

STUDENT HANDBOOK 2023-2024



MONROE PUBLIC SCHOOLS



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WELCOME TO MONROE PUBLIC SCHOOLS

Dear Families,

On behalf of the Monroe Public Schools' (MPS or the District) community, welcome to the 2023-2024 school year! We value the opportunity and privilege to work with your family. Together, our ongoing partnership will provide high expectations to allow all children to develop to their fullest academic, physical, social, emotional, and creative potential. We love what we do and are honored to be part of your child's educational team!

We are proud of the students, families, and staff who make up our District. MPS consists of five elementary schools, one middle school, one high school, an alternative high school, and a virtual learning center. To additionally support our community, the District provides extensive preschool programming as well as before-school and after-school childcare, summer educational programs, and summer care programs for students.

MPS strives to provide a safe, orderly, and nurturing school experience. We offer a wide array of learning opportunities to engage and inspire all of our students. Upon graduating from one of our high schools, our students are well prepared to excel in any pathway they choose. Whether it be a two-year community college certificate program, a four-year university, a military career, or other post-secondary opportunity, MPS graduates are ready to excel and are valuable members of their community.

The Monroe Public Schools Student Handbook is provided to you as a reference to the general operations, expectations, rules, and policies within our District. Please read the information in this Handbook with your child, as all MPS students will be held to the standards provided in this handbook and expected to comply with the rules set forth herein. The District's Board of Education (the Board) Policies and Administrative Guidelines, which can be viewed on the District's website, also provide information on the District's operations and expectations for students, staff, parents, and other members of the school community. We also encourage you to review the frequent communications sent home by your child's teacher and school. These communications will inform you of the many detailed initiatives and programs available to your child and family.

We are confident that this Handbook will provide answers to many of your questions and will be helpful through the school year. If you have any additional questions, please feel free to call your school office or our Administration Building.

Sincerely,

The Monroe Public Schools Administrative Team



SCHOOL COMPACT

The 2023-2024 Student Handbook contains important information regarding school philosophies, routines, rules, and policies. New information is added to the Handbook each year. Due to these changes, it is important for you to sit down with your child and read the Handbook together. As you read through this resource, please talk with your child about items requiring special attention, such as:

- Attendance Expectations
- Health Information and Concussion Laws
- Technology Use and Cell Phone Expectations
- Dress Expectations
- Family Involvement
- Bullying
- Student Code of Conduct

Please remove this letter from the Student Handbook, sign and return it indicating you have read the Student Handbook with your child, by Monday, September 25, 2023.

My child and I read and understand the information, policies, and state requirements provided in the 2023-2024 MPS Student Handbook.

Parent/Guardian Signature

Date

Student Signature

Date



OUR MISSION

MPS is committed to being the premier educational organization in the region. We are devoted to promoting high expectations for all in a state-of-the-art, 21st-century curriculum. We recognize that all of the students and the communities that we serve are our customers, and we will continue to make all decisions in their best interest.

MPS CORE VALUES

- Cultivate Strong Relationships
- Respect Differences and Act in Service for All
- Advocate for Equality
- Enrich Our Community
- Uphold Integrity
- Crave Innovation
- Strive to Engage Every Learner
- Celebrate and Be Joyful

NON-DISCRIMINATION POLICY

The Board will comply with all Federal and State laws and regulations, as well as the requirements and regulations of the U.S. Department of Education, with regard to prohibitions against discrimination, including but not limited to the following: Title II, Title IV, Title VI, Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; the Americans with Disabilities Act of 1990 (ADA) and its implementing regulations; the Individuals with Disabilities in Education Act (IDEA) and its implementing regulations; the Michigan Mandatory Special Education Act; and the Revised Administrative Rules for Special Education. MPS is committed to a policy of non-discrimination on the basis of gender, religion, race, color, national origin or ancestry, disability, age, marital status, and/or any other legally protected characteristics in employment, education, or any program or activity for which the Board is responsible and/or for which the Board receives financial assistance from the U.S. Department of Education.

If any individual believes he or she has been discriminated against or believes that the District or an employee of the District has inadequately applied the principles and/or regulations of any Federal or State law or regulation, or any requirement or regulation of the U.S. Department of Education, he or she should direct a complaint or request for accommodation to the Superintendent of Schools at 1275 North Macomb Street, Monroe, Michigan 48162, or by calling (734) 265- 3070. All complaints will be handled in accordance with Board Policies and Administrative Guidelines.

NON-DISCRIMINATION INVESTIGATION PROCEDURES

Pursuant to MPS' Non-Discrimination Policy, the District has promulgated a series of procedures to aid in the reporting and investigation of instances of discrimination or harassment. The following will provide information on how to file a complaint and the complaint procedures.

MPS' PROCEDURE FOR FILING AND INVESTIGATING A COMPLAINT OF SEXUAL HARASSMENT (TITLE IX)

Title IX is a federal statute that prohibits discrimination on the basis of sex in educational programs or activities that receive federal funding, including public schools. (See 20 USC 1681(a); 34 CFR 106.41(a).)

The Title IX Compliance Officer at MPS is the Director of Human Resources, located at 1275 North Macomb Street, Monroe, Michigan 48162, who can be reached by calling (734) 265-3000 or emailing humanresources@monroe.k12.mi.us.

The following provides information on how to report **sexual harassment** and a general overview of the investigation process, as required under Title IX. The complete Title IX investigation and complaint procedure can be found in Board Policy 2266. A report of sexual harassment may be made orally or in writing to any District administrator, teacher, counselor, or the District's Title IX Coordinator. If a report is made to someone other than the District Title IX Coordinator, the employee is expected to inform the District Title IX Coordinator within two (2) days of receiving notice of the report.

A formal complaint may be filed with the Title IX Coordinator in writing via hardcopy or digitally, and should include, to the extent known, the identity of the alleged victim(s), perpetrator(s), and witness(es), and describe in detail what occurred, including date(s), time(s), and location(s). The Title IX Coordinator will work with the complaining party to identify supportive measures to preserve his or her access to MPS educational programs and activities, while not burdening the alleged perpetrator(s). The investigation procedure will be completed in a reasonably prompt time, unless extended for good cause. The investigation will include the following:

- (1) Interviews with the parties and any witnesses the parties believe to possess relevant information;
- (2) The District will gather evidence, which the parties will have the right to review and submit a written response;
- (3) The District will prepare a written summary of the investigation, which the parties will have the right to review and submit a written response; and
- (4) The parties may submit written, relevant questions to the other party.

A written determination will be made by an individual who is neither the Title IX Coordinator nor participated in the investigation of the complaint. If a party disagrees with the written determination, an aggrieved party may appeal the determination to the District's Director of Human Resources, whom the District has designated as the District Title IX Compliance Officer.

The parties to a complaint may voluntarily agree in writing to utilize an informal complaint procedure. The informal complaint procedure cannot be used for situations in which a student alleges sexual assault or sexual harassment by an adult. Informal resolutions may include:

- (1) Advising students on how to communicate appropriately;
- (2) Distributing a copy of the anti-harassment policy; or
- (3) Facilitation meeting to work out a mutual resolution.

MPS' PROCEDURE FOR INVESTIGATING COMPLAINTS OF DISCRIMINATION BASED ON A PROTECTED STATUS (TITLE VI, TITLE IX, AND AMERICANS WITH DISABILITIES ACT OF 1990)

The following provides information on how to file a complaint alleging discrimination or harassment on the basis of sex, color, national origin, age, religion, height, weight, marital status, or disability. Except for sexual harassment, such complaints should be made to the District's Anti-Harassment Compliance Officer or any District administrator, teacher, counselor, or similar employee. The District Anti-Harassment Compliance Officer is the Director of Human Resources, located at 1275 North Macomb Street, Monroe, Michigan 48162, and can be reached by calling (734) 265-3000 or emailing humanresources@monroe.k12.mi.us.

Any student who believes that he or she has been subjected to unlawful discrimination may seek resolution through informal or formal procedures. The Anti-Harassment Compliance Officer will attempt to complete an investigation into the alleged unlawful discrimination in a timely manner (ordinarily within fifteen (15) business days), including interviews with the complaining party, responding party, any relevant witnesses, and review of relevant documentation. Due to the sensitivity surrounding complaints of unlawful harassment or retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. At the conclusion of the investigation, the Anti-Harassment Compliance Officer will provide a written summary and recommendations to the Superintendent. The Superintendent will make either a final decision or require additional investigation within ten (10) days after receiving the Anti-Harassment Compliance Officer's report. Additional information on the complaint and investigation process is available in Board Policy 2260 and Board Policy 5517.

Note: Complainant, or complainant's representative, has the right to file a complaint at any time regarding any alleged violation with the appropriate government agency or with the court of proper jurisdiction.

STUDENT RIGHTS & RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to receive a safe, orderly, and appropriate education. The rights of free expression and association will be protected, with the recognition that students must also respect the rights of others. Students are expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his or her behavior. Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed when concerns arise. Frequently, it will be the student's responsibility to deliver that information. If necessary, mail or hand delivery may be used to ensure contact. Families are encouraged to develop open communication with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his or her educational goals. Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the family should seek help from their school.

DIRECTORY & SCHOOL DAY TIMES



ARBORWOOD NORTH
1135 Riverview Avenue

Office: (734) 265-4500
Attendance: (734) 265-4599

School Day: 8:23 a.m. - 3:20 p.m.

ARBORWOOD SOUTH
1008 Riverview Avenue

Office: (734) 265-3800
Attendance: (734) 265-3899

School Day: 8:28 a.m. - 3:25 p.m.



CUSTER ELEMENTARY 1
5003 West Albain Road

Office: (734) 265-4300
Attendance: (734) 265-4399

School Day: 8:54 a.m. - 3:51 p.m.

CUSTER ELEMENTARY 2
5001 West Albain Road

Office: (734) 265-4400
Attendance: (734) 265-4499

School Day: 8:51 a.m. - 3:48 p.m.



**FENMOOR
TRANSPORTATION/OPERATIONS**
4920 West Albain Road

(734) 265-3300



MANOR ELEMENTARY SCHOOL
1731 West Lorain Street

Office: (734) 265-4700
Attendance: (734) 265-4799

School Day: 8:41 a.m. - 3:38 p.m.



**MONROE COUNTY LEARNING BANK
NETWORK**
1102 East First Street

Office: (734) 265-4200
Office Hours: 8:30 a.m.–7:30 p.m.
Monday - Thursday



MONROE HIGH SCHOOL
901 Herr Road

Office: (734) 265-3400
Attendance: (734) 265-3499

School Day: 7:23 a.m. - 2:11 p.m.



MONROE MIDDLE SCHOOL
503 Washington Street

Office: (734) 265-4000
Attendance: (734) 265-4099

School Day: 7:53 a.m. - 2:45 p.m.



**MONROE PUBLIC SCHOOLS
ADMINISTRATION BUILDING**
1275 North Macomb Street

Office: (734) 265-3000



Monroe Virtual
77 North Roessler Street

Office: (734) 265-4985

School Day: 7:45 a.m. – 2:15 p.m.



ORCHARD CENTER HIGH SCHOOL
1750 Oak Street

Office: (734) 265-3700

School Day: 7:43 a.m. – 1:55 p.m.



RAISINVILLE ELEMENTARY SCHOOL
2300 North Raisinville Road

Office: (734) 265-4800
Attendance: (734) 265-4899

School Day: 8:41 a.m. – 3:38 p.m.



WATERLOO ELEMENTARY SCHOOL
1933 South Custer Street

Office: (734) 265-5100
Attendance: (734) 265-5199

School Day: 8:26 a.m. – 3:23 p.m.

GENERAL INFORMATION

(PO number following each heading references the Board Policy being used as a guidance)

ATHLETICS & ACTIVITIES (PO2431)

MPS is a voluntary member of the Michigan High School Athletic Association (MHSAA or the Association). As a member of MHSAA, the District abides by and complies with all rules and regulations of the Association. Representing the school as an athlete is a privilege with related responsibilities. To establish and maintain eligibility, student-athletes must comply with MHSAA's policies, as well as the District's rules and policies, as set forth in the Student Code of Conduct, the Athletic Department Handbook, Board Policies, and Administrative Guidelines. Detailed guidelines and eligibility requirements for athletes are available in the Athletic Department Handbook.

National Collegiate Athletic Association (NCAA) academic eligibility rules for college-bound, student-athletes are available on their website at <http://www.ncaaclearinghouse.net>.

Students are encouraged to participate in co-curricular and extracurricular activities. Clubs and organizations give students an opportunity to improve leadership qualities, learn new skills, and meet other students with similar interests. They are also a great way to have fun and socialize. A list of activities is available in each school's main office and on its website.

BICYCLES ON SCHOOL PROPERTY

(PO5514 references the Board Policy being used as a guidance)

Students who choose to ride their bikes to school must supply their own locks for their bikes. The District has no responsibility or liability for lost or stolen bikes or locks and students park their bikes on school property at their own risk. Please be advised that riding a bike in an unsafe manner or in a manner that puts other students at risk will result in disciplinary action. Students are encouraged to wear helmets while riding their bikes on school property.

CHANGE OF ADDRESS / PHONE NUMBER / EMAIL / EMERGENCY INFORMATION

Change of address/emergency information must be submitted to your child's school or to the administration building. Change of address requires your ID and proof of residency (e.g., utility bill, lease agreement, certified mail). Student emergency cards (PP15s) are required to be completed at the start of every school year through Annual Online Registration (Beginning of the Year Student Packet). Paper forms are available at the building if online registration is not an option. Contact your child's school with any questions.

COMMUNITY EDUCATION

Community Education offers classes such as:

- Adult and Student Enrichment
- Preschool Programs
- Elementary and Middle School Intramural Athletics

The classes begin in September and January. A brochure containing information on the various programs is distributed to District residents and is also available for viewing online at the MPS website: www.monroe.k12.mi.us.

DRIVING: ALL DRIVERS (PO5514.01)

All drivers who choose to drive on MPS property are reminded that they must drive with care and concern for others. There are numerous pedestrians on our property who always have the right of way, and drivers must keep speeds low and stay alert to help keep everyone safe. This is especially important during school drop-off and pick-up times. Individuals who drive in a dangerous manner on MPS property will be referred to law enforcement, ticketed, and banned from school property.

EXCLUSION POLICY

To protect the privacy rights of all students and families, the District has established uniform procedures for considering requests from parents/guardians (and students aged 18 and above) to exclude children from an ongoing or planned special activity. Exclusion requests can be updated online through Annual Online **Registration**. Details about these procedures or a paper form for requesting exclusions, if online registration is not an option, are available in every school and at the District administrative office.

FIELD TRIP POLICY (PO2340)

In our mission to strive for educational excellence, MPS provides students with opportunities to extend their learning from the classroom to the real world. These trips greatly enhance student learning and contextualize knowledge for students. Please help classroom teachers facilitate these learning opportunities by returning all field trip forms to school as soon as possible. No student will be allowed to participate in any school-sponsored trip without parental consent.

MPS reserves the right to place restrictions upon a student's participation in a field trip or activity for any reason deemed appropriate by the classroom teacher, dean of students, student service provider, or building principal. This may include limited participation on the trip, attendance only if accompanied by a parent or adult family member, or complete exclusion from the trip.

Any expenses related to student misbehavior, including but not limited to the need for alternate transportation, will be the sole responsibility of the parent/guardian or the adult-aged student.

FREEDOM OF SPEECH

Students are entitled to express their personal opinions. However, it is important to recognize that a student's freedom of expression is not absolute or unlimited. A student's expression may not interfere with the freedom of others to express themselves or disrupt the educational process. The use of obscenities, personal attacks, and/or libelous and/or slanderous remarks that damage a person's reputation is prohibited. Students should recognize the right of other individuals to form different points of view, and to dissent in an orderly and respectful manner. Freedom of speech must not interfere with the educational process.

HALL PASSES

- **Monroe High School (MHS)** - All students must have a written pass from a staff member to be in the halls. Teachers should only use the official hall pass form.

- **Monroe Middle School (MMS)** - In order for a student to leave class during the class period to use the restroom, get a drink of water, report to his or her locker, office, etc., it will first be necessary to have the classroom teacher issue a hall pass. Students must first request permission to leave, and if granted, follow the established procedure for each classroom.

INCLEMENT WEATHER/EMERGENCY SCHOOL CLOSING (PO8220)

Occasionally during the year, it may be necessary to cancel or postpone school due to adverse weather conditions to ensure the safety of our students. Closings or delays will be announced on the following:

| TV Stations | Radio Stations |
|---|---|
| <ul style="list-style-type: none"> ● WJBK-TV Channel 2 ● WDIV-TV Channel 4 ● WXYZ-TV Channel 7 ● WTOL Channel 11 ● WTVG_TV Channel 13 ● NBC 24 WNWO | <ul style="list-style-type: none"> ● WJR 760 AM ● WWJ - NewsRadio 950 AM ● NashIcon 98.3 FM ● MonroeCountyRadio.com |

Information will also be available online at <https://www.monroe.k12.mi.us/> and the District's social media outlets. Parents will also receive notifications from School Messenger.

LOCKERS (PO5771)

All lockers and locks belong to MPS, and school officials may conduct random searches of any student lockers without notice to ensure the safety of the student body (see Board Policy 5771 for more information). Students are directed to use their own locker only. Lockers are intended to give students a space to keep essential school supplies; students should not keep money or other valuables in their lockers. MPS is not responsible for lost or stolen items in the locker. Students should keep their locker combination secret from all other students.

MANDATORY REPORTING OF STUDENT HEALTH AND SAFETY (PO8462)

Our first concern is always for the health and safety of all students at MPS. For this reason, and in accordance with the law, staff members are required to report any information that suggests a student may harm themselves or others or that the student may be a victim of abuse or neglect. If a student discloses such information either directly to a staff member, or indirectly through a written assignment or communication, this information must be reported to the appropriate authorities and/or agencies. Such information may include, but is not limited to, any reference to possible physical or sexual abuse, severe depression, harmful substance abuse, eating disorders, self-mutilation, suicidal ideation, illegal activity, or any threat to the safety of others. This information is shared confidentially and exclusively for the purpose of protecting our students. Please be advised that school districts are required to report certain acts of student misconduct to police or other state and/or federal agencies.

MIDDLE SCHOOL & HIGH SCHOOL ID BADGES

All MPS Middle School and High School students are issued a personal identification badge at no cost to them. At the start of each school year, students must report to their school building to have a new picture taken for that year's ID badge. Students must have their ID badge while at school; they are expected to show them to any MPS adult personnel if asked to do so. If an ID badge is lost, students can buy a new one for a two-dollar fee.

PETS OR ANIMALS ON SCHOOL PROPERTY (PO8390)

No pets or animals—other than service animals that are required by a student to attend school—are allowed on MPS properties or buildings. Some pets may cause a danger to others due to allergies, etc. Please contact your building principal if you have any questions regarding this policy.

PLEDGE OF ALLEGIANCE (PO8800)

In accordance with the requirements set forth in the Michigan School Code, MCL 380.1347a, the District will ensure that an opportunity to recite the Pledge of Allegiance to the flag of the United States is offered each school day to all public school students in the District.

SALES & FUNDRAISING ACTIVITIES (PO5830)

School-sponsored groups that wish to have a fundraiser must get approval in advance from the faculty sponsor and the administrator in charge of fundraising. Groups may obtain the appropriate forms in the school office. Groups that fail to follow this procedure will have their fundraiser activity terminated regardless of the money that may be lost due to cancellation.

SCHOOL RESOURCE OFFICERS (PO8400)

Local police officers are regularly on school properties, working in partnership with the schools to enhance the educational setting. Their tasks are varied and include law enforcement, classroom presentations, link to court and service agencies, advice/counsel for students and parents, and serving as a resource for school officials. Our schools maintain strong connections with the various local police departments and frequently partner with them on safety and educational matters.

To ensure the safety of our schools, MPS has liaison officers who are City of Monroe and Monroe County Police Officers which are located at Monroe High School and Monroe Middle School. They also support other buildings throughout the District. These officers are here to offer advice, present in classrooms on matters of the law and add to the sense of order and security of our schools.

SEARCH & SEIZURE POLICY (PO5771)(PO5136)

Students and their personal property (e.g., purse, backpack, book bag, vehicle parked on school property, etc.) are subject to search if a school official has reasonable suspicion to believe that a search will reveal evidence that a student is violating the law or school rules. Searches may be conducted with or without a student's consent. Any illegal or contraband materials found in a student's possession may be confiscated and turned over to proper legal authorities for ultimate disposition. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal, not in violation of school policy or outside the original scope and/or purpose of the search. For more information, see Board Policy 5771.

All computers that are the District's property are to be used by students solely for educational purposes. MPS retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

STUDENT SUPPORT SERVICES) (PO2261)

If your student has a certified disability, contact the main office of your child's school to ask about accommodations that your child may be eligible to receive. You may also inquire about evaluation procedures and programs available. An evaluation will be conducted to determine eligibility, placement, and accommodation issues. Teachers, parents/guardians, or other professionals may make a referral if a child is suspected of having an impairment that may interfere with their education. All students with identified disabilities will be afforded the procedural safeguards and due process rights set forth in IDEA and Section 504 of the Rehabilitation Act of 1973.

STUDENT WELL-BEING (PO8420)

All staff members are familiar with emergency procedures such as fire drills, lock down drills, tornado drills, and accident reporting procedures. Should a student be aware of any dangerous situation or accident, he or she must notify any staff person immediately.

Students with specific healthcare needs should provide written notice about such needs along with proper documentation by a physician, to the Main Office.

VISITORS (PO9150)

All visitors to school buildings during school hours must register in the front office. Any individual who is not a student or employee assigned to the school building is considered a visitor and must be approved by the building principal or his/her designee. Parents and guardians are welcome to make appointments to visit the school in accordance with the policy below. Visitor requirements:

- Upon arrival at the building, all visitors must buzz in, present a picture ID, and proceed immediately to the main office.
- After presenting a picture ID, being screened through the Raptor Visitor Management system, and having a currently approved Internet Criminal History Access Tool (ICHAT) form on file, visitors will be issued a visitor's pass.
 - PLEASE NOTE: ICHAT forms are available in the building main offices. An ICHAT may take up to 5 business days to process.
- All visitors must have a visitor's pass while in the school building during school hours.
- Visitors in the building who do not have a visitor's pass will be escorted to the main office.

- Visitors deemed to be trespassing may be referred to the District’s resource officers or local law enforcement. A person who has no legitimate business on District property and has not complied with the rules pertaining to visitors will be considered trespassing.

VOLUNTEERS (PO3120.09)(PO4120.09)

Parents/guardians are encouraged to volunteer for school-sponsored activities and field trips. Please be advised that to ensure the safety of all students, all parents/guardians who wish to volunteer for a school activity will be required to complete and have on file a current, approved ICHAT form. This includes giving authorization to complete a criminal background check. Please contact your student’s building office staff for additional information. For more information see Board Policy 3120.09.

WORK PERMITS (HIGH SCHOOL) (PO5895)

The application form to obtain a work permit for high school students may be obtained from the Career Technical Education (CTE) office at MHS or the main office at Orchard Center High School (OCHS). The application form must be filled out by the prospective employer and returned by the student along with a document that includes a birth date (birth certificate, passport, driver’s license, school schedule, etc.) to the school office for verification. The work permit will be kept on file at the employer’s place of business.

HEALTH & NUTRITION

(PO number following each heading references the Board Policy being used as a guidance)

ACCIDENTS/ILLNESS/INJURY (PO5340)

Any accidents, serious illnesses, or injuries that occur on MPS property must be reported to a building administrator at the school or building where the incident took place. It is essential that an accident or injury report of what happened is filed with the appropriate personnel.

When an accident or illness occurs, MPS personnel will prioritize informing parents of the situation as soon as possible. Students who have been hurt at school or who become ill can only be released to adults who are listed on his or her emergency card. Parents or other adults picking up students must present proper identification upon arrival to school, or the student will not be released to them.

CONCUSSION DEFINITION & PROCEDURES (PO5340.01)

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion can be caused by a fall, bump, blow, jolt to the head, or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning, or sudden stopping and starting of the head. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if a person has not been knocked out.

Concussions are not visible. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If your student reports any symptoms of a concussion, or if you notice symptoms, seek medical attention right away. A student who may have had a concussion must seek a medical opinion and must have a doctor’s written permission to return to school, practice, or a game.

IF YOU SUSPECT A CONCUSSION

- 1. Seek medical attention right away.** A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Do not hide it—report it. Ignoring symptoms and trying to “tough it out” often makes it worse.
- 2. Keep your student out of play.** Concussions take time to heal. Don’t let the student return to play the day of the injury and until a health care professional gives written permission to do so. A student who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. Concussions can cause permanent brain damage, affecting a student for a lifetime. They can be fatal. It is better to miss one game than the whole season.
- 3. Tell the school about any previous concussions.** Schools should know if a student has had a previous concussion. A student’s school may not know about a concussion received in another sport or activity unless a parent gives notification.

OBSERVABLE CONCUSSION SYMPTOMS

The following are observable symptoms of a concussion:

- Appears dazed or stunned.
- Forgets an instruction, is confused about assignment or position, or is unsure of the game, score, or opponent.
- Cannot recall events before or after a hit or fall.
- Moves clumsily.
- Answers questions slowly.
- Loses consciousness (even briefly).
- Shows mood, behavior, or personality changes.

SYMPTOMS REPORTED

The following are symptoms reported by children and teens:

- Headache or pressure in head.
- Nausea or vomiting.
- Balance problems or dizziness, or double or blurry vision.
- Bothered by light or noise.
- Feeling sluggish, hazy, foggy, or groggy.
- Confusion, or concentration or memory problems.
- Just not feeling “right” or feeling “down.”

CONCUSSION DANGER SIGNS

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, jolt to the head or body, he or she exhibits any of the following danger signs:

- One pupil larger than the other.
- Drowsy or cannot be awakened.
- A headache that gets worse and does not go away.
- Slurred speech, weakness, numbness, or decreased coordination.
- Repeated vomiting or nausea, convulsions or seizures (shaking or twitching).
- Cannot recognize people/places.
- Becomes increasingly confused, restless, agitated, or has unusual behavior.
- Loses consciousness (even a brief loss of consciousness should be taken seriously).

CONCUSSION AWARENESS

Educational Material Acknowledgement

I acknowledge in accordance with MCL 333.9155 and MCL 333.9156 that I have received and reviewed the Concussion Fact Sheet for Parents and/or the Concussion Fact Sheet for Students provided by MPS.

***NOTE:** Your signature on the “School Compact” in this handbook or electronic signature for the Annual Online Registration will serve as documentation that you have been informed of this legislation.*

DRINKS (MIDDLE SCHOOL/ELEMENTARY SCHOOL)

The drinking of water in class is permitted. Other beverages may be consumed in the cafeteria during lunchtime. Beverages determined not to support the school environment at any time include CARBONATED DRINKS, ENERGY DRINKS, or other ENHANCED DRINKS. We appreciate your cooperation in not sending them to school. Please be advised that the USDA Guidelines for Healthy Schools will be followed by the District.

ELEMENTARY SNACKS

Elementary students may bring a snack to school each day. Student snack choices should be healthy such as fruits, vegetables, applesauce, cheese, yogurt, crackers, or pretzels. Individual classrooms may have additional food restrictions to address specific health issues and student allergies.

FOOD PROGRAM/LUNCH OPTIONS (PO8500)

MPS offers universal breakfast and lunch to students at no charge. A Household Information Survey will be sent home at the beginning of the year. Please fill this out and return it to the school. Additional copies are available in the school office. We encourage all students to bring water bottles and healthy snacks to school.

Sodexo operates a breakfast and lunch program for MPS. A monthly menu is sent home and available on Monroe's website. Online payment is also available on our school website for additional a la carte items your student may wish to purchase.

Lunches from outside sources, such as fast-food restaurants, are discouraged. Food deliveries to the office from outside vendors (i.e., Door Dash, Jimmy Johns) are prohibited and will not be accepted. Parents, of course, may drop off lunches from home in the office for their children. MPS provides a variety of nutritious breakfast and lunch options at school each day.

HIV/AIDS & SEX EDUCATION NOTIFICATION (PO2414, PO8453, PO2418)

As required by the Revised School Code, MCL 380.1169, MPS provides instruction on the principal modes by which dangerous communicable diseases, including HIV/AIDS, are spread and the best methods for the restriction and prevention of these diseases. The District offers instruction on reproductive health (sex education) in high school health class. This instruction complies with all state law requirements. See MCL 380.1507(1).

This notice serves to inform parents/guardians that they have the right to review the content of the instruction described in the paragraph above at all applicable grade levels, to review materials in advance of the instruction, and to observe the instruction, upon prior request. Parents/guardians also have the right to excuse their child from the instruction, without penalty, by providing written notice.

A Notification to Parents/Guardians form is available in all school building offices, and at the Administration Building, for those who wish to exclude their child from all or any part of HIV/AIDS and/or Sex Education instruction. Contact your local school if you wish to obtain a copy of the form. If there are any complaints or concerns about the HIV/AIDS or Sex Education curriculum, contact the Monroe Public Schools Athletic Director..

Parents who may be interested in participating in the District's Health Education/HIV/AIDS and Sex Education Advisory Committee should also contact at the Monroe Public Schools Athletic Director at (734) 265-3442.

IMMUNIZATION RECORDS (PO5320)

Prior to the start of school each year, MPS students must have either proof of current immunizations required by the state law, or the proper waiver from the state excusing the specific immunization, on file with the school office. For the health and safety of all our students, an individual student that does not have the appropriate shots will not be allowed to enter school.

STUDENTS WHO NEED MEDICATION AT SCHOOL (PO5330)

Medication includes both prescription and non-prescription drugs. It includes medications taken by mouth, taken via inhaler, those which are injectable, those applied to the skin, or those applied as drops to the eye or nose.

Prescription Medication: If a student must take prescription medication during school hours, the medication must be brought to the school office in the original container with a current medication authorization form signed by the parent and the student's physician that includes instructions for use of the medication. This form is available in the school office and on the district website at www.monroe.k12.mi.us.

Non-Prescription Medication (Over-the-Counter Medication): A parent/guardian must provide the school office with written permission to administer non-prescription medication (e.g., cough medicine, ibuprofen, acetaminophen, eye drops, etc.) to a student. Medication of any kind may NOT be kept by students, or stored in their locker, while they are in school.

All prescription and non-prescription medication must be brought to school by a parent/guardian and must be picked up at the end of the school year by a parent/guardian. No medication will be sent home with students. Arrangements will be made for the student to report to the school office to take the medication in the presence of designated school personnel.

If approved by the District nurse and building administration, a student may carry an inhaler or an epi-pen in a secured container/bag. To receive such approval, a medication authorization form signed by the physician and the parent/guardian must be provided to school administration.

ACADEMICS

(PO number following each heading references the Board Policy being used as a guidance)

ACADEMIC INTEGRITY

Students are expected to conduct themselves with academic honesty and integrity. Unless directed differently by an instructor, students are expected to do their own schoolwork on any assignment or exam. Students should be careful that all their schoolwork from previous classes stored on a Chromebook or other device is not shared with others. Serious consequences exist for academic dishonesty, plagiarism, misrepresenting schoolwork, etc.

DUAL ENROLLMENT & DIRECT COLLEGE (PO2271)

MPS students can take advantage of dual enrollment and direct college courses through Monroe County Community College (MCCC). Students can either take college courses at MCCC for college credit or take college courses at MHS for credit.

MPS will provide payment for these courses if the student completes the course with a passing grade. If a student chooses to drop a dual enrollment class or direct college class after the drop date, the student will be responsible to repay all fees including tuition, books, etc. **Students** who fail a course will not be allowed to re-enroll in the same or additional courses until full payment for the failed class has been paid to MPS. Legal action may be taken and/or diplomas may be withheld if fees are not repaid.

FOREIGN EXCHANGE STUDENTS (PO5114)

To have a better understanding of the United States and its history, MHS requires all foreign exchange students to enroll in the following courses: one (1) year of grade-level English; one (1) year of U.S. History; and one (1) year of Civics and Economics. Foreign exchange students are not eligible for graduation honors. Upon completion of one (1) year of education at MHS, students will receive an honorary diploma.

GENERATION E

MPS provides the Generation E Institute Entrepreneur Program in all of our elementary and secondary buildings. Our District is dedicated to graduating students who are career and college-ready. Our students are the future inventors, designers, problem solvers, big-picture thinkers, and meaning makers needed to make a valuable difference in our community. Generation E is a unique and innovative curriculum created to develop an entrepreneurial mindset in individuals so they can successfully compete in an ever-changing global economy.

GRADE REPORTING (PO5420)

MPS provides communication regarding academic grades through regular report cards. Additionally, the PowerSchool Parent Portal (Grades 7 - 12) can be accessed on a daily basis.

GUIDANCE SERVICES (MONROE HIGH SCHOOL & MIDDLE SCHOOL) (PO2411)

Students are assigned a Student Service Coordinator to assist with issues and concerns that may arise during the school year. Students are encouraged to see their Student Service Coordinator between classes, during lunch hours, or arrange for a scheduled conference through the guidance office. This department provides many services including:

- Counseling, planning, and supporting academic, personal, and career/college needs and interests.
- Developing intervention plans and services with other support staff through child screening processes.

HOMEBOUND INSTRUCTION (PO2412)

The District will provide individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents/guardians should contact the school administration regarding procedures for such instruction. The application must be approved by the Director of Student Services. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for Homebound Instruction must be completed by a physician licensed to practice in this state, parent, student, or another caregiver. A medical professional must certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; and present evidence of the student's ability to participate in an educational program.

LEARNING COMMONS AND LIBRARY MEDIA CENTER USE (PO5513, PO7540)

- **MHS** - The Learning Commons is open from 7:00 a.m. until 2:11 p.m. A student needs his or her student ID (which includes a barcode) in order to check out materials. A pass is needed to enter the Learning Commons during the school day including lunch periods. The Learning Commons handles all problems with passwords including network log on and student email.
- **MMS** - The Library Media Center (LMC) is open during school hours during which time all students must have a pass. Student ID cards serve as the official Library Media Center card and must be presented to check out materials. ID cards that are lost may be replaced for a two-dollar fee in the LMC.
 - At any one time, students may have three books checked out from the LMC. Books and other resources that are checked out from the LMC are to be returned within fifteen (15) days. A late fee of five cents per day will be charged for books returned past the due date.
 - Computers are available to students in the LMC. The computers are equipped with various software programs. Internet and email access are available for student usage. All work performed at the LMC computer workstations must be school-related. Students must have a "User Agreement and Parent Permission Form" signed by a parent/guardian on file in order to access computers. Further information regarding LMC procedures and policies is available from the Monroe Middle School Website: <http://www.monroe.k12.mi.us/mms>.

LIMITED ENGLISH PROFICIENCY (PO2225)

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. Students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extracurricular programs offered by the District. Families should contact the Student Service Department at (734) 265-3080 to inquire about evaluation procedures and programs offered by the District.

PLAGIARISM / ACADEMIC FRAUD (PO5136)

Students are expected to complete and submit their own work. Plagiarism is defined as “stealing and passing off the ideas or words of another as one’s own.” The use of purchased work, or submitting the work of another, including authored language from the internet, AI assistance or the use of chatGPT, is also strictly prohibited. Students who provide unauthorized assistance, i.e. papers to be copied, answers to tests, and/or copies of tests or test questions, also violate the policy. The use of online translators is strictly prohibited unless special accommodations have been approved. Cheating is defined as “to deceive by trickery or to act dishonestly” and is also strictly prohibited. If a student is caught plagiarizing or cheating, he/she will receive a zero for the assignment in question which may or may not result in loss of credit for the class. No opportunity to re-do the assignment will be given.

SOCIAL-EMOTIONAL GUIDANCE (PO5531)

MPS offers a variety of social and emotional supports and resources. The goal of the program is to provide students with skills to cope with their everyday lives. There may be classroom presentations, small group social and emotional support on specific topics, and consultation with staff and parents. When students are identified for participation in a small group, parents are informed, and permission is requested. Students may be referred by their teachers, parents, principals, or students may refer themselves. Social and emotional team members are available to meet with families upon request. The social and emotional team includes Social Workers, Restorative Practice Coordinators, Student Service Providers, Student Services Coordinators, Restorative Behavior Technicians, and Positive School Climate Liaisons. These staff members are here to help your child grow and have a positive school experience. If you would like more information about the social and emotional team, please ask your school principal.

SPECIAL EDUCATION (PO2460)

Every school has a team of experts (special education teachers, speech and language therapists, social workers, and psychologists) available to identify a student’s difficulties, consult with the student’s parents and teachers about his or her special needs and help the student succeed.

Federal statutes and regulations, state statutes, administrative rules require that a free appropriate public education be provided to eligible children. The MPS Special Education Department provides programs and services for students with disabilities from preschool through high school. Additional services are available as needed through the Monroe County Intermediate School District (MCISD).

STATE TESTING (PO2623)

Students in our District participate in tests administered statewide every year at designated grade levels. Test results are used to analyze and monitor student achievement. By examining the results, MPS is better able to develop, implement and evaluate curriculum based on the percentage of students who have satisfactorily met the criteria established by the State Department of Education. Individual student reports are sent home.

SUMMER PROGRAMS (PO2440, PO2440.01)

The District offers a Summer Spectacular Semester program for students entering Young Fives through 12th grade. This program provides students with academic intervention support, as well as enrichment opportunities. Students in grades 9-12 may take classes for credit recovery. Students in grades 7-12 may take virtual classes and first time offerings (Health, Spanish, Ecology).

TESTING OUT (HIGH SCHOOL) (PO5460)

Under Michigan law, MCL 380.1279b, students can test out of a course if they can demonstrate the following:

- Complete all work for the course demonstrating adequate course work.
- Earn at least a C+ on the course final exam or culminating experience for the course.

Students who accomplish the above criteria earn a grade of pass. This grade does not count in the student's GPA. The high school principal facilitates this program to ensure each class at MHS or OCHS has a testing-out option in place.

TEXTBOOKS & INSTRUCTIONAL MATERIALS (PO5513)

MPS provides students with instructional materials such as textbooks and Chromebooks free of charge. As students use these, they may start to show inevitable signs of wear. Students are responsible for any damage to materials deemed beyond normal wear. Students will be responsible for paying fines to repair or replace unreasonably damaged materials. Legal action may be taken to collect unpaid fines and/or fees and a student's diploma will be held until fines are paid.

TITLE I PROGRAMS (PO2261)

Title I Programs are federally funded programs designed to help students achieve success in reading, mathematics, science, and social studies. Students are identified for Title I services through a district-wide assessment. The assessment is completed by classroom teachers who collect data on student progress in the four (4) core-subject areas. Students who do not meet the District criteria for progress in each of these areas are identified for Title I services.

Teachers in Title I schools are able to provide extra support to students by using supplemental materials and programs, instructional assistants, extended-day, summer learning opportunities, and intensive professional development. The success of these various services is measured by students' performance on the M-STEP (state assessment) and local assessments. Each Title I school has the goal of having all students become proficient in the four (4) core-subject areas as measured by the M-STEP and local assessments. Each year, the state sets a goal for the Title I schools, particularly in the areas of math and reading. A school's "Adequate Yearly Progress" reflects the progress the school has made in increasing the number of students scoring at proficient levels on the M-STEP.

Each individual Title I school has its own unique Title I programs developed by the building principal, teachers, support staff, and families. Each building, in addition to these types of services described above, encourages strong family engagement in both the

planning and evaluation of these Title I services. Questions regarding the Title I programs should be directed to your building principal.**WORK-BASED LEARNING (HIGH SCHOOL) (PO5460)**

Students have the opportunity to receive on-site job training while enrolled in a similar class at MHS or OCHS. This experience is called work-based learning. Students may enroll in a work-based learning arrangement during any semester or during the summer. Students must have a history of excellent attendance and a GPA of 1.8 or higher in a state-approved CTE program to be eligible for this experience. If a student is interested in this opportunity, he or she should contact the CTE director at MHS or visit the Administration Building.

COMMUNICATION

(PO number following each heading references the Board Policy being used as a guidance)

ANNOUNCEMENTS (PO2112)

Announcements regarding school activities, meetings, athletics, scholarship/counseling information, etc., will be provided in various ways in the different buildings throughout MPS, including weekly postings in classrooms, and general offices. Announcements are often read in classrooms and over the PA system as well. Students are urged to listen and keep informed of all school activities. Announcements at the high school level are also available on the PowerSchool Parent portal or for viewing on the screens in the commons. Parents are also encouraged to check their school website and social media accounts for announcements.

DISTRIBUTION AND/OR POSTING OF MATERIAL (PO9700)

All materials printed or otherwise, must meet the approval of the principal or his or her designee prior to distribution or posting. Any posted material not approved will be removed. Approval will not be granted for content that school officials reasonably conclude may cause a material and substantial disruption to the educational environment. Unauthorized distribution of any materials will be halted, and disciplinary action may follow.

STUDENT RECORDS & DIRECTORY INFORMATION(PO8330)

Pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA), any parent or guardian of a student under 18 years of age, or any student 18 years of age or older, has the right to review the student's educational records within a reasonable time of not more than 45 days after receiving the request or shorter as applicable for students with disabilities. A student's parents/guardians or a student who is 18 years of age or older also has the right to challenge the contents of said records to ensure their accuracy and fairness. A request to review a student's education records or to amend the contents of such records should be made to either the Elementary Executive Director of Student Services or the Secondary Director of Student Services.

In situations where parents of a student are divorced or separated — each parent, custodial and/or non-custodial — has a right to access their student's education records unless a court order specifies otherwise. The building principal is charged with the responsibility for maintaining and preserving the confidentiality of student records and is responsible for granting access to records on the basis of the provisions of the law.

Pursuant to FERPA, MPS will not release a student's education records to a third party without written authorization from the student's parent or guardian, or the student if he or she is 18 years of age or older, except as permitted by law. Permissible disclosures of student education records that do not require prior authorization include the following:

- a. Disclosures to a school official, including MPS employees or individuals with whom MPS has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist);
 - a school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility;
- b. Disclosures in connection with a student's application for, or receipt of, financial aid;
- c. Disclosures made pursuant to a lawfully-issued subpoena or other court order; and

- d. Disclosure of directory information, provided a student's parents have not notified MPS of their objection to the release of such information, as discussed further below.

Educational records will also be provided to the officials of another school in which a student seeks or intends to enroll.

MPS is permitted by law to publish student information it has designed as "directory information," without obtaining prior authorization from students' parents or guardians. Directory information may be published by the District in the school yearbook, school information sheets, school newspapers and newsletter, school athletic programs, or other materials released to public sources.

MPS has designated the following information as directory information:

- Student's name;
- Student's address;
- Student's telephone number;
- Student's date and place of birth;
- Student's participation in officially recognized activities and sports;
- Height if member of an athletic team;
- Weight, if member of an athletic team which requires disclosure to participate;
- Dates of attendance;
- Date of graduation;
- Awards received;
- Honor rolls;
- Scholarships;
- School photographs or videos of students participating in school activities, events or programs.

If a parent/guardian or adult student objects to the release of directory information, including inclusion on school-sponsored internet web sites, MPS will honor the objection and will not release the information without the prior written consent of the appropriate parties. If you wish to request that one or more category of directory information listed above be withheld from release, please contact the principal of your student's school in writing (a special form is available). Written objection must be received at the school within ten (10) days of distribution of this notice. Adult students are students who have reached the age of 18 and attend public school in the District. MPS administration will continue to ensure that the privacy of every student's record is protected and that information not considered Directory Information is released only with the consent of the parent/guardian or adult student.

Please be advised that the Elementary and Secondary Education Act of 1965 and 2001 National Defense Authorization Act require that MPS provide military recruiters, upon request, with access to names, addresses and telephone listings of secondary school students unless the parent/guardian provides written notice that they do not want their student's information disclosed without their prior written consent. Additionally, the Revised School Code, MCL 380.1139, requires that school officials of a public high school provide the same access to pupil directory information to the armed forces of the United States and to service academies of the armed forces of the United States as is provided to other entities offering educational or employment opportunities. If you do not want MPS to disclose this information without your prior written consent, you must notify MPS in writing by September 30 of the current school year.

Pursuant to FERPA, school districts are precluded from releasing documents or discussing information about another student absent written authorization from that student's parent or guardian. This includes

discussion of another student's discipline or responding to questions about another student's discipline.

Parents and legal guardians have the right to file a complaint with the U.S. Department of Education concerning alleged failures by MPS to comply with the requirements of FERPA. The name and address of the office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington D.C. 20202-4605.

MEDIA RELEASE

Students are sometimes interviewed by local news media reporting on the District's instructional programs. MPS Board Policy governs media relationships that affect students. News media representatives are required to report to the principal's office for prior approval before interviewing students involved in instructional programs.

Parents are asked to complete a media release form giving MPS and the news media permission to interview or photograph their students in connection with school activities. The signed form is kept in the school office and remains valid as long as the student is enrolled in the District. If at any time a parent chooses to exclude a student from participating in media interviews, the parent must notify the principal in writing.

SCHOOL-SPONSORED PUBLICATIONS / PRODUCTIONS (PO5722)

MPS sponsors different classes and clubs that produce media such as newsletters, digital newspapers, vocal and theater performances, video production, etc. All student communications created and published in these contexts are subject to the approval of school advisors, building administration, and/or central administration. Students are encouraged to exercise their limited speech rights in these matters but must remember that speech is not unlimited. Students are encouraged to review the FREE SPEECH section of this Handbook to inform decision-making.

Non-School-Sponsored Publications/Productions

MPS recognizes the right of students to express themselves. With the right of expression, however, comes the responsibility to do it appropriately and in accordance with the rights of others. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material, and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials only in accordance with the following school guidelines:

1. Material cannot be displayed if it:
 - a. Is obscene to minors, libelous, indecent, and pervasively vulgar, advertises any product or service not permitted to minors by law,
 - b. Invades the rights of another person which could result in tort liability to the school,
 - c. Constitutes insulting or fighting words, the very expression of which injures or harasses other people,
 - d. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes, or is likely to cause, a material or substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

2. The distribution of written material shall be limited to a reasonable place, time, and manner. Material may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Anyone wishing to distribute non-school sponsored material must submit for approval a hard copy of the proposed material for approval to the District's main office at least two (2) full business days in advance of desired distribution time, together with the following information:

- Name and phone number of the person submitting the request;
- Date(s) and time(s) of the day for intended display or distribution; and
- Location where material will be displayed or distributed.

Permission to distribute material does not imply approval of its contents by the school, MPS, or the administration of either. Distribution of materials will be via email.

STUDENT/PARENT/TEACHER COMMUNICATION OPTIONS

Parents/guardians are encouraged to maintain regular contact with their children's instructors using the following options (please allow 24 hours for non-emergency correspondence from staff):

- Monitor your child's grades via PowerSchool (grades 7-12) periodically or as necessary.
- Email your student's teacher for questions regarding classroom concerns.
- Attend parent/teacher conferences.
- Attend your student's school's open house.
- Schedule an appointment to meet with a teacher or administrator.
- Review your child's progress reports and report cards.
- Write a note or call the school.
- Visit the district website, www.monroe.k12.mi.us.

ATTENDANCE POLICY & PROTOCOLS (PO5200)

(PO number following each heading references the Board Policy being used as a guidance)

MPS is committed to providing our students with rich learning opportunities every day, all day. Students are expected to attend school regularly and to be on time every day to achieve their greatest academic, social, and emotional growth. Students learn from inquiry projects, group work, discussions, labs, and hands-on activities in addition to books, and so students miss valuable learning opportunities when they are absent from school. We understand that children become ill and should then stay home from school; however, our goal is to encourage speedy returns to school and eliminate any other obstacles preventing students from having regular school attendance. Research shows that student attendance in elementary school, even as early as kindergarten, has a direct positive and/or negative impact throughout a student's full academic career.

Any student not in their classroom prior to the bell ringing is marked tardy. Each absence, tardy, and early checkout is recorded.

There are two types of absences, excused and unexcused:

Excused Absences include, but are not limited to, absences due to the following:

- Student illness/injury with a doctor's note indicating the student cannot be in school;
- Medical appointments, with documentation from doctor's office;
- Observance of a religious holiday;
- Funeral/death in the immediate family;
- Documented college visits (2 per year - Juniors and Seniors only);
- Mandated and documented court appointment;
- Placement by the juvenile court in detention, shelter care, foster care, or residential placement;
- Educational opportunities approved by school officials;
- Another reason as approved by the student's administrator;
- Bus routes cancelled by MPS.

Unexcused Absences include, but are not limited to, those absences not listed above. Examples of unexcused absences include absences due to:

- Staying home to babysit;
- Oversleeping;
- Travel;
- Being needed at home;
- Weather;
- Missed bus;
- Sickness not documented within three (3) days of return to school;
- Willful truancy.

Parents/guardians must notify the school promptly of any absence or extenuating circumstances regarding illness or personal family problems which may affect attendance. Every effort should be made to schedule routine appointments after school hours, and family vacations should be planned during the holidays outlined

on the school calendar. Parents/guardians should discuss the importance of good attendance with their student(s) and avoid supporting any unexcused absences or tardiness. Students who do not participate in at least 50% of school classes during the day may be precluded from participating in extracurricular activities scheduled for that day or weekend (if classes missed are on Friday).

Tardiness

Students who are not in class at the scheduled time are considered tardy. Daily instruction starts immediately and when a child is late, essential learning is missed. All students who are tardy must report to the office to sign in upon arrival. **In grades K-6, a parent/guardian must accompany the student to the office to sign in.** Chronic tardiness will be referred to the building principal. At the elementary level, attendance is taken in the a.m. and p.m.

ATTENDANCE PROTOCOLS

Because we believe that regular school attendance is required for learning to occur, the following protocols are in place:

- **Children** who are ill should stay home to recover.
- Students who have been ill should be fever and vomit-free for 24 hours before returning to school.
- To ensure student safety, parents/guardians are expected to notify the school of their student's absences.

The details for calling schools to notify them of absences and other absence protocols are detailed by the school below.

Elementary Schools: Please inform the school office as soon as possible when you know your child will be absent from school. Parents/guardians can do so by calling the school attendance line 24 hours a day to report an absence. Attendance line numbers for each school are listed on pages 10-11.

Monroe Middle School: Please inform the school office as soon as possible when you know your child will be absent from school. Parents/guardians can do so by calling the school attendance line, (734) 265-4099, 24 hours a day to report an absence.

MONROE HIGH SCHOOL: Please inform the attendance office as soon as possible when you know your child will be absent from school. Parents/guardians may call the attendance office, (734) 265-3500 between the hours of 7:00 a.m. and 3:00 p.m. or call the school attendance line, (734) 265-3499, 24 hours a day. The School Messenger system will notify parents/guardians daily if students have an unexcused absence as of 2:00 p.m. that day.

- **Seven Absences:** If a student is absent seven times a semester MHS considers it a hindrance to academic achievement. By the seventh absence, the student or parent/guardian shall contact the teacher to work with them. If it is a private matter, the family may contact the Student Service Coordinator or Student Service Provider for support.
- **Nine Absences:** Students who accumulate more than nine (9) unexcused absences in a class will move from grade status to credit / no credit status in the class unless they have worked with the teacher regarding extenuating circumstances, and it is decided the student will continue in grade status. Students will not be withdrawn from those classes. Students will earn credit, not a grade, by continuing to attend and complete assignments and assessments. A credit earned in a course taken in credit / no credit status is the equivalent to a D- in GPA calculations at the end of the semester. Students who accumulate more than nine (9) unexcused absences in a class will have the opportunity to submit an appeal that provides documentation that the absences or some of the absences can be excused. The appeal will be reviewed by a team from MHS made up of an

administrator and a combination of teachers and student support personnel. The appeal must be filed to the appropriate Assistant Principal during the semester the absences occurred. If the student and/or parent does not agree with the committee's decision, a final appeal can be heard by the building principal. Appeal forms are in the attendance office or the Assistant Principal's office.

Orchard Center High School: Please inform the school office as soon as possible if you know your student will be absent from school. Students with twelve (12) or more unexcused absences in any given class in a trimester will be removed from grade status to credit/no credit status in the class unless they have worked with the teacher to continue in grade status due to extenuating circumstances. Students will not be withdrawn from those classes. Students will earn credit, not a grade, by continuing to attend and complete assignments and assessments. A credit earned in a course taken in credit/no credit status is equivalent to a D- in GPA calculations at the end of the trimester.

ATTENDANCE POLICY CONSEQUENCES (PO5200)

MPS has developed attendance monitoring practices designed to promote good attendance habits that will benefit students in and out of school. The effectiveness of this practice depends on partnerships between parents, students, and the school faculty working together to ensure a sound educational experience. Should a pattern of frequent absenteeism be noted, possible intervention may include the following:

- A phone call to provide notice of the potential absenteeism problem;
- Provision of increased academic/social/emotional support to student;
- Building administrator, teacher, or support staff speaks with student and parent/guardian;
- Written notification of absenteeism mailed to student's residence;
- Attendance Improvement Plan (AIP) meeting held with family and AIP developed;
- Mentoring;
- Referral to District Attendance Officer
- Loss of parking pass, activities, or athletic privileges;
- Referral to community agencies for additional family support;
- Home visit by School Liaison Officer or school staff;
- Referral to the Prosecutor's Office and /or Law Enforcement.*

All interventions attempted and implemented will be documented in the student information system and shared with the Monroe County Prosecutor's Office and Law Enforcement.

*The District Attendance Officer will notify the Executive Director of Student Services of continued absenteeism at which time a determination to file a complaint against a parent/guardian, and/or student will be made. See MCL 380.1561-1599 ("Compulsory School Attendance").

TRUANCY

Truancy is defined as any unauthorized absence from school for any **period** of time. Chronic tardiness can also be considered truancy. MPS cooperates fully with the Monroe County Prosecutors Office to address and eliminate student truancy.

MAKE-UP WORK

High School: Requests for make-up homework should be made through the assistant principal's office for absences of two (2) or more days. Students can contact their teachers directly to request make-up homework for absences of less than two (2) days. Homework and/or make-up work will be available within 24-48 hours.

Same-day requests will not be honored. Emailing the teachers and checking Google Classroom accounts can expedite this process.

Middle School: Parents may request homework assignments for students who have been absent two (2) or more days. Homework requests can be made by calling the main office at 734-265-4000. Students can contact their teachers directly to request make-up homework for absences of less than two (2) days. Please allow 24 hours for teachers to gather assignments for pick up.

Elementary School: Requests for make-up homework can be made by contacting the classroom teacher. Please allow 24 hours before picking up the make-up work in the school office unless informed of earlier availability.

The Board does not condone vacation as a reasonable excuse for being absent from school. The time missed will be counted as an authorized, unexcused absence, and may be a factor in determining grades if make-up work is not completed. If a family chooses to vacation during a regular school week and assignments are requested, the type and quantity of such assignment(s) shall be decided by the teacher(s) involved. Such assignment(s) shall be reasonable in expectation and consistent with the course of study going on in the class. The teacher(s) shall also determine if the work is to be completed partially or in full, in advance, or upon return from the absence. Students are responsible for completing assignments as outlined by the classroom teacher. Students will consult with the teacher to determine due dates for missed assignments.

LEAVING SCHOOL DURING THE SCHOOL DAY

All MPS schools have a closed campus policy. Students are expected to be on school property at all times during the school day. Students may NOT leave campus for lunch unless school administration permits it. Some areas on school property may be marked off-limits for safety purposes; students are expected to avoid these as well. Parking lots are off-limits to students during the school day unless they are given a pass by an administrator. Students are not allowed to loiter in the bus loop and may only be there during drop-off time in the morning and pick-up time in the afternoon.

- ***High School:*** A student is not permitted to leave campus at any time during the school day unless his or her parent/guardian has called the school Attendance Office and granted permission to leave. The student must sign out with a pass from the Attendance Office prior to leaving and sign back in upon return to school. Leaving campus without following this procedure will result in unexcused absences and may result in disciplinary action. Students leaving during the school day must bring back documentation of an appointment or the absence will be considered unexcused. Students will only be released to individuals whose names appear on the emergency card and who provide appropriate identification. With parental or guardian permission, a student may sign him/herself out to leave the high school campus.
- ***Middle School/Elementary School:*** In order to ensure the safest environment for students, students may not leave before dismissal times unless accompanied by an authorized adult. All students leaving school during the day must sign out through the main office. Students will only be released to individuals whose names are approved as an emergency contact and who provide appropriate identification.

ROLES & RESPONSIBILITIES OF STUDENTS

- To follow the appropriate procedure in the building for prearranged absences.

- To sign in and out appropriately in the school Attendance Office when leaving campus during the school day.
- To turn in medical verification of absences to the school Attendance Office upon return to school following an illness.
- To make arrangements with teachers for obtaining and submitting make-up work for excused absences. Same-day requests for work may not be honored.
- To review their attendance with the teacher and discuss any discrepancies immediately.

ROLES & RESPONSIBILITIES OF PARENTS/GUARDIANS

- To promptly call the home school attendance office each day the student is absent.
- To regularly monitor student attendance.
- To review progress reports with the child and contact the student's building principal with concerns.
- To schedule vacations at times when school is not in session as extended time out of school may negatively impact a student's academic performance.
- To call and obtain homework assignments if your child is absent for illness for two days or longer.
- To notify your home school of any changes in your home address, home phone, or work phone numbers.
- To notify the office of any changes on the emergency card and/or provide the District with copies of current custody records which could impact who may pick up your child in case of emergency.

TARDY POLICY: HIGH SCHOOL

Tardy procedure for the school year will be as follows:

- Students arriving after the start of 1st hour must enter the building through the main entrance and report directly to the Attendance Office to obtain a pass and report to their 1st-hour class.
- Students must have a PASS that states their name, destination, time, and signature of issuing teacher to be in the halls when classes are in session.
- Parents/guardians will receive an automated call when their student is late to a class. If a student is more than five (5) minutes late to class, he or she may receive a discipline referral for skipping.
- **1st Consequence:** When a student displays a pattern of tardiness that has begun to impact the student's learning (minimum of three (3) tardies), the classroom teacher will conference with the student and log the conversation in PowerSchool as a note, NOT discipline.
- **2nd Consequence:** A referral to Dean of Students: Dean conferences with the student, makes parent contact, and issues warning regarding discipline.
- **3rd Consequence:** A referral to Dean of Students: Dean issues appropriate disciplinary action, which may include in-school suspension, restorative practices, and/or creation of a behavior plan. Additional tardies may result in out-of-school suspension following disciplinary steps 4-7 under the Student Code of Conduct.

Chronic tardiness may be considered truancy.

TARDY POLICY: MIDDLE SCHOOL

Being to class on time is a necessity for all students' academic success. Tardies are considered School Rule Violations and will be counted per class period. For purposes of the consequences listed below, tardy counts will reset each quarter. A student is tardy when he or she is not inside the classroom at the designated start time for each period. If a student is more than five (5) minutes tardy to class, he or she may receive a discipline referral for skipping.

- **1st Consequence:** When a student displays a pattern of tardiness that has begun to impact the student's learning (minimum of three (3) tardies), the classroom teacher will conference with the student to re-establish expectations.
- **2nd Consequence:** If tardiness persists, the classroom teacher will make contact with the student's parent/guardian.
- **3rd Consequence:** If tardiness persists, the classroom teacher will write a discipline referral and the student will be issued one (1) period of after-school detention.
- **4th Consequence:** If tardiness persists, the classroom teacher will write a discipline referral and the student will be issued one (1) period of after-school detention.
- **5th Consequence:** If tardiness persists, the classroom teacher will write a discipline referral and the student will be issued two (2) periods of after-school detention.
- **6th Consequence:** If tardiness remains persistent, the classroom teacher will write a discipline referral and an administrator or Student Service Provider will organize a parent meeting to develop a plan to address punctuality and determine consequences for future tardies.

TARDY POLICY: ELEMENTARY SCHOOL

Students who are not in class at the scheduled time that the school day starts are considered tardy.

Chronic tardiness may be considered truancy.

TECHNOLOGY POLICY & PROTOCOLS

(PO number following each heading references the Board Policy being used as a guidance)

K-12 CELL PHONES / ELECTRONIC DEVICES (EDs) / SMART TECHNOLOGY (INCLUDING SMART WATCHES & GLASSES) POLICY (PO5136)

Students may possess cellular telephones and other communication devices in schools and on school property during the hours that school is in session, provided that said phones and devices are kept out of sight and turned off. This includes photographic and other functions with the following limitations:

- Students may possess a cell phone or other non-district-issued electronic device (ED) in school, and at school-related functions, provided that during school hours, the cell phone or ED is **powered off and out of sight**.
- **Cell phones must be turned off at all times during the school day** and in all instructional settings such as classrooms, labs, outdoor classrooms, class meetings, assemblies, etc.
- For all elementary and middle school students, all EDs must be off and put away throughout the school day.
- **For MPS high school students only**, all EDs must be powered off and out of sight between the first bell at 7:23 a.m. and the last bell at 2:11 p.m. Further, smart watches may not be utilized as communication devices during these same times. Students have the privilege of using their ED during their lunch period and in passing time.
- School personnel reserve the right to confiscate an ED when, in the instructor's opinion, it interferes with instruction or the learning environment.
- Photos and videos may not be taken at school without the proper authorization of a building administrator.

Students possessing EDs in school do so at their own risk. Lost, misplaced, stolen, or damaged cellular phones and other communication devices are not the responsibility of MPS. **Neither administrators nor staff members will investigate the theft or loss of an ED. MPS assumes no responsibility for the theft or loss of such devices.**

Possession of a cellular telephone or other ED by a student is a privilege. Such devices will be forfeited by any student who fails to abide by the terms of this policy according to the following procedures:

- **First offense:** The first offense will be treated as informal discipline. The student will receive a verbal warning, along with a review of the policy requirements.
- **Second offense:** The device is confiscated by school personnel and will be delivered to the AP/Main office and returned to the student at the end of the day, at which time a review of the policy requirements will be conducted. The incident will be treated as discipline and recorded accordingly. The parent will be notified.
- **Third offense:** The device is confiscated by school personnel and the parent/guardian is called by the school; at which time a review of the policy requirements will be conducted. The

parent/guardian must pick up the device from the school. The incident will be treated as discipline and recorded accordingly.

- **Fourth offense:** The device is confiscated by school personnel, and the parent/guardian is required to pick it up from school. Students may be suspended from school on a Step 4: Insubordination, under the Student Code of Conduct. Student forfeits the privilege of possessing an ED in school for a designated time as decided by school personnel in partnership with parents. The incident will be processed as discipline and recorded accordingly.

Students have no reasonable expectation of privacy in the contents of a confiscated device if a school official has reasonable suspicion that at or near the time the device was confiscated the student was engaging in or had engaged in a violation of a school rule or law unless the violation was solely a violation of this policy (“Technology Policy & Protocols”).

Cell phones and other EDs, including but not limited to earbuds, headphones, Air Pods or components, smart watches, or smart glasses, may not be turned on, seen, worn, displayed, heard, or used in the school building or on campus during class time unless permission is granted by a school administrator. Devices must be kept in a backpack, locker, purse, or pocket out of sight. Cell phones may not be “on” or otherwise used in the school locker rooms or restrooms at any time, nor may they be used at any school site or where a school activity is occurring. This includes the use of picture/video features. Photographs or videos may not be taken of another individual and/or posted on any social media or other internet site without that person’s express permission. This includes photos taken at any school-sponsored event as well as on an MPS-provided bus.

ACCEPTABLE TECHNOLOGY USE (7540.03)

All electronic devices that are the property of MPS are intended for school use only. Before students will be allowed access to any technology in the District, both the student and parent must sign the Acceptable Technology Use Form and return it to the appropriate school personnel. MPS will monitor student use of any and all MPS devices at any time. Students should consider all documents created on MPS technology to be viewable documents; students should consider all communications sent on MPS technology to be public communications in which they do not have a reasonable expectation of privacy. MPS may view such documents and communications with or without the student’s knowledge or permission. Students who choose to use MPS technology for inappropriate reasons may forfeit any device issued to them and access to technology in MPS school buildings. Further consequences for misuse of technology range from an administrative conference to expulsion from school.

DRESS CODE

(PO5511, PO9250)

(PO number following each heading references the Board Policy being used as a guidance)

Research indicates that students learn most effectively in a school environment that is safe and orderly and free from excessive distractions. Dress and grooming which distracts from or disrupts the educational process is prohibited. A student's appearance should coincide with the weather and their daily school activities.

If a student's appearance is found to violate the Dress Code, as described below, the student's parent will be notified to bring clothing to school for the student to change. Parent cooperation is always appreciated in ensuring students' dress and grooming complies with the MPS Dress Code. Students must be covered at a minimum from shoulder to mid-thigh.

HATS / HEAD COVERINGS

Head coverings, including hats, headbands, bandanas, visors, scarves, knit caps, sweatshirt hoods, etc. are not allowed (waivers may be granted for religious beliefs that require wearing headwear).

COATS / OUTERWEAR

Bulky coats, gloves, scarves, blankets, and other outerwear may not be worn during classes. During colder weather, it is suggested that a sweater, fleece, or sweatshirt be brought to school. Students should be dressed so that they can actively and appropriately engage in classroom activities.

SHIRTS / TOPS

Shirts or tops that expose undergarments due to sheerness, tightness, or cut/style are not allowed unless appropriate steps are taken to comply with the MPS Dress Code (e.g., a sheer shirt may be layered over another shirt that covers the appropriate areas). Students must be covered at a minimum from shoulder to mid-thigh. Shirts should cover the shoulders, stomach, and back. Muscle shirts, shirts with sleeves torn off, short tops that reveal the midriff when reaching, bending, sitting, or which expose undergarments are not allowed.

PANTS / JEANS / SHORTS / SKIRTS

All pants must be kept at the waist or higher. If the fit is such that they are unable to be maintained at the waist, they must be worn with a belt. Styles with drawstrings need to be tied securely at the waist. Undergarments must not be visible when wearing any style of pants or leggings.

Skirts, dresses, and shorts must be longer than fingertip length. Pajamas and/or pajama pants are not allowed.

SHOES / FOOTWEAR

Shoes must be worn at all times. Slippers and shoes with wheels are not allowed. Footwear should be chosen considering the activities for the day, weather, and outdoor play surfaces (dirt, gravel, wood chips). Wet winter boots can cause floors to be extremely slippery; therefore, they must be removed in the classrooms. Please send another pair of shoes to be worn inside.

ACCESSORIES - JEWELRY, HAIR, COSMETICS, ETC.

Wearing accessories that could be used in a harmful manner, such as chains or spiked jewelry, is not permitted. Jewelry containing inappropriate language or phrases is not allowed. Wearing sunglasses inside is not permitted with the exception of prescription transition lenses.

Due to individuals who are sensitive to the scent of various fragrances, applying cosmetics and other personal care products in the classroom is prohibited. Hair picks, combs, brushes, make-up, etc., should be kept out of sight while in the classroom or cafeteria.

CLOTHING WITH WORDS/SYMBOLS

Students are prohibited from wearing clothing that contains specific wording, phrases, or symbols that suggest or imply themes related to sex, violence, drugs, alcohol, cigarettes, or other products or conduct that is unlawful for minors.

The administration reserves the right to prohibit clothing not specifically listed above that creates a disruption to the learning process or constitutes a safety hazard.

ELEMENTARY AND MIDDLE SCHOOL STUDENTS ONLY

For safety reasons and to avoid excessive congestion within the classroom, bags used for the purpose of carrying books (e.g., backpacks, duffel bags, etc.) are NOT to be brought into classrooms and should be secured in student lockers. Exceptions for extenuating circumstances may be granted by individual teachers and administration.

CONSEQUENCES FOR DRESS CODE VIOLATIONS

Students will be provided with the following options if their attire for school is inappropriate:

- Students may change into other clothing they have available.
- Students will be permitted to wear clothing provided by the office.
- Family members may bring a change of clothing for the student.

Penalties for inappropriate dress will range from a verbal warning to suspension from school for repeated offenses. Please be advised that a student's refusal to comply may result in additional discipline.

STUDENT CODE OF CONDUCT (PO5500)

(PO number following each heading references the Board Policy being used as a guidance)

PURPOSE OF SCHOOL RULES

MPS is committed to ensuring that all our students have an opportunity to obtain an excellent education. It is essential that our school buildings, classrooms, athletic venues, etc., are places that are safe, orderly, and nurturing, and allow students to engage, learn, and excel. Our Student Code of Conduct reflects this commitment and meets the requirements of the Michigan Revised School Code. School rules apply to students while they are on school property, at a school-sponsored activity (athletic events, school dances), on school transportation, and when a student's conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school. MPS staff stand *in loco parentis*- in the place of parents- while students are in school. This allows MPS staff to enforce consequences for student choices that violate the Student Code of Conduct. When this need occurs, MPS personnel will consider the following factors, in addition to any others as required by law:

- The severity of the offense.
- The specific circumstances and context of the offense.
- Impact on the learning environment.
- The disciplinary history of the student.

CLASSROOM RULES

Every teacher in MPS will have additional classroom rules that students are expected to follow. These typically require students to make choices that:

- Allow all students a fair opportunity to learn.
- Allow instructors to teach the class free of disruption.
- Respect everyone and everything in the classroom.

RESTORATIVE JUSTICE PRACTICES (PO5610)

A major consideration of the Student Code of Conduct is to identify appropriate disciplinary actions that will bring about positive student behavior. Restorative justice focuses on the harms, needs, and causes of student behavior, not just the breaking of rules and dispensing of punishment. Restorative justice attempts to provide students with an opportunity to be accountable for the harm caused as well as the opportunity to make amends for it. Students are empowered to help resolve conflict and maintain an environment where the work of the school can happen. The goal of restorative justice is to provide students an opportunity to think differently about harm, to deal with conflict in peaceful and creative ways, to address accountability and responsibility, to focus on one another's humanity, and to problem-solve in terms of community and collaboration.

Restorative practices require an individual to acknowledge that misconduct and conflict can result in harm not only to those directly involved but also to the entire educational community. It focuses on the concepts of healing, respect, accountability, and engagement. Individuals who cause injury are encouraged to make things right with those whom they have harmed, thus impacting the entire educational community in a positive way.

By statute, the following restorative justice factors must be considered by the decisionmaker before a student is suspended or expelled for an offense under the Revised School Code:

- The student's age;
- The student's disciplinary history;
- Whether the student has a disability;
- The seriousness of the violation or behavior committed by the student;
- Whether the violation or behavior committed by the student threatened the safety of any student or staff member;
- Whether restorative practices will be used to address the violation or behavior committed by the student;
- Whether a lesser intervention would properly address the violation or behavior committed by the student.

STANDARDS FOR STUDENT CONDUCT (PO5500)

Students are expected to treat others with dignity and respect. We are a community of learners who respect the rights of others. As part of that respect, we ask that students speak and act in a manner that reflects positively on them and their school.

STUDENT CONFIDENTIALITY

All student disciplinary information and records are maintained in confidentiality in accordance with the Family Education Rights and Privacy Act (FERPA).

STUDENT DUE PROCESS RIGHTS (PO5610)

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

Suspension for 10 or Fewer School Days

When a student is being considered for a suspension of fewer than ten (10) days, the principal or other designated administrator will notify the student of the charges. The student will then be given an opportunity to explain his or her side and the principal or designated administrator will explain the evidence that supports the charges. The principal or designated administrator will decide whether or not to suspend. If a student is suspended, he or she and his or her parents will be notified of the reason for and the length of the suspension. The decision of the principal or other designated administrator is final and cannot be appealed.

Long-Term Suspension (11-59 Days) or Expulsion (Greater Than 60 Days)

When a student is being considered for a long-term suspension or for expulsion, the student and his/her parent or guardian must be provided written notice of the intention to suspend or expel and the reasons for the suspension or expulsion. A hearing is scheduled before the Discipline Hearing Panel, who makes the determination as to the discipline to be imposed. The student and his/her parent or guardian must be provided notice of the hearing, including a brief description of the student's rights and hearing procedure, including the student's right to be represented by counsel at his/her expense and the right to have the hearing held in closed session.

If an administrator recommends the student receive a long-term suspension (11-59 school days) or an expulsion (greater than 60 school days), the matter will be referred to the appropriate Discipline Hearing

Panel. The Board of Education shall act on any appeal for a long-term suspension (30-59 days), which must be submitted in writing within 10 calendar days after discipline has been issued. (Link to Board Policy 5610).

STUDENTS WHO HAVE COMMITTED MISCONDUCT IN OTHER SCHOOLS (PO5610)

Students who are eligible to enroll in MPS who are alleged by school authorities to have engaged in misconduct in another district which would have resulted in the student's suspension or expulsion if the student had attended MPS, may be subject to suspension or expulsion from MPS pursuant to the Student Code of Conduct.

MISCONDUCT UNDER THE STUDENT CODE OF CONDUCT (PO5610.02)

To maintain a safe and orderly environment for all students, the following Code of Conduct is in effect within MPS. This Code of Conduct will be cumulative and will transfer with students if they should move between elementary schools. All violations at Step 5 and above will be cumulative for students in grades 6-12. Investigations of infractions will include but not be limited to interviewing students, staff, and any other witnesses to the incident. There may be circumstances requiring the involvement of law enforcement. The administrator, after investigation, will determine the appropriate step. A step may be repeated if deemed appropriate by the administrator. Family involvement is an important part of this process, and all out-of-school suspensions will require a parent/guardian conference. MPS administration reserves the right to address and apply consequences for inappropriate student behavior that is not explicitly stated in this handbook.

Progression of Disciplinary Consequences

Step 1- Conference with students, referral if necessary.

Step 2- Parent conference.

Step 3- Short-term suspension, 1 day or less. May be administered as lunchtime, after/before school, or in-house suspension.

Step 4- Short-term suspension, 2-4 days.

Step 5- Short-term suspension, 5-7 days.

Step 6- Short-term suspension, 8-10.

Step 7- Long-term suspension of 110 to 159 school days, up to expulsion (requires Board action).

Students who are suspended out of school will not be allowed to attend school-sponsored after-school extra-curricular activities during the period of suspension.

DISCIPLINARY CONSEQUENCES BY INFRACTION

NOTE: The steps in the two columns to the right refer to those listed on the previous page.

| Offense | Elementary Steps | Secondary Steps |
|--|------------------|-----------------|
| <p>Physical Assault Intentionally causing or attempting to cause physical harm to another through force or violence *Aggressive behavior that does not come within the statutory definition of physical assault will still be subject to discipline up to and including expulsion from school.</p> | 3-7 | 5-7 |
| <p>Bullying (repeated behavior) Any written, verbal, or physical act, or any electronic communication, including, but not limited to, cyberbullying, that is intended or that a reasonable person would know is likely to harm 1 or more pupils either directly or indirectly by doing any of the following: I. Substantially interfering with educational opportunities, benefits, or programs of 1 or more pupils. II. Adversely affecting the ability of a pupil to participate in or benefit from the school district's or public school's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress. III. Having an actual and substantial detrimental effect on a pupil's physical or mental health. IV. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.</p> | 3-7 | 3-7 |
| <p>Creating a Disturbance/Inciting</p> <ul style="list-style-type: none"> ● Behavior that has a negative impact on the educational environment or interferes with the rights of other individuals within the school. ● This includes interference with any school function, including, but not limited to, disrupting classes, inciting, or encouraging a fight, repeated and willful breaking of established rules, or any other infringements upon the rights of others, whether it be fellow students, teachers, school employees, or administrators. | 1-4 | 2-7 |
| <p>Disrespect Use of inappropriate behavior, language or body language or body gesture toward staff or other students</p> | 1-6 | 1-7 |
| <p>False Alarm Initiation The intentional act of initiating or participating in the setting of a false fire alarm or making a false fire, bomb, or catastrophic report, using an automated external defibrillator for an inappropriate reason, using a fire extinguisher for an inappropriate reason, or otherwise threatening the safety of staff, students, or others in a school building, on school grounds, or in a school vehicle. *False bomb threats and/or false reports of a dangerous situation or fire will be reported to the appropriate police agency. Students may also be required</p> | 3-7 | 3-7 |

| Offense | Elementary Steps | Secondary Steps |
|--|------------------|-----------------|
| to provide financial restitution to the district for any cost incurred as a result of the false report or alarm. | | |
| <p>Fighting or Instigating a Fight* An exchange of physical blows with another person. Instigating a fight may include spreading rumors, encouraging others to fight, or carrying information between two individuals that incites them to engage in fighting. Students who are aware of a possible fight should report what they know to an administrator immediately</p> <p>*Law enforcement may be contacted.</p> | 3-7 | 5-7 |
| <p>Forgery/Counterfeit Forgery is defined as intentionally misrepresenting information given to District personnel. This includes but is not limited to forgery of hall/bus passes and excuses, false IDs, attendance excuses, counterfeiting of documents or money, and falsifying school records.</p> | 1-7 | 3-7 |
| <p>Gangs / Gang Activity A gang is a group of individuals, juveniles, and/or adults that associates on a continuous basis and is involved in delinquent or criminal behavior. Gangs will generally adopt some sort of common dress or identifier that sets them apart from the rest of society and identifies them as a group. Identifiers can, but do not always mean gang-related membership or activity. Some of the identifiers used by gangs are caps, hats, shirts, pants, jackets/coats, shoes, bandanas, jewelry, graffiti, drawings of gang symbols on notebooks, or clothing, haircuts, or tattoos. The act of possessing any clothing or colors (head gear, bandanas) jewelry, symbol, or other object, or committing any act, verbal or non-verbal (gestures, hand signals, handshakes, etc.), that may reasonably be perceived by a staff member as evidence of membership in or affiliation with a gang.</p> | 2-6 | 2-7 |
| <p>Gross Misconduct Willful and neglectful acts of misbehavior of a more serious nature that could jeopardize the safety and well-being of themselves and/or others</p> | 4-7 | 4-7 |
| <p>Habitual Offender (Persistent Disobedience) A student may be considered a habitual offender upon the fourth offense of a Step 4 or higher mandate. Any behavior which continues to be disruptive despite the previous action taken by school officials.</p> | 6-7 | 6-7 |

| Offense | Elementary Steps | Secondary Steps |
|---|------------------|-----------------|
| <p>Harassment/Intimidation Abusive and threatening language or actions meant to hurt or damage another person's reputation or self-esteem. The following includes but is not limited to, language or action targeting another's race, ethnicity, gender, socio-economic status, religion, sexual orientation, academic/physical challenges. Interference with the normal school operation by the threat of force or violence.</p> | 1-7 | 2-7 |
| <p>Hazing MPS does not tolerate hazing of anyone by anyone including students or staff. Hazing is defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the consequence of this infraction.</p> | 2-7 | 3-7 |
| <p>Inciting to Riot The act of encouraging, promoting, or stirring up a group of people to engage in tumultuous and violent conduct of any kind likely to create public alarm.</p> | 6-7 | 7 |
| <p>Insubordination Refusal to comply with reasonable directives given by staff.</p> | 1-4 | 1-6 |
| <p>Racism/Hate Speech Degrading another's culture, ethnicity, or beliefs by using negative connotations, speech, gestures, or references. Symbols of racism may include, but are not limited to clothing (shirts, hats, belt buckles, etc.) flags, and signs.</p> | 1-6 | 2-7 |
| <p>School Rule Violation Behavior that jeopardizes a safe, respectful, and responsible learning environment. This includes but is not limited to the following: disrespect, academic dishonesty, inappropriate or unauthorized use/misuse of materials, profanity, skipping, forgery, gambling, tampering, violation of safety rules.</p> | 1-7 | 1-7 |
| <p>Sexting* Sending or receiving sexually explicit electronic communication, photographs, images, or videos.</p> <p>*Law enforcement may be contacted.</p> | 5-7 | 6-7 |

| Offense | Elementary Steps | Secondary Steps |
|--|---|---|
| <p>Sexual Harassment/Misconduct Including but not limited to touching, dirty jokes, obscene gestures, sexual remarks or innuendoes, comments about body parts, conversations of a sexual nature, staring in a way that is too personal, pornographic writing, pictures, or drawings, forcing sexual attention on someone who does not want it, touching private parts of other persons, indecent exposure. Any behavior characterized by the making of unwelcome and inappropriate sexual remarks or physical advances.</p> | 1-7 | 2-7 |
| <p>Substance Abuse See MPS Substance Abuse Policy on p 52.</p> | 6-7 | 6-7 |
| <p>Tobacco / E-Cigarette / Vaporizers Use or possession of any smoking product or device, including cigarettes, chewing tobacco, and electronic cigarettes/vaporizers, whether used for tobacco, smoking liquids, controlled substances, or similar substances, is prohibited on school property and school buses and at any school-related event. MPS reserves the right to refer any substance to police agencies for testing. Students who violate this policy are subject to discipline including out-of-school suspension and confiscation of the device (which may be returned to the student's parent) as well as potential police referral and smoking diversion sessions. Additional offenses will result in disciplinary action. Synthetic substances that produce hallucinogenic or other altering effects will be addressed pursuant to the Substance Abuse policy.</p> | 3-4 2-6 | 3-6 |
| <p>Theft Deliberately taking or being in possession of another's property or intending or attempting to dishonestly acquire the property of others.</p> <ul style="list-style-type: none"> • Up to \$100 • Over \$100 | Up to \$100 1-4 (restitution required) Over \$100 3-7 (restitution required) | Up to \$100 3-4 (restitution required) Over \$100 4-7 (restitution required) |
| <p>Trespassing/Unauthorized Area Being in an unauthorized area without permission. This includes students who are suspended or expelled and are therefore not permitted to be on school grounds or at school-sponsored activities.</p> | 1-4 | 3-4 |
| <p>Vandalism/Destruction of Property Intentional destruction or misuse of school property or the property of others. School property may include a building, bathrooms, playing field, or any property used for school purposes.</p> | 1-7 (restitution required) | 4-7 (restitution required) |

(PO5610, PO5517.10, PO8400, PO5772, PO5517.01, PO8400, PO5516, PO5520, PO5136, PO5517.02, PO5512)

MANDATORY DISCIPLINE UNDER THE MICHIGAN REVISED SCHOOL CODE

The Michigan Legislature has deemed certain offenses as being so egregious that schools must impose specific discipline, subject to consideration of the seven restorative justice factors listed below. These offenses are listed in the following table:

| Offense | Penalty | Revised School Code Citation |
|--|---|------------------------------|
| Physical assault against another student | students in grade 6 and above, suspension or expulsion for up to 180 days | MCL 380.1310(1) |
| Physical assault against a school employee, volunteer, or contractor | For students in grade 6 and above, permanent expulsion | MCL 380.1311a(1) |
| Making a bomb threat or similar threat toward a school building, school property, or at a school-related event | For students in grade 6 or above, suspension or expulsion for a period of time as determined by the Board or its designee | MCL 380.1311a(2) |
| Gross misdemeanor/misconduct | May suspend or expel | MCL 380.1311(1) |
| Persistent disobedience (habitual offender) | May suspend or expel | MCL 380.1311(1) |
| Possession of a dangerous weapon in a weapon-free school zone | Permanent Expulsion | MCL 380.1311(2) |
| Arson in a school building or on school grounds | Permanent Expulsion | MCL 380.1311(2) |
| Criminal sexual conduct in a school building or on school grounds | Permanent Expulsion | MCL 380.1311(2) |
| Pleading to, conviction of, or adjudication for criminal sexual conduct against another student enrolled in the district | Permanent Expulsion | MCL 380.1311(2) |
| Committing criminal sexual conduct against another student enrolled in the district, regardless of location | May expel | MCL 380.1311(1) |

Before suspending or expelling a student for one of the offenses listed above, unless the student is charged with possession of a *firearm* in a weapon-free school zone, the decisionmaker must consider each of the following factors:

1. The student's age;
2. The student's disciplinary history;
3. Whether the student is a student with a disability;
4. The seriousness of the violation or behavior committed by the student;

5. Whether the violation or behavior committed by the student threatened the safety of any student or staff member;
6. Whether restorative practices will be used to address the violation or behavior committed by the student;
7. Whether a lesser intervention would properly address the violation or behavior committed by the student.

The failure to consider these factors, for suspensions of more than ten (10) days and expulsions, creates a rebuttable presumption that the discipline was unjustified. MCL 380.1310d(2).

ADDITIONAL INFORMATION/OFFENSES (PO5514.01)

RULES: STUDENTS (MHS)

- All student vehicles must have a proper parking permit displayed when parking on campus.
- Permits may be obtained only upon presentation of a completed application. Vehicle applications are available in the Assistant Principal's Office.
- Parking permits are valid for the school year for which they are purchased (one year only). Permits are not transferable. If a student changes vehicle during the school year, he or she must notify the Assistant Principal's Office.
- Students may only park in student parking spaces in Lots A and B.
- Students must lock their vehicles when leaving them unattended.
- No student will be allowed to loiter in any vehicle or the parking lots. Students are not allowed in the parking lot during the normal school day, including during lunch, without permission from the Assistant Principal's Office.
- Parking Lot C is for staff parking only. If a student parks in an unauthorized area, he or she could lose their parking privileges for the remainder of the semester.
- Speed limit signs are posted. Any violations of posted speed limits or any other traffic laws will be subject to the applicable laws.
- Bus lanes are for busses ONLY. Bus lanes are restricted at the beginning and the end of the school day.
- Student parking lots are open daily from 7:00 a.m. to 2:30 p.m.
- Parking on the grass or driveways is prohibited .
- Smoking or drinking in vehicles on school property is prohibited. (This is also a federal law).
- Reckless driving or squealing of tires is prohibited.
- After 7:30 a.m., all vehicles are required to stop at the main gate (#3) when entering or exiting the property.
- Students who drive motorcycles to school are required to park in designated areas in Lot B, near the guardhouse.
- Bicycles must be placed in the bike rack provided by the school; all other areas are prohibited.
- Gate passes are required if a student plans to leave during school hours. If he or she leaves school in a vehicle, each student in the vehicle must have a gate pass. Passes can be obtained from the attendance office. Teachers may not issue gate passes.
- During school hours, students are not allowed in parking lots/cars.
- Students may not park in designated visitor parking areas.
- Any violation of these Driving/Parking Rules may result in a loss of driving privileges.

Note: Unauthorized vehicles parked in MHS lots may be towed at the owner's expense.

DRIVING AND PARKING REGULATIONS & RULES

REGULATIONS: STUDENTS (MHS)

Students eligible for an MHS parking permit must abide by the following:

- Students who acquire seven (7) unexcused absences in a semester will lose their parking privileges for the remainder of the semester or up to the remainder of the year, with no refund.
- Students who acquire seven (7) or more tardies to first hour will lose their parking privileges for the remainder of the semester up to the remainder of the year, with no refund.
- Students who drive recklessly or engage in speeding will lose their parking privileges up to the remainder of the school year, with no refund.

CONSEQUENCES OF VIOLATING DRIVING AND PARKING RULES & REGULATIONS

*** Vehicles violating the law may be ticketed in addition to being subject to the following consequences:**

STEPS:

1. Conference with student.
2. Conference with a parent (personal or by phone).
3. Short-term suspension of driving privileges (1-10 school days).
4. Long-term suspension of driving privileges (greater than 10 school days).

DRIVING FOR STUDENTS ATTENDING OFF-CAMPUS PROGRAMS

Students may drive and/or travel off campus to an approved school-day event or function if the following procedures are followed. Such approved events or functions may include: co-op-related programs, dual enrollment classes, construction worksite, classes at the MCISD.

1. The vehicle to be used is equipped with seatbelts that are operable and in good repair. Seatbelts must be used at all times when the vehicle is in operation.
2. The vehicle must be in good condition, particularly as it pertains to safety equipment such as brakes, horn, tires, lights, etc.
3. Vehicle and driver must be insured and proof of insurance along with a valid Michigan Driver's License must be presented prior to permission being given for student to self-transport.
4. No other student "passengers" may be transported by the student under this policy. Students found to be transporting other students will have their permission for self-transportation revoked immediately.
5. The student shall maintain a driving record free of violations and infractions of the Michigan Vehicle Code. Violations such as speeding, reckless driving, driving while intoxicated, or the like, shall result in immediate suspension of the permission to self-transport.
6. The Board shall be held harmless from any claims, suits, liabilities, causes of action, or responsibility of any type for any accidents, injuries, or death connected with the permission for student self-transport. It is specifically understood that the parent(s)/guardian(s) and student involved assume total and complete responsibility for all liabilities connected to the permission for the student's self-transport.
7. A form verifying certain required information to be signed by the driver of the vehicle shall be kept on file.

WEAPONS: DANGEROUS WEAPONS (PO5772)

A student who possesses a dangerous weapon in a weapon free school zone is subject to permanent expulsion from MPS and all public school districts in Michigan, pursuant to the Revised School Code, MCL 380.1311(2).

Students who are in possession of a dangerous weapon not included in the definition below are still subject to discipline up to and including a recommendation for expulsion from MPS. This includes guns of any type, including air and gas-powered guns, (whether loaded or unloaded), razors, clubs, electric weapons, martial arts weapons, ammunition, and explosives or any object which are used or are intended to be used to inflict serious bodily harm, cause property damage, or threaten the health and safety of persons. Please be advised that look-alike weapons will be treated as actual weapons.

Students are required to report knowledge of weapons and threats of violence by students to an administrator, security staff, or school resource officer. Failure to report such knowledge may subject the student to discipline up to and including suspension or expulsion from school. To anonymously report specific threats of school violence, weapons, or other suspicious or criminal conduct, students may call the Michigan State Police Hotline: 1-800-815-TIPS.

If a dangerous weapon is found in the possession of a student while he or she is in attendance at school or a school activity, in route to or from school, or on a school bus, an administrator or designee shall immediately report that finding to the student's parent or legal guardian and the School Resource Officer. (MCL 380.1313[1]).

WEAPONS: DANGEROUS INSTRUMENTS

A student shall not possess, handle, transmit, or use a dangerous instrument capable of harming another person. A "dangerous instrument" means any device intended to cause injury or bodily harm, any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection. Dangerous instruments include, but are not limited to chemical mace, pepper spray, or like substances; stun guns; BB guns, pellet guns; razors; or box cutters. Discipline up to and including a recommendation for expulsion and possibly police referral.

Possessing a Dangerous Weapon – Exceptions/Mitigating Factors:

The Board or its designee is not required to expel a student for possessing a dangerous weapon (whether a firearm or otherwise) if the student establishes in a clear and convincing manner one of the following exceptions:

- The object or instrument possessed by the pupil was not possessed by the pupil for use as a weapon, or direct or indirect delivery to another person for use as a weapon.
- The weapon was not knowingly possessed by the pupil.
- The pupil did not know or have reason to know that the object or instrument possessed by the pupil constituted a dangerous weapon.
- The weapon was possessed by the pupil at the suggestion, request, or direction of, or with the express permission of, school or police authorities. [MCL 380.1311(2).]

There is a rebuttable presumption that expulsion is not justified for possession of a dangerous weapon if:

- The student has no history of suspension or expulsion; and
- The Board or its designee determines *in writing* that at least one (1) of the following conditions has been established in a clear and convincing manner:
 - a. The object or instrument possessed by the pupil was not possessed by the pupil for use as a weapon, or direct or indirect delivery to another person for use as a weapon.
 - b. The weapon was not knowingly possessed by the pupil.
 - c. The pupil did not know or have reason to know that the object or instrument possessed by the pupil constituted a dangerous weapon.
 - d. The weapon was possessed by the pupil at the suggestion, request, or direction of, or with the express permission of, school or police authorities. See MCL 380.1311(3).

DEFINITIONS

- **Arson:** a felony violation of chapter X of the Michigan Penal Code, MCL 750.71 to 750.79.
- **At school:** 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. School premises include school buildings, playing fields, and any other property used for school purposes. See MCL 380.1310(3)(a); MCL 380.1311a(12)(a).
- **Bullying (repeated behavior):** Any written, verbal, or physical act, or any electronic communication, including, but not limited to, cyberbullying, that is intended or that a reasonable person would know is likely to harm 1 or more pupils either directly or indirectly by doing any of the following:

Substantially interfering with educational opportunities, benefits, or programs of 1 or more pupils.

L Adversely affecting the ability of a pupil to participate in or benefit from the school district's or public school's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress.

M Having an actual and substantial detrimental effect on a pupil's physical or mental health.

N Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

- **Criminal sexual conduct:** a violation of section 520b, 520c, 520d, 520e, or 520g of the Michigan Penal Code.
- **Dangerous weapon:** a firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles. MCL 380.1313(4).
- **Expel:** to exclude a pupil from school for disciplinary reasons for a period of 60 or more school days. MCL 380.1310d(5)(a).
- **Firearm:** (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device. Such term does not include an antique firearm. 18 USC 921(a)(3) (cited by MCL 380.1311(12)(d)).
- **Physical assault:** intentionally causing or attempting to cause physical harm to another through force or violence.
- **Restorative practices:** practices that emphasize repairing the harm to the victim and the school community caused by a pupil's misconduct. MCL 380.1310c(3)(b).
- **Suspend:** to exclude a pupil from school for disciplinary reasons for a period of fewer than 60 school days. MCL 380.1310d(5)(c).
- **Verbal assault:** a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.
- **Weapon-free School Zone:** school property and/or a vehicle used by a school to transport students to or from school property. MCL 750.237a(6)(e).

DISCIPLINE PROCEDURES FOR STUDENTS WITH DISABILITIES (PO5605)

In compliance with federal and state laws, students with a documented disability (Individual Educational Plan, Section 504 Plan, and students being monitored and/or evaluated for such) have specialized procedures that must be followed in the case of the student violating the Student Code of Conduct. All students are given due process rights relative to student discipline under Section 380.1311 of the Michigan School Code. The parent/guardian of the student will receive written notification of the disciplinary action according to the Student Code of Conduct. A copy of the letter will also be placed in the student's school cumulative file.

At any time, when a student with a disability is issued a suspension or has reached an accumulation of five suspension days, the building staff will notify the Special Education Administrator and the Executive Director of Student Services, who will together determine if a Functional Behavioral Assessment (FBA) is needed and if a Positive Behavior Support Plan (PBSP) should be developed. Functional Behavioral Assessments (FBA) and Positive Behavior Support Plan (PBSP) will be developed and implemented early on for students with frequent, severe behaviors, or a history of behavior difficulties requiring multiple discipline actions.

A removal for a student with a disability is defined as any of the following:

- out-of-school suspension,
- in-school suspension, or
- a suspension from special transportation.

Any partial day suspension is also considered a full day when tracking removals. The Special Education Administrator (or other assigned staff) will be charged with the oversight of tracking, monitoring, and documenting all removals and matters of compliance regarding discipline of students with disabilities. Staff members from the student's IEP team, with the lead special education representative serving as a facilitator. The analysis will take into consideration:

- length of removal/s
- recurrence of similar behavior
- total time removed
- proximity of removals to each other

If a pattern of behavior/removals is not determined, then relevant IEP Team members along with at least one general education teacher will determine services to be implemented for each removal exceeding or following the initial 10 days of removal utilizing an Interim Alternative Educational Setting (IAES). An IAES is a placement, other than the student's current placement, that enables the student to progress in the general education curriculum and continue to receive appropriate special education services in order to receive educational benefit.

If or when a pattern of behavior/removals is determined or if removal exceeds 10 consecutive days, parent/guardian will be notified by either the Principal or Special Education Administrator that removal/s constitutes a change in placement and provide Parent/Guardian with written notice, general education protections, and Procedural Safeguards. Services are determined (IAES), implemented, and documented after the student's 10th day of removal. Within 10 school days of change in placement the IEP Team must determine through a manifestation determination if the behavior is a manifestation of the student's disability The

FBA/PBSP is initiated or reviewed.

A manifestation determination is a process in which the IEP team considers the relationship between the behavior in question and the student's disability. If the team determines the behavior is related to the student's disability or due to the school team failing to implement all components of the IEP general education discipline is terminated and the student must return to the pre-incident placement.

If the behavior is a manifestation of a student's disability, the student returns immediately to the pre-incident placement. The FBA/PBSP is initiated or reviewed. If the behavior is not a manifestation of a student's disability, the district may use general discipline procedures to determine discipline action taken. The IEP Team may determine other placement and services if appropriate. FBA/PBSP is initiated or reviewed.

For special circumstances such as drugs, weapons, serious bodily injury. The district, in direction from the Superintendent, may use general discipline procedures and unilaterally place the student in an IAES immediately for up to 45 school days. Setting and services in the IAES are determined by the IEP Team (see above). Within 10 school days of IAES placement relevant IEP Team Members and Parent/Guardian must conduct Manifestation Determination Review (MDR).

- If the behavior is a manifestation of the student's disability, the student may return to pre-incident placement or remain in the IAES for the 45 school days. FBA/PBSP is initiated or reviewed.
- If the behavior is not a manifestation of the student's disability, then general discipline procedures are applied to the situation. The IEP Team initiates and/or reviews FBA/PBSP. The student may remain in the IAES for the entire 45 school days.

See Individuals with Disabilities Act (IDEA) Regulations, Michigan Statute, Michigan Department of Education (MDE) Guidelines, and regarding expulsion procedures as related to students' with/without disabilities.

SUBSTANCE ABUSE POLICY

MPS maintains a zero-tolerance policy for substance abuse and sale of any illegal substance. We will utilize all means possible in order to enforce this philosophy. All disciplinary actions taken by MPS shall not be intended or shall not replace in any way such action as may be taken by the State of Michigan or any of its political subdivisions or agencies.

Offenses under the MPS Substance Abuse Mandates are cumulative from MIDDLE SCHOOL THROUGH GRADUATION.

DEFINITION OF TERMS (Definition of words and phrases used in policy and procedures for substance abuse).

SUBSTANCE ABUSE is the possession, use, delivery, manufacture, or the intent to possess, use, deliver, or manufacture proscribed substances on school property or during school-sponsored activities or conspiracy thereof.

PROSCRIBED SUBSTANCES include alcohol, stimulants, depressants, controlled substances, prescription drugs, over-the-counter medicines, counterfeit or look-a-like drugs, or immediate precursors thereof. Proscribed substances are any substances other than food, water, or tobacco that affect body function. **DELIVER OR DELIVERY** means the actual, constructive, or attempted transfer from one person to another of a proscribed substance.

USE OF A PROSCRIBED SUBSTANCE including, but not limited to, application, injection, inhalation, or ingestion into the human body.

POSSESSION is the actual or constructive ownership, control, or holding of a proscribed substance.

MANUFACTURE means the production, preparation, propagation, compounding, conversion, or processing of a proscribed substance, directly or indirectly by extraction from substances of natural origin or independently by means of chemical synthesis, or by a combination of extraction and chemical synthesis. It includes the packaging or repackaging of the proscribed substance.

SUBSTANCE ABUSE TEAM will generally include the student's principal or designee, guidance counselor, school resources officer, and/or appropriate staff members upon request.

CLASS I PROSCRIBED SUBSTANCE including, but not limited to, marijuana, cocaine, heroin, LSD, GHB, Ecstasy, (designer drugs, scheduled prescription drugs), but may also include counterfeits, and look-a-likes, and synthetic substances.

CLASS II PROSCRIBED SUBSTANCES including, but not limited to, alcohol, vapes, inhalable substances, over-the-counter medicines, look-a-likes.

DRUG PARAPHERNALIA includes but not limited to; zigzag paper, homemade pipes, homemade bongs, roach clips, scales, and any item used for the consumption of or production of proscribed substances.

Procedures for dealing with the SELF-REFERRED USER

1. The counselor or administrator will notify the Substance Abuse Team that he or she is working with the student.
2. Every effort will be made to maintain the counselor-client relationship. Parent involvement will be solicited as soon as it is appropriate. Parents will be contacted immediately if the student's health is in danger or his or her behavior jeopardizes his or her or any others' well-being.
3. Confidential records shall be kept for the purpose of counseling and referral. These records shall be kept separate from the student's CA-60 file.

Procedures for dealing with students referred as a result of a BEHAVIORAL IDENTIFICATION

1. If a teacher, counselor, or administrator observes behaviors that would lead them to believe that a student may be involved in using substances under class I or II they can use the CONCERNED IDENTIFICATION CHECKLIST as a referral tool for the Substance Abuse Coordinator.
2. After initial contact with the referred student, the Substance Abuse Coordinator will contact the student's parent and, if determined appropriate, make a referral for substance abuse educational programming at the school level or referral to an outside licensed substance abuse agency for further evaluation.

Procedures for dealing with the USER/POSSESSOR OF A CLASS I PROSCRIBED SUBSTANCE AND REFERRED FOR VIOLATION OF SCHOOL POLICY

- If the student's life is in danger, 911 will be called.
- Parents will be contacted immediately.
- A referral will be made to the Substance Abuse Team for further evaluation.
- All cases shall be referred to the relevant law enforcement agencies.
- Confidential records shall be kept for the purpose of counseling and referral. These records shall be kept separate from the student's CA-60 file. The following mandates shall apply:

First Offense: Immediate separation from the building. The Substance Abuse Team will meet as soon as possible with the parent and student. Based upon team recommendation, there will be a required educational/insight program and nine (9) days out-of-school suspension up to expulsion. Days recommended for any approved substance abuse program will be counted as in-school suspension days.

Second Offense and Subsequent Offenses: Immediate separation from the building. The Substance Abuse Team will meet as soon as possible with the parent and student. The student will be recommended for expulsion.

Procedures for dealing with the SELLER/DISTRIBUTOR/MANUFACTURER OR POSSESSOR WITH INTENT TO DELIVER OF CLASS I PROSCRIBED SUBSTANCES

- The appropriate law enforcement agency shall be notified.
- Parents shall be notified. A referral will be made to the Substance Abuse Team and if the Substance Abuse Team determines that a student has sold, given away, exchanged, distributed, or manufactured any **Class I Proscribed Substance, the following mandates shall apply:**

First Offense: Immediate separation from the building. The Substance Abuse Team will meet as soon as possible with the parent and student. Based upon team recommendation, there will be a 19-day out-of-school suspension up to expulsion, required assessment, evaluation, and/or treatment by an outside licensed professional substance abuse agency as a condition of return to school.

Second Offense and Subsequent Offenses: Immediate separation from the building. The Substance Abuse Team will meet as-soon-as-possible with the parent and student. The student will be recommended for expulsion.

Possession with intent to deliver a CLASS I PROSCRIBED SUBSTANCE. Immediate separation from the building. The Substance Abuse Team will meet with the student and parent as-soon-as-possible. Based upon team recommendation and the quantity of the substance, there will be a 19-day out-of-school suspension up to expulsion with a referral to the appropriate law enforcement agency, as well as, recommended substance abuse programming at a licensed agency. The student will be responsible for any outside service costs. Intent to deliver may be indicated by the quantity, packaging, or any other factor.

Gross misuse of a CLASS I PROSCRIBED SUBSTANCE. Gross misuse will be determined by the Substance Abuse Team when the action by the possessor and or distributor simulates the use of a Class I Proscribed Substance in a manner of extreme or creative misuse. Based upon the recommendation of the Substance Abuse Team, there will be a 19-day out-of-school suspension up to expulsion with referral to the appropriate law enforcement agency, as well as recommended substance abuse programming at a licensed agency. The student will incur any outside service cost.

Procedures for dealing with the USER/POSSESSOR OF A CLASS II PROSCRIBED SUBSTANCE AND/OR DRUG PARAPHERNALIA REFERRED FOR VIOLATION OF SCHOOL POLICY

- If the student's life is in danger, 911 will be called.
- The parents will be notified immediately.
- A referral will be made to the Substance Abuse Team for further evaluation.
- All cases involving illegal substances shall be referred to the relevant law enforcement agencies.
- Confidential records shall be kept for the purpose of counseling and referral. These records shall be kept separate from the student's CA-60 file. The following mandates shall apply:

First Offense: Immediate separation from the building. The Substance Abuse Team will meet as-soon-as-possible with the parent and student. Based upon the Substance Abuse Team recommendation, there will be a required education/insight program and a 0-9 days out-of-school suspension. Days in any approved substance abuse program will be counted as in-school suspension days. A referral will be made to the appropriate law enforcement agency. Consideration of a reduction in the number of suspension days to seven (7) days if the student enrolls in a substance abuse education program.

Second Offense: Immediate separation from the building. The Substance Abuse Team will meet as-soon-as-possible with the parent and student. Based upon the Substance Abuse Team recommendations, there will be a 9-day out-of-school suspension, up to expulsion. The possibility of credit for up to four (4) days if the parent and student agree to involvement with an outside, licensed, professional substance program as a condition for re-admittance. The student will incur any outside service costs. A referral will be made to the appropriate law enforcement agency.

Third Offense: Immediate separation from the building. The Substance Abuse Team will meet as-soon-as- possible with the parent and student. The student will be recommended for expulsion.

Procedures for dealing with the SELLER/DISTRIBUTOR/MANUFACTURER OR POSSESSION WITH INTENT TO DELIVER CLASS II PROSCRIBED SUBSTANCES AND/OR DRUG PARAPHERNALIA

- The appropriate law enforcement agency shall be notified.
- Parents shall be notified.
- A referral will be made to the Substance Abuse Team. If it is determined that a student has sold, given away, exchanged, distributed, or manufactured any Class II Proscribed Substance, the following mandates shall apply:

First Offense: Immediate separation from the building. The Substance Abuse Team will meet as soon-as-possible with the parent and student. Based upon team recommendation, there will be a 9 day or more out-of-school suspension up to expulsion; the student will be required to attend substance abuse sessions. The Substance Abuse Team can also recommend assessment, evaluation, and/or treatment by an outside licensed, professional substance abuse agency as a condition of returning to school. The student will incur any outside service costs. A referral will be made to the appropriate law enforcement agency.

Second Offense: Immediate separation from the building. The Substance Abuse Team will meet as soon-as-possible with the parent and student. The student will be recommended for expulsion.

Possession with intent to deliver a CLASS II PROSCRIBED SUBSTANCE. Immediate separation from the building. The Substance Abuse Team will meet as soon as possible with the parent and student. Based upon team recommendation and the quantity of the substance, there will be a 19-day out-of-school suspension up to expulsion with a referral to the appropriate law enforcement agency, as well as recommended substance abuse programming at a licensed agency. The student will incur any outside service costs. Intent to deliver may be indicated by the quantity, packaging, or any other factor.

Gross misuse of a CLASS II PROSCRIBED SUBSTANCE. Gross misuse will be determined by the Substance Abuse team when the action by the possessor, and or distributor, simulates the use of a class II proscribed substance in a manner of extreme or creative misuse. Based upon the recommendation of the Substance Abuse Team, there will be a 19-day out-of-school suspension up to expulsion with referral to the appropriate law enforcement agency, as well as recommended substance abuse programming at a licensed agency. The student will incur any outside service cost.

Note: If a student has been expelled and reinstated, subsequent violation of the substance abuse mandates may result in expulsion.

Violators of Class I and Class II Proscribed Substances will be referred to the appropriate law enforcement agency at any or all the above steps for substance abuse violations and where applicable, driving privileges on school property will be suspended indefinitely.

The second offense may be enacted at the appropriate level only after a thorough investigation has been completed and recommendations made by the Building Substance Abuse Team. The actual degree of application shall always be determined based upon grade level, best interests of the violator, and type and amount of substance used or in possession. The initial determination of whether or not mandates are applicable is the responsibility of the building principal.

Student Assessment Recipient Rights Policy: A recipient of prevention services shall be notified of his or her rights by a notation on any program announcement, brochure, or other written communication that describes the program services to recipients or the general public. Such notification shall state the following: “Recipients of substance abuse services have rights protected by state and federal and promulgated rules. For information, contact the Office of Substance Abuse Services, Recipient Rights Coordinator, P.O. Box 30035, 3500 North Logan, Lansing, MI 48090”. When a prevention service maintains case records that include the recipient’s name and information about the recipient’s substance use or abuse, the recipient shall be provided with the notification in Sub-Rule (7) of this rule and a summary of recipient rights will be mailed to them on request if such records are maintained. The rights of recipients shall be displayed on a poster provided by the office in a public area of all licensed programs. The poster shall indicate the program rights advisor’s name and phone number.

The administrator of the office, with the approval of the coordinating agency, shall designate a staff member of a local coordinating agency to act as the coordinating agency recipient rights consultant. The designation shall be renewed annually. The coordinating agency recipient rights consultant shall conduct recipient rights activities according to procedures outlined by the office.

Discipline may be up to and including expulsion.

TRANSPORTATION DISCIPLINE MANDATES

(PO5517.01, PO5610)

(PO number following each heading references the Board Policy being used as a guidance)

The safe transportation of your children is a major concern of the MPS Board, the administration, and the bus drivers on each of our routes. Quality education for your children is the primary goal of our District and ensuring students arrive at school and home safely is a high priority.

To ensure safe and comfortable transportation, students must act responsibly when riding the bus. All school rules apply to conduct on school buses. The bus driver, transportation supervisor, and/or school administrator will address bus policy violations. Students may only ride the bus to which they are assigned unless specific permission to ride another bus has been granted by the building administrator. In case of late buses, please call the Transportation Office at (734) 265-3300.

STEPS OF DISCIPLINE FOR BUS MISBEHAVIOR – Grades K-6

1. Conference with Students, Verbal Warning, and Referral if necessary.
2. Written Warning “School Misconduct Notice” with confirmation call from the parents/guardian that they received it and/or set up a parent/guardian conference.
3. Suspension for 1 school day from District Transportation.
4. Suspension for 2 to 4 school days from District Transportation.
5. Suspension for 5 to 7 school days from District Transportation.
6. Suspension for 8 to 9 school days from District Transportation.
7. Suspension for 10 or more school days from District Transportation.

| Offense | First Incident | Additional Incidents |
|---|----------------|----------------------|
| Fighting/Hitting | 2 | 3 - 4 |
| Throwing Objects | 2 | 3 - 5 |
| Throwing Objects, interfering with staff | 3 | 4 - 6 |
| Moving on the bus, while the bus is in motion | 1 | 2 - 3 |
| Vandalism | 3 | 4 - 5 |
| Jumping out of the bus | 3 | 4 - 5 |
| Stealing | 2 | 3 - 5 |

| Offense | First Incident | Additional Incidents |
|--|-----------------------|-----------------------------|
| Interfering with driver or equipment | 2 | 3 - 5 |
| Use, Possession, Distribution, Purchase, or Receipt of Controlled Substances or Drugs* | 3 | 4 - 7 |
| Extending body parts from bus | 1 | 2 - 4 |
| Disorderly conduct | 1 | 2 - 4 |
| Using tobacco | 3 | 4 - 5 |
| Riding unassigned bus without appropriate permission | 2 | 3 - 5 |
| Littering | 1 | 2 - 4 |
| Profanity / Vulgarity | 2 | 3 - 5 |
| Profanity / Vulgarity to staff | 3 | 4 - 5 |
| Excessive Noise | 1 | 2 - 4 |
| Insubordination | 1-2 | 2 - 3 |
| Intimidation | 2 | 3 - 5 |
| Intimidation to staff | 3 | 4 - 6 |
| Unauthorized materials | 2 -3 | 3 - 6 |
| Bringing weapons on the bus, other than firearms | 6-7 | |
| Bringing firearms or facsimile on bus | 6-7 | |

* Controlled Substances shall have the meaning of that established in the statutes of the State of Michigan.

Damages, if applicable, would be collected before the student is allowed to be transported. Students who accumulate multiple violations may be taken to higher steps.

STEPS OF DISCIPLINE FOR BUS MISBEHAVIOR Grades 7 - 12

1. Conference with Students, Verbal Warning, and Referral if necessary.
2. Written Warning "School Misconduct Notice" with confirmation call from the parents/guardian that they received it and/or set up a parent/guardian conference.
3. Suspension for 1 school day from District Transportation.
4. Suspension for 2 to 4 school days from District Transportation.
5. Suspension for 5 to 7 school days from District Transportation.

- 6. Suspension for 8 to 9 school days from District Transportation.
- 7. Suspension for 10 or more school days from District Transportation.

| Offense | First Incident | Additional Incidents |
|--|-----------------------|-----------------------------|
| Fighting/Hitting | 3 | 4 - 6 |
| Throwing Objects | 2 | 4 - 6 |
| Throwing Objects, interfering with staff | 3 | 4 - 6 |
| Moving on the bus, while the bus is in motion | 2 | 3 - 4 |
| Vandalism | 4 | 4 - 6 |
| Jumping out of bus | 3 | 4 - 6 |
| Stealing | 3 | 4 - 6 |
| Interfering with driver or equipment | 2 | 3 - 6 |
| Extending body parts from bus | 2 | 3 - 5 |
| Physical Contact | 2 | 3 - 5 |
| Using tobacco | 3 | 4 - 6 |
| Riding unassigned bus without appropriate permission | 2 | 3 - 5 |
| Littering | 2 | 3 - 5 |
| Profanity / Vulgarity | 2 | 3 - 6 |
| Profanity / Vulgarity to staff | 3 | 4 - 6 |
| Excessive Noise | 2 | 3 - 5 |
| Insubordination | 2 | 3 - 4 |
| Unauthorized materials | 2 -3 | 3 - 6 |
| Intimidation | 2 | 3 - 5 |
| Intimidation to staff | 3 | 4 - 6 |
| Bringing weapons on the bus, other than firearms | 6-7 | N/A |

| Offense | First Incident | Additional Incidents |
|--|--------------------------------|--------------------------------|
| Bringing firearms or facsimile on bus | 6-7 | N/A |
| Use, Possession, Distribution, Purchase, or Receipt of Controlled Substances or Drugs* | (MPS Substance Abuse Mandates) | (MPS Substance Abuse Mandates) |

* Controlled Substances shall have the meaning of that established in the statutes of the State of Michigan.

Damages, if applicable, would be collected before the student is allowed to be transported. Students who accumulate multiple violations may be taken to higher steps.

APPEALS AND CONCERNS

In order to appeal or have clarified any disciplinary action, please call the MPS Transportation Department at (734) 265-3300. If you wish to appeal, a date and time for a hearing will be scheduled.

The Transportation mandates as stated shall in no way be considered a substitute for or imposed in place of the Elementary and Secondary Discipline Mandates. Students may be subject to applicable provisions and steps of the Elementary and Secondary Discipline Mandates for the same offense.





Revised July 2023