

**WEST IRON COUNTY MIDDLE SCHOOL & HIGH SCHOOL
STUDENT/PARENT HANDBOOK
2024-2025**



West Iron County Middle School & High School
701 Nick Baumgartner Way
Iron River, Michigan 49935

General Office/ Principal's Office....(906) 265-5184
Attendance Office/ Athletics.....(906) 265-3534

PRINCIPAL'S MESSAGE

Dear Students, Parents, Guardians, and Friends:

Welcome to an exciting year at West Iron County High School. I'm certainly looking forward to working with you during the next nine months.

Please make the most of your school year. High school opportunities only happen "once in a lifetime." It goes without saying that our outstanding faculty and staff are again excited to help make your high school experience one of success and enjoyment. Students ... do your best to rise to their expectations.

To fulfill your responsibilities as students and parents, please read this handbook carefully, and follow the procedures and requirements herein. If our handbook doesn't address an item of interest or concern to you, please don't hesitate to contact my office at your convenience. We will be happy to give you some direction. I should also mention that items not specifically addressed in this handbook will be handled with administrative discretion under the guidelines adopted by our Board of Education. So that we all can all maximize our achievement, I offer the following:

THE BOTTOM LINE -- To keep a safe and orderly environment for us all, behaviors that interfere with teaching and learning will not be tolerated in school. Anything that detracts from a quality educational program will be dealt with firmly, yet fairly. I encourage all of you to offer input, as well, if you feel that our handbook needs to be upgraded in any way ... we value your opinions.

Students -- keep in mind that you deserve a quality education and a safe, comfortable school. Let me know immediately if you are not being accorded this environment, and I will take steps to correct it. Remember ... true educational success can only be obtained when it exists in a comfortable, supportive environment, sought-out by hard working students and encouraged by supportive parents and guardians. Again, please don't hesitate to stop by or call if I can be of further assistance. Best wishes for a successful, educational year!

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

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

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

Sincerely,

Mike Berutti

Mission Statement:

To provide a safe and supportive environment where all staff ensure all students achieve their highest potential.

Vision Statement:

To provide every student with logical reasoning skills necessary to become independent lifelong learners and productive citizens, locally and globally.

WYKON FIGHT SONG

We'll give a cheer and hear the rafters ring,
To see the team in blue and white.
You've got our hearts and to your praise we sing,
As for the team you'll fight, fight, fight!
And so, it's up, up, up to victory,
The wicked Wykon 're-riled tonight,
You better watch out when you tangle,
With the blue and white

TAKE CARE OF THIS BEAUTIFUL SCHOOL

The entire West Iron Educational Community asks that students and visitors demonstrate a personal pride in the use and preservation of this facility. Faculty, staff, and administration will model this in all circumstances. This beautiful building is yours to fully utilize – DO IT WITH STYLE! Thank you for your help.

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IMPORTANT INFORMATION

District Website

www.westiron.org

Board Policies

Board Policies are available at: www.westiron.org

Addresses

West Iron County Middle/High School 701 Nick Baumgartner Way Iron River, MI 49935

Contact Information

Principal: Mike Berutti (906) 265-5184 mberutti@westiron.org

Principal's Secretary: Kathy Kinner (906) 265-5184 kkinner@westiron.org

Athletic/ Attendance Secretary: Toni Aldegarie (906) 265-3534 taldegarie@westiron.org

Student Services Coordinator Konnor Bjorkman (906)265-5184 kbjorkman@westiron.org

Social Worker: Francie Economy (906) 265-5184 feconomy@westiron.org

School Nurse: Sadie Holm (906) 265-6141 sholm@westiron.org

Main Office: (906) 265-5184

Fax: (906) 265-9750

Student Services: Konnor Bjorkman (906) 265-5184 ext. 4123 kbjorkman@westiron.org

Athletics: Mike Berutti (906) 265-3534 mberutti@westiron.org

Transportation Director: Angie Williams (906) 265-9218 awilliams@westiron.org

School Resource Officer: JB Allen (906) 265-5184 jallen@westiron.org

Administration

Superintendent: Kevin Schmutzler (906) 265-9218 kschmutzler@westiron.org

High/ Middle School Principal: Mike Berutti (906) 265-5184 mberutti@westiron.org

Elementary Principal: Heidi Priestley (906) 265-6141 hpriestley@westiron.org

2024-2025 DISTRICT CALENDAR

WICS ANNUAL SCHOOL CALENDAR

	Students	Staff
August 27 - First day of school	8	9
August 30 & September 2 No School: Labor Day	19	19
30 - ½ day PD		
October 11 - ½ day PD	22	22
25 - First marking period ends		
31 - ½ day students: PTC		
November 1 - ½ day PD	19	19
7- Full Day PD		
27, 28, & 29 - No school: Thanksgiving break		
December 9 - ½ day PD	13	13
20 - First semester ends		
21-31 - No school: Christmas break begins		
January 6 - Students return; second semester begins	21	21
29 - ½ day PD		
February 7 & 10 - No school: Midwinter break	20	20
17 - ½ day PD		
March 12- ½ day PD	16	16
21 - Third marking period ends		
24-28 - No school: Spring break		
31- Students Return; fourth marking period begins		
April 18- No School	21	21
22 - ½ day PD		
May 19 - ½ day PD	21	21
26 - No school: Memorial Day		
June 6 - Last day of school		
Total Days	180	181

2024-2025 DAILY SCHEDULE

School staff will supervise students on school grounds beginning at 7:30 a.m. before the school day begins and until 3:15 p.m. after the school day ends. **Unless students are participating in a school activity, school staff will not provide supervision before or after these times.**

WIC HS Full Day Schedule

2024-25

Period	Start	End
7:55	Warning Bell	
1	8:00	8:49
2	8:53	9:42
CES	9:46	9:59
3	10:03	10:52
4	10:56	11:45
5	11:49	12:38
HS LUNCH	12:38	1:09
6	1:13	2:02
7	2:06	2:55

** The doors of the school will open at 7:30 a.m. on regular and half days.

** On a 2-Hour delay, the doors will open at 9:30 a.m.

WIC MS FULL DAY SCHEDULE

2024-25

PERIOD	START	END
1	7:58	8:54
2	8:57	9:53
3	9:56	10:52
LUNCH	10:52	11:24
PAWSITIVITY	11:27	11:47
4	11:50	12:48
5	12:51	1:49
6	1:52	2:52

WIC MS AND HS

HALF DAY SCHEDULE (11:30 DISMISSAL)

2024-2025

PERIOD	START	END
HS MS		
1 1	8:00	8:26
2 2	8:30	8:56
3 3	9:00	9:26
4 PAWS	9:30	9:57
5 4	10:01	10:28
6 5	10:32	10:59
7 6	11:03	11:30

** The doors of the school will open at 7:30 a.m. on regular and half days.

** On a 2-Hour delay, the doors will open at 9:30 a.m.

EMERGENCY SCHOOL CLOSING PROCEDURES

In the event of an emergency school closure, such as a bad weather day or when school is unexpectedly closed early, the District will notify students, parents, and the general public about the closure through a phone call and text from the administration building. Delays and closures will also be broadcasted on WLUC TV6.

NOTICE OF NON-DISCRIMINATION

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

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

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

- **Race, color, and national origin harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics is considered race, color, and national origin harassment.
- **Disability harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as disability-motivated physical threats, attacks, or other hateful conduct.
- **Sex-based harassment** can take many forms. For the definition of sex-based harassment, including sexual harassment under Title IX, see Policies 3118 and 5202. The District’s Title IX Policy is attached to this handbook as Appendix A.

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

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

Heidi Priestley- Stambaugh Elementary Principal
601 Washington Avenue
(906) 265-6141
hpriestley@westiron.org

Mike Berutti- Middle/ High School Principal
701 Nick Baumgartner Way
(906) 265-5184
mberutti@westiron.org

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

Heidi Priestley- Stambaugh Elementary Principal
601 Washington Avenue
(906) 265-6141
hpriestley@westiron.org

Mike Berutti- Middle/ High School Principal
701 Nick Baumgartner Way
(906) 265-5184
mberutti@westiron.org

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

Heidi Priestley- Stambaugh Elementary Principal
601 Washington Avenue
(906) 265-6141
hpriestley@westiron.org

Mike Berutti- Middle/ High School Principal
701 Nick Baumgartner Way
(906) 265-5184
mberutti@westiron.org

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

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

SECTION I: DISTRICT-WIDE POLICIES AND PROCEDURES

Attendance

Students are expected to attend school every day school is in session. Students are to arrive before the first class and stay until the scheduled end of their school day. If a student is unable to attend school, the student or parent must report that absence to Toni Aldegarie (906) 265-3534 or taldegarie@westiron.org.

If a student arrives late, the student must stop in at the office. A student may only leave school early if the student's parent notifies the office or the student is an emancipated minor or an 18-year-old who has completed the Age of Majority.

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

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

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

Excused absences are those approved by a student's parent or guardian, such as for an illness. To approve an absence, a student's parent/guardian must call the Attendance Secretary between 7:30 a.m. and 3:30 p.m. or bring in a note. In order to excuse the absence, the student's parent or guardian must make the call or send a note within 48 hours of the absence. Anything after 48 hours will require a doctor's note.

Unexcused absences – the following situations constitute absences:

- A. Absences not approved by the student's parent or guardian are unexcused.
- B. If the student leaves the building during the school day without permission from the office, the student will be unexcused.
- C. If the student is in the building, but fails to report to class, the student will be unexcused.

D. If the student misses ten minutes or more of any class without a valid pass it will be counted as an unexcused absence.

E. A “tardy” is any time a student reports to any class less than ten minutes after the second bell without a valid excuse.

Sanctioned /Exempt/Non-Chargeable absences are when the student is not in class because they are participating in a school activity.

Virtual High School Skipping: Students who attend virtual high school will have the responsibility to “log in” as determined by their instructors. “Not logging in” will be considered the same as skipping a class. Remember, virtual high school is a wonderful opportunity ... but with it comes significant responsibility.

NOTE: In-school restrictions and out-of-school suspensions are not regarded as absences.

Excused absences- It is the Student’s responsibility to request make-up work from the teacher and to complete the work in a timely fashion.

Sanctioned/Exempt Absences: There is no penalty for sanctioned absences.

NOTIFICATION OF ABSENCES: After 5 absences or more from any class period, a form letter will be sent to the parents/guardians to inform them of the accumulated absences, with a copy kept in the student’s file.

MAKE-UP WORK: After any excused absence, a student is responsible for making up all work missed within a reasonable time. (Two school days for each absence). If not, the student may be given a “zero” for all work missed. Teachers should have specific procedures clearly delineated in their classroom rules.

BUILDING LEAVE: Because we are responsible for the safety and well-being of students, it is mandatory that students leaving the building for any reason obtain permission from the office, or the absence will be considered a skip, even if the parent/guardian calls after the fact to excuse the absence. We need to know where our students are at all times – parents and the community expect this of the schools.

COLLEGE DAY: Students may take two (2) days during both their junior and senior years to visit colleges they are considering attending, to take a physical examination for the armed forces, or to visit a place of employment for a job interview. Absences that fall into this category will be non-chargeable, provided the student has received previous clearance from the office. In addition, verification from the college, the recruiter, or the employer stating that the student did in fact report for a visit is necessary.

PASS PRIVILEGES – The administration and/or disciplinary-attendance assistant reserves the right to take away pass privileges from students when patterns of behavior or attendance indicate the need for such in order that they may have a successful school year. Students who violate these restrictions will be subject to discipline for insubordination.

TRUANCY: Any absence from class that does not have parent or administrative approval will be considered unexcused or a “skip”, depending on the circumstances. Leaving school without notifying the principal’s office will also be considered a “skip”.

TRUANCY POLICY:

The School will follow the policy: if a student incurs either excused absences or unexcused absences as follows

Excused Absences

- 3 absences in any given class period: The school will send a warning letter A.
- 6 absences in any given class period: The school will send warning letter B via certified mail or hand delivery and will schedule a meeting to sign the truancy intervention plan.
- 10 absences in any given class period: The school will contact law enforcement and provide a truancy referral form with documentation to law enforcement. The school has the discretion to waive the policy in extenuating circumstances.

Unexcused Absences

- 3 absences in any given class period the School will send warning letter A
- 5 absences in any given class period: The school will send warning letter B via certified mail or hand delivery and will schedule a meeting to sign the truancy intervention plan.
- 6 absences in any given class period: The school will contact law enforcement and provide a truancy referral form with documentation to law enforcement. The school has the discretion to waive the policy in extenuating circumstances

Students who are late for class are considered tardy.

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

Absences due to illness

The school will contact parents if a student becomes ill at school and may ask that the parent pick up the student. A student who has an excused absence due to illness has 2 days for each day of absence to complete missed assignments.

Planned absences

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

Students are expected to:

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

For more information, see Policy 5301.

Books and Supplies

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

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

Bulletin Boards

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

Bullying

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

Cafeteria Rules

All Students are expected to eat in the Commons, clean up after themselves, talk appropriately and follow school rules. Students are not to bring their school issued Chromebooks to the cafeteria during lunch.

Cell Phone Use

Students may use cell phones or other electronic devices while at school, so long as they do so safely, responsibly, and respectfully, and comply with all other school rules while using the devices.

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The District is not responsible for theft, loss, or damage of any cell phone or other electronic device.

Students may not use cell phones or other electronic devices while they are in locker rooms, restrooms, or any other area in which others may have a reasonable expectation of privacy.

Taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal photographs, video, audio, or other similar data, whether by electronic data transfer or otherwise (including via cell phone or other electronic device), may constitute a crime under state or federal law. A student engaged in any of these activities at school, at a school event, or on school-provided transportation, may be subject to discipline. A student engaged in any of these activities outside of school may be disciplined if the student's activities substantially disrupt or negatively affect the school environment.

Students may use cell phones before and after school, as well as at lunch time.

Teachers may also develop classroom rules for use of cell phones and other electronic devices.

School administrators and teachers may confiscate a student's cell phone or other electronic device if the student's use or possession of a cell phone or electronic device violates Board Policy, the student code of conduct, or any applicable building or classroom rule. The building principal or designee may require a meeting with the student's parent to discuss the rule violation before returning the cell phone or electronic device.

Cheating, Plagiarism, and Academic Dishonesty

Students may not cheat, plagiarize, or otherwise participate in academic dishonesty in any form. Prohibited behavior may include, but is not limited to:

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

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

Children's Protective Services Investigations

The District will cooperate with Children's Protective Services (CPS) during an investigation of suspected child abuse or neglect. Cooperation may include allowing CPS access to a student without parent consent if CPS determines access is necessary to complete the investigation or prevent abuse or neglect. As a matter of law, the identity of an individual who makes a report of suspected child abuse or neglect is confidential and will not be disclosed.

Classroom Behavior

Teachers may establish classroom conduct rules that students must follow.

Closed Campus

The school campus is closed for all students in grades 6-11. We will have an open campus for seniors who are in good standing and continue to follow parking lot and driving rules as stated in this handbook.

Communicable Diseases

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

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

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

For more information, see Policy 5713.

Damage to School Property

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

Dress and Grooming

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

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

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

Dress Code

Tops must have straps or sleeves and must cover the student's entire torso from armpit to armpit. Pants, shorts, and skirts must have an inseam at least 4 inches in length. Clothing may not display material that:

- Is materially and substantially disruptive or that school officials can reasonably forecast will create a substantial disruption;
- Is obscene, sexually explicit, indecent, or lewd;
- Promotes the use of or advertises illegal substances, including but not limited to substances illegal for minors;
- Incites violence;
- Contains "fighting words";
- Constitutes a true threat of violence;
- Demonstrates hate group association/affiliation or uses hate speech targeting groups based on their membership in a protected class; or
- Displays nipples, genitals, or buttocks.

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

Driving and Parking Personal Vehicles

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

1. Students may not move their vehicles, sit in, or be around their vehicles during the school day without permission from administration.
2. Students may not drive carelessly or with excessive speed on school grounds.
3. By driving to school and parking on school grounds, students and parents consent to having that vehicle searched when school officials have reasonable suspicion that a search will reveal a violation of school rules, Board Policy, or law.

Emergency Contact Information

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

Fees

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

Food Services

Students at West Iron County Middle and High School will be receiving free breakfast and lunch throughout the school year. Please refer to www.westiron.org for monthly breakfast and lunch menus.

Field Trips

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

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

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

First Aid, Illness, or Injury at School

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

When the building principal or designee determines that a student is too ill or injured to remain at school, school staff will contact the student's parent or other designated responsible adult to pick up the student from school. If the student requires immediate medical attention, the District will first attempt to contact a parent or other designated responsible adult when reasonably possible. If contact cannot be made, the building principal or designee will take any reasonable action necessary on the student's behalf, consistent with state law.

Students showing symptoms of a communicable disease may be sent home. The District may require a statement from a licensed physician or local health official before allowing the student to return to school.

Head Lice

A student with nits within ¼ inch of the scalp or live lice may remain at school. The student will be restricted from activities that involve close head-to-head contact or sharing of personal items. The District will notify the student's parent and provide educational materials on head lice prevention and treatment.

District personnel will not ostracize or embarrass a student with lice or nits and will maintain student confidentiality.

If a student has a persistent infestation after 6 weeks or 3 separate cases within 1 school year, the District will form a team that may include the student's parents, teacher, social workers, or administrators to determine the best approach to resolve the issue.

Homeless Children and Youth

The District will provide a free public education to homeless children and youth who are in the District and will afford them the educational rights and legal protections provided by federal and state law. Homeless children and youth will not be stigmatized or segregated based on their homeless status and will have the same access to services offered to students who are not homeless.

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

Francie Economy- School Social Worker
701 Nick Baumgartner Way
(906-265-5184
feconomy@westiron.org

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

Immunizations

For a student entering the District for the first time or entering 7th grade, a parent must provide the building principal or designee with a certificate stating that the student has received at least 1 dose of an immunizing agent against each disease specified by the Michigan Department of Health and Human Services (MDHHS) or other responsible agency or documentation of an applicable approved exemption.

The student's parent must provide the certificate or documentation at the time of registration, or no later than the first day of school. A parent of a student who has not received all doses of any required immunizing agent must provide the District an updated immunization certificate demonstrating that the immunizations have been completed as required by the MDHHS. The updated certificate must be provided within 4 months of the student entering the District for the first time or upon entering 7th grade. The District will not permit a student to attend school unless the parent provides evidence of immunizations or exemptions consistent with Policy 5713 and state law.

Law Enforcement Interviews

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

Limited English Proficiency

Limited proficiency in the English language should not be a barrier to a student's equal participation in the District's instructional or extracurricular programs. Those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular programs offered by the District.

Locker Use

Pursuant to Policy 5102, lockers are District property and may be made available for student use. Lockers are assigned to students on a temporary basis, and District administration may revoke a student's locker assignment at any time. The District retains ownership of lockers notwithstanding student use.

Students have no expectation of privacy in their lockers. The building principal or designee may inspect lockers without any particularized suspicion or reasonable cause and without advance notice. Upon the request of the building principal or designee, law enforcement may assist with searching lockers.

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

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

Lost and Found

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

Medication

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

- The student's parent must annually submit a written request and consent form as required by the District.
- A building principal or designee must request that the parent supply medications in the exact dosage required whenever feasible.

- The building principal or designee will notify the student's parent of any observed adverse reaction to medication.
- All medications must be in the original container.

For additional information and requirements, see Policy 5703.

Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers

A student may possess and use an asthma inhaler or epinephrine auto-injector or inhaler with written approval from the student's healthcare provider and consistent with Policy 5703. A minor student must also have written permission from the student's parent. The required documentation must be submitted to the building principal or designee. If a student is authorized to self-possess or self-administer an asthma inhaler or epinephrine auto-injector or inhaler, the building principal or designee will notify the student's teachers and other staff as appropriate.

Additionally, the school must maintain a written emergency care plan drafted by a physician in collaboration with the student's parent. The emergency care plan will contain specific instructions related to the student's needs. The physician and parent should update the emergency care plan as necessary to address any changes in the student's medical circumstances.

Parties

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

Playground/Recess Rules

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

Parents are encouraged and expected to provide their children with clothing conducive to the weather outside for purposes of traveling to and from school, as well as for participation in recess and other curricular/extra-curricular activities.

Students are expected to play fairly, include classmates and follow school expectations.

Students who violate these rules may be disciplined.

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

Protection of Pupil Rights

The District respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy as required by law. The policy is available on the District's website or upon request from the District's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a

written request to the Superintendent. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the Superintendent. A copy of the District's annual notice to parents regarding the Protection of Pupil Rights Amendment is attached as Appendix C.

Public Display of Affection

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

Rights of Custodial and Non-Custodial Parents

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

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

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

Search and Seizure

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

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

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

Student Education Records

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

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

Right to Request Explanation or Interpretation

A parent or eligible student may request, in writing, an explanation or interpretation of a student's education records. School officials will respond to any reasonable request.

Right to Request Amendment of Education Records

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

Directory Information

The District designates the following information as directory information:

The District may collect, retain, use, and disclose student education records consistent with state and federal law.

A. Definitions

1. An "education record" is a record directly related to a student that the District or its agents maintain, except that an education record does not include:

- a. records kept in the maker's sole possession that are used as a personal memory aid and that are not accessible or revealed to any person except a temporary substitute for the maker;
- b. records maintained by a law enforcement unit of the District, as defined by the Family Educational Rights and Privacy Act (FERPA), if the record was created for a law enforcement purpose;
- c. records relating to a student who is at least 18 years old that are created or maintained by a psychiatrist, psychologist, or other recognized professional or paraprofessional acting or assisting in that capacity that are created or maintained only for the student's treatment (exclusive of remedial educational activities or educational activities that are part of the District's instructional program) and that are disclosed only to persons providing treatment (except that the records may be personally reviewed by a physician or other appropriate professional of the student's choice);
- d. records created or received by the District after a person is no longer a student in the District and that are not directly related to the person's attendance as a student in the District;
- e. grades on peer-graded papers or assignments before they are collected or recorded by a teacher; or

f. records relating to a person employed by the District that are maintained in the normal course of business, relate only to the person's employment, and are not available for any other purpose. Records relating to a person employed as a result of that person's status as a student are, however, "education records."

2. "Personally identifiable information" means a student's name; the name of a student's parent/guardian or family member; the student's address or the address of a family member; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that alone or in combination is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

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

- a. student names, addresses, and telephone numbers;
- b. photographs, including photographs and videos depicting a student's participation in school-related activities and classes;
- c. date and place of birth;
- d. major field of study;
- e. grade level;
- f. enrollment status (e.g., full-time or part-time);
- g. dates of attendance (e.g., 2013-2017);
- h. participation in officially recognized activities and sports;
- i. weight and height of athletic team members;
- j. degrees, honors, and awards received; and
- k. the most recent educational agency or institution attended.

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

B. Collection and Retention of Records

School officials may collect and retain information about the District's students that is reasonably necessary for the District to perform its role as a public school district,

including, without limitation, student work samples, assessments, evaluations, surveys, health and medical information, immunization records, birth certificates, proof of residence, proof of achievements and awards, behavior records, investigation reports, incident reports, attendance records, all records necessary for the District to satisfy state or federal legal obligations, and any record necessary for the District to prove that a student was accurately counted in membership for state aid and grant purposes.

The Superintendent or designee will ensure that all student records are retained consistent with the Records Retention and Disposal Schedule for Michigan Public Schools and Policy 3502 and that reasonable steps (including, without limitation, physical or technological controls) are taken to protect education records, including those stored electronically, from inadvertent or unauthorized disclosure.

C. Right to Inspect and Review Education Records

Parents/guardians may inspect and review their minor child's education records, regardless of custody status, unless a court order specifically provides otherwise.

Parents/guardians may also inspect and review the education records of an "eligible student" if the student is considered a dependent under Internal Revenue Code Section 152. An "eligible student" means a student who is at least 18 years old, an emancipated minor, or a student enrolled in a postsecondary institution. Eligible students have the right to inspect and review their own education records.

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

The District will make arrangements for a parent/guardian or eligible student to inspect and review the student's education records within a reasonable time from receiving a request and not more than 30 calendar days from the date of the request or, if the student whose records are requested is a child with a disability as defined by the Individuals with Disabilities Education Act, before any Individualized Education Program Team meeting, resolution meeting, or due process hearing.

D. Right to Request Explanation or Interpretation of Student Education Records

A parent/guardian or eligible student may request, in writing, an explanation or interpretation of a student's education records. School officials will respond to any reasonable request.

E. Right to Request Amendment of Education Records

A parent/guardian or eligible student may request that a student's education record be amended if the parent/guardian or eligible student believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights. The Superintendent

will develop administrative guidelines explaining the process by which a parent/guardian or eligible student may request an amendment to the student's records and that the parent/guardian or eligible student has the right to a hearing if the District refuses the request.

F. Disclosure of Education Records to School Officials

Except as noted in "Disclosure to a For-Profit Business Entity" (section J), a school official may receive and review personally identifiable information from a student's education record only if the school official has a legitimate educational interest in the information. A school official has a "legitimate educational interest" if the record review is necessary for the school official to perform an administrative, supervisory, or instructional task as assigned by the District or to perform a service or benefit for the student or the student's family. For purposes of this Policy, a "school official" is any person employed by the District. The Board further designates the following persons and entities as "school officials":

1. a person or company with whom the Board has contracted to perform a specific task (such as an attorney, auditor, insurance representative, medical consultant, or online educational service provider or vendor);
2. a contractor, consultant, volunteer, or other party to whom the Board has outsourced a service or function otherwise performed by District employees (e.g., a therapist, a school resource officer, or an authorized information technology specialist);
3. a parent/guardian or student serving on an official committee, such as a disciplinary, reinstatement, or grievance committee; and
4. a person, including a volunteer, who is assisting another school official in performing the official's duties.

The above-identified persons and entities must: (a) perform institutional services or functions for which the District would otherwise use its own employees, (b) be under the direct control of the District as to the use and maintenance of education records, and (c) be subject to the requirements of FERPA regulations governing the use and re-disclosure of personally identifiable information from education records.

The Superintendent or designee will adopt procedures, including physical and technological controls, to ensure that only those school officials with a legitimate educational interest may access personally identifiable information from a student's education records.

G. Disclosure of "Directory Information"

Except as otherwise stated in this Policy, school officials may disclose "directory information" without the prior written consent of a parent/guardian or eligible student unless the parent/guardian or eligible student specifically notifies the District that the parent/guardian or eligible student does not consent to the disclosure of the student's directory information for 1 or more of the uses for which the District would commonly disclose the information.

The District will provide parents/guardians and eligible students with a Directory Information Opt Out Form, listing all uses for which it commonly discloses student directory information. The form will allow the parent/guardian or eligible student to elect not to have the student's directory information disclosed for 1 or more of the listed uses. Upon receipt of a completed Directory Information Opt Out Form, school officials may not release the student's directory information for any of the uses selected on the form.

The Superintendent or designee will provide the Directory Information Opt Out form to all parents/guardians or eligible students within the first 30 days of the school year. The form will also be made available at a parent's/guardian's or eligible student's request at any time during the school year. If the parent/guardian or eligible student does not return the form, the District may release directory information as permitted by law. The Directory Information Opt Out form will be kept on file for 1 year.

To ensure that directory information is not improperly used, the Superintendent or designee may require that a person requesting directory information execute an affidavit stating that, if disclosed, the directory information will not be used, rented, or sold for the purpose of surveys, marketing, or solicitation.

H. Disclosure of Education Records to Another School

School officials may release or disclose personally identifiable information contained in a student's education record without the consent of the parent/guardian or eligible student to another school or post-secondary institution in which the student seeks or intends to enroll, is enrolled, or from which the student receives services, if the disclosure is related to the student's enrollment or transfer.

I. Tagged Records and Record Transfers

Upon notification by a law enforcement agency that a student under age 17 is missing, the building principal or designee will tag the student's record in a manner that will alert both District and ISD personnel that the student is considered missing. Within 7 calendar days after receiving notice from a law enforcement agency that a student is no longer considered missing, the building principal or designee will remove the tag from the student's record.

Within 30 calendar days after receiving a request from a school in which a student has enrolled, the building principal or designee will forward the student's education records to the requesting school unless the student's record has been tagged as described in this Policy. If the record has been tagged, the building principal or designee will not forward the student's education records to the requesting school and will notify law enforcement.

J. Disclosure to a For-Profit Business Entity

School officials will not sell or otherwise provide any personally identifiable information that is part of a student's education records to a for-profit business entity, except as follows:

1. an employee or agent of a business entity acting as a "school official" as defined in this Policy;

2. pursuant to a management agreement between a public school academy and an educational management organization;
3. as necessary for standardized testing; or
4. as necessary to a person who is providing educational or educational support services to the student pursuant to a contract with the school.

K. Disclosure of Education Records in Response to Subpoena/Court Order

To the extent consistent with state law, including the nondisclosure requirements of Revised Judicature Act Section 2165, school officials may release or disclose personally identifiable information contained in a student's education records without the consent of the parent/guardian or eligible student upon receipt of a court order or lawfully issued subpoena requiring disclosure of the information. To the extent permitted or required by law, before complying with a court order or subpoena, school officials must notify the parent/guardian or eligible student, in writing, that the District intends to comply with the court order or subpoena.

L. Disclosure of Education Records in Other Circumstances

Except as provided in this Policy, the District and its employees and agents are prohibited from disclosing personally identifiable information from a student's education records without the written consent of a parent/guardian or eligible student unless the disclosure is otherwise permitted or required by law, including, without limitation, if the disclosure is:

- necessary because of a health or safety emergency;
- to authorized state or federal officials;
- in connection with a student's application for or receipt of financial aid;
- made for purposes of conducting a study for or on behalf of an educational agency or institution;
- to an accrediting organization;
- concerning a registered sex offender; or
- to a representative of a child welfare agency for a foster child.

A school official may not disclose personally identifiable information from a student's education records unless disclosure is consistent with the requirements of state and federal law, including FERPA.

M. Disclosure Logs

The Superintendent or designee will maintain, to the extent required by law, a log of those persons to whom personally identifiable information from a student's education records has been disclosed. The record will identify the student whose information was disclosed, the person or entity who requested or received the information, the information that was disclosed, the date the parent/guardian or eligible student provided written consent (if

necessary for the disclosure), a legitimate reason for the disclosure, and any other information required by law.

Subject to the limitations below, a parent/guardian or eligible student may request, in writing, information related to disclosure of personally identifiable information by the District. This information includes:

- the specific personally identifiable information that was disclosed by the District;
- the name and contact information of each person, agency, or organization to which the District disclosed the student's personally identifiable information; and
- the legitimate reason that the person, agency, or organization had in obtaining the personally identifiable information.

The District is not required to provide information about the disclosure of personally identifiable information if the personally identifiable information is:

1. provided to MDE or CEPI;
2. provided to the eligible student or the student's parent/guardian;
3. provided to an intermediate school district providing services pursuant to a written agreement;
4. provided by an intermediate school district to a school district or to a public school academy in which the pupil is enrolled or to a school district or public school academy providing services to the pupil pursuant to a written agreement;
5. provided to a person, agency, or organization with the written consent of the eligible student or the student's parent/guardian;
6. provided to a person, agency, or organization in accordance with an order, subpoena, or ex parte order issued by a court of competent jurisdiction;
7. provided as necessary for standardized assessments that measure the student's academic progress and achievement;
8. covered by the District's Directory Information Opt Out Form, unless the parent/guardian or eligible student has signed and submitted the Opt Out Form.

N. Video Recordings

A video recording that is directly related to a student may be an "education record" (e.g., when it is maintained to document student conduct or misconduct, unless it is maintained by a law enforcement unit and used solely for a law enforcement purpose). The Superintendent or designee will determine, on a case-by-case basis, upon receipt of a request for the video's disclosure, whether a particular video is an "education record" and whether it contains "personally identifiable information" about a student. If the Superintendent or designee determines that a video recording is an "education record," its release and disclosure and the rights of parents/guardians and eligible students to inspect and review the video recording are governed by this Policy, applicable laws, and relevant state and federal guidance.

O. Disclosure of Records to Law Enforcement

Nothing in this Policy limits a school official's right or duty under state law or pursuant to the Statewide School Safety Information Policy to contact law enforcement to report possible criminal activity. A school official may not, however, disclose personally identifiable information from a student's education records to law enforcement without the prior written consent of a parent/guardian or eligible student unless disclosure is otherwise permitted or required by state or federal law (e.g., in response to a health or safety emergency or a court order or subpoena).

If a school official reports possible criminal activity of a student with a disability as defined by the Individuals with Disabilities Education Act, the school official must transmit a copy of the student's special education records and disciplinary records to the authorities to whom the crime is reported in a manner consistent with FERPA (i.e., with prior written consent or a lawful exception to consent). Except for disclosures in response to a health or safety emergency, school officials must seek written consent to transmit the records of a student with a disability immediately after reporting the student's potential criminal activity to authorities.

P. Disclosure of Information to Military Recruiter

The District will provide recruiters of the Armed Forces of the United States with at least the same access to the high school campus and to directory information as is provided to other entities offering educational or employment opportunities to those students, as required by state and federal law. "Armed Forces of the United States" means the armed forces of the United States and their reserve components and the United States Coast Guard.

The Directory Information Opt Out Form must include the option to opt out of the disclosure of the student's directory information to recruiters of the Armed Forces of the United States. Upon receipt of a written "opt out," school officials may not release the student's directory information to recruiters of the Armed Forces of the United States. The District may charge a fee, not to exceed the actual costs of copying and mailing the requested directory information, to recruiters of the Armed Forces of the United States, to the same extent it charges other organizations.

Q. Annual Notice Requirements

The Superintendent or designee will send an annual notice to parents/guardians and eligible students notifying them of the following:

1. the right to inspect and review their student's education records;
2. the right to seek amendment of their student's education records, the process for requesting amendment, and applicable hearing procedures;
3. the identity of designated "school officials" and the definition of "legitimate educational interest";

4. the definition of “directory information” and notice that their student’s directory information may be disclosed without consent unless the parent/guardian or eligible student opts out of allowing disclosure;
5. the District’s practice to disclose a student’s education records, including disciplinary records, to another school or post-secondary institution in which the student seeks or intends to enroll or is enrolled;
6. the right to consent to the disclosure of personally identifiable information from a student’s education record before its disclosure, unless a nonconsensual disclosure is otherwise authorized by law;
7. the right to opt out of disclosure of directory information to recruiters for Armed Forces of the United States and their service academies;
8. the right to file a complaint with the U.S. Department of Education alleging that the District violated FERPA; and
9. the right to obtain a copy of the Board’s policies and administrative regulations about student records.

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

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

Technology

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

The District reserves the right to charge any student for lost and/or damaged equipment that was provided by the District.

Threat Assessment and Response

The Board of Education is committed to providing a safe environment for all members of the school community. Our commitment to security includes creating and maintaining a safe school climate and supportive culture as a foundation for preventing violence and mitigating risk.

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

Transportation Services

School Vehicle Rules

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

When in school vehicles, the following rules apply:

1. Students must promptly comply with any directive given by the driver.
2. Students must wait in a safe place for the vehicle to arrive, clear of traffic and away from where the vehicle stops.
3. Students may not fight or engage in bullying, harassment, or horseplay while riding or waiting for school vehicles.
4. Students must enter the vehicle without crowding or disturbing others and go directly to a seat.
5. Students must remain seated and keep aisles and exits clear while the vehicle is moving.
6. Students may not throw or pass objects on, from, or into vehicles.
7. Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
8. Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
9. Students may converse in ordinary tones and volumes but may not be loud or boisterous and should avoid talking to the driver while the vehicle is moving. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
10. Students may not open windows without the driver's permission. Students may not dangle body parts or other items (e.g., legs, arms, backpacks) out of the windows.
11. Students must secure any item(s) that could break or cause injury if tossed about the inside of the vehicle if the vehicle were involved in an accident.

12. Students must respect the rights and safety of others at all times.
13. Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
14. Students may not vandalize or intentionally cause damage to the vehicle.
15. Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.

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

School Vehicle Misconduct Consequences

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

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

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

Different Route Requests

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

Video Surveillance and Photographs

The District may monitor any District building, facility, property, bus, or vehicle with video recording equipment other than areas where a person has a legally recognized and reasonable expectation of privacy (e.g., restrooms and locker rooms). Except in those school areas, a person has no expectation of privacy.

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

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

Withdrawal From School

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

SECTION II: ACADEMICS

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

To register for PowerSchool, contact the Middle School/ High School office (906) 265-5184.

Academic Awards

National Honor Society

The West Iron County Chapter of the National Honor Society has a longstanding history of bringing prestige and honor to those students who have been selected and inducted as members.

The procedure at WICHHS that qualifies a student for the NHS begins in September of each year. The preliminary qualifications for consideration require that candidates must have been in attendance for a period equivalent to one semester in this school. Juniors and seniors are eligible to apply and must have a minimum 3.33 scholastic grade point average. Eligible candidates must also exhibit certain characteristics of service, leadership, and character. All qualifications must be maintained in full after selection, or the student may be subject to dismissal proceedings.

Selection:

1. Students' academic records will be reviewed by the school counselor and/or NHS advisor to determine scholastic eligibility.
2. Student who meet the scholastic criteria for membership must complete the following procedures:
 - a. Apply in writing to the faculty committee requesting consideration of nomination to the NHS. The letter should contain the person's eligibility in terms of leadership, service, and character ... and also the reason for desiring membership.
 - b. Complete the Student Activity Information Form and submit it as requested within the timelines set.
 - c. See to it that faculty prepare a Faculty Evaluation Form, which is submitted directly to the Faculty Advisory Committee through the Advisor.
 - d. Obtain additional information at the committee's request or even meet with the faculty committee if requested.
 - e. Fill-out all materials legibly, accurately, and with a great deal of care and consideration for detail ... and meet all deadlines and timelines as posted.
3. The faculty committee will then meet and shall make a determination as to the acceptance or non-acceptance of candidates. The principal and chapter advisors do not vote on student selections. Qualified students are selected by a majority vote of this five-member council, which is appointed by the principal.

4. Students will be notified by letter regarding their acceptance or non-acceptance to the National Honor Society.

Membership is an honor bestowed upon a select group of students by the faculty council on behalf of the school faculty.

Information concerning specific students not selected for membership is not usually shared – in exhaustive detail -- with parents and students. The principal may, however, offer parents and students some “general reasons for non-selection” with an interest in turning what is for all involved a disappointing situation, into a “teaching” experience that will help the student to further develop the qualities under consideration. In every instance, the principal or advisor will listen to the concerns of students and parents. Hopefully, those involved will understand that all decisions of the kind involved in this selection process have some subjective aspects. Admittedly, a committee composed of a different group of people might well have produced a different result, but this admission is no objection to the process itself or to the fact that specific decisions reached by the council do not satisfy everyone. Parents and students must understand that the goal is to uphold the integrity of the national standards, to avoid yielding to pressure tactics, and to have faculty council members recognize the serious nature of their assignment to be fair in their judgements. The National Council and NASSP shall not review the judgement of the faculty council regarding selection of individual members to the WICHS chapter.

Procedurally, while students not selected for membership in the NHS are not legally entitled to any kind of a formal hearing or other kind of due process, as a common courtesy, they would be graciously received, along with their parents, to have the selection process re-explained to them. This does not mean that the students or their parents have the right to see the evaluation sheets or other papers that may have been used by the faculty council in making their decision on selections. Materials used by the faculty council will not be placed in the school records or students’ files. Requests or demands that members of the faculty council be available for inquiry as to how each member evaluated the complaining student, or any other student, will be firmly but politely refused. Faculty members may speak with students and parents voluntarily.

Dismissal: Membership in the NHS is both an honor and a responsibility. All members are required to maintain the 3.33 GPA after each marking period. Members are also expected to continue to demonstrate the qualities of character, leadership, and service. Keep in mind MEMBERS WHO VIOLATE SCHOOL RULES AND RECEIVE DISCIPLINE THROUGH THE OFFICE MAY BE REMOVED FROM THE NHS. The advisor will periodically review members’ records and will bring each instance of violation to the faculty council. The council will accord the affected students (and parents) an opportunity to attend a hearing in which due process procedures of notice, opportunity for explanation and evidence, timeline notification, and an opportunity for appeal will be given. In short, members will have all of the same due process rights to appeal as they would in any school suspension and/or expulsion situation. The council will render its decision fairly and justly based on the information it has at its disposal. Students who are dismissed will not wear NHS artifacts and/or apparel to senior activities, including Commencement.

Guidelines for Selection and Retention

The following guidelines have been established at West Iron County High School to give further help to eligible candidates and faculty members in the definition of scholarship, service, leadership, and character.

Scholarship: Candidates have a grade point average of 3.33 or higher and show a scholarly approach in their coursework.

Service: Candidates put service to others above self-interest. They give time, effort, talents, and contributions, not for personal gain, but for the class, school, or community.

In addition, they have exhibited a willingness to do committee work and are always ready to show courtesy by assisting teachers, visitors, and other students. They represent the school in competition, participate in extra-curricular activities or community-related activities, and they must be involved in a minimum of three organizations to include sports, clubs, jobs, church groups, community groups, and projects. While a member of NHS, they must complete community service activities as determined by the NHS advisor.

Character: Candidates demonstrate the highest standards of reliability, honesty, and sincerity. They cooperate fully with school regulations and uphold high principles of morality and ethics. In addition, they take criticism willingly and accept recommendations graciously while consistently exemplifying desirable qualities of cheerfulness, friendliness, poise, and stability. They show courtesy and concern for others ... respect is of paramount importance to them. Candidates observe instructions and rules and are punctual and faithful both inside and outside the classroom. They also have powers of concentration and sustained attention as shown by perseverance and application to studies. They avoid cheating in every situation and show an unwillingness to profit by the mistakes of others. In tough situations, they “do the right thing” by testifying honestly against others who are detracting from the school’s learning community. They would never think of withholding information from a teacher or an administrator.

Leadership: Candidates are resourceful in proposing solutions to problems and demonstrate initiative in promoting positive school activities. They exercise influence on peers in upholding school ideals and consistently contribute ideas that improve the life of those in the school. Candidates accept great responsibility both in and out of the classroom and are able to effectively delegate. They inspire positive, contributory behavior in others and successfully hold school offices or positions of responsibility. In addition, they can conduct business effectively and efficiently and can be depended upon to get the job done, whatever the job may be. They show great initiative in the classroom and contribute to a positive, educational teaching and learning environment.

Induction Ceremony/ Honors Assembly/ Tutorial Program: Students in National Honor Society, as a condition of membership, are required to participate in the induction ceremonies, are required to help plan and carry-out the end-of-year Honors Assembly, and are required to tutor students in their subject areas if that is required by their chapter advisor. Students who choose not to participate in these activities – or seek permission otherwise by the chapter advisor and building principal – may be removed from the chapter and disallowed from wearing the NHS garments at graduation ceremonies.

Advanced Placement (AP) Courses

AP Courses are Available through Michigan Virtual School (VHS). If a student is interested in taking an AP Exam, please contact the Student Services Coordinator.

Commencement

The District may conduct a commencement ceremony for eligible students at the end of the school year. Participation in the ceremony is a privilege, not a right. Students may be prohibited from participating in the ceremony as a consequence for misconduct. A student's disqualification from participating in the commencement ceremony does not impact the issuance of a diploma to the student, provided that all graduation requirements have been satisfied.

Credits and Graduation Requirements

Michigan Merit Curriculum High School Graduation Requirements

Mathematics – 4 credits

Algebra I (1 credit)

Geometry (1 credit)

Algebra II (1 credit)

One additional math credit – see course sequencing

English – 4 credits

English 9 (1 credit)

English 10 (1 credit)

English 11 (1 credit)

English 12 (1 credit)

Science – 3 credits

Biology

Physics or Chemistry or Biological Agriscience (Agricultural Biology)

One additional science credit – see course sequencing

Social Studies – 3 credits

U.S. History/Geography 9 (1 credit)

World History/Geography 10 (1 credit)

Economics 11 (1/2 credit) Personal Finance (1/2 Credit)

Civics 11 (1/2 credit)

Physical Education (1/2 credit)

Health (1/2 credit)

Visual, Performing and Applied Arts (1 credit)

Online Learning Experience

World Language – 1 to 2 credits

Credit can be earned in grades 9-12 or an equivalent learning experience in grades K-12. Second credit can be replaced with a CTE credit OR a Performing Arts credit.

GENERAL REQUIREMENTS

The Class of 2025 will need 24 credits to graduate.

Students must be enrolled at the West Iron County High School for at least the entire last semester of their senior year to graduate from WIC.

Students must attend high school for eight semesters and take a full schedule each term.

No mid-year awarding of diplomas or premature graduations will take place except under extraordinary circumstances as determined by the Board of Education. Students must successfully complete all graduation requirements to earn a high school diploma.

Dropping or Adding a Class

Once schedules are distributed, no changes will be allowed except in extreme circumstances. Only educationally justifiable changes will be considered. Please keep in mind that students do not naturally get every class that they desire in a school our size ... they may have to take classes outside of their areas of interest. Every effort was made to staff classes based on student requests during the scheduling process, but a perfect schedule for all students is an impossibility. Classes may not be dropped after the first (5) five days of the semester. Both the Principal and the Student Services Coordinator (SSR) must sign the Drop and Add Slip. Students who are scheduled as such and create discipline problems will be subject to strict disciplinary measures under our discipline policy. If a class is dropped after the beginning of the 4th week, the student may receive an "F" for failure to complete the course.

Dual Enrollment

Students in grades 11 and 12 may be eligible to dually enroll in college classes to obtain high school and college credit. Please contact your assigned counselor for information about enrollment eligibility, charges paid by the District, eligible institutions, and other matters related to dual enrollment.

Grades

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

For the purpose of grade point calculation, all classes, are valued on a 4-point scale as follows:

A	94%-100%	B-	80%-83%	D+	67%-69%
A-	90%-93%	C+	77%-79%	D	64%-66%
B+	87%-89%	C	74%-76%	D-	60%-63%
B	84%-86%	C-	70%-73%	F	59% and Below

Any grades of INCOMPLETE must be reconciled in order for students to receive a legitimate grade for credit. The administration reserves the right to calculate “incompletes” at 0.00 for grading purposes if the student does not attempt to rectify or fail to meet the faculty member’s standards for rectification within 4 weeks of the issuance of the incomplete.

Graduates: Seniors who need the credits to graduate MUST RECTIFY INCOMPLETES BY NOON ON THE FRIDAY BEFORE COMMENCEMENT ACTIVITIES or they may be precluded from participation.

Failing a Marking Period/ Semester: Students who fail one of the two marking periods of a semester, must take and pass the final exam to be eligible to receive a passing grade and credit. If a student fails both terms of a class during the semester they will need to pass the cumulative exam to earn credit. In each case the student will receive a **CR** on their transcript.

Credit (CR) will be awarded to pupils who have applied themselves and yet have met only the minimal objectives of the course. It is granted at the teacher’s and/or administrator’s discretion because they feel that the student has demonstrated a conscientious effort in meeting the standards of the course in question. The grade of Credit (CR) will have a GPA value of 0.33.

Work Study/ Independent Study: Students in work-study/ independent study shall be graded on an “S” (satisfactory) or “U” (unsatisfactory) basis. Students shall receive the appropriate credit.

Honor Roll: Students will need to maintain a 3.667 GPA to be on the “A” Honor Roll and 2.667 for the “B” Honor Roll. It is the students’ responsibility to make sure the office has their names correctly posted for the honor roll. They should check the lists on the bulletin board outside the office when posted and should remind office secretaries of any discrepancies before the names are submitted to the local newspaper for publication.

Class Rank: The Board of Education has authorized the use of a class ranking system for grades 9-12. The system to be used is detailed below.

At the end of the freshman year, sophomore year, the junior year and finally at the end of the second report period in the senior year, students will be ranked scholastically. The final average will be used in all subjects in which units of credits are given to calculate an average. The ranking is requested by colleges, is used to determine the eligibility for membership in the National Honor Society, and is used for certain senior honors.

- A. Grade point average shall be computed by the final grade in all subjects. Any Two (2) or more students whose computed grade point averages are identical shall be given the same rank. The rank of the student will be determined by grade point average. All students receiving the same GPA shall receive the same class rank.
- B. A student's grade point average and rank in class shall be entered on his/her record and shall be subject to the Board's policy on release of student records. Rank in class shall be entered on the student's records and on all transcripts.

Students entering the high school shall have no established grade point average (GPA) or class rank until they have completed two (2) semesters at the high school.

Inclusion of a student in graduation honors such as Valedictorian shall occur only if the student has been enrolled at West Iron County for their final four (4) semesters.

Valedictorian is the graduating senior with the highest GPA and the Salutatorian is the graduating senior with the 2nd highest GPA. Students with equal GPA's will honored.

Homework

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

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

Personal Curriculum

For some students, it may be appropriate to modify the Michigan Merit Curriculum through implementation of a personal curriculum. All students who have completed 9th grade are entitled to a personal curriculum, and the District will implement a personal curriculum for a student if requested by a parent or by the student if the student is age 18 or older. Any modification to the Michigan Merit Curriculum must be consistent with Michigan law and must incorporate as much of the Michigan Merit Curriculum content standards as practicable for the student. The District retains discretion to determine what modifications to the Michigan Merit Curriculum are appropriate for a particular student through a personal curriculum. A student who successfully completes an approved personal curriculum will earn a regular high school diploma.

To request a personal curriculum, please contact:

Konnor Bjorkman- Student Services Coordinator
(906) 265-5184
kbjorkman@westiron.org

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

Placement

The District has the sole discretion to make promotion, retention, and placement decisions for its students, consistent with state and federal law. The District may consider parent requests that a student be placed in a particular classroom, building, educational program, or grade. The District's placement decision is final.

Students with Disabilities

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

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

Heidi Priestley
700 Washington Avenue Iron River, MI 49935
hpriestley@westiron.org
(906) 265- 6141

Summer School

Summer school will only be offered to High School students for Credit Recovery. We will meet with students in May. The cost of the course will need to be paid for by the student, if the course is completed with a passing grade, the fee will be returned to the student.

Testing Out

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

Work Permits

Work permits are available at the Administration office (906) 265-9218.

SECTION III: STUDENT CLUBS, ACTIVITIES, AND ATHLETICS

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

For the 2023-2024 school year, the District offers the following student clubs and athletics:

Athletics

High School (minimum participation numbers)

- Football – Varsity, Junior Varsity
- Basketball – Varsity, Junior Varsity – Boys and Girls
- Track – Boys and Girls
- Golf – Boys and Girls
- Tennis – Boys and Girls
- Cross-Country – Boys and Girls
- Volleyball- Varsity, Junior Varsity

Middle School

- Football
- Basketball- Boys and Girls
- Volleyball
- Track- Boys and Girls

Clubs

High School

Art Club, Business Club, Cheerleading (6), Forest Club, Key Club, Robotics, Sideline Cheer, Spanish Club, Student Council

Middle School

Art Club, Student Council

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

Extracurricular Activities

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

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

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

For more information, see Policy 5507.

Student-Initiated Non-Curricular Clubs

Students may voluntarily form clubs that are not directly related to the school curriculum to promote activities unrelated to curriculum. Membership in a student-initiated, non-curricular club must be open to all interested and eligible District students, and the club may not refuse membership to a student based on any protected classification under state or federal law.

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

Transportation To/From Extracurricular Activities

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

SECTION IV: DISCIPLINE AND CODE OF CONDUCT

Discipline Generally

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

The District will take steps to effectively discipline students in a manner that appropriately minimizes out-of-school suspensions and expulsions. The District will comply with applicable laws related to student discipline, including the consideration of specific factors and possible use of restorative practices.

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

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

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

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

Forms of School Discipline & Applicable Due Process

After-School Detention

Teachers and administrators may require students to stay after school to serve a detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

Students who ride the bus home from school will be given a 24-hour notice of a detention so that parents may make transportation arrangements for the student the following day.

In-School Suspension

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

Series 5000: Students, Curriculum, and Academic Matters

5200 Student Conduct and Discipline

5206E Student Discipline - Suspension from Class, Subject, or Activity by Teacher

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

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

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

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

Legal authority: MCL 380.1309

Date adopted: August 2024

Date revised:

Removal for 10 or Fewer School Days

Before a student is suspended for 10 or fewer school days, an administrator will: (1) provide the student verbal notice of the offense the student is alleged to have committed, and (2) provide the student an informal opportunity to respond and explain what happened. Except in emergency circumstances, an administrator will not suspend the student unless, after providing the student notice and an opportunity to explain, the administrator is reasonably certain that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The building administrator will consider the 7 factors provided in the Student Code of Conduct before suspending a student.

Removal for More than 10 and Fewer than 60 School Days

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

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

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

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

Removal for 60 or More School Days

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

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

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

Student Code of Conduct

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

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

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

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

Prohibited Conduct	Potential Consequence(s)
Illegal Substances or Paraphernalia, including Alcohol: possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of drugs, alcohol, fake drugs, illegal steroids, illegal inhalants, or look-alike drugs	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral
Tobacco/Nicotine: possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of any form of tobacco, including vaping devices or supplies.	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral
Disruptive Behavior or Insubordination: disrupting the learning environment or school activity or violating a school rule or directive.	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Detention • Suspension or Expulsion
Dangerous Weapon Possession: firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles.	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral

<p>Other Weapons and Look-Alike Weapons Possession: an object that is not a “dangerous weapon,” including but not limited to a pellet or air-soft gun, a knife with a blade of 3 inches or less, items intended to look like a dangerous weapon, or similar items.</p>	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral
<p>Use of an Object as a Weapon: any object used to threaten or harm another, regardless of whether injury results.</p>	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral
<p>Arson: purposefully, intentionally, or maliciously setting a fire on school property.</p>	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral
<p>Physical Assault (Student to Student): causing or attempting to cause physical harm to another through intentional use of force or violence.</p>	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion up to 180 school days • Police Referral
<p>Physical Assault (Student to Employee, Volunteer, or Contractor): causing or attempting to cause physical harm to another through intentional use of force or violence.</p>	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral
<p>Verbal or Written Threat, including Bomb or Similar Threat: statement that constitutes a threat against a student, employee, other person, or school property.</p>	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral
<p>Plagiarism, Cheating, or other Falsification of Schoolwork: submitting work that is not your own, including copying from others’ work.</p>	<ul style="list-style-type: none"> • Restorative Practices • Credit Loss or Grade Reduction • Parent Notification • Detention • Suspension or Expulsion

<p>Discrimination, Harassment (including Sexual Harassment), and Bullying: violating Board Policy addressing anti-discrimination, anti-harassment, and anti-bullying.</p>	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion
<p>Criminal Sexual Conduct: commits criminal sexual conduct in a school building or on school grounds; or pleads to, is convicted of, or is adjudicated for criminal sexual conduct against another student enrolled in the same school district; or commits criminal sexual conduct against another student enrolled in the same school district.</p>	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral
<p>Fighting, Inciting Violence, Filming a Fight or Assault, Distributing or Publishing a Fight or Assault Video</p>	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion
<p>Sexting: distribution or publication of lewd, pornographic, or sexually suggestive videos or photographs of students or staff.</p>	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral
<p>Misuse of District Technology: violating the District’s acceptable use policies and agreement.</p>	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral

Optional: SECTION V: BUILDING-SPECIFIC RULES AND PROCEDURES

- **Building-specific drop-off and pick-up procedures:** All students and visitors to West Iron County Middle/High School are to enter Door #1. At the end of each day we ask that parents who are picking up their child pick up at Door #1 and exit the campus going North on Nick Baumgartner Way.
- **School Store Information:** The Tri Paw Lodge is located in the tunnel leading to the elementary. Clothing, snacks and drinks are available. If you are interested in looking for Wykon apparel, please stop by the school during regular hours or call (906) 265-5184.
- **College Day:** Students may take two (2) days during both their junior and senior years to visit colleges they are considering attending, to take a physical examination for the armed forces, or to visit a place of employment for a job interview. Absences that fall into this category will be non-chargeable, provided the student has received previous clearance from the office. In addition, verification from the college, the recruiter, or the employer stating that the student did in fact report for a visit is necessary.

- **Rules for All West Iron County Middle/ High School Dances:**

Only regularly enrolled pupils at West Iron County High/ Middle School will be admitted unless authorization is given by the principal.

No one will be admitted after 8:30 p.m.

Students may leave at any time, but once they leave the dance, they may not return.

The use of tobacco, intoxicants, or other drugs is prohibited at school sponsored dances. The use of these at any time is grounds for suspension from school and contact with law enforcement agencies.

No one below the ninth (9th) grades in school or older than high school will be admitted to the High School dance. No High schoolers will be admitted in to a Middle School dance. Guest passes will be available to visiting high school students with a signature from their home district.

For prom, students age of 9th grade through 20 years old may attend off campus prom event.

No visitor passes will be given for Middle School dances.

APPENDIX A: TITLE IX SEXUAL HARASSMENT

Series 3000: Operations, Finance, and Property

3100 General Operations

3115A Definitions for 3115 Series

A. The following definitions apply to policies 3115-3115H, 4101, 4102, and 5202, which address non-discrimination, anti-harassment, and non-retaliation:

1. “Appeals Officer” means a person who is designated to hear a determination appeal, a dismissal appeal, or a challenge to a Supportive Measures decision. The Appeals Officer must be a District employee and may not be the same person as the Coordinator, Decisionmaker, Investigator, or Informal Resolution Facilitator.
2. “Complainant” means: (1) a student or employee who is alleged to have been subjected to conduct that could constitute Unlawful Discrimination; or (2) a person other than a student or employee who is alleged to have been subjected to conduct that could constitute Unlawful Discrimination and who was participating or attempting to participate in the District’s education program or activity at the time of the alleged Unlawful Discrimination.
3. “Complaint” means an oral or written request to the District that objectively can be understood as a request for the District to investigate and make a determination about alleged Unlawful Discrimination.
4. “Consent” means a voluntary agreement to engage in sexual activity by a person legally capable of consenting. Someone who is incapacitated cannot consent. Past consent does not imply future consent. Silence or an absence of resistance does not imply consent. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Consent can be withdrawn at any time. Coercion, force, or threat of either invalidates consent. Sexual conduct or romantic relationships between students and District employees, volunteers, or contractors, regardless of age

or consent, are prohibited.

5. “Coordinator” means the person(s) designated by the District to coordinate the District’s compliance with state and federal non-discrimination laws. The Coordinator may be the same person as the Investigator and Decisionmaker.

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

7. “Decisionmaker” means the person designated to issue a determination as to whether Unlawful Discrimination occurred. The Decisionmaker may be the same person as the Coordinator and Investigator.

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8. “Disciplinary Sanctions” means consequences imposed on a Respondent following a determination that the Respondent engaged in Unlawful Discrimination.

9. “Grievance Procedure” means the process outlined in Policy 3115E.

10. “Informal Resolution Facilitator” means the person designated to facilitate an informal resolution process. The Informal Resolution Facilitator may not be the same person as the Investigator or the Decisionmaker.

11. “Investigator” means the person designated to investigate a complaint of Unlawful Discrimination. The Investigator may be the same person as the Coordinator and Decisionmaker.

12. “Key Role” means Coordinator, Investigator, Decisionmaker, Informal Resolution Facilitator, or Appeals Officer.

13. “Party” means a Complainant or Respondent.

14. “Relevant” means related to the allegations of Unlawful Discrimination under investigation as part of the Grievance Procedure. Questions are relevant when they seek evidence that may aid in showing whether the alleged Unlawful Discrimination occurred, and evidence is relevant when it may aid a Decisionmaker in determining whether the alleged Unlawful Discrimination occurred.

15. “Remedies” means measures provided, as appropriate, to a Complainant or any other person the District identifies as having had their equal access to the District’s education program or activity limited or denied by Unlawful Discrimination. These measures are provided to restore or preserve that person’s access to the District’s education program or activity after the District determines that Unlawful Discrimination occurred.

16. “Respondent” means a person who is alleged to have violated the District’s prohibition on Unlawful Discrimination.

17. “Retaliation” means intimidation, threats, coercion, or discrimination against any person by the District, a student, or an employee or other person authorized by the District to provide aid, benefit, or service under the District’s education program or activity, for the purpose of interfering with any right or privilege secured by the 3115 Policy Series, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under the 3115 Policy Series. Retaliation does not include a requirement that a District employee participate in a Grievance Procedure.

18. “Supportive Measures” means individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a

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Complainant or Respondent, not for punitive or disciplinary reasons, and without fee or charge to the Complainant or Respondent to:

- a. Restore or preserve that Party’s access to the District’s education program or activity, including measures that are designed to protect the safety of the Parties or the District’s educational environment; or
- b. Provide support during the District’s Grievance Procedure or during an informal resolution process.

19. “Unlawful Discrimination” means to treat a person differently or less favorably

due to the person's race, color, national origin, ethnicity, religion, sex (including gender identity or expression, sexual orientation, pregnancy, childbirth, or a related condition), age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis or any other legally protected class, and includes unlawful harassment and retaliation based on a person's membership in a protected classification.

B. Examples of Unlawful Harassment

Unlawful harassment may include, but is not limited to:

1. Race, Color, or National Origin Harassment, which is prohibited by Title VI and Title VII of the Civil Rights Act of 1964 and the Michigan Elliott-Larsen Civil Rights Act. Race, color, or national origin harassment is unwelcome conduct based on a person's actual or perceived race, color, or national origin that creates a hostile environment or becomes a condition of continued employment. Race includes traits historically associated with race, including, but not limited to, hair texture and protective hairstyles. Race, color, or national origin harassment may take many forms, including slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct.

Under this Policy, harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics, will be considered race, color, or national origin harassment.

2. Disability Harassment, which is prohibited by the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and the Michigan Persons with Disabilities Civil Rights Act. Disability harassment is unwelcome conduct based on a person's actual or perceived disability that creates a hostile environment or becomes a condition of continued employment. Disability harassment may take many forms, including slurs, taunts, stereotypes, or name-calling, as well as disability motivated physical threats, attacks, or other hateful conduct.

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3. Sex-Based Harassment, which is prohibited by Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Michigan Elliott-Larsen Civil Rights Act, and includes harassment based on sex, sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, that is:

a. Quid Pro Quo Harassment

An employee, agent, or other person authorized by the District to provide an aid, benefit, or service under the District's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;

b. Hostile Environment Harassment

Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the District's education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:

- i. The degree to which the conduct affected the Complainant's ability to access the District's education program or activity;
- ii. The type, frequency, and duration of the conduct;
- iii. The Parties' ages, roles within the District's education program or activity, previous interactions, and other factors about each Party that may be relevant to evaluating the effects of the conduct;
- iv. The location of the conduct and the context in which the conduct occurred; and
- v. Other sex-based harassment in the District's education program or activity; or

c. Specific Offenses

i. “Sexual assault” means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

ii. “Dating violence” means violence committed by a person: (i) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (ii) where the existence of such a relationship shall be determined based on a consideration of the following factors: (1) the length of the relationship; (2) the type of relationship; and (3) the frequency of interaction between the persons involved in the relationship.

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iii. “Domestic violence” means felony or misdemeanor crimes committed by a person who: (i) is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the District, or a person similarly situated to a spouse of the victim; (ii) is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner; (iii) shares a child in common with the victim; or (iv) commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction.

iv. “Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (i) fear for the person’s safety or the safety of others; or (ii) suffer substantial emotional distress.

Legal authority: 20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701 et seq., 794, 2601 et seq., 6101 et seq.; 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq.,

12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1, et seq.;
MCL 37.1101 et seq., 37.2101 et seq.

Date adopted: August 2023

Date revised: August 2024

Series 3000: Operations, Finance, and Property

3100 General Operations

3115B Designation of Coordinators

The District designates the following person(s) to serve as non-discrimination
Coordinators:

Designated Title IX Coordinator

Elementary Principal

700 Washington Ave, Iron River, MI 49935

906-265-6141

hpriestley@westiron.org

Middle & High School Principal

701 Nick Baumgartner Way, Iron River, MI 49935

906-265-5184

mberutti@westiron.org

Designated Section 504 Coordinator

Elementary Principal

700 Washington Ave, Iron River, MI 49935

906-265-6141

hpriestley@westiron.org

Designated Civil Rights Coordinator/Employment Compliance Officer

Elementary Principal

700 Washington Ave, Iron River, MI 49935

906-265-6141

hpriestley@westiron.org

A Complaint against one of the Coordinators listed above may be made to the Superintendent or Board President. A Complaint against the Superintendent may be made to the Board President. A Complaint against the Board President may be made to the Board Vice President.

Legal authority: 20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701 et seq., 794, 2601 et seq., 6101 et seq.; 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq.,

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12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1, et seq.;
MCL 37.1101 et seq., 37.2101 et seq.

Date adopted: August 2023

Date revised: August 2024

3100 General Operations

3115C Supportive Measures

A. Supportive Measures

The District will offer and coordinate Supportive Measures, as appropriate, for Complainants, Respondents, and others whose access to the District's education program and activity was impacted by alleged Unlawful Discrimination.

Supportive Measures are designed to restore or preserve a person's access to the District's education program or activity or provide support during the District's Grievance Procedure and informal resolution process. Supportive Measures are available at any time, including before, during, and after the Grievance Procedure or Informal Resolution Process.

Supportive Measures must not unreasonably burden any Party.

1. Examples of Supportive Measures

Supportive Measures may include, but are not limited to:

- a. District-provided counseling;
- b. Course-related adjustments, such as deadline extensions;
- c. Modifications to class, extracurricular, or work schedules;
- d. Provision of an escort to ensure that the Complainant and Respondent can safely attend classes and school activities;
- e. Training and education programs; and
- f. Mutual no-contact orders.

Any Party may seek modification or termination of a supportive measure applicable to them if circumstances materially change.

The District must not disclose information about any Supportive Measures to persons other than the person to whom they apply, unless necessary to provide the Supportive Measure or to restore or preserve a party's access to the education program or activity, or as otherwise authorized by law.

B. Challenging Supportive Measures

For allegations of Title IX Sex Discrimination, any Party may seek modification or reversal of a decision to provide, deny, modify, or terminate

Supportive Measures applicable to them. To request a modification to Supportive Measures, the Party must submit a written request to the Title IX Coordinator. The Title IX Coordinator will designate an impartial employee as

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an Appeals Officer to review the challenge. The Appeals Officer must be an employee, must not be the person who made the challenged decision, and must have the authority to modify or reverse Supportive Measures. The Appeals Officer will only modify or reverse a decision about Supportive Measures if the Appeals Officer determines that the initial decision to provide, deny, modify, or terminate the supportive measure is inconsistent with the definition of Supportive Measures in this Policy.

C. Students with Disabilities

If a Party is a student with a disability, the applicable Coordinator or designee must consult with one or more members, as appropriate, of the student's Section 504 or Individualized Education Program Team (as applicable), to ensure compliance with Section 504 or the IDEA in the implementation of Supportive Measures.

Legal authority: 34 CFR 106.1 et seq.

Date adopted: August 2023

Date revised: August 2024

3115D Informal Resolution

In lieu of resolving a Complaint through the Grievance Procedure, and if offered by the District, the Parties may instead elect to participate in an informal resolution process. This process is not available to resolve a Complaint that includes allegations that an employee engaged in sex-based harassment of a student, or when such a process would conflict with Federal, State, or local law.

Informal resolution does not require a full investigation and may encompass a broad

range of conflict resolution strategies, including, but not limited to, arbitration, mediation, or restorative justice.

Legal authority: 34 CFR 106.44

Date adopted: August 2023

Date revised: August 2024

3115E Grievance Procedure and Remedies

A. Grievance Procedure

1. Generally

The District has adopted the following Grievance Procedure that provides for the prompt and equitable resolution of Unlawful Discrimination, including harassment and retaliation, Complaints. This Grievance Procedure will be used to investigate and resolve Complaints of Unlawful Discrimination, including harassment and retaliation, between and among students, employees, volunteers, contractors, and Board members.

The District will treat Complainants and Respondents equitably.

The District requires that any individual serving in a Key Role not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent. Individuals serving in a Key Role for a Title IX Sex Discrimination Complaint must meet the additional training requirements in Policy 3115H.

The District presumes that the Respondent is not responsible for the alleged Unlawful Discrimination until a determination is made at the conclusion of the Grievance Procedure.

a. Grievance Procedure Stages and Timeframes: The District has established the following stages and, where applicable, timeframes for the Grievance Procedure:

i. Evaluation

Upon receipt of a Complaint, the Coordinator will determine whether to proceed with an investigation or dismiss the Complaint consistent with

Policy 3115F. For Title IX Sex Discrimination Complaints, this determination will occur within 5 days.

ii. Investigation

If the Complaint proceeds to the Investigation phase, the Coordinator will appoint an Investigator to conduct the investigation and provide notice of the allegations. The Coordinator may serve as the Investigator. For Title IX Sex Discrimination Complaints, the notice of allegations will be provided within 5 days. For Title IX Sex Discrimination Complaints, the Investigator will endeavor to complete the investigation within 60 days.

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iii. Evidence Access (Title IX Sex Discrimination Complaints Only)

For Title IX Sex Discrimination Complaints only, upon completion of the Investigation phase, the Parties will have 5 days to access and respond to the evidence as further explained below.

iv. Decision

Upon completion of the Investigation, the Decisionmaker will endeavor to promptly issue a decision as to whether Unlawful Discrimination occurred. For Title IX Sex Discrimination Complaints, the decision will be issued within 10 days.

Unless otherwise determined by the applicable Coordinator based on unique circumstances, the Investigator will also serve as the Decisionmaker.

v. Appeal Decision

If an appeal is permitted under Policy 3115F, that appeal must be submitted within 5 days from a Party's receipt of the determination.

At any point, the Coordinator, Investigator, Decisionmaker, or Appeals Officer may reasonably extend timelines on a case-by-case basis for good cause. If

good cause exists, the Coordinator, Investigator, Decisionmaker, or Appeals Officer will notify each Party in writing within 5 days of the decision to extend the timelines. Such notice will include the reason and length of the extension. Good cause may include absence of a Party or witness; concurrent law enforcement activity; complexity of the underlying allegations; or the need for accommodations (e.g., language assistance or accommodation of disabilities).

2. Confidentiality

The District will take reasonable steps to protect the privacy of the Parties and witnesses during its Grievance Procedure. These steps will not restrict the ability of the Parties to obtain and present evidence, including consulting with their family members, confidential resources, or advisors; or otherwise prepare for or participate in the Grievance Procedure. The Parties may not engage in retaliation, including against witnesses.

3. Evidence Considerations

The Decisionmaker will objectively evaluate all evidence that is Relevant and not otherwise impermissible, including both inculpatory and exculpatory evidence. Credibility determinations will not be based on a person's status as a Complainant, Respondent, or witness. For Title IX Sex Discrimination Complaints, the Decisionmaker must attempt to independently question and

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evaluate the credibility of Parties and witnesses if credibility is in dispute and Relevant.

4. Complaint Consolidation

The District may consolidate Complaints when the allegations arise out of the same facts or circumstances.

5. Notice of Allegations

Upon receiving a Complaint, the applicable Coordinator will notify the Parties

of the following:

- a. The Grievance Procedure and any informal resolution process;
- b. Sufficient information available at the time to allow the Parties to respond to the allegations, including the identities of the Parties involved in the incident(s), the conduct alleged to constitute Unlawful Discrimination, and the date(s) and location(s) of the alleged incident(s);
- c. Retaliation is prohibited; and
- d. For Title IX Sex Discrimination Complaints, the Parties are entitled to an equal opportunity to access the Relevant and not otherwise impermissible evidence or an accurate description of the evidence. If the District provides a description of the evidence, the Parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence upon request.

If, during an investigation, the District decides to investigate additional allegations of Unlawful Discrimination by the Respondent toward the Complainant that are not included in the notice provided or that are included in a Complaint that is consolidated, the District will notify the Parties of the additional allegations.

6. Investigation

The District will provide for adequate, reliable, and impartial investigation of Complaints. The burden is on the District — not on the Parties — to conduct an investigation that gathers sufficient evidence to determine whether Unlawful Discrimination occurred.

The Parties will be provided an equal opportunity to present fact witnesses and other inculpatory and exculpatory evidence that is relevant and not otherwise impermissible. The Investigator will review all evidence gathered through the investigation and determine what evidence is relevant and what evidence is impermissible regardless of relevance.

Throughout the investigation, the Investigator must determine, what, if any, facts remain in dispute. If dispositive facts are not reasonably in dispute (e.g.,

based on Party admissions, irrefutable evidence), further investigation is not required.

7. Title IX Sex Discrimination Specific Evidence Rules

a. Access to Evidence: For allegations of Title IX Sex Discrimination, the District will provide each party with an equal opportunity to access the evidence that is relevant to the allegations of Title IX Sex Discrimination and not otherwise impermissible, in the following manner:

- i. The Investigator will provide an equal opportunity to access either the relevant and not otherwise impermissible evidence, or an accurate description of this evidence. If the Investigator provides a description of the evidence, the Investigator will provide the parties with an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party;
- ii. The Investigator will provide a reasonable opportunity to respond to the evidence or the accurate description of the evidence; and
- iii. The District will take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through the Grievance Procedure. Disclosure of such information and evidence for purposes of administrative proceedings or litigation related to the Title IX Sex Discrimination Complaint is authorized.

b. Impermissible Evidence: The following types of evidence, and questions seeking that evidence, are impermissible regardless of whether they are relevant:

- i. Evidence that is protected under a privilege recognized by Federal or State law, unless the person to whom the privilege is owed has voluntarily waived the privilege or confidentiality;

ii. A Party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the Party or witness, unless the District obtains that Party's or witness's voluntary, written consent for use in the Grievance Procedure; and

iii. Evidence that relates to the Complainant's sexual interests or prior sexual conduct, unless evidence about the Complainant's prior sexual conduct is offered to prove that someone other than the Respondent committed the alleged conduct or is evidence about specific incidents of the Complainant's prior sexual conduct with the Respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the Complainant and Respondent does not by itself demonstrate or imply the Complainant's

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consent to the alleged sex-based harassment or preclude determination that sex-based harassment occurred.

Impermissible evidence will not be accessed or considered, except by the District to determine whether one of the above exceptions applies.

Impermissible evidence will not be disclosed or otherwise used in the investigation.

8. Determination

Following the investigation and evaluation of all relevant and not otherwise impermissible evidence, the Decisionmaker will:

a. Use the preponderance of the evidence standard to determine whether Unlawful Discrimination occurred. The Decisionmaker must evaluate relevant and not otherwise impermissible evidence for its persuasiveness.

If the Decisionmaker is not persuaded by a preponderance of the evidence that Unlawful Discrimination occurred, whatever the quantity of

the evidence, the Decisionmaker will not determine that Unlawful Discrimination occurred.

b. Notify the Parties in writing of the determination whether Unlawful Discrimination occurred, including the rationale for such determination and the procedures and permissible bases for the Complainant and Respondent to appeal, if applicable.

c. Not discipline a Respondent for Unlawful Discrimination unless there is a determination at the conclusion of the Grievance Procedure that the Respondent engaged in unlawful discrimination.

d. Comply with this Grievance Procedure before imposing any disciplinary sanctions against a Respondent.

9. Remedies

If there is a determination that Unlawful Discrimination occurred, the applicable Coordinator will, as appropriate:

a. Coordinate the provision and implementation of remedies to a Complainant and other people the District identifies as having had equal access to the District's education program or activity limited or denied by Unlawful Discrimination;

b. Coordinate the imposition of any Disciplinary Sanctions against a Respondent. For a Title IX Sex Discrimination Complaint, notify the Complainant of any such Disciplinary Sanctions; and

c. Take other appropriate prompt and effective steps to ensure that Unlawful Discrimination does not continue or recur within the District's education program or activity.

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10. False Statements

A person who knowingly files a false Complaint or makes a materially false statement is subject to discipline, including discharge from employment or expulsion.

The District will not discipline a Party, witness, or others participating in a Title IX Sex Discrimination Complaint Grievance Procedure for making a false statement or for engaging in consensual sexual conduct based solely on the determination whether sex discrimination occurred.

Legal authority: 20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701 et seq., 794, 2601 et seq., 6101 et seq.; 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1, et seq.; MCL 37.1101 et seq., 37.2101 et seq.

Date adopted: August 2023

Date revised: August 2024

3115F Complaint Dismissal and Appeals

A. Complaint Dismissal

The District may dismiss a Complaint if:

1. The District is unable to identify the Respondent after taking reasonable steps to do so;
2. The Respondent is not participating in the District's education program or activity and is not employed by the District;
3. The Complainant voluntarily withdraws any or all of the allegations in the Complaint, the applicable Coordinator declines to initiate a Complaint, and the District determines that, without the Complainant's withdrawn allegations, the conduct that remains alleged in the Complaint, if any, would not constitute Unlawful Discrimination even if proven; or
4. The District determines the conduct alleged in the Complaint, even if proven, would not constitute Unlawful Discrimination. Before dismissing the Complaint and if necessary, the District will make reasonable efforts to clarify the allegations with the Complainant.

Upon dismissal, the District will promptly notify the Complainant of the basis for the dismissal. If the dismissal occurs after the Respondent has been notified of the allegations, the District will also notify the Respondent of the dismissal and the basis for the dismissal promptly following notification to the Complainant, or simultaneously if notification is in writing.

Upon dismissal, the District will take prompt and effective steps, as appropriate, through the applicable Coordinator, to ensure that Unlawful Discrimination does not continue or recur within the District's education program or activity. The District will offer Supportive Measures to the Complainant as appropriate. The District will also offer Supportive Measures to the Respondent as appropriate if the Respondent has been notified of the Complaint allegations.

The District will notify a Complainant alleging Title IX Sex Discrimination that a dismissal may be appealed and will provide the Complainant with an opportunity to appeal the dismissal of a Complaint. If the dismissal occurs after the Respondent has been notified of the allegations, then the District will also notify the Respondent that the dismissal may be appealed.

B. Complaint Dismissal Appeal – Title IX Sex Discrimination Only

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1. Complaint dismissals may be appealed within 5 days of receipt on the following bases:

- a. Procedural irregularity that would change the outcome;
- b. New evidence that would change the outcome and that was not reasonably available when the dismissal was made; and
- c. The Title IX Coordinator, Investigator, or Decisionmaker had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that would change the outcome.

2. If the dismissal is appealed, the District will:

- a. Notify the Parties of any appeal, including notice of the allegations, if

- notice was not previously provided to the Respondent;
- b. Implement appeal procedures equally for the Parties;
 - c. Ensure that the Appeals Officer did not take part in an investigation of the allegations or dismissal of the Complaint;
 - d. Ensure that the Appeals Officer has been trained consistent with the applicable federal regulations;
 - e. Provide the Parties a reasonable and equal opportunity to make a statement in support of, or challenging, the outcome; and
 - f. Notify the Parties of the result of the appeal and the rationale for the result.

The Appeals Officer will affirm the dismissal if it met any of the above-listed standards for dismissal, unless the Appeals Officer determines that dismissal will result in unremedied Unlawful Discrimination.

C. Determination Appeal Procedure – Title IX Sex Discrimination Complaints Only

Any party may appeal the determination to the Title IX Coordinator, who will appoint an Appeals Officer to hear the appeal. The appeal must be filed within 5 days of receipt of the determination. The Appeals Officer will offer each Party the opportunity to submit a statement in support of the appeal or in support of the original determination. The Appeals Officer will issue a written decision on the appeal within 5 days of the deadline for the Parties to submit statements.

D. Determination Appeal Procedures – Other Complaints

Unless expressly stated in writing by the Decisionmaker, other determinations are not subject to appeal.

Legal authority: 34 CFR 106.1, et seq.

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Date adopted: August 2023

Date revised: August 2024

3115-F-1 Discrimination, Harassment, and Retaliation Complaint Form

District Letterhead

This form is being submitted by:

Complainant Name:

Phone: Email:

If the Complainant is a student:

Date of Birth: Grade:

School Building Attending:

If the Complainant is an employee:

Job Title: Building:

Complaint Details

Reporter's Name and Relationship to Complainant:

Reporter's Phone: Reporter's Email:

Respondent's Name:

Respondent's

Relationship to

Complainant:

1. Describe the alleged discrimination that you are requesting the District investigate. Please

be specific. Describe the incident(s) and identify the individuals and potential witnesses involved. Describe or attach any evidence you believe is relevant. Attach additional pages if

needed.

2. Describe the date/time/location(s) of the alleged incident(s).

3115-F-1 Discrimination, Harassment, and Retaliation Complaint Form

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3115-F-2 Sample Notice of Nondiscrimination

This notice must be included on the District's website and in each handbook, catalog, announcement,

bulletin, and application form that it makes available to students, parents/guardians, applicants for

admission or employment, all unions and professional organizations holding collective bargaining or

professional agreements with the recipient. If necessary for size restrictions, a District may instead include

in those publications a statement that the District prohibits sex discrimination in its programs and activities

and that individuals may report concerns or questions to the Title IX Coordinator, and provide a link where

individuals can access the full notice on the District's website.

The District does not discriminate on the basis of race, color, national origin, ethnicity, religion, sex (including gender identity or expression, sexual orientation, pregnancy, childbirth, or a related condition), age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis, and prohibits unlawful discrimination, including harassment and retaliation, in any education program or activity that it operates, including in admission and employment.

Inquiries about unlawful discrimination, including unlawful harassment and retaliation, may be referred to the District's applicable Coordinator and/or an agency with jurisdiction, such as the U.S. Department of Education's Office for Civil Rights, the Michigan Department of Civil Rights, the Equal Employment Opportunity Commission,

or the Department of Justice.

Designated Title IX Coordinator

Elementary Principal

700 Washington Ave, Iron River, MI 49935

906-265-6141

hpriestley@westiron.org

Middle & High School Principal

701 Nick Baumgartner Way, Iron River, MI 49935

906-265-5184

mberutti@westiron.org

3115-F-2 Sample Notice of Nondiscrimination

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Designated Section 504 Coordinator

Elementary Principal

700 Washington Ave, Iron River, MI 49935

906-265-6141

hpriestley@westiron.org

Designated Civil Rights Coordinator/Employment Compliance Officer

Elementary Principal

700 Washington Ave, Iron River, MI 49935

906-265-6141

hpriestley@westiron.org

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

To report information about conduct that may constitute unlawful discrimination,

including unlawful harassment and retaliation, or make a complaint of such conduct, please contact the applicable Coordinator listed above.

3115G Additional Requirements to Prevent and Address Pregnancy Discrimination

A. Pregnancy or Related Conditions

The District will not adopt or implement any policy, practice, or procedure, or take any action, on the basis of sex: (1) concerning a student's current, potential, or past parental, family, or marital status that treats students differently on the basis of sex; (2) concerning the current, potential, or past parental, family, or marital status of an employee or applicant for employment that treats persons differently or that is based upon whether an employee or applicant for employment is the head of household or principal wage earner; (3) concerning pre-admission inquiries as to the marital status of an applicant for admission.

1. Comparable Treatment to Other Medical Conditions

The District treats pregnancy or related conditions as any other temporary medical condition for all job-related purposes and with respect to any medical or hospital benefit, service, plan, or policy the District administers, operates, offers, or participates in with respect to students.

2. Lactation Time and Space

The District will ensure access to and provide reasonable break time for an employee or student to express breast milk or breastfeed as needed.

The lactation space will be a space other than a bathroom that is clean, shielded from view, free from intrusion from others, and which may be used by an employee or student for expressing breast milk or breastfeeding as needed.

3. Student Pregnancy or Related Conditions Additional Requirements

a. Employee Obligations

Unless the employee reasonably believes that the Title IX Coordinator has already been notified, when a student, or a person who has a legal right to

act on behalf of the student, informs any employee of the student's pregnancy or related condition, the employee will promptly provide that person with the Title IX Coordinator's contact information and inform that person that the Title IX Coordinator can coordinate specific actions to prevent sex discrimination and ensure the student's equal access to the District's education program or activity.

b. Title IX Coordinator Obligations

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Upon receiving information that a student is pregnant or has a related condition, the Title IX Coordinator will take the steps below:

- i. Inform the student and the person who notified the District of the pregnancy or related condition (if that person has the legal right to act on behalf of that student) of the District's obligations and the student's rights;
- ii. Provide a copy of the District's notice of non-discrimination to the student and the person who notified the District of the pregnancy or related condition (if that person has the legal right to act on behalf of that student);
- iii. Make reasonable modifications to the District's policies, practices, or procedures as necessary to prevent sex discrimination and ensure equal access to the District's programs and activities. Any reasonable modification must be based on the student's individualized needs and made by consulting with the student. The student has the right to accept or reject any reasonable modifications. Any accepted reasonable modifications will be implemented;
- iv. Allow the student to voluntarily access any separate and comparable portion of the District's education program or activity;
- v. Allow the student to voluntarily take a leave of absence from the

District's program or activity to cover (at a minimum) the period of time deemed medically necessary by the student's licensed healthcare provider. Upon return, the student will be reinstated to the academic status and extracurricular status (as applicable) that the student held before leave began;

vi. Provide access to a lactation space; and

vii. Not require supporting documentation unless the documentation is necessary and reasonable for the District to determine the reasonable modifications to make or whether to take additional actions to support the student.

c. Certificate to Participate

The District will not require a student who is pregnant or has a related condition to provide certification from a healthcare provider or any other person that the student is physically able to participate in the District's class, program, or extracurricular activity unless: (i) the certified level of physical ability or health is necessary for participation in the class, program, or extracurricular activity; (ii) the District requires such certification of all students participating in the class, program, or extracurricular activity; and (iii) the information obtained is not used as a basis for discrimination.

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Legal authority: 34 CFR 106.40

Date adopted: August 2024

Date revised:

3115H Training Requirements, Recordkeeping, and Policy Notice

Title IX Training Requirements

The following individuals must receive training related to their duties under Title IX. Training may not rely on sex stereotypes.

All Employees

All District employees must be trained upon hiring and annually on:

The District's obligation to address sex discrimination;

The scope of conduct that constitutes sex discrimination under Title IX and its implementing regulations, including the definition of sex-based harassment;

The obligation to notify the Title IX Coordinator when the employee has information about conduct that reasonably may constitute sex discrimination;

The obligation to provide a possible Complainant with the Title IX Coordinator's contact information and information about how to make a complaint of sex discrimination; and

Notification requirements for pregnant students.

Key Role Training

All Key Roles: Any individual who serves in a Key Role under Title IX must be trained upon hire, when Key Role duties change, and annually thereafter on:

All training requirements applicable to all employees;

The District's obligations in responding to allegations of sex discrimination;

The District's Grievance Procedure;

How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias; and

The meaning and application of the term "relevant" in relation to questions and evidence, and the types of evidence that are impermissible regardless of relevance.

Informal Resolution Facilitator

Individuals who serve as an Informal Resolution Facilitator must be trained upon hire, when Key Role duties change, and annually thereafter on:

All training requirements applicable to all employees;

All training requirements applicable to Key Roles;

The rules and practices of the District's informal resolution process; and

How to serve impartially, including by avoiding conflicts of interest and bias.

Title IX Coordinator

Individuals who are designated as a Title IX Coordinator must be trained upon hire, when Key Role duties change, and annually thereafter on:

All training requirements applicable to all employees;

All training requirements applicable to Key Roles;

All training requirements applicable to the Informal Resolution Coordinator;

The Coordinator's obligation to coordinate the District's efforts to comply with its responsibilities under Title IX;

Supportive Measures;

The District's recordkeeping system;

Recordkeeping requirements; and

Any other training necessary to coordinate the District's Title IX compliance.

Other Coordinator Training Requirements

All other Coordinators and individuals assigned to serve in a Key Role outside of Title IX investigations must be adequately trained.

Record Keeping

The District will maintain the following records for a minimum of seven years:

For each Title IX Sex Discrimination Complaint, records documenting the informal resolution process or the Grievance Procedure, and the resulting outcome;

For each notification to the Title IX Coordinator about conduct that reasonably may constitute sex discrimination, including notifications received from District employees, records documenting the actions the District took to meet its obligations in responding to sex discrimination; and

All materials used to provide training under Title IX.

Nondiscrimination Notice Requirement

The District will prominently post on its website and otherwise provide notice of nondiscrimination to students, parents, employees, applicants for admission and employment, and all unions and professional organizations with collective bargaining agreements with the District. The notice of nondiscrimination will comply with all applicable laws.

Legal authority: 20 USC 1400 et seq., 1681 et seq.; 29 USC 206 et seq., 621 et seq., 701 et seq., 794, 2601 et seq., 6101 et seq.; 38 USC 4301 et seq.; 42 USC 1983, 2000d et seq., 2000e et seq., 2000ff et seq., 6101 et seq., 12101 et seq.; 29 CFR 1604.1 et seq., 1635; 34 CFR 106.1, et seq.; MCL 37.1101 et seq., 37.2101 et seq.

Date adopted: August 2024

Date revised:

APPENDIX B: ANTI-BULLYING

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

A. Prohibited Conduct

1. Bullying, including cyberbullying, a student at school is prohibited. Bullying is any written, verbal, or physical act, or electronic communication that is intended to or that a reasonable person would know is likely to harm one or more students directly or indirectly by doing any of the following:
 - a. substantially interfering with a student's educational opportunities, benefits, or programs;
 - b. adversely affecting a student's ability to participate in or benefit from the District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
 - c. having an actual and substantial detrimental effect on a student's physical or mental health; or
 - d. causing substantial disruption in, or substantial interference with, the District's orderly operations.
2. Retaliation or false accusations against the target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying, are prohibited.

B. Reporting an Incident

If a student, staff member, or other person suspects there has been a bullying incident, the person must promptly report the incident to the building principal or designee, or to the Responsible School Official(s), as defined below.

A report may be made in person, by telephone, or in writing (including electronic transmissions). If a bullying incident is reported to a staff member who is not the building principal, designee, or a Responsible School Official, the staff member must promptly report the incident to the building principal, designee, or a Responsible School Official.

To encourage reporting of suspected bullying or related activities, each building principal, after consulting the Responsible School Official(s), will create, publicize, and implement a system for anonymous reports. The system must emphasize that the District's ability to investigate anonymous reports may be limited.

Complaints that the building principal has bullied a student must be reported to the Superintendent. Complaints that the Superintendent has bullied a student must be reported to the Board President.

C. Investigation

All bullying complaints will be promptly investigated. The building principal or designee will conduct the investigation, unless the building principal or Superintendent is the subject of the investigation. If the building principal is the subject of the investigation, the Superintendent or designee will conduct the investigation. If the Superintendent is the subject of the investigation, the Board President will designate a neutral party to conduct the investigation.

A description of each reported incident, along with all investigation materials and conclusions reached, will be documented and retained.

D. Notice to Parent/Guardian

If the investigator determines that a bullying incident has occurred, the District will promptly notify the victim's and perpetrator's parent/guardian in writing.

E. Annual Reports

At least annually, the building principal or designee, or the Responsible School Official, must report all verified bullying incidents and the resulting consequences, including any disciplinary action or referrals, to the Board.

The District will annually report incidents of bullying to MDE in the form and manner prescribed by MDE.

F. Responsible School Official

The Superintendent is the "Responsible School Official" for this Policy and is responsible for ensuring that this Policy is properly implemented. This appointment does not reduce or eliminate the duties and responsibilities of the building principal or designee as described in this Policy.

G. Posting/Publication of Policy

The Superintendent or designee will ensure that this Policy is available on the District's website and incorporated into student handbooks and other relevant school publications.

The Superintendent or designee will submit this Policy to the MDE within 30 days after its adoption.

H. Definitions

1. "At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether it is held on school premises. "At school" also includes any conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the device or provider is owned by or under the control of the District.

2. "Telecommunications access device" means any of the following:

a. any instrument, device, card, plate, code, telephone number, account number, personal identification number, electronic serial number, mobile identification number, counterfeit number, or financial transaction device defined

in MCL 750.157m (e.g., an electronic funds transfer card, a credit card, a debit card, a point-of-sale card, or any other instrument or means of access to a credit, deposit, or proprietary account) that alone or with another device can acquire, transmit, intercept, provide, receive, use, or otherwise facilitate the use, acquisition, interception, provision, reception, and transmission of any telecommunications service; or

b. any type of instrument, device, machine, equipment, technology, or software that facilitates telecommunications or which is capable of transmitting, acquiring, intercepting, decrypting, or receiving any telephonic, electronic, data, internet access, audio, video, microwave, or radio transmissions, signals, telecommunications, or services, including the receipt, acquisition, interception, transmission, retransmission, or decryption of all telecommunications, transmissions, signals, or services provided by or through any cable television, fiber optic, telephone, satellite, microwave, data transmission, radio, internet based or wireless distribution network, system, or facility, or any part, accessory, or component, including any computer circuit, security module, smart card, software, computer chip, pager, cellular telephone, personal communications device, transponder, receiver, modem, electronic mechanism or other component, accessory, or part of any other device that is capable of facilitating the interception, transmission, retransmission, decryption, acquisition, or reception of any telecommunications, transmissions, signals, or services.

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

a. a person or entity providing a telecommunications service, whether directly or indirectly as a reseller, including, but not limited to, a cellular, paging, or other wireless communications company or other person or entity which, for a fee, supplies the facility, cell site, mobile telephone switching office, or other equipment or telecommunications service;

b. a person or entity owning or operating any fiber optic, cable television, satellite, internet based, telephone, wireless, microwave, data transmission, or radio distribution system, network, or facility; or

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

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

Date adopted: August 2023

Date revised:

APPENDIX C: PROTECTION OF PUPIL RIGHTS

5308 Protection of Pupil Rights

A. Surveys, Analyses, and Evaluations

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

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

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

"Sensitive information" includes:

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

B. Invasive Physical Examinations

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

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

“Invasive physical examination” means:

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

C. Collection of Student Personal Information for Marketing

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

“Personal information” means individually identifiable information that includes:

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

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

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

D. Inspection of Instructional Material

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

E. Notification of Rights and Procedures

The Superintendent or designee will notify Parents of:

1. this Policy and its availability upon request;
2. how to opt their child out of participation in activities as provided for in this Policy;

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

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

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

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

Legal authority: 20 USC 1232h

Date adopted: August 2023

Date revised: August 2024

5308-F Protection of Pupil Rights

PPRA Notice and Consent/Opt-Out

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

Political affiliations or beliefs of the student or student’s parent;

Mental or psychological problems of the student or student’s family;

Sex behavior or attitudes;

Illegal, anti-social, self-incriminating, or demeaning behavior;

Critical appraisals of others with whom the student has close family relationships;

Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;

Religious practices, affiliations, or beliefs of the student or student’s parents; or

Income, other than as required by law to determine program eligibility.

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

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

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

Sample disclosure list of surveys/activities

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

Provide approximate dates, grades of students affected, summary of survey/activity

Parents/guardians must be notified of survey/analysis/evaluation and must consent in writing

I, _____ allow my student, _____, to take the _____ on or about _____.

Parent/Guardian: _____

Please return this form no later than Friday September 6, 2024 to the following school official:

Mike Berutti

701 Nick Baumgartner Way

Iron River, MI 49935

mberutti@westiron.org

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

Provide approximate dates, grades of students affected, and summary of survey/activity.

Parents must be notified of survey/analysis/evaluation and have right to opt out.

Contact Mike Berutti at (906) 265-5184 no later than September 6, 2024 if you do not want your student to participate in this survey/activity.

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

Provide approximate dates, grades of students affected, and summary of survey/activity.

Parents must be notified of survey/analysis/evaluation and have right to opt out.

Contact Mike Berutti at (906) 265-5184 no later than September 6, 2024 if you do not want your student to participate in this survey/activity.

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

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

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

Contact Mike Berutti at 906-265-5184 no later than September 6, 2024 if you do not want your student to participate in this activity.

APPENDIX D: DIRECTORY INFORMATION AND OPT OUT FORM

Student's Name: _____

School: West Iron County Middle/High School Grade: _____

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

If you do not want your student's directory information released for one or more of the purposes listed below, please complete this form and return it to your student's school office by September 15.

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

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

Directory information includes the information contained in a students' education record that would not generally be considered harmful or an invasion of privacy if disclosed. See Policy 5309 for more information.

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

West Iron County Public Schools may not disclose my student's directory information for the following purposes:

See examples of common uses of directory information below in Policy 5309.

- For School or District publications, including but not limited to, a yearbook, graduation program, theater playbill, athletic team or band roster, newsletter, and other school and district publications.
- For School or District auto-dialer system to communicate School or District information.
- To news media outside the School or District.
- To the School PTO or District parent organization.

- To other groups and entities outside of the School or District, including community, advocacy, and/or parent organizations.
- On official school-related websites or social media accounts.
- On school employees' personal classroom websites or social media accounts.

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

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

- Do not release my student’s name, address, or telephone number to U.S. Military recruiters without my prior written consent.
- Do not release my student’s name, address, or telephone number to institutions of higher education recruiters without my prior written consent.

Parent/Guardian/Eligible Student Signature _____ Date _____

5309 Student Records and Directory Information

The District may collect, retain, use, and disclose student education records consistent with state and federal law.

A. Definitions

1. An “education record” is a record directly related to a student that the District or its agents maintain, except that an education record does not include:
 - a. records kept in the maker’s sole possession that are used as a personal memory aid and that are not accessible or revealed to any person except a temporary substitute for the maker;
 - b. records maintained by a law enforcement unit of the District, as defined by the Family Educational Rights and Privacy Act (FERPA), if the record was created for a law enforcement purpose;
 - c. records relating to a student who is at least 18 years old that are created

or maintained by a psychiatrist, psychologist, or other recognized professional or paraprofessional acting or assisting in that capacity that are created or maintained only for the student's treatment (exclusive of remedial educational activities or educational activities that are part of the District's instructional program) and that are disclosed only to persons providing treatment (except that the records may be personally reviewed by a physician or other appropriate professional of the student's choice);

d. records created or received by the District after a person is no longer a student in the District and that are not directly related to the person's attendance as a student in the District;

e. grades on peer-graded papers or assignments before they are collected or recorded by a teacher; or

f. records relating to a person employed by the District that are maintained in the normal course of business, relate only to the person's employment, and are not available for any other purpose. Records relating to a person employed as a result of that person's status as a student are, however, "education records."

2. "Personally identifiable information" means a student's name; the name of a student's Parent or family member; the student's address or the address of a family member; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that alone or in combination is linked or linkable to a specific

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student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to

whom the education record relates.

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

- a. student names, addresses, and telephone numbers;
- b. photographs and videos depicting a student’s participation in school-related activities and classes;
- c. date and place of birth;
- d. major field of study;
- e. grade level;
- f. enrollment status (e.g., full-time or part-time);
- g. dates of attendance (e.g., 2023-2027);
- h. participation in officially recognized activities and sports;
- i. weight and height of athletic team members;
- j. degrees, honors, and awards received; and
- k. the most recent educational agency or institution attended.

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

B. Collection and Retention of Records

School officials may collect and retain information about the District’s students that is reasonably necessary for the District to perform its role as a public school district, including, without limitation, student work samples, assessments, evaluations, surveys, health and medical information, immunization records, birth certificates, proof of residence, proof of achievements and awards, behavior records, investigation reports, incident reports, attendance records, all records necessary for the District to satisfy state or federal legal obligations, and any record necessary for the District to prove that a student was accurately counted

in membership for state aid and grant purposes.

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The Superintendent or designee will ensure that all student records are retained consistent with the Records Retention and Disposal Schedule for Michigan Public Schools and Policy 3502 and that reasonable steps (including, without limitation, physical or technological controls) are taken to protect education records, including those stored electronically, from inadvertent or unauthorized disclosure.

C. Right to Inspect and Review Education Records

Parents may inspect and review their minor child's education records, regardless of custody status, unless a court order specifically provides otherwise.

Parents may also inspect and review the education records of an "eligible student" if the student is considered a dependent under Internal Revenue Code Section 152. An "eligible student" means a student who is at least 18 years old, an emancipated minor, or a student enrolled in a postsecondary institution.

Eligible students have the right to inspect and review their own education records.

The District will make arrangements for a Parent or eligible student to inspect and review the student's education records within a reasonable time from receiving a request and not more than 30 calendar days from the date of the request or, if the student whose records are requested is a child with a disability as defined by the Individuals with Disabilities Education Act, before any Individualized Education Program Team meeting, resolution meeting, or due process hearing.

D. Right to Request Explanation or Interpretation of Student Education Records

A Parent or eligible student may request, in writing, an explanation or interpretation of a student's education records. School officials will respond to any reasonable request.

E. Right to Request Amendment of Education Records

A Parent or eligible student may request that a student’s education record be amended if the Parent or eligible student believes the record is inaccurate, misleading, or otherwise in violation of the student’s privacy rights. The Superintendent will develop administrative guidelines explaining the process by which a Parent or eligible student may request an amendment to the student’s records and that the Parent or eligible student has the right to a hearing if the District refuses the request.

F. Disclosure of Education Records to School Officials

A school official may receive and review personally identifiable information from a student’s education record only if the school official has a legitimate educational interest in the information. A school official has a “legitimate educational interest” if the record review is necessary for the school official to perform an

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administrative, supervisory, or instructional task as assigned by the District or to perform a service or benefit for the student or the student’s family. For purposes of this Policy, a “school official” is any person employed by the District. The Board further designates the following persons and entities as “school officials”:

1. a person or company with whom the Board has contracted to perform a specific task (such as an attorney, auditor, insurance representative, medical consultant, or online educational service provider or vendor);
2. a contractor, consultant, volunteer, or other party to whom the Board has outsourced a service or function otherwise performed by District employees (e.g., a therapist, a school resource officer, an employee of an intermediate school district, or an authorized information technology specialist);
3. a Parent or student serving on an official committee, such as a disciplinary, reinstatement, or grievance committee; and
4. a person, including a volunteer, who is assisting another school official in performing the official’s duties.

The above-identified persons and entities must: (a) perform institutional services

or functions for which the District would otherwise use its own employees, (b) be under the direct control of the District as to the use and maintenance of education records, and (c) be subject to the requirements of FERPA regulations governing the use and re-disclosure of personally identifiable information from education records.

The Superintendent or designee will adopt procedures, including physical and technological controls, to ensure that only those school officials with a legitimate educational interest may access personally identifiable information from a student's education records.

G. Disclosure of "Directory Information"

Except as otherwise stated in this Policy, school officials may disclose "directory information" without the prior written consent of a Parent or eligible student unless the Parent or eligible student specifically notifies the District that the Parent or eligible student does not consent to the disclosure of the student's directory information for 1 or more of the uses for which the District would commonly disclose the information.

The District will provide Parents and eligible students with a Directory Information Opt Out Form, listing all uses for which it commonly discloses student directory information. The form will allow the Parent or eligible student to elect not to have the student's directory information disclosed for 1 or more of the listed uses.

Upon receipt of a completed Directory Information Opt Out Form, school officials may not release the student's directory information for any of the uses selected on the form.

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The Superintendent or designee will provide the Directory Information Opt Out form to all Parents or eligible students within the first 30 days of the school year. The form will also be made available at a Parent's or eligible student's request at any time during the school year. If the Parent or eligible student does not return the form, the District may release directory information as permitted by law. The

Directory Information Opt Out form will be kept on file for 1 year.

To ensure that directory information is not improperly used, the Superintendent or designee may require that a person requesting directory information execute an affidavit stating that, if disclosed, the directory information will not be used, rented, or sold for the purpose of surveys, marketing, or solicitation.

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

H. Disclosure of Education Records to Another School

School officials may release or disclose personally identifiable information contained in a student's education record without the consent of the Parent or eligible student to another school or post-secondary institution in which the student seeks or intends to enroll, is enrolled, or from which the student receives services, if the disclosure is related to the student's enrollment or transfer.

I. Tagged Records and Record Transfers

Upon notification by a law enforcement agency that a student under age 17 is missing, the building principal or designee will tag the student's record in a manner that will alert both District and ISD personnel that the student is considered missing. Within 7 calendar days after receiving notice from a law enforcement agency that a student is no longer considered missing, the building principal or designee will remove the tag from the student's record.

Within 30 calendar days after receiving a request from a school in which a student has enrolled, the building principal or designee will forward the student's education records to the requesting school unless the student's record has been tagged as described in this Policy. If the record has been tagged, the building

principal or designee will not forward the student's education records to the requesting school and will notify law enforcement.

J. Disclosure to a For-Profit Business Entity

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School officials will not sell or otherwise provide any personally identifiable information that is part of a student's education records to a for-profit business entity, except as follows:

1. an employee or agent of a business entity acting as a "school official" as defined in this Policy;
2. pursuant to a management agreement between a public school academy and an educational management organization;
3. as necessary for standardized testing; or
4. as necessary to a person who is providing educational or educational support services to the student pursuant to a contract with the school.

K. Disclosure of Education Records in Response to Subpoena/Court Order

To the extent consistent with state law, including the nondisclosure requirements of Revised Judicature Act Section 2165, school officials may release or disclose personally identifiable information contained in a student's education records without the consent of the Parent or eligible student upon receipt of a court order or lawfully issued subpoena requiring disclosure of the information. To the extent permitted or required by law, before complying with a court order or subpoena, school officials must notify the Parent or eligible student, in writing, that the District intends to comply with the court order or subpoena.

L. Disclosure of Education Records in Other Circumstances

Except as provided in this Policy, the District and its employees and agents are prohibited from disclosing personally identifiable information from a student's education records without the written consent of a Parent or eligible student unless the disclosure is otherwise permitted or required by law, including, without limitation, if the disclosure is:

- necessary because of a health or safety emergency;
- to authorized state or federal officials;
- in connection with a student's application for or receipt of financial aid;
- made for purposes of conducting a study for or on behalf of an educational agency or institution;
- to an accrediting organization;
- concerning a registered sex offender; or
- to a representative of a child welfare agency for a foster child.

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A school official may not disclose personally identifiable information from a student's education records unless disclosure is consistent with the requirements of state and federal law, including FERPA.

M. Disclosure Logs

The Superintendent or designee will maintain, to the extent required by law, a log of those persons to whom personally identifiable information from a student's education records has been disclosed. The record will identify the student whose information was disclosed, the person or entity who requested or received the information, the information that was disclosed, the date the Parent or eligible student provided written consent (if necessary for the disclosure), a legitimate reason for the disclosure, and any other information required by law.

Subject to the limitations below, a Parent or eligible student may request, in writing, information related to disclosure of personally identifiable information by the District. This information includes:

- the specific personally identifiable information that was disclosed by the District;
- the name and contact information of each person, agency, or organization to which the District disclosed the student's personally identifiable information; and
- the legitimate reason that the person, agency, or organization had in

obtaining the personally identifiable information.

The District is not required to provide information about the disclosure of personally identifiable information if the personally identifiable information is:

1. provided to MDE or CEPI;
2. provided to the eligible student or the student's Parent;
3. provided to an intermediate school district providing services pursuant to a written agreement;
4. provided by an intermediate school district to a school district or to a public school academy in which the pupil is enrolled or to a school district or public school academy providing services to the pupil pursuant to a written agreement;
5. provided to a person, agency, or organization with the written consent of the eligible student or the student's Parent;
6. provided to a person, agency, or organization in accordance with an order, subpoena, or ex parte order issued by a court of competent jurisdiction;

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7. provided as necessary for standardized assessments that measure the student's academic progress and achievement;
8. covered by the District's Directory Information Opt Out Form, unless the Parent or eligible student has signed and submitted the Opt Out Form.

N. Video Recordings

A video recording that is directly related to a student may be an "education record" (e.g., when it is maintained to document student conduct or misconduct, unless it is maintained by a law enforcement unit and used solely for a law enforcement purpose). The Superintendent or designee will determine, on a case-by-case basis, upon receipt of a request for the video's disclosure, whether a particular video is an "education record" and whether it contains "personally identifiable information" about a student. If the Superintendent or designee determines that a video recording is an "education record," its disclosure and the

rights of Parents and eligible students to inspect and review the video recording are governed by this Policy, applicable laws, and relevant state and federal guidance.

O. Disclosure of Records to Law Enforcement

Nothing in this Policy limits a school official's right or duty under state law or pursuant to the Statewide School Safety Information Policy to contact law enforcement to report possible criminal activity. A school official may not, however, disclose personally identifiable information from a student's education records to law enforcement without the prior written consent of a Parent or eligible student unless disclosure is otherwise permitted or required by state or federal law (e.g., in response to a health or safety emergency or a court order or subpoena).

If a school official reports possible criminal activity of a student with a disability as defined by the Individuals with Disabilities Education Act, the school official must transmit a copy of the student's special education records and disciplinary records to the authorities to whom the crime is reported in a manner consistent with FERPA (i.e., with prior written consent or a lawful exception to consent). Except for disclosures in response to a health or safety emergency, school officials must seek written consent to transmit the records of a student with a disability immediately after reporting the student's potential criminal activity to authorities.

P. Disclosure of Information to Military Recruiter

The District will provide recruiters of the Armed Forces of the United States with at least the same access to the high school campus and to directory information as is provided to other entities offering educational or employment opportunities to those students, as required by state and federal law. "Armed Forces of the United States" means the armed forces of the United States and their reserve components and the United States Coast Guard.

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The Directory Information Opt Out Form must include the option to opt out of the disclosure of the student's directory information to recruiters of the Armed Forces of the United States. Upon receipt of a written "opt out," school officials may not release the student's directory information to recruiters of the Armed Forces of the United States. The District may charge a fee, not to exceed the actual costs of copying and mailing the requested directory information, to recruiters of the Armed Forces of the United States, to the same extent it charges other organizations.

Q. Annual Notice Requirements

The Superintendent or designee will send an annual notice to Parents and eligible students notifying them of the following:

1. the right to inspect and review their student's education records;
2. the right to seek amendment of their student's education records, the process for requesting amendment, and applicable hearing procedures;
3. the identity of designated "school officials" and the definition of "legitimate educational interest";
4. the definition of "directory information" and notice that their student's directory information may be disclosed without consent unless the Parent or eligible student opts out of allowing disclosure;
5. the District's practice to disclose a student's education records, including disciplinary records, to another school or post-secondary institution in which the student seeks or intends to enroll or is enrolled;
6. the right to consent to the disclosure of personally identifiable information from a student's education record before its disclosure, unless a nonconsensual disclosure is otherwise authorized by law;
7. the right to opt out of disclosure of directory information to recruiters for Armed Forces of the United States and their service academies;
8. the right to file a complaint with the U.S. Department of Education alleging that the District violated FERPA; and
9. the right to obtain a copy of the Board's policies and administrative

regulations about student records.

Legal authority: 20 USC 1401 et seq., 1232g, 7165, 7908; 26 USC 152; 34 CFR Part 99, 300; MCL 15.243(2); MCL 380.1134-1136, 380.1137a, 380.1279g; MCL 600.2165; MCL 722.30; MCL 780.855, 780.871; Records Retention and Disposal Schedule for Michigan Public Schools

Date adopted: August 2023

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Date revised: August 2024

APPENDIX E: ACCEPTABLE USE AGREEMENT

Building Name: WEST IRON MIDDLE/HIGH SCHOOL

User Name: _____

This Agreement is entered into on: _____ (date)

This Agreement is between _____ (“Student”) and West Iron County Public Schools.

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

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

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

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

B. You have no expectation of privacy when using the school’s Technology Resources. The school reserves the right to monitor and inspect all use of its Technology Resources, including, without limitation, personal email and voicemail communications, computer files, databases, web logs, audit trails, or any other electronic transmissions accessed, distributed, or used through the Technology Resources. The school also reserves the right to remove any material from the Technology Resources that the school, in its sole discretion, chooses to including, without limitation, any information that the school determines to be unlawful, obscene, pornographic, harassing, intimidating, disruptive, or that otherwise violates this Agreement.

C. The Technology Resources do not provide you a “public forum.” You may not use the Technology Resources for commercial purposes or for political positions or candidates unless expressly authorized in advance by a teacher or administrator as part of a class project or activity. You may, however, use the Technology Resources to contact or communicate with public officials provided you follow all other rules.

D. The school’s Technology Resources are intended for use only by registered users. You are responsible for your account/password and any access to the Technology Resources made using your account/password. Any damage or liability arising from the use of your account/password is your responsibility. Use of your account by someone other than you is prohibited and may be grounds for suspension from the Technology

Resources and other disciplinary consequences for both you and the person(s) using your account/password. Likewise, using or accessing another person's account is prohibited and may be grounds for suspension from the Technology Resources and other disciplinary consequences for both you and the person whose account or password you used or accessed.

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

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

1. Substantially interfering with educational opportunities, benefits, or programs of one or more pupils;
2. Adversely affecting the ability of a pupil to participate in or benefit from the educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress;
3. Having an actual and substantial detrimental effect on a pupil's physical or mental health; or
4. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

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

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

1. Accessing or attempting to access material that is "harmful to minors." Material that is "harmful to minors" includes any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole lacks serious literary, artistic, political, or scientific value as to minors.
2. Accessing or attempting to access material that is unlawful, obscene, pornographic, profane, or vulgar.
3. Accessing or attempting to access material that is inappropriate for minors. Material that is inappropriate for minors includes all material described in Sections F.1 and F.2 of this Agreement.
4. Bullying and cyberbullying (as defined in paragraph E).

5. Sexting, which includes, without limitation, possessing, sending, or distributing nude, sexually explicit, or sexually suggestive photographs, videos, or other visual depictions of yourself or another person.
 6. Vandalism, which includes, without limitation, any malicious or intentional attempt to harm, steal, destroy, or disrupt user data, school material, or school hardware or software.
 7. Hacking, which includes, without limitation, gaining or attempting to gain access to, modifying, or obtaining copies of information belonging to others or information you are not authorized to access.
 8. Unauthorized copying or use of licenses or copyrighted software.
 9. Plagiarizing, which includes the unauthorized distributing, copying, using, or holding out as your own, material that was written or created by someone else, without permission of, and attribution to, the author/creator.
 10. Posting or distributing confidential or inappropriate information meant to harass, intimidate, or embarrass others.
 11. Allowing someone else to use your account or password or not preventing unauthorized access to Technology Resources when leaving them unattended.
 12. Using or soliciting the use of or attempting to use or discover the account information or password of another user.
 13. Attempting to or successfully disabling security features, including technology protection measures required under the Children’s Internet Protection Act (“CIPA”).
 14. Misusing equipment or altering system software without permission.
 15. Commercial for-profit activities, advertising, political lobbying, or sending mass mailings or spam. You may contact a public official, however, to express an opinion on a topic of interest.
 16. Copying, recording, or sharing any information received or obtained via the school’s Technology Resources that includes personally identifiable information about any other student including, without limitation, videos, audio, documents, or other records that identify another student by name, voice, or likeness.
 17. Using the Technology Resources in any way that violates any federal, state, or local law or rule, Policy, or the school’s codes of conduct, or student handbooks.
- G. You must promptly disclose to your parent/guardian or teacher any content you view or receive over the Technology Resources that is inappropriate or that makes you feel uncomfortable, harassed, threatened, or bullied, or that contains sexually explicit content. You should not delete such content until instructed to do so by a school employee.
- H. It is the policy of the school, as a recipient of certain federal funds, to monitor the online activities of its minor students and provide technology protection measures on its

computers with Internet access designed to prevent minors from accessing visual depictions that are: (1) obscene, (2) child pornography, or (3) harmful to minors.

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

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

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

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

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

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

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

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

Student Signature

Date

APPENDIX F: ACTIVITIES CODE OF CONDUCT

Participation in West Iron County (the “District”) athletics and activities are a privilege, not a right. Student-athletes are students first. When participating in District athletics and activities, students are District representatives and are held to the highest standards. Accordingly, this Activities Code of Conduct applies 24 hours a day, 365 days a year. Students and parents should be familiar with this Activities Code of Conduct. By participating on any school-sponsored athletic team or extracurricular club both students and parents agree to abide by these terms.

Athletic Director: Mike Berutti
(906) 265-3534
mberutti@westiron.org

Available Sports High School

Football – Varsity, Junior Varsity
Basketball – Varsity, Junior Varsity – Boys and Girls
Track – Boys and Girls
Golf – Boys and Girls
Tennis – Boys and Girls
Cross-Country – Boys and Girls
Volleyball- Varsity, Junior Varsity, Freshman

Middle School

Football
Basketball- Boys and Girls
Volleyball
Track- Boys and Girls

Communication Protocol

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

1. Wait 24 hours before contacting the coach/advisor.
2. Schedule a time to speak with the coach/advisor, either via phone or in-person, at the coach’s/advisor’s discretion.
3. If the issue is unresolved, schedule a time to speak with the Athletic Director, either via phone or in-person, at the Athletic Director’s discretion.

Concussion Protocol

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

Athletic & Activities Code of Conduct

A student must:

1. Learn and understand the rules and regulations of your sport.
2. Unless otherwise approved by your coach, if school is in session, attend school for half of the day to be eligible to practice or play in an event on the same day.
3. Comply with the law, Board Policy, the Student Code of Conduct, the Activities Code of Conduct, and all team rules. Failure to comply with this provision may result in suspension or removal from a team.
4. Not possess, use, or consume alcohol, tobacco, cannabis, nicotine (including a vape), or controlled substances (other than those prescribed by a physician for the student-athlete).
5. Maintain academic eligibility as required by the Michigan High School Athletic Association.

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

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

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

A. Eligibility -- MHSAA

1. Michigan High School Athletic Association Rules:

- a. An athlete must have been enrolled in high school not later than Monday of the fourth (4th) week of the present semester.
- b. An athlete must be under 19 years of age and only 19 if his/her birthday occurs on or after September 1st of that year.
- c. An athlete must have no more than four seasons of competition in a sport.
- d. An athlete must not be enrolled for more than eight (8) semesters with the 7th and 8th being consecutive.
- e. An athlete must not be a high school graduate.
- f. An athlete must have received at least 20 credit hours for work taken during his or her last regular semester of enrollment. An athlete must be carrying successfully

at least 20 credit hours of work during the present semester. A full-time student at West Iron County High School meets these requirements, although we define our “credit hours” differently.

g. An athlete must not accept any award for athletic performance other than an emblematic award. The value of an emblematic award may not exceed \$25.00.

h. An athlete must not accept any money or other valuable merchandise for participating in any form of athletics, sports, games, or for officiating in interscholastic athletic contests.

i. Any student participating in interscholastic athletics is required to have a physical examination.

j. High School students must have passed 5 out of 7 classes the previous semester. (Freshman fall sports are exempt from this item).

Clarifications and penalties for infractions of these rules can be found in the Michigan High School Athletic Rule Book in the high school office.

West Iron Academic Eligibility -- Regulations and Procedures

1. Beginning the fourth week of each semester, and Student with a grade below 60% (F) on their cumulative semester grade date will be put on notice by the Athletic Director and will be given 1 week to bring the grade up to passing. If after that week, the student still has an overall grade for that class under 60% (F) on their grade check, they will become ineligible until a passing grade is achieved. The athletic director will continue weekly eligibility checks throughout the semester to determine academic eligibility.

2. Ineligible students will not be allowed to travel to out of town contests if they will miss any class time.

All School-Sanctioned Extracurricular Activities are covered by these Regulations

Athlete/ Team/ Club Expectations

- Participants are expected to remain on the team for the entire season.
- Athletic Rewards/ School Recognition- If a student violates anything in the Extra Curricular Handbook, they will be ineligible for Conference or State Awards and recognition for a full year (365 days) from the date of the violation. They will also be ineligible to be a representative on courts (Prom/Homecoming, etc.) for a full year (365 days) from the date of the violation.

INTERSCHOLASTIC TRAINING RULES

A well-conditioned mind in a well-conditioned body is an unbeatable combination. A proper mental attitude just doesn't appear; rather, it is something planned,

developed, nurtured, and built to a point where it becomes an asset ready to play an important part in the athlete's overall personality. Perhaps the most important factor

in developing a proper mental attitude is for squad members to accept discipline in its various forms. Discipline learned during the day and at the practice area will

carry over and produce discipline under stress in a game. Reporting to practice on time, general good conduct throughout the school day, following instruction, keeping

training rules, and maintaining a proper diet are a few of the attitudes necessary for the development of discipline.

School Objectives for the athletic program are:

1. To provide an educationally sound, student centered program that integrates well with the total educational program of the school.
2. To provide an opportunity for interscholastic athletic competition.
3. To develop a good team spirit and discipline.
4. To promote a winning spirit and an ability to compete with schools of a similar size and classification.
5. To develop the athlete to the best of his/her ability.
6. To develop leadership qualities.
7. To make the athletic program a source of pride for the school, as well as the community.

An athlete should be a leader in his/her school and community. Others often follow him as an example. With this responsibility, it is necessary to have some well-defined rules to ensure that the example given will be a good one. Conduct on and off the field, in season and out of season, should bring credit to the athlete, his/her school, and his community.

1. The contest demands that the athlete:

- a. Play fair at all times.
- b. Demonstrate good sportsmanship to opponents and spectators at all times.
- c. Play for the joy of participation and the success of the team.
- d. Play hard to the end.
- e. Respect the officials and expect them to enforce the rules.
- f. Not "grandstand", quit, cheats, or bet.

2. The school demands of the athlete:

- a. Out-of-School and out-of-town conduct is of the highest type.
- b. Faithful completion of schoolwork as evidence of loyalty to the team and the school.
- c. Complete observance of the training rules as a duty to the school, to the team, and to himself/herself.
- d. Good sportsmanship toward visiting teams, officials, and spectators.

Though there are many attitudes that are desirable in the development of young athletes, a few are of such importance that special emphasis must be placed on them.

The following rules and regulations are those which fit in that category and which no member of the athletic squad can disregard without hurting him and the team.

A. PRACTICE

1. An athlete must be on time.
2. All excuses from practice must be made in advance to the coach or principal.
3. If an athlete is injured or ill, but in school, he/she must attend practice in street clothes
4. Attendance is required at all practice sessions unless otherwise notified.
5. Horseplay will not be tolerated.

B. PHYSICALS

All athletes must have evidence, on file with the Athletic Director's Office, of a current physical given on or after April 15th of the previous school year according to MHSAA Policy.

No exceptions will be granted. In cases of serious injury, extended illness, or suspension, District officials may require an athlete to be re-examined by a physician, and submit to all reasonable medical tests, including drug tests, and to provide a new physical examination record or clearance from a physician before being allowed to further participate in the District's interscholastic/extracurricular programs.

C. VIOLATIONS: Any Alcohol, Tobacco, Drug, Vape use/possession or other civil infraction that would be considered less than a 90 day misdemeanor during school or school events will be handled in the following manner:

a. First Offense: In any sport, including those with less than 15 contest dates, the offender will be suspended for 20% of the contest dates if he/she reports the alleged

offense to the Athletic Director within one school day. The penalty will be 30% of the contest dates if not timely reported to the Athletic Director, and the Athletic Director is notified from another source. When reporting the alleged offense, the student may accept the school penalties without admitting guilt to the alleged offense, or the student may report the alleged offense, and deny any wrong doing and/ or request a hearing under the appeals provision. If a first violation occurs during the school year involving a student who is not participating in an athletic activity at the time, the suspension will be enforced in the next sport the offending student participates. If necessary, the enforcement of the suspension will be carried into the next sports season and/ or next school year.

b. Second Offense: The offender for a second offense will be suspended for 50% of the contest dates. If the suspension starts before 50% of the contest dates have been completed, there will be no carryover to the next sports season. If the suspension starts after 50% of the contest dates have been completed, the suspension will carry over onto the next sports season.

c. Third Offense: Suspension for the third offense will be One Calendar Year. If a student who has received a year suspension successfully completes counseling (at parents' expense) and we receive in writing from the counselor that the program was a success, we may re-instate student after a 60 school day suspension, as long as the athletic director is satisfied with the progress.

d. Fourth offense: The penalty for a fourth offense will be a lifetime suspension from athletics at West Iron County High School. If a student who has received lifetime suspension successfully completes counseling (at parents expense) and we receive in writing from the counselor that the program was a success, we may re-instate student after a 90 school day suspension, as long as the athletic director is satisfied with the progress.

e. Fifth Offense: The penalty for a fifth offense will be a lifetime suspension from athletics at West Iron County High Schools.

PROCEDURE AND APPEALS OF DECISIONS:

1. The Athletic Director shall enforce this Disciplinary code as he/she sees fit. In his/her absence the principal of the high school may act as the athletic director's designee. Upon a ruling of a suspension by the athletic director, the student shall be notified in writing. The ruling shall be effective immediately. The notice shall provide for a description of the violations and the period of the suspension. The district will retain a record of the violation.

2. In all felony cases, an order of the District Court binding the student over to Circuit court shall be considered prima facia evidence of sufficient grounds to implement applicable penalties.

3. Within three schooldays of receiving a notice of suspension, the student or his/her guardian may request a hearing. The athletic director's ruling of suspension shall be in effect until the hearing has occurred. The hearing will be held as soon as possible but shall be held within three school days of the notification of request.

4. The hearing shall be held before an Athletic Disciplinary Code Appeals Board, consisting of three members. The Board shall consist of an un-involved administrator, and two (2) non-involved coaches.
5. At the hearing, the Athletic Disciplinary Appeals Board shall hear and/or accept any reasonable reliable and relevant evidence as to the alleged violation. The athletic director shall initially present the alleged violations and applicable penalties. The student or guardian may then present any applicable evidence. It shall be the responsibility of the student to obtain and produce all relevant police reports and police records including any drug or alcohol testing.
6. The Athletic Disciplinary Code Appeals Board may decide to uphold the penalty as ruled by the athletic director, amend, or revoke the ruling of the athletic director, or stay the suspension until additional information is obtained and the hearing is reconvened.
7. The decision of the Athletic Disciplinary Appeals Board shall be based on a civil standard of a preponderance of evidence and not on the criminal standard of beyond a reasonable doubt.
8. The Athletic Disciplinary Appeals Board may consider all reasonable reliable evidence regardless of whether the evidence is admissible for purposes of a criminal trial under criminal law (i.e. Scientific testing, finger printing, blood tests, breath tests, admission, etc.)
9. A majority vote of the Athletic Disciplinary Appeals Board will be the decision of the Board.
10. The Athletic Disciplinary Appeals Board may consider a request to rehear an appeal after its initial decision. A request for a rehearing may be made at any time by the student or his/her guardian, or by the athletic director. The request must first be submitted in writing to the Board. The request shall set forth the basis for the rehearing. The only grounds for a rehearing shall be new relevant and reliable evidence not previously presented to the Board. The Board shall decide whether to grant a new hearing based solely on the written request.
11. All witnesses presenting evidence to the Athletic Disciplinary Appeals Board shall swear or affirm that they are telling the truth. All hearings shall be recorded.
12. If a request of a re-hearing has been denied, or rehearing reaffirms consequence, the student, parent or guardian, may request a hearing with the West Iron County School Board. The West Iron County School Board reserves the right to meet as a full board, have a present committee, or assign a committee to review and or her the appeal. The athletic directors ruling shall remain in effect until meeting of the school board or committee. The above steps, 5, 6, 7, 8, and 9 shall be followed.
13. The decision of the West Iron County School Board shall be final.

Appendix G:

Capturing Kids Hearts Leadworthy Character Lessons Opt Out Form

Elementary & Middle School Parents,

In the article “Ten Essential Actions to Improve School Safety”, School Climate is listed as number 2 of the 10 essentials. The Federal Commission stated that fostering a culture of connectedness is an important aspect to school safety. Schools that are taking steps to build cultures that are safe and welcoming include; violence & bullying prevention programs, training for staff, offer social emotional programs, and intervention training where kids look for and take care of one another.

In June of 2022, the West Iron Board of Education approved “Capturing Kids’ Hearts” (CKH) training and curriculum. All of our teachers and support staff have received training from CKH.

"Capturing Kids' Hearts" is an educational program developed by the Flippen Group. They believe, “If you have a child’s heart...you have a child’s mind.” Flip Flippen - Founder & Chairperson. It aims to improve the culture of schools by building positive relationships among students and staff. Here are some key reasons why this program is implemented in schools across the nation:

Positive School Culture: It helps create a positive and supportive school environment, which is essential for effective learning and student well-being. The program's components and daily Leadworthy Lessons are designed to build trust and relationships among students and staff. This leads to open lines of communication where students feel comfortable asking for help, or reporting safety concerns.

Improved Student Behavior: The program emphasizes respectful and responsible behavior, leading to fewer disciplinary issues and a more conducive learning environment.

Enhanced Academic Performance: By addressing the social and emotional needs of students, the program supports their academic growth and achievement.

Stronger Relationships: It focuses on building strong, healthy relationships between teachers and students, as well as among students themselves, fostering a sense of community.

Leadership Development: The program encourages students to take on leadership roles and develop skills that will benefit them in and out of school.

Teacher Support: It provides teachers with strategies and tools to engage students effectively, manage classrooms, and create a positive learning atmosphere.

Life Skills: Students learn important life skills such as empathy, communication, collaboration, and problem-solving, which are valuable beyond the classroom.

"Capturing Kids' Hearts" is a program designed to improve school culture, foster positive relationships, and enhance student engagement.

By focusing on these areas, "Capturing Kids' Hearts" aims to create a complete educational experience that prepares students for success in school and life.

CKH also provides daily grade level "Leadworthy Character Lessons" that range from 5-15 minutes, all based on a monthly theme. The lessons are usually taught during breakfast/opening times in the elementary and during Pawsitivity in the middle school.

The monthly themes are:

September-Empathy

October-Self Direct

November- Team Work

December- Responsibility

January - Respect

February - Kindness

March - Courage

April - Perseverance

May - Integrity

If you intend to have your child not participate in the CKH Leadworthy Character Lessons, you must set up a time with your child's principal to review the grade level lesson plans. Once you have reviewed the materials, you can sign the "Opt out" form below.

Capturing Kids Hearts Leadworthy Character Lesson OPT OUT Form

Date of Leadworthy Character Lessons reviewed: _____

I acknowledge that the School provided me with;

- 1) advance written notice of the Capturing Kids Heart Leadworthy Character Lessons content,
- 2) opportunity to review the Leadworthy Character Lessons and materials, and

3) the right to have my child excused from the class instruction without penalty or loss of academic credit.

I request that my child, _____, be excused from participating in which the above-listed subjects will be discussed.

Student's Full Name:

Grade:

Teacher's name:

Parent's Full Name:

Relationship to Student:

Phone number:

Parent Signature: _____ Date: _____

Principal signature: _____

Shared with the student's teacher.

Initial _____

WEST IRON COUNTY MIDDLE SCHOOL - HIGH SCHOOL
STUDENT HANDBOOK FORM

Student and Parent or Guardian:

Please sign below and return this page to the principal's office.

We, the undersigned have received and read the attached student handbook and athletic code policy of West Iron County Middle/High School.

I have read and understood the entire 2024-2025 West Iron County School Handbook. As a student at WIC, I realize that for the benefit of the entire high school, I must adhere to the policies and procedures herein and will accept full responsibility for my conduct while at this institution.

Name of Student (please print) Grade

Signature of Student Date

I have presented this handbook to my parents/guardians and have asked them to review the contents and sign-off, indicating that they have read and have understood the contents and the obligations for parents and students.

Parent/Guardian's Signature Date

PLEASE RETURN THIS FORM TO THE HIGH SCHOOL OFFICE NO LATER THAN Thursday September 5, 2024.