the director and principal. If the music class and band class is a required part of the curriculum they will not be allowed to drop.

### **Standardized Testing**

Vulcan Middle School believes standardized testing is an assessment tool valuable in measuring student achievement in specific content areas. The standardized testing programs used at VMS are the MSTEP and the MI-ACCESS testing program (alternative). All middle school students are tested. Parents/guardians will receive information about the testing programs as the testing period draws closer.

### **Student Meal Accounts**

All Norway-Vulcan Area School students are issued identification badges that operate with our student meal account system embedded in them. 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 a 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:

- 1) 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.
- 2) 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 student will not have the option of purchasing any other meal in the lunch cafeteria.

**It is important for parents to know that the application for free and reduced lunches may be filled out any time there is a change in the financial status of a household. Parents who find they have a need for the free and reduced lunch program should call their school's office and attain an application.**

If there is a question or a concern regarding school accounts and meals, please contact our cafeteria supervisor, Mrs. Bridget Finn at: (906) 563-9552, ext. 29.

### **Technology**

The Norway-Vulcan Area School District and Vulcan Middle School recognizes the importance of technology in today's society and in preparing our students in the use computers. We have made internet access computers available in every classroom, the media center, and the computer lab. Computer and iPad use is a privilege that can be lost with misuse. The computer use policy is sent home with every student on the first day of school. Students and parents/guardians must sign the policy and return it to the office before students are allowed to use the computers.

## **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.

### **ELECTRONIC COMMUNICATION DEVICES**

The Norway-Vulcan Area School District may prohibit the use or possession of electronic communication devices (e.g. cell phones, etc.) by students at any time during school hours, anywhere within the building. Students caught using any of these devices will be subject to the following consequences:

**First Offense** – verbal warning

**Second Offense** – confiscation of the device, to be turned into the school office. Parent will be notified and required to come in and pick up the device.

## Required Policies and Statements

### 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):
  - o School officials with legitimate educational interest;
  - o Other schools to which a student is transferring;
  - o Specified officials for audit or evaluation purposes;

- o Appropriate parties in connection with financial aid to a student;
- o Organizations conducting certain studies for or on behalf of the school;
- o Accrediting organizations;
- o To comply with a judicial order or lawfully issued subpoena;
- o Appropriate officials in cases of health and safety emergencies; and
- o 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      Mrs. Susie Neuens

(Name) (Name)

K-8 Principal      Social Worker

(School District Title)      (School District Title)

906-563-9552      906-563-9552

(Telephone Number)      (Telephone Number)

300 Section Street Norway, MI 49870      300 Section Street Norway, MI 49870

(Office Address) (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/mmcp.cfm](http://www.actpoint.com/mi/mmcp.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](http://www.michigan.gov/mde)). A wikispace (<http://mdpersonalcurriculum.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**

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## 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;



# policy

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

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This policy will be published annually in all District student and staff handbooks. Publication is not a precondition to enforcement of this policy.

M.C.L.A. 380.1311, 380.1312(1), 380.1313  
20 U.S.C. 7151

Revised 4/12/99  
Revised 2/17/03















STATE BOARD OF EDUCATION APPROVED  
HOME LANGUAGE SURVEY \*

The Norway-Vulcan Area School District is collecting information regarding the language background of each of its students. This information will be used by the district to determine the number of children who should be provided bilingual instruction according to Sections 380.1152 - 380.1157 of the School Code of 1995, Michigan's Bilingual Education Law. Would you please help by providing the following information?

Thank you very much for your cooperation.

Name of Student \_\_\_\_\_ Grade \_\_\_\_\_ Age \_\_\_\_\_

School Building \_\_\_\_\_

1. Is your child's native tongue a language other than English?  
 Yes     No    What is that language? \_\_\_\_\_
2. Is the primary language<sup>1</sup> used in your child's home or environment a language other than English?  
 Yes     No    What is that language? \_\_\_\_\_

Signature of Parent or Guardian \_\_\_\_\_ Address \_\_\_\_\_ Date \_\_\_\_\_

<sup>1</sup>"Primary language" means the dominant language used by a person for communication.  
\* Translation of this survey form in Spanish, Arabic, French, Italian and Ojibwa is available at the Office of Field Services at 517-373-6066.