

**2025-2026 School Year
Student Handbook**



Morley Stanwood High School

4700 Northland Drive Morley, MI 49336

Phone: 231-856-4444 Fax: 231-856-7012 www.morleystanwood.org

Main Office

Principal	Mrs. Ruth Marshall
Assistant Principal	Ms. Molly Simons
Academic Success Coach	Mrs. Karen Wing
School Social Worker	Mrs. Taylor Guthrie
Athletic Director	Mr. Clark Huntley
High School Secretary	Mrs. Tricia Blanzky & Ms. Danielle Vining

Mission Statement

Our mission at Morley Stanwood High School is to foster a nurturing environment that forges strong, positive connections with students so they have the opportunity to develop skills to be productive members of society.

Vision Statement

We are Mohawk **STRONG!** Our vision is that all students are able to exemplify the following attributes:

S- Selfless

T- Trustworthy

R- Resilient

O- Open Minded

N- Neighborly

G- Grateful

Board Of Education

President	Emily Bongard
Vice President	Greg Babbitt
Secretary	Mary Engelsman
Treasurer	Michelle Frisbie
Trustee	Randy LaPreze
Trustee	Brent Beemer
Trustee	Edward "Ted" Frisbie

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Bell Schedule

Bell	Start Time	End Time
Morning Warning/Tardy Bell	8:00 AM	8:10 AM
1st Hour	8:10 AM	9:10 AM
2nd Hour	9:15 AM	10:10 AM
3rd Hour	10:15 AM	11:10 AM
Lunch	11:10 AM	11:40 AM
Advisory	11:45 AM	12:10 PM
4th Hour	12:15 PM	1:10 PM
5th Hour	1:15 PM	2:10 PM
6th Hour	2:15 PM	3:15 PM

3- Hour Delay Schedule

11:10-11:40 High School Lunch
11:45-12:15 1st hour
12:20-12:50 2nd hour (Middle school lunch)
12:55-1:25 3rd hour
1:30-2:00 4th hour
2:05-2:35 5th hour
2:40-3:15 6th hour

AM CC students will be in the Fishbowl during 1st-3rd hours, then will attend 4th-6th hours as normal. PM CC students will miss 1st-3rd hours, they will go to CC for their regularly scheduled afternoon.

1/2 Day Schedule

8:10-8:45 1st Hour
8:50-9:20 2nd Hour
9:25-9:55 3rd Hour
10:00-10:30 4th Hour
10:35-11:05 5th Hour
11:10-11:40 6th Hour (Middle School Lunch)
11:45-12:15 High School Lunch

Dear Mohawk,

Welcome to the 2025-26 academic year. As a Morley Stanwood Mohawk, you are part of a proud tradition and strong community. We encourage you to approach this school year as an important step toward becoming a productive, responsible citizen of the United States of America. To get the most out of your time at Morley Stanwood High School, we strongly encourage you to:

I. Practice regular attendance. Be here and be on time. Consistent attendance is key to academic success and is an important skill that will benefit you in your future education and career.

II. Take challenging courses. Push yourself in rigorous and meaningful classes. Keep your goals in mind, and choose courses that will help you reach them.

III. Try your best. Always put forth your best effort. If you face challenges, reach out to a teacher or staff member for support. Don't wait.

IV. Be respectful and responsible. Your words and actions are your responsibility. Respect and accountability are expected from every Mohawk.

V. Get involved. Morley Stanwood High School offers a variety of extra curricular activities that can enhance your high school experience. Find something you enjoy and jump in!

The staff at Morley Stanwood High School is here to support you and help you succeed.

Go Mohawks!

Academic Policies

Cumulative Records

Each high school student's record is maintained in the office. These records include scholastic grades, test achievement results, and a record of participation in extracurricular activities. Annual attendance records are included and are frequently requested by employers. The record is a permanent recording of each student's high school years. Your future will depend on the reflection given by this record. Build a good future by starting with a solid high school foundation.

Graduation Requirements

Credits are earned for the successful completion of a class. Each class at Morley Stanwood High School is worth one half (.5) credit each semester unless specifically stated otherwise. A student who successfully completes six (6) classes each semester will earn six (6) credits per year. All students are encouraged to maximize the learning opportunities available to them during high school by enrolling in as many challenging courses as possible.

Graduation Requirements

Language Arts	4.0 Credits
Mathematics	4.0 Credits
Science	3.0 Credits
Social Studies	3.0 Credits
Visual, Performing, & Applied Arts	1.0 Credit
Physical Education/Health 1.0 Credit	
World Language 2.0 Credits	
MMC + Electives 3.0 Credits	
Total Needed to Graduate 21 credits	

EARNING CREDIT

Attendance:

- All students are expected to be in full time attendance.
- Students must elect a minimum of 6 classes per semester within a minimum of 8 required semesters.
- Students are required to attend 8 semesters of high school enrollment and earn credits as listed above.

GPA Calculation:

- All grades that are part of a student's semester schedule will be calculated toward a student's GPA and reflected on transcripts.

Credit Enhancement:

- MSHS offers the opportunity for students to gain additional credit during the summer. Credit enhancement is at the expense of the student/family. Students can earn credits through credit enhancement courses. Any credits earned through credit enhancement courses must be approved by the principal prior to course enrollment through a review of the course syllabus.

Testing Out Course Waiver:

- Any high school student may take an exit assessment in any course to receive credit for that class without being enrolled in that class. A grade of 78.5% or better on the final examination or a 78.5% performance must be attained to receive credit. Credit earned in this manner is based on a "pass" grade and will not be included in a computation of grade point average. Credit earned by testing out will be counted toward fulfillment of a requirement for a subject area course or toward fulfillment of a prerequisite for a higher-level course.
- A student wishing to test out of a course must declare their intentions in writing to the principal by the posted deadline. At that time, the criteria for the grade of a 78.5% or better on the assessment, performance, or project will be provided. Testing out will take place at the end

of the school year, **or at a time otherwise determined by school administration.**

Assessments:

- All students must complete all local, State and National Assessments offered at each grade level in order to be granted a diploma. Students must have a valid score on a state assessment such as the MME or MI-Access for graduation.

Academic Standing & Participation in School Activities

Morley Stanwood High School expects all students to maintain satisfactory academic progress. Being in **good standing** academically and behaviorally is a requirement for participation in extracurricular and co-curricular activities.

Students in Good Standing

A student is considered to be in good standing when:

- They are passing the majority of their classes (failing no more than three).
- They are meeting behavioral expectations (e.g., not accumulating excessive disciplinary referrals or BIC placements).
- They demonstrate regular attendance and responsible citizenship.

Students Not in Good Standing

Students who are **failing two (2) or more classes** will be considered **not in good standing** and will be **ineligible to participate in or attend:**

- School dances
- Athletic events (both as a spectator or player per MHSAA athletic eligibility guidelines)
- Extracurricular clubs and student organizations
- Field trips and school-sponsored social events
- School assemblies not tied to academic programming

Students may regain good standing by improving academic performance and meeting behavioral expectations. Academic standing will be reviewed regularly, and students are encouraged to seek support from teachers, counselors, and staff to remain eligible for all school opportunities.

Career and Technical Education (CTE)

- The Career Center is an extension of our school and students in violation of school rules will be disciplined just as though the violation occurred here. Morley Stanwood Attendance Policy regulations apply for students attending the career center. **Students attending the Career Center are to ride the bus to and from the High School. Failure to do so will result in disciplinary action which may include suspension or possible loss of the privilege to attend the Career Center.**
- If a student successfully completes a department-approved formal career and technical (CTE) program or curriculum, a student may partially or fully fulfill:

- 1 credit of the senior math requirement.
- 1 credit of the world language requirement.
- 1 credit of the third credit of the science requirement.
- 1 credit of visual, performing, and applied arts credit.

Universal Accommodations

All students at Morley Stanwood High School will be granted universal accommodations as needed, determined by the classroom teacher(s). These accommodations will be used in accordance with regular teaching strategies to ensure a fair, quality, and rigorous education for all students. The accommodations listed below will be used:

1. Administering of assessment by a qualified person who is familiar to the student.
2. Tests read aloud to students and may be taken in an alternative setting.
3. Teacher provides auditory, visual, or physical cues to begin, maintain, or finish task.
4. Verbal Praise.
5. Directions are clarified, repeated, or reworded when necessary.
6. Preferential seating when available.
7. Teacher-directed instruction.
8. Multiple modes of learning – computer, verbal, visual, written.
9. Extended time for work completion as determined by the teacher(s).
10. New concepts and skills are related to meaningful examples.
11. Large assignments broken into small tasks.
12. Visual schedules and learning targets are posted

Adding/Dropping Classes

Since Morley Stanwood students have the opportunity to select their classes during registration, it is felt that they are choosing courses of interest to them. Consequently, they should be willing to put forth the time and effort it takes to succeed in a particular course of study. Students may only drop courses NOT on their EDP. Dropping and adding of classes for the first semester of the current school year should be made in the last week of the previous school year or on a day the school designates in August. Changes to second semester schedules need to be taken care of in the last week of the first semester. Classes dropped after the drop/add period will require a conference with the Principal and/or Academic Success Coach and could result in an “E” for the semester.

Personal Curriculum (PC)

A Personal Curriculum allows for modification of Michigan Merit Curriculum (MMC) requirements to support individual student needs. It may be used to:

- Add advanced coursework (math, science, ELA, world language, or CTE)
- Modify math content expectations
- Adjust requirements for students with an IEP
- Accommodate transfer students who cannot meet MMC requirements

Requesting a PC: To request a Personal Curriculum, a parent/guardian (or emancipated student) must contact the Academic Success Coach to schedule a meeting. The PC is

developed by the student, parent/guardian, and school staff, and must be approved by the school principal or designee.

Guidelines

- PCs must include as much of the original course content as possible.
- Goals must be measurable and aligned with the student's Educational Development Plan (EDP).
- English Language Arts and Science requirements cannot be modified.

Subject-Specific Modifications

- Math: A PC may be requested after completing 2.5 math credits. Students must complete at least 3.5 math credits total, including one math course during their final year. Algebra II requirements may be modified in specific cases, including through a CTE program.
- Social Studies: May be modified after completing 2 credits (including Civics), if the student adds a credit in ELA, math, science, world language, or CTE.
- PE/Health: PE only may be modified if replaced with an additional credit as listed above. Health cannot be modified.
- Visual, Performing, & Applied Arts: May be modified with an additional qualifying credit or CTE program.

For Students with IEPs: A PC may be created to modify graduation requirements if it supports a student's Individualized Education Program (IEP). It must:

- Align with the student's EDP and IEP
- Be developed by a team including the student, parent/guardian, counselor, and other support staff
- Include as much MMC content as possible

Post-Secondary Enrollment Options (Dual Enrollment)

Morley Stanwood High School allows their students, while attending high school, to also attend classes at any college or university in an effort to meet student's needs and interests. This is called "dual enrollment".

- The student must have a 3.2 GPA for FSU classes.
- The postsecondary courses for which state school aid funds are used must not be offered by the district.
- A student must have taken the PSAT and/or PLAN test and have passing scores relevant to the dual enrollment class.
- Students are responsible for transportation to college classes and must purchase their own textbooks.
- Classes can be taken for college credit, high school credit or both.
- Students are required to pay the percentage costs of tuition determined by the Board of Education.

- Students failing a class must repay the tuition cost paid by MSHS.

Off-Track Graduation Status

Students who are off track for graduation at the beginning of their senior year will:

- Have a letter sent to them outlining credit shortage and paths to make up credits.
- Phone call from office personnel to verify letter receipt and set up a meeting to initiate a graduation plan.
- Meet with Principal, and Academic Success Coach and parent to determine graduation plan.
- Have a mid-year review to monitor graduation plan with Principal, Academic Success Coach, or Social Worker.
- Final review at least one week prior to seniors' last day.

Make Up Credits

Students who need to recover credits for graduation have the following options:

- In-School Recovery: When possible, students must retake failed courses at Morley Stanwood High School.
- Outside Options: If unavailable in-house, approved courses may be taken through correspondence, online providers, community education, or summer school—with prior approval from the principal. Without approval, credit will not be granted.
- Exceptions: Individual cases may be reviewed by the Board of Education upon student request.
- Grade Rules:
 - Courses with a C+ or higher may not be retaken.
 - Retaken in-school courses will replace the original grade.
 - Courses completed outside the district or through APEX will be averaged with the original grade.

Reclassification

Students are classified by credits for grade placement purposes. Reclassification will take place prior to school beginning for students entering their third cohort year. Seniors are reclassified if they do not have 16 credits at the start of their Senior year if they are enrolled in CTE. If they are not enrolled in CTE, they need 17 credits. Reclassification allows for students to receive appropriate education for SAT/M-Step preparation. **Reclassification is also considered off-track for graduation and makes the student ineligible for athletic or academic teams.**

The required credits assigned to your initial graduating class must be obtainable to be considered on track to graduate at Morley Stanwood. The Principal and/or Academic Success Coach will meet with students when they may be in jeopardy of not meeting the necessary credits to graduate.

Final Grades and Semester Exams

The final semester grade is an average of 80% for the semester and 20% for the final exam. Final exams will not be administered early without prior approval from the principal. Approval will be granted only in extreme circumstances by the principal. Any student missing a final exam is responsible for making the arrangements to make up the test. Again, final exams count as 20% of each semester grade.

Report Cards

Report cards will usually be given to students as soon as possible after the end of each semester. The grading system for report cards is: A= Excellent, B= Very Good, C= Average, D= Credit Attained and E= Failed. Progress reports will be issued at 9 weeks.

Students who receive an "Incomplete" on their report card due to excused absences are responsible for making up the work within a reasonable amount of time after their return to school. Three weeks is considered a maximum amount of time. Students who do not make up their work by this time will be assigned an "E" for the class.

Grade Point Averages

Grade point averages are often requested for admission to colleges or other post high school institutions. GPA's are also used to determine scholarships, honors, awards, and part of class standing.

Grade point averages are determined by adding the numerical grade equivalent for each semester grade received and dividing that total by the number of classes taken. The numerical grade equivalents for each letter grade are as follows:

A = 4.0 B = 3.0 C = 2.0 D = 1.0
A- = 3.66 B- = 2.66 C- = 1.66 D- = 0.66
B+ = 3.33 C+ = 2.33 D+ = 1.33 E = 0.00

Athletic Eligibility Requirements (Academic)

All students are encouraged to pass all of their high school classes. Academic progress will be reviewed weekly. Students must pass 4 out of 6 classes during the time of the eligibility check AND be on track for graduation. If a student fails 3 or more classes at the end of a semester, they are ineligible to participate the following semester. For more eligibility information please refer to the current Athletic Handbook.

Athletic and Extracurricular Eligibility (Attendance)

In order to be eligible to participate in extracurricular activities students must be enrolled IN PERSON 75% of the day. Classes may include traditional MSCS classes, Career Center, Dual Enrollment, and Apex (virtual classes) Note: students must complete Apex classes IN school as part of their regular schedule in order for Apex classes to count toward the 75%.

NCAA Guidelines for College-Bound Student-Athletes

If you plan to participate in NCAA Division I or II athletics, you must register with the NCAA Eligibility Center at eligibilitycenter.org.

Division I Requirements

To be eligible for Division I athletics, you must:

- Graduate from high school.
- Complete 16 NCAA-approved core courses:
 - 4 years of English
 - 3 years of mathematics (Algebra I or higher)
 - 2 years of natural/physical science (including one year of lab if offered)
 - 1 additional year of English, mathematics, or natural/physical science
 - 2 years of social science
 - 4 additional years of English, mathematics, natural/physical science, social science, foreign language, comparative religion, or philosophy
- Complete at least 10 core courses before the start of your seventh semester (senior year). Seven of these must be in English, math, or science. Once completed, these courses are "locked in" and cannot be retaken for grade improvement.
- Earn a minimum 2.3 GPA in core courses.

Note: As of 2023, the NCAA has eliminated the requirement for SAT or ACT scores for initial eligibility for student-athletes. However, individual colleges may still require these scores for admission or scholarship considerations.

Division II Requirements

To be eligible for Division II athletics, you must:

- Graduate from high school.
- Complete 16 NCAA-approved core courses:
 - 3 years of English
 - 2 years of mathematics (Algebra I or higher)
 - 2 years of natural/physical science (including one year of lab if offered)
 - 3 additional years of English, mathematics, or natural/physical science
 - 2 years of social science
 - 4 additional years of English, mathematics, natural/physical science, social science, foreign language, comparative religion, or philosophy
- Earn a minimum 2.2 GPA in core courses.

Note: Similar to Division I, Division II has also removed the SAT/ACT requirement for initial eligibility.

Additional Information

- Ensure that your high school courses are NCAA-approved. You can verify this through the NCAA Eligibility Center or by consulting your school counselor.
- It's recommended to register with the NCAA Eligibility Center during your sophomore year to stay on track with eligibility requirements.

For more detailed information and resources, visit the [NCAA Eligibility Center](#).

General Information

Signing Out During the School Day

Students who need to leave campus during the school day must follow the school's sign-out procedures through the main office. A parent or guardian must provide prior written or verbal permission for the student to leave.

Policy on Returning to School After Signing Out:

- If a student signs out during the school day for any reason and wishes to return later that same day, they **must present a valid medical note** upon their return.
- Without a medical note, the student will **not be permitted to return to class** and will be marked absent for the remainder of the day.
- This policy is in place to ensure student safety and accountability during school hours.

Attendance Procedures

Compulsory School Attendance

The sections of the Revised School Code that address this issue are contained in the Michigan Compiled Laws under MCL 380.1147, 380.1278a, 380.1278b, 380.1284, 380.1284b, 380.1561-380.1599 and the State School Aid Act under MCL 388.1701.

Attendance and Grades in a matter related to school attendance and grades, the Michigan Attorney General issued an opinion cited as 1978 OAG 5414 that states that the compulsory school attendance law recognizes an educational value in regular attendance at school. The opinion states that classroom attendance instills a concept of self-discipline, exposes a student to group interactions with teachers and fellow students, and enables a student to hear and participate in class discussion and other related learning experiences. Based on these considerations, the Attorney General concluded that a school district may consider attendance in determining a student's grade in a course.

Goal and Objectives of Attendance Procedures

GOAL: It is a goal of the Morley Stanwood High School to develop the qualities of punctuality, good attendance, and participation in all students. These traits are important in both school and the workplace.

OBJECTIVES:

1. To have high expectations of our staff, that a great deal of educational value will be imparted by the wisdom and experiences of the teacher and only fully gained by the student through regular attendance and participation.
2. To provide maximum learning opportunities for all students.
3. To enable teachers to have sufficient student contact hours for proper instruction. 4. To prepare students for the work world and obligations of life.

Pregnancy/Prolonged Illness

Any student who becomes pregnant may remain in school until the due date approved by her physician. Those students who become pregnant or who have a prolonged illness, may stay home to complete his/her school work and will return to school when his/her physician recommends him/her to return to school.

Attendance Policy and Definitions

Attendance at the high school shall be taken every class period. Students transferring from one (1) class to another will carry forward all absences from the previous class. The regulations below shall be in effect with the administration retaining the right to make adjustments for unique and/or extenuating circumstances, such as documented extended medical absences or the death of an immediate family member.

Excused Absences

To excuse an absence parents/guardians must call the attendance office within 24 hours of the student's absence. Extenuating circumstances due to emergent situations that prevent this notification will be addressed on an individual basis. The school phone/attendance office phone records messages 24 hours per day, 7 days a week.

No communication from a parent/guardian regarding the absence will be considered unverified. An absence will be considered an "excused absence" if a parent/guardian contacts the school and provides a reason for the absence. The absence, as well as the reason for the absence, will then be documented in our attendance system. Excused absences may include, but are not limited to, the following:

- Personal injury or illness
- Family emergency
- Medical/dental/legal appointment
- Funeral
- Verifiable chronic illness - Statement signed by a physician

- Pre-arranged absences with proper notification
- A short term family trip or vacation (no more than 10 consecutive school days) with prior notification of the absence being provided to the school administration
- Observance of religious holiday
- Documented college visits
- Mandated and documented court appointments
- Placement by a juvenile court in detention, shelter care, foster care, or residential placement

Note: Any school related absence as determined by a school official will be excused but will be coded as a "School Related Absence."

Unexcused Absence

Unexcused absences are defined as an absence for any other reason other than those listed excused. They include but are not limited to:

- Willful truancy
- Oversleeping
- Travel
- Needed at home
- Weather
- Missed bus
- Leaving the school or a designated area within the school without permission
 - A student may not leave a designated or assigned area without permission from the teacher.
 - A student may not leave school without permission from parent/guardian.
 - A student must sign out and receive permission to leave school.
 - A student who leaves school without permission and whose parent/guardian calls in
 - after-the-fact will be marked unexcused for those class periods

If a student fails to attend class(es), and a parent/guardian has not called the office within 24 hours of the student's return, the absence(s) will be recorded as unverified.

Late Arrivals and Early Dismissals/Tardiness

If a student needs to arrive late or leave early, a parent/guardian must notify the office in advance with the reason. Students will only be released to a parent/guardian or an emergency contact listed on file. A valid state-issued ID is required for pickup, and the individual must sign the student out in the office. Students will not be called down until the person picking them up has arrived and signed them out.

Tardiness and Attendance

- A student is tardy if not in class when the period begins.
- Arriving or leaving more than 10 minutes late/early will count as an absence for that class.
- All tardy students must report to the office and sign in.

Tardiness due to oversleeping, traffic, or missing the bus is not excused. Repeated tardiness or

absences may result in disciplinary action, course failure, retention, or referral to the Mecosta County Truancy Officer.

Truancy

Any student who is considered to have excessive absences could be referred to the MOISD Truancy Office and/or removed from school without credit for the remainder of the semester. This will only occur if the student is under 18 years of age and has excessive absences in any class.

5 Absences: Phone call to parent or guardian.

10 Absences: Letter to parent or guardian and a truancy referral. Make Up Work

It is the responsibility of the student to meet with the teacher regarding make-up work. Students should get homework ahead of time when possible. Work missed for school-related and pre-approved absences will be completed and turned in prior to the absence or within the time frame agreed upon by the student and teacher. Students are generally allowed the number of days they are absent plus any additional granted by the teacher to complete make-up assignments. Make up assignments will generally not be sent home unless a student misses two or more consecutive days.

Breakfast and Lunch

Breakfast and lunch are available for students on school days. All rules for conduct are in effect during breakfast/lunch periods with the following additions:

1. Students are **NOT** permitted in the student parking lot.
2. Students are **NOT** permitted to leave campus during lunch periods.
3. Students are responsible for their own dishes, milk cartons, garbage, etc.
4. Throwing food or other items is not allowed.
5. Cutting in front of others in cafeteria lines is not permitted.
6. Students may not provide a portion of their lunch to a student who did not purchase one, nor may they purchase extra helpings for those who did not buy a meal.
7. Students will NOT be permitted in the hallways during lunch, except for school business in the office. For exceptions, a pass in advance must be presented to the lunch supervisor, or permission granted by the principal.

Food Service Meal Policy for Students and Debt Collection

Morley Stanwood provides free breakfast and lunch to all students.

À la carte items are available for purchase during lunch. Students may also buy a second entrée for \$2.50. All items must be paid for at the time of purchase. Charging items to student accounts is not allowed.

Credit balances under \$50 that are not requested for refund by students who are 18 years old, have graduated, or are no longer enrolled as of the last day of the school year will be applied to outstanding district debt in accordance with district policy.

If you have any unusual circumstances or wish further information, please contact Kelli Molitor at the Food Service Department 231-856-4444 extension 1160.

Internet Use

The use of the Internet by students and staff shall be for educational purposes related to the district curriculum or for the purpose of conducting school business. The Internet shall not be used for personal gain, harassment of others, sending or receiving vulgar or profane language, pictures, or drawings, or for personal business inconsistent with the educational objectives of the school district. The administration shall be the sole arbiter of what uses would be considered inappropriate. Inappropriate use of the Internet by students, staff, or others is considered a serious offense. Offenders can expect serious disciplinary action as a result of this offense. A complete Morley Stanwood Board of Education Internet Use policy is available upon request. (Policy #2400).

Technology- Malicious Destruction of School-Issued Chromebooks

Intentional damage to a school-issued Chromebook is considered a serious offense. If it is determined that a student has maliciously damaged a device:

- **First Offense:** The student will be charged **\$150** toward repair or replacement.
- **Second Offense:** The student will be charged the full replacement cost of the Chromebook (\$450).

In addition to financial responsibility, this behavior may result in disciplinary action, including suspension, depending on the severity of the incident.

Depending on availability, students may be issued a loaner Chromebook, which is to be used in class only until the matter is resolved.

Personal Device Policy- (Cell Phone, Tablets, Computers, Smartwatches)

With our 1 to 1 technology initiative, every student has access to a Chromebook for learning purposes. Personal technology devices are not needed for educational purposes unless explicitly authorized by their teacher or the school principal. If any parent needs to get in contact with their student, they may make arrangements through the main office; each classroom is equipped with a phone. **Personal devices will not be permitted to be used in the classroom at any time. They must be kept locked in their lockers. Students may only use their phones during passing time and lunch time.**

Progressive disciplinary actions:

- **1st Offense** - If a student is seen with a personal device in the classroom, the student will be instructed to place the personal device on the teacher's desk. The principal will then lock it in a

secured technology locker for the **remainder of the day, kept in the main office**. After school, the student will be responsible to ask the office secretary to unlock the locker to retrieve their personal device.

- 2nd Offense - If a student is seen with a personal device in the classroom a second time, the student will be instructed to place the personal device on the teacher's desk. The principal will lock it in a secured technology locker **until the end of the next school day** when the student will receive a unique code to unlock the locker. **A parent or guardian will be notified and he/she may choose to pick up the student's personal device from school during school hours.**

- 3rd Offense - If a student is seen with a personal device in the classroom a third time, the student and the phone will be sent to meet with the principal and **personal device privileges will be revoked. At this time, the student will be required to drop his/her personal device off to the principal each morning.**

The principal will lock the student's personal device in the secured technology locker for the entirety of each school day. The student will retrieve his/her personal device at the end of each school day. It is at the principal's discretion to decide when or if personal device privileges will be restored to the student.

Media Center

1. Students must have a pass signed by a teacher to use the Media Center or from the media center aid at lunchtime prior to lunch.
2. The Media Center is not to be used as a social gathering place. It is to be used as a place to do work that could not be done elsewhere.
3. Students are responsible for items which they check out. Students will be required to pay for materials which they do not return.

Restroom Use

Students are expected to use restroom stalls individually at all times.

Respecting each other's privacy is essential to maintaining a safe and healthy school environment. Entering a stall with another student is a serious violation of this expectation and will result in suspension for both students, in accordance with the district's progressive discipline policy.

School Property

Students are expected to treat the school and school grounds with care and respect. Students involved in pranks, vandalism, or defacing school property will be suspended pending either a preliminary or formal hearing before the board of education. It is possible that students found in violation of this code will be required to make restitution and/or forfeit the privilege of participating in commencement exercises, and/or the senior trip. Legal action may also be taken if warranted.

Lost and Found

Any property found on school grounds must be turned in to the high school office. It will be considered stolen property if found in your possession. Students found with or selling stolen property will face disciplinary action. Lost and found is located in the cafeteria. Be sure to check periodically for missing items.

Office

The office services are available to students who need them. The principal, social worker, academic success coach and office secretaries can answer many of your questions and be of assistance to you. Students who report to the office and those who seek assistance are to keep in mind that the office is a business area and is operated as such. Students are not allowed beyond the reception area unless given permission to do so by the office staff.

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.

Work Permits

Work permits may be obtained from the principal's office. Students should not make an application for a work permit until they have secured a definite job.

Student Driving & Parking

Driving and parking on school property is a privilege—not a right—and may be revoked at any time. Students who choose to drive to school must follow these rules:

1. Students may not sit in, move, or gather around their vehicles during school hours without permission from administration.
2. Reckless or excessive speeding on school grounds is strictly prohibited.
3. By parking on school property, students and their parents/guardians consent to vehicle searches when school officials have reasonable suspicion of a violation of school rules, Board policy, or the law.

To drive and park on campus, students must:

- Pay a \$5 registration fee.
- Register their vehicle with the office.
- Display a valid parking pass in their vehicle.
- Park only in their assigned spot during school hours, between the designated lines.

Failure to follow these expectations may result in the loss of parking privileges or the vehicle being towed at the owner's expense.

Closed Campus and Parking Lot Access

Students are not permitted to leave campus during the school day without prior administrative approval. The student parking lot is closed during lunch. Students may not be in or around their vehicles at lunch unless they have direct permission from the office.

Consequences for Violating This Policy:

- **1st Offense:** One lunch detention; parent/guardian will be notified.
- **2nd Offense:** Five lunch detentions; parent/guardian will be notified again.
- **3rd Offense:** Student and parent/guardian must meet with a school administrator to develop an action plan. The student will be suspended until the meeting and plan are completed.

Behavioral Intervention Center (BIC)

Students have the right to learn, and teachers have the right to teach in a safe and respectful environment. No student has the right to disrupt learning, interfere with instruction, or violate the rights of others.

A disruption is any behavior that inhibits the learning process. Examples include:

- Entering class late

- Talking out of turn, laughing, or arguing
- Any action that distracts the teacher or other students

Safety violations may include:

- Tipping back in chairs
- Not using required safety equipment
- Throwing objects
- Any behavior that could cause harm to oneself or others

Students may only be referred to the Behavior Intervention Center (BIC) when their actions disrupt the learning environment or compromise the safety of others.

Technology Restriction in BIC:

While assigned to BIC, **no technology is allowed**. This includes **Chromebooks, cell phones, earbuds, smartwatches**, and any other electronic devices. All technology must be turned in or secured before entering the BIC room.

BIC Procedures

1. Classroom Re-Entry Plan:

The student must complete a Classroom Re-Entry Plan and submit it to the BIC Coordinator **within the same class period** in which they were removed.

2. Teacher Negotiation:

The student is responsible for arranging a re-entry meeting with their teacher. This meeting must occur **within 24 hours** of the class period the student was removed.

- If the removal occurred on a Friday or just before a break, the meeting must happen on the **next school day**.
- If the process is followed properly, the student should return to class **within three class meetings or sooner**.

3. Non-Compliance:

Students who do not complete the Re-Entry Plan or fail to negotiate with their teacher within the required timeframe 3 days may be suspended.

Continued referrals to BIC may result in a student being considered *not in good standing*. Students who are not in good standing may lose the privilege of participating in extracurricular activities, including but not limited to: School dances, attendance at sporting events as a spectator, involvement in clubs or school-sponsored social events, field trips, assemblies, etc.

The goal of the BIC is to support behavior improvement through reflection and intervention. Students are encouraged to take responsibility for their actions and work with staff to restore good standing and regain access to school activities.

After School

Students are to remain after school only if they are here for a school sponsored activity. They should remain with their team or group until the conclusion of the activity.

Students can only stay after school if they are participating in a school sponsored activity that begins right after school. They should remain with their team or group until the conclusion of the activity. If the activity does not begin right after school, the students must go home and come back.

School Closing Due to Inclement Weather

If school is closed due to inclement weather or other unavoidable circumstance, the announcement will be made via School Messenger phone call and/or email. The announcement will also be made on the radio stations WBRN-1460 AM, BIG COUNTRY-100.9 FM and WYBR-102-FM (Big Rapids) and SUNNY 97.3 FM, and also on TV-13 (Grand Rapids) TV-9-10 (Cadillac), and TV-8 (Grand Rapids), The Morley Stanwood App, [School website](#), and [Facebook page](#).

Emergency Contact Information

Parents/guardians are required to provide up-to-date emergency contact information for each student enrolled in the District. This includes current contact information for parents or a responsible adult, and any specific emergency instructions.

It is the responsibility of the parent/guardian to notify the school as soon as possible of any changes to this information to ensure student safety in the event of an emergency.

Fees

The District does not charge fees for participation in curricular activities. Fees may be charged for extracurricular or non-curricular activities to cover reasonable costs. Students may be required to provide or pay for specialized equipment or clothing, or for the use of District-owned items. Coaches or activity sponsors will inform students of any required fees and materials.

Field Trips

Field trips offer valuable opportunities to extend learning beyond the classroom and represent Morley Stanwood in the community. To participate, students must submit a signed permission form from a parent or guardian.

Students are expected to meet academic and behavioral expectations and follow all school rules while on trips. Unacceptable behavior during a field trip may result in disciplinary action or removal from the trip, as well as exclusion from future field trip opportunities.

First Aid, Illness, or Injury at School

Students who feel ill or are injured at school should report to their teacher or the nearest staff member for assistance. If a student is too ill or injured to remain at school, a parent or designated adult will be contacted to pick them up. Students showing signs of a communicable

disease may be sent home. A doctor's note or clearance from a health official may be required before the student can return.

In emergencies requiring immediate medical attention, the Medical Emergency Response Team (MERT) will be activated to provide rapid, on-site assistance. MERT members are trained to respond effectively to medical situations within the school. The school will make every effort to contact a parent or guardian before taking appropriate action, in accordance with state law.

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:

Karen Wing

231-856-4444

kwing@morleystanwood.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

Per Board Policy 5102, school lockers are the property of the District and are assigned to students for temporary use. Because lockers remain under District ownership, students should have no expectation of privacy regarding their contents.

Lockers may be inspected by the principal or designee at any time, without notice, since lockers remain District property. However, searches of students, backpacks, or other personal belongings require reasonable suspicion that a school rule, Board Policy, or law has been violated. These searches will be conducted in a respectful manner and in accordance with District policy and applicable law.

Student privacy will be respected for any items found that are not illegal or in violation of school rules.

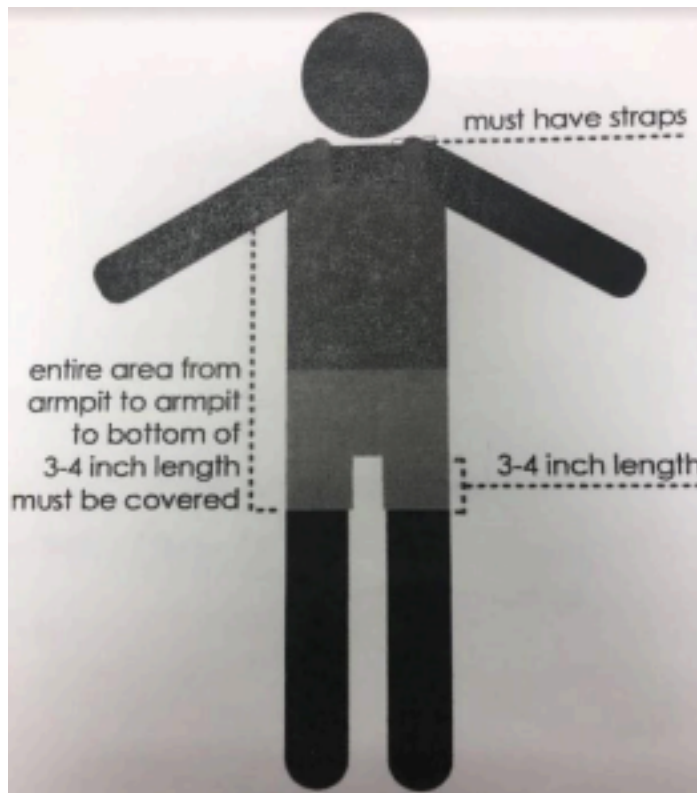
1. Students may decorate the inside of the locker as long as the materials are appropriate for school and are easily removed. Stickers or decals are not allowed in the locker.

2. Morley Stanwood recommends valuables to be left at home. The school is not responsible for valuables left in lockers.

3. Students are to keep their lockers clean and locked at all times.

4. All bags, blankets, and coats must be stored in lockers and are not allowed in the classroom. This policy helps maintain a safe and distraction-free learning environment.

Dress Code



Morley Stanwood High School's dress code is designed to support a safe, respectful, and inclusive learning environment where all students can express themselves comfortably and confidently. Dress expectations are enforced consistently and equitably, without discrimination based on race, gender, body type, or personal identity.

Community Expectations

- Students should dress comfortably and appropriately for learning.
- Clothing should contribute to a positive school environment.
- Staff and students are responsible for managing their own distractions.
- Dress code enforcement should never interfere with a student's access to education.
- Teachers should be able to focus on instruction without becoming dress code enforcers.

Core Guidelines

Certain body parts must be covered at all times. Clothing must fully cover: **Genitals, Buttocks, Breasts and nipples**

Clothing must be made of **opaque (not see-through)** fabric in all areas where coverage is required.

Students Must Wear:

- A shirt with wide straps that covers the midriff, back, and sides.
- Pants, jeans, skirts, shorts, dresses, or similar items.
- Shoes.

Students May Wear:

- Hats and religious headwear (face must remain visible).
- Pajamas, athletic wear, yoga pants, leggings, and ripped jeans (as long as students are covered appropriately....refer to illustration).

Students May Not Wear:

- Spaghetti straps, halter tops, or clothing exposing undergarments.
- Swimsuits (except for specific school activities).
- Clothing or accessories that:
 - Promote violence, drugs, alcohol, or illegal activities.
 - Contain hate speech, profanity, pornography, or offensive imagery.
 - Create a hostile or disruptive environment.
 - Can potentially cover ears or earbuds
 - Pose a safety risk or could be used as a weapon.

Coats and Blankets

Blankets and coats must be stored in lockers during the school day and are not permitted in classrooms.

If a Dress Code Violation Occurs:

Students will be given options to correct the issue:

1. Change into other clothes they already have at school.
2. Borrow appropriate clothing from the school.
3. Contact a parent/guardian to bring alternate clothing.

Students will remain in BIC until the violation is resolved and may be sent home to change, if necessary. Final decisions are at the discretion of the High School Principal.

Random Searches

School administrators may use dogs trained to detect contraband to conduct random searches for contraband in student lockers, other common areas of school buildings, and vehicles parked on school grounds at the high school. A qualified and authorized trainer and a school administrator shall accompany the dogs. If a dog indicates that contraband is present on school property, school administrators can conduct a further search.

Student Responsibility & Disciplinary Processes

Philosophy of Student Conduct and Discipline

At Morley Stanwood High School, we believe that discipline is most effective when it is rooted in respect, accountability, and the development of responsible decision-making. Our goal is to support students in becoming self-aware, thoughtful individuals who understand the impact of their actions and take ownership of their choices.

Discipline is not solely about punishment—it is about learning. We aim to guide students toward making positive decisions that reflect our shared values of safety, respect, responsibility, and integrity. When students make poor choices, our focus is to provide appropriate, proportional consequences that help them reflect, learn, and grow. Restorative conversations, re-teaching of expectations, and meaningful consequences are key to this process.

We recognize that every student is unique and that circumstances vary. Therefore, the administration reserves the right to use discretion in applying consequences. Factors such as the severity of the behavior, student intent, impact on the learning environment, and prior conduct history may influence the disciplinary response. Consequences may be adjusted—either increased or decreased—based on these considerations.

We are committed to working in partnership with students and families to create a safe, respectful, and high-achieving school environment. Our disciplinary process is meant to be fair, educational, and aligned with our values as a learning community. If you have any questions about our Code of Conduct, please reach out to the main office or your assigned administrator.

Legal Considerations in Student Discipline

When determining disciplinary action involving suspension (either In-School Suspension or Out-of-School Suspension), Michigan law requires that school administrators consider the following **seven factors** before issuing a suspension:

1. The student's age
2. The student's disciplinary history
3. Whether the student has a disability
4. The seriousness of the violation or behavior
5. Whether the violation or behavior committed by the student threatened the safety of any student or staff member
6. Whether restorative practices will be used to address the violation
7. Whether a lesser intervention would properly address the behavior

Types of Consequences

Depending on the nature of the infraction and the factors listed above, the following disciplinary actions may be used:

- Verbal Warning / Conference
- Parent Contact / Conference
- Lunch Detention or After School Detention
- Restorative Practices / Mediation
- Loss of Privileges (extracurricular activities, dances, field trips, athletics, assemblies)
- In-School Suspension (ISS)
- Out-of-School Suspension (OSS)
- Behavior Intervention Plan or Contract
- Referral to School Counselor or Support Services
- Police Involvement / Legal Referral (when required by law or safety concerns)

Note: Final decisions regarding consequences are at the discretion of administration. Not all behaviors result in the same outcome, and responses may vary based on context.

Behavioral Expectations and Possible Consequences

The list below outlines common behavioral infractions and a *range* of possible disciplinary responses. This is not an exhaustive list but serves as a guide:

Behavior	Examples	Possible Consequences
Disruptive Behavior	Talking out, defiance, classroom interruptions	Warning, Detention, ISS
Tardiness / Skipping	Unexcused late arrivals, skipping class or school	Detention, Loss of privileges, ISS
Inappropriate Language	Profanity, verbal disrespect	Detention, ISS, Parent contact
Academic Dishonesty	Cheating, plagiarism	Loss of credit, Detention, ISS
Technology Misuse	Inappropriate use of devices or school networks	Loss of privileges, Detention, ISS, OSS
Vandalism / Property Damage	Writing on walls, breaking school property	Restitution, ISS, OSS
Physical Altercations	Fighting, pushing, aggressive contact	OSS, Police report
Verbal Harassment / Bullying	Teasing, threats, online harassment	Detention, ISS, OSS, Counseling
Possession or Use of Substances	Vaping, alcohol, drugs	OSS, Police involvement, Social probation
Insubordination	Refusing directives from staff	Detention, ISS, OSS
Theft	Stealing property	Restitution, ISS/OSS, Police report

**Weapons or
Dangerous Items**

Possession or threat of use

OSS, Expulsion
recommendation, Police report

Social Probation

Students who engage in serious misbehavior or repeated violations may be placed on social probation, which restricts participation in extracurricular activities, school events, and other non-academic privileges. This is used as an opportunity for reflection and improvement.

Students in Good Standing

A student in **good standing** is one who:

- Maintains academic eligibility (not failing more than 3 classes)
- Attends school consistently and on time
- Follows the Code of Conduct
- Participates respectfully in the school community

Students **not in good standing** may:

- Be restricted from school dances, field trips, assemblies, and other events
- Be ineligible for athletic or club participation

Students can return to good standing through improved behavior, academic progress, and administrative review.

Disciplinary Response Definitions

Short-term Suspension

The removal of a student from school and school related functions for up to, but not more than ten (10) school days. This action can be done by the discretion of the building principal.

Extended Suspension

The removal of a student from school and school related functions for a specified period of time, longer than ten (10) school days, by the Superintendent or the Superintendent's designee. A student may be referred for extended suspension if his or her presence in school presents a danger or severe disruption, additional time is needed to investigate the incident further, or a recommendation to expel the student has been made (Michigan Schools Discipline Law, page 9-10).

Any violations of suspension will result in additional disciplinary action or additional suspension time added.

Expulsion

The removal of a student from his or her regular school program by the Superintendent, Superintendent's designee, or Board of Education for more than forty-five (45) school days. A student may only be recommended for expulsion if an extended suspension is inadequate to address the behavior; the behavior has seriously endangered the health, welfare or safety of other students or school personnel; or the student's continued presence in the school constitutes a significant safety risk. An expulsion may be permanent if the behavior results in serious injury or places others in substantial risk of serious injury or death.

Alternative Educational Placement

General education students may be assigned to an alternative educational placement while on expulsion for behavior that has seriously endangered the health, welfare, or safety of other students or school staff. Students on suspension or expulsion are not permitted to remain in school without an alternative educational placement plan. This will be determined by the Superintendent, Superintendent's designee, or the Board of Education.

Alternative Educational Setting

This setting enables students with IEPs who are suspended or expelled to continue to progress in the curriculum and to continue to receive special education, related services, and accommodations needed to meet the goals of their IEP.

Policies on Suspension and Expulsion

The Board of Education (in compliance with a state Department of Education directive) has issued a policy on suspension and expulsion. This policy has been adopted by all schools in Mecosta and Osceola counties. Parents are to be informed when a pupil persists in unacceptable conduct. The principal shall keep a record of such conduct in writing with evidence documented to aid in his/her efforts to solve the problem involved. Such written documentation must lend support if he/she seeks to bring about suspension or expulsion of the pupil involved. The State School Code does substantiate a school board's authority to suspend or expel a pupil from school for acts of gross misdemeanor, persistent disobedience or actions detrimental to carrying on the normal operations of a school. The Board of Education establishes, while the pupil is under the jurisdiction of their school, the following types of misconduct which can lead to suspension or expulsion from school. These categories of misconduct which lead to disciplinary action by the school are general in nature but are not all inclusive.

Procedures for Suspension

1. The pupil shall not be judged guilty by virtue of being accused.
2. An investigation shall be conducted by the principal for the purpose of obtaining all information pertinent to a fair decision.
3. Provision shall be made for the pupil to be heard and to present his/her view of the occurrence involved.

4. If suspension is the decision of the principal, the pupil shall be duly informed of the reason.
5. Parents must be notified by telephone (if possible) of the decision to suspend, with the reasons confirmed in writing.
6. The principal will take the initiative to confer with parents and student to make plans for returning the pupil into the classroom.
7. The pupil or his/her parents may appeal the principal's decision to suspend to the Superintendent of Schools and Board of Education.

Procedures for Expulsion

1. In cases where the principal believes that a suspension of over ten (10) days or an expulsion is in order, he/she shall make such recommendation to the superintendent of schools. This recommendation shall be accompanied by all documents pertinent to the case.
2. Should the Superintendent decide to proceed with this process, he/she shall make a recommendation to the Board of Education in writing and shall set forth the grounds for the recommendation.
3. Upon receiving a recommendation for expulsion, the Board of Education shall set a date, time and place for a hearing on such recommendation and notify the parents of this hearing at least five days before the date of the hearing.
4. Following the conclusion of the hearing, the Board of Education shall determine whether the pupil shall be expelled. The decision of the Board of Education shall be communicated in writing to the parents or guardian of the pupil with two (2) school days from the date of the hearing.

Procedures for Expulsion Hearings

1. The pupil or parent may be represented by an attorney or other advisor of their choosing.
2. Witnesses may be presented at the hearing and the pupil or his/her representatives may question the witnesses testifying against the pupil.
3. The hearing is not a court proceeding and court rules of evidence shall not be enforced at such hearing.
4. There may be present at the hearing the principal, superintendent, and board of education's attorney and such other resource personnel as the Board of Education deems necessary.

Alcohol, Inhalants, and other Drugs

Alcohol

1st Offense for use or possession of Alcohol:

Option 1: 20 school days out of school suspension

Option 2: 10 day out of school suspension and the completion of the following things:

1. Parental contact from school. Parents will have to sign and send back a form stating that they understand that their students need to complete these items before returning to school.
2. The school will complete a Ten16 Recovery Network referral form. In order for the student to return to school you must complete the intake with Ten 16 or have an appointment scheduled with Ten16 within 5 days of returning to school. If a student does not complete the intake within 5 days of returning to school they will be placed back on suspension. **We strongly encourage students and parents to follow the guidance/plan implemented by Ten16.**
3. Student will complete a restorative activity as assigned by the school social worker or principal
4. Students must meet with the school social worker or principal when they return to school to talk about what they learned and steps they are going to take to stop abusing substances.

2nd Offense with Alcohol:

10 days out of school suspension with a Superintendent suspension and a BOE Discipline Hearing.

Nicotine/Vaping

Morley Stanwood High School strictly prohibits the use or possession of **any tobacco or nicotine products**, including but not limited to:

- Cigarettes, cigars, chewing tobacco, snuff, snus, dissolvable products
- Electronic cigarettes, vapes, or other electronic nicotine delivery systems
- Hookah, tobacco sticks/strips, or any emerging or imitation tobacco/nicotine products

This policy applies to **all individuals**, including students, staff, visitors, and outside groups, regardless of age. While individuals over the age of 18 may legally possess tobacco under the Youth Tobacco Act, possession or use by **any student**, regardless of age, is a violation of school policy.

Tobacco or vape product possession or use is prohibited:

- On school property, including buildings, grounds, and vehicles
- At bus stops, during transport to and from school
- During school-sponsored events (on or off campus)
- At events sponsored by outside organizations held on school property
- Even when school is not in session

Our goal is to prioritize prevention, education, and support. Students are encouraged to seek help from counselors, staff, or outside agencies. Those who voluntarily seek assistance will be supported confidentially and without disciplinary consequences.

Consequences for Violations

First Offense:

- One-day out-of-school suspension (day of infraction)
- Parent/guardian contact
- Mandatory vaping education session- NOT on Tobacco
- 2 school months social probation from all extracurricular activities (athletics, dances, clubs, etc.)
- Notification to the Athletic Department, National Honor Society, Student Council, and other relevant school organizations

Second Offense

- 1-day out-of-school suspension (day of infraction)
- Parent/guardian contact
- Mandatory completion of a tobacco/vaping cessation program
- Restricted hall/bathroom usage and passes
- 6-month social probation
- Notification to the Athletic Department, National Honor Society, Student Council, and other relevant school organizations

Third Offense

- 3-day out-of-school suspension
- Parent/guardian contact
- Mandatory completion of a tobacco/vaping cessation program
- Restricted hall/bathroom usage and passes
- 12-month social probation
- Notification to the Athletic Department, National Honor Society, Student Council, and other relevant school organizations

Subsequent Offenses

- 10-day out-of-school suspension
- Parent/guardian contact
- 12-month social probation
- Referral to law enforcement
- Referral to the Board of Education with a recommendation for expulsion
- Notification to all applicable school-based organizations

Marijuana

1st Offense Marijuana:

Option 1: 45 school days out of school suspension

Option 2: 30 school days out of school suspension with the completion of the following things:

1. Parental contact from school. Parents will have to sign and send back a form stating that they understand that their students need to complete these items before returning to school.
2. The school will complete a Ten16 Recovery Network referral form. In order for the student to return to school you must complete the intake with Ten 16 or have an appointment scheduled with Ten16 within 5 days of returning to school. If a student does not complete the intake within 5 days of returning to school they will be placed back on suspension. We strongly encourage students and parents to follow the guidance/plan implemented by Ten16.
3. Students must complete an assigned restorative activity with a knowledge check.
4. Students must meet with the school social worker or principal when they return to talk about

what they learned and steps they are going to take to stop abusing substances.

2nd Offense with Marijuana:

10 days out of school suspension with a Superintendent suspension and a BOE Discipline Hearing.

Distribution and Selling of any Drugs, Alcohol, or Inhalants

1st Offense:

10 days out of school suspension with a Superintendent suspension and a BOE Discipline Hearing.

General Procedures

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she has reached the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are eligible students.

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that the school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
 - School officials with legitimate educational interest.
 - Other schools to which a student is transferring.
 - Specialized officials for audit or evaluation purposes.
 - Appropriate parties in connection with financial aid to a student.

- Organizations conducting certain studies for or on behalf of the school.
- Accrediting organizations.
- To comply with a judicial order or lawfully issued subpoena.
- Appropriate officials in cases of health and safety emergencies.
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Morley Stanwood High School may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, parents and eligible students have the right to notify the school if they do not want the school to disclose directory information about their son/daughter or themselves.

Photographs and Other Media

From time to time, photographs and videos or other types of media may be used throughout your student's education. This media may be desirable for newspaper articles and web page features about our programs. If you DO NOT wish to have your child's picture used in this manner, you must provide written notice to our office. This will be placed in the student's education records.

Release of Student Information

It is the policy of our school not to release the names and addresses of students to agencies outside Morley Stanwood High School. It is necessary, however, to furnish the companies providing senior announcements, caps and gowns, senior portraits, school rings, etc. with a directory of certain classes. This is only done if these companies agree not to release this directory to other individuals or agencies. Students or parents who do not want their names released to these companies may make this request in writing to the office and their names will be withheld. Students who provide lists of names to agencies are subject to disciplinary action.

Title IX

The United States government has enacted an amendment that deals specifically with discrimination based upon a person's sex. This education amendment, passed in 1972 and effective beginning with July 21, 1975, states specifically that: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance..."¹

This amendment is now law. In accordance with this law are several requirements that schools must make in order to adhere to the letter of the law. Because this is a totally new application of the concept of equality, there will be questions over the years ahead as to the proper method of implementation. As of now, you, as students have received written notice, contained in this section of your handbook, regarding the nature of the law itself. In addition, you are advised that the Morley Stanwood Community Schools will make every effort to adhere to the basic concepts and application of the law which eliminates discrimination based on sex. Further, let it be known that if a student feels that discrimination in the following areas exist, they have recourse to question,

request modification of and adherence to the Title IX regulation. These areas, open to all students regardless of their sex, are:

1. Access to and participation in course offerings and extra-curricular activities, including campus organizations and competitive athletics; (Note: The interpretation of the law to date does permit separate teams in areas such as our basketball and baseball/softball program.)
2. Eligibility for and receipt of enjoyment of benefits, services, and financial aid.
3. Use of facilities, and comparability of, availability of, and rules concerning housing (except that single sex housing is permissible.)

These Title IX regulations are applicable to all public schools receiving Federal aid and this means that these schools must treat their admitted student without discrimination on the basis of sex.

The Morley Stanwood Community Schools will, as stated earlier, comply with these regulations and adapt and/or adopt programs, regulations, etc., to fit these stipulations of the law. In order to provide you, the student, with an opportunity to question, challenge, or request modification of the situation you feel may violate these regulations, a contact person has been made available to you. Mr. James Nelson has been designated as that contact person, henceforth known as the Title IX Coordinator.

¹Final Title IX Regulation Implementing Education Amendments of 1972, (Prohibiting Sex Discrimination in Education), U. S. Department of Health, Education, and Welfare/Office for Civil Rights, Washington, D.C. 20201, HEW Fact Sheet, June 1975, page 1.