Marysville
Public Schools

MARYSVILLE MIDDLE SCHOOL

2026-27 Student Handbook

MARYSVILLE PUBLIC SCOOLS

Parent/Student Handbook

Dear Parents/Guardians,

Welcome to **Marysville Public Schools**, where great futures begin!

Providing personalized learning for every student through, rigor, relevance and relationships is the mission of the Board of Education and staff of Marysville Public Schools. However, we invite you to share this responsibility with use by closely monitoring your child's academic process and gaining a clearer understanding of the standards we have for our students- standards that are vital to advancing the learning process. We also ask that you take time to review the important information and expectations contained in this handbook with your child. By working together, we an ensure that every child will excel, both personally and for the benefit of Humanity.

Sincerely,

David Schmorrow
President, Board of Education

Tracie Eschenburg
Superintendent of Schools

Board of Education
David Schmorrow, President
Kevin Palmateer, Vice President
Nicole Winston, Secretary
Nick Thomas, Treasurer
Kirk Smith, Trustee
Colleen Dodson, Trustee
Vacant, Trustee

This handbook is also available on our website at www.marysville.k12.mi.us

Marysville
Public Schools

"Every student will excel, both personally and for the benefit of humanity."

495 East Huron BLVD • Marysville, MI 48040 • OFFICE: 810.364.7731 • FAX: 810.364.3150

Dear Marysville Students, Parents, and Staff:

The following handbook in 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 meads a student's natural or adoptive parent(s), or legal guardian(s). 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 work "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 education program and the well-being of all students. If a situation arises that is not specifically addressed by this handbook, the administration may respond on applicable law and policy.

Sincerely,

Tracie Eschenburg
Superintendent
Marysville Public Schools

Marysville
Public Schools

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Dear Marysville Parent(s),

At Marysville Public Schools, we deeply value open communication and want to ensure that all concerns and issues are addressed in a respectful and effective manner. To achieve this, we encourage everyone to follow our "Chain of Command" for initiating communication regarding any problems or concerns.

We understand that frustrations may arise when trying to address issues, but our aim is to prevent any undue stress or confusion. Therefore, we kindly ask that each situation be first addressed at the level where the initial action was taken. Our goal is to resolve matters at that level whenever possible. If, however, the situation remains unresolved to your satisfaction, we have a structured process for appeals that can be followed.

To initiate communication, we suggest starting with an email, as it provides written documentation of the issue. Alternatively, a phone call to the appropriate contact is also an acceptable means of communication. In some cases, these initial communications may lead to a face-to-face meeting.

We kindly request that you follow the below list of contacts when addressing any concerns. In each case, please explain your concern(s) and share your thoughts, allowing the individual involved a reasonable time frame to reply before proceeding to the next level in the Chain of Command (see below).

On matters involving curriculum or instruction:

1. Classroom Teacher
2. Principal
3. Instructional Specialist
4. Assistant Superintendent
5. Superintendent
6. Board of Education

On matters involving athletics:

1. Coach
2. Assistant Principal/Athletic Director
3. Principal
4. Assistant Superintendent
5. Superintendent
6. Board of Education

On matters involving student discipline:

1. Classroom teacher
2. Assistant Principal/Athletic Director
3. Principal
4. Assistant Superintendent
5. Superintendent
6. Board of Education

On matters involving food service:

1. Food Service Director
2. Director of Business/Finance & Marketing
3. Assistant Superintendent
4. Superintendent
5. Board of Education

On matters involving transportation:

1. Bus Driver
2. Transportation Department Secretary
3. Transportation Department Director
4. Assistant Principal/Athletic Director
5. Principal
6. Assistant Superintendent
7. Superintendent
8. Board of Education

On matters involving District facilities, buildings, and grounds:

1. Principal
2. Director of Buildings & Grounds
3. Assistant Superintendent
4. Superintendent
5. Board of Education

Contact information and phone numbers for each of the above may be accessed through the District's website or by calling the *Board of Education/District Administration Office* at (810) 364-7731.

Thank you for your cooperation and understanding as we work together to ensure the best educational experience for all students.

Table of Contents

IMPORTANT INFORMATION 8
DISTRICT CALENDAR **9**
DAILY SCHEDULE **10**
EMERGENCY SCHOOL CLOSING PROCEDURES **11**
NOTICE OF NON-DISCRIMINATION **12**
SECTION I: DISTRICTWIDE POLICIES AND PROCEDURES **13**
Attendance 13
Absences due to illness 14
Planned absences 14
Students are expected to: 14
Books and Supplies 16
Bullying 16
Cafeteria Rules 16
Cell Phone Use 17
Cheating, Plagiarism, and Academic Dishonesty 17
Children's Protective Services Investigations 18
Classroom Behavior 18
Closed Campus 18
Communicable Diseases 18
Damage to School Property 18
Dress and Grooming 18
Dress Code 19
Driving and Parking Personal Vehicles 20
Emergency Contact Information 20
Fees 21
Field Trips 21
First Aid, Illness, or Injury at School 21
Homeless Children and Youth 21
Immunizations 22
Law Enforcement Interviews 22
Limited English Proficiency 22
Locker Use 22
Lost and Found 23
Media Center 23
Medication 23
Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers 23
Parties 27
Playground/Recess Rules 27
Protection of Pupil Rights 27
Rights of Custodial and Non-Custodial Parents 28
Search and Seizure 28

Student Education Records 28
Right to Request Explanation or Interpretation 28
Technology 29
Transportation Services 29
School Vehicle Rules 29
School Vehicle Misconduct Consequences 30
Video Surveillance and Photographs 30
Withdrawal From School 30
SECTION II: ACADEMICS 31
Grades 31
Homework 32
Placement 32
Students with Disabilities 32
Testing Out 33
Work Permits 33
SECTION III: STUDENT CLUBS, ACTIVITIES, AND ATHLETICS 34
Extracurricular Activities 34
Student-Initiated Non-Curricular Clubs 34
SECTION IV: DISCIPLINE AND CODE OF CONDUCT 37
Discipline Generally 37
Forms of School Discipline & Applicable Due Process 37
After-School Detention 37
Saturday School 38
In-School Suspension 38
Removal for 10 or Fewer School Days 38
Removal for More than 10 and Fewer than 60 School Days 38
Removal for 60 or More School Days 39
Student Code of Conduct 39
APPENDIX A: TITLE IX SEXUAL HARASSMENT 44
APPENDIX B: ANTI-BULLYING 46
APPENDIX C: PROTECTION OF PUPIL RIGHTS 53
APPENDIX D: DIRECTORY INFORMATION AND OPT OUT FORM 55
APPENDIX F: ATHLETIC CODE OF CONDUCT 61

IMPORTANT INFORMATION

District Website

www.marysville.k12.mi.us

Board Policies

Board Policies are available at Board Policy

Contact Information:

See District or School Website: https://www.marysville.k12.mi.us/

Administration

Superintendent: Tracie Eschenburg

Assistant Superintendent: Charles Mossett

Executive Director of Instructional Services and State & FederalPrograms: Kim Likins

Associate Director of Special Services: Ryan Leto

Transportation Director: John Hurley

High School Principal: Phillip Gartland

High School Assistant Principal: James Cottone

Athletic Director: Ryan Biewer

Middle School Principal: Alex Jowett

Middle School Assistant Principal: Tim Frikken

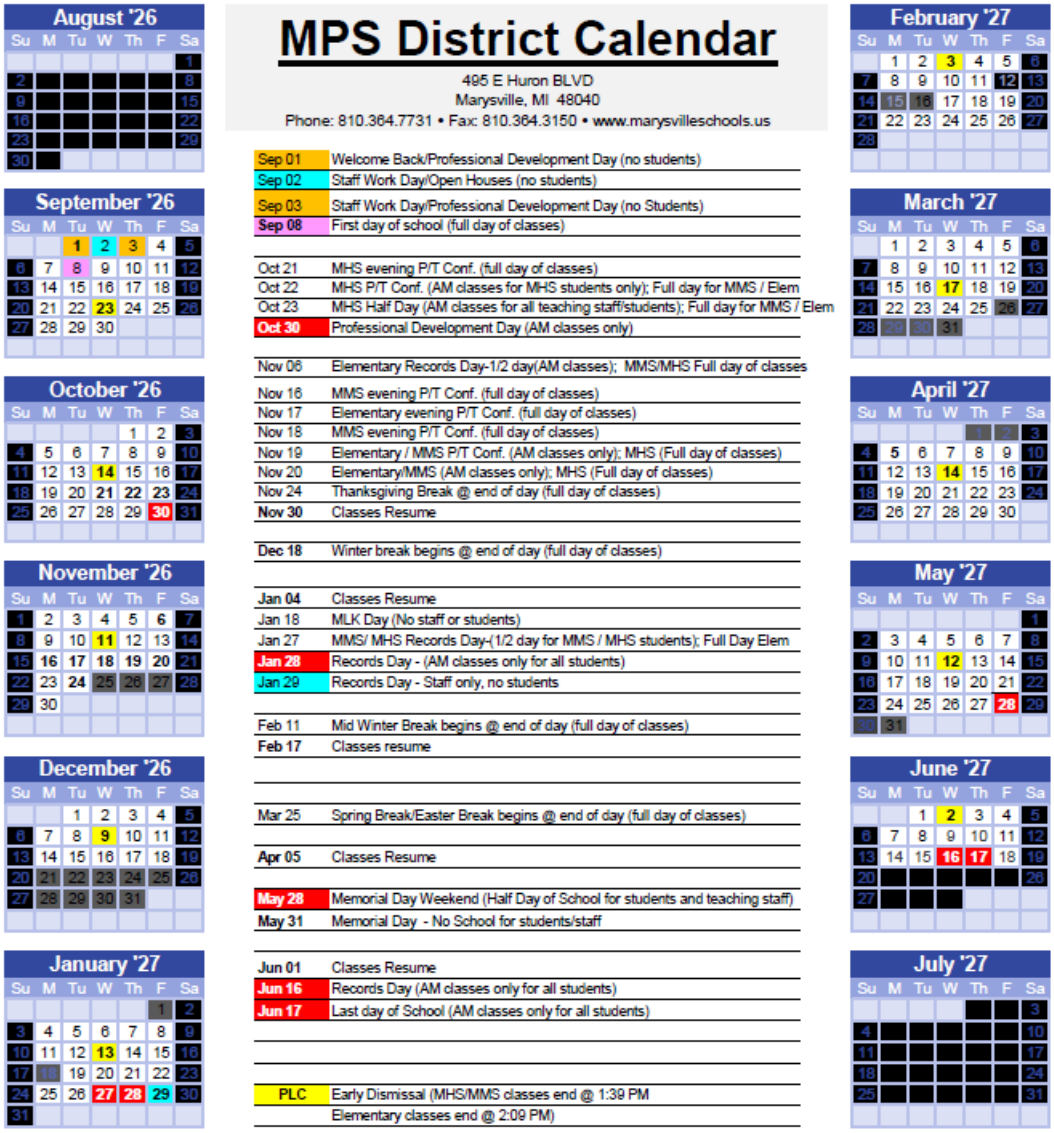
Gardens Elementary School Principal: Rebecca Biedermann

Morton Elementary School Principal: Kathleen Quain

Washington Elementary School Principal: Jacqueline Wright

DISTRICT CALENDAR

2026-2027



MPS District Calendar

495 E Huron BLVD
Marysville, MI 48040
Phone: 810.364.7731 • Fax: 810.364.3150 • www.marysvilleschools.us

Sep 01	Welcome Back/Professional Development Day (no students)
Sep 02	Staff Work Day/Open Houses (no students)
Sep 03	Staff Work Day/Professional Development Day (no Students)
Sep 08	First day of school (full day of classes)
Oct 21	MHS evening P/T Conf. (full day of classes)
Oct 22	MHS P/T Conf. (AM classes for MHS students only); Full day for MMS / Elem
Oct 23	MHS Half Day (AM classes for all teaching staff/students); Full day for MMS / Elem
Oct 30	Professional Development Day (AM classes only)
Nov 06	Elementary Records Day-1/2 day(AM classes); MMS/MHS Full day of classes
Nov 16	MMS evening P/T Conf. (full day of classes)
Nov 17	Elementary evening P/T Conf. (full day of classes)
Nov 18	MMS evening P/T Conf. (full day of classes)
Nov 19	Elementary / MMS P/T Conf. (AM classes only); MHS (Full day of classes)
Nov 20	Elementary/MMS (AM classes only); MHS (Full day of classes)
Nov 24	Thanksgiving Break @ end of day (full day of classes)
Nov 30	Classes Resume
Dec 18	Winter break begins @ end of day (full day of classes)
Jan 04	Classes Resume
Jan 18	MLK Day (No staff or students)
Jan 27	MMS/ MHS Records Day-(1/2 day for MMS / MHS students); Full Day Elem
Jan 28	Records Day - (AM classes only for all students)
Jan 29	Records Day - Staff only, no students
Feb 11	Mid Winter Break begins @ end of day (full day of classes)
Feb 17	Classes resume
Mar 25	Spring Break/Easter Break begins @ end of day (full day of classes)
Apr 05	Classes Resume
May 28	Memorial Day Weekend (Half Day of School for students and teaching staff)
May 31	Memorial Day - No School for students/staff
Jun 01	Classes Resume
Jun 16	Records Day (AM classes only for all students)
Jun 17	Last day of School (AM classes only for all students)
PLC	Early Dismissal (MHS/MMS classes end @ 1:39 PM
	Elementary classes end @ 2:09 PM)

DAILY SCHEDULE

Full Days	Half Days	PLC Early Releases
8:00 AM - 3:00 PM	8:00 AM - 11:10 AM	8:00 AM - 1:39 PM

MMS Hourly Schedule

Full Day Schedule 8am-3pm

1st	8:00 - 8:52		1st	8:00 - 8:52
2nd	8:57 - 9:49		2nd	8:57 - 9:49
3rd	9:54 - 10:46		3rd	9:54 - 10:46
4th	10:51 - 11:43		4th	10:51- 11:43
A Lunch	11:48 - 12:23		5th	11:48 - 12:40
5th	12:28 - 1:20		**B Lunch**	12:45 - 1:20
6th	1:25 - 2:17		6th	1:25 - 2:17
Fit	2:22 - 3:00		FIT	2:22 - 3:00

PLC Schedule

1st	8:00 – 8:46		1st	8:00 – 8:46
2nd	8:51 – 9:37		2nd	8:51 – 9:37
3rd	9:42 – 10:28		3rd	9:42 – 10:28
4th	10:33 – 11:19		4th	10:33 – 11:19
A Lunch	11:24 – 11:59		5th	11:24 – 12:10
5th	12:04 – 12:50		**B Lunch**	12:15 – 12:50
6th	12:55 – 1:39		6th	12:55 – 1:39

1/2 Day Schedule

1st	8:00- 8:28
2nd	8:33 -9:01
3rd	9:06 -9:35
4th	9:40 -10:08
5th	10:13-10:41
6th	10:46-11:15

School staff will supervise students on school grounds 15 minutes before the school day begins. **Note: Unless students are participating in a school activity, school staff will not provide supervision before or after these times**.

EMERGENCY SCHOOL CLOSING PROCEDURES

The District will use School Messenger (e.g. phone calls, text messages, and email notifications) to inform students, parents, and the general public of any emergency school closures, such as a snow day or when classes are abruptly dismissed early. Additionally, the District will send out special Skyward notifications and post school marquee messages in front of school buildings. Additionally, in the event of an emergency, specific alerts or communications will be published to nearby radio, television, district messaging networks, and social media websites.

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 Board Policy #3118, #3115, #5202 and #5035.

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:

Charles Mossett, Assistant Superintendent
495 E Huron BLVD
Marysville, MI 48040
Phone: (810) 455-6015
Email: cmossett@marysvilleschools.us

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

Ryan Leto, Associate Director of Special Services & State/Federal Programs
495 E Huron BLVD
Marysville, MI 48040
Phone: (810) 455-6095
Email: Rleto@marysvilleschools.us

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:

Charles Mossett, Assistant Superintendent
495 E Huron BLVD
Marysville, MI 48040
Phone: (810) 455-6015
Emailcmossett@marysvilleschools.us

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, Pursuant to Board Policy #5206

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 parent or guardian must report that absence to the MMS Office at 810-364-6336 by 8:00 AM and leave a detailed message.

Michigan Revised School Code, Section 1561 - Compulsory Student Attendance Excerpt

Every parent, guardian or other person in the state of Michigan, having control and charge of any child between the ages of six and eighteen years shall be required to send such child to the public schools during the entire school year and such attendance shall be continuous and consecutive for the school year fixed by the school district in which such child is enrolled.

In order to participate in any after-school activity, students must be in attendance for at least one-half of the school day.

The purpose of a School Attendance Policy is to encourage outstanding attendance among all students and to maintain academic standards for earning grades. The school recognizes the importance parents play in school attendance. Students will not be allowed in the building prior to designated times.

Attendance Letters

Marysville Middle School will closely monitor all student attendance records. Because a child's attendance remains the responsibility of the parents/guardians, the school can only provide the information to help support the importance of school attendance and the documentation for the actual days a student attends. If a student's attendance record warrants attention due to excessive absences, a letter of information, a letter to request a conference, or a notice for a referral to the ***St. Clair County RESA*** Attendance Officer, will be sent to the parents/guardians. Administration reserves the right to determine what constitutes excessive absence. However, if a student acquires 5 absences within a semester, an informational letter will be sent to the parents/guardians. A conference may be requested at this time. A copy of the letter will be distributed to the student's CA60.

Excused Absences

Appointments with doctors and dentists should not ordinarily be scheduled during school time. In case this is unavoidable, the student either should bring a note signed by a parent or guardian to the office stating the time it will be necessary to leave school and the reason, or the office should receive a phone call from a parent or guardian. Administration reserves the right to determine if an absence or tardy is excused. Absences may be marked medical if doctor's notes are provided.

A student who is absent from school must make up the work missed according to the plan of each individual teacher. Credit will be given for work made up for an excused absence. Most classwork is available through Google classroom.

Prearranged Absence/Planned absences

Parents who know in advance that a student will be absent 3 days or more must contact the school at the earliest possible date. A student should pick up a "Prearranged Absence" form from the office.

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.
- Make up all work that is assigned by teachers for the instructional time that has been missed.

Student Make-Up Work Policy

1. If requested by the parent/guardian, we will gather make-up work from teachers and have it ready for a parent to pick up for any student who is absent or going to be absent for **three days or more**.

2. Prearranged absence make-up work is due, at the teacher's option, either before the student leaves, immediately upon return, or as arranged on return.

3. As a rule of thumb, a student is given a day to make-up work for each day absent. Teachers may give "zeros" to work not made up on time.

Tardy procedure

A tardy to class is defined as not being in your assigned seat when the bell rings.

1. School starts at 8:00 a.m. Any student not in their assigned seat when the bell rings will be considered tardy. Exceptions to this rule will be:

a. Doctor/dental/court appointment (with a note from the doctor or court presented to student services).
b. Bus problem.
c. Inclement weather.

2. When a student reaches his/her third tardy in a class the student will receive a detention. For each tardy after the third tardy, the student will receive an additional detention.

3. A student that comes in later than 10 minutes to a class will be considered absent. Missing more than 10 minutes of a class will be considered absent.

4. When a student is meeting with school personnel, the student will be given a pass and the tardy will not count against the student.

Leaving School Grounds

Once students have arrived, they are not allowed to leave school or school property without following office procedures. Permission to leave is first given by the parent or guardian through a call or note to the office. The parent/guardian is then **required** to sign the student out in the office at the requested time.

Books and Supplies

The District will provide free instruction to all students and may or may not charge additional fees 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.

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

Cafeteria and Lunch Periods

Classes will be in session during this time so it is important that students be considerate of others.
Simple rule of courteous behavior include:

1. Observing good dining room standards at the table;
2. Leaving the table and surrounding area clean and orderly;
3. Returning trays to window and putting trash in proper containers; and
4. Eating food in the cafeteria only.
5. Food or drink will not be allowed outside or in the gymnasium during lunch time.
6. Any lunch dropped off for a student will be placed on the designated table with the student's name attached.
7. No group or community lunches brought in unless approved in advance by administration.
8.

Regulations for Lunch Period

1. Students are not allowed to go to their lockers without permission.
2. Students are to report to their assigned area during lunch; gym, WINS, teacher's classroom with pass, or outside.
3. Students are not to leave school grounds during the lunch hour.
   Noon hour supervisors are employed to supervise the halls and the cafeteria during lunch. Their responsibilities include: reporting violations of student behavior code to an administrator, checking students for hallway passes, keeping students out of the

hallways during lunch, and assisting teachers and visitors when needed. These noon supervisors are employed by the school district and must be treated with the same respect as other district employees.

Drinks

Students are only allowed water in a closable container/bottle in the hallways and classrooms. Open containers such as: McDonalds, Tim Hortons, Starbucks, Tropical Smoothie, etc. are not allowed in the hallways and classrooms and are limited to the cafeteria only.

Cell Phone Use

Per Board Policy #5209, Students may not use Wireless Communications Devices on school grounds during instructional time, except as otherwise provided in this Policy.

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

"Instructional time" is defined as the start of the school day when instruction begins until dismissal at the end of the school day.

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

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

- medically necessary for a student to monitor a health issue;
- required by a student's Section 504 Plan or IEP;
- a District-owned device;

- designated by the District to be used for instructional purposes;
- permitted by a classroom teacher for lesson-specific academic assignments; or
- used during an emergency situation in accordance with the District's emergency operations plan under Policy 3402, so long as it does not interfere with school emergency protocols or first responders or endanger students or staff.

Wireless Communications Devices must be stored in the student's locker or other designated storage area during instructional time if a student chooses to bring them to school, except as otherwise provided in this Policy. Students are personally and solely responsible for the security of their Wireless Communications Devices. The District is not responsible for theft, loss, or damage of any Wireless Communications 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 pursuant to this Policy and the student code of conduct. A student engaged in any of these activities outside of school may be disciplined if the student's activities substantially disrupt the school environment.

School administrators and teachers may confiscate a student's Wireless Communications Device if the student's use or possession of the Wireless Communications Device violates this 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 Wireless Communications Device.

Students who violate this Policy are subject to corrective or disciplinary action, consistent with Policy and the student code of conduct.

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 (CPS) 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.

Closed Campus

MMS is a closed campus building. 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 of 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.

Distribution and Sales

No items may be sold or distributed without prior administrative approval.

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, 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.

MMS Dress Code

Students are expected to come to school dressed in proper attire and ready for the day. Appropriate shoes/footwear must be worn at all times. The following examples will NOT be permitted at MMS:

- Pajamas/lounge wear.

* Tank Tops with less than 3-inch straps.
* Halter Tops.
* Midriff Shirts – belly may not be exposed.
* Short skirts and short shorts (minimum 4-inch inseam)

* Clothing with reference to: alcohol, drugs, and tobacco.

* Clothing with: profanity, symbols of hatred, vulgar, sexual, and/or unwholesome language or reference.

* Gang and gang related symbols, colors, clothing, and emblems.

* Head wear (i.e. hats, bandannas).

* Costumes or costume accessories.

* Shoes that pose a falling risk.

* Non-apparel items (blankets, flags, stuffed animals and capes, etc.) are not allowed.

* Chains, spikes, and other metal apparel cannot be worn to or at school.

* No costumes will be allowed.

* No razor back tops/open backs.

* No ripped jeans with big holes above fingertip length.

- Clothing/attire that is materially and substantially disruptive or that school officials can reasonably forecast will create a substantial disruption;
- Clothing/attire that is obscene, sexually explicit, indecent, or lewd;
- Anything that promotes the use of or advertises illegal substances, including but not limited to substances illegal for minors;
- Clothing/Attire that Incites violence;
- Clothing/attire/items that contain “fighting words”;
- No face paint or excessive makeup
- Clothing/attire/items that constitute a threat of violence;
- Clothing/attire/items that demonstrates hate group association/affiliation or uses hate speech targeting groups based on their membership in a protected class; or
- Clothing/attire/items that display nipples, genitals, or buttocks.

Hoods must remain down throughout the school day.

- All bags are to be used to transport books and personal items to and from school only.

Tops must have a minimal of 3” coverage of shoulders or sleeves and must cover the student’s entire torso from armpit to armpit. No short shorts or skirts (minimum 4 inch inseam).

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.

District athletic fees will be imposed for Middle and High School students who participate in athletics.

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.

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:

Kim Likins, Executive Director of Instructional Services and State & Federal Programs

495 E Huron BLVD
Marysville, MI 48040
(810) 455-602Klikins@marysvilleschools.us

For detailed information about Homeless Children and Youth, see Board 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 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 at Board Policy. NOTE: 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.

Searches of Motorized Vehicles, Lockers, Backpacks, and Students

Pursuant to Policy #5102 & 5103 (see Board Policy), 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. School issued locks are to be used at all times. No outside locks will be permitted for use on school issued lockers at any time. Unauthorized locks will be removed from lockers.

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 District will also follow Board Policy #5103 for motorized vehicles, backpacks, and students.

Lost and Found

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

Media Center

Students must check out materials from the media specialist or designee on duty. Each borrower is responsible for all materials checked out in the borrower's name. 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. (See Appendix G. Request to Administer Medication.)
- 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 at Board Policy.

Asthma Inhalers and Epinephrine Auto-Injectors (EPI)/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 (see Board Policy). 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.

If necessary, the school may 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.

Playground/Recess Rules

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

Students are to follow all recess and playground rules when inside or outside.

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 legal 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 (Board Policy #5103)

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.

Smart Technology

The use of smart glasses, smart eyewear and other wearable recoding devices is prohibited during the school day unless approved for educational or accessibility purposes.

Student Education Records

The District may collect, retain, use, and disclose student education records consistent with state and federal law. See Policy #5309 at Board Policy 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.

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 D** 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.

Transportation Services

School Vehicle Rules

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

When in school vehicles, the following rules apply:

1. Students must promptly comply with any directive given by the driver.
2. Students must wait in a safe place for the vehicle to arrive, clear of traffic and away from where the vehicle stops.
3. Students may not fight or engage in bullying, harassment, or horseplay while riding or waiting for school vehicles.
4. Students must enter the vehicle without crowding or disturbing others and go directly to a seat.
5. Students must remain seated and keep aisles and exits clear while the vehicle is moving.
6. Students may not throw or pass objects on, from, or into vehicles.
7. Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
8. Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
9. Students may converse in ordinary tones and volumes but may not be loud or boisterous and should avoid talking to the driver while the vehicle is moving. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.

10. Students may not open windows without the driver's permission. Students may not dangle body parts or other items (e.g., legs, arms, backpacks) out of the windows.
11. Students must secure any item(s) that could break or cause injury if tossed about the inside of the vehicle if the vehicle were involved in an accident.
12. Students must respect the rights and safety of others at all times.
13. Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
14. Students may not vandalize or intentionally cause damage to the vehicle.
15. Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.]

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 assistant 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 Board Policy, 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 Skyward.

To register for Skyward Parent Access, please contact the school office.

Grades

Reports to Parents

Mid -Term Reports

1. At the midpoint of each card marking period progress reports will be available to parents in Skyward informing them if a student is doing poorly in a class.
2. Parents should then contact the student's counselor/teachers for additional help/information.

Report Cards

Report cards are produced twice a semester (9th week and end of semester). The first report card is an indication of progress for the first nine weeks of the semester. The final mark is the official mark, which goes on the school's transcript and determines whether the student has passed or failed the course.

Honor Roll and National Junior Honor Society

Honor Roll students are classified as those individuals who have achieved a "3.5" average or above in all subjects for the marking period. Grade point averages will be determined by the chart listed below.

The National Junior Honor Society is composed of students who are selected for their academic success, character, leadership, integrity, and honesty. They are selected by counselors, teachers and administrators, and are inducted each fall. To be eligible for consideration for membership in the Marysville Chapter of the National Junior Honor Society, a student must be an 8th grader, have a "3.5 GPA" average with no D's or E's, and be in attendance at Marysville Middle School for one full year. Eligible students will be asked to fill out a student activity form and will be rated by the faculty on the characteristics necessary for membership, discipline history will also be considered. The faculty council reviews the activity form and other verifiable information. Candidates meeting all criteria will be invited to be inducted into the local chapter.

Determining Grade Point Averages

Grade	Grade Points
A+	4.33
A	4.00
A-	3.67
B+	3.33
B	3.00

B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	.67
E	.0

Assemblies

Each year the Middle School Student Council and staff try to offer a variety of assemblies for the students. Student code of conduct will be enforced at all assemblies. Students are to sit with their class and teacher in the assigned area. At the conclusion of the assembly, the dismissal of students will be by rows, by an administrator.

Students who do not conduct themselves in an orderly manner may be excluded from future assemblies.

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.

Placement

The District has the sole discretion to make promotion, retention, and placement decisions for its students, consistent with state and federal law. All efforts will be made by teachers and counselors to involve parents in the promotion review procedure. Parents are an important part of the decision to promote or retain a student The District may consider parent requests that a student be placed in a particular classroom, building, educational program, or grade. The District's placement decision is final.

Students with Disabilities

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

A parent who believes their student is eligible for special education or accommodations due to a disability or suspected disability should contact:

Karrie Smith, Executive Director of Special Education & State/Federal Programs
495 E Huron BLVD
Marysville, MI 48040

Phone: (810) 455-6015
Email: ksmith2@marysvilleschools.us

Testing Out

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

Work Permits

Information about work permits is available at the high school main office.

SECTION III: STUDENT CLUBS, ACTIVITIES, AND ATHLETICS

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

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 at Board Policy.

MMS Dance Rules

1. Dances are intended for 7th and 8th grade Marysville Middle School students only. **No guests are allowed.**
2. The dance is not open to students currently suspended from school or whose behavior is determined to be unacceptable.
3. Students absent from school the day of the dance may not attend the activity.
4. All school rules will be in effect.
5. Acceptable behavior must be in accordance to the occasion – no running, shoving, or roughhousing will be allowed.
6. All students attending the dance will not be allowed to leave until the designated dance ending time unless pre-arrangements are made with school administration.

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 with administrative approval. 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. Meetings should take place outside of school hours.

For more information about student-initiated non-curricular clubs, including how to form a club, see Policy #5110 at Board Policy. 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.

Athletics

All students who wish to participate in athletics must pass a physical exam and meet other eligibility requirements of the Michigan High School Athletic Association.

Academic requirements: a student must be passing all classes Enrolled AT Marysville Middle School in order to participate. (Students must be enrolled in at least 4 classes, each worth 1 semester credit.)

The athletic code of conduct will be covered by coaches prior to the beginning of each season. All students representing Marysville Middle School on athletic teams are expected to dress, perform, and behave in a way which reflects the highest standards of achievement.

Coaches are expected to establish reasonable guidelines for team participation prior to the beginning of each season.

Participation at all scheduled practices and contests may be set as criteria for team participation. The district recognizes family vacations during the season as excused absences from practices and contests. Other excused or approved absences from team activities are to be determined by the individual coach. For additional information please refer to the Athletic Code of Conduct which can be obtained from the main office.

Athletic Fee Information
Marysville Public Schools provides exceptional academic opportunities for all students. The Board of Education is also committed to providing equal opportunity to compete in interscholastic athletics for both boys and girls.

An Annual Athletic Fee of $75.00 is assessed for all athletes:

The Middle School athletic fee is due no later than the first competition of their sport season. If the fee is not paid or arrangements are not made prior to the first competition, the athlete will not be allowed to compete.

SECTION IV: DISCIPLINE AND CODE OF CONDUCT

General Discipline

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

The District will comply with applicable laws related to student discipline, including the consideration of specific factors and possible use of restorative practices.

At Marysville Middle School, students are expected to help create a safe, respectful, and positive learning environment where everyone can be successful. Students should treat others with kindness and respect, take care of school and personal property, and make responsible choices that support learning.

Students are responsible for knowing and following all school rules and expectations. They are expected to follow directions from teachers, administrators, support staff, lunch supervisors, and other school employees who work to keep our school running smoothly and safely.

School rules and expectations are in effect throughout the entire school day, including before school, during lunch, and after school while students are on school property or participating in school-sponsored activities. These expectations also apply during field trips, athletic events, extracurricular activities, and other school-related programs. School buses are considered an extension of the school, and students are expected to behave appropriately and follow all school rules while riding the bus.

All students have rights and will be treated fairly. Students receiving special education services or accommodations under Section 504 will be provided the supports and protections required by law.

Students who repeatedly choose not to follow school rules or who commit serious violations of the Student Code of Conduct may face disciplinary consequences. Depending on the situation, these consequences may include loss of privileges, detention, suspension, or other actions outlined in district policy. The goal of discipline is to help students learn from their choices, take responsibility for their actions, and contribute positively to the school community.

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

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

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

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

Forms of School Discipline & Applicable Due Process

Before and/or After-School Detention

Teachers and administrators may require students to come before school 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 detention(s) so that parents may make transportation arrangements for the student the following day.

Detention may be assigned by the staff for unacceptable behavior or disciplinary reasons with a day's notice. Students are expected to report promptly to the Assistant Principal after school for detention. Those students not in attendance will be assigned two nights of detention unless the absence is excused by an administrator. Doctor or dentist appointments will require notes for the appointment. If the student does not serve the 2 assigned detentions, a suspension may be assigned. Otherwise, all students who are in school are expected to be in attendance. Students assigned detention are to bring enough school related work (written work) to keep them busy. There is no talking or food allowed in detention. Any students missing detention will not be allowed to participate in any after school activities. Detentions will not be switched for any after school activities.

In-School Suspension

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

Removal for 10 or Fewer School Days

Before a student is suspended for 10 or fewer school days, an administrator will: (1) provide the student verbal notice of the offense the student is alleged to have committed, and (2) provide the student an informal opportunity to respond and explain what happened. Except in emergency circumstances, an administrator will not suspend the student unless, after providing the student notice and an opportunity to explain, the administrator is reasonably certain that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The building

administrator will consider the 7 factors provided in the Student Code of Conduct before suspending a student.

Removal for More than 10 and Fewer than 60 School Days

Before a student is suspended for more than 10 school days but less than 60 school days, the Superintendent or designee will provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a hearing at which the student may present evidence and witnesses to show that the student did not commit the alleged offense or that suspension is not an appropriate consequence.

The Superintendent or designee will provide the parent or student at least 3 calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Superintendent or designee will not suspend the student unless, following the hearing, he or she is convinced by a preponderance of the evidence that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The Superintendent or designee will consider the 7 factors noted in the Student Code of Conduct before suspending a student.

Removal for 60 or More School Days

Before the Board suspends or expels a student, the Superintendent or designee must provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a Board hearing at which the student may present evidence and witnesses to show that the student did not commit the suspected offense or that suspension or expulsion is not an appropriate consequence.

The Superintendent or designee will provide the parent or student at least 3 calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Board will not suspend or expel the student unless, following the hearing, a majority of the Board finds by a preponderance of the evidence that the student committed misconduct that should result in suspension or expulsion under either the Student Code of Conduct or Board Policy and that suspension or expulsion is the appropriate consequence. The Board will consider the 7 factors noted in the Student Code of Conduct before suspending or expelling a student. The Board's decision is final.

Student Code of Conduct

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

Administration will, as required or permitted by state law, always consider the use of restorative practices as an alternative to, or in addition to suspension or expulsion.

Nothing in the following table limits the District's ability to impose more or less severe disciplinary consequences depending on the situation's unique circumstances and the following factors:

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.

Prohibited Conduct	Potential Consequence(s)
Illegal Substances or Paraphernalia, including Alcohol: possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of drugs, alcohol, fake drugs, illegal steroids, illegal inhalants, or look-alike drugs	• Restorative Practices • Parent Notification • Detention • Suspension or Expulsion • Police Referral
Tobacco/Nicotine: possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of any form of tobacco, including vaping devices or supplies.	• Restorative Practices • Parent Notification • Detention • Suspension or Expulsion • Police Referral
Disruptive Behavior or Insubordination: disrupting the learning environment or school activity or violating a school rule or directive.	• Restorative Practices • Parent Notification • Detention • Suspension or Expulsion • Police Referral

Dangerous Weapon Possession: firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles, or similar items.	• Restorative Practices • Parent Notification • Detention • Suspension or Permanent Expulsion • Police Referral
Other Weapons and Look-Alike Weapons Possession: an object that is not a "dangerous weapon," including but not limited to a pellet or air-soft gun, a knife with a blade of 3 inches or less, items intended to look like a dangerous weapon, or similar items.	• Restorative Practices • Parent Notification • Detention • Suspension or Permanent Expulsion • Police Referral
Use of an Object as a Weapon: any object used to threaten or harm another, regardless of whether injury results.	• Restorative Practices • Parent Notification • Detention • Suspension or Permanent Expulsion • Police Referral
Arson: purposefully, intentionally, or maliciously setting a fire on school property.	• Restorative Practices • Parent Notification • Detention • Suspension or Permanent Expulsion • Police Referral
Physical Assault (Student to Student): causing or attempting to cause physical harm to another through intentional use of force or violence.	• Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral
Physical Assault (Student to Employee, Volunteer, or Contractor): causing or attempting to cause physical harm to another through intentional use of force or violence.	• Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral

Verbal or Written Threat, including Bomb or Similar Threat: statement that constitutes a threat against a student, employee, other person, or school property.	• Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral
Plagiarism, Cheating, or other Falsification of Schoolwork: submitting work that is not your own, including copying from others' work.	• Restorative Practices • Credit Loss or Grade Reduction • Parent Notification • Detention • Suspension or Expulsion
Discrimination, Harassment (including Sexual Harassment), and Bullying: violating Board Policy addressing anti-discrimination, anti-harassment, and anti-bullying.	• Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral
Criminal Sexual Conduct: commits criminal sexual conduct in a school building or on school grounds; or pleads to, is convicted of, or is adjudicated for criminal sexual conduct against another student enrolled in the same school district; or commits criminal sexual conduct against another student enrolled in the same school district.	• Restorative Practices • Parent Notification • Detention • Suspension or Permanent Expulsion • Police Referral
Fighting, Inciting Violence, Filming a Fight or Assault, Distributing or Publishing a Fight or Assault Video	• Restorative Practices • Parent Notification • Detention • Suspension or Expulsion • Police Referral
Sexting: distribution or publication of lewd, pornographic, or sexually suggestive videos or photographs of students or staff.	• Restorative Practices • Parent Notification • Detention • Suspension or Expulsion • Police Referral

Misuse of District Technology: violating the District's acceptable use policies and agreement.	• Restorative Practices • Parent Notification • Detention • Suspension or Expulsion • Police Referral

Disciplinary Appeal for Suspensions and Expulsions

All student disciplinary appeals will be handled at the lowest possible level:
Ten Days or Less

- Assistant Principal sends written notification of violation(s), consequences, and appeal procedure.
- If parent chooses to appeal, they must contact the building Principal within three school days after notification
- Principal will schedule a meeting with parent within ten school days (student may be present)
- If parent chooses to continue appeal, they must contact the Superintendent within three school days
- Superintendent will schedule meeting with parent within ten school days (student may be present) and shall affirm or modify the Principal's decision within two school days from hearing appeal date.

Eleven to Fifty-nine days:

- **Assistant Principal or Principal information parent and sends written notification or violation and recommendation for long term suspension to the Superintendent.**
- **Superintendent reviews the evidence and communicates recommendation and due process rights to the parent in accordance with Board Policy 5206A**
    - **Parent may request a hearing,**
    - **Discipline is determined**
    - **Parent may appeal the decision to the Board of Education.**

Six or more days:

- Assistant Principal or Principal informs parent and sends written notification of violation, and a recommendation to the Superintendent.
- Superintendent reviews and notifies parent of recommendation, offering a hearing with the Board of Education in accordance with Board Policy 5206 A
- Board makes final determination.

SECTION V: BUILDING-SPECIFIC RULES AND PROCEDURES]

Entering Building

All students will enter the building through the front main building doors facing Collard Drive.

Other Considerations

1. All buses leave at the bus loop on Delaware.
2. Students form a single line at their designated bus stops at the dismissal bell. Students must stay on the sidewalk and wait until the bus stops. There is no running to or from the buses.
3. Halls will be cleared by 3:10 p.m. Students will not loiter in or around the building.
4. Students riding buses are not to leave school grounds after arriving at school or while waiting for the bus after school.
5. Students who ride bikes need to be aware of buses and other traffic.
6. Students need permission slips to ride a different bus.
7. No riding bikes, skateboards, long boards, scooters, rip sticks, rollerblades, etc. on sidewalk from bus loop to school.

APPENDIX A: TITLE IX SEXUAL HARASSMENT (BOARD POLICY #3118)

Board Policy #5202 - Discriminatory Harassment of Students

Discriminatory harassment of students by School District elected officials, employees, vendors, contractors or others doing business with the School District, students, parent(s)/guardian(s), invitees, volunteers or guests will not be tolerated. Similarly, student-on-student discriminatory harassment is prohibited, equally, and will not be tolerated.

Discriminatory harassment includes unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct relating to an individuals´ sex, race, color, national origin, age, religion, height, weight, marital status or handicap/disability when: Submission to such conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District, Submission to, or rejection of, the conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District, or The harassment substantially interferes with the student´s education, creates an intimidating, hostile, or offensive environment, or otherwise adversely affects the student's educational opportunities.

Any student who believes that he or she has suffered harassment shall immediately report the incident(s) to his/her school Principal, or an Assistant

Principal, or to the following person:
Superintendent of Schools
Marysville Public Schools
495 E. Huron Boulevard
Marysville, MI 48040-1566
Phone: 810-364-7731

Should the complaint be against the Superintendent, the incident shall be reported to:

Vice-President of the Board of Education
Marysville Public Schools
495 E. Huron Boulevard
Marysville, MI 48040-1566
Phone: 810-364-7731

A student reporting an incident(s) of discriminatory harassment will not suffer any form of reprisal.

In determining whether the alleged conduct constitutes discrimination or harassment, the totality of the circumstances, the nature of the harassment and the context in which the alleged incident(s) occurred will be investigated. The building Civil Rights Coordinator, or his/her designee, has the responsibility of investigating complaints of

discriminatory harassment of students. In cases where the alleged harassment involves a member of the Board of Education, the School District will appoint outside legal counsel to investigate the complaint. The results of an investigation and any action taken thereon will be communicated to the complaining person.

The School District considers discriminatory harassment based on religion, race, color, national origin, age, sex, height, weight, marital status, handicap, disability or sexual orientation to be a major offense, which will result in disciplinary action of the offender. Disciplinary action against a School District employee may include termination of employment. Disciplinary action against a student may include expulsion. Disciplinary action against a Board of Education member may range from Board of Education public censure to removal of the Board Member from an officer position he/she may hold.

Sexual harassment, may include, but is not limited to, the following:

- Verbal harassment or abuse,
- Pressure for sexual activity,
- Repeated remarks with sexual or demeaning implications,
- Unwelcome touching,
- Sexual jokes, posters, cartoons, etc., and/or
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.

In addition, any form of retaliation against the complainant or witness is in itself a form of sexual harassment.

Upon completion of, or at any point in, the grievance process, complainants have the right to file a complaint with the Office for Civil Rights, US Department of Education, Washington, D.C. 20201. The complainant should first be directed to the following address:

Office for Civil Rights
600 Superior Avenue, Suite 750
Cleveland, OH 44114
(216) 522-4970 phone
(216) 522-2573 fax

APPENDIX B: ANTI-BULLYING (BOARD POLICY 5207)

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

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

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

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

Bullying shall also include, by definition, cyberbullying which is defined as any electronic communication that is intended to or that a reasonable person is likely to harm one or more pupils either directly or indirectly by doing any of the following:

> (i) substantially interfering with the educational opportunities benefits or programs of one or more pupils;
>
> (ii) adversely affecting the ability of a pupil to participate in or benefit from the school district's or public school's educational programs or activities by placing the pupil in reasonable fear of physical harm by causing substantial emotional distress;
>
> (iii) having an actual and substantial detrimental effect on a pupil's physical or mental health;
>
> (iv) causing substantial disruption in or substantial interference with the orderly operation of the school.

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

<u>Notification</u>
Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and

Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

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

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

Implementation

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

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

Procedure

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

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

To the greatest extent possible, complaints by students, their parents or others acting on their behalf will be kept confidential. The following procedures will be followed to maintain confidentiality:

> (i) all verbal communications regarding a complaint will occur in a confidential setting outside of the ability of others to overhear the conversation and only those that are necessary to be involved will be part of any meeting where complaints are discussed or reviewed;

(ii) meetings held with a pupil who has made a complaint under this policy shall be kept out of view of other students;

(iii) all records concerning complaints will be kept in the principal's office in his or her desk in a secure location such that the information cannot be accessed by others;

(iv) information regarding complaints will be shared with others only on a need to know basis. This means only individuals involved in investigating complaints or taking corrective action will be aware of the information;

(v) to the extent possible, unless permission is given by the complainant, the identity of the complainant will be kept confidential.

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

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

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

Non-Retaliation/False Reports

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

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

Definitions

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, he/she should report it immediately and allow the administration to determine the appropriate course of action.

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

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

“Bullying” is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts, i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless handheld device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

1. Substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;

2. Adversely affecting the ability of a student to participate in or benefit from the school District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;

3. Having an actual and substantial detrimental effect on a student's physical or mental health; and/or

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

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

1. Physical - hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.

2. Verbal - taunting, malicious teasing, insulting, name calling, making threats.

3. Psychological - spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

“Cyberbullying” is defined as any electronic communication that is intended to or that a reasonable person is likely to harm one or more pupils either directly or indirectly by doing any of the following:

(i) substantially interfering with the educational opportunities benefits or programs of one or more pupils;

(ii) adversely affecting the ability of a pupil to participate in or benefit from the school district's or public school's educational programs or activities by placing the pupil in reasonable fear of physical harm by causing substantial emotional distress;

(iii) having an actual and substantial detrimental effect on a pupil's physical or mental health;

(iv) causing substantial disruption in or substantial interference with the orderly operation of the school.

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

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

“Staff” includes all school employees and Board members.

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

MARYSVILLE PUBLIC SCHOOLS DISTRICT
BULLYING/AGGRESSIVE BEHAVIOR/RETALIATION INCIDENT REPORTING FORM

1. Name of Reporter/Person Filing the Report: _____
(Note: Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report.)

2. Check whether you are the: ____Target of the behavior ____ Reporter (not the target)

3. Check whether you are a: ____Student ____Staff Member(specify role) _____

____ Parent ____ Administrator ____Other (specify) _____

Your Contact Information/telephone number: _____

4. If student, state your school: _____ Grade: _____

5. If staff member, state your school or work site: _____

6. Information about the Incident:
Name of Target (of behavior): _____
Name of Aggressor (Person who engaged in the behavior): _____
Date(s) of Incident(s): _____
Time When Incident(s) Occurred: _____
Location of Incident(s) (Be as specific as possible): _____

7. Witnesses (List people who saw the incident or have information about it):
Name: _____ ___Student ___ Staff ___ Other _____

Name: _____ ___Student ___ Staff ___ Other _____

Name: _____ ___Student ___ Staff ___ Other _____

8. Describe the details of the incident (including names of people involved, what occurred, and what each person did and said, including specific words used). Please use additional space on back if necessary.

FOR ADMINSTRATIVE USE ONLY

9. Signature of Person Filing this Report: _____ Date: _____
(Note: Reports may be filed anonymously)

10. Form given to: _____ Position: _____ Date: _____

Signature: _____ Date Received: _____

5/2012

II. INVESTIGATION

1. Investigator(s): _____ Position(s): _____

2. Interviews:
   __ Interviewed Aggressor Name: _____ Date: _____
   __ Interviewed Target Name: _____ Date: _____
   __ Interviewed Witnesses Name: _____ Date: _____
   Name: _____ Date: _____

3. Any prior documented Incidents by the Aggressor? ___ Yes ___ No

   If yes, have incidents involved target or target group previously? ___ Yes ___ No
   Any previous incidents with findings of BULLYING, RETALIATION? ___ Yes ___ No

Summary of Investigation:

(Please use additional paper and attach to this document as needed.)

III. CONCLUSIONS FROM THE INVESTIGATION

1. Finding of Bullying or Retaliation: ____ Yes ____ No

   __ Bullying __ Incident documented as _____
   __ Retaliation __ Discipline referral only _____

2. Contacts:
   __ Target's parents/guardian Date: _____ __ Aggressor's parent/guardian Date: _____
   __ District Administrative Services Date: _____ __ Law Enforcement (if applicable) Date: _____

3. Action Taken:
   __ Loss of Privileges __ Detention __ Mental Health referral __ Suspension
   __ Community Service __ Education __ Other: _____

4. Describe Safety Planning: _____

   Follow-up with Target: scheduled for _____ Initial and date when completed: _____
   Follow-up with Aggressor: scheduled for _____ Initial and date when completed: _____

Report forwarded to Principal: Date _____
(If principal was not the investigator)
Report forwarded to Superintendent: Date _____

Signature and Title: _____ Date: _____

5/2012 – pg. 2

APPENDIX C: PROTECTION OF PUPIL RIGHTS

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

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

- *Receive notice and an opportunity to opt a student out of* –

    1. Any other protected information survey, regardless of funding;
    2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
    3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)

- *Inspect*, upon request and before administration or use –

    1. Protected information surveys of students and surveys created by a third party;
    2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
    3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The Marysville Public Schools District will continue to develop and adopt its policies, in consultation with its stakeholders, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Marysville Public Schools will directly notify parents of these policies at least annually in its handbooks at the start of each school year and after any substantive changes. Marysville Public Schools will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Marysville Public Schools will make this notification to parents at the

beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

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

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

APPENDIX D: ACCEPTABLE USE AGREEMENT

Marysville Public Schools
Agreement for Acceptable Use of
Technology Resources Students Grades
6 through 12

_____ _____
Building/Program Name *Student Name*

This Agreement is entered into on: _____

This Agreement is between _____ ("Student" or "User") and the Marysville Public Schools ("District").

The purpose of this Agreement is to grant access to and define acceptable use of the District'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 District's Technology Resources either at school or away from school, you understand and agree to the following:

A. Your use of the District's Technology Resources is a privilege that may be revoked by the District at any time and for any reason.

B. You have no expectation of privacy when using the District's Technology Resources. The District reserves the right to monitor and inspect all use of its Technology Resources, including, without limitation, personal e-mail and voice-mail communications, computer files, data bases, web logs, audit trails, or any other electronic transmissions accessed, distributed, or used through the Technology Resources. The District also reserves the right to remove any material from the Technology Resources that the District, at its sole discretion, chooses to, including, without limitation, any information that the District 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 to support or oppose 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.

D. The District'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.

E. You may not use the Technology Resources to engage in bullying, which is 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:

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

b. 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;

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

d. 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 District) to engage in bullying may be grounds for discipline under the District's Student Behavior Code and Board Policy 8260.

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 is defined as:
    a. visual depictions that are obscene, child pornography or otherwise harmful to minors; terms, messages or pictures which would violate the District's non-discrimination or other policies or that could be deemed offensive by a reasonable person or which are otherwise determined to be inappropriate by the Superintendent.

4. Bullying (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. However, you may contact a public official to express an opinion on a topic of interest.

16. Using the Technology Resources in any way that violates any federal, state, or local law or rule, or the District's Student Code of Conduct and Handbook Guidelines.

G. You must promptly disclose to your teacher or other school employee 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 staff member.

H. It is the policy of the District, 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, child pornography, or (3) harmful to minors.

I. It is the policy of the District 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 District 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 e-mail, and other forms of direct electronic communications.

J. The District does not guarantee that measures described in paragraphs Hand I will provide any level of safety or security or that they will successfully block all inappropriate material from the District'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 District 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 District 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 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 District or its Internet Service Provider.
I also agree to follow all rules in the District's Student Code of Conduct and Handbook Guidelines. Any additional rules, regulations, and policies are available in Board of Education policies. As a condition of using the Technology Resources, I agree to release the District 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 District monitor and inspect my use of the Technology Resources, including any electronic communications that I send or receive through the Technology Resources.

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

_____ _____

Student Signature Date

I have read this Agreement and agree that as a condition of my child's use of the Technology Resources, I release the District 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 District 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 District's Technology Resources.

I authorize the District 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 District monitor and inspect my child's use of the Technology Resources, including any electronic communications that my child sends or receives through the Technology Resources.

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

I have read this Agreement and agree to its terms.

_____ _____

Parent/Guardian Signature Date

cc: parent/guardian, student file Revised: 06/21/2012

APPENDEX E

Educational Material for Parents and Students (Content from MDHHS Requirements)

Sources: Michigan Dept. of Health and Human Services. Created through a grant to the CDC Foundation from NOCSAE.

UNDERSTANDING CONCUSSION

Some Common Symptoms

Headache	Balance Problems	Sensitive to Noise	Poor Concentration	Not "Feeling Right"
Pressure in the Head	Double Vision	Sluggishness	Memory Problems	Feeling Irritable
Nausea/Vomiting	Blurry Vision	Haziness	Confusion	Slow Reaction Time
Dizziness	Sensitive to Light	Fogginess	"Feeling Down"	Sleep Problems
		Grogginess	Lost Consciousness	

WHAT IS A CONCUSSION?

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

You can't see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a health care professional says they are okay to return to play.

IF YOU SUSPECT A CONCUSSION:

1. **SEEK MEDICAL ATTENTION RIGHT AWAY – DON'T HIDE IT, REPORT IT.** Playing or practicing with concussion symptoms is dangerous and can lead to a longer recovery. A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Ignoring symptoms and trying to "tough it out" often makes it worse.

2. **KEEP YOUR STUDENT OUT OF PLAY –** Concussions take time to heal. Don't let the student return to play the day of injury and until a heath care professional says it's okay. A student, who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.

3. **TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION –** Schools should know if a student had a previous concussion. A student's school may not know about a concussion received in another sport or activity unless you notify them.

SIGNS OBSERVED BY PARENTS:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Can't recall events prior to or after a hit or fall
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes

CONCUSSION DANGER SIGNS:

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

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people/places
- Becomes increasingly confused, restless or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously.)

HOW TO RESPOND TO A REPORT OF A CONCUSSION:

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he must be kept out of athletic activity the day of the injury. The student shall only return to activity (practice, scrimmage or competition) with written unconditional permission from an MD, DO, Physician's Assistant or Nurse Practitioner. During recovery, rest is key. Exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rests breaks, be given extra help and time, spend less time reading, writing or on a computer. After a concussion, returning to sports and school is a gradual process that should be monitored by a health care professional.

Remember: Concussion affects people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

To learn more, go to www.cdc.gov/concussion.

Concussion Educ. Materials & Acknowledge Form (May 2016)

Parent and Student Must Sign Consent & Waiver on MHSAA Physical Form Acknowledging Awareness

This portion below may be substituted for the signatures on the MHSAA Physical Form

CONCUSSION AWARENESS

EDUCATIONAL MATERIAL ACKNOWLEDGEMENT FORM

By my name and signature below, I acknowledge in accordance with Public Acts 342 and 343 of 2012 that I have received and reviewed the Concussion Fact Sheet for Parents and/or the Concussion Fact Sheet for Students provided by ___Marysville High School_____
Sponsoring Organization

_____	_____
Participant Name Printed	Parent or Guardian Name Printed
_____	_____
Participant Name Signature	Parent or Guardian Name Signature
_____	_____
Date	Date

Return this signed form to the participant's MHSAA member school. The school should keep this document on file for five years following the student's high school graduation.

Participants and parents please review and keep the educational materials available for future reference.

Grad Year_____

APPENDIX F: ATHLETIC CODE OF CONDUCT

Marysville Middle School

400 Collard
Marysville, MI 48040
810-364-6336 * 810-364-4456

MARYSVILLE VIKING ATHLETIC CODE OF CONDUCT

It is a privilege to participate in athletics at Marysville Middle School. All students who wish to participate in athletics must pass a current physical examination, signed by an M.D. or D. O., and have it on file in the Main Office. Student athletes must also meet the eligibility requirements of the Michigan High School Athletic Association, as well as, the specific expectations as determined by the Marysville Public School System.

The coaches shall review the Code of Conduct with their teams at the beginning of each season. The student/athlete and his/her parent/guardian must sign a copy of the Code of Conduct and file it with the Main Office before the student will be eligible to participate. This signed copy will remain on file and in effect for the duration of the student's enrollment. Suspensions, probations or removal from athletics will not carry over from the M.M.S. to M.H.S.

ACADEMIC REQUIREMENTS

Eligibility:

Athletes must be passing **ALL** 6 classes during the season. Eligibility is checked every week.
If an Athlete is failing 1 or more classes:
1st Offense – warning week (can still participate and has the week to get grades up)
2nd Offense – 1-week suspension from contests (may practice)
3rd Offense – 1-week suspension from contests (may practice)
4th Offense - Suspension for remainder of season
All students get a fresh start at the beginning of the semester.

Discipline:

Detentions received during the season will be served prior to athletic participation.
1st Offense – Warning
2nd Offense – 1 Game Suspension
3rd Offense – Suspension for remainder of season

School Suspension during the season.
1st Offense – Suspension from one athletic contest, after serving the school's suspension.
2nd Offense – Suspension for the remainder of the season.

Any combination of two detentions and suspensions during the season would equal suspension for the remainder of the season, after the school's suspension.

ATHLETIC CODE OF CONDUCT VIOLATIONS

1. Student-athletes are expected to represent Marysville Athletics with integrity, sportsmanship, respect, and responsibility at all times on and off the field of play. Any student-athlete who exhibits conduct unbecoming of a Marysville Middle School athlete may be subject to disciplinary action as determined by the coach and/or Athletic Director. Discipline may include warnings, suspension, probation, or removal from the team. Examples include but are not limited to:
    a. Verbal, physical, written, electronic/online behavior, including social media activity, or excessive unexcused absences - anything that violates the standards of behavior for school.
2. No drinking of alcoholic beverages, M.I.P. situations, vaping, possession of false or altered personal identification, or any alcohol-related violations/offenses.
3. No use or possession of mind-altering drugs or illegal substances.
4. Any athlete who is in the presence of alcohol or drugs where minors are in violation of Rules #1 or #2 must immediately leave the situation. Failure to do so is a violation.
5. No smoking, use, or possession of tobacco products.
6. No use or possession of anabolic steroids.

7. Marysville Athletics prohibits harassment, hazing, bullying, discrimination, intimidation, retaliation, or hateful conduct toward any student, staff member, official, opponent, or spectator.
    a. Hazing is strictly prohibited and includes any intentional or unintentional, reckless, or negligent act, whether physical, verbal, written, electronic, social, or psychological, that humiliates, degrades, intimidates, abuses, harasses, coerces, or endangers the physical or emotional well-being of a student, regardless of the student's willingness to participate. Hazing may occur as a condition of initiation, membership, participation, maintaining status, or acceptance within a team, group, or activity.
    b. Prohibited conduct includes actions directed at an individual or group based on race, color, religion, national origin, ethnicity, sex, sexual orientation, gender identity, disability, or any other protected characteristic, as well as any conduct that creates a hostile, threatening, or unsafe environment

VIOLATION CONSEQUENCES

Violation Type	In-Season Consequence	Off-Season Consequence*
#1. Conduct Unbecoming of a Marysville Middle School Athlete	May be subject to disciplinary action as determined by the coach and/or Athletic Director. Discipline may include warning, suspension, probation, or removal from the team.	May be subject to disciplinary action as determined by the coach and/or Athletic Director.
First Violation of Rules #2–#7	Removed from the team immediately. The student-athlete may not practice, compete, or serve as a student manager. Student-athlete is placed on **one calendar year of probation**.	Student-athlete is placed on **one calendar year of probation**.
Violation of Rules #2-#7 During Probation	Removed from the team immediately and declared **ineligible for the next three athletic seasons (current + 2)**	Declared **ineligible for three athletic seasons**, including the current season and the next two seasons.

POLICY IMPLEMENTATIONS

- Violation of Athletic Code of Conduct occurs.
- Assistant Principal/Athletic Director/coach notifies student and parent of violation and consequences.
- Assistant Principal/Athletic Director sends written parent notification of violation, consequences, and the due process procedures.
- If parents choose to appeal they must contact the Athletic Director within 3 school days after notification.
- Athletic Director will schedule a meeting to include the student, parent, coach, and Athletic Director.
- Following the Athletic Director meeting if the parent chooses to continue the appeal, they must contact the building principal within 3 school days.
- The principal will convene an appeal hearing with a committee comprised of, the following voting members: (Pool of appeals candidate members will be selected prior to the start of the school year.)
    - Two coaches
    - One community member
    - One middle school teacher (non-coach)
    - One Board of Education member

    Also included: (non-voting member)
    - M.M.S. principal - Chair
    - Athletic Director
    - Coach
    - Parent/guardian
    - Athlete
    - Recording secretary

The appeals committee will grant or deny the parent's request by secret ballot and the decision is final. The principal will contact the parents with the committee's decision within 24 hours.

****The season begins for the athlete with the first team practice and concludes at either the awards night or when the athlete begins a new season. If the violation occurs after the athlete's first practice but before they**

receive the award from the prior season they will receive the award but cannot attend the banquet and will lose eligibility for the current season.

We, the undersigned, have read and understand the Marysville Athletic Code of Conduct.

_____ _____

PRINT STUDENT NAME Graduation Year

_____ _____

Student Signature Date Parent/Guardian Signature Date

Updated 2026

APPENDIX G: MEDICATION FORM

(Both pages required)

Request to Administer Medication Form

This form must be completed by parent/guardian and kept in the office. All medication must be brought to the school by parent/guardian.

Student: _____
Last First M.I.

School:_____ Grade:_____ D.O.B.: _____

Medication Information **Allergies (if any): _____**

Name of Medication:_____

Dosage:_____ Frequency:_____

Time given:_____ Duration:_____

Prescription:_____ Non-prescription:_____

Instructions:_____

□ **Self-administer and/or self-possess (Only if permitted by school policy)**
NOTE: By checking the above box, I represent that the student is capable and responsible to self-possess and/or self-administer this medication.

Physician Information

Attending Physician: _____ Phone:_____

Address: _____ City/Zip:_____

PHYSICIAN SIGNATURE: _____
DATE

Additional Instructions: _____

_____

I hereby request that my child receive his/her medication at school. I understand that the medication will be administered in accordance with the above instructions. I have read and agree to the ***Conditions of Approval*** as stated in this Elementary Parent/Student Handbook.

_____ Date:_____
Parent/Guardian Signature (Student signature if 18 years of age or older)

_____ Date:_____
Principal Signature

CONDITIONS OF APPROVAL

- Parents have the overall responsibility to ensure that student medication is properly delivered and administered. Parents/Guardians are expected to:

  1. Complete, verify accuracy and return to the office the ***Request to Administer Medication*** form before any medication is brought to school and at least annually.

  2. Ensure adequate medication is available and current. This includes monitoring expiration dates; obtaining medication renewals and refills; and splitting any pills so the prescribed dosage is available for administration.

  3. Inform the office in writing of any change in the student's health affecting the administration of medication, and/or any changes in medication or the administration thereof, including the termination or discontinuance of the medication.

  4. Provide the District in writing with all relevant physician and/or administration instructions.

  5. Monitor that the student complies with appropriate administration requirements, including the manner and time for dispensation of the medication.

  6. Unless authorization for self-possession/self-administration or other arrangements have been pre-approved by the Principal, deliver student medication to the office and pick up any expired medication or medication unused at the end of the school year, (The student may personally deliver the medication only if over 18 years of age or older; provides advance notification to the office that the student will be bringing medication to school; and delivers the medication to the office immediately upon arrival to school with the medication)

  7. Assist in the development of a self-possession/self-administration plan with the principal, as appropriate.

Special conditions for self-possession/self-administration;

1. The student is responsible for the physical possession of the medication. Except during proper administration, the medication must be maintained in a container appropriately prepared and labeled by the prescribing physician, pharmacy or pharmaceutical company from which the medication was procured.

2. The school does not monitor or maintain administration records for the self-possession/self-administration of medication. The parent/guardian/student is expected to follow and monitor appropriate administration requirements.

3. The school principal may revoke approval to self-possess/self-administer medication at any time, upon providing notification to the student's parent/guardian or to the student if 18 years of age or older.

Disciplinary Action:
Possessing or taking medication in school without approval; sharing medication with or distributing medication to another student; or failure to follow these rules and procedures will result in disciplinary action, up to and including expulsion from school.

Parent/Guardian Initials: _____ Student Initials: _____

Date: _____

* Students who are 18 years of age or older or an emancipated minor have the responsibility of the parent/guardian under these *Conditions of Approval*.

APPENDIX H: CONCUSSION FORM

Educational Material for Parents and Students (Content from MDHHS Requirements)

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UNDERSTANDING CONCUSSION

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Concussion Educ. Materials & Acknowledge Form (May 2010)

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