

Memphis Community Schools

2025 - 2026

STUDENT / PARENT HANDBOOK & Student Code of Conduct

Memphis Elementary School

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**Handbook & Student Code of Conduct, Including Discipline Code Adopted by the
Board of Education on 8-25-25.**

Student/Parent Handbook

for

Memphis Community Schools

Welcome to the Memphis Community School District! This Student-Parent Handbook is a resource designed to provide important information regarding school policies, procedures, expectations and the Student Code of Conduct. The District requires that parents and students read and understand the contents of this handbook thoroughly. If you have any questions or require clarification on any topic, please do not hesitate to contact administration. Signatures of agreement are not required as all students attending Memphis Community Schools are bound to the contents of this handbook.

Please be aware that this handbook is not intended to cover every possible situation or circumstance that may arise. As such, administration retains the authority and responsibility to address and respond to situations and conduct that may not be expressly written in this handbook.

It is important to note that this handbook is not a contract and should not be interpreted as such. As a living document, it may be edited, amended, and supplemented at any time. Updates will be communicated to parents and students in a timely manner by way of having the most recent version available online, via the District website.

Thank you for your cooperation and support in fostering a positive and effective educational environment.

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MEMPHIS COMMUNITY SCHOOLS
CALENDAR FOR 2025-26 ~ COMMUNITY CALENDAR

AUGUST

August 27th

Yellowjacket Day (Open House) ~ 4:00 pm ~ 7:00 pm

SEPTEMBER

September 1st

September 2nd

No School – Labor Day

1st Day of School ~ ½ Day for K-12 Students

Kdg students ~ Last Name A ~ M ½ Day for students

Dismissal at 11:05 a.m.(Elem.) & 11:15 a.m. (Jr/Sr High)

Full Day 1st – 12th grade students

Kdg students ~ Last Name N ~ Z ½ Day for students

Dismissal at 11:05 a.m.(Elem.) & 11:15 a.m. (Jr/Sr High)

OCTOBER

October 17th

October 22nd

Homecoming

½ Day for Students

Dismissal at 11:05 am. (Elem.) & 11:15 a.m. (Jr/Sr High)

Conferences 12:30-3:00 & 5:00-7:30 p.m.

October 23rd

½ Day for Students

Dismissal at 11:05 am. (Elem.) & 11:15 a.m. (Jr/Sr High)

Conferences 12:30-3:00 & 5:00-7:30 p.m.

October 24th

½ Day for Students

Dismissal at 11:05 am. (Elem.) & 11:15 a.m. (Jr/Sr High)

October 31st

½ Day for Students

Dismissal at 11:05 am. (Elem.) & 11:15 a.m. (Jr/Sr High)

NOVEMBER

November 25th

½ Day for Students

Dismissal at 11:05 am. (Elem.) & 11:15 a.m. (Jr/Sr High)

November 26th -28th

Thanksgiving Break ~ No School

DECEMBER

December 19th

½ Day for Students

Dismissal at 11:05 am. (Elem.) & 11:15 a.m. (Jr/Sr High)

December 22nd – Jan 2nd

Holiday Break ~ No School

JANUARY

January 5th

Classes Resume

January 19th

No School – MLK Day

January 21st-23rd

½ Day ~ Exams, Dismissal 11:05 a.m. (Elem.)/11:15 a.m. (Jr/Sr High)

FEBRUARY

February 13th -16th

No School ~ Mid-Winter Break

February 17th

No School ~ (Teacher Professional Development)

MARCH

March 25th

Spring Conferences

March 27th

½ Day for Students

Dismissal at 11:05 am. (Elem.) & 11:15 a.m. (Jr/Sr High)

Spring/Easter Break ~ No School

March 30th – April 3rd

APRIL

April 6th

Classes Resume

April 11th

Prom

MAY

May 17th

Graduation

May 22nd

½ Day for Students - Exams

Dismissal ~ 11:05 a.m. (Elem.) & 11:15 a.m. (Jr/Sr High)

Memorial Day ~ No School

May 25th

JUNE

June 9th - 11th

½ Day for Students - Exams

Dismissal ~ 11:05 a.m. (Elem.) & 11:15 a.m. (Jr/Sr High)

June 11th

Students Last Day

25-26 Bell Schedule		
Full Day Schedule - Jr/Sr HS	Full Day Schedule Elementary	TEC Students
8:00-8:54 (1st Hour)	7:50 School Starts	
8:59-9:53 (2nd Hour)	10:40-11:20 6th grade Lunch/Recess	
9:58-10:52 (3rd Hour)	11:00-11:40 Young Fives, Kinder & 1st grade Lunch/Recess	
10:57-12:22 (4th Hour)	11:20-12:00 4th & 5th Grade Lunch/Recess	
10:57-11:51 (HS 4th Hour)	11:40-12:20 2nd Grade	
11:27-12:21 (Jr HS 4th Hour)	12:00-12:40 3rd Grade Lunch/Recess	
10:52-11:22 (A Lunch)	2:50 Dismissal	Lunch 10:52-11:10
11:51-12:21 (B Lunch)		11:10 Board RESA Bus
12:26-12:57 (STING)		
1:02-1:56 (5th Hour)		
2:01-2:55 (6th Hour)		

Half Day Schedule - Jr/Sr HS	Half Day Schedule - Elementary	TEC Students
8:00-8:29 (1st Hour)	7:50 School Starts	
8:34-9:02 (2nd Hour)	11:05 Dismissal	
9:07-9:35 (3rd Hour)		No Tec on Half Days
9:40-10:08 (4th Hour)		
10:13-10:41 (5th Hour)		
10:46-11:15 (6th Hour)		

Half Day Exam Schedule Jr/Sr High School	8:00-11:55am
8:00-9:33am	Exam 1
9:41-11:15am	Exam 2
No Tec on Exam Days	

NOTICE OF NONDISCRIMINATION

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

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

Any person who believes that they have experienced unlawful discrimination (including all forms of harassment) and/or unlawful retaliation should file a complaint immediately by contacting the School District's Compliance Officer of Title IX, 504 Coordinator, Civil Rights, & Employment Officer:

Superintendent of Schools
34110 Bordman Rd. / Memphis / MI / 48041
810-535-8225
sdobbelaer@memphisk12.org

All complaints will be investigated in accordance with the applicable school board policies.

SECTION I - DISTRICT WIDE PROCEDURES, POLICIES & INFORMATION

ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides, unless enrolling under the District's open enrollment policy.

New students under the age of eighteen (18) must be enrolled by their Parents. When enrolling, Parents must provide copies of the following:

- A. a birth certificate or other reliable proof of the student's identity and age and an affidavit explaining the inability to produce a copy of the student's birth certificate;
- B. court papers allocating parental rights and responsibilities, or custody (if applicable);
- C. proof of eligible residency, the District may independently verify a student's residency status or eligibility for enrollment; and
- D. proof of immunizations, or a valid immunization waiver pursuant to Policy 5713.

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. Building secretaries will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

A student who has been suspended or expelled by another school may be temporarily denied admission to the District's schools during the period of time allowable by law, even if that student would otherwise be entitled to attend school in the District. Prior to denying admission, however, the Superintendent, or designee, shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent, or designee, determines to be relevant. The decision to deny admission based on previous suspension(s) and/or expulsion, as allowable by statute or policy, shall be final, not subject to appeal or review.

WITHDRAWAL FROM SCHOOL

The District will disenroll a student upon receipt of either written notice from a

Parent of intent to withdraw or a records request from another school. If at the time of receipt of a notice of disenrollment there are pending disciplinary proceedings against the student involving potential suspension or expulsion, the District may elect to complete those proceedings. Students who do not attend District programming may be withdrawn from the District.

ATTENDANCE

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

The Board of Education as an agency of the State is required to enforce the regular attendance of students. Every person residing in the District who has legal or actual charge or control of a child who is of mandatory attendance age must ensure that the child regularly attends a public or private school or is receiving a home-school education unless the child has satisfied District graduation requirements or is otherwise exempt from Michigan's compulsory attendance requirements.

The District expects all students to regularly and consistently attend school throughout the school year. If a student accumulates 13 or more days of unexcused absences, warning notifications, discipline, referral to truancy, and up to and including being dropped from attending the District and participating in District programming may result.

The following are the different district attendance codes:

Attendance Codes	Category
AU = Unexcused absence	Unexcused
TU = Unexcused tardy	Unexcused
LEU = Unexcused Left Early	Unexcused
PV = Parent Verified Absence	Unexcused
CTA = Converted Tardy Absent	Unexcused
AE = Excused Absence	Excused
Q = Quarantined	Excused
HB = Homebound	Excused
TE = Excused Tardy	Excused
LEE = Excused Left Early	Excused
SB = School Business	Excused
ISS = In School Suspension	Excused
OSS = Out of School Suspension	Excused
EXP = Expelled	Excused

Excused Absences

Students may be excused from school for one or more of the reasons below and will be provided an opportunity to make-up missed school work and/or tests. The following

absences will be considered excused if they are confirmed with documentation to the school from the student's Parent:

- A. the student's physical or mental illness, documentation required;
- B. medical appointments for the student, documentation required;
- C. appearance at court or for other legal matters, documentation required;;
- D. death, funeral, or serious illness of the student's family member, documentation required;
- E. attendance at a wedding, or graduation;
- F. observance of religious holidays of the student's own faith;
- G. college planning visits, documentation required; and
- H. school sanctioned action such as school business, field trips, ISS, or OSS.

Unexcused Absences

Any student who is absent from school for all or any part of the day without documentation for any of the excused absence reasons listed above shall be considered unexcused absence, and the student and his/her Parents shall be subject to the truancy laws of the State.

Truancy

When a student has 6 unexcused absences in any term or semester, the building principal or designee will provide written notice to the student's Parent encouraging the student's regular daily attendance and explaining the truancy process.

If the Superintendent or designee determines that a student is repeatedly absent from school without valid excuse, is failing, or has behavior problems, and attempts to confer with the student's Parent have not been successful, the Superintendent or designee may request the attendance officer who has jurisdiction in the District to send notice to the Parent requiring the Parent to meet with District personnel to discuss the matter.

When a student is absent more than 13 days per school year and at least 13 of those days are not excused, the building principal or designee will notify the attendance officer who has jurisdiction in the District. Once notified, the attendance officer will investigate each case of nonattendance and will take all other steps permitted and required by law. The building principal or designee may impose additional consequences for excessive absenteeism, consistent with the student handbook or published grading procedures.

Tardiness

Elementary Level

A student who is not in his/her assigned location by 7:50am shall be considered tardy. Any student arriving late to school is to report to the school office before proceeding to class.

Secondary Level

Each student is expected to be in his/her assigned location throughout the school day. If a student is late in arriving at school, s/he is to report to the school office before proceeding to his/her first assigned location. Any student who is not in class at the bell will be marked tardy. Arriving at class 10 minutes late results in an unexcused absence.

Absence Work / Absence Tests (or any other formative assessment absences)

Students who are absent from school shall be given the opportunity to make-up work that has been missed. The student should contact their teacher(s) as soon as possible to obtain assignments. Students will be given the number of days of excused absence within which to make-up work.

If a student misses a teacher's test due to absence, s/he may make arrangements with the teacher to take the test. If s/he misses a State mandated test or other standardized test, the student should consult with the building principal to arrange for taking the test.

STUDENT PROMOTION, RETENTION, PLACEMENT AND ASSIGNMENT

The District has the sole discretion to make promotion, retention, and placement decisions for its students, consistent with state and federal law. The District may consider Parent requests that a student be placed in a particular classroom, building, educational program, or grade.

Student Promotion and Retention - The building principal will attempt to consult with a student's Parent before deciding to retain a student, advance a student to the next grade mid-year, or allow a student to skip a grade level. If the Parent disagrees with the building principal's decision about promotion or retention, the Superintendent or designee will make the final decision.

Student Placement - The Superintendent or designee will determine a student's classroom and building placement based on District needs, available space, and educational expertise, consistent with state and federal law. The District's placement decision is final. Courses will not be dropped and schedules will not be changed at any point due to conflict or likeability concerns with teaching staff. Additionally, at the secondary level, any change requests to a student's schedule must be processed through the Jr/Sr High Counseling/Office Staff. Students may drop or add a course for a period of up to one (1) week after the start of each semester. Any drop/add after the second week must be approved by the principal. There must be a compelling reason why such a change is necessary. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites, or any other educationally based reason. ***Dual enrollment drops must be in accordance with community college timelines, or the student/Parent will be financially liable for tuition.

Nothing in this section may be construed to limit or modify rights under state or federal laws applicable to students with disabilities, including the right to have placement decisions made by an IEP or Section 504 Team.

PARENT INVOLVEMENT

Memphis Community Schools encourages parental involvement in education, including but not limited to participation in curriculum reviews, materials review, classroom visits, educational records reviews, and assessments/survey previews. Memphis Community Schools Parent and Family Engagement Policy can be accessed through the Board Policy page on the district's website. Visit: www.memphisk12.org; Click Our

District; Click Board of Education; Click Memphis Community Schools Bylaws and Policies; Search for policy number 5401.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures. Accident/Injury forms are completed and will be made available upon request.

When the building principal or designee determines that a student is too ill or injured to remain at school, school staff will contact the student's Parent or other designated responsible adult to pick up the student from school. If the student requires immediate medical attention, the District will first attempt to contact a Parent or other designated responsible adult when reasonably possible. If contact cannot be made, the building principal or designee will take any reasonable action necessary on the student's behalf, consistent with state law.

Students showing symptoms of a communicable disease may be sent home. The District may require a statement from a licensed physician or local health official before allowing the student to return to school. The District must report the occurrence or suspected occurrence of any disease, condition, or infection identified in the Michigan Department of Health and Human Services Communicable Disease Rules to the local health department within 24 hours.

Parents must submit an emergency information form for each of their students. The form must list the contact information for each Parent and designated responsible adult, any necessary emergency instructions, and any known medical conditions.

IMMUNIZATIONS & COMMUNICABLE DISEASES

Subject to the exemptions stated below, for a student entering the District for the first time or entering 7th grade, a Parent must provide the building principal or designee with a certificate indicating that the student has received at least 1 dose of an immunizing agent against each disease specified by the Michigan Department of Health and Human Services (MDHHS) or other responsible agency. The student's Parent must provide the certificate at the time of registration, or no later than the first day of school. A Parent of a student who has not received all doses of any required immunizing agent must provide the District an updated immunization certificate demonstrating that the immunizations have been completed as required by the MDHHS. The updated certificate must be provided within 4 months of the student entering the District for the first time or upon entering 7th grade.

- A. A student is exempt from the above requirements if:
 - i. A physician certifies that a specific immunization is or may be inappropriate or detrimental to the student's health; or
 - ii. A student's Parent, or a person acting in loco parentis, certifies to the building principal or designee that the child cannot be immunized as required because of religious convictions or other objection to

- immunization. Only waiver forms authorized, executed, and certified as required by applicable law and administrative rules will be accepted.
- B. The District will not permit a student to attend school unless the Parent provides evidence of immunizations or exemptions consistent with this Policy and state law. The District, in conjunction with local health department officials, may exclude students who:
- i. Are suspected of having a communicable disease until a physician or local health official determines the student is no longer a risk; or
 - ii. Lack of documentation of immunity or are otherwise considered susceptible to the disease until the local health department officials determine the risk of spreading the disease has passed.
- C. The District will report student immunization information as required by and consistent with state and federal law.
- D. Emergency Exclusion Due to Outbreak
The District, in conjunction with local health department officials, may exclude students who:
- i. are suspected of having a communicable disease until a physician or local health official determines the student is no longer a risk; or
 - ii. lack documentation of immunity or are otherwise considered susceptible to the disease until the local health department officials determine the risk of spreading the disease has passed.
- E. District Reporting Requirements
The District will report student immunization information as required by and consistent with state and federal law.

CONTROL OF COMMUNICABLE DISEASES

A person with a communicable disease will be restricted only to the extent necessary to prevent the transmission of the disease, protect the person's health and privacy rights, and protect the health and safety of others.

The Michigan Department of Health and Human Services maintains a list of reportable diseases and infections, including those capable of being transmitted to a person. The District will work cooperatively with the local health department to identify, report, and contain diseases and infections in accordance with applicable laws and local health department policies and guidance.

USE OF MEDICATIONS

When a student requires prescription or over-the-counter medication at school, the following procedures apply:

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

- E. If the student requires District-administered medication, the student's Parent must annually submit a healthcare professional's written instructions that include student name, medication name, medication dosage, and specific information about method and time of administration. A Parent must promptly communicate any changes to the healthcare professional's written instructions to the building principal or designee. A "healthcare professional" means a licensed physician, certified nurse practitioner, or physician assistant.
- F. Medication must be administered by a school administrator, teacher, or other appropriately designated school employee in the presence of a second adult, unless the medication is administered by a licensed registered professional nurse employed by the District or there is an emergency that threatens the student's life or health.
- G. District employees may only administer medication to a student according to the written instructions from a healthcare professional. If the written instructions are unclear, the District may require written clarification from the healthcare professional before administering the medication.
- H. Medication must be stored in a container that identifies the student's name, medication name, dosage, and frequency of administration. The District will take reasonable steps to ensure all medication is properly secured.
- I. Incorrectly administered medication must be reported to the building principal and the student's Parent. A written report identifying the error must be documented in the student's file.
- J. The District will administer medication to students as necessary on school-sponsored field trips or school-related activities consistent with this Policy. The building administrator will designate the person responsible for administering the medication. The designee will transport the medication in its original container and record its administration on the medication administration log pursuant to Board Policy.
- K. Each school must maintain a medication administration log. The log must include the student's name, the name and dosage of each medication, and the date and time each dose is administered. The person administering the medication and the witness (if required) will complete and sign the log. The medication administration log must be placed in the student's file and kept until at least 1 year after the student's expected graduation date.
- L. A Parent will retrieve unused medication after its expiration date, after the District is notified that the medication has been discontinued, or at the end of the school year, whichever is earliest. The District will provide the Parent notice to retrieve the medication. If the Parent does not promptly retrieve the medication, the District will appropriately dispose of the medication. The building principal or designee must check the expiration dates on prescription medications, epinephrine auto-injectors, and inhalers at least twice each school year.
- M. The Superintendent or designee will ensure that all staff responsible for administering medication are appropriately trained.
- N. A student may be permitted to self-possess and self-administer medication if the building principal has received written Parent consent to do so and the practice is authorized in writing by a healthcare professional or is otherwise permitted by Board Policy.

- O. A building administrator may deny a request for a student to self-possess or self-administer medication at school to the extent consistent with law.
- P. A building administrator may discontinue a student's right to self-administer and self-possess following consultation with the Parent if the student misuses the medication.
- Q. A student may possess and use an FDA-approved topical substance at school or any school-related activity, provided that the Parent first provides the building principal with written approval.

ASTHMA & EPI-PENS

A student may possess and use an asthma inhaler or epinephrine auto-injector or inhaler with written approval from the student's healthcare provider. A minor student must also have written permission from the student's Parent. The required documentation must be submitted to the building principal. If a student is authorized to self-possess or self-administer an asthma inhaler or epinephrine auto-injector or inhaler, the building principal or designee will notify the student's teachers and other staff as appropriate. Additionally, the school must maintain a written emergency care plan drafted by a physician in collaboration with the student's Parent. The emergency care plan will contain specific instructions related to the student's needs. The physician and Parent should update the emergency care plan as necessary to meet the student's changing medical circumstances.

EMERGENCY ANAPHYLAXIS

Anaphylaxis is a severe and life-threatening allergic reaction. Anaphylaxis may occur within minutes or longer after exposure to an allergen. The most common causes of Anaphylaxis are food, insect bites or stings, medications, and latex. The symptoms of anaphylaxis may vary from person to person and may change over time. Reported symptoms include skin reactions, a feeling of warmth, constriction of the airway, a swollen tongue or throat, wheezing, trouble breathing, weak or rapid pulse, nausea, vomiting, diarrhea, dizziness, or fainting. An authorized school employee who is trained in the appropriate use of an epinephrine auto-injector under this Policy, may possess and administer epinephrine by auto-injector to:

- A. A student who has a prescription on file at the school; or
- B. Any person on school grounds who is believed to be having an anaphylactic reaction.

LICE, NITS & BED BUGS

Lice and Nits

A student with nits within 1/4 inch of the scalp or live lice may remain at school until the end of the school day. The student will be restricted from activities that involve close head-to-head contact or sharing of personal items. The District will notify the student's Parent and provide educational materials on head lice prevention and treatment.

The student will be readmitted to school after treatment so long as the Parent consents to a head examination and the examining District official does not find live lice on the student. If the District official finds nits within 1/4 inch of the student's scalp, the student may return to class, but the District must inform the student's Parent about

the need to remove the nits. District personnel will not ostracize or embarrass a student with lice or nits and will maintain student confidentiality.

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

Bed Bugs

If a District official suspects that a student's clothing or belongings contain bed bugs, the school nurse or other District official may visually inspect the student's clothing or belongings. Any bugs found should be removed and collected for identification. If a live bed bug is discovered, the District will notify the student's Parent and provide educational materials on bed bug prevention and treatment.

If a student's clothing or belongings are infested by bed bugs, the student may be excluded from school until the Parent has confirmed that successful treatment has occurred or other remedial steps have been taken to ensure that bed bugs are not brought to school.

If bed bugs are found in a classroom or elsewhere in the school building, the building principal or designee will notify the Parents of all students in the affected school building and will provide information on bed bug prevention and treatment. The school building will not be closed due to bed bug presence. If pest management is necessary, it will be provided to affected areas of the school building consistent with Policy 3406.

STUDENT ORAL HEALTH ASSESSMENT

For a student entering the District for the first time in kindergarten or grade 1, at the time of registration or not later than the first day of school, a Parent must provide the building principal or designee with:

- A. a Kindergarten Oral Health Assessment Form (MDHHS-6067) certifying that the student has received a dental oral assessment within 6 months before the date of registration;
- B. a written statement that the Parent will ensure that the student receives a dental oral assessment administered through the Kindergarten Oral Health Assessment (KOHA) Program; or
- C. a written statement that the requirement violates the Parent's personal religious beliefs.

The District will not exclude the student from attendance for failure to provide the required information. The building principal or designee will maintain dental report records and provide an annual summary to the Michigan Department of Health and Human Services no later than November 1 of each year.

EVACUATION AND EMERGENCY DRILLS

The Superintendent or designee will schedule, notify, conduct, report, and post all fire, tornado, and other emergency drills as required by law.

EMERGENCY CLOSINGS AND DELAYS

The Superintendent may close, delay, or dismiss school, and cancel or alter any school-related activities, to protect the health, safety, and welfare of students, employees, and others. The Superintendent will endeavor to timely and accurately notify persons affected by schedule alterations.

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The District will maintain an asbestos management plan for each school building and otherwise comply with the requirements of the Asbestos Hazard Emergency Response Act (AHERA) and related regulations.

INTEGRATED PEST MANAGEMENT

Within 30 days after the beginning of each school year, the Superintendent or designee will provide notice to students' Parents that they will receive advance notice of the application of a pesticide. Except in an emergency, the Superintendent or designee will provide at least 48 hours' advance notice to students' Parents of the application of a pesticide. In an emergency, the Superintendent or designee will provide notice to students' parents/guardians Parents promptly after a pesticide has been applied. Notices will comply with methods, time frames, and information requirements established by MCL 324.8316. Notices are not required for the application of a pesticide that is a bait or gel formulation.

STUDENT SUICIDE PREVENTION AND RESPONSE

MCS has a long-standing partnership with Community Mental Health, which is available to provide access to comprehensive suicide prevention services. Additionally, the National Suicide & Crisis Lifeline is available 24/7, 365 Days a Year. The 988 Lifeline provides 24/7, free and confidential support for people in distress, prevention and crisis resources for you or your loved ones, and best practices for professionals in the United States. Feel free to visit: [988 Lifeline Website Link](#) for more information on available supports.

Employees, volunteers, and contractors must immediately notify the building principal or designee if a student is exhibiting signs of unusual depression, expressing suicidal thoughts, or threatening or attempting suicide or self-harm. The District will convene a crisis response team to investigate and develop an intervention plan for the student, if necessary. A member of the crisis response team will immediately notify the student's Parent if the student threatens or attempts suicide. District personnel who suspect that a student may have a disability under Section 504 of the Rehabilitation Act or the Individuals with Disabilities Education Act must immediately refer the student for an evaluation. The District will print the number of a national, state, or local suicide prevention hotline that can be accessed at any time on student identification cards for students in grades 6-12.

THREAT ASSESSMENT AND RESPONSE

A threat is a communication of intent to harm someone that may be spoken, written, gestured, or expressed in some other form, such as via text messaging, email, or other digital means. An expression of intent to harm someone is considered a threat regardless of whether it is communicated to the intended target(s) and regardless of whether the intended target is aware of the threat. Threats may be implied by behavior

that an observer would reasonably regard as threatening, planning, or preparing to commit a violent act. When in doubt, Memphis Community Schools will treat an expression of intent to harm someone as a threat and conduct a threat assessment.

Upon learning of a threat, District threat assessment protocols will be followed. Only staff who have been trained in the District's threat assessment protocols may administer threat assessments. Threat Assessments are to be considered a 3rd party survey that would divulge "sensitive information: as defined in policy 5308. As there are no predetermined threat assessment survey dates established, any parent requesting to inspect the District's Threat Assessment survey, must do so in writing, prior to any report of harm or threat being turned into the school. The safety of students and staff is and will remain paramount in all instances, as such, threat assessments will be administered upon receipt of a threat. Parents of a student being administered a threat assessment, as well as any known victims of a threat will be notified as soon as time and situations allow.

CHILD PROTECTIVE SERVICES / MANDATED REPORTING

During the performance of their duties, employees must exercise due care for the safety and welfare of the District's students. The District will cooperate with Children's Protective Services (CPS) during an investigation of suspected child abuse or neglect. Cooperation may include allowing CPS access to a student without Parent consent if CPS determines access is necessary to complete the investigation or prevent abuse or neglect. The District will not impose conditions on the investigator or investigation beyond what is permitted by law.

Mandated reporters must immediately report all instances of suspected abuse, neglect, or exploitation pursuant to Michigan's Child Protection Law and Policy 4202.

DUE PROCESS RIGHTS

Due process refers to the rights and procedures that ensure fairness when a student is accused of violating school rules or policies. It is a crucial concept to protect students from arbitrary or unjust actions, ensuring that they have an opportunity to be heard and that decisions are made based on reliable evidence. The District will provide students due process to the extent required by state and federal law before a student is suspended or expelled. All District administrators must respect student due process rights. For students with disabilities, the additional procedures and protections of [Policy 5206 B](#) also apply.

Before suspending a student for 10 or fewer school days, an administrator must: (1) provide the student verbal notice of the offense the student is suspected to have committed, and (2) provide the student an informal opportunity to explain what happened. Except in emergency circumstances, an administrator will not suspend the student unless, after providing the student notice and an opportunity to explain, the administrator is reasonably certain that the student committed a violation of the student code of conduct and that suspension is the appropriate consequence.

Before suspending a student for more than 10 school days but less than 60 school days, the Superintendent or designee must provide the Parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an

explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a hearing at which the student may present evidence and witnesses to show that the student did not commit the alleged offense or that suspension is not an appropriate consequence. The Superintendent or designee will provide the Parent or student at least 3 calendar days' notice before the hearing. The Parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing. The Superintendent or designee will not suspend the student unless, following the hearing, he or she is convinced by a preponderance of the evidence that the student committed a violation of the student code of conduct and that suspension is the appropriate consequence.

Before the Board suspends or expels a student, the Superintendent or designee must provide the Parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a Board hearing at which the student may present evidence and witnesses to show that the student did not commit the suspected offense or that suspension or expulsion is not an appropriate consequence. The Superintendent or designee will provide the Parent or student at least 3 calendar days' notice before the hearing. The Parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing. The Board will not suspend or expel the student unless, following the hearing, a majority of the Board finds by a preponderance of the evidence that the student committed misconduct that should result in suspension or expulsion under either the student code of conduct or this Policy and that suspension or expulsion is the appropriate consequence. The Board's decision is final.

STUDENT LOCKERS

Lockers are District property and may be made available for student use. Lockers are assigned to students on a temporary basis, and District administration may revoke a student's locker assignment at any time. The District retains ownership of lockers notwithstanding student use. Students have no expectation of privacy in their lockers. The building principal or designee may inspect lockers without any particularized suspicion or reasonable cause and without advance notice. Upon the building principal or designee's request, law enforcement may help search lockers. During a locker search, student privacy rights will be respected for any items that are not illegal or against Board Policy.

STUDENT DRIVING AND PARKING

Student driving and parking on District property is a privilege, not a right, that may be revoked at any time. Rules that must be followed to maintain said privilege:

- A. All vehicles on school grounds must be registered with the school and must display a current parking permit from their rearview mirror;
- B. Unauthorized vehicles parked on school grounds will be towed at the owner's expense;
- C. The vehicle must be licensed and covered by insurance;
- D. The vehicle must meet all local and state requirements;
- E. Upon arrival at school, vehicles should be locked with windows properly closed;
- F. The student driver may not drive other students to/from, or during school hours except the person(s) listed on school paperwork;

- G. The student driver may not loiter in the parking lot. Upon arriving or after school, they must exit immediately and proceed into the building;
- H. The student driver may not return to their vehicle unless they have prior permission from the school office;
- I. Any student leaving school grounds with legal authorization who transports students who don't have legal authorization to leave school, is subject to losing their privileges relating to student driving and parking;
- J. The school is not responsible for the vehicle or its contents;
- K. Vehicles are to be driven in a courteous and safe manner at all times;
- L. The student driver must abide by the speed limit of (20) miles per hour on school property;
- M. It is the responsibility of every student who drives to school to report on time, any student who frequently reports late to school will face disciplinary action;
- N. The student driver may not sell, give away, or allow other students to use their parking permit;
- O. A school administrator may enter and inspect any vehicle, if there is reasonable suspicion of material(s) forbidden by law, school policy, or school rules

SEARCH AND SEIZURE

School officials may search a student and the student's belongings if they have reasonable suspicion that the search will reveal contraband or evidence of a violation of law, Board Policy, or rule. Additionally, in rare cases, school officials may conduct a search of a student's belongings without reasonable suspicion if there is an imminent threat of physical harm or death. School officials are not required to have reasonable suspicion to search lockers or other District property. See Policy 5102. The District may use detection dogs to search for contraband on District property consistent with Policy 3107.

A reasonable suspicion search must be justified at its inception and reasonable in its scope. A search is justified at its inception when school officials have reasonable grounds to suspect that the search will uncover contraband or evidence of a violation of law, Policy, or rule. A search is reasonable in scope when the measures used are reasonably related to the search objectives and are not excessively intrusive in light of the student's age and sex and the nature of the infraction.

A breath alcohol test is a search and may be administered upon reasonable suspicion that a student has consumed or is under the influence of alcohol. For voluntary, non-curricular school activities (e.g., school dances), suspicionless breath alcohol tests may be administered for student health and safety purposes if students and their Parents have been provided advance written notice. This shall serve as advanced written notice.

INVESTIGATIONS, ARRESTS, AND OTHER LAW ENFORCEMENT CONTACT

The Board desires to maintain a positive working relationship with law enforcement agencies while protecting student rights and educational needs.

- A. Student Records - District personnel may only share personally identifiable information from a student's education record with law enforcement officers pursuant to Policy 5309 and state and federal law.

- B. Reporting to Law Enforcement - A District administrator may contact a law enforcement officer any time the administrator suspects criminal activity; activity that threatens the health or safety of a student; or activity that disrupts or potentially disrupts the school environment.
- C. School Related Criminal Activity - School related criminal activity is alleged or suspected criminal activity that occurs on school grounds, at a school-sponsored activity or athletic event, or in a vehicle owned or used by the District.

Law enforcement officers may contact and question students at school about school-related criminal activity as provided below. A law enforcement officer must notify the building principal or designee before questioning a student at school. The building principal or designee must request the law enforcement officer's identification before allowing the student to be questioned. The building principal or designee will make reasonable attempts to contact a student's Parent before the student is questioned by law enforcement. If the student is 18 years or older or is emancipated, the building principal will make reasonable attempts to contact the student's Parent, if requested by the student. If a Parent cannot be reached after reasonable attempts, the student may be questioned only if the law enforcement officer identifies emergency circumstances requiring immediate questioning. A building principal or designee will be present for the questioning. The student will be questioned in a private room and out of sight of others as much as practicable.

The law enforcement officer is responsible for advising the student of all applicable rights, including the right against self-incrimination. If at any time the building principal or designee believes that the law enforcement officer's questioning is being conducted in an inappropriate manner, the building principal or designee will request that the questioning cease.

- D. Non-School Related Criminal Activity - Unless specifically authorized by law, a law enforcement officer may not question a student at school about non-school related criminal activity without Parent consent or an appropriate warrant or court order.
- E. Taking a Student into Custody - A law enforcement officer seeking to take a student into custody must contact the building principal or designee. If practicable, the building principal or designee will request that the law enforcement officer provide a copy of the warrant, written Parent consent, court order, or other document authorizing the officer to take the student into custody. If the law enforcement officer takes a student into custody, the building principal or designee will obtain and record the officer's name, badge number, and law enforcement agency; the date, time, and reason for the arrest; and the location to which the student is reportedly being taken. Whenever practicable, a student should be taken into custody in a manner that minimizes observation by others and disruption to the educational environment. When a law enforcement officer removes a student from school, the building principal or designee will take immediate steps to notify the student's Parent about the student's removal and the location to which the student is reportedly being taken, except when a

student has been taken into custody as a victim of suspected child abuse or neglect.

USE OF DETECTION DOGS

The District may use a detection dog, without a warrant or consent, to sniff property in an effort to locate illegal drugs or contraband according to the protocol itemized in policy 3107. A detection dog will not be used to search a person unless a warrant or appropriate consent has been obtained before the search or the search is otherwise authorized by law or Policy.

INDIVIDUALS WITH DISABILITIES

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

The District will follow all applicable state and federal laws related to disciplining students with disabilities. Students with disabilities are entitled to all due process protections afforded to other students pursuant to Policy 5206A. For students with disabilities, the additional procedures and protections listed in Policy 5206B also apply.

LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore, the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District. Parents should contact the Superintendent at 810-535-8225 to inquire about evaluation procedures and programs offered by the District.

HOMELESS STUDENTS

The District will provide a free public education to homeless children and youth who are in the District and afford them the educational rights and legal protections provided by federal and state law. Homeless children and youth will not be stigmatized or segregated based on their homeless status and will have the same access to services offered to students who are not homeless. It is the intent of this Policy to remove barriers to the enrollment and retention of homeless students in the District. The homeless liaison will coordinate services to ensure that homeless children and youth enroll in school and have the opportunity to succeed. The liaison will also coordinate and collaborate with state homeless coordinators, community agencies, and District personnel responsible for the provision of education and related services to homeless children and youth, including unaccompanied youth. A student or parent/guardian in a homeless situation who requires assistance should contact the District's homeless liaison: CHELSEA GREENE / 34165 BORDMAN RD / MEMPHIS / MI / 48041 / 810-535-8558 / CGREENE@MEMPHISK12.ORG

STUDENT RECORDS & DIRECTORY INFORMATION

The District may collect, retain, use, and disclose student education records consistent with state and federal law. An “education record” is a record directly related to a student that the District or its agents maintain. (See Board Policy 5309 for complete policy, including the definition of “education record”.)

“Personally identifiable information” means a student’s name; the name of a student’s parent/guardian or family member; the student’s address or the address of a family member; a personal identifier, such as the student’s social security number, student number, or biometric record; other indirect identifiers, such as the student’s date of birth, place of birth, and mother’s maiden name; other information that alone or in combination is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

The District and its employees and agents are prohibited from disclosing personally identifiable information from a student’s education records without the written consent of a Parent or eligible student unless the disclosure is otherwise permitted or required by law, including, without limitation, if the disclosure is:

- A. necessary because of a health or safety emergency;
- B. to authorized state or federal officials;
- C. in connection with a student’s application for or receipt of financial aid;
- D. made for purposes of conducting a study for or on behalf of an educational agency or institution;
- E. to an accrediting organization;
- F. concerning a registered sex offender; or
- G. to a representative of a child welfare agency for a foster child.

“Directory information” is the information contained in a student’s education record that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information can be provided upon request, other than a for profit organization, even without the written consent of a parent. Parents, or eligible students may refuse to allow the District to disclose any or all of such “directory information” completing an ‘opt-out’ form, found on the District’s homepage, and is available in each school office, and returning it to the student’s school office. The Board designates the following as directory information:

- A. student names, addresses, and telephone numbers;
- B. photographs and videos depicting a student’s participation in school-related activities and classes;
- C. date and place of birth;
- D. major field of study;
- E. grade level;
- F. enrollment status (e.g., full-time or part-time);
- G. dates of attendance (e.g., 2023-2027);
- H. participation in officially recognized activities and sports;

- I. weight and height of athletic team members;
- J. degrees, honors, and awards received; and
- K. the most recent educational agency or institution attended.

The Board further designates District-assigned student email addresses as directory information for the limited purposes of: (1) facilitating the student's participation in and access to online learning platforms and applications; and (2) inclusion in internal school and District email address books.

School officials may collect and retain information about the District's students that is reasonably necessary for the District to perform its role as a public school district, including, without limitation, student work samples, assessments, evaluations, surveys, health and medical information, immunization records, birth certificates, proof of residence, proof of achievements and awards, behavior records, investigation reports, incident reports, attendance records, all records necessary for the District to satisfy state or federal legal obligations, and any record necessary for the District to prove that a student was accurately counted in membership for state aid and grant purposes.

Parents may inspect and review their minor child's education records, regardless of custody status, unless a court order specifically provides otherwise. Parents may also inspect and review the education records of an "eligible student" if the student is considered a dependent under Internal Revenue Code Section 152. An "eligible student" means a student who is at least 18 years old, an emancipated minor, or a student enrolled in a postsecondary institution. Eligible students have the right to inspect and review their own education records. A Parent or eligible student may request, in writing, an explanation or interpretation of a student's education records. School officials will respond to any reasonable request.

Parents and adult students have the right to request an amendment of a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

School officials may release or disclose personally identifiable information contained in a student's education record without the consent of the Parent or eligible student to another school or post-secondary institution in which the student seeks or intends to enroll, is enrolled, or from which the student receives services, if the disclosure is related to the student's enrollment or transfer.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA. Individuals also have the right to obtain a copy of the Board's policies and administrative guidelines about student records.

Consistent with the Protection of Pupil Rights Amendment (PPRA), Parents may inspect any survey created by a third party before that survey is administered or distributed to

their student. All survey inspection requests must be made in writing to the building principal before the survey's scheduled administration date. The District must obtain written consent from a student's Parent before the student is required to participate in a survey, analysis, or evaluation funded, in whole or in part, by the U.S. Department of Education that would reveal sensitive information. For all other surveys, analyses, or evaluations that would reveal sensitive information about a student, the District will provide prior notice to the student's Parent and an opportunity for the Parents to opt their students out. Employees may not request or disclose the identity of a student who completes a survey, evaluation, or analysis containing sensitive information. "Sensitive information" includes:

- A. political affiliations or beliefs of the student or their parents;
- B. mental or psychological problems of the student or their family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or their parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

The complete PPRA policy can be accessed on the District's website, and reviewing Policy 5308.

Parents who believe their rights have been violated may file a complaint with:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

STATEMENT FOR DISTRICT TECHNOLOGY & ACCEPTABLE USE POLICY AGREEMENT

Student use of District technology and networks is a privilege, not a right, and is governed by Policy 3116 and the applicable acceptable use agreement. A student's failure to comply with Policy 3116 and the applicable acceptable use agreement may result in discipline or loss of technology privileges.

Students have no expectation of privacy in or right to continued use of District technology resources. The School District's *District Technology and Acceptable Use Agreement* is located in the appendix of this document.

STUDENT USE OF CELL PHONE AND ELECTRONIC COMMUNICATION DEVICES

Students may not use cell phones or other electronic devices during school instructional hours. Cell phones or other electronic devices must be stored in the student's locker during school hours if a student chooses to bring them to school.

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The District is not responsible for theft, loss, or damage of any cell phone or other electronic device. Taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal photographs, video, audio, or other similar data, whether by electronic data transfer or otherwise (including via cell phone or other electronic device), may constitute a crime under state or federal law. A student engaged in any of these activities at school, at a school event, or on school-provided transportation, will be subject to discipline. A student engaged in any of these activities outside of school may be disciplined if the student's activities substantially disrupt or negatively affect the school environment. School administrators and teachers may confiscate a student's cell phone or other electronic device if the student's use or possession of a cell phone is in violation of communicated rules. The building principal or designee may require a meeting with the student's Parent to discuss the rule violation before returning the cell phone or electronic device. Students who violate this Policy are subject to corrective or disciplinary action, including, but not limited to suspension. Please see below for each building's cell phone rules:

Elementary - During the school day, students' cell phones, earbuds, and smart watches must be turned off and remain in students' lockers. If a phone, earbud or smart watch is visible during the school day, said electronic device will be confiscated and stored in the office for parent pickup at the end of the school day. Parents will be notified by secretarial staff. If an electronic communication device stored in a locker is not silenced or powered off and rings or makes noise, it will be confiscated, and parents/guardians will be notified for pickup. When a pattern of behavior is established, students will receive an office referral for insubordination, and the student code of conduct will be administered accordingly.

Jr/Sr High - With the exception of passing time or lunch, NO cell phones, earbuds, and / or smart watches are permitted in classrooms from class bell to class bell. During the instructional time, student cell phones, earbuds and or smart watches must remain off, or silenced and in students' lockers. If a phone, earbud or smart watch is visible during class, said electronic device will be confiscated and stored in the office for parent pickup at the end of the school day. If a phone or smart watch is ringing/making noise in a student's locker, the student will be notified and the device will be confiscated and stored in the office for parent pickup at the end of the school day. In all confiscation situations, Parents will be notified by secretarial staff. After 3 infractions, students will receive an office referral for insubordination, student code of conduct will be administered accordingly.

DRESS

Student dress, hairstyle, or personal appearance that is substantially disruptive to the educational environment or that school officials can reasonably forecast will create a substantial disruption to the educational environment; is obscene, sexually explicit, indecent, or lewd; promotes the use of or advertises illegal substances; incites violence; contains "fighting words" or constitutes a true threat of violence; constitutes hate speech or symbols, including, but not limited to, swastikas or Confederate flags; is a threat to the safety, health, or welfare of students or others; violates any statute; is grounds for remedial or disciplinary action in accordance with the student code of

conduct. In all cases, including those not referenced above, if there is any doubt about dress and appearance, the building principal will make the final decision on appropriateness of clothing and accessories, including corresponding and appropriate disciplinary action that results.

Backpacks are NOT allowed in classrooms, and must remain in student lockers at all times during the school day.

STUDENT RIGHTS OF EXPRESSION

The District will balance student speech and expression rights with its responsibility to provide a safe, orderly learning environment. Students may not engage in speech or expressive conduct that would materially and substantially interfere with or disrupt school operations, including school activities and educational programming. An actual disruption is not required before school officials may regulate student speech or impose discipline if they can reasonably forecast a substantial and material disruption or interference with school operations. Students may be disciplined for speech or expressive conduct that: is materially and substantially disruptive or that school officials can reasonably forecast will create a substantial disruption; is obscene, sexually explicit, indecent, or lewd; promotes the use of or advertises illegal substances; incites violence; contains “fighting words” or constitutes a true threat of violence; constitutes hate speech or symbols, including, but not limited to, swastikas or Confederate flags; involves a student walkout; incites a violation of law, Board Policy, or rule; or is not constitutionally protected. Administrators will evaluate student speech on a case-by-case basis, including the location, context, and nexus to the school, before imposing discipline. Student activism is subject to these standards.

CARE OF PROPERTY

Students are responsible for the care of their own personal property. The school is not responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school.

LOST AND FOUND

Students who have lost items should check there and may retrieve their items from their school’s lost and found if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

FIELD TRIPS

Field trips are generally conducted during the school day and are governed by Board Policy 5506. All students are required to adhere and comply with conduct standards consistent with policy, handbook and code of conduct rules and regulations. No student may participate in any school-sponsored trip without parental consent.

SCHOOL-SPONSORED CLUBS AND EXTRACURRICULAR ACTIVITIES

Extracurricular activities, while an important part of the total school experience, are secondary to the academic program. Participation in extracurricular activities is a privilege, not a right.

The District has exclusive control over extracurricular activities including, but not limited to, formation, naming, structure, operation, financing, and discontinuance. Students and sponsors are governed by all Policies, applicable codes of conduct, and any other applicable rules or behavioral expectations.

Students who wish to participate in extracurricular activities must abide by Board Policy, applicable codes of conduct, and any other applicable rules or behavioral expectations. A student's failure to comply with Board Policy, applicable codes of conduct, and any other applicable rules or behavioral expectations may result in disciplinary action and exclusion from extracurricular activities.

NON SCHOOL-SPONSORED CLUBS AND ACTIVITIES

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

Students seeking to create a student-initiated, non-curricular club must first obtain approval from the building principal. If the building principal denies approval, the students seeking to create the club may submit a written appeal to the Superintendent or designee within 5 school days after the denial. The Superintendent or designee must make a decision on the appeal within 15 school days after receiving the appeal. If the Superintendent denies the club approval, the students may submit a written appeal to the Board within 5 school days after the denial. The Board will be deemed to have received the appeal at its next regularly scheduled meeting and will consider and make its final decision on the appeal at its next regularly scheduled meeting following the meeting when it receives the appeal (i.e., the Board's final decision will be made by the second regularly scheduled meeting after the appeal is filed). The Board's decision is final.

Student-initiated, non-curricular clubs may not conduct activities on school property without prior permission from the building principal. Student initiated, non-curricular clubs are permitted to meet on school property only before or after the school day, or during lunch periods; they are not permitted to meet during instructional time. Meetings may not materially and substantially interfere with the orderly conduct of the school's educational activities or violate any Policy or state or federal law.

The District may assign a staff member to be present in a supervisory, but not participatory, capacity at meetings or activities of student-initiated, non-curricular clubs. Persons not affiliated with the District may not direct, conduct, control, or regularly attend meetings or activities of student-initiated, non-curricular clubs.

No public funds may be expended on behalf of the student-initiated, non-curricular clubs covered by Policy 5510 except for the incidental cost of meeting space.

The District will comply with all applicable laws related to student-initiated, non-curricular clubs, including but not limited to the provisions of the Equal Access Act

and the Boy Scouts of America Equal Access Act, and will not discriminate against or deny access to clubs or other groups protected by the applicable laws.

SECTION II - ACADEMICS

COURSE OFFERINGS / GRADES

Course offerings and grading scales at the Junior/Senior High School can be accessed with the following link to view The Board approved Course Catalog: [District's academic and graduation requirement](#)

STUDENT ASSESSMENTS

In addition to ongoing course specific assessments that are used to assess and measure student progress, NWEA/ MAP Benchmark Assessments are administered three times/year. Memphis Community Schools will also administer all state required yearly assessments at given grade levels. State Assessment testing schedules can be found at: [Testing Schedule for Summative Assessments - Michigan](#)

Parents and students should watch for school communication for specific information pertaining to student assessments.

ZEROS AREN'T PERMITTED (ZAP)

Implementing a "Zeros Aren't Permitted" school policy can significantly enhance the educational experience and outcomes for students. This approach fundamentally transforms how schools handle incomplete or missing assignments, with a focus on: promoting accountability, promoting mastery of material, reducing academic failure and dropout rates, and mirroring real world situations as deadlines and responsibilities are often negotiable within reason, and the consequences for not meeting them usually involve rectifying the situation rather than outright failure.

All students enrolled in The District are expected to complete and turn in all assignments according to communicated expectations. Students who fail to complete or turn in assignments according to communicated expectations will be subject to building specific ZAP protocols, procedures and consequences.

Elementary Building:

Kindergarten-2nd Grade Students:

The purpose of ZAP in Early Elementary is to foster independent work skills and time management skills, as well as to serve as a homework support tool. In the ZAP room, students will receive additional support and learning opportunities if they need extra time or assistance to complete homework and in-class assignments, as determined by their classroom teacher.

3rd-6th Grade Students:

Students who need access to a ZAP as an extended learning opportunity because they did not turn in their homework assignments will be asked to fill out the ZAP form. Students will fill out the ZAP form in their classroom. During recess, the student will report to the ZAP room with all needed materials to complete the assignment.

All students will receive one warning on their first missing homework assignment. This warning will be communicated to parents by the classroom teacher. Students will have until the next school day to return the assignment. If the assignment is not returned the following school day, students will complete the assignment in the ZAP room.

Persistent (3 or more) ZAP infractions will result in Student Code of Conduct insubordination violations.

Jr/Sr High Building:

Junior / Senior High Students:

Students who have not completed work will need access to ZAP as an extended learning opportunity because they did not turn in an assignment in a certain class. Teachers will identify these students and complete a Zap form. Students will complete their missing assignment(s) during STING class in the corresponding Junior High or Senior High assigned ZAP room.

Persistent (3 or more) ZAP infractions will result in Student Code of Conduct insubordination violations.

SUMMER SCHOOL

The District may offer a summer school program to provide additional educational opportunities for students who need remedial instruction, credit recovery, or enrichment experiences. The Superintendent or designee will establish and implement procedures for the District's summer school program, which, if offered, will be communicated on a yearly basis to qualifying students' families. All students attending summer school programming are expected to follow all student handbook and student code of conduct policies.

GRADUATION REQUIREMENTS

Regular Diploma

A student must successfully complete all graduation requirements to earn a high school diploma. The Superintendent will ensure that the District's required credits and graduation criteria are consistent with state law and annually published in applicable student handbooks. To view the district's academic and graduation requirements click on the following link to view The Board approved Course Catalog: [District's academic and graduation requirement](#). Hard copies are available upon request.

Personal Curriculum

In some cases, it may be appropriate to modify the Michigan Merit Curriculum for a student. Modifications may only be made in accordance with state law. The Parent of a student who has completed grade 9 or a student who has reached age 18 may request a personal curriculum. A Parent of a student with a disability under the Individuals with Disabilities Education Act may request a personal curriculum before the student has completed grade 9. A teacher or school counselor may request that the District consider providing a student with a personal curriculum. If requested by a teacher, the teacher must currently teach or have expertise in a subject area proposed to be modified by the personal curriculum or the building principal must determine that the teacher has qualifications relevant to developing a personal curriculum. In all cases, a student's

personal curriculum must be developed in accordance with state law. For more information, please visit: [Personal Curriculum MDE Guide](#)

Certificate of Completion

In lieu of a traditional high school diploma, the Board recognizes completion certificates. Completion certificates are only available to students who are unable to satisfy District and state graduation requirements. A student who earns a completion certificate may participate in commencement and all other District graduation ceremonies and events to the same extent, and subject to the same rules, as students who have earned a traditional high school diploma. Receipt of a completion certificate does not terminate a student's right to a free appropriate public education under the Individuals with Disabilities Education Act.

COMMENCEMENT

The District may conduct a commencement ceremony for eligible students at the end of the school year. Participation in the ceremony is a privilege, not a right. The Superintendent or designee may prohibit students from participating in the ceremony as a consequence for misconduct. A student's disqualification from participating in the commencement ceremony does not impact the issuance of a diploma to the student, provided that all graduation requirements have been satisfied. "Eligible students" means those students who have completed all District graduation requirements or who have received a certificate of completion. A student may participate in only 1 commencement ceremony.

CLASS RANKING, INCLUDING RECOGNITION OF VALEDICTORIAN / SALUTATORIAN

Grade point averages will be computed on a four point scale with an extra one-half honor point being given for AP class grades of C or better and an extra one-quarter honor point for Honor class grades of C or better. Dual enrollment classes are based on a traditional 4 point scale, with no GPA bump. All students must earn a D- or higher to earn credit for any given course.

A = 4.0	A- = 3.7	B+ = 3.3	B = 3.0	B- = 2.7	C+ = 2.3
C = 2.0	C- = 1.7	D+ = 1.3	D = 1.0	D- = 0.7	E = 0.0

Beginning with the 24-25 school year, Seniors' second-semester grades will count towards their GPA for class rankings. The Valedictorian and Salutatorian will be announced at the Honors Convocation ceremony, not prior to that ceremony. Students in contention for these honors will have quarterly meetings with our guidance counselor to review their standings and discuss next steps.

DUAL ENROLLMENT

Dual enrolled students remain a Memphis student who earn their diploma from Memphis High School. These students earn a diploma and graduate at the end of Senior (12th grade) year, remaining eligible for all academic honors upon graduation including Valedictorian, Salutatorian, Summa, Magna, Cum Laude Honors and academic honor cords). Dual Enrolled students are included in Memphis GPA rankings.

Dual Enrolled students are required to be on campus at Memphis Jr/Sr High School for 4 contact hours per day. Per pupil accounting, the District will pay for a maximum of 2 dual enrollment classes per semester during any given semester. Students enrolling in any additional dual enrollment courses more than 2 courses in any given semester will be done so at the family's expense and does not reduce the number of contact hours required (4 contact hours / day) on campus at Memphis Jr/Sr High School.

Memphis Jr/Sr High School holds all students to high standards and expectations including students that choose to dual enroll while attending Memphis. Dual enrolled students will maintain regular attendance and remain enrolled in all college courses during the semester. Students who withdraw from classes outside of the refund withdrawal window will be financially responsible for reimbursing all funds that were paid for by Memphis Community Schools. Dual enrollment students who withdraw outside of the refund withdrawal window will not be eligible to dual enroll for the following semester. There will be no exceptions to this withdrawal rule. Any course selection errors during the course selection process, including but not limited to the student selecting an on-line class when the student wanted an in-person class, is the sole responsibility of the student and their Parent.

Each dual enrollment class counts as one high school semester academic class hour (.5 credit). For pupil accounting purposes, all MHS dual enrollment students must have a full day schedule. One semester dual enrollment class is equivalent to one semester class at Memphis High School.

Dual enrolled students will maintain passing grades (D or higher) in all Memphis and dual enrolled courses. All dual enrollment classes will be calculated into the student's high school GPA. There is NO GPA bump for Dual Enrollment students. Students that fail dual enrolled courses will not be eligible to dual enroll for the following semester.

All dual enrollment students are solely responsible for accessing, reading and responding to all SC4 emails and portal communication with SC4. Memphis Community Schools staff has zero ability to access student SC4 emails, SC4 portal, SC4 class registrations, SC4 class withdrawals, SC4 course communications, etc. The sole responsibility rests with the student, not MCS staff. Understanding all dual enrollment class schedule times and course deadlines is solely the student's responsibility.

All dual enrolled students must turn in the Memphis Dual Enrollment Agreement form with Parent signatures.

BLUE WATER MIDDLE COLLEGE

Students earn their HS diploma and officially graduate high school at the end of 13th year (along with earning Associate's Degree) as a BWMC student - HS diploma is issued from Blue Water Middle College. BWMC students are NOT eligible for Valedictorian, Salutatorian, or Summa, Magna, Cum Laude Academic Honors through Memphis HS, however, BWMC will be eligible for honors through SC4 and BWMC in accordance with their policies and procedures. BWMC students are eligible for honor cords for completed Memphis courses. BWMC students are NOT included in Memphis student ranking.

SECTION III - STUDENT CODE OF CONDUCT

STUDENT CONDUCT

The Board is committed to providing students and staff with a safe learning environment free from substantial disruption. Consistent with this commitment, the District may discipline students who engage in misconduct, up to and including suspension or expulsion from school. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation. Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

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

- A. on District property;
- B. at a school-sponsored or school-related event;
- C. on a school bus or vehicle;
- D. while traveling to or from school, including at a bus stop; and
- E. at any other time or place if the conduct has a nexus to the school, substantially disrupts the school environment, or as permitted by law.

Each student shall be expected to:

- A. abide by national, State, and local laws as well as the rules of the District (safe, respectful, responsible);
- B. adhere to all components of the student code of conduct;
- C. work cooperatively with others while striving to accomplish personal and individualized goals, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background; and
- D. help maintain a school environment that is safe, respectful, and responsible

POSSIBLE DISCIPLINARY CONSEQUENCES

Two types of disciplinary consequences are possible, **informal and formal**. Informal discipline occurs within the school, often in the form of an intervention. (IE: behavioral discussions, student reflections, restitution, positive reinforcements, positive practice opportunities, supervised cool downs or sensory breaks, loss of privileges, phone conferences with Parents, in-person meetings with staff, various detentions, etc.) Formal discipline occurs when a district administrator reviews a situation and determines formal discipline, in the form of removal from school, is necessary and appropriate.

Examples of formal discipline includes:

- A. administrative conference with the student
- B. student/parent/administrator conference (can be done by phone)
- C. financial restitution for damaged materials or property
- D. revoked privileges
- E. after school or Saturday detentions
- F. "suspend" or "suspension" means to exclude a pupil from school for disciplinary reasons for a period of fewer than 60 school days;

- G. “expel” or “expulsion” means to exclude a pupil from school for disciplinary reasons for a period of 60 or more school days;
- H. mandatory permanent expulsion;
- I. “restorative practices” means practices that emphasize repairing the harm to the victim and the school community caused by a student’s misconduct;
- J. Formal discipline can also occur when a teacher may suspend a student from any class, subject, or activity for up to one full school day if the teacher has good reason to believe that the student: intentionally disrupted the class, subject, or activity; jeopardized the health or safety of any of the other participants in the class, subject, or activity; or was insubordinate during the class, subject, or activity. Any teacher who suspends a student from a class, subject, or activity must immediately report the suspension and its reason to the building principal or designee. If a student is suspended from a class, subject, or activity, but will otherwise remain at school, the building principal or designee must ensure that the student is appropriately supervised during the suspension and, if the student is a student with a disability, that all procedures applicable to students with disabilities are followed. Any teacher who suspends a student from a class, subject, or activity must, as soon as possible following the suspension, request that the student’s Parent attend a Parent-teacher conference to discuss the suspension. The building principal or designee must attend the conference if either the teacher or the Parent requests the building principal’s attendance. The building principal or designee must make reasonable efforts to invite a school counselor, school psychologist, or school social worker to attend the conference.

Administrative issued suspensions and expulsions may carry over into the next school year.

Under Michigan law, a suspension of 10 or fewer school days is presumed to be reasonable. A suspension of more than 10 school days or an expulsion is, in most circumstances, presumed not to be justified. Before imposing a suspension or an expulsion, all staff must consider the Mandatory 7 Factors. The Mandatory Factors are as follows:

- A. Age of the student
- B. Disciplinary history of the student (habitual offender of misconduct violations))
- C. Disability status of the student
- D. Seriousness of the misconduct / behavior
- E. Whether the misconduct threatened the safety of staff and or students
- F. Whether restorative practices are a better option
- G. Whether a lesser intervention would properly address the misconduct

A building administrator may suspend a student for up to 10 school days pending further investigation and possible further disciplinary consequences, including a longer-term suspension or expulsion. Any time the Superintendent finds that a suspension of more than 10 school days is warranted, the Superintendent must base the rationale on the Mandatory 7 Factors and explain the rationale in writing. The Board may suspend or expel a student for an offense consistent with the student code of conduct. Before exercising this authority, the Board must consider the Mandatory 7 Factors and explain the rationale in writing.

Additionally, before suspending a student for any length of time, the District Administration must provide the student due process as described in Policy 5206A. If the student is a student with a disability, the student's discipline is also subject to Policy 5206B.

Mandatory Permanent Expulsion

Building principals and other administrators must refer all incidents that may result in a mandatory expulsion to the Superintendent or designee for transmission to the Board. As explained in Policy 5206, the Board recognizes that in some circumstances it may choose not to suspend or expel a student. The following are incidents that may result in Mandatory Expulsion:

- A. Possession of a Firearm - absent one of the exclusionary factors listed in Policy 5206, if a student possesses a firearm in a weapon-free school zone, the Board will permanently expel the student;
- B. Possession of a Dangerous Weapon (Other than a Firearm) - absent one of the exclusionary factors listed in Policy 5206, if a student possesses a dangerous weapon (other than a firearm) in a weapon-free school zone, the Board will consider whether to permanently expel the student or to impose a less severe penalty after first considering the Mandatory 7 Factors;
- C. Arson - if a student commits arson as defined in Revised School Code Section 1311, in a school building or on school grounds, the Board will consider whether to permanently expel the student or to impose a less severe penalty after first considering the Mandatory 7 Factors.
- D. Criminal Sexual Conduct - if a student commits criminal sexual conduct as defined in Revised School Code Section 1311, in a school building or on school grounds, or pleads to, is convicted of, or is adjudicated for criminal sexual conduct against another student enrolled in the District, the Board will consider whether to permanently expel the student or to impose a less severe penalty after first considering the Mandatory 7 Factors;
- E. Physical Assault Against Employee, Volunteer, or Contractor - if a student in grade 6 or above commits a physical assault at school against an employee, volunteer, or contractor and the victim reports the physical assault to the Board or to a school administrator or, if the victim is unable to report the assault, another person makes the report on the victim's behalf, the Board will consider whether to permanently expel the student or to impose a less severe penalty after first considering the Mandatory 7 Factors.
- F. Physical Assault Against Another Student - if a student in grade 6 or above commits a physical assault at school against another student and the physical assault is reported to the Board or to an administrator, the District will consider whether to suspend or expel the student or to impose a less severe penalty after first considering the Mandatory 7 Factors. A resident student in grade 6 or above who is currently expelled by another district or public school academy for committing a physical assault against another student may request to enroll in the District. The Superintendent or designee will consider the request along with any information the Superintendent or designee determines relevant. The Superintendent or designee may either grant or deny the request. The Superintendent's decision is final.
- G. Bomb Threat or Similar Threat - if a student in grade 6 or above makes a bomb threat or similar threat directed at a school building, other District property, or

at a school-related event, the District will consider whether to suspend or expel the student or to impose a less severe penalty after first considering the Mandatory 7 Factors. A resident student in grade 6 or above who is currently expelled by another district or public school academy for making a bomb threat or similar threat may request to enroll in the District. The Superintendent or designee will consider the request along with any information the Superintendent or designee determines relevant. The Superintendent or designee may either grant or deny the request. The Superintendent's decision is final.

Before the Board suspends or expels a student, the Superintendent or designee must provide the Parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a Board hearing at which the student may present evidence and witnesses to show that the student did not commit the suspected offense or that suspension or expulsion is not an appropriate consequence. The Superintendent or designee will provide the Parent or student at least 3 calendar days' notice before the hearing. The Parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing. The Board will not suspend or expel the student unless, following the hearing, a majority of the Board finds by a preponderance of the evidence that the student committed misconduct that should result in suspension or expulsion under either the student code of conduct or this Policy and that suspension or expulsion is the appropriate consequence. The Board's decision is final.

MISCONDUCT VIOLATIONS

Each of the behaviors described below may subject the student to disciplinary action, including suspension and/or expulsion from school. (Violations are not listed in order of severity and should not be viewed as such.)

1. Possession or use of drugs, alcoholic beverages, controlled substances, non-prescribed mind altering substances, or inhalants

Including but not limited to consumption, possession or under the influence of alcoholic beverages, controlled substances - including cannabinoids, marijuana, & THC, alleged drugs, non-prescribed mind altering substances, or any inhalants without prescription / inhalant delivery systems on school property, school owned vehicles or at school events. This includes look -alikes and such items as low or no - alcoholic beverages (O'Doul's, Sharp's, etc.) * Law enforcement authorities may be notified in cases of this misconduct. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

2. Delivery or receipt of alcohol

The act of delivering, receiving, purchasing, selling, supplying or arranging for the delivery, receipt, purchase, sale or supply of alcohol on school property, in school owned vehicles, or at school events. This includes look - a- like items and beverages advertised as low or no alcohol, such as O'Doul's, Sharp's, etc.) *Law enforcement authorities may be notified in cases of this misconduct. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

3. Delivery of drugs, alcoholic beverages, controlled substances, non-prescribed mind altering substances, or inhalants

(The act of delivering, receiving, purchasing, selling, supplying or arranging for the delivery, receipt, purchase, sale or supply of drugs, alcoholic beverages, controlled substances, non-prescribed mind altering substances, or inhalants or alleged controlled substances on school property, in school owned vehicles, or at school events.) *Law enforcement authorities may be notified in cases of this misconduct. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

4. Possession or use of tobacco or use of smoking paraphernalia, smokeless tobacco, or vaping paraphernalia while on school property, in school owned vehicles, or at school events is strictly prohibited. *Law enforcement authorities may be notified in cases of this misconduct.

5. Possession of a firearm

If a student possesses a firearm in a weapon-free school zone, the Board will permanently expel the student unless the student demonstrates, in a clear and convincing manner, at least one of the following:

- A. the student was not possessing the firearm to use as a weapon or to deliver, either directly or indirectly, to another person to use as a weapon;
- B. the student did not knowingly possess the firearm;
- C. the student did not know or have reason to know that the firearm constituted a “dangerous weapon”; or
- D. the student possessed the firearm at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

6. Possession of a dangerous weapon (other than a firearm)

“Dangerous weapon” means a firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles. If a student possesses a dangerous weapon (other than a firearm) in a weapon-free school zone, the Board will consider whether to permanently expel the student or to impose a less severe penalty after first considering the Mandatory 7 Factors. The Board is not required to expel a student for possession of a dangerous weapon (other than a firearm) if the student demonstrates, in a clear and convincing manner, at least one of the following:

- A. the student was not possessing the instrument or object to use as a weapon or to deliver, either directly or indirectly, to another person to use as a weapon;
- B. the student did not knowingly possess the weapon;
- C. the student did not know or have reason to know that the instrument or object constituted a “dangerous weapon”; or
- D. the student possessed the weapon at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

If a student demonstrates one of the above circumstances in a clear and convincing manner and the student has not been previously suspended or expelled

from school, the Board will not expel the student unless the Board finds that, based on the circumstances, expulsion is warranted.

7. Criminal sexual conduct

Criminal Sexual Conduct is when a person forces or pressures another person into unwanted sexual contact. This can be unwanted sexual penetration of the body or unwanted touching of private parts of the body. Some, but not all perpetrators force unwanted sexual contact when a victim is asleep, unconscious, under the influence of alcohol or drugs or physically helpless. Michigan law refers to sexual assault as “Criminal Sexual Conduct”. If a student commits criminal sexual conduct as defined in Revised School Code Section 1311, in a school building or on school grounds, or pleads to, is convicted of, or is adjudicated for criminal sexual conduct against another student enrolled in the District, the Board will consider whether to permanently expel the student or to impose a less severe penalty after first considering the Mandatory 7 Factors.

8. Use of an object as a weapon

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

9. Knowledge of dangerous weapons or threats of violence

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

10. Arson

If a student commits arson as defined in Revised School Code Section 1311, in a school building or on school grounds, the Board will consider whether to permanently expel the student or to impose a less severe penalty after first considering the Mandatory 7 Factors. The Superintendent or designee must ensure that if a student is expelled for committing arson, the student’s permanent record reflects the expulsion. The Superintendent or designee must refer a student who is expelled for committing arson to the county department of social services or the county community mental health agency and notify the student’s Parent (or the student, if the student is at least age 18 or is an emancipated minor) of the referral within 3 calendar days of the expulsion. Unless reinstated pursuant to Revised School Code Section 1311(6), a student expelled by another district or public school academy for committing arson may not enroll in the District.

11. Physical assault against an employee, volunteer, or contractor

If a student in grade 6 or above commits a physical assault at school against an employee, volunteer, or contractor and the victim reports the physical assault to the Board or to a school administrator or, if the victim is unable to report the assault, another person makes the report on the victim’s behalf, the Board will

consider whether to permanently expel the student or to impose a less severe penalty after first considering the Mandatory 7 Factors.

The Superintendent or designee must ensure that if a student is expelled for physically assaulting an employee, volunteer, or contractor, the student's permanent record reflects the expulsion. The Superintendent or designee must refer a student who is expelled for physically assaulting an employee, volunteer, or contractor to the county department of social services or the county community mental health agency and notify the student's Parent (or the student, if the student is at least age 18 or is an emancipated minor) of the referral within 3 calendar days of the expulsion. Unless reinstated pursuant to Revised School Code Section 1311a(5), a student expelled by another district or public school academy for physically assaulting an employee, volunteer, or contractor may not enroll in the District.

12. Physical assault against another student

If a student in grade 6 or above commits a physical assault at school against another student and the physical assault is reported to the Board or to an administrator, the District will consider whether to suspend or expel the student or to impose a less severe penalty after first considering the Mandatory 7 Factors. A resident student in grade 6 or above who is currently expelled by another district or public school academy for committing a physical assault against another student may request to enroll in the District. The Superintendent or designee will consider the request along with any information the Superintendent or designee determines relevant. The Superintendent or designee may either grant or deny the request. The Superintendent's decision is final.

13. Bomb threat or similar threat

If a student in grade 6 or above makes a bomb threat or similar threat directed at a school building, other District property, or at a school-related event, the District will consider whether to suspend or expel the student or to impose a less severe penalty after first considering the Mandatory 7 Factors. A resident student in grade 6 or above who is currently expelled by another district or public school academy for making a bomb threat or similar threat may request to enroll in the District. The Superintendent or designee will consider the request along with any information the Superintendent or designee determines relevant. The Superintendent or designee may either grant or deny the request. The Superintendent's decision is final.

14. Verbal or written threats

A verbal or written threat is any expression—spoken, written, electronic (including social media or text messages), or through gestures—that communicates an intent to cause harm, injury, or disruption to another individual, group, or the school environment which can reasonably be expected to induce another person to be in fear of danger of bodily injury or physical/emotional harm. This includes threats directed at students, staff, or the school itself, regardless of whether the threat is perceived as serious, joking, or conditional. Violations of this rule could result in suspension or expulsion.

15. Verbal assault

Verbal assault is any verbal or written communicated intent to inflict physical or other harm on another person, or verbal or written communication which can reasonably be expected to induce another person to be in apprehension or danger of bodily injury or harm, with a present intent and ability to act on the threat. Violations of this rule could result in suspension or expulsion.

16. Inciting, provoking, or instigating any code of conduct violation(s)

Inciting, provoking, or instigating is the act of prompting others into an action, specifically, an action that violates the student code of conduct. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

17. Extortion

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

18. Gambling

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.

19. Falsification of school work, identification, forgery

Falsification of work refers to the act of intentionally providing false information, altering documents, or misrepresenting one's own or others' academic work. This includes, but is not limited to, fabricating data, forging signatures, altering grades, submitting work that is not one's own, or presenting false information during evaluations and or assessments. Violations could result in grading penalties and suspension or expulsion.

20. False alarms, false reports

A false alarm or false report involves deliberately providing false information that triggers an unnecessary emergency response or creates a sense of danger or urgency. This includes, but is not limited to, falsely reporting the presence of a threat, fire, bomb, or other hazardous situations, or making false claims that lead to unwarranted evacuations, emergency drills, or panic. Such actions are serious offenses that not only disrupt the learning environment but also endanger the safety of students, staff, and emergency responders. Students engaging in this behavior will face strict disciplinary actions, which may include suspension, expulsion, and potential legal consequences.

21. Explosives

Explosives (including those intended to be pranks) involve the use or simulation of explosive materials, devices, or substances in a manner intended to cause shock, fear, or disruption. This includes, but is not limited to, setting off fireworks, creating makeshift explosive devices, or using any other materials that mimic the effects of an explosion within school grounds. These actions are not only

dangerous but can also cause physical harm, emotional distress, and significant disruptions to the school environment. Students engaging in this behavior will face strict disciplinary actions, which may include suspension, expulsion, and potential legal consequences.

22. Trespassing

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

23. Theft

When a student is caught stealing school or someone's property, the student will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the building principal. The school is not responsible for personal property. Theft may result in suspension or expulsion.

24. Insubordination

School staff is acting "in loco parentis," which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic insubordination can result in suspension and / or expulsion.

25. Damaging property

Vandalism, disregard, and/or intentional destruction of school property will not be tolerated. This includes damaging and/or vandalizing chromebooks. Damage to school property, including chromebooks, will result in fines proportional to the damage incurred. Therefore, violations of this misconduct could result in financial restitutionary action, and/or suspension or expulsion.

26. Persistent absence or tardiness

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world-of-work. Excessive absences or tardiness could lead to administrative disciplinary action.

27. Unauthorized use of school or private property

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the internet and communication networks in a manner not sanctioned by policy and administrative guidelines. Violations of this rule could result in suspension or expulsion.

28. Refusing to accept discipline

Refusing to accept discipline refers to a student's deliberate disregard or non-compliance with the consequences or corrective actions imposed by school authorities following a violation of school rules or policies. This includes, but is not limited to, ignoring detention, failing to attend mandatory meetings, refusing to complete assigned corrective tasks, or openly defying the authority of school staff. Such behavior undermines the structure and effectiveness of the school's disciplinary system and can lead to more severe consequences. Students who refuse to accept discipline may face escalated penalties, including suspension, loss of privileges, or additional disciplinary measures.

29. Persistent, pervasive and repeating disruptive behavior

Persistent, pervasive and repeating disruptive behavior refers to behaviors or actions that repeatedly and consistently interfere with the normal functioning of a classroom, school environment, or educational process. These disruptions are not isolated incidents but occur regularly over time, significantly affecting the ability of students, teachers, and staff to engage in teaching, learning, or school activities. Violations of this infraction are subject to suspension or expulsion.

30. Displays of affection

Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Such behavior may result in suspension from school or possibly expulsion.

31. Cell phones

Elementary - During the school day, students' cell phones, earbuds, and smart watches must be turned off and remain in students' lockers. If a phone, earbud or smart watch is visible during the school day, said electronic device will be confiscated and stored in the office for parent pickup at the end of the school day. Parents will be notified by secretarial staff. If an electronic communication device stored in a locker is not silenced or powered off and rings or makes noise, it will be confiscated, and parents/guardians will be notified for pickup. When a pattern of behavior is established, students will receive an office referral for insubordination, and the student code of conduct will be administered accordingly.

Jr/Sr High - With the exception of passing time or lunch, NO cell phones, earbuds, and / or smart watches are permitted in classrooms from class bell to class bell. During the instructional time, student cell phones, earbuds and or smart watches must remain off, or silenced and in students' lockers. If a phone, earbud or smart watch is visible during class, said electronic device will be confiscated and stored in the office for parent pickup at the end of the school day. If a phone or smart watch is ringing/making noise in a student's locker, the student will be notified and the device will be confiscated and stored in the office for parent pickup at the end of the school day. In all confiscation situations, Parents will be notified by secretarial staff. After 3 infractions, students will receive an office referral for insubordination, student code of conduct will be administered accordingly.

32. Violation of individual school/classroom rules

All students in the District are expected to be: Safe, Respectful, and Responsible at all times. Additionally, each classroom learning environment has different rules for students. Individual classroom rules are for the safe and orderly operation of that environment. Persistent violations of rules could result in suspension or expulsion.

33. Disruption of the educational process

Disruption to the educational process refers to any behavior that significantly interferes with the normal functioning of classroom activities, school operations, or the overall learning environment. This includes, but is not limited to, excessive talking, making inappropriate noises, using electronic devices without permission, engaging in horseplay, or any actions that distract students or teachers from the educational objectives. Such disruptions not only hinder the academic progress of the individual student but also affect the learning experience of others. Students who engage in disruptive behavior may face disciplinary actions, which can include warnings, removal from the classroom, detention, or more serious consequences (such as suspension or expulsion) depending on the severity and frequency of the disruption.

34. Harassment

Harassment involves any unwanted or unwelcome behavior that demeans, intimidates, or threatens another person, that when repeated enough, or serious enough, negatively impacts a student's educational, physical or emotional well being. This can include verbal, physical, or online conduct that targets an individual or group based on race, color, national origin, ethnicity, religion, sex (including gender identity or expression, sexual orientation, pregnancy, childbirth, or a related condition), age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis in admission, access to District programs and activities, or employment. Unlawful discrimination, including unlawful harassment and retaliation, in District programs, services, and activities is prohibited, whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment. Examples of harassment include, but are not limited to, name-calling, spreading rumors, making offensive jokes, bullying, or any form of repeated and intentional behavior that creates a hostile or uncomfortable environment for the victim. Harassment is strictly prohibited and will not be tolerated within the school community. Students who engage in harassing behaviors will face serious disciplinary actions, including the possibility of suspension, expulsion, and possible legal consequences, depending on the severity of the offense. Complaints alleging Unlawful Discrimination, harassment, and Retaliation against a student will be investigated using the process outlined in Policies [3115](#); [3115 A](#); [3115 B](#); [3115 C](#); [3115 D](#); [3115 E](#); [3115 F](#); [3115 F 1](#); [3115 F 2](#); [3115 G](#); & [3115 H](#).

Any student that believes they have been/or are the victim of harassment should immediately report the situation to any staff member. Complaints will be investigated according to policy and law. Every student should, and every staff

member **must** report any situation that they believe to be improper harassment of a student.

35. Hazing

Hazing is prohibited. Hazing is an intentional or reckless act directed against a student that endangers the student's physical or mental health or safety that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization, activity, team, or social group. This Policy applies regardless of a student's consent, permission, or assumption of risk. Any student who engages in hazing may be subject to discipline. Substantiated incidents of hazing will face significant consequences, including but not limited to suspension and expulsion. Hazing includes, but is not limited to:

- A. physical brutality or punishment (e.g., whipping, beating, striking, branding, or placing a harmful substance on a student's body);
- B. physical activity that subjects a student to an unreasonable risk of harm that adversely affects a student's physical or mental health or safety (e.g., sleep deprivation, exposure to the elements, confinement in a small space, or undressing or exposing a student);
- C. consumption of food, liquid, alcohol, drugs, or other substance that subjects a student to an unreasonable risk of harm or that adversely affects a student's physical or mental health or safety;
- D. an activity that induces, causes, or requires a student to commit a crime or an act of hazing;
- E. intentional humiliation or embarrassment of a student;
- F. detention or seclusion of a student; and
- G. other activities that subject a student to an unreasonable risk of harm or that adversely affect a student's physical or mental health or safety.

36. Bullying and other aggressive behavior

Bullying, (including cyberbullying,) at school is prohibited. Bullying is any written, verbal, or physical act, or electronic communication that is intended to or that a reasonable person would know is likely to harm one or more students directly or indirectly by doing any of the following:

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

If a student, staff member, or other person suspects there has been a bullying incident, the person must promptly report the incident to the building principal or designee, or to the Responsible School Official(s). Reports of bullying can be made

anonymously with the use of the Yellowjacket Tip Line found on the District's website. All bullying complaints will be promptly investigated. Retaliation or false accusations against the target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying, are prohibited. Substantiated incidents of bullying will face significant consequences, including but not limited to suspension and expulsion. The complete Anti-Bullying Policy can be accessed on the District's website, or by clicking [HERE](#). Violations of this rule could result in suspension or expulsion.

37. Criminal acts

Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated.

Students should be aware that state law requires that school officials, teachers and appropriate law enforcement officials be notified when a student of this District is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community. Criminal acts will be disciplined to the fullest extent allowable under Revised School Code.

38. Gangs / Gang Activity

Gangs which initiate, advocate or promote activities which threaten the safety or well being of persons or which are disruptive to the school environment are prohibited. Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student will be disciplined to the fullest extent of Revised School Code; law enforcement will be notified.

39. Profanity, vulgar & offensive speech / displays

Any behavior, acts, language, "jokes", slanderous comments, defamatory comments, rumors, messages, displays, printing, possession, distribution, or sharing of content which is considered to be obscene, disrespectful, vulgar, profane and/or violates community held standards of good taste will be subject to disciplinary action. Speech, communication, and displays, whether made on-campus or off-campus, which tend to disrupt the orderly conduct of the educational process, will result in disciplinary action including but not limited to suspension and expulsion. Additionally, profanity, vulgar, and offensive speech may result in a harassment investigation as stipulated by Board policy.

40. Other misconduct not covered under other category

As stated on page 2, this handbook is not intended to cover every possible situation or circumstance that may arise. As such, administration retains the authority and responsibility to address and respond to situations and conduct that may not be expressly written in this handbook. Misconduct

40 is in place expressly for that purpose. Consequences for this offense can include suspension and or expulsion recommendations depending on the severity of the associated misconduct.

SECTION V - APPENDICES:

TITLE IX HARASSMENT & TITLE IX COMPLAINT FORM

3115 Non-Discrimination, Anti-Harassment, and Non-Retaliation (including Title IX and Elliott-Larsen Civil Rights Act)

The District does not discriminate on the basis of race, color, national origin, ethnicity, religion, sex (including gender identity or expression, sexual orientation, pregnancy, childbirth, or a related condition), age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis in admission, access to District programs and activities, or employment. Unlawful discrimination, including unlawful harassment and retaliation, in District programs, services, and activities is prohibited.

The Board directs the Superintendent or designee to designate one or more employees to serve as the District's applicable Coordinator(s), as described in Policy 3115B.

- A. Definitions: For definitions related to the District's non-discrimination, anti-harassment, and non-retaliation policy, including examples of prohibited conduct, see Policy 3115A – Definitions.
- B. Designation of Coordinators: To find the appropriate coordinator/compliance officer, see Policy 3115B – Designation of Coordinators.
- C. Supportive Measures: For more information about supportive measures, see Policy 3115C – Supportive Measures.
- D. Informal Resolution: For more information about informal resolution, see Policy 3115D – Informal Resolution.
- E. Grievance Procedure and Remedies: For more information about the grievance procedure for investigating unlawful discrimination, harassment, and retaliation complaints, and for possible remedies, see Policy 3115E – Grievance Procedure and Remedies.
- F. Complaint Dismissal and Appeals: For more information about dismissing a complaint, appealing a complaint dismissal, or appealing a determination of responsibility, see Policy 3115F – Complaint Dismissal and Appeals.
- G. Pregnancy Discrimination: For more information about preventing and responding to pregnancy discrimination, see Policy 3115G – Additional Requirements to Prevent and Address Pregnancy Discrimination.
- H. Training, Recordkeeping, and Notice: For more information about training requirements, recordkeeping protocols, and notice of the District's non-discrimination policy, see Policy 3115H – Training Requirements, Recordkeeping, and Policy Notice.

Legal authority: 20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701 et seq., 794, 2601 et seq., 6101 et seq.; 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1, et seq.; MCL 37.1101 et seq., 37.2101 et seq.

Date adopted: 8/26/24
Date revised:

To digitally access the complete Title IX Sexual Harassment policy, click [here](#). Hard copies of the complete policy are available at every school office and central office and can be obtained by request.

3115-F-1 Discrimination, Harassment, and Retaliation Complaint Form

District Letterhead

This form is being submitted by: _____

Complainant Name: _____

Phone: _____ Email: _____

If the Complainant is a student:

Date of Birth: _____ Grade: _____

School Building Attending: _____

If the Complainant is an employee:

Job Title: _____ Building: _____

Complaint Details

Reporter's Name and Relationship to Complainant: _____

Reporter's Phone: _____ Reporter's Email: _____

Respondent's Name: _____ Respondent's
Relationship to
Complainant: _____

1. Describe the alleged discrimination that you are requesting the District investigate. Please be specific. Describe the incident(s) and identify the individuals and potential witnesses involved. Describe or attach any evidence you believe is relevant. Attach additional pages if needed.

2. Describe the date/time/location(s) of the alleged incident(s).

3115-F-1 Discrimination, Harassment, and Retaliation Complaint Form

3. What would you like the District to do to remedy the situation?

Signature

Date

For more information about the District's complaint investigation process, see Policies 3115 through 3115H.

A person alleging discrimination may file a Complaint using the District's Grievance Procedure. A Complaint may also be filed at any time with the Office for Civil Rights (OCR), U.S. Department of Education, 1350 Euclid Avenue, Suite 325, Cleveland, OH 44115. Filing a Complaint with the District is not a prerequisite to filing with OCR.

Use of this form is not required, but it does assist the District in gathering data related to the Complaint to ensure a prompt investigation. A Complainant's failure to use this form will not be the basis to delay an investigation.

To digitally access the Title IX complaint form, click [here](#). Hard copies of the complaint form are available at every school office and central office and can be obtained by request.

Anti Bullying Policy

5207 Anti-Bullying Policy

All types of bullying, including cyberbullying, without regard to subject matter or motivating animus are prohibited.

A. Prohibited Conduct

- i. Bullying, including cyberbullying, a student at school is prohibited. Bullying is any written, verbal, or physical act, or electronic communication that is intended to or that a reasonable person would know is likely to harm one or more students directly or indirectly by doing any of the following:
 - i. substantially interfering with a student's educational opportunities, benefits, or programs;
 - ii. adversely affecting a student's ability to participate in or benefit from the District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
 - iii. having an actual and substantial detrimental effect on a student's physical or mental health; or
 - iv. causing substantial disruption in, or substantial interference with, the District's orderly operations.
- ii. Retaliation or false accusations against the target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying, are prohibited.

B. Reporting an Incident

- i. If a student, staff member, or other person suspects there has been a bullying incident, the person must promptly report the incident to the building principal or designee, or to the Responsible School Official(s), as defined below.

A report may be made in person, by telephone, or in writing (including electronic transmissions). If a bullying incident is reported to a staff member who is not the building principal, designee, or a Responsible School Official, the staff member must promptly report the incident to the building principal, designee, or a Responsible School Official.

To encourage reporting of suspected bullying or related activities, each building principal, after consulting the Responsible School Official(s), will create, publicize, and implement a system for anonymous reports. The system must emphasize that the District's ability to investigate anonymous reports may be limited.

- ii. Complaints that the building principal has bullied a student must be reported to the Superintendent. Complaints that the Superintendent has bullied a student must be reported to the Board President.

C. Investigation

All bullying complaints will be promptly investigated. The building principal or designee will conduct the investigation, unless the building principal or Superintendent is the subject of the investigation. If the building principal is the subject of the investigation, the Superintendent or

designee will conduct the investigation. If the Superintendent is the subject of the investigation, the Board President will designate a neutral party to conduct the investigation. A description of each reported incident, along with all investigation materials and conclusions reached, will be documented and retained.

D. Notice to Parent/Guardian

If the investigator determines that a bullying incident has occurred, the District will promptly notify the victim's and perpetrators' parents in writing.

E. Annual Reports

At least annually, the building principal or designee, or the Responsible School Official, must report all verified bullying incidents and the resulting consequences, including any disciplinary action or referrals, to the Board. The District will annually report incidents of bullying to MDE in the form and manner prescribed by MDE.

F. Responsible School Official

G. The Superintendent is the "Responsible School Official" for this Policy and is responsible for ensuring that this Policy is properly implemented. This appointment does not reduce or eliminate the duties and responsibilities of the building principal or designee as described in this Policy.

H. Posting/Publication of Policy

The Superintendent or designee will ensure that this Policy is available on the District's website and incorporated into student handbooks and other relevant school publications.

The Superintendent or designee will submit this Policy to the MDE within 30 days after its adoption.

Training. The Responsible School Official will provide and require annual training opportunities for District personnel who have significant contact with students on preventing, identifying, responding to, and reporting incidents of bullying.]

Educational Programs. The Responsible School Official will periodically arrange or otherwise provide educational programs for students and parents on preventing, identifying, responding to, and reporting incidents of bullying and cyberbullying. The Responsible School Official may arrange for teachers to address these same issues within the classroom curriculum.]

I. Definitions

- i. "At school" means 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 it is held on school premises. "At school" also includes any conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the device or provider is owned by or under the control of the District.
- ii. "Telecommunications access device" means any of the following:

- i. any instrument, device, card, plate, code, telephone number, account number, personal identification number, electronic serial number, mobile identification number, counterfeit number, or financial transaction device defined in MCL 750.157m (e.g., an electronic funds transfer card, a credit card, a debit card, a point-of-sale card, or any other instrument or means of access to a credit, deposit, or proprietary account) that alone or with another device can acquire, transmit, intercept, provide, receive, use, or otherwise facilitate the use, acquisition, interception, provision, reception, and transmission of any telecommunications service; or
- ii. any type of instrument, device, machine, equipment, technology, or software that facilitates telecommunications or which is capable of transmitting, acquiring, intercepting, decrypting, or receiving any telephonic, electronic, data, internet access, audio, video, microwave, or radio transmissions, signals, telecommunications, or services, including the receipt, acquisition, interception, transmission, retransmission, or decryption of all telecommunications, transmissions, signals, or services provided by or through any cable television, fiber optic, telephone, satellite, microwave, data transmission, radio, internet based or wireless distribution network, system, or facility, or any part, accessory, or component, including any computer circuit, security module, smart card, software, computer chip, pager, cellular telephone, personal communications device, transponder, receiver, modem, electronic mechanism or other component, accessory, or part of any other device that is capable of facilitating the interception, transmission, retransmission, decryption, acquisition, or reception of any telecommunications, transmissions, signals, or services.
- iii. “Telecommunications service provider” means any of the following:
 - i. a person or entity providing a telecommunications service, whether directly or indirectly as a reseller, including, but not limited to, a cellular, paging, or other wireless communications company or other person or entity which, for a fee, supplies the facility, cell site, mobile telephone switching office, or other equipment or telecommunications service;
 - ii. a person or entity owning or operating any fiber optic, cable television, satellite, internet based, telephone, wireless, microwave, data transmission, or radio distribution system, network, or facility; or
 - iii. a person or entity providing any telecommunications service directly or
 - iv. indirectly by or through any distribution systems, networks, or facilities.

Legal authority: MCL 380.1310b; MCL 750.157m, 750.219a
 Date adopted: May 20, 2024
 Date revised:

To digitally access the complete Anti Bullying policy, click [here](#). Hard copies of the complete policy are available at every school office and central office and can be obtained by request.

Protection of Pupil Rights

5308 Protection of Pupil Rights

A. Surveys, Analyses, and Evaluations

Parents may inspect any survey created by a third party before that survey is administered or distributed to their student. All survey inspection requests must be made in writing to the building principal before the survey's scheduled administration date.

The District must obtain written consent from a student's Parent before the student is required to participate in a survey, analysis, or evaluation funded, in whole or in part, by the U.S. Department of Education that would reveal sensitive information. For all other surveys, analyses, or evaluations that would reveal sensitive information about a student, the District will provide prior notice to the student's Parent and an opportunity for the Parent to opt their student out.

Employees may not request or disclose the identity of a student who completes a survey, evaluation, or analysis containing sensitive information.

"Sensitive information" includes:

- i. political affiliations or beliefs of the student or the student's Parent;
- ii. mental or psychological problems of the student or the student's family;
- iii. sexual behavior or attitudes;
- iv. illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of other persons with whom the student has close family relationships;
- v. legally recognized privileges or analogous relationships, such as those with lawyers, physicians, and ministers; religious practices, affiliations, or beliefs of the student or the student's Parent; or
- vi. income (other than that required by law to determine eligibility for participating in a program or for receiving financial assistance under that program).

B. Invasive Physical Examinations

Parents may refuse to allow their students to participate in any non-emergency, invasive physical examination or screening that is: (1) required as a condition of attendance, (2) administered and scheduled by the District, and (3) not necessary to protect the immediate health and safety of a student. "Invasive physical examination" means:

- i. any medical examination that involves the exposure of private body parts;
- ii. or any act during an examination that includes incision, insertion, or injection into the body that does not include a hearing, vision, or scoliosis screening.

C. Collection of Student Personal Information for Marketing

No employee will administer or distribute to students a survey or other instrument for the purpose of collecting personal information for marketing or selling that information.

“Personal information” means individually identifiable information that includes:

- i. students and Parents’ first and last name;
- ii. home or other physical address;
- iii. telephone number; or
- iv. Social Security Number.

This Policy does not apply to the collection, disclosure, or use of personal information for the purpose of providing educational services to students, such as:

- i. post-secondary education recruitment;
- ii. military recruitment;
- iii. tests and assessments to provide cognitive, evaluative, diagnostic, or achievement information about students; or
- iv. student recognition programs.

D. Inspection of Instructional Material

Parents/guardians may inspect instructional material consistent with Policy 5401.

E. Notification of Rights and Procedures

The Superintendent or designee will notify Parents of:

- i. this Policy and its availability upon request;
- ii. how to opt their child out of participation in activities as provided for in this Policy;
- iii. the approximate date(s) when a survey, evaluation, or analysis that would reveal sensitive information is scheduled or expected to be scheduled;
- iv. the approximate date(s) when the District or its agents intend to administer a non-emergency, invasive physical examination or screening required as a condition of attendance (except for hearing, vision, or scoliosis screenings); and
- v. how to inspect any survey or other material described in this Policy.

This notification will be given to Parents at least annually at the beginning of the school year and within a reasonable period after any substantive change to this Policy.

Parents who believe their rights have been violated may file a complaint with:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Legal authority: 20 USC 1232h

Date adopted: 5/20/24

Date revised:

Directory Opt Out Form

Memphis Community Schools Directory Information Opt-Out Form

Dear Parents:

Memphis Community Schools may disclose certain directory information about students for various purposes, including school publications and external requests. In compliance with the Family Educational Rights and Privacy Act (FERPA), you have the right to opt out of the disclosure of your child's directory information.

Directory Information may include:

- Student's name
- Address
- Telephone number
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Photograph (including photos and videos depicting participation in activities, sports, events and classes)
- Grade level
- Enrollment status

Common Uses of Directory Information:

1. **School Publications:** Such as yearbooks, academic, extracurricular, or athletic event programs, graduation programs, honor roll lists, and newsletters.
2. **Media and Public Relations:** Sharing student achievements, events, and activities with local media and the community.
3. **External Organizations:** Including companies that manufacture class rings or publish yearbooks.
4. **School Directories:** Lists provided to parent-teacher organizations, alumni associations, and similar groups.
5. **Military Recruiters and Institutions of Higher Education:** For recruitment purposes, as required by law.

Opt-Out Choice:

Please complete and return the section below if you do not wish for your child's directory information to be shared for the purposes listed above.

Parent/Guardian Name:

Student's Full Name:

Student's Grade:

School Name:

I, _____ (**Parent/Guardian Name**), request that Memphis Community Schools **not disclose** the directory information of my child, _____ (**Student's Full Name**), for the following purposes:

(Check all that apply)

- ☐ School Publications (this includes sports programs and awards ceremonies)
- ☐ Media and Public Relations (this includes local media and District Social Media)
- ☐ External Organizations (this includes yearbook and Jostens)
- ☐ School Directories
- ☐ Military Recruiters
- ☐ Institutions of Higher Education
- ☐ Other, Please Specify _____

Signature:

Date:

Please return this form to your child's school office or the district office by **September 30, of Current School Year**.

Note: If this form is not returned by the specified date, the district may disclose your child's directory information as described above. Your decision to opt out will remain in effect for the duration of the school year unless otherwise specified.

For any questions or concerns, please contact the Memphis Community Schools District Office at **810-535-8225**.

Parent/Guardian Name:

Student's Full Name:

Student's Grade:

School Name:

I, _____ (**Parent/Guardian Name**), request that Memphis Community Schools **not disclose** the directory information of my child, _____ (**Student's Full Name**), for the following purposes:

(Check all that apply)

- ☐ School Publications (this includes sports programs and awards ceremonies)
- ☐ Media and Public Relations (this includes local media and District Social Media)
- ☐ External Organizations (this includes yearbook and Jostens)
- ☐ School Directories
- ☐ Military Recruiters
- ☐ Institutions of Higher Education
- ☐ Other, Please Specify _____

Signature:

Date:

Please return this form to your child's school office or the district office by **September 30, of Current School Year**.

Note: If this form is not returned by the specified date, the district may disclose your child's directory information as described above. Your decision to opt out will remain in effect for the duration of the school year unless otherwise specified.

For any questions or concerns, please contact the Memphis Community Schools District Office at **810-535-8225**.

DISTRICT TECHNOLOGY & ACCEPTABLE USE POLICY AGREEMENT

The Board will provide students, staff, volunteers, and other authorized users access to the District's technology resources, including its computers and network resources, in a manner that encourages responsible use. Utilization of District technology is with full understanding and agreement that the user consents to a release of all claims and liability against the District for use of District technology resources. Further, it also understood and agreed upon that users of District technology resources may be monitored by the District and that the use may be subject to FOIA or disclosure in litigation.

Any use of District technology resources that violates federal or state law is expressly prohibited. The acceptable use policy includes agreement that a release of all claims and liability against the District for use of District technology resources. Student use of District technology is a privilege, not a right, and is governed by Policy 3116 and the applicable acceptable use agreement. A student's failure to comply with Policy 3116 and the applicable acceptable use agreement may result in discipline or loss of technology privileges. Students have no expectation of privacy with use of District technology resources.

The Board of Education provides Technology Resources to support the educational and professional needs of its students and staff. Users recognize that use of the internet and other online information services is a privilege, not a right, and therefore can be revoked at any time based on inappropriate misuse of District resources. Students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose. The District does not guarantee that the District's technology resources will be error free or uninterrupted.

The Board regulates the use of District Technology Resources by principles consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. Board policy 3116, in its entirety, and the Student Code of Conduct govern the District's Technology and Acceptable Use Policy when they are connected to the District computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Board-owned property or at a Board- sponsored activity.

Pursuant to Federal law, the Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using District Technology Resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's

Internet Protection Act. Any user who attempts to disable the technology protection measures will be subject to discipline. Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

The Board complies with the Children's Internet Protection Act ("CIPA") and directs its administration to:

- A. Monitor minors' online activities and use technology protection measures on the District's computers with internet access to block minors' access to visual depictions that are obscene, constitute child pornography, or are harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
 - 1. taken as a whole and as to minors, appeals to a prurient interest in nudity, sex, or excretion;
 - 2. depicts, describes, or represents, in a patently offensive way as to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - 3. taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- B. Use technology protection measures on the District's computers with internet access to block all access to visual depictions that are obscene or that constitute child pornography. The technology protection measures may be disabled by authorized personnel during adult use to enable access to bona fide research or for other lawful purposes. The Superintendent or designee will determine which District personnel are authorized to disable the protection measures.
- C. Educate minors about appropriate online behavior, including interacting with other people on social networking websites and chat rooms, as well as cyberbullying awareness and response.
- D. Prohibit access by minors to inappropriate matter on the internet.
- E. Prohibit unauthorized access, including hacking and other unlawful online activity by minors.
- F. Prohibit the unauthorized disclosure, use, and dissemination of personal identification information about minors.
- G. Restrict minors' access to materials that are inappropriate for minors. The Board defines materials that are "inappropriate for minors" to include obscene depictions, child pornography, and any other material harmful to minors.
- H. Encourage the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communication.

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as required. Additionally, Students may only use District Technology Resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use.

Online activity of users' monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Provisions to protect the integrity of District technology resources are required, including a requirement that each user only access the resources by using that user's assigned username and password. Additionally, users will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, students shall use their school- assigned email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students are responsible for good behavior when using District Technology Resources – i.e., behavior comparable to that expected of students when they are in classrooms, school hallways, and other school premises and school-sponsored events. The student code of conduct applies to District technology resources use, including policies pertaining to the prohibition of bullying, harassing, or intimidating others, and the requirement that all users report any material that is threatening, harassing, or bullying towards others.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District Technology Resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent and Technology Director as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of district technology resources.

Users are required to refrain from actions that are illegal, or actions that would be considered a misuse of District technology resources. Misuse of District technology resources may result in loss of access to the resources and potential disciplinary action. Users are prohibited from misusing District technology resources, including but not limited to:

- A. libel;
- B. slander;
- C. vandalism;
- D. bullying, harassment, and retaliation;
- E. theft;
- F. plagiarism;
- G. divulging personal information about yourself or others to strangers (includes addresses, telephone numbers, credit card numbers, passwords or other confidential information);

- H. commercial activities by for-profit organizations, product promotion, political lobbying or illegal activities;
- I. damaging computers, computer systems or computer networks;
- J. violating copyright laws;
- K. communicating inappropriately with students;
- L. accessing pornography (including but not limited to searching, downloading, sending or receiving);
- M. accessing other user accounts or files without authorization;
- N. conducting personal business or activities;
- O. accessing or downloading confidential information (including student information) which the user has no legitimate educational need to know;
- P. accessing or downloading unauthorized software or programs;
- Q. unkind acts of technology (such as personal attacks, invasion of privacy, injurious comment, and the like.

Users have no right or expectation to privacy when using District Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

SCHOOL BUS TRANSPORTATION & BUS CONDUCT

The district provides transportation for all students who are residents of the district. The transportation schedule and routes are available by contacting the Transportation Director at (810) 535-8230. Since it is very important for the safety of our students while being transported on a school bus, it is the philosophy of the Memphis Community School District that behavior on a bus is an extension of the students conduct in the classroom. Persistent and/or egregious misconduct violation(s) Typically, absent extenuating circumstances, discipline problems on a school bus will be responded to in the following manner:

Regular Bus Runs:

Any student who is deemed to cause a disturbance on the bus, thereby impairing the safety of other passengers and himself, may be given a Bus Violation Ticket. Tickets will be issued under the following guidelines:

Bus driver writes ticket, (bus driver notification to parent), Transportation gives ticket to school, Secretary enters into PowerSchool, Parent provided ticket.

Elementary School:

1. Warning Notice - Parental notification of inappropriate student behavior, but may result in an extended period of suspension, or permanent removal, depending on the severity of the violation.
2. First Ticket – One day off of the school bus, but may result in an extended period of suspension, or permanent removal, depending on the severity of the violation.

3. Second Ticket – Three school days off of the bus, but may result in an extended period of suspension, or permanent removal, depending on the severity of the violation.
4. Third Ticket – Five school days off of the bus, but may result in an extended period of suspension, or permanent removal, depending on the severity of the violation. At the time of the third ticket, either the bus driver or the parent may request a meeting with the parties involved.
5. Fourth ticket - Results in no less than ten (10) school days off of the bus, but may result in an extended period of suspension, or permanent removal, depending on the severity of the violation.

All bus suspensions will carry over into the next school year.

Jr/Sr High School:

1. First Ticket - One to Three school days off of the bus, but may result in an extended period of suspension, or permanent removal, depending on the severity of the violation.
2. Second Ticket –Three to Five school days off of the bus, but may result in an extended period of suspension, or permanent removal, depending on the severity of the violation.
3. Third Ticket – Five to Ten school days off of the bus. If the need arises for a fourth ticket, it may result in no less than ten (10) school days off of the bus, but may result in an extended period of suspension, or permanent removal, depending on the severity of the violation.

All bus suspensions will carry over into the next school year.

TEC Center Runs:

Riding the TEC Center bus is an earned privilege. Proper behavior must be displayed at all times, from all students.

When a student is suspended from the bus, it will be the parent's responsibility to transport the student to and from the TEC Center or any school event scheduled for days of bus suspension. (athletics, band) If, in the opinion of an administrator, the severity of the ticket warrants a greater number of days off the bus, then the greater number shall be given. (Example: lighting a match or cigarette, fighting, gross insubordination, etc.) These suspensions will carry over to the next school year. Parents will be notified before the suspension is enforced. If a student has to be removed from a bus during a run, it may result in further school discipline, such as detentions or suspensions.

Hearing

Students suspended from the bus are entitled to a hearing within five days of the violation. The hearing will be with the building Principal, Transportation Supervisor, Bus Drive, Union Representative, the Student and his/her parent/guardian. At a parent's request a meeting will be scheduled if necessary with the school administration, transportation director and bus driver to discuss bus behavior or concerns.

VIDEO RECORDINGS ON SCHOOL BUSES

The Board of Education has installed video cameras on some school buses to monitor student behavior. Viewing video recordings of the students on any particular bus will be done on a random-selection basis.

If a student misbehaves on a bus and the student's actions are recorded, the recording will be submitted to the Principal and may be used as evidence of the misbehavior. Since these recordings are considered part of a student's record, they can be viewed only in accordance with Federal law.

MEMPHIS COMMUNITY SCHOOLS

ATHLETIC HANDBOOK

The athletic experience at MCS strives to develop good character demonstrated through honesty, respect, responsibility, and the act of caring. This Athletic Code of Conduct and Handbook is meant to help achieve this goal.

ATHLETIC OBJECTIVES

The student athlete shall learn the values of:

- A. **TEAMWORK** - Individuals have their own set of skills and strengths. Student athletes learn the value of setting individualism aside to focus on the team. Teamwork demonstrates that everyone has an opportunity to learn from each other. This process leads to resource building, leaving each member better equipped to deal with new challenges.
- B. **SPORTSMANSHIP** - Focusing on sportsmanship is to develop virtues such as fairness, self-control, courage, and persistence, and has been associated with interpersonal concepts of treating others and being treated fairly, maintaining self-control in dealing with others, and demonstrating respect for both authority and opponents - win or lose.
- C. **CONTINUOUS IMPROVEMENT** - Developing a mindset of continuous improvement is a powerful tool that helps individuals and teams to constantly enhance their performance and ultimately achieve better results. By continually looking for ways to improve and understanding that mistakes teach, student athletes learn to be receptive to feedback as they develop a growth mindset.
- D. **ENJOY ATHLETICS** - Engaging in activities one enjoys, and spending time with people who make you happy will yield sustained and increasingly positive benefits of consistently lower stress, positive feelings, better sleep, better coping abilities, and improved relationships with peers and adults.
- E. **LIFELONG PERSONAL HEALTH HABITS** - Developing and creating a mindset of fitness through exercise and competition is one of the core objectives of MCS Athletics.

ATHLETIC BOOSTERS

In 1983 the Memphis Athletic Booster organization was formed, prior to this it operated as the Memphis Parent Club. We are a volunteer operation made up of adults: parents, siblings, and grandparents of former, present, and future athletes. Our purpose is to provide support to the athletic programs of Memphis Community Schools. This support includes: the purchase of uniforms and equipment when funds are available, subsidizing pay to play for needy families with available funds, scholarships, and assisting with any other fees not met by the school district's athletic department budget, based on fund availability. Most of our operating funds are earned by concession sales at events, fund-raising such as 50/50, car shows, bowling, dinner dances, apparel and sign sales, program advertisements and other future endeavors. Our meetings are scheduled around athletic events and are usually held at 6 p.m. in the Memphis High School Media Center. The exact dates can be found on the district calendar, our website and or our Facebook page. Members/Parents working concessions and gates can earn work credits towards their athletes' pay to participate costs. Come help the Hive Thrive!

MHSAA ESSENTIAL ELIGIBILITY REQUIREMENTS for HIGH SCHOOL

To be eligible for interscholastic athletics - a high school student must meet the following state regulations:

- A. **AGE** - High school students become ineligible if they reach their nineteenth (19) birthday before September 1 of a current school year.
- B. **PHYSICAL EXAMINATION** - Students must have on file, in the school's office, a physician's statement for the current school year (after April 15) certifying that she/he is physically able to compete in athletic practices and contests.
- C. **ENROLLMENT** - Students must be enrolled in school prior to the fourth Friday after Labor Day (1st semester) or the fourth Friday of February (2nd semester). A student must be enrolled in the school for which he or she competes.
- D. **SEMESTERS OF ENROLLMENT** - Students cannot be eligible in high school for more than eight semesters and the seventh and eighth semesters must be consecutive.
- E. **SEMESTER RECORDS** - Students must have passed at least 66% of a full-time student's course load (generally 4 or 5 or 6 classes / 5 of 7 classes) in the previous semester of enrollment and must be currently passing the same number. (Note: All athletes must be enrolled in a minimum of four credit bearing courses in order to be eligible for participation.)
- F. **TRANSFER STUDENTS** - A student in grades 9 through 12 who transfer to another high school is not eligible to participate in an interscholastic contest for one full semester unless the student qualifies for immediate eligibility under one or more of thirteen published exceptions. Students and parents anticipating a change of schools should first seek advice from their high school administration.
 - i. **UNDUE INFLUENCE** - The use of undue influence by any person directly or indirectly associated with a school to secure or encourage the attendance of a student for athletic purposes, shall cause the student to become ineligible for a minimum of one semester.
 - ii. **LIMITED TEAM MEMBERSHIP** - After practicing with or participating with high school teams, students cannot participate in any athletic competition not sponsored by his or her school in the same sport during the same season. Exceptions include ice hockey and all individual sports which apply the rule from the point of a student's first participation in a contest or scrimmage, rather than practice. Students in individual sports may participate in a maximum of two (2) non-school individual meets or contests during the school season while not representing their school.
 - iii. **ALL-STAR COMPETITION** - Students shall not compete at any time in any sport under MHSAA jurisdiction in all-star contests or national championships regardless of the method of selection. Participation in such a contest shall cause that student to become ineligible for a maximum period of one year of school enrollment.
 - iv. **AWARDS AND AMATEURISM** - Students cannot receive money or other valuable consideration for participating in MHSAA sponsored sports or officiating in interscholastic athletic contests, except as allowed by the HANDBOOK. Students may accept, for participation in MHSAA sponsored sports, a symbolic or merchandise award which does not have a value over \$25. Banquets, luncheons, dinners, trips and admissions to camps or events, are permitted if accepted "in kind." Awards in the form of cash, merchandise, certificates, or any other negotiable documents are never allowed.

Note: Please consult the MHSAA HANDBOOK for detailed regulations and/or interpretations.

This is available through the MHSAA office or website Mhsaa.com.

MEMPHIS ELIGIBILITY REQUIREMENTS

All student athletes, high school and junior high school, must meet the minimum academic standards established by the MHSAA and be deemed eligible by the weekly eligibility rules and standards as set by Memphis Community Schools. MCS expects student athletes to excel both in the classroom and on the field, court, etc. Therefore, the following expectations are required of all student athletes:

Maintaining a 60% or higher, in all classes, each week, to be eligible for participation in practices or competitions.

Eligibility Procedure - an academic check will be done every week by the athletic secretary during each season, starting with the first full week of practice while school is in session. Student athletes who do not meet the eligibility criteria will be afforded **ONE one-week probationary period per sport**. During a probationary period, the athlete may participate in practices and competitions, however, the student athlete MUST use this period to improve grades to reach eligible status, as after a student athlete has been given one probationary status, all future ineligible periods will result in following the ineligible terms below.

In the event that a student athlete has an overall course grade of 59% or lower, the following procedures will be followed:

- A. Students' grades will be evaluated by the athletic secretary using PowerSchool each week on Thursday with [eligibility progress report](#) notices going out on Thursday or Friday of said week;
- B. All student athletes will be considered eligible **UNLESS AND UNTIL** the athletic secretary notifies the coach and athletes of ineligibility via email using the [Student Athlete Progress Report Form](#).
- C. 6-8th grade student athlete's parents will be CC-ed on the ineligible email notification referenced above. 9-12th grade student athletes are expected to inform parents and guardians about their eligibility status. Notifying high school parents is not the responsibility of the athletic secretary, and shall be the sole responsibility of the high school student athlete.
- D. ALL concerns pertaining to the accuracy of the eligibility progress report shall be directed to the AD. The AD shall respond and the AD's response shall be final.
- E. The eligibility week runs Monday through Sunday and will use the following guidelines:
 - i. The first time a student athlete is deemed ineligible, they will be placed on probation for one week. Students will only be allowed one week of probation for the entire sports season.
 - ii. All subsequent periods of ineligibility, based on PowerSchool grade checks, completed on Thursday for the following week, WILL result in the athlete's inability to participate in practice or games for the following week. Athletes will need to wait for the next eligibility check to resume eligibility.
 - iii. A STUDENT ATHLETE IS STILL CONSIDERED A MEMBER OF THE TEAM & MUST OBEY ALL TEAM AND ATHLETIC RULES DURING THE INELIGIBILITY PERIOD.

REQUIREMENTS FOR PARTICIPATION: In addition to the MHSAA participation requirements, the following are requirements that shall be completed prior to full participation on any Memphis athletic team:

Physical Examination - A yearly physical examination is required. A PHYSICAL CARD (AVAILABLE AT THE ATHLETIC OFFICE) MUST BE COMPLETED BY THE PHYSICIAN AND SUBMITTED TO THE COACH PRIOR TO ANY FORM OF PARTICIPATION. The physical covers all sports for the entire school year, provided the examination occurred after April 15 of the previous school year. The form will be kept on file in the athletic office.

Emergency Care Permission & Release - Each athlete's parents shall complete an Emergency Care Permission and Release form giving permission for treatment by a physician or hospital when the parent(s) is not available. The form will be kept in a notebook that will be carried by the head coach of each team for each practice and contest.

Memphis Athletic Code of Conduct & Handbook - At the time a student tries out for an athletic team, he/she acknowledges this handbook is available online, can be printed upon request, and is the responsibility of each student athlete and their parents to read and understand all contents.

Understanding of Informed Consent - By its nature, participation in interscholastic athletics includes risk of injury that may range in severity. Although serious injuries are not common in supervised school athletic programs, it is impossible to eliminate the risk. Players must obey all safety rules, report all physical problems to their coaches, follow a proper conditioning program, and inspect their own equipment daily. Memphis Community Schools does not provide medical insurance for student-athletes participating in a sport. The current District's insurance carrier does not cover any injuries which occur during athletic participation. If a student-athlete is not insured, he/she should purchase a minimum level of insurance from a private company.

Equipment and other financial obligations -

- **School issued uniforms, warm-ups and equipment** - All athletes are responsible for the proper care and security of equipment issued to them. School-furnished equipment is to be worn only for contests and practice. All equipment not returned in good condition at the end of the season will be billed to the athlete on an itemized/per item fee.
- **Athlete purchased uniforms** - In some cases, athletes could be required to purchase a portion of the game uniform, which will become their property, unless stated otherwise.
- **Sport Specific Equipment** - All athletes will be required to purchase various pieces of sport-specific equipment. Examples could include but are not limited to: shoes, cleats, socks, various gloves, practice jerseys, etc. All athlete-supplied equipment will become the property of the athlete.

CODE OF CONDUCT

A. Application of the Athletic Code

Students are to abide by the Athletic Code at all times and at all places. When a student voluntarily participates in interscholastic athletics, he/she agrees to abide by the Memphis Community Schools Athletic Handbook, Memphis Community Schools Student Handbook, including the MCS Student Code of Conduct. This applies to candidates, members, volunteers, coaches, and managers of all athletic teams.

B. Time/Place Application of the Athletic Code -

The Athletic Code is not limited to student conduct at school-sponsored activities or on school property. Rather, the Athletic Code applies on a 24-hour basis and has no limitation as to the place of conduct while in effect.

C. Standards of Conduct - Student athletes are expected to adhere to high standards of character and student conduct. Student athletes are expected to abide by the policies of the district, the guidelines of the Memphis Community Schools Handbook, the MCS Student Code of Conduct, the rules of the MHSAA, the rules found in this handbook and any additional team rules specific to the sport in which they participate. A violation may result in a student being declared benched, ineligible, suspended, and/or removed from the team.

Additionally, athletes who display insubordinate behavior, or behavior that is detrimental to the team may be benched by the head coach, Athletic Director, or Building Principal. The Athletic Director may declare a student-athlete ineligible based on violation of the athletic eligibility policy. Additionally, the coach, in consultation with the Athletic Director, or Athletic Director alone has the authority to declare a student-athlete suspended for behavior that is deemed to be inappropriate. Examples of these behaviors include, but are not limited to: fighting, intentionally causing injury to a competitor or team member, outbursts of vulgarity, inappropriate behavior directed at officials, coaches, teammates, competitors, or spectators, any other conduct unbecoming a Memphis student-athlete, on or off the athletic field.

CONSEQUENCES - Applicable for misconducts that occur on or off the court, field, etc. A student athlete misconduct can result in consequences in school and in athletics, and shall not, under any circumstances, be umbrellaed under a premise of double jeopardy. Participating in athletic teams is a privilege, not a right, therefore, student athletes are held to the highest standards, which often will result in school consequences and team consequences for misconducts.

- A.** All conduct violations will be addressed as set forth in the Memphis Community Schools Student Code of Conduct and by team rules established by the coach and approved by the Athletic Director. (Including the possibility of suspension, and/or removal from the team.)
- B.** All Substance abuse violations will be addressed as set forth in the Memphis Community Schools Student Code of Conduct and by team rules established by the coach and approved by the Athletic Director. (Including the possibility of suspension, and/or removal from the team.)
- C.** "In-season" is the first day of practice (including tryouts) for the team on which the athlete participates until the season, post-season and awards night for that team is completed. An athlete who violates the Athletic Code during an

"in-season" time period will be subject to the consequences outlined above.

- D.** "Off-season" is any time period which does not meet the definition of "in season" and is between the first day of practice (including tryouts) for any Fall sports team and the conclusion of the final examination period of the Spring semester. An athlete who violates the Athletic Code during an "off-season" time period may be subject to the consequences outlined above.
- E.** Application of Consequence - consequences shall not be considered served unless the athlete fully completes the season. Quitting the team is not considered "serving the penalty." The suspended athlete's attendance and participation at practice and attendance at contests is a discretionary decision for the team coach. The suspended athlete may not wear a Memphis Jr/Sr High School team uniform during the athletic suspension. If a subsequent offense is committed while a previous penalty is being served, the penalty for the subsequent offense will not begin until the penalty for the first offense has been served. For purposes of the cumulative number of substance abuse offenses, no distinction is made between "in-season" and "off-season" violations.

DUE PROCESS

Athletic participation is a privilege, not a right. As such, all athletes are subject to removal at the coach, or athletic director's discretion. Due process proceedings are limited in scope to the following: did the athlete and the parents/guardians receive notice of allegation (verbal or written) of wrongdoing and did the athlete receive an opportunity to respond to allegation(s). The outcome, conclusion, decision, and or disciplinary action is not subject to due process proceedings.

An appeal is limited to the review of the circumstances surrounding the allowable due process topics listed above. (Conclusions and resulting consequences are not subject to an appeal.) A parent/guardian may appeal to the Building Principal if said parent/guardian does not believe their child's due process proceedings, specific to the scope listed above, was not afforded. The Building Principal shall issue a final conclusion within 5 days of hearing the appeal.

COMMUNICATION EXPECTATIONS

Parent/Coach Communication: Both parenting and coaching are laborious and complicated roles that adults assume in the successful functioning of the Memphis Jr/Sr High School athletic program. By establishing an acceptance and an understanding of each role as well as a vehicle for positive communication, we are better able to create a healthy athletic environment and provide greater benefit to the student-athlete. When your children choose to become involved in the Memphis athletic program, as parents, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's team.

Communication a parent can expect from the coach:

- A. Expectations the coach has for your child as well as **all** the players on the team;
- B. Conditions that result in the denial of your child's participation
- C. Practice Dates (including timely updates to changes in practice schedule)
- D. Game Dates (including timely updates to changes in game schedule)

- E. Parent Drive Contests
- F. School Provided Transportation Contests (including timely updates regarding changes in plans due to driver shortages)

Communication that a coach should expect from parents:

- A. Personal notification of any schedule conflicts well in advance.
- B. Special concerns that involve your child expressed directly to the coach at an appropriate time.

Appropriate concerns to discuss with coaches:

- A. Concerns about your child's educational progress as related to athletic participation;
- B. Ways to help your child improve;
- C. Concerns about your child's behavior, on and off the field or court; and
- D. The treatment of your child, mentally and physically.

Inappropriate concerns to discuss with coaches (these concerns will not be entertained by coaching staff):

- A. Playing time;
- B. Team strategy / play calling; and
- C. Other student-athletes.

Procedure for parent-coach discussions:

- A. Call/email the coach to set up an appointment. All coaches may be reached through the line of communication they have provided. If the coach cannot be immediately contacted, a message will be delivered and your phone call will be returned in a timely fashion.
- B. Do not attempt to confront a coach just prior to, during, or immediately after a contest or practice session. These are emotional and stressful times for the parent, athlete, coach, and team. Confrontations of this nature do not promote healthy resolutions.

Procedure & protocols for unsatisfactory parent-coach discussions:

- A. If after meeting with the coach of your child's team, you still have unresolved concerns, set up an appointment with the athletic director to further discuss the situation.
- B. At this meeting, the appropriate responses to all concerns will be determined. The AD's decision will be final.

Equipment: School equipment assigned to the student/athlete is her/his responsibility. She/he is expected to keep it clean and in good condition. Loss and/or the destruction of any school issued equipment are the athlete's financial obligation.

Missing practice: Perfect attendance for all practices is the expectation for all Memphis athletes. If it is necessary for an athlete to miss a practice, the coach of that team shall be notified prior to the absence. Unexcused absences are unacceptable and can lead to consequences related to the athletes' status on the team.

Transportation: MCS will attempt to provide transportation to and from athletic contests. That said, there will be times and/or situations when athletes will have to provide their own transportation (parent drive) either to practices or contests. When district provided transportation is not available, all applicable Alternate Transportation forms must be completed and submitted. A parent drive permission form and volunteer form must be on file with the coach and office unless a parent drives their own child. Parents/guardians who drive additional students to contests will be eligible to be reimbursed for their Pay to Participate fees if they are able, qualified, and approved.

CONFLICTS AMONG EXTRACURRICULAR ACTIVITIES

The district believes that the opportunity for participation in a wide variety of student-selected activities is a vital part of the student's educational experience. A comprehensive and balanced activities program is an essential complement to the basic program of instruction offered at Memphis Jr/Sr High School and will enable the student to take maximum advantage of his/her education. Such participation is a privilege that carries with it responsibilities to the school, to the activity, to the student body, to the community, and to the student. Participation in these activities will provide students with the opportunity to develop personal values, skills, and a positive attitude toward work and leisure time activities.

The athletic program will be available to all students who demonstrate an interest in participating, regardless of their individual abilities. Accordingly, appropriate skill levels will be established within activities, when feasible, so those students may participate as fully as possible regardless of their ability levels. However, an individual student who attempts to participate in several co-curricular activities simultaneously might, on occasion, be in a position of a conflict of obligations. If it becomes obvious that a student cannot fulfill the obligation of a school activity without continuously inviting scheduling conflicts, that student might find himself or herself in a position of having to withdraw from one or more of the conflicting activities.

Since the athletic department recognizes that each student should have the opportunity for a broad range of experiences in the area of co-curricular activities, they will attempt to schedule events in a manner that minimizes conflicts.

The student should exercise caution when gaining membership on teams and in activities where conflicts are likely to exist. **Students have a responsibility to do everything they can to minimize obligations where obvious conflicts in practice and performance times will occur.** When a conflict does arise, **THE STUDENT** must notify the faculty sponsors/coaches involved immediately.

When a conflict occurs the sponsors/coaches will work out a solution that minimizes pressure on the student who feels allegiance to more than one activity. The solution is final.

ATTENDANCE

All athletes are required to be in attendance every hour of the school day in order to participate in that day's contests. All athletes are required to be in attendance for half of the school day in order to participate in that day's practices. Parents are expected not

to excuse students from school for non-emergency situations during a student's athletic season. Students absent from school on Friday with a contest the following day (Saturday) will be eligible to participate provided the absence is an excused absence in the eyes of the attendance office. Exceptions to the attendance requirement must be approved in advance by the building administration and prior to the absence and/or participation.

VACATION / TRIPS

Vacations by athletic team members during a sport season are discouraged. Parents/athletes wishing to do so may wish to reassess their commitment to being a member of an athletic team. In the event that an absence due to a vacation is unavoidable, an athlete should:

- A. Contact the head coach **prior** to the vacation, preferably before try-outs.
- B. Be willing to assume the consequences related to their status on that team.

RESTRICTED PRACTICE DAYS

In developing interscholastic athletic schedules for both practices and contests, the athletic department gathers information from a variety of sources. Even with this, no arrangement can guarantee that any one schedule will satisfy everyone because of all the factors that need to be considered. Participants in the athletic program will, at times, be expected to participate when school is not in session, on a break, or during a holiday. The Athletic Department will make every attempt to keep these conflicts to a minimum.

Weekend practices - All practices are to be held on school days if at all possible. Saturday practices should be minimal in number and duration. Sunday practices will be permitted only:

- A. By varsity level teams upon permission of the athletic director and, or;
- B. When a varsity contest has been scheduled the following day and, or;
- C. When a tournament or playoff contest falls on the following day.

Holiday practices - Holiday practices are to be discouraged, especially by non-varsity level teams. **Holiday practices will be permitted only:**

- A. By teams upon permission of the athletic director and, or;
- B. When a contest has been scheduled the following day and, or;
- C. When a tournament or playoff contest falls on the following day and, or;
- D. When a non-varsity practice is optional with no penalty for an absence from practice.

TEAM MEMBERSHIP

In accordance with our philosophy of athletics and our desire to see as many students as possible participate in the athletic program while at Memphis Jr/Sr High School, we encourage coaches to keep as many students as possible, within the framework of high school interscholastic competition. Time, space, facilities, equipment, and other factors will place limitations on the most effective team size for any particular sport. Prior to trying out, the following information will be made available to all candidates for the team:

- A. Extent of tryout period (a minimum number of practice sessions)
- B. Criteria used to select the team Number to be selected
- C. Practice commitment if they make the team (including possible holiday conflicts)

- and/or commitments)
- D. Game commitments
- E. Season commitments

TEAM SELECTION

Choosing the members of athletic squads is the sole responsibility of the coaches of the team. When a team cut becomes necessary, the process will include three important elements. Each candidate shall:

- A. Have a predetermined minimum number of practice sessions.
- B. Have performed in at least one game-like setting (unless extenuating circumstances prevent such a setting, e.g., - Weather and spring sports).
- C. Be informed of the cut by the coach.

Coaches will discuss specific alternative possibilities for continued participation in the sport or other areas of participation within the athletic program with the athletes.

REPORT OF INJURY

All injuries that occur while participating in athletics should be reported to the coach. Once a physician treats an athlete, the athlete must obtain and submit a doctor's permission to the Athletic Director in order to return to the activity.

MICHIGAN SPORTS CONCUSSION LAW

Each coach, employee, volunteer, and other adult who works with student athletes in an athletic activity sponsored or operated by the District must complete the concussion awareness training program required by the Michigan Public Health Code at least once every 3 years. Before allowing a student athlete to participate in any athletic activity, the District will annually:

- A. provide the MHSAA or state-approved educational materials on concussion awareness to each student athlete and to the student athlete's parent/guardian;
- B. obtain a statement signed by each student athlete and respective parent/guardian acknowledging receipt of the MHSAA- or state-approved concussion awareness educational materials. The District will maintain this signed statement for 5 years or until the student is 18, whichever is longer.

A student athlete must be removed from any practice or game when the student athlete is reasonably suspected of sustaining a concussion during a practice or game. The student athlete will not be permitted to participate in any school athletic activities involving physical exertion, including practices or games, until the student has:

- A. been evaluated by a licensed physician, physician's assistant, or nurse practitioner;
- B. received written and signed clearance to resume participation in athletic activities from a licensed physician, physician's assistant, or nurse practitioner; and
- C. submitted to the school the written and signed clearance to resume participation in athletic activities, accompanied by written permission from the student's parent/guardian to resume participation.

District officials are not required to verify the qualifications of the physician, physician's assistant, or nurse practitioner who provides the clearance.

A student who has sustained a concussion may need accommodations, supports, and monitoring until the student is fully recovered. Nothing in this Policy automatically entitles a student who has sustained a concussion to an individualized plan under Section 504 of the Rehabilitation Act or the Individuals with Disabilities Education Act. Staff should refer a student who has sustained a concussion for evaluation if they suspect the student may have a disability, consistent with Policies 5601 and 5603.

PAY TO PARTICIPATE

All students must turn in their pay to participate fee by the second game of the season (unless special circumstances require a different arrangement), or students will be unable to continue competing until paid in full. Junior high students' Pay to Participate fee is \$65 for the first child, \$50 for the second child, and \$30 for the third child. High school students' Pay to Participate fee is \$80 for the first child, \$50 for the second child, and \$30 for the third child. In special circumstances, scholarships and or prorated discounts might be available to specific individuals that qualify. There will be no refund of fees for athletes who quit, do not play, or whose Parents believe they did not 'get their money's worth.' Additionally, there will be no refunds of fees in response to Act Of God Days in which athletic events are canceled.

Hired Schedule C coaches and/or parents of students who have been functioning in a "volunteer coach" capacity for an entire sports season (without fail or lapse in service throughout the duration of the sport season,) will be granted a 100% discounted pay to participate rate for their child in the seasonal sport season in which the coaching occurs. In collaboration with the AD, each coach will determine all approved volunteer coaches.

A FACT SHEET FOR Parents



What is a concussion?

A concussion is a type of brain injury that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt to the head. Concussions can also occur from a blow to the body that causes the head and brain to move rapidly back and forth. Even what seems to be a mild bump to the head can be serious. Concussions can have a more serious effect on a young, developing brain and need to be addressed correctly.

What are the signs and symptoms of a concussion?

You can't see a concussion. Signs and symptoms of concussion can show up right after an injury or may not appear or be noticed until hours or days after the injury. It is important to watch for changes in how your child or teen is acting or feeling, if symptoms are getting worse, or if s/he just "doesn't feel right." Most concussions occur without loss of consciousness.

If your child or teen reports one or more of the symptoms of concussion listed below, or if you notice the signs or symptoms yourself, seek medical attention right away. Children and teens are among those at greatest risk for concussion.

Signs & Symptoms of a Concussion

Signs Observed by Parents or Guardians

- Appears dazed or stunned
- Is confused about events
- Answers questions slowly
- Repeats questions
- Can't recall events *prior* to hit, bump, or fall
- Can't recall events *after* hit, bump, or fall
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Forgets class schedule or assignments

Symptoms Reported by Your Child or Teen

Thinking/Remembering

- Difficulty thinking clearly
- Difficulty concentrating or remembering
- Feeling more slowed down
- Feeling sluggish, hazy, foggy, or groggy

Physical

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Fatigue or feeling tired
- Blurry or double vision
- Sensitivity to light or noise
- Numbness or tingling
- Does not "feel right"

Emotional

- Irritable
- Sad
- More emotional than usual
- Nervous

Sleep*

- Drowsy
- Sleeps *less* than usual
- Sleeps *more* than usual

**Only ask about sleep symptoms if the injury occurred on a prior day.*

To download this fact sheet in Spanish, please visit: www.cdc.gov/HEADSUP. Para obtener una copia electrónica de esta hoja de información en español, por favor visite: www.cdc.gov/HEADSUP
January 2021



Danger Signs

Be alert for symptoms that worsen over time. Your child or teen should be seen in an emergency department right away if she or he has one or more of these danger signs:

- One pupil (the black part in the middle of the eye) larger than the other
- Drowsiness or cannot be awakened
- A headache that gets worse and does not go away
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Difficulty recognizing people or places
- Increasing confusion, restlessness, or agitation
- Unusual behavior
- Loss of consciousness (even a brief loss of consciousness should be taken seriously)

Children and teens with a suspected concussion should NEVER return to sports or recreation activities on the same day the injured occurred.

They should delay returning to their activities until a healthcare provider experienced in evaluating for concussion says it's OK to return to play. This means, until permitted, not returning to:

- Physical Education (PE) class
- Sports practices or games
- Physical activity at recess

➤ What should I do if my child or teen has a concussion?

1. Seek medical attention right away.

A healthcare provider experienced in evaluating for concussion can determine how serious the concussion is and when it is safe for your child or teen to return to normal activities, including physical activity and school (concentration and learning activities).

2. Help them take time to get better.

If your child or teen has a concussion, her or his brain needs time to heal. Your child or teen may need to limit activities while s/he is recovering from a concussion. Exercising or activities that involve a lot of concentration, such as studying, working on the computer, or playing video games may cause concussion symptoms (such as headache or tiredness) to reappear or get worse. After a concussion, physical and cognitive activities—such as concentration and learning—should be carefully managed and monitored by a healthcare provider.

3. Talk to your child or teen about how they are feeling.

Your child may feel frustrated, sad, and even angry because s/he cannot return to recreation and sports right away, or cannot keep up with schoolwork. Your child may also feel isolated from peers and social networks. Talk often with your child about these issues and offer your support and encouragement.

➤ How can I help my child return to school safely after a concussion?

Most children can return to school within a few days. Help your child or teen get needed support when returning to school after a concussion. Talk with your child's teachers, school nurse, coach, speech-language pathologist, or counselor about your child's concussion and symptoms.

Your child's or teen's healthcare provider can use CDC's Letter to Schools to provide strategies to help the school set up any needed supports.

As your child's symptoms decrease, the extra help or support can be removed gradually. Children and teens who return to school after a concussion may need to:

- Take rest breaks as needed
- Spend fewer hours at school
- Be given more time to take tests or complete assignments
- Receive help with schoolwork
- Reduce time spent reading, writing, or on the computer
- Sit out of physical activities, such as recess, PE, and sports until approved by a healthcare provider
- Complete fewer assignments
- Avoid noisy and over-stimulating environments

To learn more, go to www.cdc.gov/HEADSUP or call 1.800.CDC.INFO

January 2021



SEXUAL HARASSMENT AND SEXUAL ASSAULT INFORMATION GUIDE

July 2024

What is Sexual Harassment?

Sexual harassment is unwanted sexual remarks or behaviors. It can be verbal, physical, or visual. Here are a few examples of sexual harassment.

Verbal:

- Making sexual jokes, comments, or spreading rumors targeted at someone (in person or online)
- Making sexual jokes or comments about students' bodies or how they look or act
- Making jokes or comments about students' masculinity or femininity and/or who they are attracted to or love



Physical:

- Pulling at or touching someone's clothing in a sexual manner (like pulling down someone's pants or snapping a bra strap)
- Touching, pinching, or grabbing someone in a sexual way
- Brushing up against someone's body on purpose



Visual:

- Posting or sharing sexual comments, pictures, or videos
- Pressuring someone to take or send sexual pictures or videos ("nudes")



Sexual harassment can make someone feel many emotions



You may feel scared, uncomfortable, upset, embarrassed or angry.

When it comes to sexual harassment, what matters is how the action makes a person think or feel--not the intention of the person who did it.

Sexual harassment can happen anywhere or to anyone. It can take place in person or online. But no matter where sexual harassment happens, it is never OK. It is wrong and it is against the law.



What is Sexual Assault?

Sexual assault is any sexual act that one person chooses to do to another person without consent (permission) through physical force, threats, or pressure (verbal or emotional).

Here are a few examples of sexual assault:

- Touching someone's genitals, breast, or butt without their permission (consent) over or under clothes
- Unwanted kissing
- Physically forcing someone to perform a sexual act
- Threatening or pressuring a person to do any sexual act
- Unwanted vaginal, oral, or anal penetration with a body part or object (also known as rape)

**Sexually assaulting another person is wrong and it is against the law.
In Michigan statute, this is called "Criminal Sexual Conduct."**

About Consent

- Consent means that each person agrees or gives permission.
- Anyone can change their mind at any time.
- Consent means each person understands what is going on and agrees to all of it.
- Someone needs to get consent every single time.
- Just because someone said "yes" before, does not mean "yes" now.
- It is not OK to use threats, emotional pressure, or the fact that another person is drunk or high to get what you want.

If someone doesn't consent to sexual acts it is sexual assault.



What if This is Happening to Me?

It is not your fault. You are not alone.

- No one has the right to sexually harass or assault anyone else.
- You have the right to feel safe and respected.
- If you feel like you won't be harmed, tell them this is not okay and to stop.
- Consider telling a trusted adult if any of these behaviors happen to you. If the trusted adult is a teacher, coach, or school staff, they may have to tell someone else (like a principal, parents, etc.). If you're not sure if you are ready or want to tell a trusted adult at your school, you can talk to them without saying it happened to you ("I have a friend who...").
- If the first person isn't helpful, keep trying until you find someone who is.
- Speaking up is a brave thing to do. Don't be afraid to seek help from someone you trust.
- Resources listed on page 4 are available 24/7 to support you.

Scientific research tells us that people who experience traumatic events like sexual harassment and sexual assault have many different responses in their brains, bodies, feelings, and behaviors. However YOU respond to trauma is OK and is normal.

What if This is Happening to Someone I Know?

Believe. Listen. Support.



- Believe them! If someone tells you that someone has sexually harassed or assaulted them, know that it is very hard to tell someone about this and that person trusts and respects you enough to share this information. Let them know that what happened is not their fault and you are there to support them.
- Listen without judgment. Give them space and time to tell you what they feel comfortable sharing.
- Ask how you can support them. What you would need might differ from what your friend needs, so always ask. Let your friend decide who else can know.



Resources

There is Help.

You can call or chat with any of the resources below 24/7. People who are trained are there to listen and support you no matter what. **You don't have to tell them your name.** They can connect you with people and organizations nearby who can help you with questions or needs.

Michigan's Sexual Assault Hotline (VOICES4)

Text: 866-238-1454 **Call:** 855-864-2374

Chat: <https://mcedsv.org/sexual-violence-hotline-chat/>



Michigan's Domestic/Dating Violence Hotline (VOICEDV)

Text: 877-861-0222 **Call:** 866-864-2338

Chat: <https://mcedsv.org/hotline-domestic-violence/>



Youth Resources Web Page

<https://mcedsv.org/resources>



School Title IX Coordinator

If someone sexually assaulted or sexually harassed you at school or at a school event, you can choose to talk to your School District's Title IX Coordinator. Part of their responsibilities is to prevent and respond to sexual assault, sexual harassment, and discrimination based on sex and gender. Note: If you report to a Title IX Coordinator, they are required by law to follow up and may conduct an investigation.

If you report a sexual assault or sexual harassment incident, the policies forbid someone from retaliating or doing something to get back at you. See page 5 for your school's Title IX information and other related policies.

This resource was developed in response to Public Act 57 of 2023 by the Michigan Department of Education in partnership with the Michigan Domestic and Sexual Violence Prevention and Treatment Board and the Michigan Coalition to End Domestic and Sexual Violence (MCEDSV).

