

**STUDENT / PARENT HANDBOOK
&
Student Code of Conduct**

**Memphis Community Schools
2023 - 2024**



Student/Parent Handbook

for

Memphis Community Schools

Welcome to the Memphis Community School District! Memphis Community Schools, along with our community, is committed to maximizing the success of our students by empowering them with the knowledge, confidence, and experience to be the best version of themselves.

Memphis Elementary School

34165 Bordman Rd, Memphis, MI 48041

Phone: 810-392-2125

Fax: 810-392-2324

Memphis Junior / Senior High School

34130 Bordman Rd, Memphis, MI 48041

Phone: 810-392-2186

Fax: 810-392-2324

Memphis Community Schools Central Office

34110 Bordman Rd, Memphis, MI 48041

Phone: 810-392-2151

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Adopted by the Board of Education on 8-26-23.

Discipline Code adopted by the Board on 8-26-23.

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SECTION I - GENERAL INFORMATION



**MEMPHIS COMMUNITY SCHOOLS
CALENDAR FOR 2023-24 ~ COMMUNITY CALENDAR**

AUGUST

August 30th Yellowjacket Day (Open House) ~ 4:00 pm ~ 7:00 pm

SEPTEMBER

September 4th No School – Labor Day Weekend
September 5th **1st Day of School ~ ½ Day for K-12 Students**
Kdg students last name A-M first day, ½ day
Dismissal at 11:05 a.m.(Elem.) & 11:15 a.m. (Jr/Sr High)
September 6th **Full Day 1st-12th grade students**
Kdg students last name N-Z first day, ½ day
September 13th Early Release Dismissal at 1:20 p.m. (Elem) & 1:25 p.m. (Jr/Sr High)
September 15th Homecoming

OCTOBER

October 4th Early Release Dismissal at 1:20 p.m. (Elem) & 1:25 p.m. (Jr/Sr High)
October 17th ½ Day for Students
Dismissal at 11:05 am. (Elem.) & 11:15 a.m. (Jr/Sr High)
Conferences 12:30-3:00 & 5:00-7:30 p.m.
October 19th ½ Day for Students
Dismissal at 11:05 am. (Elem.) & 11:15 a.m. (Jr/Sr High)
Conferences 12:30-3:00 & 5:00-7:30 p.m.
October 20th ½ Day for Students
Dismissal at 11:05 am. (Elem.) & 11:15 a.m. (Jr/Sr High)

NOVEMBER

November 1st No School ~ Students
November 8th Early Release Dismissal at 1:20 p.m. (Elem) & 1:25 p.m. (Jr/Sr High)
November 22nd-24th Thanksgiving Break ~ No School

DECEMBER

December 8th ½ Day for Students
Dismissal at 11:05 am. (Elem.) & 11:15 a.m. (Jr/Sr High)
December 25th - Jan 5th Holiday Break ~ No School

JANUARY

January 8th Classes Resume
January 15th No School - MLK Day
January 24th-26th ½ Day ~ Exams
Dismissal at 11:05 a.m.(Elem.) & 11:15 a.m. (Jr/Sr High)

FEBRUARY

February 7th Early Release Dismissal at 1:20 p.m. (Elem) & 1:25 p.m. (Jr/Sr High)
February 16th-19th No School ~ Mid-Winter Break

MARCH

March 6th Early Release Dismissal at 1:20 p.m. (Elem) & 1:25 p.m. (Jr/Sr High)
March 20th Spring Conferences
March 22nd ½ Day for Students
Dismissal at 11:05 am. (Elem.) & 11:15 a.m. (Jr/Sr High)
March 25th - April 1st Spring/Easter Break ~ No School

APRIL

April 2nd Classes resume

April 10th Early Release Dismissal at 1:20 p.m. (Elem) & 1:25 p.m. (Jr/Sr High)
 April 26th ½ Day for Students
 Dismissal at 11:05 am. (Elem.) & 11:15 a.m. (Jr/Sr High)

MAY

May 8th Early Release Dismissal at 1:20 p.m. (Elem) & 1:25 p.m. (Jr/Sr High)
 May 19th Graduation
 May 24th ½ Day for Students
 Dismissal at 11:05 a.m. (Elem) & 11:15 a.m. (Jr/Sr High)
 May 27th Memorial Day ~ No School

JUNE

June 11th - 13th ½ Day for Students - Exams
 Dismissal ~ 11:05 a.m. (Elem.) & 11:15 a.m. (Jr/Sr High)
 June 13th Students Last Day

Revised 7-18-23

23-24 Junior/Senior High School Bell Schedule		
Full Day Schedule	8:00am - 2:55pm	TEC Students
8:00-8:54 (54 minutes)	1st Hour	
8:59-9:53 (54 minutes)	2nd Hour	
9:58-10:52 (54 minutes)	3rd Hour	
10:57-12:22	4th Hour	
10:57-11:51 (54 minutes)	HS 4th Hour	
11:27-12:21 (54 minutes)	MS 4th Hour	BWMC 10:37-11:10
10:52-11:22	A Lunch	Lunch 10:52-11:10
11:51-12:21	B Lunch	11:10 Board RESA Bus
12:26-12:57 (31 minutes)	STING	
1:02-1:56 (54 minutes)	5th Hour	
2:01-2:55 (54 minutes)	6th Hour	

Early Release Day	8:00am-1:25pm	TEC Students
8:00-8:39 (39 minutes)	1st Hour	
8:44-9:23 (39 minutes)	2nd Hour	
9:28-10:07 (39 minutes)	3rd Hour	
10:12-11:22	4th Hour	
10:12-10:51	HS 4th Hour	
10:42-11:21	MS 4th Hour	BWMC 10:37-11:10

10:07-10:37	A Lunch	Lunch 10:08-10:37
10:51-11:21	B Lunch	11:10 Board RESA Bus
11:26-11:57 (31 minutes)	STING	
12:02-12:41 (39 minutes)	5th Hour	
12:46-1:25 (39 minutes)	6th Hour	

Half Day Schedule	8:00am-11:15am	TEC Students
8:00-8:29 (29 minutes)	1st Hour	
8:34-9:02 (28 minutes)	2nd Hour	
9:07-9:35 (28 minutes)	3rd Hour	Media Center
9:40-10:08 (28 minutes)	4th Hour	Lunch 10:46-11:10
10:13-10:41 (28 minutes)	5th Hour	11:10 Board RESA Bus
10:46-11:15 (28 minutes)	6th Hour	

NO STING TIME ON HALF-DAYS

Half Day Exam Schedule	8:00-11:55am
8:00-9:33am	Exam 1
9:41-11:15am	Exam 2

NO TEC ON EXAM DAYS

FOREWORD

This student handbook was developed to answer commonly asked questions that parents, students and staff may have during the school year. This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of its adoption date.

MISSION OF MEMPHIS COMMUNITY SCHOOLS

Memphis Community Schools, along with our community, is committed to maximizing the success of our students by empowering them with the knowledge, confidence, and experiences to be the best version of themselves.

VISION STATEMENT OF MEMPHIS COMMUNITY SCHOOLS

Building a foundation for success through innovative education.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students.

Any person who believes that they have been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Compliance Officer listed below:

Sara Dobbelaer
Superintendent of Schools
810-535-8225

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

PARENT INVOLVEMENT

Memphis Community Schools Parent and Family Engagement Policy can be accessed through the Board Policy page on the district's website. Visit: <https://go.boarddocs.com/mi/mem/Board.nsf/Public?open&id=policies> & Search for policy number 2112.

INJURY AND ILLNESS

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

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will assess and contact parent/guardian to determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

HOMEBOUND INSTRUCTION

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

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

Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; and/or present evidence of the student's ability to participate in an educational program.

ENROLLING IN THE SCHOOL

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

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. a birth certificate or similar document,
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate),
- C. proof of residency,
- D. proof of immunizations.

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

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

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

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

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

SCHEDULING AND ASSIGNMENT

Elementary level

The Principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the Principal.

Secondary level

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the guidance Jr/Sr High Office Staff. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent or guardian. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian.

TRANSFER OUT OF THE DISTRICT

Parents must notify school officials about plans to transfer their child to another school. If a student plans to transfer from Memphis Community Schools, the transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact building secretaries for specific details.

School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of the student's parents.

IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the Principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the building secretary.

EMERGENCY MEDICAL AUTHORIZATION

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by the student's parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school will jeopardize a student's educational program.

USE OF MEDICATIONS

In those circumstances where a student must take prescribed and/or nonprescribed, over the counter, medication during the school day, the following guidelines are to be observed:

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Authorization for Medication / Treatment Form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the Principal's office.
- D. Medication that is brought to the office will be properly secured.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. In the absence of an authorized health plan, the parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting on time and for taking the prescribed medication.
- G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

ASTHMA & EPI-PENS

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the school principal and updated annually.

CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Any removal will only be for the contagious period.

CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES

In the case of non-casual contact, communicable-diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

INDIVIDUALS WITH DISABILITIES

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the building principal to inquire about evaluation procedures and programs.

LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore, the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District. Parents should contact the Director of Special Education at 810-535-8519 to inquire about evaluation procedures and programs offered by the District.

STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information.

Neither the Board, nor its employees, shall permit the release of the social security number of a student, or other individual except as authorized by law. Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

Directory information can be provided upon request to any individual, other than a for profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board's annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found by accessing the following link:
<http://memphisk12.org/downloads/FERPA%20Notice%20-%20Directory%20Info.pdf>

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the Superintendent.

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

Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, the student's parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

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

Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The Superintendent will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses: FERPA@ED.Gov; and PPRA@ED.Gov

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

Memphis Community Schools follows all MDE curricular requirements. Requirements can be accessed at: <https://www.michigan.gov/mde/services/academic-standards> To discuss curricular standards and/or the materials being used to address the State of Michigan requirements, please contact the building Principal.

EVACUATION AND EMERGENCY DRILLS: (TORNADO, LOCKDOWN, AND FIRE)

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures provided by the State.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year. Students and staff will practice active intruder drills throughout the year.

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the District will provide notification of the closing through school messenger.

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction.

LOST AND FOUND

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

SECTION II - ACADEMICS

COURSE OFFERINGS / GRADES

Course offerings and grading scales at the Junior/Senior High School can be accessed on the counseling department's website at:
<http://memphisk12.org/jrsr-high-counseling/>

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may participate in any school-sponsored trip without parental consent.

GRADUATION REQUIREMENTS

Regular Diploma

Normally, a student will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student will need to meet the school requirements for basic course work, and earn the total number of minimum credits.

Specific course requirements that correlate to the State of Michigan's graduation requirements can be found at: [MMC Graduation Requirements](#)

Personal Curriculum

Pursuant to Section 380.127b of the Revised School Code, students in need of modifications to the Michigan Merit Curriculum may consider a personal curriculum. Personal curriculums are intended to assist students wanting to go beyond the MMC, or for students who need to individualize their educational plans. Personal curriculums can be requested by parents, teachers of students, and/or students 18 years of age. For more information, please visit: [Personal Curriculum MDE Guide](#)

COMPUTER TECHNOLOGY AND NETWORKS

Before any student may take advantage of the School's computer network and the internet, the student and their parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. The School District's *Student Internetwork /Network Agreement and Internet Acceptable Use And Safety Policy* are located in the appendix of this document.

STUDENT ASSESSMENTS

In addition to ongoing course specific assessments that are used to assess and measure student progress, NWEA/ MAP Benchmark Assessments are administered three times/year. Memphis Community Schools will also administer all state required yearly assessments at given grade levels. State Assessment testing schedules can be found at: <https://www.michigan.gov/mde/-/media/Project/Websites/mde/OEAA/Assessment-Calendar/Spring-2023-Summative-Assessment-Calendar.pdf?rev=83027132efdd4cd48ab21d78a2f2de6b&hash=30B05EA478859D2AFA1F90C4E1360EB3>

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

SECTION III - STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Memphis Community Schools provides students the opportunity to broaden their learning through curricular-related activities. The Board authorized student groups that are sponsored by a staff member can be located in the Memphis Education Association Collective Bargaining Contract that is posted on the district's transparency page. Authorized groups include:

Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

NON SCHOOL-SPONSORED CLUBS AND ACTIVITIES

The Board of Education will not permit the use of school facilities by non district-sponsored student clubs and activities or District- sponsored, extra-curricular clubs and activities during instructional hours. During non instructional time, however, no group of students, regardless of the size of the group, will not be denied an opportunity to meet on the basis of the religious, political, philosophical, or other content of the activity.

A student-initiated group granted permission to meet on school premises shall be provided the same rights and access and shall be subject to the same administrative guidelines that govern the meetings of student organizations sponsored by this Board, except as provided by this policy. Participation in a student-initiated meeting must be available to all students who wish to attend and cannot be denied on the basis of a student's gender, religion, race, color, national origin or ancestry, age, disability, height, weight, marital status, social or economic status, and/or any other legally protected characteristic. In addition, there shall be no discrimination on the basis of the religious, political, philosophical, or other content of the speech at the meeting.

A professional staff member may be assigned to attend a student-initiated meeting in a custodial capacity but shall not participate in the activity. No professional staff member shall be compelled to attend a student-initiated meeting if the content of the speech at the meeting is contrary to his/her beliefs.

The principal may take such actions as may be necessary to maintain order and discipline on school premises and to protect the safety and well-being of students and

staff members. All school rules will still apply regarding behavior and equal opportunity to participate.

An application for permission for Nondistrict-Sponsored student clubs and activities to meet on school premises shall be made to the Superintendent.

ATHLETICS

All athletic programs of the District shall comply with the concussion protocols of the Michigan High School Athletic Association, the requirements of state law, and Department of Community Health guidelines regarding concussion awareness training and protection of youth athletes. Memphis Community Schools provides a variety of athletic activities in which students may participate providing they meet all eligibility requirements that may apply. For detailed information pertaining to eligibility, student athlete expectations and the athletic code of conduct, please see the Athletic Handbook found in the Appendix section of this document, or contact the Athletic Director, at 810-392-2186.

SECTION IV - STUDENT CONDUCT

ATTENDANCE

School Board Attendance Policy

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

The Board of Education as an agency of the State is required to enforce the regular attendance of students. The Board recognizes that the presence in the classroom enables the student to participate in instruction, class discussions, and other related activities. As such, regular attendance and classroom participation are integral to instilling incentives for the student to excel.

Attendance shall be required of all District students, except those exempted under Policy 5223 or by other provisions of State law, during the days and hours that the school is in session or during the attendance sessions to which the student has been assigned.

The Superintendent shall require, from the parent of each student or from an adult student who has been absent for any reason, and/or confirmation of the cause for such absence. The Board reserves the right to verify such statements and to investigate the cause of each repeated unexplained absence and tardiness.

The Board may report to the Intermediate School District infractions of the law regarding the attendance of students below the age of eighteen (18). Repeated infractions of Board policy requiring the attendance of enrolled students may result in the suspension or expulsion of the student from the District program.

The Board considers the following factors to be reasonable excuses for time missed at school, documentation required for all excused absences:

- A. illness
- B. recovery from accident

- C. required court attendance
- D. professional appointments
- E. death in the immediate family
- F. observation or celebration of a bona fide religious holiday

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board. The Board shall consider each student assigned to a program of other guided learning experiences, authorized under Policy 2370, to be in regular attendance for the program provided that s/he reports daily to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

The Board authorizes, but does not encourage, the Superintendent to suspend a student from a particular class or from school if sincere efforts by the staff and parents cannot rectify the pattern of absence. In keeping with its philosophy, the Board supports efforts to provide for out-of-school alternative educational opportunities for truant students rather than to heighten the effects of absence through suspension.

The Superintendent shall develop procedures for the attendance of students which:

- A. ensure a school session which is in conformity with the requirements of the law;
- B. ensure that students absent for any excusable reason have an opportunity to make up work they missed;
- C. govern the keeping of attendance records in accordance with the rules of the State Board and the Michigan Department of Education Pupil Accounting Manual, including a written electronic attendance procedure, if applicable;
- D. identify the habitual truant, investigate the cause(s) of his/her behavior, and consider modification of his/her educational program to meet particular needs and interests;
- E. ensure that any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the District's limit on excused absence is referred for evaluation for eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973.

Such guidelines should provide that a student's grade in any course is based on his/her performance in the instructional setting and is not reduced for reasons of conduct. If a student violates the attendance or other rules of the school, s/he should be disciplined appropriately for the misconduct, but his/her grades should be based upon what the student can demonstrate s/he has learned.

The following are the different district attendance codes:

Attendance Codes	Category
AU = Unexcused absence	Unexcused
TU = Unexcused tardy	Unexcused
LEU = Unexcused Left Early	Unexcused
AE = Excused Absence	Excused
TE = Excused Tardy	Excused
LEE = Excused Left Early	Excused

SB = School Business	Excused
ISS = In School Suspension	Excused
OSS = Out of School Suspension	Excused

Excused Absences

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

Unexcused Absences

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State

Notification of Absence

If a student is going to be absent, the parents must contact the school office and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible. When no excuse is provided, the absence will be unexcused and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will try to help parents improve their child's attendance.

Truancy

Unexcused absence from school (truancy) is not acceptable. (Medically excused absences with medical documentation does not count towards truancy.) If a student, under the age of eighteen (18), is truant for more than ten 10 days, s/he will be considered a "habitual" truant and will be reported to the proper authorities. After 13 days of truancy in a school year, a student will be considered an "habitual truant" which can result in a referral to St. Clair County truancy officer.

Suspension from School

Absence from school due to suspension shall be considered an authorized absence, neither excused or unexcused. A suspended student will be responsible for making up school work lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon their return to school. Assignments may be obtained from teachers and are due the day they return unless arrangements are made with the classroom teacher. Make up of missed tests may be scheduled when the student returns to school. The student will be given credit for properly completed assignments and a grade on any made-up tests.

Tardiness

Elementary Level

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

Secondary Level

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

Students who are excused less than 10 minutes before the end of the period will not be marked absent.

Make-up of Tests and Other School Work

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

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

CODE OF CONDUCT

A major component of the educational program at Memphis Community Schools is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

Expected Behaviors

Each student shall be expected to:

- a. abide by national, State, and local laws as well as the rules of the school;
- b. be prompt to school and attentive in class;
- c. work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background;
- d. complete assigned tasks on time and as directed;
- e. help maintain a school environment that is safe, respectful, and productive;
- f. act at all times in a manner that reflects pride in self, family, and in the school.

Dress

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines. Students in violation of this policy will be sent to the office by a staff member for correction of the violation; If no proper clothing is available, the student will call his/her parent/guardian and request that proper attire be brought to the student or that the student be given permission to go home to obtain proper clothing; students will not be allowed to return to class until properly attired. Students who continually violate this policy will face disciplinary action.

The following styles or manners of dress are prohibited:

1. Student dress (including accessories) may not advertise, promote, or depict alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
2. Student dress (including accessories) may not display lewd, vulgar, obscene, racist, or offensive language, pictures or symbols, including gang symbols.

3. Student accessories may not include potentially dangerous items such as chains, pointed rings, and metal spikes.
4. Coats, bandanas, sweatbands, and sunglasses may not be worn in the building during the school day, with the exception of headwear for religious reasons.
5. Hats and hoods are not permitted to be worn within the building at any time of the day. Unless administrative approval is given, or an approved school activity permits.
6. Student dress shall not expose undergarments such as bras, camisoles, slips, underwear of any kind and boxers, including see through garments.
7. Spaghetti straps, low-cut tops, and strapless clothing are not acceptable.
8. Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin (above the mid thigh) is not permitted. Students may wear these items provided there is a garment underneath to cover exposed areas. Pants must be worn at the waist.
9. The length of shorts or skirts must be mid thigh length or longer and be appropriate for the school environment.
10. Appropriate footwear must be worn at all times. All students may wear flip flops and sandals at their own discretion.
11. If there is any doubt about dress and appearance, the building principal will make the final decision on appropriateness of attire including length of shorts, skirts, shirts or holes in pants.
12. Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others when asked to change and refuse to do so, may be subject to discipline.
13. Students participating in extracurricular activities or events may be required to dress accordingly.

GANGS

Gangs which initiate, advocate or promote activities which threaten the safety or well being of persons or which are disruptive to the school environment are not tolerated.

Incidents involving initiations, hazing, intimidations or related activities which are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student will be disciplined.

CARE OF PROPERTY

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or their parents will be required to pay restitution for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

STUDENT DISCIPLINE CODE

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the School's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

DISCIPLINE

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, upon receiving knowledge of a potential violation, the School will conduct thorough and complete investigations and shall attempt to make discipline prompt and equitable.

Two types of discipline are possible, **informal and formal**. Informal discipline occurs within the school, often in the form of an intervention. Formal discipline occurs when a district administrator reviews a situation and determines formal discipline, in the form of removal from school, is necessary and appropriate.

Suspensions and expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed in accordance with School Board Policy 5610.

Students being considered for suspension or expulsion are entitled to an informal hearing with a building administrator, prior to removal, at which time the student will be notified of the charges against their and given an opportunity to make a defense.

When a student is being considered for expulsion, a formal hearing is scheduled and the parents will be given written notice of the hearing and will be expected to attend. The Superintendent then takes testimony and determines if a recommendation to expel is to be made to the Board of Education. This decision may also be appealed. In the case of expulsion, the student remains out of school during the appeal period. Work missed during an expulsion cannot be made up and usually results in a loss of credit.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the School rules.

If a student commits a crime while at school or a school-related event, the student may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime.)

INTERVENTIONS SHORT OF ADMINISTRATIVE ACTION

Because students spend most of their school time in the classroom setting, and the classroom teacher is primarily responsible for control and discipline in the classroom, this discipline policy only becomes utilized after corrective measures attempted by the classroom teacher have been ineffective. A teacher may utilize various strategies to help a disruptive student grow into more positive behavior. The examples below are a sampling of multiple strategies that in no way represent a sequential order. Some of those strategies may include, but are not limited to:

- Discuss the behavior with the child, causing the child to reflect on their choices;
- Restorative practices that provide an individual the opportunity to restore perceptions of injustices;
- Incorporate positive reinforcement techniques in an effort to improve the behavior;
- Provide supervised time-out sessions for the student;
- Remove privileges, such as recess or special events;
- Hold phone conferences with the parents seeking help in rectifying the situation;
- Discuss or conference with the school counselor;
- Discuss with the school administrator and the child;
- Detentions;
- Require written assignments to reflect on actions;
- Other actions the teacher/administration determine as appropriate.

It is the expectation of parents and staff that students will mature in their ability to control their own behavior as they grow older. If administrative action is determined to be appropriate for addressing a student's behavior that action could result in the student's suspension or expulsion from school, prior to exclusion from school a thorough review of each of the following factors must be considered.

ADMINISTRATIVE REVIEW OF STUDENT MISCONDUCT WILL INCLUDE A REVIEW OF:

1. Age of the student
2. Disciplinary history of the student (habitual offender of misconduct violations))
3. Disability status of the student
4. Seriousness of the misconduct / behavior
5. Whether the misconduct threatened the safety of staff and or students
6. Whether restorative practices will be used to address the misconduct
7. Whether a lesser intervention or restorative practices would have properly address the misconduct

Depending on the severity of the misconduct and and a review of the 7 factors listed above, ANY of the following may be deemed appropriate actions for any misconduct:

- Administrative conference with the student
- Student/Parent/Administrator conference (can be done by phone)
- Restitution for damaged possessions

- Saturday school
- One-Day (short-term) suspension
- Two-Day (short-term) suspension
- Three-Day (short-term) suspension
- Five-Day (short-term) suspension
- Seven-Day (short-term) suspension
- Ten-Day (short-term) suspension
- Recommendation for long-term suspension and/or expulsion for conduct not including possession of a dangerous weapon, arson, or criminal sexual conduct
- Mandatory expulsion for possession of a dangerous weapon, arson, or criminal sexual misconduct, or physical assault on a school employee / volunteer / contractor (for students 6th grade or above)

MISCONDUCT VIOLATIONS

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

1. Use of Drugs, alcoholic beverages, controlled substances, or inhalants

Consumption, possession or under the influence of alcoholic beverages, controlled substances - including cannabinoids, marijuana, & THC, alleged drugs, or any inhalants without prescription / inhalant delivery systems on school property, school owned vehicles or at school events. This includes look -alikes and such items as low or no - alcoholic beverages (O'Doul's, Sharp's, etc.) * Law enforcement authorities may be notified in cases of this misconduct.

2. Delivery or receipt of alcohol

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

3. Delivery of a controlled substance, or alleged controlled substance

(The act of delivering, receiving, purchasing, selling, supplying or arranging for the delivery, receipt, purchase, sale or supply of controlled or alleged controlled substances on school property, in school owned vehicles, or at school events.) *Law enforcement authorities may be notified in cases of this misconduct.

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

5. Possession of a weapon

A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. The term weapons shall mean any object or device which could inflict

bodily harm, and weapon shall also include a facsimile of objects or instruments which are weapons. The term weapons shall additionally include an object or instrument which is not in and of itself a weapon as defined above, but where the possession or use of same is coupled with intent by a student to inflict injury or harm upon another person. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without their knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement if the student brings onto or has in his/her possession on school property or at a school-related activity any of the following:

- A. any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item
- B. any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle
- C. any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.)

6. Use of an object as a weapon

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion.

7. Knowledge of dangerous weapons or threats of violence

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

8. Arson

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and will subject the student to expulsion.

9. Physically assaulting a staff member/student/person associated with the District

Physical assault at school against a District employee, volunteer, or contractor which may or may not cause injury may result in charges being filed and subject the student to expulsion. (Physical assault is defined as “intentionally causing or attempting to cause physical harm to another through force or violence.”)

10. Verbally threatening a staff member/student/person associated with the District

Verbal assault at school against a District employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a school related activity will be considered verbal assault. Verbal threats or assault may result in suspension and/or expulsion. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

11. Inciting, provoking, or instigating criminal acts or any other code of conduct violation(s)

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

12. Extortion

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

13. Gambling

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

14. Falsification of school work, identification, forgery

Forgery of hall/bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable.

Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion.

15. False alarms, false reports, and bomb threats

A false emergency alarm, report or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule could result in suspension or expulsion.

16. Explosives

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.

17. Trespassing

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

18. Theft

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

19. Insubordination

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

20. Damaging property

Vandalism and disregard for school property will not be tolerated. Violations could result in restitutionary action, and/or suspension or expulsion.

21. Persistent absence or tardiness

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

22. Unauthorized use of school or private property

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

23. Refusing to accept discipline

The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.

24. Aiding or abetting violation of school rules

If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

25. Displays of affection

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

26. Possession of Personal Communication Devices (PCDs)

Students may use personal communication devices (PCDs) before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extra-curricular activities), or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.

Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned-over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

27. Violation of individual school/classroom rules

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. Persistent violations of rules could result in suspension or expulsion.

28. Violation of bus rules

Please refer to the Appendix of this document for the transportation handbook.

29. Disruption of the educational process

Any actions or manner of dress that interferes with school activities or disrupts the educational process is unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events.

30a. Harassment

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students.

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless handheld device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Any student that believes they have been/or are the victim of harassment should immediately report the situation to the teacher, the principal or assistant principal, or may report it directly to the superintendent's office at 810-535-8227. Complaints will be investigated in accordance with AG 5517.

Every student should, and every staff member **must** report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

If the investigation finds harassment occurred it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employee, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

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

TITLE IX SEXUAL HARASSMENT

The Board of Education of the Memphis Community School District (hereinafter referred to as "the Board" or "the District") does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

The Board prohibits Sexual Harassment that occurs within its education programs and activities. When the District has actual knowledge of Sexual Harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent. Visit: <https://go.boarddocs.com/mi/mem/Board.nsf/Public?open&id=policies> & Search for policy number 2266.

Harassment includes:

- A. submission to such unwelcome 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;
- B. submission to, or rejection of, the unwelcomed 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;
- C. the unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

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

- A. verbal harassment or abuse;
- B. pressure for sexual activity;
- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;
- E. sexual jokes, posters, cartoons, etc.;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, or safety;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

30b. Hazing

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Hazing – any type of initiation procedure for any school related activity, which involves conduct such as but not limited to:

- A. illegal activity, such as drinking or drugs;
- B. physical punishment or infliction of pain
- C. intentional humiliation or embarrassment;
- D. dangerous activity;
- E. activity likely to cause mental or psychological stress;
- F. forced detention or kidnapping;
- G. undressing or otherwise exposing initiates.

30c. Bullying and other aggressive behavior

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.

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.

Notification

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 or legal 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.

Procedure

Any student who believes they have been or are the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the 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.

The Principal (or other administrator as designated) 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, 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, the person 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:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. 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;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. 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:

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

- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. 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.

31. Possession of a firearm, arson, and criminal sexual conduct

In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

A dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

Students shall be subject to disciplinary action (Suspension/Expulsion) as required by statute for such specified offenses as physical and verbal assault (see Policy 5610.01).

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to students with disabilities. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines which are available in the Principal's office.

32. Criminal acts

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

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

33. Profanity & offensive speech / displays

Any behavior or language, which is considered to be obscene, disrespectful, vulgar, profane and/or violates community held standards of good taste will be subject to disciplinary action. Speech, communication, and displays, whether made on-campus or off-campus, which tend to disrupt the orderly conduct of the educational process, including, but not limited to:

- A. Indecency. The act of offending commonly recognized standards of good taste; including the use of vulgar acts, obscenities, gestures, or inappropriate displays of affection or sexual contact, or symbols.
- B. Slurs about race, ethnicity, sexual orientation, religious, disability, or any legally protected characteristics and/or intimidation.
- C. Inappropriate Sexual Behavior: verbal or non-verbal sexual innuendo, obscene gestures, leering, unwanted sexual advances or contact. Examples include: sexual remarks or suggestions, unsolicited and unwelcome flirtations, advances or propositions, graphic or degrading comments about a student's appearance, dress or anatomy, touching another's clothing or person, verbal abuse with sexual connotations, display of sexually suggestive objects or pictures, dirty jokes or offensive gestures, and conversation regarding sexual matters which are too personal.
- D. Illegal messages, displays which advocate or glamorize behavior which is illegal for students, such as alcohol, tobacco use or gang affiliation.
- E. Display, possession, distribution and sharing of any images from any electronic source, drawings, graphics, video, text messaging, printed material of an obscene or violent nature (such as gun and weapons catalogs, bomb making information, magazines supporting violence.)

DUE PROCESS RIGHTS

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

Suspension from School

Except when emergency removal is warranted, a student must be given oral or written notice of the charges against them and the opportunity to respond prior to the implementation of a suspension. When emergency removal has been implemented, notice and opportunity to respond shall occur as soon as reasonably possible. The principal or other designated administrator shall provide the opportunity to be heard and shall be responsible for making the suspension decision. An appeal may be addressed to the Superintendent whose decision will be final. A short term suspension is considered less than 10 days.

Long-term Suspension or Expulsion from School

A long term suspension is considered a suspension of 10-days or more. A student and his/her parent or guardian must be given written notice of the intention to suspend or expel and the reasons therefore, and an opportunity to appear with a representative before the to answer the charges. The student and/or their guardian must also be provided a brief description of the student's rights and of the hearing procedure, a list of the witnesses who will provide testimony to the Board and a summary of the facts to which the witnesses will testify. At the student's request, the hearing may be private but the Board must act publicly. The Board shall act on any appeal, which must be submitted in writing, to an expulsion, to a request for reinstatement, or to a request for admission after being permanently expelled from another district (Policy 5610).

SEARCH AND SEIZURE

Search of a student and their possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the Principal.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

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

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

STUDENT RIGHTS OF EXPRESSION

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- A. A material cannot be displayed if it:
 1. is obscene to minors, libelous, indecent and pervasively or vulgar,
 2. advertises any product or service not permitted to minors by law,
 3. intends to be insulting or harassing,
 4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
 5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or

school activities, a violation of school regulations, or the commission of an unlawful act.

- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the building Principal twenty-four (24) hours prior to display.

STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, the student should feel free to offer them. Written suggestions may be presented directly to the principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. Any suggestions, concerns, and grievances may be directed to the Principal or to the student government.

A student may have the right to a hearing if the student believes they have been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

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STUDENT INTERNET/NETWORK AGREEMENT

The Memphis Community School District has the capability of offering Internet Access to its students. Access to the Internet enables students to exchange electronic mail messages with other users and explore thousands of libraries, databases and bulletin boards throughout the world. Use of the Internet and other online information services is a privilege extended to students, faculty and staff to enhance learning opportunities. Personal use of email, both sending and receiving, by students during school hours is prohibited.

Although the Internet offers valuable resources and opportunities for learning, some material accessible online may be illegal, defamatory, inaccurate or potentially offensive to some people. Use of the Internet and other on-line services in the district is restricted to activities, which support district educational goals and objectives.

The district respects each family's right to decide whether or not to allow their child to apply for access to the Internet and other on-line information services. Parental permission is required for students under the age of 18 to use on-line resources in the Memphis Community School District. The following guidelines have been established regarding the Internet and other on-line services:

1. Students are responsible for good behavior on school computer networks, just as they are in classrooms and school hallways.
2. Memphis Community School District administrators will deem what is inappropriate use of the Internet and other on-line information services and their decisions are final.
3. The administration, faculty and staff of the Memphis Community School District may deny, revoke or suspend student access accounts for inappropriate use of the Internet and other on-line information services.
4. The Memphis Community School District reserves the right to review any material stored in files and may edit or remove any material which the staff, in its sole discretion, believes may be unlawful, obscene, abusive or otherwise objectionable.
5. Transmission of any material in violation of U.S. or State regulations, including copyrighted, threatening or obscene materials, is prohibited, and may result in suspension and/or recommendation for expulsion and/or legal action.
6. Use for commercial activities by for-profit organizations, product promotion, political lobbying or illegal activities is prohibited.
7. The following uses of the internet and other on-line information services are not permitted:
 - a. Sending, receiving or displaying offensive messages or pictures
 - b. Using obscene language
 - c. Harassing, insulting or attacking others
 - d. Damaging computers, computer systems or computer networks
 - e. Violating copyright laws
 - f. Using another person's account and/or password
 - g. Giving your account and/or password to another person
 - h. Trespassing in another person's folders, work or files
 - i. Intentionally wasting limited resources
 - j. Employing the network for commercial purposes

- k. Divulging personal information about yourself or others to strangers (includes addresses, telephone numbers, credit card numbers, passwords or other confidential information).
- l. Unauthorized installation, removal or modification of computer hardware, software or network connections.

Violations will result in a loss of access as well as other disciplinary or legal action. School disciplinary action will be determined by the school administration in accordance with the Student Code Handbook and Board of Education policies and may result in suspension and/or expulsion and/or legal action.

STUDENT TECHNOLOGY ACCEPTABLE USE POLICY

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides Technology Resources to support the educational and professional needs of its students and staff. With respect to students, District Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of District Technology Resources by principles consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Technology Resources and students' personal communication devices when they are connected to the District computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Board-owned property or at a Board-sponsored activity (see Policy 5136).

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using District Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

First, the Board may not be able to technologically limit access, through its Technology Resources, to only those services and resources that have been authorized for the

purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

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

The Superintendent or Technology Director may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

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

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. the dangers inherent with the online disclosure of personally identifiable information;
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying and other unlawful or inappropriate activities by students online; and
- D. unauthorized disclosure, use, and dissemination of personally-identifiable information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

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

Building Principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of District Technology Resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including in chat rooms, and cyberbullying awareness and response. All users of District Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school- assigned e-mail account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students are responsible for good behavior when using District Technology Resources – i.e., behavior comparable to that expected of students when they are in classrooms, school hallways, and other school premises and school-sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not approve any use of its Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students may only use District Technology Resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use.

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

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

SCHOOL BUS TRANSPORTATION & BUS CONDUCT

The district provides transportation for all students who are residents of the district. The transportation schedule and routes are available by contacting the Transportation Director at (810) 535-8230. Since it is very important for the safety of our students while being transported on a school bus, it is the philosophy of the Memphis Community School District that behavior on a bus is an extension of the students conduct in the classroom. Discipline problems on a school bus will be responded to as specified below:

Regular Bus Runs:

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

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

Elementary School:

Warning Notice - Parental notification of inappropriate student behavior.

First Ticket – One day off of the school bus, but may result in a period of suspension, depending on the severity of the violation.

Second Ticket – Three school days off of the bus.

Third Ticket – Five school days off of the bus. At the time of the second or third ticket, either the bus driver or the parent may request a meeting with the parties involved.

Fourth ticket - Results in no less than ten (10) school days off of the bus, and may result in up to ninety (90) school days off the bus.

These suspensions will carry over to the next school year. Parents will be notified as specified above.

Jr/Sr High School:

First Ticket - One to Three school days off of the bus, but may result in a period of suspension, depending on the severity of the violation.

Second Ticket –Three to Five school days off of the bus.

Third Ticket – Five to Ten school days off of the bus. If the need arises for a fourth ticket, it may result in no less than ten (10) school days off of the bus, and may result in up to ninety (90) school days off the bus.

These suspensions will carry over to the next school year. Parents will be notified as specified above.

TEC Center Runs:

Riding the TEC Center bus is an earned privilege. Proper behavior must be displayed at all times, from all students. A meeting will be held within the first two weeks of school with the students to discuss discipline on the TEC Center bus. A letter requiring student and parent signatures will be issued and returned that will verify knowledge of student discipline procedures.

When a student is suspended from the bus, it will be the parent's responsibility to transport the student to and from the TEC Center or any school event scheduled for

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

Hearing

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

VIDEO RECORDINGS ON SCHOOL BUSES

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

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

MEMPHIS COMMUNITY SCHOOLS STUDENT ATHLETE HANDBOOK

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I. STATEMENT OF PURPOSE

The Memphis Community Schools Board of Education is committed to building a foundation of success through innovative education. This Athletic Code of Conduct and Handbook is provided to clearly state expectations for each child as they participate as both students and athletes in Memphis Community Schools.

Cooperation must exist among all the participants in order for everyone to function in a safe and secure environment. Society, in general, and schools specifically operate at their best when people of good character come together for a common cause. Our common cause is education. Citizens of good character are necessary for a democracy to function so that all law-abiding people can live in freedom and safety. Memphis Community Schools strives to develop good character demonstrated through honesty, respect, responsibility, and the act of caring. This Athletic Code of Conduct and Handbook is meant to help achieve this goal.

Honesty: Honesty can be observed through the demonstration of integrity, trustworthiness, personal accountability, and a sense of justice and fairness in dealing with others. The athletic department strives to develop honesty and truthfulness between and among students, staff and community.

Respect: Respect can be observed and demonstrated by being a skilled listener, friendly, aware of boundaries, self-respect, through thoughtful interpersonal relations with others, adherence of laws and rules, and operating as a peacemaker during times of conflict. The athletic department strives to develop respect between and among students, staff, community and the various groups within society.

Responsibility: Responsibility can be observed and demonstrated by maintaining self-discipline, cooperating with others, perseverance, dependability, promptness, personal accountability, and a general commitment to doing one's best. The athletic department strives to develop responsibility between and among students, staff and community.

The Act of Caring: The act of caring can be observed and demonstrated by showing compassion, forgiveness and generosity, cooperating with others, helpfulness, service to others, and acts of kindness. The athletic department strives to develop the act of caring between and among students, staff and community.

In carrying out the rules and regulations of this Athletic Code of Conduct and Handbook, it is the goal of the staff to emphasize these character traits as important for each student to develop and demonstrate as they work within the school setting. Building administrators may develop regulations that will govern how to address discipline issues that carry out this Athletic Code of Conduct and Handbook in a manner appropriate to the student's age.

STUDENT ATHLETIC HANDBOOK & CODE OF CONDUCT

Preamble

Representing Memphis Jr/Sr High School in interscholastic athletic competition is regarded as a privilege and not a right. Students who participate in interscholastic athletics at Memphis Jr/Sr High School are expected to represent the highest ideals of character by exemplifying good conduct, good sportsmanship, good citizenship and good training, which includes abstaining from the use of tobacco, alcohol and drugs. Separate and apart from a student's performance as an athlete, the student's conduct, sportsmanship, citizenship, and training reflect at all times on the student athlete, their team, the school, and the community. Accordingly, this Athletic Handbook and Code of Conduct have been established for all students who aspire to participate in interscholastic athletics at Memphis Jr/Sr High School.

II. STATEMENT OF PHILOSOPHY

The Memphis Athletic Program should provide a variety of experiences to aid students in the development of favorable habits and attitudes that will prepare them for a successful and productive adult life.

As your daughter and/or son become actively involved in the athletic programs

at Memphis Jr/Sr High School, they will experience some of the most rewarding moments of their lives. They will also undergo some of the most difficult learning circumstances as well. Coaches and parents play a significant part in helping student-athletes successfully contend with these experiences in that the students will take their cues from the adults in all situations. Many of the character traits required to be a successful participant are exactly the same as those that will promote a successful life after high school. Since research indicates a student involved in co-curricular activities has a greater chance for success during adulthood, the athletic programs at Memphis Jr/Sr High School strive to make each student's experience a successful one.

The interscholastic athletic program shall be conducted in accordance with existing Board of Education policies and guidelines. While the Board of Education takes great pride in winning, it does not condone "winning at any cost." At all times, the athletic program must be conducted in such a way as to justify it as an educational activity.

III. ATHLETIC OBJECTIVES

The student athlete shall learn:

1. To work with others - In a democratic society a person must develop self-discipline, respect for authority, and the spirit of hard work and sacrifice. The team and its objectives must be placed higher than individual desires.
2. To be successful - Society is competitive. In life, one does not always win, but one succeeds when one continually strives to improve. Learning to accept defeat, by striving to win with earnest dedication, will develop a desire to excel.
3. To develop sportsmanship - Accepting defeat like a true sportsman, knowing best efforts were put forth is a learned life skill; athletes must learn to treat others, as they would have others treat them. Developing desirable social traits, including emotional control, honesty, cooperation and dependability are the ultimate keys to success.
4. To improve - Continual improvement is essential to success. The best athletes establish a goal and work tirelessly to reach that goal.
5. To enjoy athletics - It is necessary for athletes to enjoy athletics, to acknowledge all of the personal rewards derived from athletics, and to give sufficiently of themselves in order to preserve and improve the program.
6. To develop life-long personal health habits - Recognizing and learning that becoming an active, contributing member of society is important. Developing and creating a mindset of fitness through exercise and good health habits after formal competition has been completed is one of the objectives of MCS Athletics.

IV. ATHLETIC BOOSTERS

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

V. MHSAA ESSENTIAL ELIGIBILITY REQUIREMENTS for HIGH SCHOOL

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

1. **AGE** - High school students become ineligible if they reach their nineteenth (19) birthday before September 1 of a current school year.
2. **PHYSICAL EXAMINATION** - Students must have on file, in the school's office, a physician's statement for the current school year (after April 15) certifying that she/he is physically able to compete in athletic practices and contests.
3. **ENROLLMENT** - Students must be enrolled in school prior to the fourth Friday after Labor Day (1st semester) or the fourth Friday of February (2nd semester). A student must be enrolled in the school for which he or she competes.
4. **SEMESTERS OF ENROLLMENT** - Students cannot be eligible in high school for more than eight semesters and the seventh and eighth semesters must be consecutive.
5. **SEMESTER RECORDS** - Students must have passed at least 66% of a full-time student's course load (generally 4 or 5 or 6 classes / 5 of 7 classes) in the previous semester of enrollment and must be currently passing the same number. (Note: All athletes must be enrolled in a minimum of four credit bearing courses in order to be eligible for participation.)
6. **TRANSFER STUDENTS** - A student in grades 9 through 12 who transfer to another high school is not eligible to participate in an interscholastic contest for one full semester unless the student qualifies for immediate eligibility under one or more of thirteen published exceptions. Students and parents anticipating a change of schools should first seek advice from their high school administration.
7. **UNDUE INFLUENCE** - The use of undue influence by any person directly or indirectly associated with a school to secure or encourage the attendance of a student for athletic purposes, shall cause the student to become ineligible for

- a minimum of one semester.
8. **LIMITED TEAM MEMBERSHIP** - After practicing with or participating with high school teams, students cannot participate in any athletic competition not sponsored by his or her school in the same sport during the same season. Exceptions include ice hockey and all individual sports which apply the rule from the point of a student's first participation in a contest or scrimmage, rather than practice. Students in individual sports may participate in a maximum of two (2) non-school individual meets or contests during the school season while not representing their school.
 9. **ALL-STAR COMPETITION** - Students shall not compete at any time in any sport under MHSAA jurisdiction in all-star contests or national championships regardless of the method of selection. Participation in such a contest shall cause that student to become ineligible for a maximum period of one year of school enrollment.
 10. **AWARDS AND AMATEURISM** - Students cannot receive money or other valuable consideration for participating in MHSAA sponsored sports or officiating in interscholastic athletic contests, except as allowed by the HANDBOOK. Students may accept, for participation in MHSAA sponsored sports, a symbolic or merchandise award which does not have a value over \$25. Banquets, luncheons, dinners, trips and admissions to camps or events, are permitted if accepted "in kind." Awards in the form of cash, merchandise, certificates, or any other negotiable documents are never allowed.

Note: Please consult the MHSAA HANDBOOK for detailed regulations and/or interpretations. This is available through the MHSAA office or website Mhsaa.com.

VI. MEMPHIS ELIGIBILITY REQUIREMENTS

All student athletes, high school and junior high school, must meet the minimum academic standards established by the Michigan High School Athletic Association and the weekly eligibility rules set forth at Memphis Community Schools. MCS expects student athletes to excel both in the classroom and on the field, court, etc. Therefore, the following expectations will be followed:

1. Passing grades, in all classes, each week, to be eligible for participation in extracurricular activities.
2. Eligibility Procedure - an academic check will be done every week during the season starting with the second week of practice.
3. In the event that a student athlete receives a failing grade, the following procedures will be followed:
 - a. Students' grades will be evaluated by their teachers each week and reported to the school office.
 - b. The Athletic Department will notify coaches and athletes of their grades.
 - c. Parents will be notified of any failing grades.
 - d. The eligibility week runs Monday through Sunday and will use the following guidelines
 - i. Students receiving a failing grade (below 60%) in any class will be put on probation (**P**) for one week. Students will only be allowed one week of probation for the entire sports season.
 - ii. If the student receives a failing grade thereafter, he/she will be placed on week one of ineligibility (I1). If the student

continues to receive a failing grade, in any class, two consecutive weeks, he/she will be placed on week two of ineligibility (I2). Any student that receives a failing grade for three consecutive weeks, regardless of the class, will be removed from the team (I3).

- iii. Teachers will be allowed to give students a rating of “N.A.” NA reflects that the student has not had sufficient work to be given a grade, or that the student has not had an opportunity to raise his/her failing grade, due to an insufficient amount of work since the last eligibility check. A student that is ineligible in a class and receives an “N.A.” for that class will return to probationary status, unless otherwise recommended by the teacher.
- iv. Teachers will also have the opportunity to base eligibility on effort and behavior.

Eligibility Key

- **P – Probation:** The student has a failing grade for the 1st time in a season; he/she is given one week to raise the grade to 60%.
- **I 1 – First Week of Ineligibility:** The student has a failing grade in the 1st week following his/her probationary week; the student athlete shall participate in practice sessions, but will not be allowed to participate in any games. I 1 athletes are expected to follow all communicated expectations from his/her coach for practices and games.
- **I 2 – Second Week of Ineligibility:** The student has a failing grade in the 2nd consecutive week following his/her 1st week of ineligibility; the student athlete may not participate in practice sessions or games.
- **I 3 – Third Week of Ineligibility:** The student has a failing grade for the 3rd consecutive week following his/her 1st & 2nd consecutive week of ineligibility; the student will be dropped from the team.

The Athletic and ExtraCurricular Committee, in conjunction with the superintendent, principals, and athletic director, recommend this eligibility policy be enforced for all extracurricular activities. Extracurricular activities shall be defined as any activity that requires a paid coach or advisor and is not a class related activity.

A STUDENT ATHLETE IS STILL CONSIDERED A MEMBER OF THE TEAM & MUST OBEY ALL TEAM AND ATHLETIC RULES DURING THE INELIGIBILITY PERIOD.

VII. REQUIREMENTS FOR PARTICIPATION: The following are requirements that shall be completed prior to full participation on any Memphis athletic team:

- A. Physical Examination** - A yearly physical examination is required. A PHYSICAL CARD (AVAILABLE AT THE ATHLETIC OFFICE) MUST BE COMPLETED BY THE PHYSICIAN AND SUBMITTED TO THE COACH PRIOR TO ANY FORM OF PARTICIPATION. The physical covers all sports for the entire school year, provided the examination occurred after April 15 of the previous school year. The form will be kept on file in the athletic office.
- B. Emergency Care Permission & Release** - Each athlete's parents shall complete an Emergency Care Permission and Release form giving permission for treatment

by a physician or hospital when the parent(s) is not available. The form will be kept in a notebook that will be carried by the head coach of each team for each practice and contest.

- C. Memphis Athletic Code of Conduct & Handbook** - Upon entering high school or at the time a student tries out for an athletic team, he/she will be presented with this handbook containing all the necessary forms and information for participating in athletics. Each parent or guardian shall read all of the enclosed material and certify that they understand the athletic eligibility rules, code of conduct and policies of the school district. This signed consent form must be filed in the athletic director's/school office.
- D. Scholastic Eligibility** - In order to participate on a Memphis athletic team, each athlete must have satisfied all of the scholastic eligibility requirements of the MHSAA prior to participation.
- E. Informed consent** - By its nature, participation in interscholastic athletics includes risk of injury that may range in severity. Although serious injuries are not common in supervised school athletic programs, it is impossible to eliminate the risk. Participants have the responsibility to help reduce the chance of injury. Players must obey all safety rules, report all physical problems to their coaches, follow a proper conditioning program, and inspect their own equipment daily.
- F. Equipment and other financial obligations** -
 - **School issued uniforms, warm-ups and equipment** - All athletes are responsible for the proper care and security of equipment issued to them. School-furnished equipment is to be worn only for contests and practice. All equipment not returned in good condition at the end of the season will be billed to the athlete on an itemized/per item fee.
 - **Athlete purchased uniforms** - In some cases, athletes could be required to purchase a portion of the game uniform, which will become their property, unless stated otherwise.
 - **Sport Specific Equipment** - All athletes will be required to purchase various pieces of sport-specific equipment. Examples could include but are not limited to: shoes, cleats, socks, various gloves, practice jerseys, etc. All athlete-supplied equipment will become the property of the athlete.

VIII. CODE OF CONDUCT

A. Application of the Athletic Code

Students are to abide by the Athletic Code at all times and at all places. When a student voluntarily participates in interscholastic athletics, he/she agrees to abide by the Memphis Jr/Sr High School Athletic Code throughout his/her high school career. A student may neither attend tryouts nor practice with a team until he/she has submitted a signed acknowledgment form agreeing to abide by the Athletic Code. This Athletic Code applies to candidates, members, volunteers, coaches, and managers of all athletic teams.

B. Calendar Application of the Athletic Code -

The Athletic Code will be enforced for all students from the first day of practice

(including tryouts) for any fall sports team until the conclusion of the final examination period of the spring semester. For teams or individual athletes who compete beyond the conclusion of the academic year, the Athletic Code will extend through the season, post-season and awards night for that team. Enforcement of the Athletic Code shall apply to any violation that occurs within those time frames. A student who violates the Athletic Code will be subject to disciplinary action as outlined in the penalty provisions of the Athletic Code.

C. Time/Place Application of the Athletic Code -

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

D. Standards of Conduct - Student athletes are expected to adhere to high standards of character and student conduct. Violations will be responded to as outlined in the consequence section of the handbook.

IX. OFFENSES

- A.** Violation of federal, state or local law/ordinance, including felony or misdemeanor acts other than minor traffic offenses. Conviction of said act is not necessary to establish a violation of the Athletic Code, but will be determined through an independent school investigation and may result in a consequence.
- B.** Persistent or gross misconduct, i.e., behavior which school officials consider conduct unbecoming an athlete and a representative of the Memphis Jr/Sr High School, may result in a consequence. This includes any and all forms of hazing. "Hazing" means an intentional, knowing, or reckless acts by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical or emotional health and safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization or team.
- C.** A violation as set forth in the Memphis Community Schools Student Code of Conduct that results in a school suspension.
- D.** Violation of any team conduct, grooming or training rule as may be established by the coach and approved by the Athletic Director.
- E.** Use, possession, concealment, distribution, sale, or being under the influence of those substances listed in below.
 - a. Tobacco or tobacco products in any form;
 - b. Alcohol or alcoholic beverages in any form;
 - c. Illegal drugs, including but not limited to those substances defined as "controlled substances" pursuant to state statute;
 - d. Steroids, human growth hormones or other performance-enhancing drugs;

- e. Substances purported to be illegal, abusive, or performance enhancing, i.e., "look-alike" drugs;
 - f. Misuse of prescription drugs.
- F.** Use, possession, concealment, distribution, manufacture or sale of devices designed for and/or associated with the use of controlled substances, e.g., to include but not be limited to a marijuana pipe, "roach" clip, rolling papers, or devices used to smoke, inhale, inject, or otherwise consume controlled substances.

Note: For the purposes of this section of the Athletic Code, the term "distribution" includes the "hosting" of a party at which the host is aware that any of the substances listed above are provided at the site by any person. It shall not be a violation of the Athletic Code for an athlete to use or possess a prescription or patent drug when taken pursuant to a legal prescription issued by a licensed practitioner for which permission to use in school has been granted. An athlete shall notify his or her coach if he or she is taking a prescription medicine that could alter the athlete's behavior or affect the athlete's ability to participate in physical activity.

X. CONSEQUENCES - Offenses for conduct when the venue is off the athletic field or court.

- A.** All conduct violations will be addressed as set forth in the Memphis Community Schools Student Code of Conduct and by team rules established by the coach and approved by the Athletic Director. (Including the possibility of suspension, and/or removal from the team.)
- B.** All Substance abuse violations will be addressed as set forth in the Memphis Community Schools Student Code of Conduct and by team rules established by the coach and approved by the Athletic Director. (Including the possibility of suspension, and/or removal from the team.)
- C.** Self-Disclosure: An athlete who, by himself/herself or together with his/her parent or legal guardian, voluntarily discloses to a school employee, school official, coach, or an administrator the need for assistance for alcohol or substance abuse prior to any reports, charges, or complaints under the Athletic Code, the athlete will not be charged with a violation of the Athletic Code of Conduct and Handbook, unless it is determined that the athlete has used this self-disclosure opportunity primarily to avoid a penalty under the Athletic Code. This self-disclosure exemption is available to an athlete only once during his/her high school career. Staff will work with the athlete and the family to help identify available supports. Any expenses incurred for potential courses of action/chemical assessment/treatment program etc. will be the responsibility of the athlete and not Memphis Community Schools.
- D.** "In-season" is the first day of practice (including tryouts) for the team on which the athlete participates until the season, post-season and awards night for that

team is completed. An athlete who violates the Athletic Code during an "in-season" time period will be subject to the consequences outlined above.

- E.** "Off-season" is any time period which does not meet the definition of "in season" and is between the first day of practice (including tryouts) for any Fall sports team and the conclusion of the final examination period of the Spring semester. An athlete who violates the Athletic Code during an "off-season" time period may be subject to the consequences outlined above.
- F.** Overlapping Seasons: Based on the definition of "in-season" and "off season", it is necessary to clarify the procedure which will apply to an athlete who is technically "in-season" for two sports that overlap two different sports seasons (e.g., fall/winter or winter/spring). An athlete who is participating on a team during the current sports season shall also gain participant status on the first day of tryouts or practice for a subsequent team in the upcoming sports season. A violation of the Athletic Code which occurs during the overlap of the two sports seasons will have the penalty apply to the upcoming sports season. "Overlap" only applies to circumstances in which all competition for the current sports season has been completed, but the athletic awards banquet has not been held. "Overlap" does not apply if the current sports team continues competition. Although the athlete will be eligible to receive any athletic award(s) based on his/her participation in the preceding sports season, the athlete will not be permitted to attend the athletic awards banquet for that sports team. Example: An athlete who participates in winter basketball and spring baseball violates the Athletic Code at a time when the basketball season (a winter sport) has been extended due to tournament play and baseball (a spring sport) is similarly "in season" for tryouts or practices. These circumstances result in an "overlapping season" and the penalty would apply to the baseball season, in terms of suspension. The athlete is eligible to receive any athletic award(s) based on the athlete's participation in basketball but will not be permitted to attend the athletic awards banquet for the basketball team.
- G.** Application of Consequence - consequences shall not be considered served unless the athlete fully completes the season. Quitting the team is not considered "serving the penalty." The suspended athlete's attendance and participation at practice and attendance at contests is a discretionary decision for the team coach. The suspended athlete may not wear a Memphis Jr/Sr High School team uniform during the athletic suspension. If a subsequent offense is committed while a previous penalty is being served, the penalty for the subsequent offense will not begin until the penalty for the first offense has been served. For purposes of the cumulative number of substance abuse offenses, no distinction is made between "in-season" and "off-season" violations.

XI. DUE PROCESS

The disciplinary process for violations of the Athletic Code shall be administered

as outlined below. Before any suspension takes effect, either the coach or Athletic Director shall advise the parent and student of the alleged violation, provide an explanation of the evidence, and provide the student an opportunity to respond to the allegation(s). Written notice of any action taken will be provided to the parent and student.

All suspension periods shall begin from the date of the written notice of the Athletic Code violation. The athlete shall be excluded from participation in practices and contests during an appeal. The decision to permit the athlete to attend practices and contests during an appeal is discretionary with the team coach and Athletic Director.

After providing the student an opportunity to respond to the allegation(s) and determining that the student has violated the Athletic Code, the team coach or Athletic Director will present a written notice of the Athletic Code violation to the student and his/her parent(s). This notice will state the violation and any consequences.

- A. Appeal** - An appeal is limited to the application of due process and a review of the circumstances of the violation of the Athletic Code, and not the disciplinary consequences. An appeal shall be submitted to the Athletic Appeal Committee within five school days of the written notice of violation. The appeal shall be submitted in writing to the high school principal. The Athletic Appeal Committee is composed of the principal or his/her designee, the athletic director, and one head coach (selected from the off-season coaches who are on the high school teaching staff if possible). Head coaches from the sport(s) in which the athlete participates shall not be eligible to hear the appeal. The Athletic Appeal Committee shall meet and issue a determination within five school days of the student's appeal. Written notice of the Athletic Appeal Committee's decision shall be provided to the athlete, parents, and Athletic Director. A parent may appeal to the Superintendent within five school days of the written notice of the Athletic Appeal Committee's decision. The appeal shall be submitted in writing to the Superintendent. The Superintendent shall issue a decision within 5 schools days of receiving the appeal.

XII. EXPECTATIONS

- A. Parent/Coach Communication:** Both parenting and coaching are laborious and complicated roles that adults assume in the successful functioning of the Memphis Jr/Sr High School athletic program. By establishing an acceptance and an understanding of each role as well as a vehicle for positive communication, we are better able to create a healthy athletic environment and provide greater benefit to the student-athlete. When your children choose to

become involved in the Memphis athletic program, as parents, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's team.

1. Communication a parent can expect from the coach.
 - i. Basic philosophy of the coach.
 - ii. Expectations the coach has for your child as well as **all** the players on the team.
 - iii. Conditions that result in the denial of your child's participation
2. Communication that a coach should expect from parents.
 - i. Personal notification of any schedule conflicts well in advance.
 - ii. Special concerns that involve your child expressed directly to the coach at an appropriate time.
3. Appropriate concerns to discuss with coaches.
 - i. Concerns about your child's educational progress as related to athletic participation.
 - ii. Ways to help your child improve.
 - iii. Concerns about your child's behavior, on and off the field or court.
 - iv. The treatment of your child, mentally and physically.
4. Issues not appropriate to discuss with coaches.
 - i. Playing time.
 - ii. Team strategy.
 - iii. Play calling.
 - iv. Other student-athletes.
5. Procedure for parent-coach discussions.
 - i. Call/email the coach to set up an appointment. All coaches may be reached through the line of communication they have provided. If the coach cannot be immediately contacted, a message will be delivered and your phone call will be returned in a timely fashion.
 - ii. Please do not attempt to confront a coach just prior to, during, or immediately after a contest or practice session. These are emotional and stressful times for the parent, athlete, coach, and team. Confrontations of this nature do not promote healthy resolutions.
6. Procedure & protocols for unsatisfactory parent-coach discussions.
 - i. If after meeting with the coach of your child's team, you still have unresolved concerns, call and set up an appointment with the athletic director to further discuss the situation. (ext. 8330)
 - ii. At this meeting, the appropriate responses to all concerns will be determined.

B. Dropping or transferring sports: Quitting is a less than desirable habit to

acquire. On occasion, however, an athlete may find it necessary to drop a sport for good reason. If this is the case, the athlete will be responsible for informing the coach in person, and to check in all equipment within 24 hours of the decision.

If an athlete wishes to change sports after having won a letter or award in one sport, he/she should consult with both head coaches concerned. This procedure ensures a smooth transition.

- C. Equipment:** School equipment assigned to the student/athlete is her/his responsibility. She/he is expected to keep it clean and in good condition. Loss and/or the destruction of any school issued equipment are the athlete's financial obligation.
- D. Missing practice:** Perfect attendance for all practices is the expectation for all Memphis athletes. If it is necessary for an athlete to miss a practice, the coach of that team shall be notified prior to the absence. Unexcused absences are unacceptable and can lead to consequences related to the athletes' status on the team.
- E. Travel:** In general, Memphis athletes travel to and from athletic contests in transportation provided by the district. That said, there will be times and/or situations when athletes will have to provide their own transportation (parent drive) either to practices or contests. When district provided transportation is not available, all applicable Alternate Transportation forms must be completed and submitted. A parent drive permission form and volunteer form must be on file with the coach and office unless a parent drives their own child. Parents/guardians who drive additional students to contests will be eligible to be reimbursed for their Pay to Participate fees if they are able, qualified, and approved.
- F. College recruitment/eligibility:** College recruitment information can be available per request by the Athletic Director. Current NCAA qualifications may also be obtained at NCAA.org. Athletes should make the head coach aware of their situation in regards to being recruited.

NCAA QUALIFICATIONS: Pass/Fail credits do not qualify for NCAA eligibility. Any specific questions regarding NCAA qualifications should be directed to either the guidance office or the athletic office. NCAA eligibility information may also be found at the NCAA website NCAA.org.

XIII. CONFLICTS AMONG EXTRACURRICULAR ACTIVITIES

The district believes that the opportunity for participation in a wide variety of student-selected activities is a vital part of the student's educational experience. A comprehensive and balanced activities program is an essential complement to

the basic program of instruction offered at Memphis Jr/Sr High School and will enable the student to take maximum advantage of his/her education. Such participation is a privilege that carries with it responsibilities to the school, to the activity, to the student body, to the community, and to the student. Participation in these activities will provide students with the opportunity to develop personal values, skills, and a positive attitude toward work and leisure time activities.

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

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

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

When a conflict occurs the sponsors/coaches will work out a solution that minimizes pressure on the student who feels allegiance to more than one activity. If a solution cannot be found, an appeals committee consisting of the two sponsors/coaches of the activities involved, the athletic director, and the principal will make the decision based on the following criteria:

- The relative importance of each event. (Performance vs. Practice)
- The importance of each event to the student.
- The relative contribution the student can make.
- The length of time the events have been scheduled.
- Discussion between the school and the parents.

- Any other contributing factors.

Once the decision has been made, and the student has followed through, the student will not be penalized by any faculty, sponsor, or coach.

XIV. ATTENDANCE

All athletes are required to be in attendance every hour of the school day in order to participate in that day's contests. All athletes are required to be in attendance for half of the school day in order to participate in that day's practices. Parents are expected not to excuse students from school for non-emergency situations during a student's athletic season. Students absent from school on Friday with a contest the following day (Saturday) will be eligible to participate provided the absence is an excused absence in the eyes of the attendance office. Exceptions to the attendance requirement must be approved in advance by the building administration and prior to the absence and/or participation.

XV. GROOMING & DRESS

Appearance, expression, and actions always influence the opinions of athletes, the team, and the school. Once you have volunteered to be a member of a team, you have made a choice to uphold certain standards.

XVI. VACATION / TRIPS

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

- Be accompanied by her/his parents while on vacation.
- Contact the head coach **prior** to the vacation, preferably before try-outs.
- Be willing to assume the consequences related to their status on that team.

XVII. RESTRICTED PRACTICE DAYS

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

- A. Weekend practices** - All practices are to be held on school days if at all possible. Saturday practices should be minimal in number and

duration. Sunday practices will be permitted only:

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

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

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

XVIII. TEAM MEMBERSHIP

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

- Extent of tryout period (a minimum number of practice sessions)
- Criteria used to select the team Number to be selected
- Practice commitment if they make the team (including possible holiday conflicts and/or commitments)
- Game commitments
- Season commitments

Team Selection -

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

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

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

XIX. REPORT OF INJURY

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

XX. MICHIGAN SPORTS CONCUSSION LAW

The State of Michigan has recently enacted two laws regarding Sports Concussion Awareness for organizing entities, sponsors or operators of an athletic activity in which youth athletes will participate. More information on the law can be found at www.michigan.gov/sportsconcussion. The law requires school districts to:

- Ensure that required training is completed.
- Coaches, employees, volunteers, and other adults who are involved with a youth athletic activity sponsored by or operated under the auspices of the organizing entity must complete one of the two concussion awareness on-line training programs. (Either "Youth Sports Training" or "High School Sports Training")
- Provide educational materials to youth athletes and parents.
- The organizing entity is responsible for providing educational materials to each youth athlete who participates in a sponsored athletic activity and their parents/guardians.
- Document and maintain receipt of educational materials by youth athletes and parents.
- The organizing entity is responsible for obtaining a signed statement by each youth athlete and parent/guardian that acknowledges receipt of educational materials on concussions and their consequences. Signed statements shall be maintained in a permanent file for the duration of the youth athlete's participation in the athletic activity or until the youth athlete is 18 years of age.
- Immediately remove from play any youth athlete suspected of sustaining a concussion.
- The coach or other adult employed by, volunteering for or acting on behalf of the organizing entity during an athletic event sponsored or operated by that entity shall immediately remove an athlete from physical participation who is suspected of sustaining a concussion during the athletic activity.
- An athletic activity means a program or event, including practice and competition, during which youth athletes participate or practice to participate in an organized athletic game or competition against another team, club, entity or individual. Athletic activity includes participation in physical education classes that are part of a school curriculum.
- Before returning a youth athlete to play, obtain written clearance from an appropriate health professional.
- The youth athlete suspected of sustaining a concussion is not allowed to return to any physical activity until they have been evaluated by an appropriate health professional and must receive written clearance from an appropriate health professional authorizing return to physical activity.
- The organizing entity shall maintain the Written Clearance to Return to Play Forms in a permanent file for the duration of the participation of the youth athlete in a physical activity or until the youth athlete is over 18 years of age.

XXI. OUT-OF-STATE TRAVEL

The Memphis Jr/Sr High School Athletic Department will apply and adhere to the Michigan High School Athletic Association policy on interscholastic athletic program travel for practices and competition. Memphis teams may travel to states adjoining Michigan, which are Wisconsin, Indiana, and Ohio, as well as Ontario, Canada. Each request to travel will be approved on its own merit.

XXII. PAY TO PARTICIPATE

All students must turn in their pay to participate fee by the second game of the season (unless noted in special circumstances), or they will be unable to continue competing until that has been done. Junior high students' pay to participate is \$65 for the first child, \$50 for the second child, and \$30 for the third child. High school students' pay to participate is \$80 for the first child, \$50 for the second child, and \$30 for the third child. In special circumstances, scholarships and or prorated discounts might be available to specific individuals that qualify. Hired Schedule C coaches and/or parents of students who have been functioning in a “volunteer coach” capacity for an entire sports season (without fail or lapse in service throughout the duration of the sport season,) will be granted a 100% discounted pay to participate rate for their child in the seasonal sport season in which the coaching occurs. In collaboration with the AD, each coach will determine all approved volunteer coaches.

A FACT SHEET FOR Parents



What is a concussion?

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

What are the signs and symptoms of a concussion?

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

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

Signs & Symptoms of a Concussion

Signs Observed by Parents or Guardians

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

Symptoms Reported by Your Child or Teen

Thinking/Remembering

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

Physical

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

Emotional

- Irritable
- Sad
- More emotional than usual
- Nervous

Sleep*

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

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

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

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

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

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

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

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

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

1. Seek medical attention right away.

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

2. Help them take time to get better.

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

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

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

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

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

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

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

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

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

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