

Northport Public School



Elementary Student Handbook

Approved August 2025

Northport Public School

ELEMENTARY STUDENT HANDBOOK

Mission Statement

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

Vision Statement

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

Belief Statements

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

Portrait of a Northport Graduate

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

Statement of Non-Discrimination

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

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WELCOME

A Message from the Superintendent

Dear Elementary Students and Families,

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

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

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

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

Sincerely,

Neil Wetherbee, Superintendent

DISCLAIMER

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

HANDBOOK INTRODUCTION

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

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

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

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

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

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

President
Northport Board of Education
Northport Public School
104 S Wing St.
Northport, MI 49670

ADVERTISING OUTSIDE ACTIVITIES

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

APPROPRIATE LEARNING ENVIRONMENT

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

Examples of inappropriate behavior include:

- Abusive/profane/threatening language
- Academic dishonesty (cheating, plagiarism, etc.)
- Disruptive conduct
- Forgery
- Inappropriate dress (see Dress Code)
- Inappropriate locker displays
- Indecent gestures
- Insubordination
- Interference with school personnel
- Open defiance/willful disobedience
- Inappropriate and/or unpermitted use of electronic devices and cell phones

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

ATTENDANCE

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

Attendance & Punctuality

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

Absences - Excused

An excused absence is any absence in which the parent or guardian notifies the school in person, in writing, or by phone prior to 8:15 am on the day of such absence, the absence is with their knowledge and permission, and written documentation verifies the reason for the absence. In cases where notification is not possible by 8:15 am,

student absences must be excused by phone using the attendance calling line (386-5153). The following are considered reasonable excuses of time missed from school:

- Personal illness (with doctor's note)
- Medical/dental appointment (with doctor's note)
- Required court attendance
- Death in the immediate family
- Recovery from an accident
- Professional appointments
- Observation or celebration of a bona fide religious holiday
- Other as approved by the school administration

Absences - School Sponsored

Any absence incurred by the student participating in a school activity will be considered a school-sponsored absence. Students are expected to meet with their teachers before any activity in order to make arrangements for any assessments or work missed. These absences will not count towards students' attendance records.

Absences - Unexcused

Any absence that does not meet the criteria for excused or verified, and/or is not excused by a parent within the time limits, will be treated as unexcused.

Absences - Verified

A verified absence is any absence in which the parent or guardian notifies the school in person, in writing, or by phone prior to 8:15 am on the day of such absence, and the absence is with their knowledge and permission. In cases where notification is not possible by 8:15 am, student absences must be verified by phone using the attendance calling line (386-5153).

ABSENCES - PLANNED

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

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

Leelanau County School and Court Truancy Program

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

Absences in excess of 5 days/semester or 10 tardies is an alert to examine the youth’s attendance for possible truancy issues, especially if other warning signs exist: repeated patterns of truancy in the previous semester or past school year, suspensions for criminal behavior, failing grades, or drug or alcohol use.

Protocol:

1. After 5 absences (excused or unexcused), the Principal/SAP shall call (document contact) or send letter #1 to the parent(s) or guardian of the child informing them of the number of absences thus far in the semester. The letter will be sent by certified mail.
2. After 9 absences the Principal/SAP will send letter #2 by certified mail to the parent(s)/guardian.
3. After 10 absences the school may convene a Corrective Action Plan (CAP) meeting that includes the child, the child’s parent or guardian, Principal/SAP, and other appropriate school officials. A Corrective Action Plan (CAP) should be reached regarding attendance and must include the requirement that the youth will resume regular and consecutive school attendance. The CAP must be signed. Consequences should be discussed in the event truancy remains a problem. Educational and referral services will be offered as well as services provided through the School Counselor/Youth Intervention Specialist.
4. If the child continues to miss school, the Principal/SAP may request a Truancy Action Meeting with the Leelanau County Family Court Official. The Principal/SAP should contact the Leelanau County Family Court Official to set up a date and time to meet. The Leelanau County Family Court Official, School Counselor/Youth Intervention Specialist, and the Principal/SAP will meet with the parent(s) or guardian.
5. If attendance continues to be a problem, the Principal/SAP may submit a Prosecution Request Form to the Leelanau County Prosecutors Office.

BACKPACKS, BOOK BAGS, AND PURSES

Backpacks, book bags, and purses should be stored in the student's locker, designated area, or in locker rooms during the school day.

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

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

BUS TRANSPORTATION AND CODE OF CONDUCT

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

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

BUS TRANSPORTATION – MISCONDUCT

Code of Conduct Violations

The process for addressing misconduct will be:

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

Additional Incident(s): Will be addressed by a school Administrator and discipline action stage determined at his/her discretion.

Destruction of Property

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

CAMPUS

During the regular school day, students are required to remain on school property. Students may not leave the school property without signing out in the main office after obtaining appropriate permission to leave. Students who sign out may not remain in the building. Students who ride the bus to school must remain on school grounds after they arrive.

CLASS MEETINGS

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

CLUBS

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

CODE OF CONDUCT

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

Controlled Substances (Drugs/Alcohol/Tobacco)

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

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

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

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

Protection of Property

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

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

Examples include:

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

Protection of Physical Safety and Mental Well-Being

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

- Assault: Intentionally, knowingly, or recklessly causing physical harm to another, but not mutual contact.
- Consensual Physical Contact: Mutual physical contact with another. This includes, but is not limited

to, all displays of affection other than holding hands.

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

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

These district rules apply to students whenever they are:

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

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

In the case of non-casual contact communicable diseases, the school has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion. Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), HIV (Human Immunodeficiency Virus), Hepatitis B, and other diseases that may be specified by the State Board of Health.

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

COPYRIGHT LAWS

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

magazine, manuscript, or exhibit or any part thereof, shall thereafter convert the same to his own use or fraudulently deprive the owner thereof, shall be guilty of a misdemeanor.” MCL 750.364

CORPORAL PUNISHMENT

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

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

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

COUNSELING SERVICES

Academic counseling is available in the office for the following:

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

Non-academic counseling is available for students through referrals made to the counseling office by guardians or school personnel with guardian permission.

DESTRUCTION OF PROPERTY

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

DETENTION

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

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

DISCIPLINARY ACTION STAGES

Disciplinary Action Stage #1:

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

Disciplinary Action Stage #2:

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

Disciplinary Action Stage #3:

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

Disciplinary Action Stage #4:

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

Disciplinary Action Stage #5:

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

DRESS CODE

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

1. Clothing, jewelry, and accessories that are offensive, aggressive, or inappropriate to the educational setting will not be allowed (i.e.: vulgar, profane, sexually explicit, weapon-related, ethnic intimidation, and alcohol or drug-related).
2. Hats, caps, visors, hoods, and sunglasses are not to be worn in the classroom if they hinder learning or are a distraction – as determined by the classroom teacher.

DRILLS: FIRE, TORNADO, AND SCHOOL SAFETY

Fire

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

Tornado

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

School Safety

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

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

Due Process

Situations Involving Violations of The Student Code of Conduct

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

Situations Involving a Staff Person or a School Policy

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

ELECTRONIC COMMUNICATION DEVICES

- During instructional time and at any school-sponsored events where there is a reasonable expectation of quiet attentiveness or where use of the device would cause any disruption unless there is a bona fide health or safety emergency, cellular telephones and earbuds/headphones shall be turned off/silent and stored in a locker or designated location within the classroom.
- Use of cellular telephones or communication devices shall not be allowed in private areas such as bathrooms, locker rooms, etc.

- Cellular telephones operated in violation of this rule shall be confiscated and not returned until, where appropriate, parent/guardian conference has been held. Repeated violations may result in individuals being prohibited from bringing cellular telephones to school.

EMERGENCY SCHOOL CLOSING

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

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

ENGLISH LANGUAGE LEARNER (ELL)

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

EQUIPMENT & BUILDING USE

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

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

GRADING PROCEDURES & REPORT CARDS

Report cards are issued each Quarter.

GRADING PURPOSE STATEMENT

The primary purpose of grading is to effectively communicate student achievement toward core content standards, at this point in time. The academic grade identifies students' current levels of performance regarding the learning intentions. Students will receive separate feedback and evaluation regarding their Habits of Character, which will not be included in the academic achievement grade.

Northport's Grading Scale

Score	Label	Description
3.0	Mastery	I can consistently and independently demonstrate a complete understanding of the standard/learning intention.
2.5	Nearing Mastery	Currently, I can consistently and independently demonstrate a partial understanding of the standard/learning intention.
2.0	Developing Mastery	Currently, I can inconsistently demonstrate a partial independent understanding of the standard/learning intention.
1.5	Beginning Mastery	Currently, I can independently demonstrate the minimal level of understanding to earn credit for the standard/learning intention.
1.0	Beginning w/ Support	With help, I can currently demonstrate the Beginning Mastery level of understanding for the standard/learning intention.
0.5	Minimal Evidence	Even with help, I cannot yet demonstrate the minimal level of understanding to earn credit for the standard/learning intention.
0.0	No Evidence	On the most recent chance to demonstrate mastery, I made no attempt.

HARASSMENT POLICY

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

HEAD LICE PROCEDURE

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

LOCKERS

A locker is assigned to each student for his/her use throughout the school year. Student lockers, desks, and other such property are owned by the school, and therefore applying obscene, sexist, racist, aggressive, or other decorations deemed inappropriate to a locker is prohibited. The school exercises exclusive control over the school property, and a student should not expect privacy regarding items placed in school property because school

property is subject to a search at any time for any reason by school officials. Students are not allowed to secure hallway lockers with any type of personal locking device.

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

LUNCH AND BREAKFAST

All students receive free breakfast and lunch.

MEDICAL PROCEDURES/POLICIES

1. MEDICATION

a. Administration of Prescription Drug Products by School Staff

Before any prescribed medication may be administered to any student during school hours, the Board shall require written instructions from the child's practitioner accompanied by the written authorization of the parent. Such documentation shall be kept on file in the school office.

Prescription medication must be provided in the original container with the prescription label showing the name and telephone number of the pharmacy, the student's name, the name of the physician, the name of the drug, and the dosage to be administered.

All prescription medication shall be secured and appropriately stored (allowing for quick access and retrieval before, during, and after school hours), unless the medication is an emergency medication that the student is authorized to carry by Administration and self-administer by authorization of both the student's parent(s) and practitioner, and the possession of such medication by the student in school is not prohibited by law or regulation.

b. Administration of Nonprescription Drug Products by School Staff

Nonprescription drug products may be administered to any student during school hours only with the prior written consent of the parent. Such documentation shall be kept on file in the school office. Substances that are not FDA approved (i.e., natural products, food supplements) will not be administered by District staff. Nonprescription drugs that are provided by the parent may be administered by school staff only if the nonprescription drugs are supplied in the original manufacturer's package, which lists the ingredients, recommended therapeutic dosage in a legible format, and the student's name. If a parent has completed the appropriate form authorizing the school to administer nonprescription drugs (e.g., acetaminophen, ibuprofen, diphenhydramine), the student may receive such drugs from the school's supply consistent with the parental authorization and the nonprescription drug dosage information. Any dosage of nonprescription medication other than that listed on the medication's packaging must be authorized in writing by a medical practitioner.

Staff members are to administer medication or treatment only in the presence of another adult, except in the case of an emergency that threatens the life or health of the student. Staff licensed as professional registered nurses are exempt from this requirement.

All staff authorized to administer medication or treatment will receive training on this policy and the Superintendent's guidelines, as well as appropriate procedures for administering the medication or treatment. This training shall be provided by qualified individuals with both knowledge of the District's policy and procedures and the administration of medications or treatment. Where possible, this training should be provided by a licensed registered nurse, a licensed physician's assistant, or a licensed physician.

All medication shall be kept in a locked storage case in the school office.

Students who may require administration of an emergency medication may have such medication in accordance with the Superintendent's administrative guidelines.

c. Student Possession of Medication

Unless authorized as specified below, students are prohibited from possessing, using, carrying, or distributing in school, at school-sponsored events, or on school grounds any drugs or other products which, even though not defined as a drug, are used or marketed for use for medicinal purposes, such as to relieve pain or to relieve the symptoms of an underlying medical condition (including aspirin, ibuprofen, dietary supplements, etc.).

Responsible students in grades K through five (5) may be permitted to possess and self-administer medications after consultation with the Principal, school nurse, and parent. If granted permission by the Principal, a medication management plan must be written and signed by all parties. Permission must be obtained every school year.

Students may possess and self-administer a metered dose or dry powder inhaler for relief of asthma, or before exercise to prevent the onset of asthma symptoms, while at school, on school-sponsored transportation, or at any school-sponsored activity in accordance with the Superintendent's guidelines, if the following conditions are met:

- i) there is written approval from the student's physician or other health care provider and the parent/guardian to possess and use the inhaler, and
- ii) the building administrator has received a copy of the written approvals from the physician and the parent/guardian, and
- iii) there is on file at the student's school a written emergency care plan prepared by a licensed physician in collaboration with the student and the student's parent/legal guardian. The plan shall contain specific instructions on the student's needs including what to do in the event of an emergency.

Students with a need for emergency medication may also be allowed to self-possess and self-administer such medication, provided that they meet the same conditions established above. Students who are prescribed epinephrine to treat anaphylaxis shall be allowed to self-possess and administer the medication if they meet the conditions stated above.

d. General Provisions

Students shall be permitted to possess and self-administer U.S. Food and Drug Administration ("FDA") approved, over-the-counter topical products while on school property or at a school-sponsored event provided the student has submitted prior written approval of the student's parent/guardian to the Principal.

No student is allowed to provide or sell any type of medication to another student. Violations of this rule will be considered violations of the Student Code of Conduct and Policy 5530 - Drug Prevention.

The District and its personnel are immune from civil and criminal liability related to the administration or non-administration of medications to the extent set forth in applicable State law.

2. ALLERGIES: A completed form (available in the school office), with appropriate signatures, is to be placed on file in the school office.
3. ACCIDENTS/FIRST AID: Students involved in minor accidents, small cuts and scratches, are cared for by school personnel. In the event of a serious accident or illness, the office will notify the parent/guardian immediately. If the parent/guardian cannot be reached, the person designated by the parent as the alternate emergency contact will be notified. In the case of an emergency, if no one can be reached, the school reserves the right to seek professional medical aid unless the parent/guardian of said student has specifically directed the school not to do so.

PESTICIDE APPLICATION

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

RECORDS AND DIRECTORY INFORMATION

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

Confidential Records

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

Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions, and communications with the family and outside service providers. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent only with the permission of the originator. Such records shall be placed in a student's file only with the knowledge of the parent. Parents may obtain such records from the originator and should maintain them in a home file. Parents may also provide the school with copies of records made by non-school professional agencies or individuals.

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

Directory information

1. student's name;
2. address; (except for students participating in the address confidentiality program act);
3. telephone number;
4. date and place of birth;
5. major field of study;
6. participation in officially recognized activities and sports;
7. height and weight, if member of an athletic team;
8. dates of attendance;
9. date of graduation;
10. awards received;
11. honor rolls;
12. scholarships;
13. telephone numbers for inclusion in school or PTO directories;
14. school photographs or videos of students participating in school activities, events or programs.

If an opt-out form is signed and submitted to the District by a student's parent or legal guardian, the District shall not include the student's directory information in any of the uses that have been opted out of in the opt-out form. A student who is at least age eighteen (18) or is an emancipated minor may act on his or her own behalf with respect to the opt-out form.

Parents and eligible students may also refuse to allow the District to disclose any or all of such "directory information" upon written notification to the District.

Rights to Access and Privacy of Records

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

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

RIGHTS AND RESPONSIBILITIES

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

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

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

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

SCHOOL SONG

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

SEARCH AND SEIZURE

The search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the board of education if there is a reasonable suspicion that the student is in violation of the law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent. Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is a reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. Anything that is found in the course of the search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items, which have been confiscated.

SICK POLICY

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

Criteria include:

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

Resources: MDHHS and AAP

SPECIAL EDUCATION

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

STUDENT RIGHTS OF EXPRESSION

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

The material cannot be displayed if it

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

Materials may not be displayed or distributed during class periods or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building. Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the administration 24 hours before display.

STUDENT SALES

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

SUSPENSION AND EXPULSION

The Michigan Code, Section 340.614, states in full:

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

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

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

TELEPHONE CALLS

Use of classroom telephones is at the discretion of the teacher and is limited to parent/guardian contact. Students shall not use cell phones during class hours. If a student needs to contact a parent/guardian during school hours, he/she can request use of the phone in the main office.

TITLE I PROGRAM

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

TRANSFER OUT OF THE DISTRICT

If a student plans to transfer from Northport Public School, the transfer will be authorized only after the student has completed the arrangements, returned all school materials, paid any fees or fines that are due, and a records request is received from the enrolling school. School records may not be released if the transfer is not properly completed. Records will be sent directly to the enrolling school. Parents are encouraged to contact the Principal's office for specific details.

VISITORS

All visitors are required to sign in at the office

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

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

WEAPON FREE SCHOOL

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

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

- A. Dangerous weapon means “a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass “knuckles” or other “look-alikes” designed to inflict bodily harm while in attendance at school or a school activity, or en route to or from school on a school bus. (Public Act 211)
- B. Weapon Free School Zone means school property and/or a vehicle used by the school to transport to or from school property.
- C. School property means a building, playing field, or property including school buses and transportation used for school purposes to impart instruction to children or used for functions and events sponsored by a school, except a building used primarily for adult education or college extension courses.
- D. Arson means setting fire to or doing any act which results in the starting of a fire, or aiding, counseling, inducing, persuading another to do such act or acts.

Anti-Bullying Policy – SEE APPENDIX A

Northport Public School

Anti-Bullying Policy

5517.01 - BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS

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

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

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

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

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

Notification

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

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

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

Reporting

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

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

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

Implementation

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

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

Procedure

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

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

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

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

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. While reports may be made anonymously, formal disciplinary action may not be taken solely on the basis of an anonymous report without other corroborating evidence.

The Principal (or other designated administrator) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit and should be completed within three (3) school days after a report or complaint is made.

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

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

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

Non-Retaliation/False Reports

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

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

Prevention/Training/Restorative Practices

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

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

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

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

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

Definitions

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

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

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

"Bullying" is defined as any written, verbal, or physical acts, including cyber bullying (i.e. any electronic communication, including, but not limited to electronically transmitted acts, such as internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

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

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

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

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

"Staff" includes all school employees and Board members.

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

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

Harassment, see Policy 5517;

Hazing, see Policy 5516.

Acceptable Use Policy

Introduction

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

Digital Citizenship

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

Respect Yourself

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

Protect Yourself

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

Respect Others

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

Protect Others

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

Respect Copyright

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

Respecting Technology

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

Acceptance

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

Student

Student Signature

Parent/Guardian Signature

Date