

2026-2027 Student Handbook

This handbook is intended for use by students, parents, and staff as a guide to the rules, procedures, and general information about the District. The use of the word "parent" in this handbook means a student's natural or adoptive parent or legal guardian. Students and their parents are responsible for familiarizing themselves with this handbook, and parents should use the handbook as a resource to assist their students with following its rules and procedures.

Students must comply with all school policies, regulations, rules, and expectations. The use of the word "Policy" in this handbook includes bylaws or policies adopted by the Board of Education. Although the information in this handbook is comprehensive, it is not intended to address every situation that may arise during a school day or school year. This handbook does not create a contract between the District and parents, students, or staff. The administration is responsible for interpreting the rules contained in the handbook to ensure the implementation of the school's educational program and well-being of all students. If a situation arises that is not specifically addressed by this handbook, the administration may respond based on applicable law and policy.

The rules and information provided in this handbook may be supplemented or amended by the administration at any time, consistent with applicable law and policy.

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The District's Mission Statement

The Norway-Vulcan Area Schools community will provide a safe, inclusive environment where every student can reach their full academic potential while thriving socially and emotionally.

The District's Vision

Norway-Vulcan Area Schools will build a strong foundation empowering students to positively impact their world.

The School Song

"*KNIGHTS OF OUR HIGH SCHOOL*
WE PLEDGE TO YOU OUR LOYALTY
WAVING OUR COLORS HIGH
FOR EVERYBODY TO PLAINLY SEE
U-RAH-RAH
HOW PROUD WE ARE OF YOU
TO HAVE THE SPIRIT TO WIN EVERY GAME
THEY KNOW WHAT WE'RE MADE OF
SO _____ AFRAID OF
THE NORWAY KNIGHTS
YEAH NAVY
YEAH WHITE
YEAH NORWAY
FIGHT, FIGHT, FIGHT"

Table of Contents

Important Information 6
2026-2027 District Calendar 7
2026-2027 Daily Schedule 8
Emergency School Closing Procedures 9
Notice of Non-Discrimination 10
Examples of Unlawful Harassment 11
Section I: District-Wide Policies and Procedures 12
Attendance 12
Unexcused Absences 12
Excused Absences 13
Non-Chargeable Absences 13
Truancy / Attendance Intervention 13
Tardies 14
Absences Due to Illness 14
Planned Absences 14
Students are Expected to: 14
Books and Supplies 15
Bulletin Boards 15
Bullying 15
Cafeteria Rules 15
Cell Phones and Other Wireless Communications Devices 15
Cheating, Plagiarism, and Academic Dishonesty 17
Children's Protective Services Investigations 17
Classroom Behavior 17
Closed Campus 17
Communicable Diseases 18
Concussion Protocol 18
Damage to School Property 18
Dress and Grooming 19
Dress Code 19
Driving and Parking Personal Vehicles 20
Emergency Contact Information 21
Fees 21
Food Services 21
Field Trips 21
First Aid, Illness, or Injury at School 22
Head Lice 22
Homeless Children and Youth 22
Immunizations 23
Law Enforcement Interviews 23
Limited English Proficiency 23
Locker Use 23

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Lost and Found 24
Media Center 24
Medication 24
Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers 24
Parent Involvement in Education 24
Parties 25
Playground/Recess Rules 25
Protection of Pupil Rights 25
Public Display of Affection 25
Rights of Custodial and Non-Custodial Parents 25
Search and Seizure 26
Student Education Records 26
Right to Request Explanation or Interpretation 26
Right to Request Amendment of Education Records 26
Directory Information 26
Address Confidentiality Program 27
Technology 27
Threat Assessment and Response 27
Transportation Services 28
School Vehicle Rules 28
School Vehicle Misconduct Consequences 28
Different Route Requests 28
Video Surveillance and Photographs 28
Withdrawal From School 29
SECTION II: ACADEMICS 30
Academic Awards 30
Advanced Placement (AP) Courses 30
Alternative Education Program 30
Bay College Attendance 31
Commencement 31
Credits and Graduation Requirements 31
Michigan Merit Curriculum 32
Dropping or Adding a Class 32
Dual Enrollment 32
Grades 33
Homework 35
Personal Curriculum 35
Placement 36
Students with Disabilities 36
Summer School 36
Testing Out 36
Work Permits 37
Student Tutors or Teacher Assistants 37
SECTION III: STUDENT CLUBS, ACTIVITIES, AND ATHLETICS 39

Reading Olympics 39
Spelling Bee 39
Jr High School Activities 39
Sr High School Activities 39
Class Officers 39
Dances 39
Social Activity Regulation 40
Extracurricular Activities 41
Student-Initiated Non-Curricular Clubs 41
Transportation To/From Extracurricular Activities 41
Adult Driven Transportation 41
Athletic Alternative Transportation 42
Section IV: Discipline and Code of Conduct 44
Discipline Generally 44
Forms of School Discipline & Applicable Due Process 44
After-School Detention 44
In-School Suspension 44
Removal for 10 or Fewer School Days 45
Removal for More than 10 and Fewer than 60 School Days 45
Removal for 60 or More School Days 45
Student Code of Conduct 46
Section V: Building-Specific Rules and Procedures 49
Elementary Drop Off / Arrival 49
Elementary Pick Up / Dismissal 49
Jr / Sr High Drop Off / Arrival 49
Jr / Sr High Pick Up / Dismissal 49
Appendix A: Non-Discrimination, Anti-Harassment, and Non-Retaliation (including Title IX and Elliott-Larsen Civil Rights Act) 50
Appendix B: Anti-Bullying 68
Appendix C: Parent Involvement in Education 71
Appendix D: Protection of Pupil Rights 74
Appendix E: Directory Information and Opt Out Form 77
Appendix F: Acceptable Use Agreement 79
Appendix G: Athletic Code of Conduct 86
Appendix H: Concussion 89
Appendix I: Sexual Harassment And Sexual Assault Information Guide 92

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- **Important Information**

District Website
http://www.nvknights.org/

Board Policies
https://www.nvknights.org

Addresses
300 Section St
Norway, MI 49870

Contact Information
Central Office: (906) 563-9552
Jr./Sr. High School Office: (906) 563-9542
Elementary Office: (906) 563-9543
Fax: (906) 563-5169
School Counseling Department: (906) 563-9542
School Social Worker: (906) 563-9543
School Nurse: (906) 563-5992
Special Education (Jr./Sr. High School): (906) 563-9542
Special Education (Elementary): (906) 563-9543
Transportation: (906) 563-9543
Athletics: (906) 563-9542
Technology Department: (906) 563-5992 ext. 5109
Title 1 Coordinator: (906) 563-9543
Finance Manager: (906) 563-5992

Administration
Superintendent: Bruce Tapio
Jr./Sr. High School Principal: Tony Adams
Elementary School Principal: Tony Mendina
School Counselor: Erin Berndt (Grades 9-12)
Social Worker: Susie Neuens (Grades EK – 8)
Title 1 Coordinator: Katie Mendina
Transportation Director: Tony Mendina
Athletic Director: Tony Adams
Speech and Language Pathologist: Clover Teletherapy Services
Director of Technology: Mike Malone

2026-2027 District Calendar

August 2026 (6 student contact days)
- **August 19:** Open House (3:30-5-30pm)
- **August 24:** Inservice Day For Teachers
- **August 25:** Inservice Day For Teachers
- **August 26: First Day Of School For Students**

September 2026 (20 student contact days)
- **September 4:** No School For Staff And Students
- **September 7:** No School For Staff And Students
- **September 25:** Early Dismissal for Students (1:15pm)
- **September 30:** ISD Wide Inservice (No School For Students)

October 2026 (22 student contact days)
- **October 29:** Parent-Teacher Conferences (4-7pm)
- **October 30:** Inservice Day for Teachers (Quarter 1 Ends - No School For Students)

November 2026 (19 student contact days)
- **November 25:** Early Dismissal for Students and Staff (1:15pm)
- **November 26:** No School For Staff And Students
- **November 27:** No School For Staff And Students

December 2026 (16 student contact days)
- **December 11:** Early Dismissal for Students (1:15pm)
- **December 23–31:** No School For Staff And Students

January 2027 (20 student contact days)
- **January 1:** No School For Staff And Students
- **January 4:** Back to School After Christmas Break
- **January 22:** Teacher Inservice (Quarter 2 Ends - No School For Students)

February 2027 (20 student contact days)

March 2027 (17 student contact days)
- **March 19:** Teacher Inservice (Quarter 3 Ends - No School For Students)
- **March 22–29:** No School For Staff And Students
- **March 30:** Back to School After Spring Break

April 2027 (22 student contact days)
- **April 23:** Early Dismissal for Students (1:15pm)

May 2027 (20 student contact days)
- **May 28:** Last Day of School / Early Dismissal for Students (1:15pm)

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2026-2027 Daily Schedule

Norway-Vulcan Elementary School

- **8:00 am teachers arrive - classroom doors open**
- **8:05 am - 8:15 am homeroom**
- **8:15 am classes begin**
- **10:55 am - 11:25 am – EK-K lunch**
- **11:05 am - 11:35 am – 1st, 2nd, 3rd lunch**
- **11:15 am - 11:45 am – 4th, 5th, 6th lunch**
- **3:15 pm student dismissal**
- **3:30 pm teacher dismissal**

Norway Jr./Sr. High School Schule

- **1st period 8:15 am – 9:20 am**
- **2nd period 9:23 am – 10:13 am**
- **3rd period 10:16 – 11:06 am**
- **4th period 11:09 am – 12:02 pm**
- **Lunch 12:05 pm – 12:35 pm**
- **5th period 12:38 pm - 1:30 pm**
- **6th period 1:33 pm – 2:23 pm**
- **7th period 2:26 – 3:15 pm**
- **3:30 pm teacher dismissal**

School staff will supervise students on school grounds **45** minutes before the school day begins (7:30 am) and **15** minutes after the school day ends (3:30 pm). **Unless students are participating in a school activity, school staff will not provide supervision before or after these times.**

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- **EMERGENCY SCHOOL CLOSING PROCEDURES**

In the event of an emergency school closure, such as a bad weather day or when school is unexpectedly closed early, the District will notify students, parents, and the general public about the closure in the following manner:

- 1. ThrillShare (Auto-generating text, calling, and email)
- 2. WLUC-TV 6
- 3. CBS Channel 19
- 4. Various local radio stations
- 5. NVAS Official Facebook Page
- 6. NVAS website

- **Notice of Non-Discrimination**

The District does not discriminate on the basis of race, color, national origin, ethnicity, religion, sex, sexual orientation, gender identity or expression, pregnancy, 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.

Designated Title IX Coordinator
Tony Adams
300 Section St
Norway, MI 49870
tadams@nvknights.org

Second Title IX Coordinator
Ruth Manier
300 Section St
Norway, MI 49870
Rmanier@nvknights.org

Designated Section 504 Coordinator
Tony Adams
300 Section St
Norway, MI 49870
(906) 563-9542
tadams@nvknights.org

Designated Civil Rights Coordinator
Tony Mendina
300 Section St
Norway, MI 49870
(906) 563-9542
tmendina@nvknights.org

Employment Compliance Officer
Bruce Tapio
300 Section St
Norway, MI 49870
(906) 563-5992
btapio@nvknights.org

The District's Non-discrimination, Anti-Harassment, and Non-Retaliation Policy and Grievance Procedures is available at https://www.nvknights.org

To report information about conduct that may constitute unlawful discrimination, including unlawful harassment and retaliation, or make a complaint of such conduct, please contact the applicable Coordinator listed above.

Any student who witnesses an act of unlawful discrimination, including unlawful harassment or retaliation, is encouraged to report it to District personnel. No student will be retaliated against based on any report of suspected discrimination. A student may also anonymously report an incident of unlawful discrimination. The District will investigate anonymous reports pursuant to its investigation procedures described by Policy. Minor students do not need parent permission to file complaints or participate in the Grievance Process described by Policy.

A student found to have engaged in unlawful discrimination, including unlawful harassment or retaliation, may be subject to discipline, including suspension or expulsion, consistent with Policy 5206.

The District provides equal access to the Boy Scouts and other designated youth groups as required by law.

Examples of Unlawful Harassment

"Unlawful harassment" is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward a person because of the person's membership in a Protected Class that has the purpose or effect of: (1) creating an intimidating, hostile, or offensive environment; or (2) unreasonably interfering with the person's ability to benefit from the District's educational programs or activities.

- **Race, color, and national origin harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics is considered race, color, and national origin harassment. Policy 3115 is attached to this handbook as Appendix A.
- **Disability harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as disability-motivated physical threats, attacks, or other hateful conduct. Policy 3115 is attached to this handbook as Appendix A.
- **Sex-based harassment** can take many forms. For the definition of sex-based harassment, including sexual harassment under Title IX, see Policy 3118, attached to this handbook as Appendix A.

Attendance

Students are expected to attend school every day school is in session. Students are to arrive before the first class and stay until the scheduled end of their school day. If a student is unable to attend school, the student or parent must report that absence to the student's corresponding office.

If a student arrives late, the student must sign in at the office. A student may only leave school early if the student's parent notifies the office or the student is an emancipated minor or 18 years old.

Unexcused Absences

The following absences will be considered excused per school board policy 5301 if they are confirmed by communication to the school from the student's parent:

- the student's physical or mental illness (verification from a physician, physician assistant, or nurse practitioner is required after 4 consecutive days of absence for illness);
- severe weather;
- medical appointments for the student;
- death or serious illness of the student's family member;
- attendance at a funeral, wedding, or graduation;
- appearance at court or for other legal matters;
- observance of religious holidays of the student's own faith;
- college planning visits; and
- personal or family vacations.

An excused absence allows the student to make up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of schoolwork such as labs or skill-practice sessions cannot be made up and, as a result, may negatively affect a student's grade. If the absence is unexcused or unauthorized by the principal, a student may not make up the work. The skipping of classes or any part of the school day is considered an unexcused absence and no make-up of class work will be permitted. Disciplinary action will follow.

Parents must provide an explanation for their child's absence within 24 hours after 4pm of the day the student has first been marked absent. Parents/Guardians are to call the attendance office and explain the reason for the absence If the absence can be foreseen and the parent should arrange to discuss the matter as many days as possible before the absence will occur so that arrangements can be made to assist the student in making up for the missed schoolwork.

Norway-Vulcan Elementary School: 906-563-9543

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Norway Jr / Sr High School: 906-563-9542

Students who are excusably absent for more than (8) days in a semester, regardless of the reasons, will be considered “frequently absent”. If there is a pattern of frequent absence for “illness”, the parents will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition, Without such a statement, the student’s permanent attendance record will indicate “frequent unexplained illness.”

In the Junior / Senior High School, students who are unexcused in any class will lose 3% of their marking period grade for every unexcused absence in that class.

Excused Absences

If students maintain zero unexcused absences and a 3.0 GPA for the school year, they will be given the option to opt out of all Spring Semester exams. Clarification includes the following:

- Semester Only Class = 3.0 GPA or better for 1st and 2nd Quarter
- Year-Long Class = 3.0 GPA or better in the 1st Semester, 3.0 GPA or better in the 3rd Quarter, and passing the 4th Quarter

Non-Chargeable Absences

Absences, except those for school-sponsored activities or when a student is an approved school representative, will be recorded as chargeable absences. A student may take two (2) days during their four years of enrollment to visit a college they are considering attending, to take a physical examination for the armed services, or to visit a place of employment for a job interview. Absences that fall into this category will be non-chargeable provided they have received prior clearance through the school counseling office. Two additional college days can be given if authorized by the principal

Truancy / Attendance Intervention

Truancy is defined as any pupil subject to compulsory full-time attendance, who during any semester has unexcused absences from school over 5 times. A “habitual truant” is any pupil who has been reported truant to the Attendance Officer and Dickinson Iron Intermediate School District and then receives 1 more unexcused absence in the same school year.

After (8) days of truancy per semester, a student will be considered a “habitual truant” which can result in:

- assignment to an alternative placement with loss of participation in school activities and events;
- a hearing before a judge in a court of law
- a report to local authorities concerning

After the third (3rd) day of unexcused absences, and / or tardies per semester / per class, an early intervention letter will be sent home to parents advising them about school attendance and their child’s current attendance record.

After the fifth (5th) day of unexcused absences, and / or tardies per semester / per class, a second letter requesting parents / guardians meet with the appropriate school staff will be sent home.

Any student exceeding twenty (20) absences in a semester will not be allowed to attend or participate in all extracurricular or co-curricular activities associated with that semester and will not be allowed any recovery opportunity. This includes all absences excused or unexcused. Students with extenuating circumstances may contact the junior / senior high school principal to discuss the matter leading to excessive absenteeism.

High School Course Credit: Students who are categorized as “frequently absent”, more than 8 days excused absences within a semester will lose credit for impacted course(s). Students will be given the opportunity to take the semester exam and achieve a 77% or better to obtain the course(s) credit. In the event that credit is received, the course grade is included in the overall GPA.

Tardies

Students who are more than 0 minutes late are considered tardy. Three total tardies will result in one unexcused absence for impacted class / course.

A student who violates attendance expectations may be subject to discipline and any other applicable consequences.

Absences due to illness

The school will contact parents if a student becomes ill at school and may ask that the parent pick up the student. A student who is absent due to illness has 3 days for each day of absence to complete missed assignments.

Planned absences

Parents who know in advance that a student will be absent must contact the school at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence unless alternative arrangements are approved by the teacher in advance. Parents should make every attempt to schedule medical and other appointments outside of school hours.

Students are expected to:

- Complete all class work in advance for any absence that can be anticipated or make alternative arrangements with their teacher in advance of the absence.
- Sign out of school at the office if leaving school during the school day.
- Make up all work that is assigned by teachers for the instructional time that has been missed.

For more information, see Policy 5301.

Books and Supplies

The District will provide free instruction to all students and will not charge a fee for materials necessary to complete required or elective courses. Students and parents may purchase additional supplies at their own expense. The District may charge a reasonable and refundable deposit to cover damage to textbooks and supplies. A teacher may provide a list of suggested materials that students and parents may purchase. Purchasing materials is voluntary and not required for curricular activities.

Students must take care of books and other supplies provided by the District. The District may assess fees to repair or replace District property that is lost, damaged, stolen, returned in a different condition, or not returned on time.

Bulletin Boards

Space may be provided within school buildings or on school electronic media for students and student organizations to post notices about student groups. Rules for posting on bulletin boards are found in Policy 5503.

Bullying

Note: Bullying is not the same as peer conflict. Peer conflict refers to disagreements or oppositional interactions between individuals of relatively equal social power, such as friends or classmates. It is generally unplanned, occasional, and natural.

All types of student-on-student bullying, including cyberbullying, without regard to subject matter or motivation, are prohibited. The District's Anti-Bullying Policy is attached to this handbook as Appendix B.

Cafeteria Rules

Cafeteria expectations are developed by the school staff and administration to ensure a safe and respectful environment. These expectations will be taught to students and clearly posted in the cafeteria.

Cell Phones and Other Wireless Communications Devices

"Wireless Communications Device" is an electronic device capable of, but not limited to, text messaging, voice communication, entertainment, navigation, accessing the internet, sending and receiving photos and videos, or producing email.

"Instructional time" is defined as the start of the school day when instruction begins until dismissal at the end of the school day. [Optional: excluding lunch and passing time.]

"School grounds" means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school. School grounds does not include a building used primarily for adult education or college extension courses.

Students may use Wireless Communications Devices on school grounds during school hours, including during instructional time, if the Wireless Communications Device is:

- medically necessary for a student to monitor a health issue;
- required by a student's Section 504 Plan or IEP;
- a District-owned device;
- designated by the District to be used for instructional purposes;
- permitted by a classroom teacher for lesson-specific academic assignments; or
- used during an emergency situation in accordance with the District's emergency operations plan under Policy 3402, so long as it does not interfere with school emergency protocols or first responders or endanger students or staff.

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 may 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 or electronic device violates Board Policy, the student code of conduct, or any applicable building or classroom rule. 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. Policy 5209

With Administrative approval, faculty and staff may request that students use their cell phones/personal devices for educational purposes during class time.

Jr/Sr High School: Students may not use cell phones or other non-school-issued electronic devices during school hours except for their scheduled lunch period. Cell phones or other electronic devices must be stored in the student's locker and turned off during school hours if a student chooses to bring them to school.

Elementary School: Students may not use cell phones or other non-school-issued electronic devices during school hours. Cell phones or other electronic devices must be stored in the student's backpack and turned off during school hours if a student chooses to bring them to school.

Consequences for Cell Phone/Personal Device Violations

- 1st Offense: Restorative Practices, Student may pick up the device at the end of day.

- 2nd Offense: Restorative Practices, Student pick up device at the end of day, morning detention.
- 3rd Offense: Restorative Practices, Parent pick up device, Student & Parent meeting.
- 4th Offense: Cell phone privileges are revoked for the remainder of the semester.

Cheating, Plagiarism, and Academic Dishonesty

Students may not cheat, plagiarize, or otherwise participate in academic dishonesty in any form. Unless specifically authorized by a teacher, prohibited behavior may include, but is not limited to:

- Obtaining, attempting to obtain, or aiding another person in obtaining credit for work by any dishonest or deceptive means.
- Copying another person's work or answers.
- Discussing with other students the answers or questions on a test or assignment before the test or assignment has been submitted for a grade.
- Taking or receiving copies of a test.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Using artificial intelligence to assist or complete an assignment or test.
- Submitting work or any portion of work completed by another person.

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty may receive no credit on that assignment or class and will be subject to discipline, up to and including expulsion.

Children's Protective Services Investigations

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. As a matter of law, the identity of an individual who makes a report of suspected child abuse or neglect is confidential and will not be disclosed.

Classroom Behavior

Teachers may establish classroom conduct rules that students must follow.

Closed Campus

EK - 8th Grade = Closed Campus
9th - 12th Grade = Open Campus

Norway Sr. High school has an open lunch hour policy for grades 9-12. This policy is subject to change by the administration during the school year. Jr. High and High School students are to remain in the designated areas during lunch which include the cafeteria or recess for Jr. High students and the cafeteria, commons area adjacent to the cafeteria, or locker area for High School students.

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

Norway Jr High School has a closed lunch policy for grades 7 and 8. Students will go outside (weather permitting). The Jr High School playground will be supervised. Designated area(s) will be supervised.

Communicable Diseases

The District, in conjunction with local health department officials, may exclude students who:

- Are suspected of having a communicable disease until a physician or local health department official determines the student is no longer a risk; or
- Lack documentation of immunity or are otherwise considered susceptible to a communicable disease until the local health department officials determine the risk of spreading the disease has passed.

Communicable diseases include, but are not limited to, diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, COVID-19, and other conditions indicated by the local and state health departments. Any removal will only be for the contagious period or as directed by the local health department.

Concussion Protocol

Before allowing a student to participate in any athletic activity, including physical education, the District will annually:

A. Provide MHSAA educational materials on concussion awareness to each student and to the student's Parent; and

B. Obtain a statement signed by each student and respective Parent acknowledging receipt of MHSAA concussion awareness educational materials. The District will maintain this signed statement for 5 years or until the student is 18, whichever is longer.

The District's complete concussion protocol is in Policy 5712 including information on student removal from activity for possible concussion and return-to-play requirements.

Damage to School Property

Students who damage school property either intentionally or unintentionally may be subject to discipline and required to pay to replace or restore the property.

Dress and Grooming

In general, clothing should be clean and appropriate for the climate and the situation. Student dress, cleanliness, or personal appearance that is a threat to the safety, health, or welfare of others; violates any statute, Policy 5101, or the Dress Code; or substantially disrupts the educational environment or that school officials reasonably forecast will substantially disrupt the educational environment, is grounds for remedial or disciplinary action.

The final decision in any situation involving inappropriate attire rests with building administrators.

Students who are dressed inappropriately will be asked to change clothing immediately. If necessary, parents will be called to bring appropriate clothing, students can use extra clothing provided by the District, or the student may be sent home to change. Repeated dress code violations may result in more severe consequences.

Dress Code

Tops must have straps or sleeves and must cover the student's entire torso from armpit to armpit. Pants, shorts, and skirts must have an inseam at least 4 inches in length. Clothing may not display material 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, including but not limited to substances illegal for minors;
- Incites violence;
- Contains "fighting words";
- Constitutes a true threat of violence;
- Demonstrates hate group association/affiliation or uses hate speech targeting groups based on their membership in a protected class; or
- Displays nipples, genitals, or buttocks.

Students who represent the District at an official or school-sponsored function or public event (e.g., athletic teams, bands, choirs, and other groups) may be required to follow specific dress requirements as a condition of participation or attendance.

Consequences for Dress Code Violations

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

Second Offense: Students will make necessary adjustments as determined by staff member or principal. One hour of morning detention will be issued. Students will stay in the office until the issue is resolved.

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

Continuation of Inappropriate Dress: Students will make necessary adjustments determined by staff members or the principal. Disciplinary action will become increasingly severe by use of the above-mentioned actions and may include out-of-school suspension up to expulsion.

Driving and Parking Personal Vehicles

Student driving and parking on District property is a privilege, not a right, that may be revoked at any time. Students who drive to school must obey the following rules:

1. Students may not move their vehicles, sit in, or be around their vehicles during the school day without permission from administration.

2. Students may not drive carelessly or at excessive speed on school grounds. Cars must be driven at a slow speed, approximately **five (5) miles per hour**, and must not spin nor slide during the snow and ice season.

3. Students are not permitted to sit in their cars while the car is parked in the parking lot.

4. Students are not permitted to go to their cars nor be in the parking lot between classes without permission; to do so means the student has left the building without permission.

5. Loitering in the parking lot is not permitted at any time.

6. By driving to school and parking on school grounds, students and parents consent to having that vehicle searched when school officials have reasonable suspicion that a search will reveal a violation of school rules, Board Policy, or law.

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

    a. High School students are permitted to park on school premises as a matter of privilege, not of right.

b. The school district retains authority to conduct routine patrols of the student parking lot and inspections of the exterior of student automobiles on school property.

8. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, and without student consent.

9. The school will not be responsible for vehicles that are lost, stolen, or damaged.

10. The term car as used here includes all motor vehicles.

Emergency Contact Information

Parents must provide emergency information for each student enrolled in the District. The information should include the family physician's name, contact information for parents or a responsible adult, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes.

Fees

The District will not charge students a fee to participate in curricular activities. The District may charge students a fee to participate in extracurricular and noncurricular activities to cover the District's reasonable costs. The District may require students to furnish specialized equipment and clothing required for participation in extracurricular and noncurricular activities or may charge a reasonable fee for the use of District-owned equipment or clothing. The activity's coach or sponsor will provide students with information about the fees charged and the equipment or clothing required.

Food Services

The District will continue the free lunch program as funded by the state. If funding is revoked, families will receive a 30-day notice through the school communication system, at which time they will be responsible for the cost of their students' lunch.

Field Trips

Classes occasionally take field trips off school property for educational enrichment. Each student must submit a completed permission form signed by the student's parent before being allowed to attend a field trip.

A student's failure to comply with Board Policy, the Student Code of Conduct, or any other applicable rules or behavioral expectations while on a field trip may result in disciplinary action and removal or exclusion from the trip or future field trips.

Students who have not met academic or behavioral expectations may not be allowed to attend field trips.

First Aid, Illness, or Injury at School

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member.

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.

Head Lice

A student with nits within ¼ 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 ¼ 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.

Homeless Children and Youth

The District will provide a free public education to homeless children and youth who are in the District and will 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.

A student or parent in a homeless situation who requires assistance should contact the District's homeless liaison:

Bruce Tapio, Superintendent
300 Section St
Norway, MI 49870
(906) 563-9552

For detailed information about Homeless Children and Youth, see Policy 5307.

Immunizations

For a student entering the District for the first time and entering 7th grade, a parent must provide the building principal or designee with a certificate stating 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 or documentation of an applicable approved exemption.

The student's parent must provide the certificate or documentation 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. The District will not permit a student to attend school unless the parent provides evidence of immunizations or exemptions consistent with Policy 5713 and state law.

Law Enforcement Interviews

Law enforcement officers may be called to the school at the request of school administration. Students may be questioned by law enforcement consistent with Policy 5201. Students may be questioned by school officials at any time, without parent notice or consent, consistent with the District's obligation to maintain a safe and orderly learning environment.

Limited English Proficiency

Limited proficiency in the English language should not be a barrier to a student's equal participation in the District's instructional or extracurricular programs. 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 programs offered by the District.

Locker Use

Pursuant to Policy 5102, 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 request of the building principal or designee, law enforcement may assist with searching lockers.

During a locker search, student privacy rights will be respected for any items that are not illegal or violate Board Policy or building rules.

Students must keep all personal belongings, including coats and backpacks, in their lockers during the school day.

Lost and Found

All lost and found items are to be taken to the building office. Students may claim lost articles there. Unclaimed items may be donated to a local charity or otherwise disposed of at the conclusion of each semester.

Media Center

Students must check out materials from the media specialist or designee on duty. Each borrower is responsible for all materials checked out in the borrower's name. If materials are lost and not returned by the end of the semester, the student must pay for the replacement cost. Students must also pay for any damage they cause to materials.

Medication

Whenever possible, parents should arrange student medication schedules to eliminate the need for administration of medication at school. When a student requires prescription or over-the-counter medication at school, the following procedures apply:

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

For additional information and requirements, see Policy 5703.

Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers

A student may possess and use an asthma inhaler or epinephrine auto-injector or inhaler with written approval from the student's healthcare provider and consistent with Policy 5703. A minor student must also have written permission from the student's parent. The required documentation must be submitted to the building principal or designee. 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 address any changes in the student's medical circumstances.

Parent Involvement in Education

A copy of the District's Parent Involvement in Education policy, Policy 5401, is attached as Appendix C.

Parties

Classes may have seasonal or curriculum-related parties during the year. Students must follow all expectations and rules established by the teacher or other relevant staff during the party. Invitations for private parties and non-school-sponsored events may not be distributed in the classroom.

Playground/Recess Rules

Students must follow these rules during recess or while using the playground:

Playground/recess expectations are developed by the school staff and administration to promote safety and positive play. These expectations will be taught to students and posted in appropriate areas around the playground or other designated recess areas.

Students who violate these rules may be disciplined.

Staff will supervise students when the students use the playground or recess area during the school day or as part of a school activity. At all other times and circumstances, the District does not provide supervision of its playgrounds, equipment, or surrounding areas.

Protection of Pupil Rights

The District respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy as required by law. The policy is available on the District's website or upon request from the District's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the Superintendent. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the Superintendent. A copy of the District's annual notice to parents regarding the Protection of Pupil Rights Amendment is attached as Appendix D.

Public Display of Affection

Students may not engage in public display of affection that are disruptive to the school environment or distracting to others.

Rights of Custodial and Non-Custodial Parents

Unless a parent has provided the building principal or designee with a court order that provides otherwise, District personnel will treat each parent, regardless of custody or visitation rights, the same as to accessing student records, meeting and conferring with District personnel, visiting a child at school, and transporting a child to or from school. District personnel are not responsible for enforcing visitation or parenting time orders.

Parents, regardless of custodial status, will be provided information about conference times so both parents may attend a single conference. The District is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff may terminate a conference and reschedule it with appropriate modifications or expectations.

Search and Seizure

To maintain order and discipline in school and protect the safety and welfare of students and school personnel, school authorities may search a student or the student's personal effects (e.g., purse, book bag, athletic bag) as permitted by law and may seize any illegal, unauthorized, or contraband materials discovered in the search. As noted in "Locker Use," student lockers and desks are school property and remain at all times under the District's control. Student lockers and desks are subject to search at any time for any reason and without notice or consent.

School officials may use canines, metal detectors, wands, or other tools to conduct searches.

A student's failure to permit a search and seizure may be grounds for disciplinary action. A student's person and personal effects may be searched whenever a school official has reasonable suspicion to believe that the student possesses illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, these items may be turned over to law enforcement or stored in a secure place at school until a disciplinary hearing.

Student Education Records

The District may collect, retain, use, and disclose student education records consistent with state and federal law. See Policy 5309 for an overview of the District's collection, retention, use, and disclosure of student records.

Parents may inspect and review their minor child's education records, regardless of custody status, unless a court order specifies otherwise. An eligible student (i.e., a student who is 18 years or older or an emancipated minor) may also inspect and review their education records.

Right to Request Explanation or Interpretation

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.

Right to Request Amendment of Education Records

A parent or eligible student may request that a student's education record be amended if the parent or eligible student believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights as explained in Policy 5309.

Directory Information

The District designates the following information 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.

School officials may disclose "directory information" without the prior written consent of a parent or eligible student unless the parent or eligible student specifically notifies the District that the parent or eligible student does not consent to the disclosure of the student's directory information for 1 or more of the uses for which the District would commonly disclose the information.

A Directory Information Opt Out Form is attached to this handbook as Appendix E. This form allows the parent or eligible student to elect not to have the student's directory information disclosed for 1 or more of the listed uses. Upon receipt of a completed Directory Information Opt Out Form, school officials may not release the student's directory information for any of the uses selected on the form.

Address Confidentiality Program

The District will not disclose a student's or parent's phone number or address or the parent's employment address to another person who is the subject of a court order that prohibits disclosure of the information if the District has received a copy of the order. The District will not disclose a confidential address, phone number, or email address in violation of the Address Confidentiality Program Act if the student or the student's parent notifies the District that the student or the student's parent has obtained a participation card issued by the department of attorney general.

Technology

Use of District technology resources is a privilege, not a right. Students are expected to use computers, the Internet, and other District technology resources for school-related educational purposes only. Students and their parents are required to sign and return the Acceptable Use Agreement attached as Appendix F before they may use or access District technology resources. Students who violate the District's Acceptable Use Agreement may have technology privileges terminated or suspended and may be subject to discipline, up to and including expulsion.

Threat Assessment and Response

The Board of Education is committed to providing a safe environment for all members of the school community. Our commitment to security includes creating and maintaining a

safe school climate and supportive culture as a foundation for preventing violence and mitigating risk.

Students are encouraged to report any threat immediately. Threats may be reported to any District employee in-person, by e-mail, or by telephone. Students may also report threats through the OK2SAY program.

The District's Threat Assessment and Response is found in Policy 5714.

Transportation Services

School Vehicle Rules

Riding in school vehicles is a privilege, not a right. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must comply with the Student Code of Conduct while in school vehicles.

Per the District's agreement with our transportation service, rules will be provided to families at the start of the school year. Families will be required to sign the agreement if their children ride the bus to and/or home from school.

Video cameras may be placed on vehicles and buses to monitor student behavior on the vehicles/buses. Exceptions or modifications to these rules may be made as necessary to accommodate a student with a disability.

School Vehicle Misconduct Consequences

Students who violate the school vehicle rules will be referred to the building principal for discipline. Disciplinary consequences may include parent notification, suspension of vehicle/bus riding privileges, exclusion from extracurricular activities, in-school suspension, and suspension or expulsion.

These consequences are not progressive and school officials have discretion to impose any listed consequence they deem appropriate in accordance with state and federal law and board policy.

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be reported to law enforcement.

Different Route Requests

Students who are not regular route riders may not ride the bus with a friend, unless the parent of the non-route student presents written permission to the bus driver ahead of time. The written permission must include the date, the non-route rider's name, the signature of the non-route rider's parent, and the place approved for drop off. District administration reserves the right to deny any request for non-route riders.

Video Surveillance and Photographs

The District may monitor any District building, facility, property, bus, or vehicle with video recording equipment other than areas where a person has a legally recognized and

reasonable expectation of privacy (e.g., restrooms and locker rooms). Except in those school areas, a person has no expectation of privacy.

The District may use video recordings for any lawful purpose, including student discipline, assisting law enforcement, or investigations.

Students may not make recordings: on school property; when on a vehicle owned, leased, or contracted by the District; or at a school-sponsored activity or athletic event unless otherwise authorized by Policies 5210 or 5805, applicable law, or a District employee.

Withdrawal From School

Students who are transferring from the District must submit written notice to the building principal at least 1 week before the withdrawal.

Section II: Academics

To encourage students and parents to stay apprised of student academic information, grades, attendance, and other information can be accessed via Powerschool.

To register for Powerschool, contact your student's building secretary.

Academic Awards

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

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

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

Advanced Placement (AP) Courses

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

Online Learning

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

Alternative Education Program

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

Bay College Attendance

Seniors enrolled in a Bay College class do not need to be on campus besides the scheduled class times. Students can leave school during Bay class hours when they do not have in-person college instruction as long as they have parental permission. If a student elects to stay, they are required to report to a Learning Outcomes class.

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. Students may be prohibited 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.

Credits and Graduation Requirements

Norway Sr. High School students must successfully complete all graduation requirements to earn a high school diploma.

The superintendent of the school shall develop a curriculum for the Norway-Vulcan Area Schools, which shall meet the requirements for graduation as established by the local board of education, the Department of Education of the State of Michigan, and the North Central Association of Colleges and Schools. The responsibility for certification of fulfillment of requirements shall rest with the school counselor.

Graduation shall be held once a year at a time determined by the superintendent when the yearly school calendar is set. Students participating in these exercises shall have completed their prescribed course of study and be full-time students during the entire year in which their class will graduate. Full-time students will have a daily schedule which includes no more than one study hall within the seven-period day. A student must take 6 credits during the second semester and attend classes in order to participate in the graduation ceremony. Students must complete at least 22.5 units of credit in order to participate in the graduation ceremony. Credit will be accepted from other schools, which are accredited by their State Department of Education or other internal accrediting systems within their state, upon the recommendation of the American Council on Education for courses completed through the extension departments of approved colleges and universities, or from a regional accrediting agency. Students may not enroll in high school credit courses with the Community School Adult Education program until their class graduates, unless special permission is granted in writing. Requests for permission to enroll will be heard by a committee consisting of the school counselor and the high school principal. Adult education enrollment for credit is not encouraged.

If a student enrolls at NHS during the year and he/she will be a senior, he/she must complete the entire year. There is no early graduation for students entering during their

senior year. Michigan Virtual High School courses will be treated as a regular high school course.

Michigan Merit Curriculum

- English Language Arts - 4 Credits
- Science - 3 Credits
    - Biology
    - Chemistry or Physics
    - 1 additional science credit
- Mathematics
    - Algebra 1
    - Algebra 2
    - Geometry
    - 1 additional math credit
- Social Studies - 3 Credits
        - .5 Civics
        - .5 Economics
        - U.S. History and Geography
        - World History and Geography
- Health and Physical Education - 1 Credit
- Visual Performing, Applied Arts - 1 Credit
- Language other than English - 2 Credits
- Personal Finance - .5 Credit (Students entering 8th Grade in 2023)

Electives: 8.5 Credits Needed: 24.5

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

Dropping or Adding a Class

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

Dual Enrollment

Students in grades 9 and above may be eligible to dually enroll in college classes to obtain high school and college credit. Please contact your assigned counselor for information about enrollment eligibility, charges paid by the District, eligible institutions, and other matters related to dual enrollment.

By March 1 of each year, the District will provide general information to all students in grades 8 or above about postsecondary enrollment options. In addition, the District will

provide detailed information to all high-school students about postsecondary enrollment options. That information will include all of the following:

- Enrollment eligibility;
- The institutions and types of courses in which students may enroll;
- The District's decision-making process for granting academic credits;
- An explanation of the costs that the District will pay and financial arrangements for paying costs not paid by the District;
- An explanation that the District will pay the eligible postsecondary institution directly upon being billed by the postsecondary institution for those charges that are the District's responsibility and that the student will be responsible for additional costs not paid by the District;
- Available support services provided by the District;
- The need to arrange an appropriate schedule;
- Consequences to the student for failing or not completing an eligible course, including the possibility of being required to repay the District for money paid by the District on the student's behalf to the postsecondary institution;
- The effect of enrolling in an eligible postsecondary course on the eligible student's ability to complete the required high-school graduation requirements; and
- The academic and social responsibilities that must be assumed by the eligible student and his or her parent.

The District will, to the extent possible, offer counseling services to a student and his or her parent before the student enrolls in an eligible postsecondary course to ensure that the student and his or her parents are fully aware of the benefits, risks, and possible consequences of enrolling in an eligible course. The District will also encourage eligible students and their parents to use available counseling services from the postsecondary institution.

Grades

Report cards will be issued at least once each quarter. Grades are calculated using the following grading scale:

Elementary Grading Scale

4: Exceeds Grade-Level Expectations
The student demonstrates in-depth understanding and application of grade-level skills and concepts. Performance consistently exceeds grade-level expectations.

3: Meets Grade-Level Expectations
The student demonstrates a solid understanding of grade-level skills and concepts. Performance consistently meets expectations for this grade level.

2: Developing Toward Grade-Level Expectations
The student is building an understanding of grade-level skills and concepts. Performance is approaching expectations with continued progress.

1: Emerging Understanding of Grade-Level Expectations
The student is in the early stages of developing grade-level skills and concepts. Continued practice and reinforcement are needed to support growth.

Jr/Sr High School Grading Scale:

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

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

*This is only to be used for nine-week grades and semester exams. Use letter grades to determine the semester average.

Semester Grades

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

Grade Point Average

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

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

GPA of Foreign Exchange students are excluded from class rankings. Dual enrollment classes will not be considered in computing the GPA. After the first semester of the junior year, SAT score and GPA will determine class rank. The formula for academic recognition will be the students GPA x 250 + the SAT combined Math & CR x 0.625. This formula will give a maximum of 2000 points.

Weighted and Pass/Fail Grades

Grades issued for Advanced Classes (AP English, Physics, Calculus, Chem. II, and any other course considered “advanced” by the administration) will either be weighted

according to a 5-point scale or issued as a pass/fail grade (69.5% or higher for passing). It will be the student and his or her parents' discretion whether or not a grade is issued.

Incomplete Grades

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

Progress Reports

Progress reports are viewed online in PowerSchool. If you require a paper copy, please contact the appropriate office building. After reviewing the current progress of the student, please feel free to contact your child's teacher(s) if you have any questions or concerns.

Honor Roll

There are three honor rolls for which students are eligible.

- 4.00 GPA
- 3.50 to 3.99 GPA
- 3.49 to 3.00 GPA

Homework

Classroom teachers may assign homework. Parents who have questions about homework or concerns about class work should contact their student's teacher.

Each student is expected to spend time preparing for classes outside of school hours. The amount of time that is needed will depend upon each student and each class.

Personal Curriculum

For students who are working toward a Michigan Merit Curriculum diploma, it may be appropriate to modify the Michigan Merit Curriculum through implementation of a personal curriculum. 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.

Any modification to the Michigan Merit Curriculum must be consistent with Michigan law and must incorporate as much of the Michigan Merit Curriculum content standards as practicable for the student. The District retains discretion to determine what modifications to the Michigan Merit Curriculum are appropriate for a particular student through a personal curriculum. A student who successfully completes an approved personal curriculum will earn a regular high school diploma.

To request a personal curriculum, please contact the building principal.

For additional information about the Michigan Merit Curriculum and Personal Curriculum, see Policy 5409.

Placement

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. The District's placement decision is final.

Students with Disabilities

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

A parent who believes their student is eligible for special education or accommodations due to a disability or suspected disability should contact their student's building secretary.

Summer School

Elementary Summer School

Summer school will be held for three weeks from late July through mid-August, for students who are identified as requiring additional support in reading and mathematics. Teachers will communicate with parents/guardians if their student could benefit from these services.

Jr/Sr High School Summer School

Students who have failed classes and need credit recovery can enroll in up to two full credits - which would be four semester classes during summer school. Summer school begins mid-June and all efforts will be made to conclude summer school within five weeks.

Students who would like to retake a class to improve their grade point average may either retake the Norway Sr High School class during regular school hours as part of their schedule or they may enroll in summer school. Only one high school class grade can be replaced through a retake of the class (two semesters, one credit).

Students cannot take an online class in place of a class that is offered as a Norway Sr High School class unless they have failed the NHS class and need credit recovery.

Testing Out

A student may test out of high school classes and earn credit. Students interested in testing out of a class should review Policy 5409 and make arrangements with their

assigned counselor.

Credit awarded to pupils not enrolled in courses.

The school board shall grant high school credit in any course to a pupil enrolled in high school, but who is not enrolled in the course, who has exhibited a reasonable level of mastery of the subject matter of the course by attaining a grade of not less than C+ in a comprehensive exam in the course, or, if there is no exam, by exhibiting that mastery through the basic assessment used in the course which may consist of a portfolio, performance, paper, project, or presentation. For the purpose of earning credit under this section, any high school pupil may take the final examination in any course. Credit earned under this section shall be based on a “pass” grade and shall not be included in the computation of grade point average for any purpose. Credit earned under this section will not be counted toward graduation. Credit shall be counted toward fulfillment of a requirement for a subject area course and shall be counted toward fulfillment of a requirement as to course sequence. A pupil may not receive credit thereafter for a course lower in course sequence concerning the same subject area. Only students who have not taken the course may use this test-out option.

Work Permits

Information about work permits up until October 1st, 2026 is available at the Norway High School office.

Student Tutors or Teacher Assistants

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

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

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

needed to improve his/her grades. Students are not allowed to leave their assistant placement/room unless written permission is granted. Student assistants are to stay with their assigned teacher until the period is over.

Section III: Student Clubs, Activities, and Athletics

Students are encouraged to participate in the various student clubs, activities, and athletics offered by the District.

For the 2026-2027 school year, the District offers the following student clubs, activities, and athletics:

Reading Olympics

All NVAS students in grades 3 through 8 have the opportunity to participate in the Reading Olympics. This competition involves teams of students, who after reading many books from a list, compete against each other answering questions concerning the books. Local competition is held first. The winning teams advance to play against other teams from area schools.

Spelling Bee

All NVAS students in grade 5 through 8 have the opportunity to compete in the spelling bee sponsored by the NVAS Community School Program. The NVAS spelling champion is recognized by having their name engraved on a plaque that is displayed in our school. Local winners also have the opportunity to advance to the U.P., state, and national competition.

Jr High School Activities

- Student Council
- Athletics

Sr High School Activities

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

Class Officers

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

Dances

Dances are held in the Junior High School Gym. Junior / Senior Prom may be held off campus. Dances will occur at various times throughout the school year and will be unique
to either Junior High School or Senior High School. Junior High School students are not permitted to attend Senior High School dances and Senior High School students are not permitted to attend Junior High School dances. Students who do not attend Norway Junior High School are not permitted to attend. High school students who do not attend Norway Senior High School are permitted to attend a Senior High School dance, but must have the appropriate paperwork completed with the staff member in charge of the dance. A dance is considered a school activity, whether it is on our campus or not, and all school rules of conduct apply. Dances must be chaperoned by at least one staff member and three other adults. The group sponsoring the dance is required to clean up.

Eligibility to be Nominated to a Court

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

Social Activity Regulations

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

A student's failure to comply with Policy, the Student Code of Conduct, or any other applicable rules or behavioral expectations while participating in or attending a student club, activity, or athletic competition, meeting, event, or practice, may result in disciplinary action.

Extracurricular Activities

Participation in extracurricular activities is a privilege, not a right. Students are encouraged to participate in extracurricular activities. Participation is open to students who meet the eligibility requirements established by the District and any applicable governing body.

The District has exclusive control over extracurricular activities including, but not limited to, formation, naming, structure, operation, financing, and discontinuance.

Student athletes are also subject to the Athletic Code of Conduct (see Appendix G) and any applicable team rules.

For more information, see Policy 5507.

Student-Initiated Non-Curricular Clubs

Students may voluntarily form clubs that are not directly related to the school curriculum. 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.

For more information about student-initiated non-curricular clubs, including how to form a club, see Policy 5510.

Transportation To/From Extracurricular Activities

The District may provide transportation to students who participate in school-sponsored events. If District-provided transportation is available, students must ride to and from those events in a school vehicle unless otherwise excused by the activity sponsor.

Adult-Driven Transport for Fall and Spring Athletic Events
Norway Jr./Sr. High School
Standard Operating Procedure

Purpose

Establish an adult-driven, defined as transportation provided by an adult-driver, transportation SOP (standard operating procedure) for student-athletes participating in Fall and Spring sports events located within a 40-mile radius of Norway High School. The objective is to offer families a flexible transportation alternative while prioritizing student safety and optimizing the transportation budget.

Background

As a result of rising demands on the district's transportation infrastructure, the need for a safe and reliable alternative for transporting student-athletes to nearby events has become increasingly evident. This SOP offers a viable solution by allowing families to

coordinate transportation while reducing the strain on school buses for short distance/local travel.

Summary Proposal

Allows student-athletes to utilize adult-driven transportation to travel to and from athletic events within a 40-mile radius with prior approval and adherence to specified documentation.

Definition of Adult-Driven Transport

"Adult-Driven Transport" is characterized as transportation provided by an approved adult driver (aged 18 years old, non-high school student with a valid driver's license), either a parent/guardian or another responsible adult delegated by the student's parent/guardian. All approved drivers must be included in a formal transportation authorization form submitted prior to travel. Self-transportation by students is only permitted for Iron Mountain Public Schools, Breitung Township Schools, Niagara Public Schools, and North Central Area Schools (Baseball – Hermansville Field).

Athletic Alternative Transportation – Athletic Department Discretion
Norway Jr./Sr. High School
Standard Operating Procedure

Purpose

Establish safe and efficient transportation of student-athletes to and from athletic events while allowing for flexibility in specific situations where standard school transportation may not be the most appropriate or feasible.

Scope

Alternative Transportation – Athletic Department Discretion

In certain cases, the Athletic Department may approve alternative transportation arrangements using adult drivers (e.g., coaches, staff, or parent volunteers) when any of the following apply:

1. **Date and Time**: Athletic event dates and times may not be feasible to schedule transportation.
2. **Weekend Competitions**: When athletic events fall on weekends or holidays and it is not feasible to schedule school transportation or not cost effective.
3. **Small Roster Size**: When the number of athletes participating is limited (e.g., golf, cross country, wrestling, or select JV events), and a full-sized bus is not practical or cost-effective.
4. **Special Events or Circumstances**: When unique logistical needs arise (e.g., dual events, tournaments requiring split travel), and school administration approves the use of adult drivers.

All such decisions are made at the **discretion of the Athletic Director**, in coordination with the coaching staff and school administration, with the safety and best interests of students as the top priority.

Procedure

1. Driver Requirements
    a. Any adult transporting student athletes must:
    1) Be pre-approved by school administration.
    2) Possess a valid driver's license and proof of insurance.
    3) Complete any required background checks or forms mandated by the district.
    4) Follow all school policies regarding student supervision and conduct.
2. Parent/Guardian Transportation
    a. Parents/guardians wishing to transport their own child to or from an event must submit a written request to the coach and/or Athletic Director at least 24 hours prior to the event.
    b. Approval will be granted at the discretion of the Athletic Department.
3. Oversight and Accountability

a. Coaches are responsible for verifying attendance and transportation arrangements.

b. The Athletic Director will maintain a record of any alternative transportation plans and approved adult drivers.

c. Any concerns or violations of this policy will be reviewed by the school administration.

d. If a student-athlete violates the driving conditions of this policy, **they will be dismissed** from the team.

Conclusion:

This adult-driven transportation SOP presents a balanced approach that fosters a safe and convenient method for local travel while addressing the school's transportation capacity challenges. It aligns with the commitment to supporting extracurricular activities and maintaining responsible resource management. NVAS aims to enhance the transportation options available to our student-athletes and their families.

Effective Date: 7/8/2025
Revised Date: 7/9/2026

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Section IV: Discipline and Code of Conduct

Discipline Generally

The District may discipline students who engage in misconduct, up to and including suspension or expulsion from school.

The District will take steps to effectively discipline students in a manner that appropriately 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.

If an administrator determines that an emergency requires the immediate removal of a student from school, the administrator may contact the student's parent or local law enforcement or take other measures to have the student safely removed from school.

Students who are involved in extracurricular activities and engage in misconduct may face consequences related to the activity in addition to the consequences provided in this handbook.

The District reserves the right to refer to an appropriate non-school agency any act or conduct which may constitute a crime. The District will cooperate with those agencies in their investigations as permitted by law.

The District's rules and policies apply to any student who is on school property or school-affiliated transportation, who is in attendance at school or at any school-sponsored activity or function, or whose conduct at any time or place directly interferes with the operation, discipline, or general welfare of the school, regardless of location, date, or time.

Forms of School Discipline & Applicable Due Process

Before-School Detention

Teachers and administrators may require students to come in before school to serve a detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers. Before school detention is held Tuesdays, Wednesdays, and Thursdays in the Media Center. Students who ride the bus home from school will be given a 24-hour notice of a detention so that parents may make transportation arrangements for the student the following day.

In-School Suspension

The building administrator may require a student to serve in-school suspension, during which students follow strict rules and must work on assignments the entire time, except for short breaks. Students not completing their In-School Suspension will face further disciplinary action.

Removal for 10 or Fewer School Days

Before a student is suspended for 10 or fewer school days, an administrator will: (1) provide the student verbal notice of the offense the student is alleged to have committed, and (2) provide the student an informal opportunity to respond and 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. The building administrator will consider the 7 factors provided in the Student Code of Conduct before suspending a student.

Removal for More than 10 and Fewer than 60 School Days

Before a student is suspended for more than 10 school days but less than 60 school days, the Superintendent or designee will 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. The Superintendent or designee will consider the 7 factors noted in the Student Code of Conduct before suspending a student.

A parent or student may appeal the Superintendent's or designee's decision to the Board. The appeal must be submitted to the Board within 3 calendar days of the decision. The Board will hear the appeal at its next regularly scheduled meeting. The Board's decision is final. The student's suspension will run while the appeal is pending.

Removal for 60 or More School Days

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 Board Policy and that suspension or expulsion is the appropriate consequence. The Board will consider the 7 factors noted in the Student Code of Conduct before suspending or expelling a student. The Board's decision is final.

Student Code of Conduct

This Student Code of Conduct is meant to be a guide and is subject to the discretion of administration and the Board.

Administration will, as required or permitted by state law, always consider the use of restorative practices as an alternative to, or in addition to suspension or expulsion. Nothing in the following table limits the District's ability to impose more or less severe disciplinary consequences depending on the situation's unique circumstances and the following factors:

A. The student's age;

B. The student's disciplinary history;

C. Whether the student has a disability;

D. The seriousness of the behavior;

E. Whether the behavior posed a safety risk;

F. Whether restorative practices will be used to address the behavior; and

G. Whether a lesser intervention would properly address the behavior.

The District will also comply with Policy 5206 Section I for victims of an alleged sexual assault.

Nothing in this handbook limits the District's authority to discipline a student for conduct that is inappropriate in school, but that is not specifically provided in this table. Depending on the circumstances of a particular situation, separate athletic or extracurricular sanctions may be imposed, in accordance with the applicable handbook or rules.

Prohibited Conduct	Potential Consequence(s)
Illegal Substances or Paraphernalia, including Alcohol: possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of drugs, alcohol, fake drugs, illegal steroids, illegal inhalants, or look-alike drugs.	• Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral

Tobacco/Nicotine: possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of any form of tobacco, including vaping devices or supplies.	• Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral
Disruptive Behavior or Insubordination: disrupting the learning environment or school activity or violating a school rule or directive.	• Restorative Practices • Parent Notification • Suspension or Expulsion
• **Dangerous Weapon Possession:** firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles.	• Restorative Practices • Parent Notification • Suspension or Permanent Expulsion from all Michigan public schools • Police Referral
Other Weapons and Look-Alike Weapons Possession: an object that is not a "dangerous weapon," including but not limited to a pellet or air-soft gun, a knife with a blade of 3 inches or less, items intended to look like a dangerous weapon, or similar items.	• Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral
Use of an Object as a Weapon: any object used to threaten or harm another, regardless of whether injury results.	• Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral
Arson: purposefully, intentionally, or maliciously setting a fire on school property.	• Restorative Practices • Parent Notification • Suspension or Permanent Expulsion from all Michigan public schools • Police Referral
Physical Assault (Student to Student): causing or attempting to cause physical harm to another through intentional use of force or violence.	• Restorative Practices • Parent Notification • Suspension or Expulsion up to 180 school days • Police Referral

Physical Assault (Student to Employee, Volunteer, or Contractor): causing or attempting to cause physical harm to another through intentional use of force or violence.	• Restorative Practices • Parent Notification • Suspension or Permanent Expulsion from all Michigan public schools • Police Referral
Verbal or Written Threat, including Bomb or Similar Threat: statement that constitutes a threat against a student, employee, other person, or school property.	• Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral
Plagiarism, Cheating, or other Falsification of Schoolwork: submitting work that is not your own, including copying from others' work, or unauthorized use of AI.	• Restorative Practices • Credit Loss or Grade Reduction • Parent Notification • Suspension or Expulsion
Discrimination, Harassment (including Sexual Harassment), and Bullying: violating Board Policy addressing anti-discrimination, anti-harassment, and anti-bullying.	• Restorative Practices • Parent Notification • Suspension or Expulsion
Criminal Sexual Conduct: commits criminal sexual conduct 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 same school district; or commits criminal sexual conduct against another student enrolled in the same school district.	• Restorative Practices • Parent Notification • Suspension or Permanent Expulsion from all Michigan public schools • Police Referral
Fighting, Inciting Violence, Filming a Fight or Assault, Distributing or Publishing a Fight or Assault Video	• Restorative Practices • Parent Notification • Suspension or Expulsion
Sexting: distribution or publication of lewd, pornographic, or sexually suggestive videos or photographs of students or staff.	• Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral
Misuse of District Technology: violating the District's acceptable use policies and agreement.	• Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral

Elementary Drop Off/Arrival

Students may be dropped off no earlier than 7:30 a.m. It is strongly recommended that all students be dropped off at the 4th Avenue playground entrance. After arriving, students may either use the playground or go to the cafeteria for breakfast until school begins at 8:00 a.m.

Families are asked to remain in their vehicles during drop-off to help maintain a smooth and safe traffic flow.

All buses will drop students off at the 4th Avenue playground entrance. Please do not park in bus loading/unloading zones.

If you are dropping off your student after 8:00 a.m., please use Entrance A, located near the elementary school office.

Elementary Pick-Up/Dismissal

Elementary students are dismissed at 3:15 p.m. If you are picking up your student, please wait inside your vehicle at the 4th Avenue playground entrance/exit. Please do not park in bus loading/unloading zones.

If you need to make a permanent change to your child's pick-up method or plan to pick them up early on a specific day, please contact the elementary school office in advance.

School buses begin arriving between 3:00 p.m. and 3:05 p.m. and are scheduled to depart at 3:22 p.m. Please avoid blocking or parking in designated bus zones during this time.

Jr/Sr High School Drop Off/Arrival

Students may be dropped off no earlier than 7:30 a.m. After arriving, students may go to breakfast or the playground and can enter the building at 8:05.

If you are dropping off your student after 8:00 a.m., please use Entrance J, located near the Jr/Sr school office.

Jr/Sr High School Pick-up/Dismissal

Students are dismissed at 3:15 p.m. If you are picking up your student, please wait inside your vehicle outside of Doors J or K. Please do not park in bus loading/unloading zones.

If you need to make a permanent change to your child's pick-up method or plan to pick them up early on a specific day, please contact the school office in advance.

School buses begin arriving between 3:00 and 3:05 p.m. and are scheduled to depart at 3:22 p.m. Please avoid blocking or parking in designated bus zones during this time.

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

3115 Non-Discrimination, Anti-Harassment, and Non-Retaliation

The District does not discriminate on the basis of race, color, national origin, ethnicity, religion, sex, sexual orientation, gender identity or expression, pregnancy, 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.

Title IX sexual harassment is covered by Policy 3118.

A contract to which the District is a party will be read to include a covenant by the contractor and its subcontractors not to discriminate against an employee or applicant for employment with respect to hiring, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, national origin, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, height, weight, and marital status.

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. Reserved

H. Training and Notice: For more information about training requirements and notice of the District's non-discrimination policy, see Policy 3115H – Training Requirements 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.

3118 Title IX Sexual Harassment

Consistent with Policy 3115, the District prohibits unlawful sex discrimination, including harassment and retaliation, in any of its education programs or activities in accordance with Title IX of the Education Amendments of 1972 and its implementing regulations.

This Policy addresses allegations of Title IX sexual harassment that occurred on or after August 14, 2020 unless the District previously investigated the allegations under a different policy pursuant to the now-vacated Title IX 2024 regulations. Allegations of discrimination, harassment, or retaliation not covered by this Policy should be addressed under the District's applicable non-discrimination or anti-harassment policies. Allegations alleging both Title IX sexual harassment and other forms of Unlawful Discrimination and Unlawful Harassment (e.g., race, age, disability) that cannot be reasonably separated into distinct complaints should be investigated under this Policy. Complaints that include allegations of Title IX sexual harassment may be investigated under this Policy or bifurcated and investigated pursuant to the applicable Grievance Procedure under Policies 3115-3115H. Investigating other forms of discrimination, including harassment and retaliation, pursuant to this Policy will fulfill the District's investigation requirements under Policies 3115-3115H, 4104, and 5202, but nothing in this paragraph limits the District's right to determine at any time that a non-Title IX allegation should be addressed under Policies 3115-3115H, 4104 or 5202 or any other applicable Policy.

The Board directs the Superintendent or designee to designate one or more employees who meet the training requirements in Section M of this Policy to serve as the District's Title IX Coordinator(s). The Title IX Coordinator will designate an Investigator, Decision-Maker, and Appeals Officer, if applicable, for each Formal Complaint made under this Policy. If a Formal Complaint is made under this Policy against the Title IX Coordinator, the Board President will designate the persons who will serve as the Investigator, Decision-Maker, and Appeals Officer and will work with District administrators to ensure that all other requirements of this Policy are met.

The Investigator, Decision-Maker, Appeals Officer, and Informal Resolution Facilitator cannot be the same person on a specific matter, and the persons designated to serve in those roles may or may not be District employees. Any person serving as the Investigator, Decision-Maker, Appeals Officer, or Informal Resolution Facilitator must meet the training requirements in Section M of this Policy.

Inquiries about Title IX's application to a particular situation may be referred to the Title IX Coordinator(s), the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

A. Definitions

For purposes of this Policy only, the below terms are defined as follows:

1. "Sexual Harassment" means conduct on the basis of sex that satisfies one or more of the following:
    a. District employee conditioning the provision of a District aid, benefit, or service on a person's participation in unwelcome sexual conduct;
    b. unwelcome conduct that a reasonable person would determine to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
    c. "Sexual assault" as defined in in 20 USC 1092(f)(6)(A)(v), "dating violence" as defined in 34 USC 12291(a)(10), "domestic violence" as defined in 34 USC 12291(a)(8), or "stalking" as defined in 34 USC 12291(a)(30).
        i. "Sexual assault" is an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. It includes unlawful sexual intercourse (including incest and statutory rape) and any sexual act, including rape, sodomy, sexual assault with an object, or fondling, directed against another person without the consent of that person, including when that person is incapable of giving consent.
            a) Rape: (Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
            b) Sodomy: Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
            c) Sexual Assault With an Object: To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
            d) Fondling: The touching of the private body parts of another person for the purpose of sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
            e) Incest: Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

f) Statutory Rape: Nonforcible sexual intercourse with a person who is under the statutory age of consent.

ii. "Dating violence" means violence committed by a person who is or has been in a romantic or intimate relationship with the Complainant. The existence of such a relationship is based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

iii. "Domestic violence" means felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the Complainant, person with whom the Complainant shares a child, person who is cohabitating with or has cohabitated with the Complainant as a spouse or intimate partner, person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Michigan; or any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of Michigan.

iv. "Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for the person's safety or the safety of others; or (2) suffer substantial emotional distress.

2. "Actual Knowledge" means notice of sexual harassment or allegations of sexual harassment to the District's Title IX Coordinator or any District employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only District employee with actual knowledge is the Respondent.

3. "Appeals Officer" is the person designated by the District to decide appeals of a dismissal or determination of responsibility for matters investigated under this Policy. The Appeals Officer may not be the same person as the Investigator, Title IX Coordinator, Decision-Maker, or person designated to facilitate an informal resolution process on a specific matter.

4. "Complainant" is a person who is alleged to be the victim of conduct that could constitute Title IX sexual harassment.

5. "Consent" means a voluntary agreement to engage in sexual activity by a person legally capable of consenting. Someone who is incapacitated cannot consent. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent can be withdrawn at any time. Coercion, force, or threat of either invalidates consent. Sexual conduct or relationships between District employees, volunteers, or contractors and students, regardless of age or consent, are prohibited.

6. "Day," unless otherwise indicated, means a day that the District's central office is open for business.

7. “Decision-Maker” is the person designated by the District to review the investigation report and provide a written determination of responsibility that provides the evidentiary basis for the Decision-Maker’s conclusions. The Decision-Maker may not be the same person as the Investigator, Title IX Coordinator, Appeals Officer, or person designated to facilitate an informal resolution process on a specific matter.
8. “Education Program or Activity” means any location, event, or circumstance over which the District exercised substantial control over both the Respondent and the context in which the harassment occurred.
9. “Formal Complaint” means a written document or electronic submission signed and filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the District investigate the sexual harassment allegation.
10. “Grievance Process” is the process by which the District investigates and determines responsibility for Formal Complaints.
11. “Investigator” is the person designated by the District to investigate a Title IX Formal Complaint. The Investigator cannot be the same person as the Decision-Maker, Appeals Officer, or person designated to facilitate an informal resolution process on a specific matter. The Title IX Coordinator may serve as the Investigator on a particular investigation, unless the Title IX Coordinator has a conflict of interest or bias.
12. “Report” means an account of alleged Title IX sexual harassment made by any person (regardless of whether the reporting party is the alleged victim).
13. “Respondent” is a person who has been reported to be the perpetrator of conduct that could constitute Title IX sexual harassment.
14. “Supportive Measures” are non-disciplinary, non-punitive, individualized supports offered and implemented by the Title IX Coordinator as appropriate, as reasonably available, and at no-cost to the Complainant and the Respondent before or after the filing of a Formal Complaint or when no Formal Complaint has been filed. Supportive measures are designed to restore or preserve equal access to the District’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District’s educational environment, or deter sexual harassment.
15. “Title IX Coordinator” is the person(s) designated by the District to coordinate the District’s Title IX compliance. The Title IX Coordinator may not be the same person as the Appeals Officer or Decision-Maker on any matter. A person not serving as a Title IX Coordinator in a particular matter is not disqualified from serving in another role in that matter. The Title IX Coordinator may also serve as the Investigator or person designated to facilitate an informal resolution process on a particular investigation, unless the Title IX Coordinator signed the Formal Complaint.

B. Posting Requirement

The Title IX Coordinator's contact information (name or title, office address, electronic mail address, and telephone number), along with the District's Title IX nondiscrimination statement, must be prominently posted on the District's website and in any catalogs or handbooks provided to applicants for admission or employment, students, parents/guardians, and unions or professional organizations with a collective bargaining or professional agreement with the District.

The District will provide notice of this Policy to all applicants, students, parents/guardians, employees, and unions or professional organizations with a collective bargaining or professional agreement with the District by prominently posting this Policy on its website and referencing this Policy in its handbooks, which will include the Title IX Coordinator's name or title, office address, electronic mail address, and telephone number.

C. Designation of Title IX Coordinator

All Coordinators, including the Title IX Coordinator, are identified in Policy 3115B.

D. Reporting Title IX Sexual Harassment:

A person may make a report of sexual harassment or retaliation at any time. Reports may be made in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that result in the Title IX Coordinator receiving the person's verbal or written report.

Any District employee who receives a report of sexual harassment or has actual knowledge of possible sexual harassment must convey that information to the Title IX Coordinator by the end of the next day.

Any other person who witnesses an act of sexual harassment is encouraged to report it to a District employee and may do so anonymously. No person will be retaliated against based on any report of suspected sexual harassment or retaliation.

E. General Response to Sexual Harassment

1. District's Obligation to Respond without Deliberate Indifference

   Upon actual knowledge of Title IX sexual harassment, the Title IX Coordinator must respond promptly in a manner that is not deliberately indifferent. The District will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

   If the Title IX Coordinator receives a report of sexual harassment and the Complainant does not file a Formal Complaint, the Title IX Coordinator must evaluate the information and determine whether to sign and file a Formal Complaint. If the Title IX Coordinator determines not to sign and file a Formal Complaint, the Title IX Coordinator must address the allegations in a manner that is not deliberately indifferent.

2. Response to Report of Title IX Sexual Harassment

Upon receipt of a report of sexual harassment, the Title IX Coordinator must promptly contact the Complainant to discuss the availability of supportive measures, consider the Complainant's wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without the filing of a Formal Complaint, and explain to the Complainant the process for filing a Formal Complaint.

3. Formal Complaint Filed

   Upon the receipt of a Formal Complaint, the District must follow the Grievance Process in Section F of this Policy. A Formal Complaint may be submitted using a designated Title IX Sexual Harassment Formal Complaint Form.

4. Equitable Treatment

   The District will treat the Complainant and Respondent equitably throughout the Grievance Process, which may include offering supportive measures as described in Subsection E(6) of this Policy.

5. Documentation and Recordkeeping

   The Title IX Coordinator will document all sexual harassment reports and all incidents of sexual harassment that the Title IX Coordinator receives or personally observes.

   The District will retain this documentation in accordance with applicable record retention requirements in Section N of this Policy.

6. Supportive Measures

   After receiving a report of Title IX sexual harassment, the Title IX Coordinator must promptly contact the Complainant to discuss the availability of supportive measures, with or without the filing of a Formal Complaint. If the District does not provide a Complainant with supportive measures, then the Title IX Coordinator must document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

   The District may provide, as appropriate, non-disciplinary, non-punitive individualized services to the Complainant or Respondent before or after the filing of a Formal Complaint or when no Formal Complaint has been filed.

   Supportive measures should be designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party.

   Supportive measures are offered without charge and are designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment.

   Supportive measures may include, but are not limited to:

   a. District-provided counseling;

   b. course-related adjustments, such as deadline extensions;

c. modifications to class or work schedules;

d. provision of an escort to ensure that the Complainant and Respondent can safely attend classes and school activities; and

e. no-contact orders.

All supportive measures must be kept confidential, to the extent that maintaining such confidentiality would not impair the District's ability to provide the supportive measures.

7. Respondent Removal

a. Emergency Removal (Student)

The District may only remove a student Respondent from a District program or activity if, following an individualized safety and risk analysis, the District determines that there is an immediate threat to the physical health or safety of any student or other person arising from the sexual harassment allegations. The District must provide the Respondent with notice and an opportunity to immediately challenge the removal decision. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

b. Administrative Leave (Employee)

The District may place an employee Respondent on non-disciplinary administrative leave during the pendency of the Grievance Process. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

8. Law Enforcement

In appropriate circumstances, a District employee will notify law enforcement or Child Protective Services, consistent with Policies 4202, 5201, and 5701.

The District will attempt to comply with all law enforcement requests for cooperation with related law enforcement activity. In some circumstances, compliance with law enforcement requests may require the District to briefly suspend or delay its investigation. If an investigation is delayed, the District will notify the parties in writing of the delay and the reasons for the delay.

If the District's investigation is suspended or delayed, supportive measures will continue during the suspension or delay. If the law enforcement agency does not notify the District within 10 days that the District's investigation may resume, the District will notify the law enforcement agency that the District intends to promptly resume its investigation.

F. Grievance Process

1. Generally

The Grievance Process begins when a Formal Complaint is filed or when the Title IX Coordinator signs a Formal Complaint and concludes the date the parties receive the Appeals Officer's written decision or the date on which an

appeal is no longer timely. The District will endeavor to complete the Grievance Process within 90-120 days, absent extenuating circumstances or delays as described below. The District will treat both the Complainant and the Respondent equitably throughout the Grievance Process.

Neither the Title IX Coordinator, the Decision-Maker, the Investigator, Appeals Officer, nor any person designated to facilitate an informal resolution process will have a conflict of interest or bias for or against Complainants or Respondents generally or for or against an individual Complainant or Respondent.

The Grievance Process requires an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a Complainant, Respondent, or witness.

Throughout the Grievance Process, there is a presumption that the Respondent is not responsible for the alleged conduct unless, in the determination of responsibility, the Decision-Maker finds the Respondent responsible for the alleged conduct.

At any point, the Title IX Coordinator, Investigator, Decision-Maker, or Appeals Officer may temporarily delay the Grievance Process or permit a limited extension of time frames for good cause. Good cause may include, but is not limited to, absence of a party, party's advisor, or witness; concurrent law enforcement activity; or the need for accommodations (e.g., language assistance or accommodation of disabilities). If there is a delay or extension, the parties will receive written notice of the delay or extension and the reasons for the action.

Any disciplinary action resulting from the Grievance Process will be issued in accordance with District Policy, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, and individual employee contracts.

After the investigation portion of the Grievance Process has concluded, the Decision-Maker will endeavor to issue a determination of responsibility within 30 days, absent extenuating circumstances.

2. Notice of Allegations

   Upon receipt of a Formal Complaint, the District must provide written notice to the parties who are known at the time that includes:

   a. a copy of this Policy, which includes the District's Grievance Process, and any informal resolution process;
   b. the sexual harassment allegations, including sufficient details known at the time and with sufficient time so that parties may prepare a response before the initial interview. Sufficient details include parties involved in the incident, if known; the alleged conduct constituting sexual harassment; and the date and time of the alleged incident;

c. a statement that the Respondent is presumed not responsible for the alleged conduct;
d. a statement that a determination of responsibility is made at the Grievance Process's conclusion;
e. a statement that the parties may have an advisor of their choice, who may be an attorney, although any attorney or advisor who is not a District employee will be at the party's own cost;
f. a statement that the parties will be provided an opportunity to inspect and review any evidence before the investigation report is finalized; and
g. if the Complainant or Respondent is a student, and the District's Student Code of Conduct addresses false statements by students during an investigation or the disciplinary process, a citation to that portion of the Code of Conduct. If, during the course of an investigation, the Investigator decides to investigate allegations that are not included in the initial notice, the District will provide notice of the additional allegations to the Complainant and Respondent.

3. Informal Resolution

During the Grievance Process, after a Formal Complaint has been filed but before a determination of responsibility has been made, the District may offer to facilitate an informal resolution process, or either party may request the informal resolution process. A Formal Complaint must be filed to initiate the informal resolution process.

Informal resolution does not require a full investigation and may encompass a broad range of conflict resolution strategies, including, but not limited to, arbitration, mediation, or restorative justice. The Title IX Coordinator will determine the informal resolution process that will be used, including the person who will facilitate that process.

Informal resolution is not available for a Formal Complaint alleging that an employee sexually harassed a student.

A party is not required to participate in an informal resolution process.

When offering informal resolution, the Title IX Coordinator must (1) provide both parties written notice of their rights in an informal resolution; and (2) obtain written, voluntary consent from both parties to enter into the informal resolution process. The written notice must contain the:

a. allegations;
b. informal resolution requirements, including the circumstances under which the informal resolution precludes the parties from resuming a Formal Complaint arising from the same allegations;
c. right to withdraw from informal resolution and resume the Grievance Process at any time prior to a final resolution; and

d. any consequences resulting from participating in the informal resolution process, including the records that will be maintained or that could be disclosed.

4. Investigation

The District has the burden of proof and the burden to gather evidence sufficient to reach a determination of responsibility.

Investigation Process

a. The District will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege unless the person holding the privilege has waived the privilege in writing.

The District may not access, consider, disclose, or otherwise use a party's medical records, including mental health records, which are made and maintained by a healthcare provider in connection with the party's treatment unless the District obtains that party's voluntary, written consent to do so for the Grievance Process.

The Investigator must provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory or exculpatory evidence. The Investigator cannot restrict parties from discussing the allegations under investigation, nor can the Investigator restrict parties from gathering or presenting relevant evidence.

Parties may be accompanied by an advisor of their choice, including an attorney, during the Grievance Procedure. If a party chooses an advisor who is not a District employee, the District is not responsible for any associated costs. The Investigator or Title IX Coordinator may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties (e.g., abusive, disruptive behavior or language will not be tolerated; advisor will not interrupt the investigator to ask questions of witnesses).

The Investigator must provide the date, time, location, participants, and purpose of all hearings (if any), investigative interviews, and meetings, to a party whose participation is invited or expected. Written notice must be provided a sufficient time in advance so that a party may prepare to participate.

As described in Section L of this Policy, retaliation against a person for making a complaint or participating in an investigation is prohibited.

The Investigator must ensure that the Complainant and Respondent have an equal opportunity to inspect and review any evidence obtained as part of the investigation so that each party has the opportunity to meaningfully respond to the evidence before the investigation's conclusion. This evidence includes (1) evidence upon which the District does not intend to

rely in reaching a determination regarding responsibility, and (2) inculpatory or exculpatory evidence obtained from any source.

Before the investigation's completion, the Investigator must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 calendar days to submit a written response to the Investigator. The party's response must be considered by the Investigator before completing the final investigation report.

b. Investigation Report

The Investigator must create an investigation report that fairly summarizes relevant evidence and submit the investigation report to the Decision-Maker.

At least 10 calendar days before a determination of responsibility is issued, the Investigator must send the investigation report to each party for review and written response. Written responses to the investigation report must be submitted directly to the Decision-Maker.

The Investigator will endeavor to complete the investigation and finalize the report within 60 days.

5. Determination of Responsibility

The Decision-Maker cannot be the same person as the Title IX Coordinator, Investigator, Appeals Officer, or person designated to facilitate an informal resolution process.

Before the Decision-Maker reaches a determination of responsibility, and after the Investigator has sent the investigation report to the parties, the Decision-Maker must:

a. afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness; and

b. provide each party with the answers, and allow for additional, limited follow-up questions from each party.

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant unless offered to prove that someone other than the Respondent committed the alleged misconduct, or the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

If the Decision-Maker decides to exclude questions from either party as not relevant, the Decision-Maker must explain the decision to the party proposing the questions.

The Decision-Maker must issue a written determination of responsibility based on a preponderance of the evidence standard (i.e., more likely than

not) simultaneously to both parties. The written determination of responsibility must include:

a. identification of the sexual harassment allegations;

b. description of the procedural steps taken from the receipt of the Formal Complaint through the determination of responsibility, including any:

   i. notification to the parties;

   ii. party and witness interviews;

   iii. site visits;

   iv. methods used to collect evidence; and

   v. hearings held.

c. factual findings that support the determination;

d. conclusions about the application of any relevant code of conduct, policy, law, or rule to the facts;

e. a statement of, and rationale for, the result as to each allegation, including:

   i. a determination of responsibility;

   ii. any disciplinary action taken against the Respondent (consistent with Policies 4309, 4407, 4506, 4606, or 5206, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, or individual employee contracts); and

   iii. whether remedies designed to restore and preserve equal access to the District's education program or activity will be provided to the Complainant.

f. appeal rights.

6. Appeals

   Notice of the determination of responsibility or dismissal decision must include notice of the parties' appeal rights.

   Both parties may appeal a determination of responsibility or the decision to dismiss a Formal Complaint in whole or in part for the following reasons only:

   a. A procedural irregularity that affected the outcome.

   b. New evidence that was not reasonably available at the time the determination of responsibility or dismissal decision was made that could affect the outcome.

   c. The Title IX Coordinator, Investigator, or Decision-Maker had a conflict of interest or bias for or against the Complainant or Respondent, generally or individually, that affected the outcome.

   d. An appeal must be filed with the Title IX Coordinator within 5 calendar days of the date of the determination of responsibility or dismissal decision.

Upon receipt of an appeal, the Title IX Coordinator will assign an Appeals Officer who will provide both parties written notice of the appeal and an equal opportunity to submit a written statement in support of, or challenging, the determination or dismissal decision.

The Appeals Officer must provide a written decision describing the result of the appeal and the rationale for the result to both parties simultaneously. The Appeals Officer will endeavor to decide an appeal within 30 days.

The Appeals Officer cannot be the same person who acts as the Title IX Coordinator, Investigator, Decision-Maker, or person designated to facilitate an informal resolution process on the same matter. The Appeals Officer also cannot have a conflict of interest or bias against Complainants and Respondents generally or individually.

The determination of responsibility is final upon the date the parties receive the Appeals Officer's written decision or on the date on which an appeal is no longer timely.

G. Dismissal

1. Mandatory Dismissals

   The Title IX Coordinator must dismiss a Formal Complaint if:

   a. the Formal Complaint's allegations, even if substantiated, would not constitute sexual harassment as defined in this Policy;

   b. the Formal Complaint's allegations did not occur in the District's programs or activities; or

   c. the Formal Complaint's allegations did not occur in the United States.

2. Discretionary Dismissals

   The Title IX Coordinator may dismiss a Formal Complaint if:

   a. the Complainant notifies the Title IX Coordinator in writing that the Complainant wishes to withdraw the Formal Complaint in whole or in part;

   b. the Respondent's enrollment or employment ends; or

   c. specific circumstances prevent the District from gathering evidence sufficient to reach a determination (e.g., several years have passed between alleged misconduct and Formal Complaint filing, Complainant refuses or ceases to cooperate with Grievance Process).

      The Title IX Coordinator will promptly and simultaneously notify both parties when a Formal Complaint is dismissed. The notice must include the reasons for mandatory or discretionary dismissal and the right to appeal. Appeal rights are discussed above in Subsection F(6) of this Policy.

Dismissal of a Formal Complaint under this Policy does not excuse or preclude the District from investigating alleged violations of other policy, rule, or law, or from issuing appropriate discipline based on the results of the investigation.

H. Consolidation of Complaints

The Title IX Coordinator or Investigator may consolidate Formal Complaints where the allegations arise out of the same facts or circumstances. Where a Grievance Process involves more than one Complainant or more than one Respondent, references in this Policy to the singular "party," "Complainant," or "Respondent" include the plural, as applicable.

I. Remedies and Disciplinary Sanctions

The District will take appropriate and effective measures to promptly remedy the effects of sexual harassment. The Title IX Coordinator is responsible for the effective implementation of any remedies.

Appropriate remedies will be based on the circumstances and may include, but are not limited to:

1. providing an escort to ensure that the Complainant and Respondent can safely attend classes and school activities;
2. offering the parties school-based counseling services, as necessary;
3. providing the parties with academic support services, such as tutoring, as necessary;
4. rearranging course or work schedules, to the extent practicable, to minimize contact between the Complainant and Respondent;
5. moving the Complainant's or the Respondent's locker or work space;
6. issuing a "no contact" directive between the Complainant and Respondent;
7. providing counseling memoranda with directives or recommendations.

These remedies may also be available to any other student or person who is or was affected by the sexual harassment.

The District will impose disciplinary sanctions consistent with District Policy, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, or individual employee contracts. Discipline may range from warning or reprimand to termination of employment, or student suspension or expulsion.

After a determination of responsibility, the Title IX Coordinator should consider whether broader remedies are required, which may include, but are not limited to:

1. assemblies reminding students and staff of their obligations under this Policy and applicable handbooks;
2. additional staff training;
3. a climate survey; or

4. letters to students, staff, and parents/guardians reminding persons of their obligations under this Policy and applicable handbooks.

If the Complainant or Respondent is a student with a disability, the District will convene an IEP or Section 504 Team meeting to determine if additional or different programs, services, accommodations, or supports are required to ensure that the Complainant or Respondent continues to receive a free appropriate public education. Any disciplinary action taken against a Respondent who is a student with a disability must be made in accordance with Policy 5206B and the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act.

J. False Statements

Any person who knowingly makes a materially false statement in bad faith during a Title IX investigation will be subject to discipline, up to and including discharge or permanent expulsion. A dismissal or determination that the Respondent did not violate this Policy is not sufficient, on its own, to conclude that a person made a materially false statement in bad faith.

K. Confidentiality

The District will keep confidential the identity of a person who reports sexual harassment or files a Formal Complaint, including parties and witnesses, except as permitted or required by law or to carry out any provision of this Policy, applicable regulations, or laws.

L. Retaliation

Retaliation (e.g., intimidation, threats, coercion) for the purpose of interfering with a person's rights under Title IX is prohibited. This prohibition applies to retaliation against any person who makes a report, files a Formal Complaint, or participates in, or refuses to participate in a Title IX proceeding. Complaints alleging retaliation may be pursued in accordance with District Policy.

The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this Section.

When processing a report or Formal Complaint of sexual harassment, pursuing discipline for other conduct arising out of the same facts or circumstances constitutes retaliation if done for the purpose of interfering with that person's rights under Title IX.

Any person who engages in retaliation will be disciplined in accordance with District Policy, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, and individual employee contracts.

M. Training

All District employees must be trained on how to identify and report sexual harassment.

Any person designated as a Title IX Coordinator, Investigator, Decision-Maker, Appeals Officer, or any person who facilitates an informal resolution process must be trained on the following:

1. the definition of sexual harassment;
2. the scope of the District's education programs or activities;
3. how to conduct an investigation and the District's grievance process, including, as applicable, hearings, appeals, and informal resolution processes; and
4. how to serve impartially, including avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

Investigators must receive training on how to prepare an investigation report as outlined in Subsection F(4)(b) above, including, but not limited to, issues of relevance.

Decision-Makers and Appeals Officers must receive training on issues of evidence and questioning, including, but not limited to, when questions about a Complainant's prior sexual history or disposition are not relevant.

Any materials used to train District employees who act as Title IX Coordinators, Investigators, Decision-Makers, Appeals Officers, or who facilitate an informal resolution process must not rely on sex stereotypes and must promote impartial investigations and adjudications of Formal Complaints. These training materials must be posted on the District's website.

N. Record Keeping

The District will maintain records related to reports of alleged Title IX sexual harassment for a minimum of seven years. This retention requirement applies to investigation records, disciplinary sanctions, remedies, appeals, and records of any action taken, such as supportive measures.

The District will also retain any materials used to train Title IX Coordinators, Investigators, Decision-Makers, Appeals Officers, and any person designated to facilitate an informal resolution process.

O. Office for Civil Rights

Any person who believes that he or she was the victim of sexual harassment may file a complaint with the Office for Civil Rights (OCR) at any time:

U.S. Department of Education Office for Civil Rights

Cesar E. Chavez Memorial Building

1244 Speer Boulevard, Suite 310

Denver, CO 80204-3582

Telephone: 303-844-5695

FAX: 303-844-4303; TDD: 800-877-8339

Email: OCR.Denver@ed.gov

An OCR complaint may be filed before, during, or after filing a Formal Complaint with the District. A person may forego filing a Formal Complaint with the District and instead file a complaint directly with OCR. The District recommends that a person who has been subjected to sexual harassment also file a Formal Complaint with the District to ensure that the District is able to take steps to prevent any further harassment and to discipline the alleged perpetrator, if necessary. OCR does not serve as an appellate body for District decisions under this Policy. An investigation by OCR will occur separately from any District investigation.

Legal authority: Education Amendments Act of 1972, 20 USC §§1681 - 1688; 34 CFR Part 106

Appendix B: Anti-Bullying

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

A. Prohibited Conduct

1. 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:

    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.

2. 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

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.

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 perpetrator's parent/guardian 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

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.

G. 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.

H. Definitions

1. "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.

2. “Telecommunications access device” means any of the following:

   a. 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

   b. 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.

3. “Telecommunications service provider” means any of the following:

   a. 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;

   b. 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

   c. a person or entity providing any telecommunications service directly or indirectly by or through any distribution systems, networks, or facilities.

Legal authority: MCL 380.1310b; MCL 750.157m, 750.219a

APPENDIX C: PARENT INVOLVEMENT IN EDUCATION

5401 Parent Involvement in Education

A. Parent Involvement

The District will take the following steps to encourage Parent involvement in their student's education:

1. Parents will be provided the opportunity to review District-approved curriculum, textbooks, and instructional materials, including any material that will be used in connection with a survey, analysis, or evaluation, upon request.

    a. Requests to review curriculum, textbooks, and instructional materials must be made to the building principal.

    b. Parents may review textbooks based on availability and may review instructional materials within a time frame determined by the building principal or designee.

2. Parents will be permitted to attend and observe instructional activities in a class or course in which their student is enrolled and present.

    Parents must make an appointment with the building principal to observe instructional activities in a class or course in which the student is enrolled and present. The building principal will permit a Parent observation unless the building principal determines that the observation would disrupt the class or course. Frequent observations are likely disruptive. Absent unusual circumstances, as determined by the building principal, observations that last more than 30 minutes or occur on consecutive days will not be permitted. Parents who want to observe instructional activities also must adhere to Policy 3105.

    Parents are not permitted to observe testing.

3. Parents may inspect and review their student's education records, upon written request, consistent with Policy 5309 and state and federal law.

4. A copy of this Policy must be included in the Student Handbook.

5. See Policy 5405 for Parent and Family Engagement Policy at schools receiving Title I funds.

6. **Voluntary Parent Contracts:** The Superintendent is directed to develop and implement parental involvement contracts with Parents to encourage a strong partnership between home and school. These contracts must be voluntary and must include the following:

    a. The parent will:

        i. review homework and offer assistance when needed;

ii. ensure the student arrives at school each day on time and ready to learn;

iii. attend school functions and support the student's school activities; and,

iv. make every effort to attend parent-teacher conferences.

b. The student will:

i. actively participate in class discussions and activities;

ii. complete assignments in an accurate, neat, and timely manner;

iii. arrive at school on time each day;

iv. pay attention in class and complete assigned lessons;

v. follow school rules and codes of conduct; and

vi. treat teachers, school administrators, and other students with respect.

c. The teacher will:

i. maintain high standards for quality instruction that promote grade-appropriate academic skills;

ii. keep accurate attendance records;

iii. teach effective study strategies;

iv. Reinforce and review key concepts taught in class;

v. maintain a welcoming and supportive classroom environment; and

vi. Provide opportunities for Parent visits and participation through flexible scheduling.

d. **Addressing obstacles:** If a parent identifies obstacles that make it difficult to fulfill the contract, the Superintendent will explore possible resources and supports to help overcome those challenges.

B. Assessments and Surveys

1. State assessments

Pursuant to state law, the District will not approve Parent requests to opt students out of state assessments.

2. National Assessment of Educational Progress

As a condition of receiving federal funds and as required by state law, the District may be selected to participate in the National Assessment of Educational Progress (NAEP). To help ensure that the District has a representative sample of students taking the NAEP, which will allow the District to assess the quality and effectiveness of its programming on a national level, the District strongly encourages all eligible students to participate. Student participation in NAEP is voluntary.

The District will notify Parents of students eligible to take the NAEP before the assessment is administered. Parents wishing to opt their students out of the NAEP assessment must notify the District in writing at least 3 school days before the assessment date to ensure that the District can coordinate supervision and alternative activities for students who have opted out.

3. Surveys

   Parents will be notified before their student participates in surveys on certain topics in accordance with Policy 5308.

Legal authority: MCL 380.1137, 380.1280b, 380.1295, 380.1507(3)

PPRA Notice and Consent/Opt-Out

The Protection of Pupil Rights Amendment (PPRA) requires that the District notify you and obtain your consent, or allow you to opt your student out of, participating in any school survey, analysis, or evaluation that involves one or more of the following 8 subjects ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's Parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom the student has close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or student's Parents; or
8. Income, other than as required by law to determine program eligibility.

The notification and opt-out requirement also applies to the collection, disclosure, or use of a student's personal information for marketing purposes ("marketing surveys") and certain physical exams and screenings.

Below is a list of the protected information or marketing surveys that require parental notice and consent or opt-out for the upcoming school year. You have the right to review a protected information or marketing survey before it is given to your student to determine whether you want your student to participate. If you want to review materials that will be used in a protected information or marketing survey please submit your request to Bruce Tapio, Superintendent. The Superintendent will let you know where and when you may review those materials.

If the District schedules a protected information or marketing survey after the school year starts, the District will notify you within a reasonable amount of time and give you an opportunity to consent or opt your student out. The District also will give you an opportunity to review the newly scheduled surveys or instructional materials.

Sample disclosure list of surveys/activities

Surveys/Analyses/Evaluations funded by the U.S. Department of Education

- *Provide approximate dates, grades of students affected, summary of survey/activity*
- *Parents must be notified of survey/analysis/evaluation and must consent in writing*

I _____allow my student, _____to take the _____
(Parent) (Student) (Survey Type)
on or about _____ (Date)

_____
Parent signature

Please return this form no later than _____ (Date) to the following school official:

Bruce Tapio NVAS Superintendent

Surveys not funded by the U.S. Department of Education

- *Provide approximate dates, grades of students affected, and summary of survey/activity.*
- *Parents must be notified of survey/analysis/evaluation and have right to opt out.*

Contact Bruce Tapio Superintendent of Schools at btapio@nvknights.org no later than _____ (Date) if you do not want your student to participate in this survey/activity.

Activities involving collection/disclosure/use of student directory information for marketing

- *Provide approximate dates, grades of students affected, and summary of survey/activity.*
- *Parents must be notified of survey/analysis/evaluation and have right to opt out.*

Contact Bruce Tapio, Superintendent of Schools at btapio@nvknights.org no later than _____ (Date) if you do not want your student to participate in this survey/activity.

Non-emergency, invasive physical exam or screening (administered by school but not necessary to protect immediate health or safety of student)

- *Provide approximate dates, grades of students affected, and summary of activity.*

- *Parents must be notified of activity and have the right to opt out.*

Contact Bruce Tapio at btapio@nvknights.org no later than _____(Date) if you do not want your student to participate in this activity.

Appendix E: Directory Information and Opt Out Form

Student's Name: _____

School: _____ Grade: _____

The Family Educational Rights and Privacy Act (FERPA) requires that Norway Vulcan Area Schools obtain your written consent prior to the disclosure of personally identifiable information from your child's education records, unless certain conditions specified by FERPA are met. FERPA distinguishes between personally identifiable information and directory information, however, and the District may disclose appropriately designated "directory information" without your written consent, unless you have advised the District to the contrary.

If you *do not* want your student's directory information released for one or more of the purposes listed below, please complete this form and return it to your student's school office by September 20, 2025.

If you fail to complete and return this form, the District will presume that you give permission to release your student's directory information for all the uses listed below.

Your Opt-Out request will be recorded in the student information system and kept on file in the school's office for 1 school year.

Directory information includes Student Name, Address, Telephone and/or Cell Phone, Parents Name, Parents information.

Please check the boxes next to the purpose(s) for which you *do not grant* the District permission to disclose your student's directory information, below.

Norway Vulcan Area Schools may not disclose my student's directory information for the following purposes:

- ☐ For School or District publications, including but not limited to, a yearbook, graduation program, theater playbill, athletic team or band roster, newsletter, and other school and district publications.
- ☐ For School or District auto-dialer system to communicate School or District information.
- ☐ To news media outside the School or District.
- ☐ To the School PTO or District Parent organization.
- ☐ To other groups and entities outside of the School or District, including community, advocacy, and/or Parent organizations.
- ☐ On official school-related websites or social media accounts.
- ☐ On school employees' personal classroom websites or social media accounts.

Information to U.S. Military Recruiters and Institutions of Higher Education Recruiters

Federal law requires the District to release a secondary school student's name, address, and telephone number to U.S. Military recruiters and institutions of higher education upon their request. If you do not want your student's information released for one or both of those purposes, please check one or both of the boxes below:

☐ Do not release my student's name, address, or telephone number to U.S. Military recruiters without my prior written consent.

☐ Do not release my student's name, address, or telephone number to institutions of higher education recruiters without my prior written consent.

Parent/Eligible Student Signature _____ Date _____

Appendix F: Acceptable Use Agreement

3116-F-1 Agreement for Acceptable Use of Technology Resources Students
Grades EK-6

Building/Program Name _____ Student Name _____

I understand that I may be permitted to use the school's computers, electronic devices, and Internet at school and at home under the following school rules for computer and Internet use. I promise that:

- I will only use the computers, electronic devices, and Internet for schoolwork.
- I will only use the computers, electronic devices, and Internet as directed by my teacher or other school employee.
- I will not use the Internet to try to look at websites that I know are for adults only or that I know I should not access.
- If I accidentally access a website that I know I should not look at, I will tell my Parent or teacher right away.
- If someone sends me something on the Internet that I know is inappropriate, I will tell my Parent or teacher right away.
- I will not use the school's computers, electronic devices, or Internet to bully or harm any other person.
- If someone else uses the computers, electronic devices, or Internet to bully or harm me, I will tell my Parent or teacher right away.
- I will not damage the school's computers, electronic devices, or cause problems with the computers, electronic devices, or Internet on purpose.
- I will give the school's computers and other electronic devices back to the school at the school's request.
- I will not use the school's computers, electronic devices, or Internet to cheat on my schoolwork.
- I will not copy anything that I see on the school's computers, electronic devices, or Internet and pretend that it is my own work.
- I will keep my password secret from everyone except my Parent.
- I understand that the school can see everything that I do on the school's computers, electronic devices, and Internet.
- I understand that the school has filters on its computers, electronic devices, and Internet, which means I might not be able to see some information. I will not try to interfere with those filters.
- I will follow all of these rules. I will also follow any directions that my teacher or other school employee gives me about my use of the school's computers, electronic devices, or the Internet.

I understand that if I break any of these rules, I may be disciplined, and I may also lose my computer, electronic device, and Internet privileges.

Student Signature _____ Date _____

I have read this Agreement and agree that as a condition of my child's use of the school's Technology Resources, which include: (1) internal and external network

infrastructure, (2) Internet and network access, (3) computers, (4) servers, (5) storage devices, (6) peripherals, (7) software, and (8) messaging or communication systems, I release the school and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my child's use or inability to use the Technology Resources. I also indemnify the school and its board members, agents, and employees, including its Internet Service Provider, for any fees, expenses, or damages incurred as a result of my child's use, or misuse, of the school's Technology Resources.

I have explained the rules listed above to my child.

I authorize the school to consent to the sharing of information about my child to website operators as necessary to enable my child to participate in any program, course, or assignment requiring such consent under the Children's Online Privacy Protection Act.

I understand that data my child sends or receives over the school's Technology Resources is not private. I consent to having the school monitor and inspect my child's use of the Technology Resources, including any electronic communications that my child sends or receives through the Technology Resources.

I understand that the school does not warrant or guarantee that its Technology Resources will meet any specific requirement or that they will be error free or uninterrupted; nor will the school be liable for any damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the Technology Resources.

I agree that I will not copy, record, or share, or allow my child to copy, record, or share, any information sent to my child via the school's Technology Resources that includes personally identifiable information about any other child including, without limitation, videos, audio, documents, or other records that identify another student by name, voice, or likeness.

I understand and agree that my child will not be able to use the school's Technology Resources until this Agreement has been signed by both my child and me.

I agree that my child will return all Technology Resources to the school in good working order immediately on request and that I am responsible for any damage to the Technology Resources beyond normal wear and tear.

I have read this Agreement and agree to its terms.

Parent Signature _____ Date _____

cc: Parent, student file

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3116-F-2 **Agreement for Acceptable Use of Technology Resources**
JR/SR High School (Grades 7-12)

_____ _____
Building/Program Name User Name

This Agreement is entered into on: _____

This Agreement is between _____ ("Student" or "User")

and _____ ("school").

The purpose of this Agreement is to grant access to and define acceptable use of the school's technology resources ("Technology Resources").

Technology Resources are any type of instrument, device, machine, equipment, technology, or software that is capable of transmitting, acquiring, or intercepting any telephone, electronic, data, Internet, audio, video, or radio transmissions, signals, telecommunications, or services and include without limitation: (1) internal and external network infrastructure, (2) Internet and network access, (3) computers, (4) servers, (5) storage devices, (6) peripherals, (7) software, and (8) messaging or communication systems.

In exchange for the use of the school's Technology Resources either at school or away from school, you understand and agree to the following:

1. Your use of the school's Technology Resources is a privilege that may be revoked by the school at any time and for any reason.
2. You have no expectation of privacy when using the school's Technology Resources. The school reserves the right to monitor and inspect all use of its Technology Resources, including, without limitation, personal email and voicemail communications, computer files, databases, web logs, audit trails, or any other electronic transmissions accessed, distributed, or used through the Technology Resources. The school also reserves the right to remove any material from the Technology Resources that the school, in its sole discretion, chooses to including, without limitation, any information that the school determines to be unlawful, obscene, pornographic, harassing, intimidating, disruptive, or that otherwise violates this Agreement.
3. The Technology Resources do not provide you a "public forum." You may not use the Technology Resources for commercial purposes or for political positions or candidates unless expressly authorized in advance by a teacher or administrator as part of a class project or activity. You may, however, use the Technology Resources to contact or communicate with public officials provided you follow all other rules.
4. The school's Technology Resources are intended for use only by registered users. You are responsible for your account/password and any access to the

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Technology Resources made using your account/password. Any damage or liability arising from the use of your account/password is your responsibility. Use of your account by someone other than you is prohibited and may be grounds for suspension from the Technology Resources and other disciplinary consequences for both you and the person(s) using your account/password. Likewise, using or accessing another person's account is prohibited and may be grounds for suspension from the Technology Resources and other disciplinary consequences for both you and the person whose account or password you used or accessed.

5. You may not use the Technology Resources to engage in bullying, including cyberbullying. Bullying and cyberbullying are defined as:

Any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely, to harm one or more pupils either directly or indirectly by doing any of the following:

Substantially interfering with educational opportunities, benefits, or programs of one or more pupils;

Adversely affecting the ability of a pupil to participate in or benefit from the educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress;

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

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

Use of other communication/messaging devices (including devices not owned by the school) to engage in bullying or cyberbullying may be grounds for discipline under the school's student code of conduct.

6. If you misuse the Technology Resources, your access to the Technology Resources may be suspended and you may be subject to other disciplinary action, up to and including expulsion. Misuse includes, but is not limited to:

Accessing or attempting to access material that is "harmful to minors." Material that is "harmful to minors" includes any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect 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 as to minors.

Accessing or attempting to access material that is unlawful, obscene, pornographic, profane, or vulgar.

Accessing or attempting to access material that is inappropriate for minors. Material that is inappropriate for minors includes all material described in Sections F.1 and F.2 of this Agreement.

Bullying and cyberbullying (as defined in paragraph E).

Sexting, which includes, without limitation, possessing, sending, or distributing nude, sexually explicit, or sexually suggestive photographs, videos, or other visual depictions of yourself or another person.

Vandalism, which includes, without limitation, any malicious or intentional attempt to harm, steal, destroy, or disrupt user data, school material, or school hardware or software.

Hacking, which includes, without limitation, gaining or attempting to gain access to, modifying, or obtaining copies of information belonging to others or information you are not authorized to access.

Unauthorized copying or use of licenses or copyrighted software.

Plagiarizing, which includes the unauthorized distributing, copying, using, or holding out as your own, material that was written or created by someone else, without permission of, and attribution to, the author/creator.

Posting or distributing confidential or inappropriate information meant to harass, intimidate, or embarrass others.

Allowing someone else to use your account or password or not preventing unauthorized access to Technology Resources when leaving them unattended.

Using or soliciting the use of or attempting to use or discover the account information or password of another user.

Attempting to or successfully disabling security features, including technology protection measures required under the Children's Internet Protection Act ("CIPA").

Misusing equipment or altering system software without permission.

Commercial for-profit activities, advertising, political lobbying, or sending mass mailings or spam. You may contact a public official, however, to express an opinion on a topic of interest.

Copying, recording, or sharing any information received or obtained via the school's Technology Resources that includes personally identifiable information about any other student including, without limitation, videos, audio, documents, or other records that identify another student by name, voice, or likeness.

Using the Technology Resources in any way that violates any federal, state, or local law or rule, Policy, or the school's codes of conduct, or student handbooks.

7. You must promptly disclose to your Parent or teacher any content you view or receive over the Technology Resources that is inappropriate or that makes you feel uncomfortable, harassed, threatened, or bullied, or that contains sexually explicit content. You should not delete such content until instructed to do so by a school employee.

8. It is the policy of the school, as a recipient of certain federal funds, to monitor the online activities of its minor students and provide technology protection measures on its computers with Internet access designed to prevent minors from accessing visual depictions that are: (1) obscene, (2) child pornography, or (3) harmful to minors.

9. It is the policy of the school to prohibit its minor students from: (1) accessing inappropriate matter on the Internet; (2) engaging in hacking or other unlawful online activities; and (3) accessing materials that are harmful to minors. It is also the policy of the school to educate students about cyberbullying awareness and response and about appropriate online behavior, including disclosing, disseminating, or using personal information and safely and appropriately interacting with other individuals in social networking websites, chat rooms, by email, and other forms of direct electronic communications.

10. The school does not guarantee that measures described in paragraphs H and I will provide any level of safety or security or that they will successfully block all inappropriate material from the school's students. You agree that you will not intentionally engage in any behavior that was intended to be prevented by paragraphs H and I.

11. The school does not warrant or guarantee that its Technology Resources will meet any specific requirement or that they will be error free or uninterrupted; nor will the school be liable for any damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the Technology Resources.

12. You will return all Technology Resources to the school in good working order immediately on request.

13. You are responsible for the proper use of the Technology Resources and will be held accountable for any damage to or replacement of the Technology Resources caused by your inappropriate use.

I agree to follow this Agreement and all rules and regulations that may be added from time to time by the school or its Internet Service Provider. I also agree to follow all rules in the applicable student code of conduct and handbook. As a condition of using the Technology Resources, I agree to release the school and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my use or inability to use the Technology Resources.

I understand that data I send or receive over the Technology Resources is not private. I consent to having the school monitor and inspect my use of the Technology Resources, including any electronic communications that I send or receive through the Technology Resources.

I have read this Acceptable Use Agreement and agree to its terms.

Student Signature	Date

Appendix G: Athletic Code of Conduct

Participation in Norway-Vulcan Area School's (the "District") athletics is a privilege, not a right. Student-athletes are students first. When participating in District athletics, student-athletes are District representatives and are held to the highest standards. Accordingly, this Athletic Code of Conduct applies 24 hours a day, 365 days a year. Student-athletes and parents should be familiar with this Athletic Code of Conduct. By participating on any school-sponsored athletic team both student-athletes and parents agree to abide by these terms.

Athletic Director: Tony Adams

(906) 563-9542

tadams@nvknights.org

Available Sports

Fall:	Grade Level:
Football	Varsity / JV / Jr High (7th & 8th)
Volleyball	Varsity / JV
Cross Country (Boys / Girls)	Varsity (9th - 12th)
Girls Tennis	Varsity (9th - 12th)
Football Cheer	Varsity / JV
Boys Soccer (CoOp)	Varsity / JV
Girls Basketball	Jr High (7th & 8th)
Cross Country (Boys / Girls)	MS (6th-8th)

Winter:	Grade Level:
Boys Basketball	Varsity / JV
Girls Basketball	Varsity / JV
Wrestling (Boys / Girls)	Varsity (9th - 12th)
Competitive Cheer	Varsity / JV
Hockey (Boys / Girls) (CoOp)	Varsity / JV
Skiing (Boys / Girls) (CoOp)	Varsity (9th - 12th)
Swimming (Boys / Girls) (CoOp)	Varsity (9th - 12th)
Boys Basketball	Jr High (7th & 8th)
Competitive Cheer	Jr High (7th & 8th)

Spring:	Grade Level:
Track (Boys / Girls)	Varsity (9th - 12th)
Golf (Boys / Girls)	Varsity (9th - 12th)
Baseball	Varsity (9th - 12th)
Softball	Varsity (9th - 12th)
Girls Soccer (CoOp)	Varsity / JV
Track (Boys / Girls)	Jr High (7th & 8th)
Girls Volleyball	Jr High (7th & 8th)

ACTIVITY FEE is due PRIOR to the 3rd EVENT of the SEASON	
	Per Student / Sport
Fall: Football, Volleyball, Cross Country, Girls Tennis, Sideline Cheer	$45.00
Winter: Basketball, Wrestling, Competitive Cheer	$45.00
Spring: Track, Golf, Baseball, Softball	$45.00
Self-Funded Sports: Skiing	No Activity fee to NHS

Communication Protocol

The District has full faith in its coaches to make decisions that are in the best interest of their teams. If parents have questions or concerns about their student-athletes' sports participation, use the following protocol:

H. Wait 24 hours before contacting the coach.

I. Schedule a time to speak with the coach, either via phone or in-person, at the coach's discretion.

J. If the issue is unresolved, schedule a time to speak with the Athletic Director, either via phone or in-person, at the Athletic Director's discretion.

Concussion Protocol

Before allowing a student to participate in any athletic activity, the District will annually:

A. Provide the MHSAA educational materials on concussion awareness to each student and to the student's Parent; and

B. Obtain a statement signed by each student and respective Parent acknowledging receipt of the MHSAA concussion awareness educational materials. The District will maintain this signed statement for 5 years or until the student is 18, whichever is longer.

The District's complete concussion protocol is in Policy 5712, including information on student removal from activity for possible concussion and return-to-play requirements.

Athletic Code of Conduct

A student-athlete must:

A. Learn and understand the rules and regulations of your sport.

B. Unless otherwise approved by your coach, if school is in session, attend school for the full day to be eligible to practice or play in an event on the same day.

C. Comply with the law, Board Policy, the Student Code of Conduct, the Athletic Code of Conduct, and all team rules. Failure to comply with this provision may result in suspension or removal from a team.

D. Not possess, use, or consume alcohol, tobacco, cannabis, nicotine (including a vape), or controlled substances (other than those prescribed by a physician for the student-athlete).

E. Not engage in conduct that is unbecoming of student-athletes.

F. Maintain academic eligibility as required by the Michigan High School Athletic Association.

G. Notify your coach or District athletic trainer of any injury or medical condition that may affect your athletic participation.

If a student-athlete violates any provision of the Athletic Code of Conduct, practice, game, team, or complete athletic suspension may result. Any disciplinary consequences will be at the sole discretion of the Athletic Director or designee.

If a student-athlete is suspended or expelled from school, the student-athlete is prohibited from participating in any practice or game during the suspension or expulsion.

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APPENDIX H: CONCUSSION

SAA PROTOCOL FOR IMPLEMENTATION OF NATIONAL FEDERATION SPORTS PLAYING RULES FOR CONCUSSIONS

"Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health care professional."

Signs and Symptoms of a Concussion

Common symptoms include:

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Confusion or difficulty concentrating
- Memory problems

The language above, which appears in all National Federation sports rule books, reflects a strengthening of rules regarding the safety of athletes suspected of having a concussion. This language reflects an increasing focus on safety and acknowledges that the vast majority of concussions do not involve a loss of consciousness. This protocol is intended to provide the mechanics to follow during the course of contests when an athlete sustains an apparent concussion.

1. The officials will have no role in determining concussion other than the obvious one where a player is either unconscious or apparently unconscious. Officials will merely point out to a coach that a player is apparently injured and advise that the player should be examined by a health care professional for an exact determination of the extent of injury.
2. If it is confirmed by the school's designated health care professional that the student did not sustain a concussion, the head coach may so advise the officials during an appropriate stoppage of play and the athlete may reenter competition pursuant to the contest rules.
3. Otherwise, if competition continues while the athlete is withheld for an apparent concussion, that athlete may not be returned to competition that day but is subject to the return to play protocol.
    a. The clearance may not be on the same date on which the athlete was removed from play.

b. Only an M.D., D.O., Physician's Assistant or Nurse Practitioner may clear the individual to return to activity.

c. The clearance must be in writing and must be unconditional. It is not sufficient that the M.D., D.O., Physician's Assistant or Nurse Practitioner has approved the student to begin a return-to-play progression. The medical examiner must approve the student's return to unrestricted activity.

d. Individual schools, districts and leagues may have more stringent requirements and protocols including but not limited to mandatory periods of inactivity, screening and post-concussion testing prior to or after the written clearance for return to activity.

4. Following the contest, an Officials Report shall be filed with a removed player's school and the MHSAA if the situation was brought to the officials' attention

5. POST-CONCUSSION CONSENT FORM: Prior to returning to physical activity (practice or competition) the student and parent (if a minor student) must complete the Post-Concussion Consent Form which accompanies the written unconditional clearance of an M.D., D.O., P.A or N.P. This form should be kept on file at the school for seven years after the student's graduation and emailed to or faxed to 517-332-4071.

6. In cases where an assigned MHSAA tournament physician (MD/DO/PA/NP) is present, his or her decision to not allow an athlete to return to activity may not be overruled.

SANCTIONS FOR NON-COMPLIANCE WITH CONCUSSION MANAGEMENT POLICY

Following are the consequences for not complying with National Federation and MHSAA rules when players are removed from play because of a concussion:

- A concussed student is ineligible to return to any athletic meet or contest on the same day the concussion is sustained.
- A concussed student is ineligible to enter a meet or contest on a subsequent day without the written authorization of an M.D., D.O., Physician's Assistant or Nurse Practitioner and the signed "Post-Concussion Consent Form."

These students are considered ineligible players and any meet or contest which they enter is forfeited. In addition, that program is placed on probation through that sport season of the following school year.

For a second offense in that sport during the probationary period – that program is continued on probation through that sport season of the following school year and not permitted to participate in the MHSAA tournament in that sport during the original and extended probationary period.

A school which fails to submit required online concussion reports will be subject to the penalties of Regulation V, Section 4 A. This includes reporting zero if no concussions occurred in a season.

Acknowledgement and Signature

We have read and understand the MHSAA Concussion Protocols. We acknowledge our role in recognizing, reporting, and responding to concussion symptoms and will work together with coaches, athletic trainers, and healthcare professionals to prioritize the student-athlete's safety.

Student-Athlete Name (Printed): _____

Student-Athlete Signature: _____ Date: _____

Parent/Guardian Name (Printed): _____

Parent/Guardian Signature: _____ Date: _____

Please return this acknowledgement and signature form to your respective coach. This form will be kept on file.

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Appendix I: Sexual Harassment And Sexual Assault Information Guide

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 okay. 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 okay 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.

<u>What if This is Happening to Me?</u>

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 the next page 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 okay and is normal.

<u>What if This is Happening to Someone I Know?</u>

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 Hotline for Sexual Assault, Domestic Violence, and Human Trafficking (Voices4)

Text or Call: 855-864-2374 **Chat:** https://mcedsv.org/hotline/

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 Appendix A of the Student Handbook 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).