

# Northport Public School



## Secondary Student Handbook

Approved August 2022

# Northport Public School

## SECONDARY STUDENT HANDBOOK

### Mission Statement

The mission of Northport Public School is to equip students with the skills and knowledge necessary to succeed in a globally connected world.

### Vision Statement

Through collaboration and student produced evidence of learning, the students of Northport Public School will understand the world around them and be able to use their skills and knowledge to be successful citizens in the 21<sup>st</sup> century and beyond.

### Belief Statements

- We believe all individuals should be actively engaged in learning
- We believe that all students will produce evidence of learning
- We believe education improves in a climate of trust and respect
- We believe in student collaboration
- We believe that all teachers are inter-curricular educators
- We believe education improves with parent and community involvement

### Portrait of a Northport Graduate

- Ethical
- Inquisitive
- Goal-Oriented
- Respectful
- Critical Thinker
- Responsible

# Statement of Non-Discrimination

It shall be the policy of Northport Public School that no student shall, on the basis of race, color, religion, national origin, age, gender, sexual orientation, or disability, be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any educational program or activity.

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# WELCOME

## A Message from the Superintendent

Dear Secondary Students and Families,

Welcome to Northport Public School! The staff is dedicated to helping students meet their social, emotional, and academic needs to be successful within and beyond school.

Although we expect morals and common decency to guide students' behavior, this handbook is a guide to many of the issues that may arise while a student at Northport Public School.

I invite parents and guardians to participate in our school program as well. We have many opportunities to volunteer, coach, mentor, or help out in whatever way you can.

On behalf of our school board, teachers, and support staff, I extend a warm welcome and look forward to a great school year to come.

Sincerely,

Neil Wetherbee, Superintendent

# DISCLAIMER

THIS STUDENT HANDBOOK IS NOT ALL- INCLUSIVE. OTHER RULES AND CONSEQUENCES MAY BE USED AT THE DISCRETION OF THE ADMINISTRATION. THIS HANDBOOK MAY BE AMENDED AT ANY TIME BY THE SCHOOL BOARD.



# HANDBOOK INTRODUCTION

It is the responsibility of the school district to make reasonable policies and rules governing student behavior and conduct while in the school environment. The policies and rules contained within this handbook have been reviewed and approved by the Northport Public School Board of Education and apply at any time a student is present on a school location, at a school-sponsored activity, and while on school buses. Certain behaviors outside of school that negatively affect the learning environment can also apply. Students are expected to behave in accordance with federal, state, and local laws and rules, and in a way that respects the rights and safety of others.

Questions and/or concerns about these policies and procedures and/or concerns about the fair and impartial implementation of these policies should be directed to the Principal. Should you have a specific problem and/or concern with the school's implementation of any of the rules or policies contained within this handbook, the Board recommends the following course of action:

**Step One:** Many issues result from incomplete information, misinterpretation, or miscommunication. Parents and students strongly encourage anyone with an issue or complaint to attempt to resolve the concern with those immediately involved in the situation.

**Step Two:** If the situation remains unresolved, it should be brought to the attention of the Principal who directly supervises students and most staff.

**Step Three:** If the situation still remains unresolved, contact the Superintendent who is responsible for the management of the district and is expected to enforce the district's policies in a fair and consistent manner.

**Step Four:** Unresolved issues should subsequently be addressed to the Board of Education. Parents and/or students may appeal the decision of the Superintendent to the Board of Education by writing to:

President  
Northport Board of Education  
Northport Public School  
P.O. Box 188  
Northport, MI 49670

## ACTIVITIES AND DANCES

### Grades 6--8

During the school year, 6th--8th grade activity nights may be offered. The activity may last up to three hours, but cannot extend past 10:00 PM. Prior approval and scheduling of activity nights need to be obtained from the Principal. Students are expected to observe all regulations concerning appropriate behavior and dress code contained in the handbook while attending activity nights. Once students leave the activity, they may not re-enter. Before the activity, the administration must approve guests. Activities are for sixth, seventh, and eighth-grade students only.

### Grades 9--12

The class officers are responsible for the following procedure when requesting a class activity:

1. Obtain an activity request form from the office.
2. Obtain verification when chaperones are required.
3. Verify a teacher's attendance at the activity.
4. Return the forms to the administration office at least ONE FULL WEEK before the date of the event.
5. The activity may not extend past midnight.
6. Reservation of dates is on a first-come, first-serve basis.

The sponsoring organization is responsible for the conduct of the students present at a dance. This includes:

1. Requesting the help of chaperones in maintaining order.
2. Cleaning up the facility after the activity.
3. Paying for damages to school property at administrative discretion.
4. Students are expected to observe all regulations concerning appropriate behavior and dress code contained in the handbook while attending the activity.
5. Students that leave the school building are not allowed to return to the activity.

## ADVERTISING OUTSIDE ACTIVITIES

The administration must approve all announcements or posting of outside activities. A minimum of 24 hours notice is required to ensure that the administration has the opportunity to review the announcement or posting.

## APPROPRIATE LEARNING ENVIRONMENT

Students are expected to behave in a manner that permits teachers to teach and students to learn without interference or disruption.

Examples of inappropriate behavior include:

- Abusive/profane language
- Academic dishonesty (cheating, plagiarism, etc.)
- Disruptive conduct

- Forgery
- Inappropriate dress (see Dress Code)
- Inappropriate locker displays
- Indecent gestures
- Insubordination
- Interference with school personnel
- Open defiance/willful disobedience
- Inappropriate and/or unpermitted use of electronic devices and cell phones

Disciplinary Action Stage 1-2 or Repeat/Serious 3-4 (See Disciplinary Action Stages in this handbook)

## ASSIGNMENT/HOMEWORK POLICY

It is the policy of this school that the student, parent/guardian, and teacher work together to complete schoolwork due to an excused or pre-arranged absence. To assist in that effort, the following guidelines have been adopted:

- It is the student's responsibility to contact the teacher prior to a pre-excused absence or on the first day back from an excused absence to review make-up work and receive assignments.
- Students will be permitted a one-day extension for each day absent. If the absence is more than two days, teacher and student may set up a mutually agreeable schedule to complete makeup work.
- Students who are participating in extracurricular activities that will cause an absence from class must collect work prior to the absence and complete all classwork and homework as assigned.
- A student who expects to be absent for more than three days (excused absence) is advised to request homework assignments in writing.
- Arrangements for family trips should be made a minimum of one week in advance of the trip. Requests must be in writing from the parent/guardian and given/mailed to the office. All work is due at the teachers' discretion. Credit will only be granted for work completed within the agreed upon guidelines.
- Unless prior arrangements have been made with the teacher, late work will be accepted at the teachers' discretion.

## ATTENDANCE

The purpose of Northport Public School's attendance policy is to maintain academic standards for earning credit. There are a number of vacation days built into the school calendar. Parents/guardians are urged to plan family vacations to coincide with these school holidays.

### Attendance & Punctuality

Students are expected to attend school and all classes and arrive on time. Parents are legally responsible to have their children in school. Parents/Guardians are required to call the school prior to 8:15 am for excused absences.

### Excused Absences

An excused absence is any absence in which the parent or guardian notifies the school in person, in writing, or by phone prior to 8:15 am on the day of such absence, and the absence is with their knowledge and permission. In cases where notification is not possible by 8:15 am, student absences must be excused by phone using the attendance calling line (386-5153). The following are considered reasonable excuses of time missed from school:

- Personal illness

- Required court attendance
- Death in the immediate family
- Recovery from an accident
- Professional appointments
- Observation or celebration of a bona fide religious holiday
- Other as approved by the school administration

### Unexcused Absences

Any absence that does not meet the above criteria, and/or is not excused by a parent within the time limits, will be treated as unexcused. Students with unexcused absences may not be allowed to make up work missed for the day(s) absent.

### School Sponsored Absences

Any absence incurred by the student participating in a school activity will be considered a school-sponsored absence. Students are expected to meet with their teachers before any activity in order to make arrangements for any assessments or work missed.

### Leelanau County School and Court Truancy Program

A school Administrator will be the "Truancy Officer" for the school. He/She may appoint a person (usually support staff) to monitor attendance for absences and excessive tardiness, who will be called the School Attendance Personnel (SAP). The SAP will identify impending truancy issues and would alert the School.

Administrator with truancy concerns who will direct the SAP to send #1 letter to parent(s)/guardian. Absences in excess of 5 days/semester or 10 tardies without a valid excuse is an alert to examine the youth's attendance for possible truancy issues, especially if other warning signs exist: repeated patterns of truancy in the previous semester or past school year, suspensions for criminal behavior, failing grades, or drug or alcohol use.

### Protocol:

1. If a problem exists, the Principal/SAP shall send letter #1 to the parent(s) or guardian of the child indicating there is an attendance problem and a meeting has been scheduled to discuss the absences.
2. It must be sent via certified, return receipt requested, deliver to addressee only, as well as, by regular mail. It may also be personally served on the parent or guardian. Each parent or guardian must receive their own copy of the letter.
3. The school meeting must include the child, the child's parent or guardian, Principal/SAP, and other appropriate school officials. A Corrective Action Plan (CAP) should be reached regarding attendance and must include the requirement that the youth will resume regular and consecutive school attendance. The CAP must be signed. Consequences should be discussed in the event truancy remains a problem. Educational and referral services will be offered as well as services provided through the School Counselor/Youth Intervention Specialist.
4. The Principal/SAP will give all the child's teachers a copy of the letter sent to the parent(s)/guardian and the CAP so attendance can be monitored and reported to the Principal/SAP.
5. If the child misses school two times in the next 30 days or 3 more times in the next three months, the Principal/SAP may request a Truancy Action Meeting with the Leelanau County Family Court Official. SAP should contact the Leelanau County Family Court Official to set up a date and time to meet. The

Principal/SAP should send letter #2 to the parent(s)/guardian. This letter should indicate the date, time, and location of the Truancy Action Meeting. The Leelanau County Family Court Official, School Counselor/Youth Intervention Specialist, and the Principal/SAP will meet with the parent(s) or guardian.

## BACKPACKS, BOOK BAGS, AND PURSES

Backpacks, book bags, and purses should be stored in the student's locker, designated area, or in locker rooms during the school day. They are not allowed in classrooms.

## BICYCLES, SKATEBOARDS, ROLLERBLADES, SCOOTERS, MOPEDS, ETC.

- Bicycles must be parked in the racks provided and should be secured with locks.
- Skateboards and rollerblades must be kept in the students' lockers.
- The school is not responsible for damage or theft of parts while bicycles are parked in the racks.
- Bicycles, skateboards, rollerblades, scooters, mopeds, etc. are not to be used during school hours, including events.

## BUS TRANSPORTATION AND PROCEDURES

Please contact the school office with any questions concerning the bus routes and time schedules. Written permission is necessary from the parent/guardian and verified by the office to leave the bus other than at the regular stop or for a student who is not a regular bus rider requesting transport. Cooperation between the bus driver and children greatly assists the school system in the safe transportation of students to and from school. All students are expected to cooperate with the bus driver and to follow these rules:

- Be on time at the designated bus stop.
- Cross in front of the bus to cross the road after the driver signals you.
- Stay off the roadway while waiting for a bus and stay back three feet from the curb.
- Wait until the bus has come to a complete stop before attempting to enter or leave the bus.
- Keep head, arms, and hands inside the bus at all times.
- Obey the driver to help him/her assure safety at all times.
- Pupils being transported are under the authority of the bus driver.
- Fighting, wrestling, or boisterous activity is prohibited on the bus.
- Pupils shall remain seated while the bus is in motion.
- No eating or drinking on the bus, unless permission given by the driver.

## BUS TRANSPORTATION – MISCONDUCT

Pursuant to Section 600.2913 of the Michigan Revised Judicature Act of 1961, the school district may recover damages against parents(s)/guardians(s) of a minor in an amount not to exceed \$2500 for any willful or malicious damage caused by the student. These damages include, but are not limited to, cutting or defacing school bus seating material, breaking windows, or any damage of similar nature inflicted against any school property, including school buses.

The process for addressing misconduct will be:

- Single Incident – an oral warning to student, possible temporary seat assignment, and driver to log the incident.
- Second Incident – A written warning to student, assigned seat, notice to parent for signature, and driver to log incident.

- Third Incident – 3 days suspension from transportation.
- Fourth Incident – 10 days suspension from transportation.
- Fifth Incident – 20 days suspension from transportation.
- Sixth Incident – 90 days suspension from transportation.
- Seventh Incident – 180 days suspension from transportation.

## CAMPUS

During the regular school day, students are required to remain on school property. Students may not leave the school property without signing out in the main office after obtaining appropriate permission to leave. Students who sign out may not remain in the building. Upon the Superintendent's discretion, Northport Public School is an open campus for high school students during lunchtime only. Students who have excessive tardies, unexcused absences, and/or disciplinary issues may be required to stay on campus during lunchtime. Middle school students who ride the bus to school must remain on school grounds after they arrive at school.

## CAREER AND TECHNICAL EDUCATION CENTER

Northport Public School offers students the opportunity to enroll in career technical education through the Northwest Education Services Career-Technical Center (CTC). There are twenty-three programs utilizing technology and state-of-the-art equipment. Training is provided for immediate job placement, preparation for college, or military service. Students interested in career and technical opportunities at CTC should communicate their interest to the counseling office. Northport Public School award credits to students participating in these programs based on CTC recommendation and alignment with course content.

### **Prerequisites for CTC and MTA Enrollment:**

- Students must be in 11th or 12th grade.
- Students must receive counseling approval to enroll in CTC.

NOTE: These grades are included when determining athletic eligibility, Honor Roll, etc.

## CLASS MEETINGS

All class meetings will be held at the times designated by the administration and faculty. The time of the meeting shall be scheduled before that date. If other class meetings are needed to conduct business, they are to be scheduled two (2) days in advance. The sponsor or other adult must be present at a class meeting.

## CLUBS

The formation of educationally productive clubs is encouraged as long as the club receives prior approval by the administration in consultation with the school faculty.

## CODE OF CONDUCT

It is difficult to define acceptable behavior, good conduct, proper citizenship characteristics, and the like. These policies are not all-inclusive, and the school district may determine that other behavior may need discipline. Discipline for all behavior is at the discretion of the school administrator. However, in an effort to give the student a general idea of what is expected of him/her, we offer these guidelines:

### Controlled Substances (Drugs/Alcohol/Tobacco)

Students are expected to bring to school only those materials necessary for instructional programs, athletics, and other extra-curricular activities. Students will not possess controlled substances or medications while at school or school events.

Possession or use of controlled substance by any age student on, about school premises, or at any school activity, including club meetings without regard to their location, is prohibited. Examples include:

1. Tobacco products
2. Vape products
3. Drugs
4. Alcohol

Disciplinary Action Stage 3 or Repeat/Serious 4-5 (See Disciplinary Action Stages in this handbook)

### Protection of Property

Students are expected to recognize the property rights of other students, staff members, and the public by:

1. Using property (equipment) only for its intended purposes without damage to the property
2. Using property belonging to others only with permission of the owner or person in charge of the property
3. Reporting to school officials situations which may result in damage to, loss of, or misuse of property.

Examples include:

- Arson
- Attempted arson
- Bomb threats
- Burglary
- Deliberate misuse of property
- False fire alarms
- Possession of dangerous weapon as described in the “Weapon Free School” policy
- Gambling
- Theft / Possession of stolen property
- Vandalism/malicious destruction of property

### Protection of Physical Safety and Mental Well-Being

Students are expected to behave with respect for the educational climate and to promote respect for the physical safety and emotional well-being of other students and staff. Students are expected to resolve conflicts by discussion, problem-solving techniques, and to seek assistance from staff members as needed. Examples of inappropriate behaviors include:

- Assault: Intentionally, knowingly, or recklessly causing physical harm to another, but not mutual contact.
- Consensual Physical Contact: Mutual physical contact with another. This includes, but is not limited to, all displays of affection other than holding hands.
- Extortion: Forcing others to act against their will, such as to demand money, property, etc.
- Intimidation: Using physical or verbal force or threat to prevent another from moving or acting in accordance with personal choice or school policies; this includes but is not limited to sexual intimidation, cornering, blocking, stalking, etc.

- Harassment: Unwanted actions, comments, or derogatory statements or actions concerning gender, religion, race, age, ethnic group, disability, or sexual orientation.
- Non-Consensual Physical Contact: Unwanted or unwelcome physical contact with another.
- Reckless Vehicle Use: Using any motorized or self-propelled vehicle on or near school grounds in a reckless manner or so as to threaten health or safety or to disrupt the educational process.
- Robbery: Taking property from a person by force or threat of force.
- Weapons and Dangerous Objects (possession of): A weapon includes, but is not limited to, any knife, gun, pellet gun, club type instrument, pepper gas, or mace. It also includes any toy that is presented as a real weapon or reacted to as a real weapon. These items and other dangerous objects are not to be brought to school at any time.

Disciplinary Action Stage 1-3 or Repeat/Serious 4-5 (See Disciplinary Action Stages in this handbook)

These district rules apply to students whenever they are:

- Present on the property of the school district.
- At any school-sponsored activity, regardless of its location.
- Traveling directly to and from school.
- Outside of school if the behavior affects the learning environment.

## CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES (BLOODBORNE PATHOGEN EXPOSURE)

In the case of non-casual contact communicable diseases, the school 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. Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), HIV (Human Immunodeficiency Virus), Hepatitis B, and other diseases that may be specified by the State Board of Health.

Bloodborne Pathogen Exposure: Michigan law states that person(s) exposed to another person's blood or other body fluid is entitled to information regarding the HIV status of that source. In the event parents and/or students refuse source testing, legal action may result.

## COPYRIGHT LAWS

"Any person who shall procure, or take in any way from any public library or the library of any literary, scientific, historical or library society or association, whether incorporated or unincorporated, any book, pamphlet, map, charge, painting, picture, photograph, periodical, newspaper, magazine, manuscript, or exhibit or any part thereof, with intent to convert the same to his own use, or with intent to defraud the owner thereof, or who having procured or taken any such book, pamphlet, map, charge, painting, picture, photograph, periodical, newspaper, magazine, manuscript, or exhibit or any part thereof, shall thereafter convert the same to his own use or fraudulently deprive the owner thereof, shall be guilty of a misdemeanor." MCL 750.364



## CORPORAL PUNISHMENT

The law states that all school employees and volunteers are prohibited from using corporal punishment. Discipline alternatives to corporal punishment have always been practiced by the staff at Northport Public School, and this will continue to be the practice.

Corporal punishment is defined as “deliberate infliction of physical pain by hitting, paddling, spanking, slapping, or any other physical force used as a means of discipline.” However, the law specifically permits the use of physical restraint in some circumstances. A person employed by or engaged as a volunteer or contractor by the school may use reasonable physical force:

- For self-defense or the defense of another.
- To prevent a pupil from inflicting harm on himself or herself.
- To quell a disturbance that threatens physical injury to any person.
- To obtain possession of a weapon or other dangerous object upon or within the control of the pupil.

## COUNSELING SERVICES

Academic counseling is available in the office for the following:

- Developing an appropriate schedule of courses.
- Interpreting standardized test scores and assessing academic potential.
- Exploring and developing realistic career and post-high school plans.
- Reviewing educational progress and interpreting student files.
- Making schedule changes and adjustments.
- Providing information on financial aid, careers, college admission, course requirements, school policy, college testing, tutoring.
- Assisting with college exploration, letters of recommendation, meetings with college representatives, and applications.
- Referrals may be made for emotional guidance and counseling for other areas of a student’s personal life.

## COVID-19

The wearing of facial coverings, social distancing, and other expectations outlined in a preparedness and response Plan, or additional plan required by executive order or legislatively must be followed. Failure to follow these expectations may result in disciplinary action.

## DESTRUCTION OF PROPERTY

“Any person who shall willfully, maliciously or wantonly tear, deface or mutilate or write upon or by other means injure or mar any book, pamphlet, map, charge, painting, picture, photograph, periodical, newspaper, magazine, manuscript, or exhibit or any part thereof belonging to or loaned to any public library, or to the library of any literary, scientific, historical or literary society or association, whether incorporated or unincorporated, shall be guilty of a misdemeanor.” MCL 750.391.

## DETENTION

Students may be assigned detention during free time during the school day or outside of normal school hours for disciplinary infractions. Failure to attend detention may result in either in-school or out-of-school suspension.

Students who must reschedule detention time will be required to make up double the amount of time that was originally scheduled at the discretion of the school administrator.

## DISCIPLINARY ACTION STAGES

### Disciplinary Action Stage #1:

- A. Conference between the teacher(s) and the student(s)
- B. Communication to the parent/guardian
- C. Referred to administration
- D. Official warning to the student and parent/guardian
- E. Contract with the student
- F. Time-out system

### Disciplinary Action Stage #2:

- A. Detention
- B. In-school suspension (1-2 days)
- C. Out-of-school suspension (1-2 days)

### Disciplinary Action Stage #3:

- A. In-school suspension (3-7 days)
- B. Out-of-school suspension (3-5 days)
- C. Financial/service settlement
- D. Probation

### Disciplinary Action Stage #4:

- A. In-school suspension (5-10 days)
- B. Out-of-school suspension (5-8 days)
- C. Financial/service settlement
- D. Probation

### Disciplinary Action Stage #5:

- A. Expulsion
- B. Out-of-school suspension (7-10 days)
- C. Financial/service settlement
- D. Probation

## DRESS CODE

Students are expected to dress and groom in a manner that does not disrupt the educational process, interfere with teaching and learning, or interfere with the health/safety of any students. This includes, but is not limited to

1. clothing, jewelry, and accessories that are offensive, aggressive, or inappropriate to the educational setting will not be allowed (i.e.: vulgar, profane, sexually explicit, weapon-related, ethnic intimidation, and alcohol or drug-related).

Hats, caps, visors, hoods, and sunglasses are not to be worn in the classroom if they hinder learning or are a distraction.

## DRILLS: FIRE, TORNADO, AND SCHOOL SAFETY

### Fire

All schools are required by law to hold five fire drills during the school year. When the alarm sounds, all students must exit the building in an orderly manner. Walking quickly and quietly, students should proceed to the nearest exit and continue walking to the designated area. Once at the designated area, students must conduct themselves in an attentive, responsible manner.

### Tornado

All schools are required by law to hold two tornado drills during the school year. All students should exit their rooms and quietly assume the drill position on the floor in the designated area. Students should cover their heads and remain in their position until the all-clear is given.

### School Safety

All schools are required to conduct three school safety drills (Lockdown) during the school year. Procedures will be determined by the administration.

**\*\*All teachers are expected to discuss and practice these procedures with their students at the beginning of the school year.\*\***

## DROPPING/ADDING CLASSES)

Students are allowed to change their schedules during the first week of each semester only. Students interested in dropping or adding a class need to meet with the School Counselor during the first week of the semester to discuss whether the course may be dropped, graduation requirements, and course options. Michigan Merit Curriculum graduation requirements require both parent and school counselor authorization prior to dropping the course.

## DUAL ENROLLMENT

The Northport Board of Education recognizes the value to students and to the district for students to participate in programs offered by accredited colleges and universities in Michigan. The board will allow high school students who meet the criteria to enroll in approved post-secondary programs while in attendance in the Northport District. Students will be eligible to receive secondary credit for completing any of these programs providing they meet the established requirements. Anyone interested in this option should contact the administration to obtain the requirements and further description of the procedure.

### Prerequisites for Dual Enrollment:

- Students must have taken the PSAT/SAT or Accuplacer Placement Test.
- Students must have received a score at or above the national average on the PSAT/SAT or Accuplacer in the area of enrollment.
- Students should be in 11th or 12th grade.
- The course for which the student is enrolling must exceed the scope and content of the on-site offerings of Northport High School.
- Students must receive approval from the School Counselor first and then Administration.
- Any deviations from these prerequisites must be approved by the School Counselor first and then by Administration.

NOTE: These grades are included when determining athletic eligibility, Honor Roll, etc.

## DUE PROCESS

### Situations Involving Violations of The Student Code of Conduct

1. The student shall be informed of the charges against him/her and shall be given the opportunity to reply to those charges in a meeting. An administrator or his/her designee shall keep records of such meetings and reach a determination based upon this information, recording what type of disciplinary action, if any, will be taken.
2. The student and parent/guardian will be notified of the administrator's decision. The notification will describe the violation and the resulting consequences (e.g. Discipline Referral Form).
3. The student and the parent/guardian may appeal, in writing, to the administration within five school days. The administration will respond, in writing, within five school days.
4. If dissatisfied with the decision of the appeal to the administration, the student and parent/guardian may appeal, in writing, to the Superintendent within five school days. The Superintendent will respond, in writing, within five school days.
5. If still dissatisfied with the decision, the student and parent/guardian may appeal, in writing, to the board of education. The board will respond to the complainant within ten days of the board meeting at which the investigation of the complainant was discussed.

### Situations Involving A Staff Person or A School Policy

1. Talk to the staff person involved.
2. If still dissatisfied, the student and parent/guardian should follow steps 3--5 above.

## ELECTRONIC COMMUNICATION DEVICES

- During instructional time and at any school-sponsored events where there is a reasonable expectation of quiet attentiveness or where use of the device would cause any disruption unless there is a bona fide health or safety emergency, cellular telephones and earbuds/headphones shall be turned off/silent and stored in a locker or designated location within the classroom.
- Use of cellular telephones or communication devices shall not be allowed in private areas such as bathrooms, locker rooms, etc.
- Cellular telephones operated in violation of this rule shall be confiscated and not returned until, where appropriate, parent/guardian conference has been held. Repeated violations may result in individuals being prohibited from bringing cellular telephones to school.

## EMERGENCY SCHOOL CLOSING

In the event of mechanical failure, snowstorms, tornadoes, etc., the following procedures will be followed:

1. The Superintendent upon the recommendation of the county highway department personnel makes the decision to close school due to hazardous conditions.
2. When the decision is made to close school, it will be announced as soon as possible over Traverse City radio, TV stations, district social media, and district app.
3. All families, who do not opt-out, will receive a robocall and/or text.
4. When the school closes, it is closed to all students and individuals.

### Career-Tech Closings

1. When Traverse City Area Public Schools are closed due to bad weather, the Career-Tech is closed.
2. If Northport is on a one or two-hour delay, students will not attend the Career-Tech Center.
3. If Northport is closed, the CTC bus will not run.
4. When Northport is in session and the Career Tech Center is not, the special education run to Traverse City

still goes. The only exception to this is that if ISD and/or TCAPS will not be in session; then that bus does not go.

## ENGLISH LANGUAGE LEARNER (ELL)

North Ed offers consultant services and professional development to assist with meeting the proficiency needs of students for whom English is a second language and to ensure district compliance with federal and state regulations regarding the rights of students of immigrant families.

## EQUIPMENT & BUILDING USE

Permission is needed for use of equipment and building areas during and after school. After school use of equipment and building areas:

- Require a form being filled out and approval in the office.
- Class Related projects take precedence over personal use and are at the discretion of school staff.

## EXAMS

- All 6-12 grade students will demonstrate mastery over course goals of each semester by an exhibition and/or written exam that will count 1/5 (20%) of the semester grade.
- A student is usually not allowed to take written exams before or after the scheduled exam time. Every effort should be made to ensure the students are punctual, properly attired, and well-rested to maintain a positive testing environment.
- Juniors and Seniors: if a student earns 90% or better both quarters and has 3 or fewer non-school related absences during the semester, the student can opt out of the final exam for the semester. If the student decides to take the final exam, it will be graded as normal, 20% of the student's semester grade.
- If an emergency occurs or extenuating circumstances exist, the parent or guardian must contact the administration before the exam to arrange for a make-up exam.

## GRADE SCALE AND GPA

<b>Grade</b>	<b>Range</b>	<b>Default</b>	<b>Honors</b>	<b>AP</b>
<b>A</b>	93+	4.0	4.5	5.0
<b>A-</b>	90-92	3.7	4.2	4.7
<b>B+</b>	87-89	3.3	3.8	4.3
<b>B</b>	83-86	3.0	3.5	4.0
<b>B-</b>	80-82	2.7	3.2	3.7
<b>C+</b>	77-79	2.3	2.8	3.3
<b>C</b>	73-76	2.0	2.5	3.0
<b>C-</b>	70-72	1.7	2.2	2.7
<b>D+</b>	67-69	1.3	1.8	2.3
<b>D</b>	63-66	1.0	1.5	2.0
<b>D-</b>	60-62	0.7	1.2	1.7
<b>E</b>	<59	0.0	0.0	0.0

Grade point averages are determined by adding the grade point equivalent for each class and dividing by the number of classes taken.

## GRADING PROCEDURES & REPORT CARDS

Report cards are issued approximately every nine weeks. Grades earned at the conclusion of each semester (January and June) become part of the student's final record. In addition to the report card, parents and students receive interim progress reports which are mailed at the midpoint of the first and third marking periods and "low progress" reports which are mailed at the midpoint of the second and fourth marking periods. Parents and students are encouraged to visit their PowerSchool account to get updated progress reports during the marking periods. These "mid" reports are intended to alert parents or guardians to a lack of progress so that the student has sufficient time to change the grade for a course. In some cases, teachers may choose to send a report indicating significant progress.

Students receiving a grade(s) of "incomplete" at the conclusion of any marking period must make up the work at the discretion of the teacher. A finalized due date will be determined. Any incomplete assignment that is not resolved within the designated time will receive a grade of "E". In case of extenuating circumstances, approval of the administration is necessary for an extension of the period. Students receiving incomplete grades at the conclusion of each marking period may not appear in the published honor roll.

## GRADUATION REQUIREMENTS

The graduation requirements at Northport Public School have been established by the Michigan Board of Education and are based on the requirements of the Michigan Merit Curriculum. Students will graduate from Northport Public School with a High School Diploma with a minimum of 19 credits; 18 credits per the Michigan Merit Curriculum and 1 credit per the Northport School Board. The Michigan Merit Graduation requirements include:

- Math (4 credits)
  - Algebra I (1 credit)
  - Geometry (1 credit)
  - Algebra II (1 credit)
  - Math Elective\* (1 credit)
    - \*Required minimum ½ credit during the student's Senior year
- English (4 credits)
  - English 9 (1 credit)
  - English 10 (1 credit)
  - English 11 or Elective (1 credit)
  - English 12 or English Elective\* (1 credit)
- Science (3 credits)
  - Biology (1 credit)
  - Chemistry or Physics (1 credit)
  - Science Elective (1 credit)
- Social Sciences (3 credits)
  - United States History (1 credit)
  - World History (1 credit)
  - Civics (1/2 credit)
  - Economics (1/2 credit)
- World Language (2 credits)
  - Spanish I (1 credit)
  - Spanish II (1 credit)
    - The student must complete two years of the same language during high school (Other World Language are available via MVHS with School Counselor approval.)
- Visual, Performing and Applied Arts (1 credit)
- Health/Physical Education (1 credit)
  - Health (1/2 credit)
  - Physical Education (1/2 credit)
- Senior Project (1 credit)
  - Completed during the student's Senior year

## HARASSMENT POLICY

It is a violation of law and of school rules for any student to harass or intimidate another student or staff member. If a student is a victim of any unwanted sexual actions or comments or of derogatory statements or actions concerning his/her gender, religion, race, age, ethnic group, sexual orientation, or disability, the student or observing teacher should report such behavior to the Superintendent. All reports will be kept confidential and shall be investigated as soon as possible.

HEAD LICE PROCEDURE

According to the [Michigan Head Lice Manual](#), any student with live lice (or nits within one quarter inch of the scalp) may remain in school until the end of the school day. Immediate treatment at home is advised. The student will be readmitted to school after treatment. Informational letters about head lice are periodically sent out to families at the start of the school year and when there is an increase in head lice cases. We encourage families to check their own children’s scalps on a regular basis for head lice.

HONOR ROLL

The honor roll is computed at the end of a nine-week marking period. Recognition is made of those students that earned a 3.00 grade point average or above. All grades must be a “C” or above to be calculated for recognition.

HONOR SOCIETY

The standards of membership in the Northport Chapter of the National Honor Society shall be based on the four required criteria: scholarship (3.2 grade point average), leadership, service, and character. Interested sophomores, juniors, and seniors who meet eligibility requirements are encouraged to demonstrate and document these qualities. The selection procedure is determined National Honor Society Bylaws. Selection occurs in the fall and spring, and induction occurs in the fall.

HONOR STUDENT POLICY FOR GRADUATING SENIORS

The following honor student designations will be awarded at commencement based on GPA calculated at the end of the third marking period of the senior year:

GPA	3.000 – 3.499	Cum Laude
GPA	3.500 – 3.749	Magna Cum Laude
GPA	3.750 – and above	Summa Cum Laude

The valedictorian and salutatorian will be the number one and two students with a GPA of 3.500 or above (if any) as calculated after the first semester of the senior year. For designating these honors, calculations will be carried to three decimal places only. Up to three student commencement speakers may be designated by the graduating class.

LOCKERS

A locker is assigned to each student for his/her use throughout the school year. Student lockers, desks, and other such property are owned by the school, and therefore applying obscene, sexist, racist, aggressive, or other decorations deemed inappropriate to a locker are prohibited. The school exercises exclusive control over the school property, and a student should not expect privacy regarding items placed in school property because school property is subject to a search at any time for any reason by school officials. School lockers are equipped with locking devices and must be locked when in use. Students are cautioned to maintain the utmost confidentiality regarding the combination to their lockers. Students are not allowed to secure hallway lockers with any type of personal locking device.

Students are urged not to bring or store valuable items in their lockers. The school does not provide payment for student property that is lost, stolen, or damaged at school. All items are brought to school at the sole risk of the owner. Any school equipment stored in a locker is at the risk of the student.

LUNCH AND BREAKFAST

All students receive free breakfast and lunch.



## MEDICAL PROCEDURES/POLICIES

1. **MEDICAL AUTHORIZATION FORMS:** These forms will be sent annually to parents/guardians and must be returned for filing in the school office. They allow the parent to provide direction to the school in the event of a medical emergency when the parent cannot be reached.
2. **MEDICATION:** Students needing any medication are encouraged to take these medications at home if possible. In the event that medication must be given at school; the school requires the following procedure be followed:
  - a. A completed medication form (available in the school office) with the physician's order and signature must be on file in the school office, for either prescription or non-prescription medications such as cough syrups, topical anesthetics, poison ivy ointments, Tylenol, penicillin, amoxicillin, etc. Even the most common medications may not be administered without this procedure.
  - b. Written authorization from the parent or guardian must be on file in the school office.
  - c. If the prescribed medication is discontinued, notify the school office. If the prescribed medication is changed, a new physician order must be submitted to the school office.
  - d. The medication must be brought to school in a container appropriately labeled by the physician or the pharmacy. Any medication sent to school without proper identification or a medication form on file will not be administered.
3. **ALLERGIES:** A completed form (available in the school office), with appropriate signatures, is to be placed on file in the school office.
4. **ACCIDENTS/FIRST AID:** Students involved in minor accidents, small cuts and scratches, are cared for by school personnel. In the event of a serious accident or illness, the office will notify the parent/guardian immediately. If the parent/guardian cannot be reached, the person designated by the parent as the alternate emergency contact will be notified. In the case of an emergency, if no one can be reached, the school reserves the right to seek professional medical aid unless the parent/guardian of said student has specifically directed the school not to do so.

## MICHIGAN VIRTUAL HIGH SCHOOL

Northport High School makes Michigan Virtual High School (MVHS) courses available to students for enrichment. Michigan Virtual High School affords students opportunities not available on-site without requiring the student to dual enroll or travel beyond the building. In the case of scheduling constraints or conflicts, MVHS may be used to ensure course access. Students interested in MVHS enrollment should communicate their interest to the counseling office.

### **Prerequisites for Michigan Virtual High School Enrollment:**

- Students should be in 11th or 12th grade.
- Students must have scored at or above the national average in their area of enrollment, or have demonstrated academic success in core course selections.
- Students must have the capacity to work independently and successfully with technology and the internet.
- Students must have strong time management skills and be self-motivated.
- Student/Counselor meeting is required for all students interested. Parent/Counselor meeting is required for students in 9<sup>th</sup> and 10<sup>th</sup> grade, as well as, students interested in Advanced Placement courses.
- Students/Parents must sign and return the Online Learner Agreement Form.
- Any deviations from these prerequisites require approval by the administration.

NOTE: These grades are included when determining athletic eligibility, Honor Roll, etc.

## OPPORTUNITIES FOR EXPANDED LEARNING OPPORTUNITIES

Our program includes work in the regular classroom, projects and performances, enrichment activities, and distance learning. Students have opportunities to take courses at higher-grade levels once they have completed course prerequisites. This provides opportunities for students to take elective offerings through Michigan Virtual High School, participate in career-based programs at the Career-Technical Center (CTC), Advanced Placement courses either on-campus or through Michigan Virtual High School, enroll in independent study, and dual enroll at Northwestern Michigan College.

## PESTICIDE APPLICATION

Schools are required by law to notify parents and guardians of their right to be informed before the application of pesticides at the school. Northport Public School will notify parents and guardians before the application of any pesticide.

## RECORDS AND DIRECTORY INFORMATION

Many student records are kept by teachers, counselors, and administrative staff. There are two basic types of records: confidential records and directory information. Information on former students also falls into directory and confidential information categories and will be made available on the same basis as enrolled students.

### Confidential Records

These records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Michigan law. This information can only be released with the written consent of the parents, the adult student, or a surrogate. The only exception to this is to comply with State and Federal laws that may require release without consent.

Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions, and communications with the family and outside service providers. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent only with the permission of the originator. Such records shall be placed in a student's file only with the knowledge of the parent. Parents may obtain such records from the originator and should maintain them in a home file. Parents may also provide the school with copies of records made by no school professional agencies or individuals.

Students and parents have the right to review all educational records generated by the school district, request amendments of these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requester. If a review of records is desired, please contact the Principal, in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions there may be.

### Directory information

Student Directory and athletic team information, including student's name, address, telephone number, date and place of birth, photograph, major field of study, participation in officially recognized activities and sports, height and weight, if a member of an athletic team, dates of attendance, date of graduation, awards received, grade

point average, or any other information which would not generally be considered harmful or an invasion of privacy, may be disclosed for appropriate and nonprofit/non-political purposes unless the parent and/or student restricts this information, in writing, to the administration.

### Rights to Access and Privacy of Records

All parents and guardians of students under 18 years of age, and all students 18 years of age or over have the right, pursuant to the Family Educational Rights and Privacy Act of 1974, to examine the official records, files, and data directly relating to that student. They also have the right to challenge any of the contents of said records to ensure their accuracy and fairness. Procedures for such examination and challenge, including hearings on a challenge, shall be established by the board of education and be made available upon request.

No records, files, or data directly relating to an individual student shall be made available to anyone without the consent and notification of the student or the parents or guardian of a student under 18. Exceptions include: (1) the teachers and officials of this school district who have legitimate educational interest in such information, (2) there has been a federal request for submission of student records in connection with a student's application for financial aid. The student or parent will be notified if officials of a school to which a student intends to enroll desire access to student records, or if a court has ordered access to such records. For other investigations of student records, parental or student consent is needed.

### RIGHTS AND RESPONSIBILITIES

The student has a right to develop his/her abilities to the fullest, to be respected as an individual, to expect rules to be reasonable and consistently applied, and to receive the benefits of all school services. The student is responsible for knowing and complying with school rules, for respecting and submitting to the authority of school staff, and for being diligent in his/her studies.

The teacher has a right to obedience and, failing to get it, to take any of several corrective measures (including imposing detention, revoking privileges, lowering citizenship grades, and referring to the administrator). The teacher has a right to be consulted in any referral case and to receive a report of any action taken. The teacher's responsibilities include conducting a well-planned and effective classroom program, establishing and enforcing classroom regulations that will facilitate learning, and maintaining written records of student conduct.

The administrator has a right to impose detention on a student, to deny privileges, to remove a student from class, to suspend a student, to enlist parental support, and to recommend expulsion. The administrator is responsible for supporting teachers and insisting that they meet their obligations to maintain discipline; for being alert to and correcting situations likely to promote poor citizenship; for notifying parents of serious student offenses; and for suspending students when necessary.

The parent has a right to full cooperation from the school in disciplinary matters, to be informed of potentially serious problems, and to receive help from student services when necessary. The parent is expected to cooperate and support the school in corrective measures and to notify the school of any unusual behavior pattern that might lead to serious difficulties.

### SCHOLARSHIPS/AWARDS

A variety of awards will be presented at the Secondary School Academic Awards and Scholarship Night in May. See Administration for list of awards available

## SCHOOL SONG

Cheers for the Blue and Gold, waving forever  
Pride of ol' Northport High; may she droop never.  
Sing songs for the school today, cheers for the team that plays  
On to the goal we'll fight our way, for Northport High! Rah! Rah! Rah!  
Onward Northport, Onward Northport, best high school today.  
We live in the finest town in good ol' USA  
Wildcat orders from the 'Porters, fight for your name.  
GO WILDCATS GO, GO, GO to win this game! Rah! Rah! Rah!

## SEARCH AND SEIZURE

The search of a student and his/her 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 the law or school rules. A search may also be conducted to protect the 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 a reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. Anything that is found in the course of the 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.

## SENIOR CLASS TRIP GUIDELINES

The combination of educational and recreational value of trips is to be the primary consideration when planning senior trips. Trips are to be planned to promote class unity and a common educational experience as the capstone activity of the senior year. The total cost, duration, time, and place of each trip must be presented at or before the March board meeting for approval by the Board of Education.

### Time & Distance

Except for extenuating circumstances with prior approval of the school board, the senior trip will be limited to three days and two nights with destinations limited to Wisconsin, Michigan, Illinois, Indiana, Ohio, Ontario, and Washington, D.C.

### Fundraising

All moneymaking activities shall be governed by board policy (Policy 5830 - <http://go.boarddocs.com/mi/npor/Board.nsf/goto?open&id=B5NJ9J4ABFB1>) and the fundraising policy as stated in the Student Handbook. The senior class also shall plan the trip with the intent that there will be enough class earned money for all class members to go. The cost of the trip shall include transportation, room, admissions, transfers, and two meals a day.

### Student Eligibility for Trip

All students who plan to attend the class trip shall:

1. Have worked on fund-raising activities. Officers and advisors will monitor participation.
2. Have the required number of credits to be a member of the senior class.
3. Attend Northport Public School at least the final semester of the senior year and be willing to pay a

proportional amount of the per-person cost. The following guidelines apply for transfer students to Northport Public School:

- a. Before the second junior semester, pay no extra amount.
  - b. During the second junior semester, pay twenty-five percent (25%).
  - c. During the first senior semester, pay fifty percent (50%).
  - d. At the beginning of the second semester, pay seventy-five percent (75%).
4. Must be passing classes required for graduation at the end of the first senior semester and on schedule for graduation with the class, having also met senior project deadlines.
  5. Eligibility may be jeopardized as a result of multiple infractions of the student code of conduct or legal issues.

### Student Behavior

Students are expected to follow the guidelines as presented in the Student Handbook and:

1. Respect the rights of others.
2. Inform the chaperones of their whereabouts when not with the group and check in upon return.
3. Refrain from the use of alcohol and drugs.
4. Respect the authority of the chaperones.

Inappropriate conduct on the trip could result in jeopardizing a student's standing in regard to graduation. A student is expected to act in a manner becoming to Northport Public School and the Northport community as a whole.

### Chaperones

In the manner of parent responsibility, chaperones are expected to be accountable for the safety and well-being of the students. They are not, however, expected to have total twenty-four-hour supervision capabilities. It is understood that students will have free time in which chaperones have limited control and that it is the student's responsibility to behave in the manner expected. Chaperones have the discretionary authority to end the trip for one or all. No less than one chaperone will be a teacher or an administrator of the school. Prospective chaperones are to be approved by the administration before contacted by the class. Transportation, room, tour expenses, and meal allowances of chaperones will be paid by the class. With prior approval, the board may financially support the educational aspects of the trip. Staff members will be granted paid leave time for approved trips and will not be expected to use personal leave time.

### Medical and Conduct Forms

The provided medical and conduct forms must be signed before departure.

## SENIOR PROJECT

The Senior Project is a graduation requirement for Northport Public School. The Senior Project is a culminating demonstration of what students have learned during their years at Northport Public School and is comprised of a product, research paper, and presentation. This is primarily an independent project, but students are required to seek a technical coach and mentor for guidance. At the start of the student's Junior year, they will receive the specifics for this graduation requirement. If funds are required for project completion, the student is solely responsible for raising the funds. Northport Public School does not provide financial assistance. If a project involves any change to school property, the project will be presented to the School Board for pre-approval.

## SICK POLICY

Our goal is to keep kids in school as much as possible. However, children may be excluded if the illness prevents the child from participating comfortably in school activities or if there is the risk of spreading harmful disease to others.

Criteria include:

- **Severely ill:** A child that is lethargic (extremely tired) or less responsive, has difficulty breathing, or has a rapidly spreading rash.
- **Fever:** A child with a temperature of 100.4°F or greater AND behavior changes or other signs or symptoms (e.g., sore throat, rash, vomiting, or diarrhea). The child should not return until 24 hours of no fever without the use of fever-reducing medications.
- **Diarrhea:** A child has two loose or watery stools. The child should have no loose stools for 24 hours prior to returning to school. Exception: A healthcare provider has determined it is not infectious. Diarrhea may be caused by antibiotics or new foods a child has eaten. Please contact your healthcare provider for further guidance. For students with diarrhea caused by *Campylobacter*, *E. coli*, *Salmonella* or *Shigella*, reach out to the school nurse for disease specific exclusion periods.
- **Vomiting:** A child that has vomited two or more times unless a healthcare provider has determined it is not infectious. The child should have no vomiting episodes for 24 hours prior to returning.
- **Abdominal pain:** A child with abdominal pain that continues for more than two hours, or intermittent pain associated with fever or other symptoms.
- **Rash:** The child with a rash AND has a fever or a change in behavior. Exclude until the rash subsides or until a healthcare provider has determined it is not infectious. For students with a diagnosed rash, please consult with the school nurse for exclusion dates and required clearance criteria. Note: Rapidly spreading bruising or small blood spots under the skin need immediate medical attention.
- **Sores:** A child with weeping sores on an exposed area that cannot be covered with waterproof dressing.
- **Certain communicable diseases:** Children and staff diagnosed with certain communicable diseases, including COVID-19, may have to be excluded for a certain period. Please consult with the school nurse for disease specific exclusion dates.

Resources: MDHHS and AAP

## SPECIAL EDUCATION

Northport Public School, with the cooperation of North Ed, offers special education services to its students who have qualified for an individualized education plan (I.E.P.). More information may be obtained from the Principal.

## STUDENT RIGHTS OF EXPRESSION

The school recognizes the rights 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, non-commercial written material and petitions; buttons, badges, or other insignias; clothing and banners; and audio, video, or electronic media. All items must meet the following school guidelines:

The material cannot be displayed if it

- Is obscene, libelous, indecent, or vulgar.
- Advertises any products or service not permitted to minors by law.
- Intends to be insulting or harassing.
- Intends to incite fighting or presents a likelihood of disrupting school or a school event.
- Does not conform to written board policy.

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 administration 24 hours before display.

## STUDENT SALES

No student is permitted to sell any item or service in school without the approval of the Superintendent. Violation of this may lead to disciplinary action.

## SUSPENSION AND EXPULSION

The Michigan Code, Section 340.614, states in full:

"Every board shall have authority to make reasonable rules and regulations relative to anything whatever necessary for the proper establishment, maintenance, management, and carrying on of the public schools of such district, including regulations relative to the conduct of pupils concerning their safety while in attendance at school or en route to and from school." The objectives of the Northport Board of Education on student discipline are:

1. To maintain a school environment in which complete attention is directed to teaching and learning activities.
2. To guide the student so that he/she enhances the efforts of teachers and other students in the learning situation and, therefore, does not threaten either the classroom or the instruction that is taking place.
3. To assist the student in becoming a productive, responsible, and self-disciplined citizen within the school, in preparation for assuming adult responsibilities.

Every effort shall be made by the staff to solve disciplinary problems within the school so as not to exclude a student from school.

## TELEPHONE CALLS

The use of classroom telephones is at the discretion of the teacher and is limited to parent/guardian contact.

Students shall not use cell phones during class hours. If a student needs to contact a parent/guardian during school hours, he/she can request the use of the phone in the main office.

## TESTING OUT POLICY

The Michigan Merit Curriculum allows school districts to grant a student credit if the student has exhibited a reasonable level of mastery of the subject matter of the course by attaining a grade of not less than C+ on a final exam in the course, or, if there is no final exam, by exhibiting that mastery through one or more basic assessment used in the course



which may consist of a portfolio, performance, paper, project, or presentation. The student cannot test out of a course he/she is currently enrolled in.

This option is available to students who successfully complete the following four steps:

Step 1: Discuss the Test-Out process with the School Counselor and review potential risks.

Step 2: Complete Test-Out Application and submit to School Counselor, by the end of the first Quarter if seeking to test out of a first Semester course and/or by the end of the third Quarter if seeking to test out of a second Semester course. Check the School Calendar.

Step 3: Once approved, the School Counselor will schedule the comprehensive assessment covering essential course content during the corresponding exam week.

Step 4: Students who earn a 78% or better on the comprehensive placement examination will receive credit for the course.

NOTE: If a student does not earn the test-out credit, the student will need to take the course as traditionally scheduled.

## TITLE I PROGRAM

Title I is a federally funded program that enables the school to give special help to those children who are experiencing difficulty in reading and/or math. Small group or individual intervention is coordinated with the school support team (MTSS team).

## TRANSFER OUT OF THE DISTRICT

If a student plans to transfer from Northport Public School, the parent must notify the administration in writing. 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 the Principal's office for specific details.

## TRANSPORTATION AND PARKING

A student is permitted to drive a motor vehicle to school and park it in the designated school parking lot.

All motor vehicles in the school parking lot are off-limits to students from 8:15 a.m. to 3:15 p.m.

The student is prohibited from using the motor vehicle during the school day, including the lunch period, unless prior arrangements have been made with the administration. Students are not allowed to transport other students during the school day unless prior approval is granted by the Superintendent or his/her designee.

## VISITORS

All visitors are required to check-in at the office and obtain a visitor's pass.

Parents, community residents, and interested educators are welcomed and encouraged to visit Northport Public School. In order to protect the educational programs from undue disturbance, it is required that persons wishing to visit the school make prior arrangements with the teacher.

A student visitor must secure prior permission from the administration. The required form is available from the office. If a problem arises which, is caused by a visitor, both the classroom teacher and administration reserve the right to ask the visitor to leave.



## WEAPON FREE SCHOOL

Any student found in violation of the Dangerous Weapons Report Policy will be dealt with in the following manner; in compliance with State Law, the Board of Education shall permanently expel any student who possesses a dangerous weapon in a weapon free school zone or commits either arson or rape in a District building or on District property, including school buses and other school transportation.

For purposes of this policy, the following definition shall apply:

- A. Dangerous weapon means “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 “look-alikes” designed to inflict bodily harm while in attendance at school or a school activity, or en route to or from school on a school bus. (Public Act 211)
- B. Weapon Free School Zone means school property and/or a vehicle used by the school to transport to or from school property.
- C. School property means a building, playing field, or property including school buses and transportation used for school purposes to impart instruction to children or used for functions and events sponsored by a school, except a building used primarily for adult education or college extension courses.
- D. Arson means setting fire to or doing any act which results in the starting of a fire, or aiding, counseling, inducing, persuading another to do such act or acts.

## WITHDRAWAL FROM SCHOOL

No student under the age of 18 will be allowed to withdraw from school.

## WORK PERMITS

Minors under 18 years of age may not be employed without work permits issued by school authorities in the locality in which the minor resides. Work permits cannot be issued until there is an offer of employment and the occupation at which the minor is to be employed has been approved by the State Department of Labor and Industry.

Northport Public School adheres to the Michigan High School Athletic Association (MHSAA) standards of competition with all athletic programs in agreement with the Philosophy of Education of the Northport Public School Board of Education. It is an honor and a privilege to represent your school and community. If you wish to participate in athletics, you must be worthy of the honor and deserving of the privilege.

Students interested in participating in interscholastic competition should become familiar with the rules and regulations of the MHSAA and the Northport Public School Athletic Code. Student athletic eligibility is governed by the MHSAA as well as Northport Public School Student Handbook. A summary of the MHSAA eligibility rules is stated below, but is not exhaustive. Complete copies of the MHSAA rules are located in the Athletic Director's Office. Students or parents/guardians who have questions about athletic eligibility should contact the A.D. or Superintendent. To be eligible to participate in interscholastic athletics, Northport students must meet the following criteria:

- **ENROLLMENT:** Have been enrolled in the high school by the 4th Friday after Labor Day (1st semester) or the 4th Friday of February (2nd semester).
- **AGE:** Be under nineteen (19) years of age at time of contest unless nineteenth (19th) birthday occurs on or after September 1 of a current school year; in which case student is eligible for balance of that school year in all sports.
- **PHYSICAL EXAMINATION:** Have passed a current year physical examination from licensed healthcare professional M.D., D.O., Physician's Assistant, or Nurse Practitioner. Record must be on file in the school office. The examination must be given after April 15 of the previous school year.
- **SEMESTERS OF ENROLLMENT:** Not have been enrolled for more than eight (8) semesters in grades nine to twelve (9-12) inclusive. Seventh and eighth (7th & 8th) semesters must be consecutive. Enrollment in a school beyond the 4th Friday after Labor Day (first semester) or 4th Friday of February (second semester), or competing in one or more interscholastic athletic contests, shall be considered as enrollment for a semester under this rule.
- **SEMESTER OF COMPETITION:** Not have more than four (4) first and four (4) second semester seasons of competition in a sport in a four (4) year high school or three (3) first and second semester seasons, each, in a sport in a three (3) year high school, including present season. When two seasons leading to a state championship and/or the same sport are offered, an athlete may participate in only one.
- **UNDERGRADUATE STANDING:** Not be a high school graduate.
- **PREVIOUS SEMESTER RECORD:** Have received at least twenty (20) credit hours for work taken during the previous semester of enrollment.
- **CURRENT SEMESTER RECORD:** Be carrying and doing passing work in at least twenty (20) credit hours during present semester up to within seven (7) days of contest.

**TRANSFERS:** Generally, have had an accompanying change of residence by the athlete's parent, guardian, or other persons with whom the athlete has been living during the period of his or her last high school enrollment, into the district or service area of the school, to be eligible during the first semester in attendance. A student may not compete for two different schools in an MHSAA Meet or Tournament in the same sport even though a legal transfer has been completed. (Exceptions must fall under MHSAA guidelines).

## AWARDS:

1. A student may accept, for participation in athletics, a symbolic or merchandise award that does not have a value or cost in excess of \$25.00.
2. Awards for athletic participation in the form of cash, merchandise certificates, or any other type of negotiable documents are never allowed.
3. Banquets, luncheons, dinners, trips, and fees or admissions to camps or events, if accepted in kind, are permitted under these Regulations.

## AMATEUR PRACTICES:

1. No student shall be eligible to represent his or her high school who:
  1. Has received money or other valuable consideration from any source for participating in athletics, sports, or games listed in Section B;
  2. Has received money or other valuable consideration for officiating in interscholastic athletic contests;
  3. Has signed a professional athletic contract.
2. A student shall be ineligible under this Regulation if he or she violates its amateur provisions only in the following activities: Baseball, Basketball, Competitive Cheerleading, Cross Country, Football, Golf, Gymnastics, Ice Hockey, Skiing, Soccer, Softball, Swimming, Tennis, Track, Volleyball or Wrestling.

## LIMITED TEAM MEMBERSHIP:

1. A student who, after practicing with or participating in an athletic contest or scrimmage as a member of a high school athletic team participates in any athletic competition not sponsored by his or her school in the same sport during the same season, shall become ineligible for a minimum of the next three (3) contests and maximum of the remainder of that season in that school year.
2. A student shall not compete at any time in any sport under MHSAA jurisdiction in any of the following events:
  1. All-Star contests, regardless of the method of selection;
  2. All-Star fundraising events or similar exhibitions if they involve contestants other than the students and faculty of that student's school;
  3. Any event that is or purports to be a national high school championship or the qualification thereto. Participation in such a contest by a high school student shall cause that student to become ineligible for all interscholastic athletics for a maximum period of one year of school enrollment from the date of the athlete's last violation of this Regulation.

## ATHLETIC AWARDS:

1. Basic Requirements for Athletic Awards.
  1. The athletes must meet all local and state eligibility requirements.
  2. The athlete shall attend a minimum number of practice sessions as set forth by the coach of the sport.
  3. The athlete shall attend all contests unless special consideration has been granted by the coach with the approval of the athletic director.
  4. Injuries or serious illness that occur while the athlete is participating in sport shall not necessarily be a reason to exclude the athlete from an award as long as the athlete finished the season with the team.
  5. The athlete must represent the school as a good citizen by demonstrating a cooperative attitude, good sportsmanship, and a diligent effort in the sport.
  6. The athlete shall follow the rules set forth by the coach of the sport and those rules stated in his/her handbook.

2. The training rule violations (Section D) resulting in suspension will exclude the athlete from receiving any type of postseason award.
3. Attendance at all MHSAA sponsored tournament games is required to be eligible to receive a letter.
4. Extreme cases of emergency may be excusable by the coach in consultation with the athletic director. This would include family trips with parental excuse.

#### High School and Seventh and Eighth Grade Athletic Awards

- a) The first Junior Varsity award will be chenille “numerals” representing the year of graduation for the athlete’s present class and a certificate of participation. The first seventh-grade award will be a small chenille “N” and a certificate of participation.
  - b) Succeeding Junior Varsity awards will be a “Wildcat pin” and a certificate of participation. Succeeding seventh-grade awards will be a “Wildcat paw pin” and a certificate of participation.
  - c) The first Varsity award will be a large chenille “N” and a certificate of participation. The first eighth-grade award will be chenille “Wildcat” and a certificate of participation.
  - d) Succeeding Varsity awards will be a pin and a certificate of participation. Succeeding eighth-grade awards will be a “Wildcat paw pin” and a certificate of participation for each award earned.
  - e) Any athlete earning his/her first or second varsity letter prior to earning a junior varsity letter may choose either the chenille “numerals” or the chenille “N” for the award.
  - f) Athletes earning their third varsity award without a junior varsity award will be presented with their numerals in addition to the appropriate varsity award as described in Sections A. 5. c. and A. 5. D.
5. Awards for managers will be manager’s letter of appropriate size and a certificate.
  6. A record of awards will be kept by the athletic director.

## ELIGIBILITY

Northport Public School diligently maintains the position that academics and scholastic achievement are of the highest priority. Athletic participation, however important, cannot take precedence over the goal of personal academic fulfillment. Therefore, in order to represent Northport Public School in interscholastic athletic events, the following standards shall be observed:

An athlete must meet the standards and requirements prescribed by the MHSAA to be considered eligible for athletic competition. A description of these requirements is available from the athletic director.

#### Academic Eligibility:

- a) An athlete must be passing in all classes in which he/she is enrolled to participate in interscholastic athletics.
- b) Eligibility will be evaluated (checked) weekly, at the conclusion of each marking period, and at the conclusion of each semester.
- c) Weekly eligibility will be marked by the faculty no later than 4:00 p.m. on Friday of each week.
- d) This eligibility shall be for the next week (Monday to Monday).
- e) If an athlete is excused from an assigned detention, the athlete will become ineligible for interscholastic competition for a period of one (1) week (Monday to Monday).
- f) A student who fails a class for nine weeks will be ineligible for the first week of the following nine weeks. After the one-week ineligibility period has been served, the student will return to the weekly eligibility program.
- g) A student who fails a class for a total semester will be ineligible for the first two weeks of the following semester. After the two-week ineligibility period has been served, the student will return to the weekly eligibility program.

### Attendance Eligibility:

- a) An athlete who has an unexcused absence any part of the school day will not be permitted to participate in the following competition, and will not be permitted to practice on the day of the absence.
- b) Under certain special conditions (i.e., funeral, prearranged absence involving a doctor or dental appointment, court appearance), the athlete may request permission from the Superintendent to participate. The spirit and intent of this rule is that athletes should be in attendance a full day in order to participate. In the case of unexpected, unavoidable circumstances, the athletic director will determine the appropriateness of allowing participation.

### Conduct (behavior) Eligibility:

- a) Conduct eligibility will be marked by the faculty at the same time as academic eligibility.
- b) If, in any two consecutive weeks, an athlete receives one or more “warning behavior” marks on the eligibility checklist, that athlete shall be ineligible for the following week (Monday to Monday).
- c) In addition, if any athlete receives two (2) or more “warning behavior” marks on the eligibility checklist in the same week, that athlete shall be ineligible for the following week (Monday to Monday).
- d) In the case of severe behavior violations, a faculty member may recommend to the athletic director and Superintendent that an athlete be marked “unsatisfactory behavior” and be immediately ineligible for the next week (Monday to Monday) solely upon the basis of that behavior mark.
- e) Good conduct is expected of all athletes at all games, in relationships with teachers, classmates, opponents, officials, coaches, and adults. Therefore, conduct determined or considered unbecoming of an athlete and deemed detrimental to the team, school, and community, shall be considered a violation of this code and penalty may be invoked by the coach.
- f) Coaches are permitted to suspend athletes who are members of their team for up to ten (10) school days. Suspensions that exceed ten (10) school days must be approved by the athletic director.

## TRAINING RULES

1. One of the major purposes of athletics is the teaching of proper health and living habits. Medical evidence has proven that the use of alcoholic beverages, tobacco, and/or drugs is injurious to personal health and development. Therefore, Northport Public School adopts the following policy and code concerning the use, sale, and/or possession of these controlled substances:
  - a) Use of Alcoholic Beverages: Any athlete in possession of, using (drinking), or selling (providing) alcoholic beverages, or present in a motor vehicle where alcoholic beverages are being served, shall have violated the provision of this code.
  - b) Use of Tobacco Products: Any athlete in possession of, using (smoking, vaping, or chewing), or selling (providing) tobacco products have violated the provision of this code.
  - c) Use of Behavioral Altering Drugs: Any athlete in possession of, using or selling (providing) behavioral altering drugs have violated the provision of this code.
2. Any violation(s) of the training rules must be observed by coaches, certified school personnel, or be a matter of public record, or be reported by law enforcement agencies, or be reported by the parents of the involved athlete, or be admitted to by the athlete.
3. Any reports concerning a violation of the training rules must be submitted to the athletic director within seven (7) days of the violation.

4. **PENALTIES FOR VIOLATION(S):** In recognition of the fact that with rules and regulations there must be penalties established for their violation. Northport Public School adopts the following stated penalties for any infraction of the rules and regulations specified previously.

#### First Offense:

High School and Middle School athletes will be suspended from participation in a Northport Public School-sponsored sport for 50% of their regularly scheduled events in their current sports season, including MHSAA-sponsored tournaments. Forfeiture of any type of postseason award(s) recognition in that sport, and referral to the Athletic Director.

If the athlete seeks out and chooses to enroll and successfully completes an approved substance abuse awareness program approved by the administration, the suspension can be reduced by 50% with written proof of completion by a substance abuse counselor.

Some programs include, but aren't limited to Munson Drug and Alcohol Program, Community Health Services or Leelanau County Substance Abuse Awareness Program. Any cost of the program will be the responsibility of the athlete.

High School Athletes only: If during the calendar year following the suspension, the athlete has no further violations, he or she will be considered as an athlete with no violations. (Another violation after a full calendar year would be treated as a first violation.) This period of probation can only be exercised once during a high school athlete's four years of eligibility.

#### Second Offense:

High School athletes will be suspended from participation in any Northport Public School-sponsored sport or scrimmage for one (1) calendar year. Seventh and eighth-grade athletes will be terminated from participation in any Northport Public School sport until high school. Forfeiture of any type of postseason award(s) recognition in that sport, and referral to the Athletic Director.

#### Third Offense:

Expulsion from athletics for the remainder of the student athlete's interscholastic eligibility.

Upon admission by an athlete, athlete's parent, or physician that a student has a drug dependency problem and student successfully completes a drug and alcohol rehabilitation program, then immediate eligibility can be granted upon approval of the administration. If this occurs, zero tolerance will be enforced and any more subsequent violations would permanently expel any student from any participation in interscholastic sports.

1. Training code violations start over when an athlete enters the ninth grade.
2. Suspensions for training code violations will carry over from sport to sport and year to year until completely served as prescribed in Section C. 4. of this code.
3. During any suspension period, required participation in practice sessions and required attendance at scheduled contests shall be at the discretion of the coach of that sport for which the suspension is being served. Suspended athletes are not required to, and will not, attend games involving early release from the regular school day or any other required academic responsibility. Suspended athletes that are required to attend contests shall not dress in uniform. Suspended athletes that are required to attend contests will accompany the team before, during, and after the contest.
4. A student from another school transferring to Northport Public School, who has been given a suspension for violating the original school athletic code, will finish serving the suspension according to Northport rules before he/she is eligible to participate in sports at Northport Public School.

5. **HEARINGS AND APPEALS:** As an integral part of the Northport Public School Athletic Code, it is an athlete's right to be given notice of the charges pending, be afforded a fair and impartial hearing, and have the opportunity to appeal any decision. The following statements describe that procedure:
1. Upon being informed of an alleged athletic code violation, the athletic director and the inseason coach will conduct an investigation of that alleged violation within ten (10) days. During this investigation, the athlete and his/her parents will have the opportunity to meet with the athletic director and the coach of the sport involved. The athlete will be given an opportunity to deny charges, rebut any evidence, and question witnesses and/or accusers.
  2. When an athlete is found in violation, a certified letter will be sent to the athlete's home notifying the athlete and his/her parents of the suspension, the specific length of the suspension period, and the reasons for the suspension.
  3. The athlete may appeal, in writing within three (3) days, the decision of the Athletic Review Board to the Superintendent.
  4. The athlete may appeal, in writing, within three (3) days, the decision of the Superintendent to the Northport Public School Board of Education.
6. **Conviction of a felony:** In the case of conviction of a felony, the student will appear before a committee made up of the Superintendent, athletic director, one school board member, and one representative of the Leelanau County court. The decision on any further athletic participation will be made by that committee.

## OTHER ATHLETIC RULES

In addition to training rules and eligibility, the following rules exist for Northport Public School athletes:

- a. All athletes must travel to and from games in approved school transportation. In an emergency or under special circumstances, an athlete may be transported to or from a contest by his/her parent. If special transportation arrangements are necessary, approval must be received from the administration at least 24 hours in advance.
- b. All clothing and equipment issued to athletes remains the property of the school. It is the athlete's responsibility to take reasonable care of all property in his/her possession and to return it in acceptable condition. Athletes will be charged a reasonable amount (not to exceed the replacement value) for the loss or damage of any school-issued clothing or equipment. Athletic equipment is not to be used for non-athletic activities unless given permission by the coach (i.e., athletic equipment and clothing are not for casual wear).
- c. A completed physical examination form, athletic participation waiver form, athletic code acknowledgment form, and power of attorney form must be on file in the athletic office before participating in any contest. Participation in practice sessions may be allowed upon receipt of a completed physical examination form and an athletic participation waiver form, but not before.
- d. If an athlete decides to quit a sport in favor of joining another sport in the same season, the athlete will be able to join the second sport only at the discretion of the receiving coach. The athlete would be allowed to change sports only one time per season. The change must take place within the first two (2) weeks of the practice season for the second sport.

**\*\* THIS CODE SHALL APPLY TO ALL STUDENTS ATTENDING NORTHPORT PUBLIC SCHOOL AND ITS ENFORCEMENT SHALL BEGIN WITH THE FIRST PRACTICE SESSION OF THE SEASON OR THE BEGINNING OF THE SCHOOL YEAR, WHICHEVER COMES FIRST. ITS ENFORCEMENT WILL CONTINUE UNTIL THE LAST CONTEST HAS BEEN COMPLETED, WHICH MAY NOT NECESSARILY OCCUR PRIOR TO THE END OF THE ACADEMIC YEAR. \* \***



## Educational Material for Parents and Students (Content Meets MDCH Requirements)

Sources: Michigan Department of Community Health, CDC and the National Operating Committee on Standards for Athletic Equipment (NOCSAE)

### UNDERSTANDING CONCUSSION

#### Some Common Symptoms

Headache  
Pressure in the Head  
Nausea/Vomiting  
Dizziness

Balance Problems  
Double Vision  
Blurry Vision  
Sensitive to Light

Sensitive to Noise  
Sluggishness  
Haziness  
Fogginess  
Grogginess

Poor Concentration  
Memory Problems  
Confusion  
"Feeling Down"

Not "Feeling Right"  
Feeling Irritable  
Slow Reaction Time  
Sleep Problems

#### WHAT IS A CONCUSSION?

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

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

#### IF YOU SUSPECT A CONCUSSION:

1. **SEEK MEDICAL ATTENTION RIGHT AWAY** – A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don't hide it, report it. Ignoring symptoms and trying to "tough it out" often makes it worse.
2. **KEEP YOUR STUDENT OUT OF PLAY** – Concussions take time to heal. Don't let the student return to play the day of injury and until a health care professional says it's okay. A student who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.
3. **TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION** – Schools should know if a student had a previous concussion. A student's school may not know about a concussion received in another sport or activity unless you notify them.

#### SIGNS OBSERVED BY PARENTS:

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

#### CONCUSSION DANGER SIGNS:

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

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

#### HOW TO RESPOND TO A REPORT OF A CONCUSSION:

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

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

To learn more, go to [www.cdc.gov/concussion](http://www.cdc.gov/concussion).

**Parents and Students Must Sign and Return the Educational Material Acknowledgement Form**



## Educational Material for Parents and Students (Content Meets MDCH Requirements)

Sources: Michigan Department of Community Health, CDC and the National Operating Committee on Standards for Athletic Equipment (NOCSAE)

### UNDERSTANDING CONCUSSION

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**Parents and Students Must Sign and Return the Educational Material Acknowledgement Form**

## CONCUSSION AWARENESS

### EDUCATIONAL MATERIAL ACKNOWLEDGEMENT FORM

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

Sponsoring Organization

\_\_\_\_\_  
Participant Name Printed

\_\_\_\_\_  
Parent or Guardian Name Printed

\_\_\_\_\_  
Participant Name Signature

\_\_\_\_\_  
Parent or Guardian Name Printed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Return this signed form to the sponsoring organization that must keep on file for the duration of participation or age 18.

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

# NORTHPORT PUBLIC SCHOOL

## Student/Parent Information Handbook and Athletic Code

### Acknowledgment Form

I have read and understand the information contained in the Northport Public School Student/Parent Information Handbook and Athletic Code. I accept my personal responsibility for using this information productively and for complying with the regulations described in the handbook.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

I acknowledge receiving the Northport Public School Student/Parent Information Handbook, including the Athletic Code. I accept responsibility in helping my son/daughter to use this information productively and meet the responsibilities as described in this handbook.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

PLEASE SIGN AND RETURN TO THE SCHOOL OFFICE

# NORTHPORT PUBLIC SCHOOL

## REQUEST FOR TRANSPORTATION BY PRIVATE VEHICLE

Date of Trip: \_\_\_\_\_ Time: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Students Involved: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Driver: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_

Insurance Carrier: \_\_\_\_\_

Amount of Personal Injury Insurance: \$ \_\_\_\_\_

Approved: \_\_\_\_\_

Denied: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

I understand that transporting students is the driver's liability.

\_\_\_\_\_  
Parent/ Guardian Signature

\_\_\_\_\_  
Date

Anti-Bullying Policy – SEE APPENDIX A

# Northport Public School

## Anti-Bullying Policy

## 5517.01 - BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS

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.

### Reporting

No later than May 30, 2015, the District shall submit to the Department of Education a copy of this Policy.

The District shall report incidents of bullying to the Department of Education on an annual basis according to the form and procedures established by the Department of Education.

Should this Policy be amended or otherwise modified, the District shall submit a copy of the amended or modified Policy to the Department of Education no later than thirty (30) days after adopting the modification.

### Implementation

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

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

### Procedure

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

A student may also submit a report or complaint to any of the above designated individuals through email, voicemail, regular mail or by leaving a sealed note addressed to the individual at that person's office or desk. The student may submit a report or complaint anonymously, but this may affect the ability to fully investigate the matter, when the complaining student is not available to provide additional information during the course of the investigation.

The identity of a student who reports bullying, hazing or aggressive behavior, as well as those students who provide information during an investigation will remain confidential to the extent possible and to the extent allowable by law. Only school personnel directly involved in the investigation of the complaint or responsible for remedying any violations will be provided access to the identity of the complaining student(s) and student witnesses, and then only to the extent necessary to effectively deal with the situation.

The identity of the student who files the report or complaint will not be voluntarily shared with the alleged perpetrator(s) or the witnesses unless the student (and his/her parent/guardian) give written permission to do so. Any investigation report will likewise not be voluntarily produced with the names of the reporting student(s) or witnesses. However, under certain circumstances, the District may be required by law to disclose the report and/or the student(s) names. Also, under certain circumstances, the identity of the reporting student may become obvious even without disclosure by school personnel.

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. While reports may be made anonymously, formal disciplinary action may not be taken solely on the basis of an anonymous report without other corroborating evidence.

The Principal (or other designated administrator) 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 and should be completed within three (3) school days 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.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

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.

#### **Prevention/Training/Restorative Practices**

The Superintendent shall establish a program or other initiatives involving school staff, students, clubs or other student groups, administrators, volunteers, parents, law enforcement, community members, and other stakeholders, aimed at the prevention of bullying or other aggressive behavior.

The District shall provide, and all administrators, school employees, contracted employees and volunteers who have significant contact with students shall undertake training on preventing, identifying, responding to, and reporting incidents of bullying and other aggressive behavior.

The District shall provide, and all students shall undertake, annual training on preventing, identifying, responding to, and reporting incidents of bullying, cyber bullying and other aggressive behavior.

The District may utilize restorative practices that emphasize repairing the harm to the victim and school community in the correction of bullying behavior, which may include victim-offender conferences that:

- A. are initiated by the victim;
- B. are approved by the victim's parent or legal guardian or, if the victim is at least 15, by the victim;
- C. are attended voluntarily by the victim, a victim advocate, the offender, members of the school community, and supporters of the victim and the offender (the "restorative practices team");
- D. would provide an opportunity for the offender to accept responsibility for the harm caused to those affected, and to participate in setting consequences to repair the harm, such as requiring the student to apologize; participate in community service, restoration of emotional or material losses, or counseling; pay restitution; or any combination of these. The selected consequences and time limits for their completion will be incorporated into an agreement to be signed by all participants.

#### **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, s/he 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 written, verbal, or physical acts, including cyber bullying (i.e. any electronic communication, including, but not limited to electronically transmitted acts, such as internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held 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.

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

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

**"Staff"** includes all school employees and Board members.

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

For further definition and instances that could possibly be construed as:

Harassment, see Policy 5517;

Hazing, see Policy 5516.





# Acceptable Use Policy

## **Introduction**

This policy is informed by the vision of Northport Public School Staff and its Board of Education.

## **Digital Citizenship**

I will be a good digital citizen, and can accomplish this by, using technology to make my community better. Engaging respectfully online with people who have different beliefs than me. Use technology to make your voice heard by public leaders and to shape public policy. Determining the validity of online sources of information.

## **Respect Yourself**

I will show respect for myself through my actions. I will only use appropriate language and images on the Internet or on the school website / virtual learning environment. I will not post inappropriate personal information about my life, experiences or relationships.

## **Protect Yourself**

I will ensure that the information I post online will not put me at risk. I will not publish full contact details, a schedule of my activities or inappropriate personal details in public spaces. I will report any aggressive or inappropriate behavior directed at me. I will not share my password or account details with anyone else.

## **Respect Others**

I will show respect to others. I will not use electronic mediums to bully, harass or stalk other people. I will not visit sites that are degrading, pornographic, racist or that the school would deem inappropriate. I will not abuse my access privileges and I will not enter other people's private spaces or work areas. I will respect my peers and teachers by not using technology inappropriately in or out of class.

## **Protect Others**

I will protect others by reporting abuse. I will not forward any materials (including emails and images) that the school would deem inappropriate.

## **Respect Copyright**

I will use and abide by the fair use rules. I will not install software on school machines without permission. I will not steal music or other media, and will refrain from distributing these in a manner that violates their licenses.

### **Respecting Technology**

I will take all reasonable precautions to protect my device from damage. I will always keep it with me or in secure storage when appropriate. I will not interfere with school systems or attempt to bypass school restrictions.

### **Acceptance**

By signing this agreement, I agree to always act in a manner that is respectful to myself and others, in a way that will represent the school in a positive way. I accept that this policy applies in school and outside school. I understand that failing to follow the above will lead to consequences deemed appropriate by Northport Public School.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date