

# Petoskey Middle School

2024-2025

## Student Handbook



**Public Schools of Petoskey**

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 children 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.

## **Public Schools of Petoskey Mission Statement**

The mission of the Public Schools of Petoskey is to advance the education and skills of all students in an equitable manner through the participation and involvement of staff, students, parents, and others in the community.



## **Petoskey Middle School Mission Statement**

“Learning and Growing Together”

## **Petoskey Middle School Vision Statement**

“DRIVE in the pursuit of academic excellence”



*To promote a positive school climate all members of PMS will abide by the Full Value Agreement*

- |  |   |
|--|---|
| Work as a Team:                        | Focus is kept on the future success of the team<br>Individual concessions/compromise may occur to move the team forward<br>Challenges are dealt with as a team with respect to chain of command |
| Be Safe:<br>(Emotionally & Physically) | All team members focus on positive resolution<br>Respect is given to all members of the team<br>Even when team members disagree, the discussion moves toward resolution                         |
| Speak Up:                              | Conversation contributions are polite and respectful<br>Tone is conducive to problem solving as a team<br>All team members participate in constructive conversation                             |

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## IMPORTANT INFORMATION

**District Website:** <https://www.petoskeyschools.org/>

The Petoskey School District is an area of 170 square miles and includes the city of Petoskey; all of Bear Creek, Resort and Springvale townships; and a portion of Hayes, Littlefield, Little Traverse, Chandler and Melrose townships. The system comprises four elementary schools (Central, Lincoln, Ottawa and Sheridan), a middle school and a high school. Also located within the school district is North Central Michigan College. The Petoskey schools work in close harmony with the college.

The school system has a cooperative program for the operation of a vocational education center for northwest Michigan. Petoskey High School has been designated by the Department of Education as the Area Vocational School for northwest Michigan.

Petoskey is a "Special Act" school district governed by a five-member Board of Education.

### **Board Policies available at:**

<https://meetings.boardbook.org/Public/Book/1237?docTypeId=216741&file=d6dd2e61-4ed7-4bce-ac4b-f438d887cfc>

### **Address**

801 Northmen Drive, Petoskey, MI 49770

### **Contact Information**

Main Office: (231) 348-2150

Fax: (231) 348-2234

Transportation: (231) 487-9666

Athletics: (231)348-2288

### **Board of Education**

Mr. Mark Ashley	President
Ms. Kathy Reed	1st Vice President
Ms. Denise Petoskey	2nd Vice President
Ms. Beth Flynn	Treasurer
Ms. Jennifer Attie	Secretary

### **Central Administration**

Dr. Jeff Leslie	Superintendent
Mrs. Becky Smith	Teaching and Learning
Mr. Bill Melching	Financial Officer
Mr. Howard Bates	Director of Technology
Mrs. Jodi Beatty	Special Education Coor.



**PMS Staff**

**Middle School Administration**

Mr. Jon Wilcox      Principal  
 Mr. Taylor Golding    Assistant Principal/AD

<b>6<sup>th</sup> Grade Teachers</b>	<b>7<sup>th</sup> Grade Teachers</b>	<b>8<sup>th</sup> Grade Teachers</b>
Kelly Brey	Lisa Bennett	Becky Bell
Tyler Hallstedt	John Boyer	Ellie Daniel
Ray Swidorski	Russell Carpenter	Rachel Erickson
Kelly Wagner	Katie Cruse	Laura Feys
Liz Warner	Megan Hintz	Brian Forster
Molly Werden	Kristen Ketvertis	Gavin Fralick
Julie Yurek	Morgan Saunders	Meagan Neal
	Jeremy Stempky	Megan Tompkins
<b>Elective/Exploratory Teachers</b>	<b>Aides</b>	<b>Special Education</b>
Jeff Brey	Charnell Bacon	Kari Bernard
Heather Donn	Melissa Boyer	Heather Giammalva
Tom Harder	Leann Butler	Jennifer Hopkins
Taylor Huitema	Cheryl Downey	Tara Strieby
Liz Racignol	Adele Forbrig	Scott Weston
Julie Saunders	Megan Kleiber	Melanie Zamarron
Duane Willson		
		<b>Custodians</b>
<b>Secretaries</b>	<b>Physical Education</b>	Butch Hogan - Lead
Lisa Burris	Brooke Carlson	Wilfred Rohden- Day
TBD	Shawn Racignol	
		<b>Food Service</b>
<b>Counselors</b>	<b>Media Aide</b>	Beth Kavanaugh
Angie Kelley	Darci Norton	
Dana Pinney		<b>Special Populations</b>
Loralee Streelman - Behavioral	<b>School Nurse</b>	Robin Ingalls
Connie Millstead - Behavioral	Jen Sickmiller	

# 2024-2025 DISTRICT CALENDAR

## 2024/25 School Calendar

Calendarpedia  
Your source for calendars

August 2024						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2025						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 2025						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### Calendar Key

- Professional Development
- No School
- First and Last Day of School
- Half day with students
- Parent Teacher Conferences

### Calendar Dates

- August 26 No School, Full Day Professional Development
- August 27 No School, Open House - MS/HS; Full Day Professional Development
- August 28 No School, Open House - Elementary; Full Day Professional Development
- August 29 No School, Full Day Professional Development
- September 2 No School, Labor Day Break
- September 3 First Day of School - Full Day Students and Staff
- October 14-17 Parent Teacher Conferences, Elementary, Middle & High
- October 18 No School, Half Day Professional Development
- November 1 No School, Full Day Professional Development
- November 27-29 No School, Fall Break
- Dec. 23-Jan. 3 No School, Winter Break
- January 20 No School, Full Day Professional Development
- January 22-23 HS Exams - Half Day 9-12 Students, Full Day 9-12 Staff
- January 24 HS Exams - Half Day Students, PM Records Day
- February 14 No School, Full Day Professional Development
- February 17 No School, Mid Winter Break
- March 10-13 Parent Teacher Conferences, Elementary, Middle & High
- March 14 No School, Half Day Professional Development
- March 21-31 No School, Spring Break
- April 18 No School, Break
- May 23 Half Day for Students and Staff
- May 26 No School, Memorial Day Break
- June 9-10 HS Exams - Half Day 9-12 Students, Full Day 9-12 Staff
- June 11 Last Day of School; HS Exams - Half Day Students and Staff

## 2024-2025 DAILY SCHEDULE

<u>6th Grade</u>	
Homeroom:	8:15 – 8:35
1 <sup>st</sup> Hour:	8:40 – 9:35
2 <sup>nd</sup> Hour:	9:40 – 10:35
3 <sup>rd</sup> Hour (a):	10:40 – 11:00
Lunch:	11:00 - 11:30
3 <sup>rd</sup> Hour (b)	11:35 - 12:10
4 <sup>th</sup> Hour:	12:15 - 1:10
5 <sup>th</sup> Hour:	1:15 – 2:10
6 <sup>th</sup> Hour:	2:15 – 3:10

<u>7th Grade</u>	
Homeroom:	8:15 – 8:35
1 <sup>st</sup> Hour:	8:40 – 9:35
2 <sup>nd</sup> Hour:	9:40 – 10:35
3 <sup>rd</sup> Hour:	10:40 – 11:35
Lunch:	11:35 - 12:05
4 <sup>th</sup> Hour:	12:10 - 1:10
5 <sup>th</sup> Hour:	1:15 – 2:10
6 <sup>th</sup> Hour:	2:15 – 3:10

<u>8th Grade</u>	
Homeroom:	8:15 – 8:35
1 <sup>st</sup> Hour:	8:40 – 9:35
2 <sup>nd</sup> Hour:	9:40 – 10:35
3 <sup>rd</sup> Hour:	10:40 – 11:35
4 <sup>th</sup> Hour :	11:40 - 12:40
Lunch:	12:40 - 1:10
5 <sup>th</sup> Hour:	1:15 – 2:10
6 <sup>th</sup> Hour:	2:15 – 3:10

### 1/2 Day Schedule

- 1<sup>st</sup> Hour: 8:15 – 8:50 (35 min.)
- 2<sup>nd</sup> Hour: 8:55 – 9:26 (31 min.)
- 3<sup>rd</sup> Hour: 9:31 – 10:02 (31 min.)
- 4<sup>th</sup> Hour: 10:07 – 10:38 (31 min.)
- 5<sup>th</sup> Hour: 10:43 – 11:14 (31 min.)
- 6<sup>th</sup> Hour: 11:19 – 11:50 (31 min.)

School staff will supervise students on school grounds 30 minutes before the school day begins and 20 minutes after the school day ends. **Unless students are participating in a school activity, school staff will not provide supervision before or after these times.**

## 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:

A message will be sent to all students and staff via through email, text, and/or phone call. Additionally, we encourage our school community to sign up for the \*BeAlert\* Community Emergency Notification System at <https://bealert.smartmsg.com>.

## NOTICE OF NON-DISCRIMINATION

The District does not discriminate on the basis of race, color, religion, national origin, ethnicity, sex (including pregnancy, gender identity, or sexual orientation), disability, age, height, weight, marital or family status, veteran status, ancestry, genetic information, military status, or any other legally protected category (collectively, “Protected Classes”), in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups as required by law.

The District prohibits unlawful discrimination, including unlawful harassment and retaliation. The District will investigate all allegations of unlawful discrimination and will take appropriate action, including discipline, against any person who, following an investigation, is determined to have engaged in unlawful discrimination.

“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.
- **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.
- **Sex-based harassment** can take many forms. For the definition of sex-based harassment, including sexual harassment under Title IX, see Policies 3118 and 5202. The District’s Title IX Policy is attached to this handbook as Appendix A.

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 formal complaint resolution process described by Policy.

If you or someone you know has been subjected to **sex-based discrimination, harassment, or retaliation**, you may file a report with any District employee. Formal Complaints of sexual harassment must be filed with the Title IX Coordinator:

Ms. Becky Smith  
1130 Howard Street, Petoskey, MI 49770  
(231) 348-2352  
smith.rl.t@northmen.org

If you or someone you know has been subjected to **disability-based discrimination, harassment, or retaliation**, you may file a complaint with:

Ms. Becky Smith  
1130 Howard Street, Petoskey, MI 49770  
(231) 348-2352  
smith.rl.t@northmen.org

If you or someone you know has been subjected to **any other type of unlawful discrimination, harassment, or retaliation**, including unlawful conduct based on race, color, or national origin, you may file a complaint with:

Ms. Becky Smith  
1130 Howard Street, Petoskey, MI 49770  
(231) 348-2352  
smith.rl.t@northmen.org

A report of unlawful discrimination, including unlawful harassment or retaliation, may be made orally or in writing.

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.

## SECTION I: DISTRICT-WIDE POLICIES AND PROCEDURES

### 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 attendance secretary at 348-2150.

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.

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

- the student's physical or mental illness (a physician's verification 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.
  - A student who wishes to take a planned vacation will be excused if:
    - A request is made at least five school days before the trip.
    - A trip slip is signed by all of the student's teachers.
    - This [form](#) is returned to the attendance office before leaving on the trip.

Students who are late are considered tardy.

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 one day 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.

### **Excessive Absenteeism and Truancy**

When a student has 8 absences in any term or semester, the building principal or designee will provide written notice to the student's parent/guardian encouraging the student's regular daily attendance and explaining the truancy process.

When a student is absent more than 12 days per school year the building principal or designee may notify the attendance officer who has jurisdiction in the District. Once notified, the attendance officer will investigate each case of nonattendance and will take all other steps permitted and required by law.

If the Superintendent or designee determines that a student is repeatedly absent from school without valid excuse, is failing, or has behavior problems, and attempts to confer with the student's parent/guardian have not been successful, the Superintendent or designee may request the attendance officer who has jurisdiction in the District to send notice to the parent/guardian requiring the parent/guardian to meet with District personnel to discuss the matter. The building principal or designee may impose additional consequences for excessive absenteeism, consistent with the student handbook or published grading procedures.

### **Tardiness**

Students are allowed a five-minute passing period between classes. Tardiness to class impedes students' and teachers' ability to effectively begin a lesson and disrupts others' learning. Tardiness to school in the morning will be handled in the same fashion as tardiness to all other class hours. Excessive tardiness will be treated as insubordination and result in disciplinary measures.

For more information, see Policy 5301.

## **Absence Procedures**

### **Notify the attendance office**

When a student is absent from school, the parent should call the attendance office (348-2105) as soon as possible (preferably by 11:00 am on the day of the absence) but no later than the next school day after an absence occurs. When calling in a parent needs to state; their name, their child's name, and the reason for the absence. If no contact is made within 24 hours of the absence, the absence will be considered unexcused.



## **Checking in and out of school**

Students that must leave the school or return to school during regularly scheduled hours of instruction must check in/out of the main office. This is to ensure that parents are aware that students have appropriate permission to be absent from classes. The school, acting *in loco parentis*, requires all students regardless of age unless living on their own, to obtain parental/guardian permission before signing out of school. Emancipated minors must receive administrative approval before signing out of school.

## **Truancy**

A parent or other person in parental relation who fails to comply with the Michigan Compulsory School Law is guilty of a misdemeanor, punishable by a fine, or imprisonment, or both.

## **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**

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**

1. Positive, courteous, and safe behavior is expected.
2. Stay in your seats until you finish eating. Receive permission to throw away any garbage and then return to your seat.
3. You are responsible for your own area. Wipe your table, pick up paper, etc. The floor is to be as clean as you found it.
4. All food and drinks need to stay in the lunchroom.
5. All students must be in the cafeteria during lunch unless they have a pass from a staff member.

## **Cell Phone Use**

Students may not use cell phones or other electronic devices during school hours. Cell phones or other electronic devices must be stored in the student's locker during school hours if a student chooses to bring them to school. Devices may not be used between classes, during lunch, or in any manner that disrupts school activities. A violation of this policy will result in confiscation of the device. A second offense will result in a parent being required to pick up the confiscated device. Subsequent offenses will result in progressive discipline. Students found to be using any electronic communications device to, in any way, send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or other PMS school work shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held.

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.

## **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**

The school campus is a closed campus. All students must remain on campus during school hours. Students who leave campus without authorization are subject to disciplinary action.

### **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.

## 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, hair style, make up, 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.

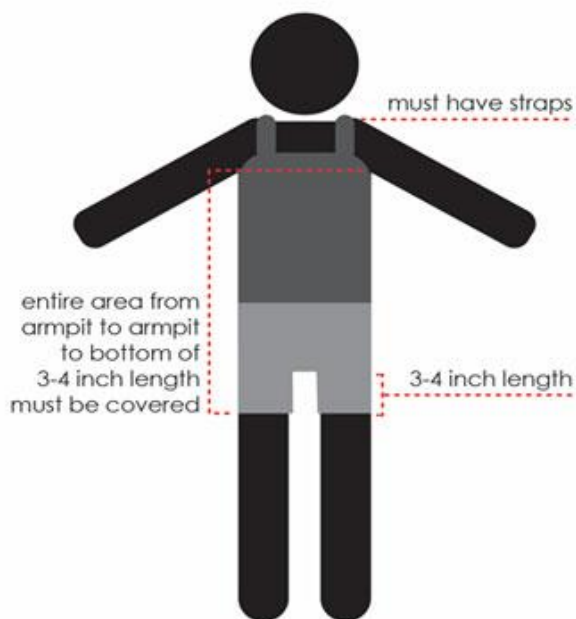
The final decision in any situation involving inappropriate attire rests with building administrators.

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

Minimum Requirements:

- 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.



- Shoes must be worn at all times and should be safe for the school environment (pajamas, bedroom shoes or slippers shall not be worn, except for school activities approved by the principal).
- See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.
- Upon entering the school building, students must remove their hats and place them in their lockers until which time they exit the building. This includes bandannas, hoods, and hats that some may consider part of an outfit.
- Sunglasses may not be worn inside the building.
- Students may not adorn themselves with any type of flag. Flags may not be hung from lockers.
- Clothing and accessories that endanger student or staff safety may not be worn.
- Apparel, jewelry, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior is prohibited.

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.

### **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 non-curricular 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 non-curricular 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 Public Schools of Petoskey contracts Chartwells Dining Services to provide food service to our students. For more information, please visit <https://www.petoskeyschools.org/parents/food-service/>.

## **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  $\frac{1}{4}$  inch of the scalp or live lice may remain at school. 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.

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:

Ms. Becky Smith  
1130 Howard Street, Petoskey, MI 49770  
(231) 348-2352  
smith.rl.t@northmen.org

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

### **Immunizations**

For a student entering the District for the first time or entering 7th grade, a parent must provide the building principal or designee with a certificate 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.

The lockers, lock and desks assigned to you belong to the school. You may decorate the inside of the locker within the limits of good taste. No suggestive pictures, alcohol, or drug related materials, etc. are allowed. Lockers are to be kept clean and neat. All inside decorations and personal items must be removed before the last day of the school year.

At various times throughout the school year, a drug-detecting dog may be brought in to sniff all lockers for drugs. You may not change lockers unless you have permission from the office. Students are held responsible for the contents of their assigned locker.

During the time you take physical education, you may use a gym locker. You are encouraged to keep a lock on your gym locker. Remember, students use the locker rooms during the day and outside groups at night. Failure to use a lock may result in the loss of your gym clothes or personal items.

Students are held responsible for the contents of their assigned locker. The school is not responsible for the replacement of stolen or lost items from your hall locker or gym locker. Students are encouraged to leave valuables at home. Personal property is the responsibility of the student. Failure to follow locker rules can result in your locker being taken away from you, as well as other disciplinary action.

Refer to Board Policy 5102 and 5103 for more information.



## **Lost and Found**

All lost and found items are to be taken to the main 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. The school is not responsible for the replacement of stolen or lost items.

## **Media Center**

The Media Center is a place of study; proper decorum should be observed at all times. Books are checked out for 2-week periods and can be renewed anytime. 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. A daily fine per item may be charged for overdue materials. Each student is responsible for any fine that accumulates on materials charged to the student. 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.

## **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.

## **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 C.

## **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.

### **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**

"Directory information" is the information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. The Board designates the following as directory information:

- a. student names, addresses, and telephone numbers;
- b. photographs, including photographs and videos depicting a student's participation in school-related activities;
- c. grade level;
- d. enrollment status (e.g., full-time or part-time);
- e. dates of attendance (e.g., 2013-2017);
- f. participation in officially recognized activities and sports;
- g. weight and height of athletic team members;
- h. degrees, honors, and awards received; and

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

School officials may 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 D. 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.

### **Technology**

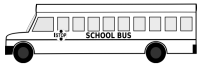
Use of District technology resources is a privilege, not a right. Students are expected to use computers, the Internet, and other District technology resources for school-related educational purposes only. Students and their parents are required to sign and return the Acceptable Use Agreement attached as Appendix E 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**

Petoskey Middle School may use behavioral threat assessment and management (BTAM) which is a multidisciplinary, fact-based, systematic process designed to identify, assess, and manage potentially dangerous or violent situations. The purpose of the BTAM team is to identify, evaluate, and address potential threats to help schools distinguish between incidents where a student made a threat that is not actually legitimate (with no intent to harm) and other incidents in which the student does pose an actual threat of targeted violence. In all cases, the goal is to pair the student with proper school and community-based intervention and support.

## Transportation Services

Johnsons Buses Inc,  
Petoskey



## Bus Rules Stress Student Safety



The National Transportation Safety Board contends that it is a proven fact that student discipline problems on buses are one of the major causes of school bus accidents.

Since bus transportation to school is considered an extension of the classroom, the board of education requires that students conduct themselves on school buses in a manner consistent with established standards of classroom behavior. Maintaining general classroom conduct while waiting at bus stops and riding on buses is important if safe conditions are to exist. Strict observance of rules governing the behavior of riders is necessary to avoid accidents and injuries.

While the law permits the school district to furnish transportation, it does not relieve parents or guardians of students from the responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

Once a child boards the bus, and only at that time, does he or she become the responsibility of the school district. Such responsibility ends when the child is transported to the regular bus stop at the close of the school day.

Although the safety record of drivers in Michigan is commendable, bus drivers must always be alert to student behavior problems as well as the operation of the bus itself. Therefore, the following rules are endorsed by the Public Schools of Petoskey:

1. Arrive at your bus stop on time, 5 minutes prior to scheduled pick up time. If a driver waits one minute for each of ten different riders, the bus would be ten minutes behind schedule.
2. Wait for your bus in a safe place. Keep off the road at all times.
3. Board the bus in an orderly manner. Wait for the bus to come to a complete stop before entering. Do not crowd or push; wait your turn.
4. Move directly to a seat; take the assigned seat if designated by the bus driver. Bus seats are designed to hold three passengers to a seat.
5. Remain in the seat until leaving the bus. For your safety, do not leave your seat until the bus has come to a complete stop at your bus stop.
6. Leave the bus only by the front door.

7. Obey the instructions of the bus driver (or in case of an emergency, other supervisory personnel such as a teacher).
8. Refrain from undesirable conduct on the bus. Fighting, wrestling, throwing things, unnecessary loud talk, and other undesirable conduct cannot be tolerated on the bus. Your bus driver must not be distracted from his/her driving responsibility.
9. Do not extend any portion of your body outside of the bus windows.
10. Report any bus damage to the driver immediately.
11. Cross the road after leaving the bus by using the following procedure:
  - a. Walk 10 feet in front of the bus;
  - b. Stop; look both ways for traffic;
  - c. If traffic is clear, walk across the road;
  - d. Do not attempt to retrieve mail from the mailbox until the bus is out of sight.
12. Refrain from eating on the bus. Cooperation is needed to keep your bus clean and sanitary.
13. Any rider inflicting damage to the bus shall reimburse the cost of any damage.
14. Students wishing to ride a bus home with a friend, relative or a daycare provider must have the following prior to transporting:
  - a. Bus garage approval verifying room for the student(s) on the bus.
  - b. A permission slip signed by the parent or guardian verifying a change in drop-off address and the date. This slip is to be given to the bus driver each day they ride.
15. A student may possess a cellular phone, electronic communication device, (ECD), or picture taking device while he/she is riding on the school bus, provided that the cellular phone, ECD or picture taking device remains off unless permission is given by the driver.
16. Be courteous to the driver and other passengers. Your cooperation with the above rules will help to make your school bus ride a safe and enjoyable experience.

For those riders who fail to follow the established rules, temporary loss of riding privileges will occur. In such cases, the student will be directed to have his/her parent/guardian telephone the Supervisor of Transportation before being allowed to ride the bus again. Repeated or serious misconduct on the part of a rider may result in the permanent loss of riding privileges.

If parents/guardians wish to make an inquiry about bus transportation, they should contact Mr. Don Johnson, Supervisor of Transportation (348-0178 from 7:45 a.m. to 5:00 p.m.). If further inquiry is necessary, they should contact the principal of their child's school:

Petoskey High School	348-2160
Petoskey Middle School	348-2150

Central Elementary School	348-2110
Lincoln Elementary School	348-2120
Ottawa Elementary School	348-2130
St. Francis Xavier School	347-3651
Sheridan Elementary School	348-2140
Or the school district's Business Manager at	348- 2348

Anyone who notes a mechanical problem with a bus (e.g. burned out lights or a disabled bus) is asked to telephone (231)487-9666

Video cameras may be placed on vehicles and buses to monitor student behavior on the vehicle/bus. 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.

### **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 our main office at 231-348-2150.

### Academic Awards

#### Patch and Pin Awards

The middle school teaching staff initiated the Patch & Pin Awards many years ago. Part of the philosophy of a middle school is to expose the student to as many different experiences as possible in order to develop a well-rounded individual. Therefore, the Patch and Pin Award is offered only for those *activities sponsored by the school* and in which the student was a regular participant.

To earn an award, a student must earn the minimum amount of points indicated at each grade level. 6<sup>th</sup> grade - 7 points; 7<sup>th</sup> grade – 8 points; 8<sup>th</sup> grade – 8 points.

Academic Honor Roll:	Each marking period in which a student earns nothing lower than a B- equals 1 point with 3 points possible per year.
Citizenship:	All citizenship marks equaling “good” equal 1 point per marking period with one, two, or three points possible per year. (Citizenship marks are determined by criteria consistent for all instructors).
School Activities:	One Point per school sponsored activity

#### Academic Achievement Awards

Academic Achievement Awards are presented to students who maintain a 3.5 GPA or better with no grades lower than a B- for the first three marking periods of the school year in 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade. All students should attempt to earn a PMS Achievement Award and work toward the Presidential Award beginning in the 6<sup>th</sup> grade.

An additional award is the **Presidential Academic Award** that is presented to 8<sup>th</sup> grade students who have: maintained a 3.5 or better grade point average each marking period throughout the 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade; successfully passed the 7<sup>th</sup> and 8<sup>th</sup> grade State determined test; and, secured a score of 90th percentile or better on a standardized test in both reading and math. It is a very high honor for which a student receives a certificate and pin from the President of the United States.

*All award requirements may be revised during the school year. Any changes, if they occur, will be communicated as soon as possible to students and parents.*



## Grades

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

A	93	100
A-	90	92
B+	87	89
B	83	86
B-	80	82
C+	77	79
C	73	76
C-	70	72
D+	67	69
D	63	66
D-	60	62
E	0	59

Any grade change requests will comply with Board Policy 5418.

## 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 some students, it may be appropriate to modify the Michigan Merit Curriculum through implementation of a personal curriculum. All students who have completed 9<sup>th</sup> grade are entitled to a personal curriculum, and the District will implement a personal curriculum for a student if requested by a parent or by the student if the student is age 18 or older. 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 Jon Wilcox, Principal at 231-348-2150.

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.

### **School Counseling Department**

School counselors work to maximize student success, promoting access and equity for all students. As vital members of the school leadership team, school counselors create a school culture of success for all.

School counselors help all students:

- apply academic achievement strategies, and manage emotions and apply interpersonal skills
- explore postsecondary options (higher education, military, work force)

School Counselors may provide:

- individual student academic planning and goal setting
- short-term counseling to students
- referrals for long-term support
- collaboration with families/teachers/ administrators/ community for student success
- advocacy for students at individual education plan meetings and other student-focused meetings
- help to identify student issues, needs and challenges

### **Academic and Career Planning**

Students are also encouraged to meet with their counselor with any specific academic concerns at any time during the school year. Students have access to XELLO through their PowerSchool accounts. This program is an online program that fully engages every student in building the skills, knowledge, and plans for future success - regardless of background, ability or pathway.

Parents of students who are experiencing academic difficulties are encouraged to promote open communication between the student and the teacher regarding the course, struggles, and needs to promote self-advocacy and to build confidence. Counselors can also be helpful sources of information regarding study skills and other resources available through the district.

### **Personal Counseling**

Students are encouraged to talk over their concerns or issues with the counselors before they negatively affect the student's academic and/or social learning. Counselors can provide support, understanding, and an emotional outlet for students needing assistance. **When students seek counseling services with school personnel and share thoughts of harm to self or others, student-counselor confidentiality will be broken to ensure safety.**

Group sessions may be held for students who need an opportunity to discuss openly and clarify their personal values and feelings about a number of topics. Sessions would be aimed at helping students more accurately perceive and adjust to the world and to the people with whom they must live.

### **Suicide and Depression Awareness and Prevention**

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn, and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Information can also be obtained from the counseling office and online.

### **Counseling Office**

The Counseling Office daily during regular school hours.

### **Schedules**

A major tenet of middle school philosophy is having students explore as many new opportunities as possible. In keeping with this philosophy, it is our practice at Petoskey Middle School to have 6<sup>th</sup> and 7<sup>th</sup> graders enrolled in all the exploratory classes. The only exception is Band. Band is an elective. Our requirement is that students only drop band at the end of a marking period. Students who take Band will have Physical Education and two other exploratory classes. The only exceptions to this are for documented medical reasons or special needs.

8<sup>th</sup> graders have the opportunity to choose their exploratory classes. Any changes in schedule have to be completed before the end of the marking period preceding the start of the new class.

### **Class Schedule Changes**

- All students must be enrolled in 6 hours each semester.
- Student/Parent-initiated schedule change requests will be honored when possible.
- Course request changes should ideally be made prior to the start of each marking period. Requests will be accepted until the end of the 1st week of the marking period.
- The school reserves the right to make changes in a student's schedule to accommodate class size requirements.
- Student-schedule changes by the counseling department may occur at any appropriate time when deemed necessary with approval of the Building Principal. Examples of these changes would be, without limitation, as follows: a student who would benefit if he/she were put in a different level course as recommended by the teacher, the approval for special education services, fulfillment of graduation requirements and the dropping of PE for a

medical reason.

### **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 Jenn Lorence, Special Education Coordinator at 231-.348-2235

### **Summer School**

Summer school is offered during August each year. Students will be invited to attend. If you would like more information about Summer School, please contact Dana Pinney, Counselor at 231-348-2289.

### **Work Permits**

Information about work permits is available at the main office at both Petoskey Middle School and Petoskey High School.

### **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 2023-2024 school year, the District offers the following student clubs, activities, and athletics, please visit our [Student Clubs and Activities website](#).

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 F) 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 to promote activities unrelated to 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.

## **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**

#### **Detention**

Teachers and administrators may require students to serve lunch detention or stay after 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.

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.

#### **Saturday School**

The building administrator may require a student to attend Saturday School. Students follow strict rules and must work on assignments the entire time, except for short breaks. Students who do not follow Saturday School rules will be removed and will face further disciplinary action.

#### **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.

### **Snap Suspension - Suspension from Class, Subject, or Activity by Teacher**

A teacher may suspend a student from any class, subject, or activity for up to 1 full school day if the teacher has good reason to believe that the student:

- intentionally disrupted the class, subject, or activity;
- jeopardized the health or safety of any of the other participants in the class, subject, or activity; or
- was insubordinate during the class, subject, or activity.

Any teacher who suspends a student from a class, subject, or activity must immediately report the suspension and its reason to the building principal or designee. If a student is suspended from a class, subject, or activity, but will otherwise remain at school, the building principal or designee must ensure that the student is appropriately supervised during the suspension and, if the student is a student with a disability, that all procedures applicable to students with disabilities are followed.

Any teacher who suspends a student from a class, subject, or activity must, as soon as possible following the suspension, request that the student's parent attend a parent/teacher conference to discuss the suspension. The building principal or designee must attend the conference if either the teacher or the parent requests the building principal's attendance. The building principal or designee must make reasonable efforts to invite a school counselor, school psychologist, or school social worker to attend the conference.

### **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.

### **Introduction**

This Student Code of Conduct balances the School District's obligation to maintain safety and a conducive educational environment with the School District's obligation to teach appropriate behavior to students who engage in misconduct and inappropriate behavior.



The Student Code of Conduct establishes the rules governing the most serious and obvious types of student misconduct. The prohibited acts listed in this Student Code of Conduct are not to be considered as an all-inclusive list or as a limitation upon the authority of school officials to deal appropriately with violations of a school building's individual rules and regulations, or other types of conduct which interfere with the good order of the school system, the proper functioning of the educational process, or the health and safety of students.

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:

1. the student's age;
2. the student's disciplinary history;
3. whether the student has a disability;
4. the seriousness of the behavior;
5. whether the behavior posed a safety risk;
6. whether restorative practices will be used to address the behavior; and
7. whether a lesser intervention would properly address the behavior.

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.

The Public Schools of Petoskey must balance the interests of students and the community in a safe and conducive educational environment with its duty to provide educational services to students who engage in misconduct or behaviors that interfere with the safety and the delivery of educational services. Board of Education policies addressing student misconduct and this Student Code of Conduct are intended to strike that balance. However, these documents do not limit the School District's lawful authority.

### **Range of Discipline**

Each prohibited act listed in the Student Code of Conduct references the discipline which may be imposed for a violation. The School District will also consider restorative practices as an addition or alternative to discipline. The discipline for violating some prohibited acts ranges from administrative intervention to expulsion. For other prohibited

acts, the penalty ranges from suspension to expulsion. For violation of the most serious prohibited acts, the penalty is expulsion. In cases where the stated penalty is not expulsion but is set forth in terms of a range, the actual penalty imposed will depend upon the nature and severity of the offense, the particular facts involved, the age of the student, the student's prior behavioral record, the persistent and/or chronic nature of the misconduct, the recommendation of school personnel, and all other circumstances deemed relevant. For additional information, please refer to [Board Policy 5206: Student Discipline](#).

A student violating any of the prohibited acts listed in this Student Code of Conduct will be disciplined in accordance with the Code of Conduct. Additionally, a student who engages in a prohibited act which violates law may be referred to the appropriate police authority.

The prohibited acts and penalties listed below are applicable when a student:

- Engages in a prohibited act on school property;
- Engages in a prohibited act in a motor vehicle, including one being used for a school-related purpose;
- Engages in a prohibited act at a school-related activity, function, or event;
- Engages in a prohibited act en route to or from school; Engages in a prohibited act involving another student who is en route to or from school;
- Engages in a prohibited act off school premises, which act is either prohibited by law or, in the judgment of the building administrator, is of such seriousness that the student's continued attendance in school would present a danger to the health and safety of students or employees, and/or would substantially interfere with the proper functioning of the educational process; or
- Engages in a prohibited act when the student was not enrolled in the School District or was enrolled in another school district, if the act of misconduct would constitute a sufficient basis for suspension or expulsion had it occurred while the student was attending school in the School District.

### **Police Investigations and Arrests**

The School District cooperates with local police authorities in the interest of the welfare of all citizens and the school community, as is outlined in [Board Policy 5201](#). Parents will be notified if police arrest or wish to question their student in school. The timing of parental notification will depend on the circumstances, taken as a whole. The School District will report the following crimes/events to local law enforcement:

- Armed student or hostage or suspected armed student;
- Arson;

- Bomb threat;
- Death or homicide;
- Drive-by shooting;
- Explosion;
- Illegal drug use, overdose, possession, or sale;
- Intruders;
- Larceny;
- Minor in possession of alcohol/tobacco products;
- Physical assault (i.e., fights);
- Robbery or extortion;
- Sexual assault;
- Suicide attempt or threat of suicide;
- Unauthorized removal of Students;
- Vandalism/destruction of property; and
- Weapons on School District property.

### **Prohibited Acts**

Unless otherwise specified, the penalties for all prohibited acts range from administrative intervention to permanent expulsion, depending on a number of factors, including: the severity of the conduct; the impact of the conduct on the school and surrounding community; applicable Board of Education policies; and state and federal laws.

1. Alcohol, Marijuana, and Chemical Substances: A student shall not manufacture, sell, handle, possess, use, deliver, transmit, or be under any degree of influence (legal intoxication not required) of any alcoholic beverages, marijuana, or other intoxicant of any kind. A student shall not inhale glue, aerosol paint, lighter fluid, reproduction fluid, or other chemical substance for the purpose of becoming intoxicated or under the influence (legal intoxication not required).

2. Arson: A student shall not burn or attempt to burn any tangible property or intentionally set a fire on school property or cause or attempt to cause an explosion on school property. This section is supplemental to, and does not limit or supersede, paragraphs 3, 12, 22, and 35.

3. Bullying and Hazing: Students are prohibited from engaging in conduct, whether written, verbal, or physical, that unreasonably interferes with another's participation in or enjoyment at school or school-related activities, such as bullying or hazing. The Board of Education has adopted a policy on bullying as a part of Policy [8260](#). A corresponding administrative regulation has been developed to implement the policy.

“Hazing,” for the purpose of this Student Code of Conduct, means initiating another student into any grade, school, or school-related activity by any means or methods that may cause physical or emotional pain, embarrassment, or discomfort.

4. Coercion, Extortion, and Blackmail: A student shall not commit or attempt to commit coercion, extortion, or blackmail. A student shall not engage in the act of securing or attempting to secure money or other items of value by the use of threats and/or violence, nor shall a student, by threats and/or violence, force another person to perform an unwilling act.

5. Copyrighted Material: A student shall not unlawfully duplicate, reproduce, retain, or use copyrighted material.

6. Criminal Acts: A student shall not commit or participate in any conduct or act defined as a crime by federal or state law or local ordinance.

7. Criminal Sexual Conduct Description: A student shall not commit criminal sexual conduct, as defined by MCL 750.520b-e and g. Penalty. Administrative intervention to permanent expulsion, in accordance with MCL 380.1311. This section is supplemental to, and does not limit, paragraphs 9, 10, 14, 24, 25, and 34.

8. Discriminatory Harassment: A student shall not engage in unwelcome sexual advances or requests for sexual favors or unwelcomed sexual touching. A student shall not engage in other verbal or physical conduct relating to a person's sex, race, color, national origin, religion, height, weight, marital status, or handicap or disability (e.g., sexual or racial comments, threats, or insults, etc.).

9. Disruption of School: A student shall not, by any type of conduct (violence, force, noise, coercion, threat, intimidation, fear, passive resistance, etc.), cause the disruption or obstruction of any function of the school, nor shall the student engage in any such conduct if such disruption or obstruction is reasonably likely to result. Neither shall a student urge other students to engage in such conduct for the purpose of causing such disruption or obstruction.

While the following acts are not intended to be exclusive, they illustrate the kinds of offenses encompassed within this rule. It should be understood that any conduct which causes disruption, is likely to result in disruption, or interferes with the educational process, is forbidden.

- Occupying any school building, school grounds, or a part thereof, without the permission of a school building staff member, which deprives others of its use;
- Blocking normal pedestrian or vehicle traffic, the entrances or exits of any school building or corridor or room, without the permission of the building principal;
- Preventing, attempting to prevent, or interfering with the convening or continued functioning of any class, activity, meeting, or assembly;
- Instigating or participating in a disturbance, or causing a disturbance, which interrupts the educational opportunities of others or threatens the general health, safety, and welfare of others on school property or at a school sponsored activity.

10. Damage of Property or Theft/Possession A student shall not intentionally cause or attempt to cause damage to school property or the property of another person, or steal, attempt to steal, or knowingly be in the unauthorized possession of school property or

the property of another person. A student who damages/defaces school property will be required to make full monetary restitution. This is in accordance with the laws of the State of Michigan, which state that parents of a minor may be fined up to \$300 for the willful destruction of property by their children.

11. Dangerous Weapons A student shall not possess a dangerous weapon in a weapon free school zone. Weapons are defined in the PSP Board Policy, which can be found at <https://meetings.boardbook.org/Public/Organization/1237>.

12. Dress A student shall not dress or groom in a manner, which in the judgment of a building administrator, is unsafe to the student or others or disruptive to the educational process. See *DRESS CODE* below for a description of the expectations of appropriate dress.

13. Drugs, Narcotic Drugs, and Counterfeit Substances A student shall not manufacture, sell, possess, use, deliver, transfer, or be under the influence (legal intoxication not required) of any drug, narcotic drug, hallucinogen, stimulant, depressant, controlled substance, counterfeit substance, or a controlled substance analogue intended for human consumption.

A student shall not sell, deliver, or transfer, or attempt to sell, deliver, or transfer any prescription or non-prescription drug, medicine, vitamin, or chemical substance (e.g., pain relievers, stimulants, diet pills, pep pills, No-Doze pills, cough medicines, laxatives, stomach or digestive remedies, etc.), nor shall a student use or possess these substances for an improper purpose.

A student shall not sell or represent a legal substance as an illegal or controlled substance or sell, manufacture, possess, use, deliver, or transfer "designer" drugs.

14. Electronic Communication Devices and Laser Pointers Districtwide, students are prohibited from using or possessing active (i.e., turned on) electronic communication devices in restrooms, locker rooms, offices, and other locations where students and staff have a reasonable expectation of privacy. Separately, all students are prohibited from possessing or using laser pointers on school premises and at school-related activities without the express permission of school administration.

Students are expected to use good judgment when using or possessing active electronic communication devices in hallways during passing time, in the parking lot, cafeteria during lunch, and extracurricular activities. Students may not use or possess active electronic communication devices without explicit staff permission in class or on buses.

15. Failure to Comply with Directions of School Personnel A student shall not be insubordinate or fail to comply with instructions and directions of School District employees (including substitute and student teachers), volunteers, or persons acting as a chaperone or in a supervisory capacity.

16. Failure to Cooperate A student shall not refuse to cooperate with School District administrators and/or teaching staff investigating a possible violation of this Student

Code of Conduct, other codes of conduct, and/or building rules. No student shall make false statements or give false evidence to School District administrators and/or teaching staff. A student shall not refuse to testify or otherwise cooperate with School District personnel in any disciplinary proceeding.

17. False Alarms A student shall not knowingly cause a false fire alarm, or make a false fire, bomb, or catastrophe report.

18. False Allegations A student shall not libel or slander, or make false allegations against another student, School District employee (including substitute and student teachers), Board of Education members, or volunteers.

19. Falsification of Records A student shall not use the name of another person or falsify times, dates, grades, addresses, or other data on School District forms or records. A student shall not provide false, misleading, or inaccurate statements or information on School District forms or records.

20. Fighting, Assault, and Battery on Another Person A student shall not physically assault, or cause, behave in such a way to cause, or threaten to cause physical injury to a school employee, (including substitute and student teachers), student, volunteer, chaperone, or other person (e.g., fighting).

21. Fireworks, Explosives, and Chemical Substances A student shall not possess, handle, or transmit any substance or prepared chemical that can explode, is capable of inflicting bodily injury, or is reasonably likely to cause physical discomfort to another person.

22. Gang Insignia/Activity A student shall not wear or possess any clothing, jewelry, symbol, or other object that may reasonably be perceived by any student, teacher, or administrator as evidence of membership in or affiliation with any gang. A student shall not commit any act, verbal or non-verbal (gesture, handshakes, etc.), that may reasonably be perceived by a teacher or administrator as evidence of membership in or affiliation with any gang. A student shall not commit any act, verbal or nonverbal, in furtherance of the interests of any gang or gang activity, including, but not limited to: a) soliciting others for membership in any gang or gang related activity, b) requesting any person to pay protection or otherwise intimidating or threatening any person, c) committing any other illegal act or violation of School District rules or policies, or d) inciting other students to act with physical violence on any person. The term "gang" means a group of two or more persons whose purpose or activities include the commission of illegal acts or violations of this Code of Conduct, School District rules or policies, or whose purpose or activities cause disruption or is likely to cause disruption to the educational process.

23. Improper Communications A student shall not make threatening, annoying, nuisance, vulgar, and/or obscene communications, verbally, in writing, or by gestures, to School District employees (including substitutes and student teachers), Board of Education members, chaperones, volunteers, or visitors to the school building. The

prohibition against such communications shall apply whether the communications are made in a school building or on school premises or outside of a school building or off school premises, and regardless of whether such communications are made during, before, or after school hours or during times when school is not in session.

24. Indecency A student shall not engage in conduct that is contrary to commonly recognized standards of decency and behavior, which includes obscenity, indecent exposure, or the use of language in verbal or written form, or in pictures, or in caricatures or gestures, which are offensive to the general standards of propriety.

25. Lookalike Weapons A student shall not possess, handle, or transmit any object or instrument that is a "look-a-like" weapon or instrument (e.g., starter pistol, rubber knife, toy gun, etc.).

26. Misconduct Prior to Enrollment An otherwise eligible resident may be suspended or expelled for an act of misconduct committed while the student was: (a) a resident of another district; (b) enrolled in another school; (c) outside of school hours; or (d) off school premises if the misconduct would have constituted a sufficient basis for suspension or expulsion had it occurred while the student was enrolled in the School District.

27. Personal Protection Devices A student shall not possess, handle, or transmit a personal protection device (e.g. pepper gas, mace, stun gun, electric shock device, etc.) capable of inflicting bodily injury or causing physical discomfort to another person.

28. Trespassing, Loitering A student shall not be on school property or in a school building except to participate in the educational process of the School District, nor shall a student loiter in building hallways, classrooms, bathrooms, etc. Being present in any area other than for its intended purpose is prohibited. (e.g., bathrooms, hallways, parking lot, common area, and unused offices and rooms, etc.). Students are not allowed in gymnasiums or locker room facilities at any time without staff supervision.

29. Scholastic Dishonesty A student shall not engage in academic cheating. Cheating includes, but is not limited to: the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work. A student shall not engage in plagiarism, which includes the copying of language, structures, ideas, and/or thoughts of another and represent it as the student's own original work.

30. Smoking/Tobacco A student shall not smoke, chew, or otherwise use tobacco. A student shall not, while on school property, have in the student's possession or under the student's control, tobacco in any form. This includes electronic cigarettes, vaporizers, or any other device that simulates smoking any type of product, regardless whether they are manufactured, distributed, marketed, or sold under any product name or descriptor.

31. Suspended Student on School Property or Attending School Activities A student, while suspended, shall not enter onto School District property without the prior

permission of a building administrator. A student, while suspended, shall not participate in, or attend any school related activity, function, or event, held on or off school property, without the prior permission of a building administrator.

32. Violation of Acceptable Use Policy A student shall not violate or attempt to violate School District policies, administrative regulations, and directives concerning School District or personal computers, networks, and telephone systems. Violation of any of the rules and responsibilities may result in a loss of access privileges/technology privileges/computer usage and may result in other disciplinary or legal actions including restitution.

33. Violations of Building's Rules and Regulations A student shall not commit or participate in any conduct or act prohibited by a school building's rules and regulations.

34. Weapons and Dangerous Instruments A student shall not possess, handle or transmit a knife with a blade length of three (3) inches or less, blackjack, baton, martial arts device, paintball or splat gun, or other object or instrument that can be considered a weapon or is capable of inflicting bodily injury.

35. Lighters, Matches or other Fire Starting Devices: These devices may not be brought on to school property or to school events, or possessed on school property or at school events.

36. Public Display of Affection: PDA is not permitted on school property, in school vehicles or at school activities. Students engaging in PDA will first be given a warning. Subsequent offenses will result in detention, Saturday school and parent notification.

37. Closed Campus/Leaving Building without Permission: The school campus is a closed campus. All students must remain on campus during school hours. The building principal or designee will release a student only after confirming with an authorized adult that the student has permission to leave campus. Students who leave campus or the building without authorization are subject to disciplinary action. Nothing in this Policy prevents the school from sending a student home when the student is ill or for disciplinary purposes. Students must stay in the building from the time they arrive until dismissed. If a student needs to leave for a doctor, dentist or other appointment, a parent/guardian must have notified the office. Non-Petoskey High School students are prohibited from visiting during the school day.

38. General Misbehavior/Disorderly Conduct: A student will not misbehave in a manner that causes disruption or obstruction to the school setting or educational process. Disruption caused by talking, making noises, throwing objects, or otherwise distracting another constitutes disorderly conduct. Examples of this include disrespect to self, students, or staff. Class, hallway, cafeteria, or school disruptions, and other undesirable behaviors that are not acceptable.



## Restorative Practices

Consistent with Michigan law and in every case, the School District will consider restorative practices as an addition or alternative to suspension or expulsion. Restorative practices are practices that emphasize repairing the harm of the victim and the School District community of a student’s misconduct or other behavior. Restorative practices may be considered and implemented by a restorative practices team. The restorative practices team may be constituted and act in the manner described in Section 1310c(2) of the Revised School Code or in a different manner, depending on the circumstances as a whole.

Restorative practices should be the first consideration to remediate offenses such as interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, class disruption, and harassment, bullying, and cyberbullying.

## Inconsistency with Law, Board Policy, or Administrative Regulation

This Student Code of Conduct is intended to be consistent with Michigan law the Policies of the Board of Education and Administrative Regulations promulgated by the Superintendent. If there are any inconsistencies, they should be resolved with the understanding Michigan law supersedes both the Policies of the Board of Education and Administrative Regulations, and Board Policy supersedes Administrative Regulations.

## Discipline Norms

# Public Schools of Petoskey Secondary Discipline Norms

***Restorative practices may be used in conjunction with consequences listed.***  
**Disciplinary action will be subject to administrator discretion.**

**KEY: ISS:** In-School Suspension, **OSS:** Out-of-School Suspension

Policy	First Offense	Second Offense	Third Offense +
1: Alcohol, Marijuana, and Chemical Substances	10 days ISS/OSS, reduced to 5 if student participates in Substance Abuse Counseling Program, Police notified  Selling or intent to sell may result in Indefinite Suspension,	10 days OSS up to Expulsion, may be reduced to 5 if student participates in Substance Abuse Counseling Program for the first time, Police notified  Selling or intent to sell may result in Indefinite	Recommendation for expulsion. Police notified  Selling or intent to sell may result in Indefinite Suspension, Recommendation for

	Recommendation for expulsion, Police notified	Suspension, Recommendation for expulsion, Police notified	expulsion, Police notified
2: Arson	Indefinite Suspension, Recommendation for expulsion, Police notified		
3: Bullying and Hazing (Repeated and intentional intimidation) Frequency is a factor. Each situation requires discretion (history, degree of severity, etc...)	Warning Detention ISS/OSS (1 to 3 days) Student may be given a series of required steps to remedy the situation Recommendation for expulsion Possible No Contact Order	ISS/OSS (3 to 5 days) Recommendation for expulsion. Student may be given a series of required steps to remedy the situation Possible No Contact Order	ISS/OSS (5 to 10 days) Recommendation for expulsion. Student may be given a series of required steps to remedy the situation Possible No Contact Order
4: Coercion, Extortion, and Blackmail	Warning, Detention ISS/OSS (1 to 3 days) Recommendation for expulsion. Possible No Contact Order	ISS/OSS (3 to 5 days) Recommendation for expulsion. Possible No Contact Order	ISS/OSS (5 to 10 days) Recommendation for expulsion. Possible No Contact Order
5: Copyrighted Material & Plagiarism	The student receives a zero for the assignment. The teacher meets with the student and calls the student's guardian(s).	ISS/OSS (1 to 3 days) The student receives a zero for the assignment. The teacher meets with the student and calls the student's guardian(s).	ISS/OSS (3 to 5 days) The student receives a zero for the assignment. The teacher meets with the student and calls the student's guardian(s).
6: Criminal Acts	1-10 day suspension and authorities contacted. May recommend for expulsion.	Indefinite Suspension, Recommendation for expulsion, Police notified	
7: Criminal Sexual Conduct Description	Indefinite Suspension, Recommendation for expulsion, Police notified, Notify Title IX Coordinator		
8: Discriminatory Harassment  Frequency is a factor. Each situation requires discretion (history, degree of severity, etc...)	Warning Detention ISS/OSS (1 to 3 days) Student may be given a series of required steps to remedy the situation Recommendation for expulsion Possible No Contact Order	ISS/OSS (3 to 5 days) Recommendation for expulsion. Student may be given a series of required steps to remedy the situation Possible No Contact Order	ISS/OSS (5 to 10 days) Recommendation for expulsion. Student may be given a series of required steps to remedy the situation Possible No Contact

			Order
9: Disruption of School	1-3 days detention. Police may be notified	ISS/OSS (1-3 Days) Police may be notified	ISS/OSS (3-5 Days) Police may be notified
10: Damage of Property or Theft/Possession	ISS/OSS (3-5 Days) Police notified	ISS/OSS (5-10 Days) Police notified	ISS/OSS (10 Days) Recommendation for expulsion Police notified
11: Dangerous Weapons	Indefinite Suspension, Recommendation for expulsion, Police notified		
12: Dress Code	Opportunity to change	Opportunity to change	Detention/ISS/OSS (1-3 Days)
13: Drugs, Narcotic Drugs, and Counterfeit Substances	10 days ISS/OSS, reduced to 5 if student participates in Substance Abuse Counseling Program Police notified	10 days OSS up to Expulsion, may be reduced to 5 if student participates Substance Abuse Counseling Program for the first time Police notified	Recommendation for expulsion. Police notified
14: Electronic Communication Devices (i.e. Chromebook, Cell phone, smart watches, earbuds) and Laser Pointers	Device will be confiscated and student may pick up at end of day.  PMS: SEE PMS CELL PHONE POLICY  Technology may be restricted	PMS: Device will be confiscated, parent must pick up.  SEE PMS CELL PHONE POLICY  Technology may be restricted	PMS: Detention/ISS/OSS (1-3 Days)  SEE PMS CELL PHONE POLICY  Technology may be restricted
15: Failure to Comply with Directions of School Personnel  Insubordination/Disrespect /Violation of School Rules  *Persistent Disobedience	1-3 day detention	1-3 day detention or ISS/OSS (1 Days)	1 week detention ISS/OSS (2 Days)  *Persistent disobedience after the 3rd occurrence will be subject to suspension up to and including expulsion.
16: Failure to Cooperate	5-10 day suspension and police may be contacted. May recommend for expulsion.	Indefinite Suspension, Recommendation for expulsion, Police may be notified	
17: False Alarms	Indefinite suspension.	Indefinite suspension and police contacted. May	

	May recommend for expulsion. Police may be notified. Threat Assessment.	recommend for expulsion. Threat Assessment.	
18: False Allegations	Warning Detention ISS/OSS (1-5 days) Student may be given a series of required steps to remedy the situation Recommendation for expulsion	ISS/OSS (1-10 days) Recommendation for expulsion. Student may be given a series of required steps to remedy the situation	Recommendation for expulsion. Student may be given a series of required steps to remedy the situation
19: Falsification of Records	5-10 day suspension and police contacted. May recommend for expulsion. Police may be notified	Indefinite Suspension, Recommendation for expulsion, Police notified	
20a. Fighting (Act of aggression in which you put your hands on another.)	Intentional pushing and shoving: 1 to 3 days OSS/ISS.  Punches thrown: 3 to 5 days OSS/ISS. Police may be notified.	Intentional pushing and shoving: 3 to 5 days OSS/ISS.  Punches thrown: 5 to 10 days OSS/ISS. May recommend for expulsion. Police may be notified.	Intentional pushing and shoving: 5 to 10 days OSS/ISS.  Punches thrown: 10 days OSS/ISS. May recommend for expulsion. Police may be notified.
20b. Threat to cause physical injury	OSS/ISS (1-3 Days), Police may be notified. Potential Threat Assessment	OSS/ISS (3-5 Days), Police may be notified. Potential Threat Assessment. May recommend for expulsion. Police may be notified.	OSS/ISS (5-10 Days), Police may be notified. Potential Threat Assessment. May recommend for expulsion. Police may be notified.
20c. Assault and Battery (excessive force or violence with potential for great bodily harm)	Indefinite Suspension, Recommendation for expulsion, Police notified		
21: Fireworks, Explosives, and Chemical Substances	1-10 day suspension and authorities contacted. May recommend for expulsion.	Indefinite Suspension, Recommendation for expulsion, Police notified	
22: Gang Insignia/Activity	Warning, Potential Threat Assessment, Police may be notified.	Detention, Potential Threat Assessment, Police will be notified.	ISS/OSS (1-10 Days), Potential Threat Assessment,

			Police will be notified.
23: Improper Communications	Warning Detention ISS/OSS (1-5 days) Student may be given a series of required steps to remedy the situation Recommendation for expulsion	ISS/OSS (1-10 days) Recommendation for expulsion. Student may be given a series of required steps to remedy the situation	Recommendation for expulsion. Student may be given a series of required steps to remedy the situation
24: Indecency	Warning Detention ISS/OSS (1-10 days) Student may be given a series of required steps to remedy the situation May recommend expulsion. May notify Title IX Coordinator	ISS/OSS (1-10 days, progressive) Student may be given a series of required steps to remedy the situation May recommend expulsion. May notify Title IX Coordinator	ISS/OSS (1-10 days, progressive) Student may be given a series of required steps to remedy the situation May recommend expulsion. Notify Title IX Coordinator
25: Lookalike Weapons	Indefinite suspension up to 10 days. May recommend expulsion. Police may be notified.	Indefinite suspension and police contacted. May recommend expulsion.	
26: Misconduct Prior to Enrollment	School of Choice students may be denied enrollment based on prior suspensions. Students who have been expelled for arson, dangerous weapons, or criminal sexual conduct will not be enrolled in the Public Schools of Petoskey.		
27: Personal Protection Devices	1-10 day suspension and authorities contacted. May recommend for expulsion.	Indefinite Suspension, Recommendation for expulsion, Police notified	
28: Trespassing, Loitering	Warning	1-3 day detention.	1-3 day detention or ISS/OSS (1 Day) *Persistent disobedience after the 3rd occurrence will be subject to progressive discipline.
29: Scholastic Dishonesty	The student receives a zero for the assignment. The teacher meets with the student and calls the student's guardian(s).	ISS/OSS (1 to 3 days) The student receives a zero for the assignment. The teacher meets with the student and calls the	ISS/OSS (3 to 5 days) The student receives a zero for the assignment.

		student's guardian(s).	The teacher meets with the student and calls the student's guardian(s).
30: Smoking/Tobacco	1 day ISS, student completes assigned educational program. Police may be notified	5 days ISS, reduced to 3 if student participates in Substance Abuse Counseling Program for the first time. Police notified	5-10 days OSS, Possible recommendation for expulsion. Police notified
31: Suspended Student	A student, while suspended, shall not enter onto school property or other school-sponsored event without prior permission of a building administrator. Failure to comply will result in additional consequences. See #16: Failure to Cooperate.		
32: Violation of Acceptable Use Policy	Warning, loss of access privileges/technology privileges/computer usage and may result in other disciplinary or legal actions including restitution.	Loss of access privileges/technology privileges/computer usage and may result in other disciplinary or legal actions including restitution. Progressive discipline applies depending on the severity of the offense.	
33: Violations of Building's Rules and Regulations	Potential warning. May result in other disciplinary or legal actions including restitution. Progressive discipline applies depending on the severity of the offense.		
34: Weapons and Dangerous Instruments	ISS/OSS (3-5 days) Self disclosure may affect a range of consequences.	ISS/OSS (5-10 days) Self disclosure may affect a range of consequences. Possible recommendation for expulsion. Police may be notified	
35: Lighters, Matches or other Fire Starting Devices	Warning, Detention, ISS/OSS (1-3 Days)	Detention, ISS/OSS (1-5 Days)	ISS/OSS (3-10 Days)
36: Public Displays of Affection	Warning	Detention	1-3 day detention or ISS/OSS (1 Days)
37. Closed Campus / Leaving Building without Permission	Detention to ISS/OSS (1-3 days)	ISS/OSS (3-5 days), Progressive discipline applies depending on the severity of the offense.	ISS/OSS (5-10 days), Progressive discipline applies depending on the severity of the offense.

*\*Any student who is suspended for ten days or more may lose the privilege of attending extra-curricular activities, which includes dances, overnight trips, and sporting events, for the entire school year.*

### Progressive Discipline

It is not uncommon for a student to make a mistake or error in judgment that may result in a written incident report. However, if a student begins to accumulate incident reports or displays a pattern of unacceptable behavior, disciplinary measures will progress on a sequential basis. The vast majority of students never reach this stage; but to protect the rights of students who are able to display acceptable behavior, this disciplinary progression is necessary. **Additionally, receiving incident reports has an impact upon the student’s participation in grade-level activities, potentially removing the student from those activities**

Discipline Progression	
Number of Reports Received	The consequence for this number of infractions.
1. Four (4) reports in one marking period	One (1) day in I.S.S.
2. Six (6) reports in one year	Two (2) days in I.S.S.
3. Eight (8) reports in one year	Three (3) days in I.S.S.
4. Ten (10) reports in one year	Three (3) days out of school suspension.
5. Twelve (12) reports in one year	Five (5) days out of school suspension & specific behavioral plan.
6. Fifteen (15) reports in one year	Ten (10) days out of school suspension & behavioral plan updates.
7. Twenty (20) reports in one year	A student exceeding twenty (20) incident reports for disciplinary action is subject to the filing of incorrigibility with probate court. Suspension can be up to the rest of the school year. Expulsion may be recommended to the board of education.

## **SECTION V: BUILDING-SPECIFIC RULES AND PROCEDURES**

### **Allergies**

Some students may be allergic to certain products, chemicals, and environmental allergens. Students are asked to inform the main office of any allergic condition. In order to maintain a safe environment, students should not bring items known to cause allergic reactions such as latex or spray products to school. Designated “peanut-free” areas are available in our cafeteria for students with this allergy.

### **Announcements**

Announcements concerning school and district activities will be available on the school website. Additionally, the Principal will send regular communications to families regarding announcements, accomplishments, and events, via School Messenger. Please be sure that your most recent and accurate contact information (phone number, email address) is on file with the school office to ensure you are receiving these important announcements.

Any student or organization wishing to make an announcement or to post materials on a bulletin board must gain approval from the high school office. This requirement also applies to any posters or signs that a student or organization wishes to hang in the hallway.

### **Backpacks**

We encourage the use of backpacks to transport books to and from school. However, they are not allowed to be carried into the classrooms. For security reasons, backpacks are not to be left in the hallway unattended and should be stored in the student’s locker.

### **Cafeteria - Breakfast/Lunch**

A student breakfast is offered daily. The menu varies. Students are responsible for being in the classroom on time at 8:15 a.m. Students on the free or reduced program may obtain breakfast under the same arrangements as lunch.

All students will eat in the cafeteria and may either carry their lunch or purchase a hot lunch. Students may not leave the school grounds for lunch. Students will not be allowed to charge the cost of any meal. The Federal Government makes funds available to help pay for the breakfasts and lunches of students from families with low incomes. Applications for free and reduced meals may be secured in the main office or [here](#)

It is an expectation and common courtesy to leave the table neat and clean for the group that follows. Absolutely no food or beverage is to be consumed in halls or classrooms. All food and beverage shall be limited to the cafeteria. Since classes are in session during the lunch periods, students are asked to remain in the cafeteria until the bell rings. Students are not to be in any unsupervised areas of school property during the lunch periods or while classes are in session.



## Co-Curricular Programs

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

Extracurricular activities do not include:

1. co-curricular activities such as band and choir, in which students must participate as part of the requirements for enrollment in and receiving a grade for a particular course; or
2. student-initiated, non-curricular student groups, which are permitted to hold meetings and events on school premises. These groups are not school-sponsored and are governed by Board Policies 3304 and 5510.

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

Students and sponsors are governed by all Policies, applicable codes of conduct, and any other applicable rules or behavioral expectations.

Extracurricular groups may use District facilities consistent with Board Policy 3304.

C. Student Eligibility - 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.

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

Students who participate in interscholastic athletics may not use performance-enhancing substances. Performance-enhancing substances include any substance banned by the NCAA. Students who use performance-enhancing substances may be disciplined or excluded from the activity.

D. Advisors and Coaches - Each extracurricular activity must have an advisor who is a District employee or a selected community member who is qualified by virtue of education, training, experience, or special interest to serve as the advisor, as determined by the Superintendent or designee.

The Superintendent or designee will assign activity advisors. Advisors serve at the will of the Superintendent, who may remove an activity advisor in the Superintendent's sole

discretion, absent contrary contractual provisions.

Sponsors may be required to develop materials, activities, and a budget; promote membership and participation; communicate with the building principal or designee, staff, students, and parents/guardians; schedule meeting dates and locations; plan meaningful experiences; supervise students during activities; evaluate and make program recommendations; and submit a year-end report to the building principal or designee.

E. Fundraising Activities - Student fundraising activities are subject to review and approval by the Superintendent or Designee. Fundraising activities must comply with Board Policy [5501](#).

### **Conferences with Teachers**

Individual conferences with students often help to solve problems and will improve the student-teacher relationship. These conferences can be arranged during the teacher's conference period and before or after school. To schedule a conference, please contact the teacher to arrange a meeting, in-person or virtually.

### **Dances**

To promote a healthy, safe, enjoyable evening for all students, procedures will be in place for all dances at Petoskey Middle School. Dances are a school-sponsored event and a privilege. All school rules will apply during the dance. Any student who has accumulated 10 days of suspension or more will not be admitted to any dances for the remainder of the school year.

Upon obtaining a dance ticket, students agree to abide by all dance rules and guidelines. The following behavior will not be permitted: re-entry into the dance, the use of drugs, alcohol, or other substances.

Student visitors are not permitted at dances and school functions.

### **Deliveries**

No commercial establishments may make deliveries to school premises, unless approved through the main office by high school staff. This includes flowers and parent food-service deliveries.

### **Fund Raising**

The sale of tickets, food, beverage or merchandise by student groups in school activities may occur only when all of the following conditions are fulfilled: Fundraising activities must comply with Board Policy [5501](#)

- The sale or promotion will be under the control of a school-related organization and the school advisor.
- Profits are used to enhance school program(s) by providing money for

expenditures not currently funded by the school.

- Approval is obtained from the Superintendent of Schools or his/her designee. All funds received as gifts and/or from solicitations must be immediately deposited with the school advisor or treasurer, and all expenditures from a class treasury must be approved by a school advisor.
- The Board of Education prohibits the use of lotteries and/or raffles for fundraising or other school purposes (i.e. curricular, extra-curricular, and/or co-curricular activities).

### **Gangs**

Gangs may be defined as any group that may have unacceptable behavior, impact, or influence. Please be advised that gangs, non-sanctioned organizations and activities related to gangs and other non-sanctioned organizations are not allowed in Petoskey Middle School or on any school property, including school buses. This means anything that can be interpreted as gang related, (e.g. clothing, jewelry, grooming, signs, symbols, gestures, drawings, graffiti and colors) are not allowed.

### **Health Education Opt-Out Provision**

Parents have the right to review the materials and curriculum content used in health education classes. The teaching staff will provide prior notification of HIV/AIDS and human sexuality lessons. Parents may excuse their child from participating in that instruction by providing written notice to the principal.

### **Health Services**

If a student becomes ill or sustains an injury, a teacher should be notified. The teacher will then notify and send the student to the office. The administrator (or his/her designee) will determine the seriousness of the illness or injury and notify the parents or guardian. Whenever possible, a school-based healthcare professional will assist administration in assessing the student and taking appropriate action.

### **Lost or Stolen Items**

The school is not responsible for any lost or stolen items. Students are expected to use reasonable care for the safety of their possessions. The school will not provide reimbursement for the cost of lost or stolen items.

### **Main Office**

The main office will be open during regular school days 7:30 AM to 4:15 PM. Summer hours will be 7:30 AM to 2:30 PM. The main office is closed during the month of July. The primary responsibility of the office staff is to preserve and promote a climate of teaching and learning. The care, welfare and academic success of students and staff is paramount. In order to protect the instructional time for students and staff, office staff will encourage minimal classroom interruptions. Office staff will be accorded the highest standard of respect by students and staff.

### **Motor Vehicles**

Except under special circumstances with the principal's permission, motorized vehicles such as mopeds, motorbikes, etc. may not be driven to school.

### **Parent Messages**

Unless a message to a student is an emergency, parents are asked to refrain from calling the staff to contact students with non-essential messages. Messages left for students after 2:30 p.m. are not guaranteed to be passed on to the student.

### **Pictures**

Student pictures and identifying names will be printed in the school annual and school paper and will be given to the local news media on those occasions that warrant it. **However, any student, or the student's parent or guardian if the student is under the age of 18, may request that his/her picture not be published in the media or in the school yearbook.** Such requests are to be made in writing to the middle school office.

### **Progress Reports**

Progress reports will be sent home approximately the fifth week of every nine weeks. Each teacher will fill out a progress report for every student. This report is intended to give the student and parents an indication of the quality of work being done. If you do not receive the progress reports, please call (231) 348-2150, or stop by the middle school office.

### **Substitute Teachers**

Full cooperation is required of every student when a substitute teacher is present. Substitute teachers will be accorded the same respect as a regular classroom teacher.

### **Telephone**

Students are encouraged to use the office telephone for school business. In the case of illness students are to come to the main office to call home and sign out. No classes will be interrupted for telephone calls or messages unless of an emergency nature. Students may not use their personal cell phone during the school day.

### **Visitors to the Schools**

Visitors and parents entering the middle school should report to the main office to sign in and have a stated purpose for their visit approved by administration. Visitors must wear proper identification while in the building. Visitors and parents will be under the jurisdiction of the building principal and be expected to adhere to building policies. Videotaping and/or audiotaping classroom or student activities are strictly prohibited unless authorized beforehand by the building principal.

The building principal has the authority to request aid from any law enforcement agency if any visitor or parent to the district's buildings or grounds refuses to leave or creates a disturbance. Violation of this rule may lead to removal from the building or grounds and denial of further access to the building or grounds. Violators of this Board policy and administrative rules established pursuant to this policy will be subject to trespass laws.

### **Volunteers**

All volunteers must complete volunteer information forms and be approved by the school principal before assisting the school. Volunteers must follow the same procedures as visitors to the school.

[Board Policy 4112: Extracurricular Employees or Volunteers](#)

[Board Policy 3105: Visitors and Volunteers](#)

[3105-F: Volunteer Service Form](#)

## APPENDIX A: TITLE IX SEXUAL HARASSMENT

If you or someone you know has been subjected to **sex-based discrimination, harassment, or retaliation**, you may file a report with any District employee. Formal Complaints of sexual harassment must be filed with the Title IX Coordinator:

Ms. Becky Smith  
1130 Howard Street, Petoskey, MI 49770  
(231) 348-2352  
smith.rl.t@northmen.org

Please refer to Board Policy [3118](#).

### 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 corresponding implementing regulations.

This Policy addresses allegations of sexual harassment under Title IX. Allegations of other forms of sex discrimination should be addressed under the District's non-discrimination or anti-harassment policies (Operations Policy 3115, Employee Policies 4101, 4102, 4104 for, or Student Policy 5202). Allegations alleging both Title IX sexual harassment and other forms of unlawful discrimination and harassment (e.g., race, age, disability) that cannot be reasonably separated into two distinct complaints should be investigated under this Policy. Investigating other forms of discrimination, including harassment, through this Policy, will fulfill the District's investigation requirements under Policies 4104 or 5202, but nothing in this paragraph limits the District's right to determine at any time during the Grievance Process that a non-Title IX complaint allegation should be addressed under Policies 4104 or 5202 or any other applicable Policy.

The Board directs the Superintendent or designee to designate persons to serve as Title IX Coordinator, Investigator, Decision-Maker, and Appeals Officer. If a Formal Complaint is made under this Policy against the Superintendent, the Board President will designate the persons who will serve as the Investigator, Decision-Maker, and Appeals Officer and will work with the Title IX Coordinator to ensure that all other requirements of this Policy are met. If a Formal Complaint is made against the Board President, the Board Vice President will designate who will serve as the Investigator, Decision-Maker, and Appeals Officer.

The Investigator, Decision-Maker, and Appeals Officer 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.

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

#### A. Definitions

For purposes of this Policy, 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. 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, dating violence, domestic violence, or stalking, as defined by the Violence Against Women Act, 34 USC § 12291 et. seq., and the uniform crime reporting system of the Federal Bureau of Investigation, 20 USC 1092(f)(6)(A)(v).
    - i. "Sexual assault" means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
    - 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 handle 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, or Decision-Maker 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, or Appeals Officer on a specific matter.
8. “Education Program or Activity” means any location, event, or circumstance over which the District exhibits 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 handles Formal Complaints.
11. “Investigator” is the person designated by the District to investigate a Title IX Formal Complaint or report. The Investigator cannot be the same person as the Decision-Maker or Appeals Officer on a specific matter. The Title IX



Coordinator may serve as the Investigator on a particular investigation, unless the Title IX Coordinator signed the Formal Complaint.

12. "Report" means an account of 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 services 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 a specific matter. A person not serving as a Title IX Coordinator in a particular investigation is not disqualified from serving in another role in that investigation. The Title IX Coordinator may also serve as the Investigator 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

The District designates the following person(s) as the Title IX Coordinator(s):

Director of Teaching and Learning

1130 Howard Street  
231-348-2352  
TitleIXCoordinator@northmen.org

#### D. Reporting Title IX Sexual Harassment:

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

A person may also anonymously report an incident of sexual harassment or retaliation. The District will investigate anonymous reports pursuant to its investigation procedures described below.

A person who has been the subject of sexual harassment or retaliation may report that behavior to the Title IX Coordinator or any District employee. Any District employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator by the end of the next day.

A person may make a report at any time, including non-business hours. Reports may be filed 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.

#### E. General Response to Sexual Harassment

##### 1. Actual Knowledge without Formal Complaint Being Filed

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.

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.

If the Complainant does not file a Formal Complaint or if another person informs the Title IX Coordinator of an allegation of sexual harassment, the Title IX Coordinator must evaluate the information and determine whether to sign and submit a Formal Complaint. If the Title IX Coordinator determines not to sign and submit a Formal Complaint, the Title IX Coordinator must address the allegations in a manner that is not deliberately indifferent.

## 2. 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 the Title IX Sexual Harassment Formal Complaint Form.

## 3. Equitable Treatment

The District will treat the Complainant and Respondent equitably throughout the Grievance Process. This may include offering supportive measures as described in Subsection E(5) of this Policy.

## 4. Documentation and Recordkeeping

The Title IX Coordinator will document all sexual harassment reports, as well as any incidents of sexual harassment that the Title IX Coordinator personally observes.

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

## 5. Supportive Measures

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 documentation of certain bases or measures does not limit the District in the future from providing additional explanations or taking or describing additional supportive measures.

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 to all parties 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.

## 6. 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 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.

## 2. Law Enforcement

In appropriate circumstances, the Title IX Coordinator 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 follow the procedures described in Subsection F(1) of this Policy to notify the parties, in writing, of the delay.

The District will promptly resume its investigation as soon as it is notified by the law enforcement agency that the law enforcement agency has completed its evidence gathering process. This delay should not exceed 10 days.

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.

## B. Grievance Process

### 1. Generally

The Grievance Process begins when a Formal Complaint is filed or when the Title IX Coordinator signs a Formal Complaint. The District will endeavor to complete the Grievance Process within 45-60 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, 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 at the conclusion of the Grievance Process, the Decision-Maker finds the Respondent responsible for the alleged conduct.

At any point during the process, the Title IX Coordinator, Investigator, or Decision-Maker may temporarily delay the Grievance Process or permit a limited extension of time frames for good cause. Good cause may include 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 Policies 4309, 4407, 4506, 4606, or 5206, 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 determinations of responsibility within 10 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 the disciplinary process, a citation to that portion of the Code of Conduct. If the Code of Conduct does not address false statements by students, the notice is not required to include any reference.

If, during the course of an investigation, the Investigator decides to investigate allegations that are not included in this notice, the District will provide notice of the additional allegations to the Complainant and Respondent.

### 3. Investigation

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

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 such 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, in any meeting or Grievance Process proceeding. If a party chooses an advisor who is not a District employee, it will be at that party's own cost. The Superintendent or designee 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 N 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.

#### 4. 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.

## 5. Determination of Responsibility

The Decision-Maker cannot be the same person as the Title IX Coordinator, Investigator, or Appeals Officer.

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

See Section G of this Policy for appeal rights and procedures.

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.

## B. 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:

1. A procedural irregularity that affected the outcome.
2. New evidence that was not reasonably available at the time the determination of responsibility or dismissal decision was made that could affect the outcome.
3. 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.

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

Upon receipt of an appeal, the Appeals Officer 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. Appeals based on procedural irregularity, conflict of interest, or bias must be decided within 10 days. Appeals based on new evidence must be decided within 30 days.

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

### C. 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. 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.

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 or Investigator 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:

1. Allegations;
2. Informal resolution requirements, including the circumstances under which the informal resolution precludes the parties from resuming a Formal Complaint arising from the same allegations;
3. Right to withdraw from informal resolution and resume the Grievance Process at any time prior to agreeing to a resolution; and
4. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

### D. Dismissal

#### 1. Mandatory Dismissals

The Title IX Coordinator *must* dismiss a Formal Complaint if:

- a. The Formal Complaint's allegations, even if proven, 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 or Investigator *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 or Investigator 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 Section G 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.

### E. 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.

### F. Remedies

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;
8. Imposing discipline 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.

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

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 them 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 the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act.

#### **B. False Statements**

Any person who knowingly makes a materially false statement in bad faith in 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.

#### **C. 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.

#### **D. 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 Policies 4104 and 5202.

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 Policies 4309, 4407, 4506, 4606, or 5206, as applicable, and any applicable codes of conduct, handbooks, collective bargaining agreements, and individual employee contracts.

#### E. Training

All District employees and Board members 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) above, including, but not limited to, issues of relevance.

Decision-Makers and Appeals Officers must receive training on issues of evidence and questioning, including 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, 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 will also be posted on the District's website.

#### F. Record Keeping

Records related to reports of alleged Title IX sexual harassment will be maintained by the District 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.

#### G. 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  
1350 Euclid Avenue, Suite 325  
Cleveland, Ohio 44115  
Phone: (216) 522-4970  
E-mail: [OCR.Cleveland@ed.gov](mailto:OCR.Cleveland@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

2 Date adopted: July 15, 2021

3 Date revised:

## APPENDIX B: ANTI-BULLYING

### 5207 Anti-Bullying Policy

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

Date adopted:

Date revised:

## APPENDIX C: PROTECTION OF PUPIL RIGHTS

Please refer to Board Policy [5308](#).

### A. Surveys, Analyses, and Evaluations

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

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

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

"Sensitive information" includes:

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

Parents/guardians may refuse to allow their students to participate in any non-emergency, invasive physical examination or screening that is: (1) required as a

condition of attendance, (2) administered and scheduled by the District, and (3) not necessary to protect the immediate health and safety of a student.

“Invasive physical examination” means:

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

### C. Collection of Student Personal Information for Marketing

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

“Personal information” means individually identifiable information that includes:

1. student’s and parents’/guardians’ first and last name;
2. home or other physical address;
3. telephone number; or
4. Social Security Number.

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

1. post-secondary education recruitment;
2. military recruitment;
3. tests and assessments to provide cognitive, evaluative, diagnostic, or achievement information about students; or
4. student recognition programs.

### **B. Inspection of Instructional Material**

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

### **C. Notification of Rights and Procedures**

The Superintendent or designee will notify parents/guardians of:

1. this Policy and its availability upon request;
2. how to opt their child out of participation in activities as provided for in this Policy;
3. the approximate date(s) when a survey, evaluation, or analysis that would reveal sensitive information is scheduled or expected to be scheduled;

4. the approximate date(s) when the District or its agents intend to administer non-emergency, invasive physical examination or screening required as a condition of attendance (except for hearing, vision, or scoliosis screenings);
5. and how to inspect any survey or other material described in this Policy.

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

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

Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202  
Legal authority: 20 USC 1232h  
Date adopted: July 15, 2021  
Date revised:

**APPENDIX D: DIRECTORY INFORMATION AND OPT OUT FORM**

Please refer to Board Policy [5309](#).

**5309-F-2 Directory Information and Opt-Out**

Student's Name: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

The Family Educational Rights and Privacy Act (FERPA) requires that Public Schools of Petoskey 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 October 1 of the current school year.

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 names, addresses, and telephone numbers;
- photographs, including photographs and videos depicting a student's participation in school-related activities;
- grade level;
- enrollment status (e.g., full-time or part-time);
- dates of attendance (e.g., 2013-2017);
- participation in officially recognized activities and sports;
- weight and height of athletic team members;
- degrees, honors, and awards received

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

Public Schools of Petoskey *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/Guardian/Eligible Student Signature

\_\_\_\_\_  
Date

**APPENDIX E: ACCEPTABLE USE AGREEMENT**

Computers/tablets/web-enabled devices are used to support learning and to enhance instruction. Networks allow people to interact, to share resources, and to communicate with others. The Internet carries these capabilities to people and resources around the world. With freedom and flexibility comes responsibility. To that end, the Public Schools of Petoskey (PSP) has developed this [Acceptable Use Policy](#) for students.

The PSP Technology department uses software and other technology to monitor student use. Administration is notified when technology is used inappropriately, or in a way that creates concern for the safety and wellbeing of students. Inappropriate use of technology can result in disciplinary action, as described in the Code of Conduct.

Please refer to Board Policy [3116](#).

**3116-F-2 Agreement for Acceptable Use of Technology Resources  
Middle School/High School**

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*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:*

- A. 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.*
  
- B. 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.*

- C. 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.*
- D. 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 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.*
- E. 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:*

- 1. Substantially interfering with educational opportunities, benefits, or programs of one or more pupils;*
- 2. 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;*
- 3. Having an actual and substantial detrimental effect on a pupil’s physical or mental health; or*
- 4. 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.*

F. 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:

1. 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.
2. Accessing or attempting to access material that is unlawful, obscene, pornographic, profane, or vulgar.
3. 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.
4. Bullying and cyberbullying (as defined in paragraph E).
5. 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.
6. 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.
7. 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.
8. Unauthorized copying or use of licenses or copyrighted software.
9. 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.
10. Posting or distributing confidential or inappropriate information meant to harass, intimidate, or embarrass others.
11. Allowing someone else to use your account or password or not preventing unauthorized access to Technology Resources when leaving them unattended.
12. Using or soliciting the use of or attempting to use or discover the account information or password of another user.

13. *Attempting to or successfully disabling security features, including technology protection measures required under the Children's Internet Protection Act ("CIPA").*
  14. *Misusing equipment or altering system software without permission.*
  15. *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.*
  16. *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.*
  17. *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.*
- G. *You must promptly disclose to your parent/guardian 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.*
- H. *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.*
- I. *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.*
- J. *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.*
- K. *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.*

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

*M. 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.*

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Student Signature

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Date

*I have read this Agreement and agree that as a condition of my child's use of the Technology Resources, 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 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 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 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, or documents that identify another student by name, voice, or likeness.*

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

---

Parent/Guardian Signature

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Date

**cc: parent/guardian, student file**

## APPENDIX F: ATHLETIC CODE OF CONDUCT

Participation in the Public Schools of Petoskey’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. These rules are set forth in the [PMS Athletic Handbook](#).

Athletic Director: Jason Purcell

231-348-2288

purcell.jh.m@northmen.org

### Available Sports

Cross Country (6th, 7th, and 8th grades), Football (7th and 8th grades), Volleyball (7th and 8th grades), Basketball (7th and 8th grades), Ski Team (6th, 7th, and 8th grades), Wrestling (6th, 7th, and 8th grades), Track (6th, 7th, and 8th grades)

### 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:

1. Wait 24 hours before contacting the coach.
2. Schedule a time to speak with the coach, either via phone or in-person, at the coach’s discretion.
3. 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

The District will comply with the concussion protocol in Policy 5712.

## Athletic Code of Conduct

A student-athlete must:

1. Learn and understand the rules and regulations of your sport.
2. 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.

3. 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.
4. 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).
5. Not engage in conduct that is unbecoming of student-athletes.
6. Maintain academic eligibility as required by the Michigan High School Athletic Association.
7. 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.

In accordance with school board policy, Petoskey Middle School *may* require a participation fee from students participating in athletics. Participation fees are also collected from students who participate in extracurricular activities that provide them an opportunity to participate in a defined season (period of time), are not service clubs and are not an extension of a classroom that contributes to a letter grade for that class. Contact the Athletic Department for current participation fees.

Students on the reduced lunch program will pay a smaller fee per sport/activity, and students on the free lunch program will not be charged. A student's designation of free/reduced status for fall sports/activities will be based on his/her lunch status the previous school year. All rules and regulations pertaining to athletics can be found in the Petoskey Middle School Athletic Handbook.

### **Eligibility Rules for Athletes**

Eligibility rules governing transfers, grades, age, amateur status, etc. established by the Michigan High School Athletic Association and adopted by the Petoskey Board of Education can be found on the MHSAA web site at [www.mhssa.com](http://www.mhssa.com) If you are uncertain or have any questions, please seek explanation or answers in the Petoskey Middle School Athletic Handbook.

### **Eligibility for Participation in Extracurricular Activities**

Eligibility rules apply to interscholastic athletics. Each student's academic performance (i.e. letter grade of A, B, C, D, E) will be cumulative for each marking period. At the

beginning of each marking period, academic averaging for each student will start anew.

1. The athletic director (AD) will email a list of any students involved in sports whose grade has fallen below 60 percent to each teacher on Wednesday.
2. Each teacher will confirm the accuracy of their students on the list and respond to the AD by 1:00 on the following Monday. (Teachers please inform any ineligible students if possible).
3. The AD compiles a list of ineligible student athletes using the following criteria for ineligibility:
  - a. Grades are below 60 percent in 2 or more classes in the same week. (i.e. Student must be passing 5 or more classes)
4. The AD will email a list of all ineligible student athletes to all teachers and give a list to the appropriate coaches and principal. Parents/guardians of ineligible students will be notified by email or phone.
5. An ineligible athlete may not dress for or participate in contests for the following week. If you do not meet the requirements by the following week, you remain ineligible until you do.
6. A student athlete that is ineligible to participate in contests for the week is expected to still attend practices that week. Individual coaches may determine the extent of participation in practice.
7. Once a student is declared ineligible for the week, a student is not allowed to become eligible to play in that week's contests. All work must be completed and the grade(s) must be above 60 percent in order to be eligible for the following week.
8. It is the student's responsibility to contact teachers to find out what the academic problem is for that class. This should be done as soon as possible.

### **Physical Examination of Student Athletes**

All student athletes participating in school-sponsored interscholastic and/or intramural athletic programs shall provide evidence to their school principal of successfully passing a physical examination conducted by a certified physician during the school year of participation. This examination must be conducted prior to the first practice session of the activity in which the student wishes to participate.