

Daily Schedule

| | |
|-------------|--|
| 8:00 | Teachers in classroom, doors open |
| 8:15 | Classes begin |
| 10:45-11:30 | Recess/Lunch – EK-2 nd grades |
| 11:00-11:45 | Recess/Lunch - 3 rd -4 th grades |
| 1:20- 1:35 | Recess – EK-4 th grades |
| 2:55 | Student Dismissal |
| 3:30 | Teachers dismissed |

INSTRUCTIONAL STAFF

| | | |
|-----------------|--------------------|------------|
| Tammy DeBakker | Early Kindergarten | Room 229 |
| Maria Lasater | Kindergarten | Room 218 |
| Brittany Conery | Kindergarten | Room 220 |
| Julie Barthels | First Grade | Room 234 |
| Rae Anne Seat | First Grade | Room 232 |
| Cindy Miller | Second Grade | Room 233 |
| Jeff Gallino | Second Grade | Room 235 |
| Sarah Kleikamp | Third Grade | Room 231 |
| Dave Langin | Third Grade | Room 228 |
| MaryBeth Paul | Fourth Grade | Room 250 |
| Al Trudeau | Fourth Grade | Room 246 |
| Katie Mendina | Title I Teacher | Room 251 |
| Jeannette Sword | Special Education | Room 236 |
| Katie Dahlman | Art Education | Room 247 |
| Kaitlyn Ware | Vocal Music | Room 514 |
| Carli Kelly | Physical Education | Elem. Gym. |

ADMINISTRATION AND SUPPORT STAFF

| | |
|----------------------------|---|
| Louis Steigerwald | Superintendent |
| Rico Meneghini | Elementary Principal K-8 |
| Sally Bray | Elementary Secretary |
| Lynn Opolka | Multi-purpose/Title I Aide |
| Susie Neuens | Social Worker |
| Carrie Zigman | Speech Pathologist |
| Theresa Hruska | Occupational Therapist |
| Holly Kivioja | School Psychologist |
| Paul Johnson | School Social Worker |
| Danelle Kelly | Title I Aide |
| Sara Baldwin | Title I Aide |
| Carol Skog | Title I Aide |
| Dionne Toretta | Title I Aide |
| Dawn Heigl | Special Needs Aide |
| Sherilyn Coates | Special Needs Aide |
| Deanna Michaud | Community Schools Pre-School/Pre-Kindergarten |
| Bobbi Joe Leslie | Community Schools Aide |
| Yvette Moln/Dionne Toretta | Childcare |
| Julie Robert | Building Custodian |
| Chuck Pellegrini | Facilities Manager |

MISSION STATEMENT

Norway Elementary School

The mission of Norway Elementary School is to address the academic, emotional, physical, social and cultural needs of each child and to prepare our students for the future by nurturing a life-long love of learning.

Dear Norway-Vulcan Area Schools Family,

We have developed this handbook to familiarize you with the day to day operations of our elementary school. If you have any questions after reading the information presented, please call our office at 563-9543.

We are looking forward to working cooperatively with you toward the goal of offering your child a successful and rewarding elementary experience.

Teaching your child such things as how to study, how to solve problems and how to get along with others can help them become more responsible.

As your child becomes a self-confident learner, you will have met one of your most important responsibilities. You will have taught your child the attitudes and skills they need to grow into responsible and capable adults.

Remember, successful students have an involved family. Norway Elementary is proud to have you as a partner in the educational process.

Mr. Rico Meneghini
Elementary Principal

ARRIVAL TIME

Classes begin at 8:15 a.m. Any child arriving after 8:15 a.m. will be considered tardy and their parent must sign them in at the office. When children arrive at school they are to report to the playground. The only exception to this is morning students enrolled in our breakfast program. They are permitted to go directly to the cafeteria for breakfast and then outdoors.

We ask that children who walk to school or are transported by parents arrive at approximately (8:00 a.m.) Our supervision schedule is designed to best accommodate our students if this request is followed.

Classes are dismissed at 2:55 p.m. Students will proceed to the bus area, walking route, or be picked up by their parent/guardian. Students must be picked up promptly at 2:55 p.m. or must be scheduled in the Childcare Program.

ATTENDANCE

Please plan vacations when school is not in session.

It is important that all children attend school regularly. If a child is not to participate in physical education or recess you **must provide the school with a written doctor's excuse.** However, if your child is ill, please keep him/her at home and follow the absence reporting procedure below:

ABSENCE REPORTING POLICY

- A. Report all absences by telephone to the Principal's office by 9:00 a.m. **(563-9543)**
- B. Call each day of consecutive absences.
- C. In the event that no phone call is received from a parent/guardian, a call shall be attempted from the Principal's office to the home, inquiring as to the student's whereabouts.

This procedure is followed in the spirit of parental concern for the safety and well being of students once they leave home for the school day. In the event that a student left home, presumably for school, and did not arrive here, the time lapse between the home and school becoming aware and acting immediately in just one case of impending danger or delinquency, the effort by the school and parents to follow this procedure will be well worth it.

Excessive absences and tardiness will be reported to the DIISD where legal action may take place.

ACCIDENT CARE

The playground supervisor and teachers report all playground and school accidents to the office. An accident report is filled out and parents called when necessary. If the situation requires professional medical attention, you will be asked to pick up your child.

BIRTHDAYS

Birthday treats are permissible if you would like to send them. Please keep the treats simple and inexpensive. ***Do not send cakes.*** If your child has a summer birthday and you would like to send a treat, please make plans with the teacher. Also, ***do not send flowers or balloons to your child at school.*** **Birthday invitations are not to be distributed in school. Student names/addresses will not be given out.**

BREAKFAST/LUNCH PROGRAM

Breakfast and lunch will be served at the following rates:

- a. K-4 student breakfast 1 week - \$5.00/\$1.00 per day
- b. K-4 student lunch 1 week - \$13.75/\$2.75 per day
- c. Student milk for those with cold lunch 1 week - \$2.50/.50 per day

Please send all money in an envelope with your child's name, teacher's name and the amount of money enclosed.

A family that is applying for free or reduced meals must complete the application supplied by the school district EVERY YEAR. After the application has been processed, notification will be given as to eligibility for the program. Until such time that eligibility is granted, *the family is responsible for paying the full price of a breakfast or lunch ticket.*

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. Teachers will send home an alert notice with students as soon as they have a negative 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 the Superintendent's office at (960)563-9552.

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.

BUS TRANSFERS

If your child needs to take a different bus home at the end of the day, notice must be given in writing to the teacher. Make these arrangements with your child before he/she leaves for school. Emergency bus transfers will be accepted over the phone. Unless the office receives notification the child will be sent home on his/her regular bus. We cannot stress enough how important this is for the welfare of your child for them to know where they are to go after school.

CALENDAR 2018-2019 SCHOOL YEAR

| | |
|-----------------------------|----------------------------------|
| Monday, August 27 | Teacher In-Service |
| Tuesday, August 28 | First Day of School for Students |
| Friday, August 31 | No School - Labor Day break |
| Tuesday, September 4 | Classes resume |
| Wednesday-Friday Nov. 21-23 | Thanksgiving Vacation |
| Monday, December 24 | Begin Christmas Break |
| Monday, January 7 | Classes Resume |
| Monday, April 1 | Begin Spring Break |
| Monday, April 8 | Classes Resume |
| Monday, May 27 | Memorial Day – No School |

COMMUNICATIONS

A number of techniques are used to keep you informed of your child's progress and the educational activities affecting you in the school community. Teachers and the principal use parent-teacher conferences, report cards, staff Weebly.com, and Remind, telephone calls, School Connects and classroom and school newsletters for most of the communication. The Annual Report, containing important information about the school district, is available at www.nvknights.org

COMMUNICATIONS CONT.

Our local newspapers, The Current and The Daily News, also covers school news extensively and is a valuable source of accurate information.

As important as our communication is to you, so is communication to us about your child. Remember we are partners in your child's education. You are encouraged to contact the school with questions, concerns, or comments.

Here are several suggestions to help improve communication:

- Get to know the principal, teachers, and other school employees. Attend school open houses, PTO meetings, and Parent-Teacher conferences. Learn what is going on in the classroom and what is expected from students.
- Communicate with the staff member or administrator closest to the situation.
- Communicate with the appropriate person by telephone or letter. Be sure to provide sufficient details so the situation can be dealt with effectively.
- Be aware that answers or solutions may not come right away. Sometimes follow-up activities or research is required to obtain all the information before a question of concern can be answered.
- Let your child's teacher or principal know when you are pleased about something.
- Please understand school officials cannot guarantee that each question will be answered or a situation adjusted to everyone's satisfaction. However, sincere attempts will be made to treat each situation fairly and reasonably.

COMPUTERS

In this rapidly changing technological world we live in, we feel it is a necessity for our students to be introduced to technology as early as kindergarten. With this in mind, we have IPADS available for all students to use in the classroom and also use the computer lab. **(Please refer to the Acceptable Use Guidelines for Computer Use at the end of this handbook).**

COMMUNICABLE DISEASES

Michigan law requires that all children must be immunized against mumps, measles, diphtheria, tetanus, whooping cough, rubella, and polio, HEP B, and Varicella. In addition, each student enrolling in kindergarten must have passed a vision screening test or have a signed statement by a doctor that the child has had his/her eyes examined after the age of 3 and prior to initial school entrance.

There are times when you're not sure it is necessary to keep your child home from school. Here are some symptoms that may mean your child is sick.

- Fever
- Chills
- Running or inflamed eyes or nose
- Rash
- Abdominal pain
- Vomiting
- Diarrhea
- Sore throat
- Enlarged glands
- Excessive coughing

A child should remain at home at least 24 hours with no fever, diarrhea, or vomiting following an illness. Notify the school that your child will be absent. By following these guidelines, you will protect not only the health of your child, but the health of his classmates and school staff as well! **(Please refer to the Communicable Disease Reference Chart at the end of this handbook.)**

DAY CARE

We have an excellent community schools run daycare in our building directed by Mrs. Deanna Michaud, professionally certified in early childhood education. The daycare is staffed by trained school personnel. It is open to all children age three and over whom is toilet trained. Daycare hours run from 6:30 a.m. to 5:30 p.m. year-round including vacations. Lunch may be purchased on site or you may send a cold lunch. The cost for the daycare is \$3.00 per hour per child.
Call 563-5638.

DRESS AND APPEARANCE

Students are expected to be clean and neatly dressed. Good habits of cleanliness and health dictate that all students wear proper clothing at all times at school. The school is an institution that has, among its many objectives, the responsibilities to prepare youth for proficiency and advancement in their chosen vocation. Personal appearance is associated with habitual experiences and it is, therefore, necessary to expect reasonable rules and regulations in student dress to accomplish these objectives.

The guidelines for student dress and appearance are as follows:

1. Display of patches, signs, pins, mottoes, slogans on clothing or body adornments that advertise alcohol, drugs, sex, tobacco, lack of patriotism, or other material deemed inappropriate are not allowed. Students are requested not to wear tattoos, body glitter, makeup, and body piercing other than earrings, which would call undue attention to the wearer and thus disrupt the educational process, as determined by the administration.
2. Apparel must be worn so that no under clothing shows when standing or sitting.
3. Clothing must be clean, neat and must not endanger the health and safety of students.
4. All students are to remove hats before entering the building.
5. Students in violation of the above rules will be disciplined.

In the event of a special dress-up occasion such as Halloween, students will adhere to the guidelines sent home by the administration for appropriate dress. The primary purpose of the school is the education of the students, and costumes that are deemed inappropriate or disruptive will not be allowed.

Clothing should be simple enough that it is possible for your child to dress him/herself, attend to toilet needs alone and get into outdoor things easily. When purchasing winter coats, please keep in mind that he/she will be expected to put his/her coat on and fasten it by him/her when at school. Boots should be purchased large enough so that your child can put them on alone.

During the cold, wet winter month's boots and snow pants are a must!

All outer clothing should be labeled with your child's full name. This means sweaters, coats, boots, hats, and mittens. By

labeling everything, you can prevent losing them or receiving someone else's clothing.

Due to the fluctuations in the weather, please check the weather conditions before allowing your child to wear shorts to school.

DISMISSAL DURING SCHOOL HOUR

There are occasions when it is necessary to take your child out of school for a scheduled appointment. **A parent or guardian must report to the office to sign him/her out. If your child is returning to school you must report to the office to sign them back in. Report to the office to drop off lunches, etc.**

INTERMEDIATE SCHOOL DISTRICT (ISD)

The D.I.I.S.D. in cooperation with Norway-Vulcan Area Schools provides many services for the students and parents of our schools, including:

1. Testing Services – to help determine placement in special classes or programs.
2. School Psychologists
3. Social Worker
4. Physical and Occupational Therapy
5. Services for hearing, vision, emotionally and educationally impaired.

For more information on these and other services of the D.I.I.S.D., parents can contact their school principal (563-9543).

ITEMS YOUR CHILD NEEDS AT SCHOOL

Each teacher may have special items for their classroom, of which they will inform you. School supply lists will be available at all local department stores

LIBRARY

Elementary students utilize our district's K-12 media center, which features materials for all reading levels. Students are instructed in the proper use of the library and helped when selecting books. The media center is also used for meetings and other special events (PTO meetings, etc.).

MEDICATION

Students who need to take medication during school hours must have on file a **"School Medication Permission and Instruction"** form properly completed and signed by a parent and physician. The medication should be in a standard prescription bottle and identified as to the nature of the prescription, the dosage, and the student's name. Your pharmacy can give you a duplicate container if needed.

Students may be given Tylenol, etc. at school if the permission slip is signed by the parent. You will find that information on the back of the emergency card.

PARENT CONFERENCES

Parent-Teacher conferences are held once during the school year. You will be notified of conference date in advance. Please call the school if you have a question and/or concern at anytime during the school year.

PARTIES

Holiday parties are scheduled throughout the year. Parents will be contacted by the homeroom teacher if they feel that assistance is needed for that event. Drinks provided for parties must be clear, to help avoid stains.

PTO

The Norway Elementary PTO is very active in supporting our school. Parents will be notified of meetings. Many PTO sponsored activities are held throughout the year. Parental involvement can be a factor in your child's academic success. **Get involved - join PTO!**

PTO OFFICERS

Chairman
Vice-Chairman
Treasurer

Darcia Schooler
Sarah Davy
Jen Baciak

PUBLICITY

On occasion, we have the opportunity to utilize the local newspapers and TV coverage and like to use pictures of our students doing special activities or events. If you don't want your child's picture used in such a way, please indicate this on the BLUE SCHOOL ENROLLMENT CARD.

REPRODUCTIVE HEALTH

In April 1993 the Norway-Vulcan Board of Education adopted a Reproductive Health Curriculum for grades one through four. The curriculum contains lessons that deal with an important issue for the age group, sexual abuse. HIV/AIDS education is part of the Michigan Model for Comprehensive Health education included for Norway Elementary School.

According to district policy, you have the right to review these lessons. Copies are available in the principal's office throughout the year. If you wish, please contact the Norway Elementary School office to make arrangements to review these lessons.

SCHOOL CLOSURE OR DELAY

There will be an automated phone call made to you on School Messenger. Please make sure to alert the office if there is a change in your phone number.

If at any time school is closed or delayed it will be announced by school name. If there is a 2-hour delay, buses will run two hours later than normal.

SCHOOL VISITATION

When you visit the school during the course of a regular school day, you must first report to the school office. The teacher will then be contacted and arrangements will be made for you to see your child, deliver a forgotten item, speak with the teacher, etc. ***Our policy requires that all visitors first report to the school office.***

SPECIAL NEEDS

Our school offers to students with special needs services such as: speech therapy, learning disabilities services, remedial reading, and other special classes. In most cases, a referral from a teacher or parents is needed to begin the procedure to determine if a student is eligible for a special class.

TITLE I SERVICE

The Title I Program is a federally funded program designed to provide additional support and services to students who are failing to meet, or are at increased risk of failing to meet, curriculum standards in the areas of Reading, Mathematics, Science or Social Studies. Our Title I program services all students in providing interventions, as well as, differentiated learning opportunities.

VALUABLES

Parents are reminded that students should not bring money or valuables to school. Money for lunch, milk, pictures, or other school items should be given to the teachers as soon as school begins. There are no facilities for students to keep valuables in school and the school is not responsible for loss or damage. **Students are not to bring any electronic equipment (DS Games, etc.), cell phones, to school.**

VOLUNTEERS

There are ample opportunities for parents, grandparents, and friends to share their time and talents with us. If you are interested in assisting, please contact the school or your child's teacher.

NORWAY ELEMENTARY SCHOOL RULES

1. **LISTEN AND FOLLOW DIRECTIONS THE FIRST TIME THEY ARE GIVEN**
Purpose of the Rule: To keep order in the building and on the playground.
Example of Misbehavior: Not following instructions given by the teacher, the Principal, or other adults in school or on the playground.
2. **BE CONSIDERATE, COURTEOUS, AND RESPECTFUL OF OTHERS**
Purpose of the Rule: So that every student may feel good about him or herself, and use good manners.
Example of misbehavior: Name calling, teasing, put downs, impolite gestures swearing, and wearing hats in the building.
3. **TALK IN A CONVERSATIONAL TONE AND WALK TO THE RIGHT OF HALLWAYS AND STAIRS**
Purpose of the Rule: To keep noise down and prevent distractions in the classroom, and to keep order in the halls.
Example of Misbehavior: Running, yelling, pushing, or shoving.
4. **KEEP HANDS, FEET, AND ALL OTHER OBJECTS TO YOURSELF**
Purpose of the Rule: To keep students from hurting each other or themselves.
Example of Misbehavior: Punching, tripping, kicking, biting, or throwing things.
5. **RESPECT SCHOOL AND PERSONAL PROPERTY**
Purpose of the Rule: To prevent damage or loss of school property or student's belongings.
Example of Misbehavior: Writing on or scratching desks, walls, books, buses, or other fixtures; taking things without permission.
6. **PLAY SAFELY IN THE BUILDING AND ON THE PLAYGROUND**
Purpose of the Rule: To prevent accidents and injuries to our students.
Example of Misbehavior: Throwing snowballs, tackle games or other rough play will not be tolerated.
7. **FOOD AND DRINKS ARE NOT ALLOWED IN THE HALLS, PLAYGROUND OR COMMON SCHOOL AREAS**
Purpose of the Rule: To keep the school and school grounds clean.
Example of Misbehavior: Eating candy, chewing gum, littering, or taking food out of the lunchroom.

ELEMENTARY SCHOOL CONSEQUENCES

Failure to follow the school rules or instructions in the school building or on the general school grounds will have the following consequences: **Verbal warnings, parent conferences, loss of "specials", quiet lunches, and in-school suspensions.**

Norway Elementary 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><u>Horseplay</u> "Goofing Around" OR "Playing" that may include pushing, shoving, grabbing, tripping, or name calling in which there is no imbalance of power and no one is hurt.</p> | Warning *Student Calls Parent | *1-3 Quiet Lunches * Student Calls Parent | *In-School Suspension *Time to Think Form *Student Calls Parent | *1 Day of Suspension *Student Calls Parent *Parent Conference |
| <p><u>Teasing</u> 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 Quiet Lunches *Student Calls Parent | *2-4 Quiet Lunches *Student Calls Parent | *In-School Suspension *Time to Think Form *Student Calls Parent | *1-3 Days of Suspension *Student Calls Parent *Time to Think Form *Parent Conference |
| <p><u>Moderate Physical Contact</u> Hitting, pushing, shoving, grabbing, tripping, slapping, etc. <u>Moderate Intimidation</u> Threats of emotional/physical violence, intimidation, social alienation, shunning, etc.</p> | *2-5 Quiet Lunches *Student Calls Parent | *In-School Suspension *Student Calls Parent | 1-2 Days of Suspension *Student Calls Parent | *2-4-Days Suspension *Student Calls Parent *Parent Conference *Police Contacted |
| <p><u>More Severe Physical Contact</u> Punching, kicking, fighting, and similar behavior that might injure others <u>More Severe Intimidation & Harassment</u> Racial, ethnic, sexual, religious, or other forms of severe harassment or intimidation (Includes gossip of a more serious nature)</p> | *1-2 days Suspension *Student Calls Parent *Time to Think Form | *2-3 days Suspension *Student Calls Parent *Parent Conference | *3-5 Days Suspension *Student Calls Parent *Parent Conference *Police Contacted | *5 or more Days Suspension *Student Calls Parent *Parent Conference *Police Contacted |

A conference with the principal is required upon the student's return to school. **We are very proud of our students.** We know that most of them obey the school rules and contribute to making our school a place where learning is the top priority.

Norway Elementary School Computer Agreement

1. I will use the computer for school work and appropriate learning activities.
2. When using the computer, I will:
 - a. Use good manners
 - b. Use appropriate language
3. I will be careful with all hardware and software.
4. I will share the computer.
5. If I do not know how to use any or part of the computer system, I will ask for help.
6. I will not share personal information about myself or anyone else on the Internet. This includes full name, address, phone number, or photograph.
7. I understand that my work on the computer is not private.
8. I will not write bad words on the computer.
9. I will keep my passwords private.
10. I will not use copyrighted material or plagiarize published documents.

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. Teachers will send home an alert notice with students as soon as they have a negative 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 the Superintendent's office at (960)563-9552.

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.

Students with a Disability

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

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

Transfer Students

If a student transfers to the District from out-of-state or from a nonpublic school, the student's parent or legal guardian may request, as part of the student's personal curriculum, a modification of the Michigan Merit Standard

requirements that would not otherwise be allowed under this section. The District may allow this additional modification for a transfer student if all of the following requirements are met:

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

B. The District may use appropriate assessment examinations to determine what credits, if any, the student has earned out-of-state or at a nonpublic school that may be used to satisfy the curriculum requirements of the Michigan Merit Standard, District policy and the State Board of Education.

C. The transfer student's personal curriculum incorporates as much of the subject area content of the Michigan Merit standard as practicable.

D. The transfer of a student's personal curriculum requires the student to successfully complete at least one (1) mathematics course during his/her final year of high school enrollment. In addition, if the transfer student is enrolled in the District for at least one (1) full school year, both of the following apply:

1. the transfer student's personal curriculum shall require that this mathematics course is at least algebra I.

2. if the transfer student demonstrates that s/he has mastered the content of algebra I, the transfer student's personal curriculum shall require that this mathematics course is a course normally taken after completing algebra I.

E. The transfer student's personal curriculum must include the state required civics course.

Assessment

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

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

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

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

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

M.C.L. 380.1279

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

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

42 U.S.C. 12131 et seq.

Personal Curriculum Guidelines, (MDE, May 2009)

5517.01 - BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS

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

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

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degradation.

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

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

Notification

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

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

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

Reporting

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

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

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

Implementation

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

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

Procedure

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

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

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

The identity of the student who files the report or complaint will not be voluntarily shared with the alleged perpetrator(s) or the witnesses unless the student (and his/her parent/guardian) give written permission to do so. Any investigation report will likewise not be voluntarily produced with the names of the reporting student(s) or witnesses. However, under certain circumstances, the District may be required by law to disclose the report and/or the student(s) names. Also, under certain circumstances, the identity of the reporting student may become obvious

even without disclosure by school personnel.

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

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

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

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

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

Non-Retaliation/False Reports

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

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

Prevention/Training/Restorative Practices

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

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

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

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

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

Definitions

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, s/he

should report it immediately and allow the administration to determine the appropriate course of action.

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

"At School" is defined as in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

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

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

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

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

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

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

"Staff" includes all school employees and Board members.

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

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

Harassment, see Policy 5517;

Hazing, see Policy 5516.

M.C.L. 380.1310b (Matt's Safe School Law, PA 241 of 2011), PA 478 of 2014

Policies on Bullying, Michigan State Board of Education

Model Anti-Bullying Policy, Michigan State Board of Education

policy

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

STUDENTS
5517.01/page 1 of 6

BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS

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