

## Table of Contents

Letter from the Superintendent	2
Adult Status	5
Alcohol and Drug Abuse	5
Athletic Code of Conduct	11
Attendance Policy	11
Building Use	14
Cell Phones	14
Changing Classes	14
Class/Club Activities	14
Closed Campus	15
Credit Recovery	16
Dances	16
Driving	17
Dual Enrollment	17
Direct Credit	18
Family Educational Rights and Privacy Act (FERPA)	18
Field Trips	19
Fire/Tornado/Bomb Threats	20
Fundraising	20
Grading Policies	20
Guidance Services	22
Harassment	22
Insurance	24
Lockers	25
Lunch/Breakfast	26
Medication	26
National Honor Society	27
Non-Discrimination Policy	28
Online Coursework	28
Parent Teacher Conferences	29
Report Cards	29
School Closings	29
Searches (Lockers, Desks, Students, Personal Affects and Vehicles)	30
Section 504	31
Soft Drink Dispensers	31
Student Code of Conduct	31
Student Pictures (Yearbook)	40
Student Records	40
Suspension and Expulsion	41
Telephone	45
Testing Out of High School Classes	45
Textbooks	46
Title VI	46
Title IX	46
Tobacco Free Schools	46
Transportation	46
Visitors	47
Withdrawal from School	47
Work Permits	48

Dear Students:

This handbook is provided so that you and your parents will become familiar with the regulations, policies and opportunities at Pellston Middle/High School. This handbook provides you essential information regarding attendance, discipline, student's rights, responsibilities and other aspects of school life.

Your teachers and support staff are dedicated professionals intent on providing you a learning experience that will be complete and free of obstacles. Additionally, your parents, school and community will share your pride as you develop academically, athletically and artistically. Each of you has a support base for success.

During this school year you must determine your own level of success and accomplishment. Both of those will be the result of choices. Expect the consequence of a good choice to be a positive result. Expect a bad choice to result in a negative or bad consequence. Your choices will directly affect your school success.

In order to ensure your personal success and ours as a school, we enter into the **Full Value Agreement** of which we will commit to the following:

1. Work as a Team
2. Be Safe: Physically & Emotionally
3. Speak Up

The Full Value Agreement is the process in which a group agrees to find positive value in the efforts of its members. This positive value is expressed in encouragement, goal setting, group discussion, confrontation with a positive intent, a spirit of forgiveness, and taking ownership for behavior and outcomes individually and as a group. In other words, as individuals succeed, the group succeeds; conversely, as the group succeeds, individuals succeed. The Full Value Agreement additionally represents a common language that we, Pellston Public Schools, hope to incorporate into the daily representation of what a "Special Place for Everyone" truly means.

#### WHAT CAN WE DO TO INCORPORATE THE FULL VALUE AGREEMENT?

1. Display the Full Value Agreement in classrooms, hallways, offices, buses, sports fields, etc.
2. Talk with students, parents, staff, colleagues, administrators, and support staff about what it means to be a team, keep yourself and others safe, and the importance of speaking up, as well as, listening.
3. Return to the Full Value Agreement when situations arise within our education environments, and utilize the Full Value Agreement to promote a positive school climate and culture.

As we start another great year, we ask that you utilize the Full Value Agreement (FVA) in your discussion with students and parents about expectations and culture within the Pellston Public Schools. Other essential considerations to discuss with your children are the importance of:

1. Attendance: You need to be here in school for teaching and learning to take place. Be on time. This is especially important considering state testing windows including ACT/MME and MEAP where we are all held accountable to the state via student performance. Attendance is crucial.
2. Self discipline: You, and you alone, are responsible for your actions. You decide, by your actions, which consequences you earn while in our school. If you act like a maturing young adult, you will be treated that way. In assuming that responsibility you can take full credit for each and every one of your successes.

We need to work together to make this a great and memorable school year. For that to happen, you need to commit to growing educationally and socially.

Sincerely,

Mrs. Monique Dean  
Pellston Public Schools

## A PARENT'S GUIDE FOR SOLVING PROBLEMS AT SCHOOL

Unfairness, misunderstanding, hurt feelings, and conflict are experiences common to us all. Our staff may seek perfection amongst ourselves and our students, though we are all human in the end and will inevitably have issues crop up. When children experience these problems at school it causes difficulty for everyone: the children, parents, and school staff. How to successfully solve problems at school is what this is all about and is one of the pillars of the Full Value Agreement (FVA). Your students' success are our students' success.

### **I. Speak Up. Take your concern to the person closest to the problem.**

- A. No matter where the problem is, take your concern there first. Whether in the classroom, on the bus, or on the practice field, the quickest and easiest solution is usually found with the staff member most directly involved. We are all a part of the same team focused on the success of our students and this educational community. If issues arise, teammates should feel comfortable trying to solve those problems together.
- B. It's best if you make time to talk with school personnel regularly, before problems are encountered. Know who your children's teachers, bus drivers, and coaches are and how they may be contacted. Tell them when things are going well, and communicate any concerns you have quickly and openly. Student safety is important to all of us (Be Safe) and school personnel want and need to be apprised of what is going on with our students.
- C. Should you schedule an appointment with staff, please inform them ahead of time what the matter is concerning. As part of FVA, we will strive to work together to solve issue and provide safety to all of our students. This is a cooperative effort in which we all want what is best for our students, and should not be treated as a "Gotcha" moment. Providing information ahead of time gives staff an opportunity to ask other staff members or students for information that might relate to your problem or concern. If a personal visit isn't possible, please provide a means to reach you, the concern you have, and a time that is convenient so that staff may reach you promptly in order to bring resolution to the issue at hand as quickly as possible.
- D. The problem you or your child faces may be the result of an oversight or misunderstanding that can be easily corrected once it is brought to the attention of the staff member most directly involved. Give them a chance to tackle the problem first, and provide our staff the opportunity to serve you.

### **II. Present your concern to the next level.**

- A. The principal is responsible for supervision of staff within buildings. The Director of Transportation supervises all school bus drivers. Each one is an example of the next level of school personnel you should contact if the staff member closest to the problem hasn't been able to satisfactorily resolve the difficulty.
- B. Their ability to help will be improved if you share the steps you've already taken with the staff member closest to the problem, or if you will take time to openly share with them the reasons why you feel uncomfortable dealing directly with the person who is closest to the situation. Our partnership between families and our staff is important to the school district, and your ability as a parent to "Speak up" is valued by our staff.
- C. Supervisory personnel will rarely have ready access to the information they need to be of immediate assistance and working through them will often require additional time. Scheduling an appointment with the principal is recommended as well as providing pertinent information in advance so that they can be most helpful and efficient.

### **III. Talk with the superintendent of schools.**

- A. Sometimes all the best intentions can't solve a problem. When you believe you've worked hard with those closest to the problem, and you've taken the problem to the next level but still haven't achieved a satisfactory outcome, the superintendent of schools is the next place to go.
- B. Keep in mind that the superintendent's day starts early and often ends late in the evening. Part of the superintendent's job requires attendance at area-wide meetings outside the district. As a consequence, a meeting with the superintendent will probably require some advance planning, and should only be done in the event that you have followed the proper chain of command and exhausted your resources.

### **IV. Contact your school board members.**

- A. School board members are elected to represent the interest of all parents and district residents, and you should always feel free to tell them your point of view. School board members do not, however, have direct authority in day-to-day school operations. All authority is the result of official actions by a majority of the board at

- meetings open to the public.
- B. The board's primary responsibility is to make policies that guide the school district. Some policy changes may require public input and consultation with the school district attorney. These requirements often increase the time required for the board to make a response.
  - C. Rest assured, if we all follow the Full Value Agreement (FVA), seldom will we reach this point.
  - D. So when should a board member be contacted and what can they do?
    1. Contact a board member...
      - after other means to solve a problem have been tried
      - when a policy is being enforced but you believe it results in bad consequences
      - when you believe a policy isn't being enforced
      - when policies or procedures are not enforced fairly for all
    2. A board member may take one (1) or all of the following actions:
      - informally discuss the issue with the superintendent or other administrators to consider whether policies or rules should be changed
      - request that the board review the specific policies that relate to the situation
      - propose new policies for the board's consideration

## **ADMISSION TO SCHOOL**

In general, state law requires students to enroll in the school district in which their parents or legal guardian resides, unless enrolling under the District's Open Enrollment Policy. New students under the age of 18 must be enrolled by their parent or legal guardian. When enrolling, parents must provide a copy of the following: birth certificate or similar documents, court papers allocating parental rights and responsibilities or custody, proof of residency and proof of immunizations.

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

A student who has been suspended or expelled from another public school in Michigan or another state may be temporarily denied admission to the District's schools during the period of the suspension or expulsion. Prior to denying admission, however, the Superintendent shall offer the students an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

In accordance with Michigan Public Health Code, Section 92 of Public Act 368 of 1978, all students enrolled in the Pellston Public Schools must present proof of completion of the minimum immunization requirements. Every new student entering the Pellston School District must have fulfilled the immunization requirements for diphtheria, measles, mumps, pertussis, polio, rubella and tetanus. Failure to complete the basic immunization requirements within a reasonable length of time will result in the student's exclusion from school until proof of immunization is presented. Students excluded from school because of immunization deficiencies are to be reported to the local health department for follow-up inquiry. A pupil will be exempted from the above requirements if a written waiver is on file with the school district and the waiver is consistent with the suggested guidelines of Public Act 368 regarding immunizations.

## **IMMUNIZATION WAIVERS**

Effective January 1, 2015, the State of Michigan requires non-medical waivers for children in school and child care programs to be processed through the local Health Department. This applies to:

- Licensed child care, preschool and Head Start programs.
- Students in Kindergarten and 7th grade, and any student newly enrolled in the district.

Michigan has one of the highest waiver rates in the country. This leaves communities vulnerable to diseases such as measles, chickenpox, and pertussis (whooping cough). Immunizations are one of the most effective ways to children from harmful diseases and even death.

To make an appointment with the Northwest Michigan Health Department: Call 1-800-432-4121 and request a waiver education appointment for your child(ren). Please note that the parent/guardian and child(ren) must be present for the appointment. The appointment will take 15-30 minutes. The nurse will review all recommended vaccines. The parent/guardian will have an opportunity to discuss concerns and ask questions. The nurse will provide recommended vaccines, with parent/guardian approval, or will complete waiver form. For immunization schedules and other information, visit: [nwhealth.org](http://nwhealth.org)

**If a waiver is issued, the parent/guardian will be given the original waiver form to take to school. Parents must submit the original official signed waiver from the health department to the school.**

## **ADULT INTERVENTION**

Michigan law provides that a person employed by or engaged as a volunteer or contractor by Pellston Public Schools or an Intermediate School district shall not use Corporal Punishment (the deliberate infliction of physical pain by hitting, paddling, spanking, slapping, or any other physical force used as a means of discipline). As part of the FVA, our goal is to insure the physical and emotional well being of our students and staff. It is essential that students, parents, and staff understand their roles as part of this team approach to provide for safety in our school. The law provides that they may use reasonable physical force upon a student as necessary to maintain order and control in a school or school-related setting for the purpose of providing an environment conducive to safety and learning. In maintaining that order and control, the person may use physical force upon a pupil as may be necessary:

- A. To restrain or remove a student whose behavior is interfering with the orderly exercise and performance of school district functions within a school or at a school-related activity, if that student has refused to comply with a request to refrain from further disruptive acts.
- B. For self-defense or the defense of another.
- C. To prevent a student from inflicting harm on himself or herself.
- D. To quell a disturbance that threatens physical injury to any person.
- E. To obtain possession of a weapon or other dangerous object upon or within the control of a student.
- F. To protect property.

## **ADULT STATUS**

The Pellston Board of Education recognizes that a student who reaches the age of majority (18) is afforded all the rights and privileges of adulthood. However, legislation provides the opportunity for schools to establish reasonable rules and regulations to govern student behavior. Thus, Michigan General School law states: "it can be stated unequivocally that rules may be made by the state, local boards of education, teachers, and principals, and these may be enforced reasonably against all who are in the school setting below or above the age of 18, regarding the surrounding circumstances..." A student attending school, regardless of age, is subject to the school board policies that have been officially adopted. **A student's responsibility to the school does not change upon reaching the age of majority.**

Any student who has reached the age of eighteen (18) and wishes to assume full responsibility for their conduct and performance as a student shall be granted "adult status" by the Board of Education under the following conditions:

- The student petitions the high school principal at any time after his/her 18<sup>th</sup> birthday.
- The petition is verified by such documentation as would attest to the student's age.
- Notification shall be sent certified delivery to the parents.

**Adult status consideration does not give a student the right to miss school without JUST CAUSE, and a student having unauthorized absences will be charged with truancy/skipping.** Parents who have adult-age students living at home and claim them as dependents under Internal Revenue Service regulations /rules are still entitled to receive academic and disciplinary information about the student. However, adult-age students can make their own educational decisions.

*Students turning eighteen (18) are encouraged to register to vote with their township clerk and to register for Selective Service at any US Post Office.*

## **ALCOHOL/DRUG ABUSE**

The FVA asks that we provide for the safety of our teammates as well as for our selves. The use of alcohol or drugs places ourselves as well as others in danger within the school environment, and is our responsibility to "Speak up" and take steps to insure the safety of our school. The Pellston Board of Education recognizes its share of the responsibility for the health, welfare, and safety of the students who attend the district's schools. The Board is concerned about the community problem of substance abuse, and further recognizes that the illegal or inappropriate use of alcoholic beverages, narcotic drugs, depressants, and other controlled substances constitutes a hazard to the positive development of students.

Therefore, students in possession of, under the influence of, or participating in the distribution of any substance in the form of an alcoholic beverage, tobacco, or illegal drugs are prohibited from all school buildings, school buses, school activities, and school grounds at all times. Detection of any student involved in such an act will result in disciplinary action by the school district administration. This administrative action can include suspension from school, student organizations, school activities, and school services (e.g. busing). It may include a report to local law enforcement agencies, parents or guardians, and a recommendation to the Superintendent of Schools for further disciplinary action.

**Definition of Terms:**

1. Substance is meant to include all illicitly obtained, legally classified “narcotics” or “dangerous substances” as defined in the Michigan Controlled Substance Act of 1971 (P.A. 196) and as amended. Also included are any stimulants, depressives or mood-altering chemicals (hallucinogenic chemicals, marijuana, alcoholic beverages).
2. Possession will mean either having such substance on the person, or in the immediate vicinity of the person, and under such person’s control, or among the student’s personal possessions.
3. Under the influence shall mean either the smoking, inhaling, ingesting, and/or injecting of such substance or the indication by action or behavior that such substance has been consumed.

**Use of the Preliminary Alcohol/Drug Tester**

Public School of Pellston students and/or guests found to be in the possession of, under the influence of, or involved in the use, transfer, distribution, or sale of alcoholic beverages/drugs or what is represented to be alcohol/drugs or drug paraphernalia while in school buildings, on school property or at school sponsored events, are in violation of school board policy and subject to the appropriate disciplinary action as outlined in this handbook. Evidence of alcohol/drugs in one’s body is also a violation of this policy. A student may be found to have used or be under the influence of alcohol/drugs even though the amount of alcohol/drugs consumed is minimal. Students who are reasonably suspected of using or being under the influence of alcohol/drugs because of observable behavior may be requested to take an alcohol-drug test. Observable behavior includes but is not limited to impaired speech, impaired coordination, glazed eyes, the smell or odor of alcohol/drugs on the breath or clothing, or other overt behavior causing reasonable suspicion that alcohol/drugs have been consumed. This alcohol-drug test shall be administered only by personnel who are trained to administer the test.

1. School officials may request (see Options I & II) a student to take an alcohol/drug test only if there is reasonable suspicion to believe the student has consumed alcohol/drugs. The reasonable suspicion must be based upon observable behavior sufficient to establish that the student has in fact consumed alcohol/drugs. The request that the student take an alcohol/drug test shall only be considered where a reasonable suspicion of use can be articulated, and only in a good faith effort to ensure the safety of the suspected student, guest, and other students.
2. Refusal to take an alcohol/drug test shall not be construed to indicate or establish that the student has consumed alcohol/drugs.
3. School officials may take appropriate disciplinary action for alcohol/drug use even though a student refuses to take a requested alcohol/drug test, provided observable behavior establishes the student has used alcohol/drugs.
4. Students and parents/guardians will be informed of this policy (in this Handbook or such other means as may be deemed appropriate) and the implementation procedures to be used for the administration of the alcohol/drug test.

**Option I: Parent/Guardian/Administrator Available**

If a student is suspected of violating school rules or policies relating to the use of alcohol/drugs, the following procedures shall be implemented as closely as possible:

1. An administrator shall attempt to contact a parent/guardian to request the parent/guardian to come to the school.
2. When the parent/guardian arrives at the school, the administrator shall explain to the parent/guardian that there is reasonable suspicion that the student has used alcohol/drugs. The basis for the reasonable suspicion shall be explained to the parent/guardian.
3. The parent/guardian will be advised that the student has the opportunity to take an alcohol/drug test in order to resolve the matter. The parent/guardian will be requested to direct the student to take an alcohol/drug test.
4. If the student’s observable behavior (e.g. impaired speech, impaired coordination, glazed eyes, smell or odor of alcohol/drugs on the clothing or breath, or other overt behavior) or the results of an alcohol/drug

test demonstrate the student has used alcohol/drugs, the appropriate discipline for the infraction will be imposed.

5. Administrators may refer any case involving suspected use of alcohol/drugs to the police. Administrators may request the police to administer an alcohol/drug test to a student suspected of having used alcohol/drugs in order to ensure the safety of the suspected student and others.
6. The student will be informed of the student's right of refusal to take the alcohol/drug test, and such refusal shall not be construed as an admission of guilt. Students shall not be suspended from school for refusal to take the alcohol/drug test; however, administration reserves the right to suspend students based upon observable or inappropriate behavior as previously defined.

#### **Option II: Parent/Guardian Not Able To Be Contacted**

If a student is suspected of violating school rules or policies relating to use of alcohol/drugs and the parent/guardian of the student cannot be contacted, or is unable or unwilling to attend, the following procedures shall be implemented as closely as possible:

1. The administrator shall explain to the student that there is reasonable suspicion that he/she has used alcohol/drugs. The basis for this reasonable suspicion shall be explained to the student.
2. The student will be advised that he/she has the opportunity to take an alcohol/drug test in order to resolve the matter and insure their personal safety as well as the safety of others.
3. The student shall be advised of his/her right to have another person present on his/her behalf during the alcohol/drug test. If the student desires another person to be present, the administration will attempt to obtain a person who is readily available.
4. If the student's observable behavior (eg. impaired speech, impaired coordination, glazed eyes, smell or odor of alcohol/drugs on the clothing or breath, or other overt behavior) or the results of an alcohol/drug test demonstrate the student has used alcohol/drugs, the appropriate discipline for the infraction will be imposed.
5. Administrators may refer any case involving suspected use of alcohol/drugs to the police. Administrators may request the police to administer an alcohol/drug test to a student reasonably suspected of having used alcohol/drugs in order to ensure the safety of the suspected student and others.
6. The student will be informed of the student's right of refusal to take the alcohol/drug test and such refusal shall not be construed as an admission of guilt. Students will be advised that they shall not be suspended from school for refusal to take the alcohol/drug test; however, administration reserves the right to suspend students based upon observable or inappropriate behavior as previously defined.

#### **ANNOUNCEMENTS – BULLETIN BOARDS**

Any students or organization wishing to have announcement made or to post materials on a bulletin board must gain approval from the high school office. Announcements for the day concerning school activities will be given in the morning announcements. Students are responsible for listening to the morning announcements.

#### **Anti-Bullying/Anti-Cyber-Bullying Policy**

*The principles of the Full Value Agreement coincide with the District's anti-bullying policy. If all team members agree to work together, keep themselves and others physically and emotionally safe, and speak up rather than be a bystander, bullying issues can be nearly eliminated. Being respectful and courteous and treating others the way we would want to be treated is the premise behind the Full Value Agreement.*

The Board of Education is committed to providing a safe and nurturing learning educational environment for all of its students. Bullying or cyber-bullying of a student at school is strictly prohibited. This policy shall be interpreted and enforced to protect all students and to equally prohibit bullying without regard to its subject matter or motivating animus.

#### **Prohibited Conduct**

Bullying and Cyber-bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents/guardians, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, electronic communication of aggressive behavior, 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 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 student are under the school’s control, or where an employee is engaged in school business. “At school” also includes any conduct using a *telecommunications access device or telecommunications service provider* that occurs off school premises if the device or provider is owned by or under the District’s control. 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 with 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/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 the student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

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

### **Procedure**

Any student who believes he/she has been or is the victim of cyber-bullying/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. A report may be made in person, via telephone, or in writing (including electronic transmissions). If an incident of bullying or cyber-bullying by the Superintendent may be reported to the President of the Board of Education.

### **Complaints Against Certain School Officials**

Complaints of bullying or cyber-bullying by the building principal may be reported to the Superintendent.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The Principal shall promptly investigate and document all complaints about cyber-bullying, bullying 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. A description of each reported incident, along with all investigation materials and conclusion reached by the principal or designee, including remedial action taken, disciplinary actions and referrals, shall be documented and filed separately with similar material in the District’s central administrative office. The Superintendent shall submit a compiled report to the Board on an annual basis.



If the investigation finds an instance of cyber-bullying, bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action, the principal or designee shall promptly provide written notification of same to the parent/guardian of the victim of the bullying or cyber-bullying and the parent/guardian of the perpetrator of the bullying or cyber-bullying. This may include up to expulsion for students, up to discharge for employees, exclusion for parents/guardians, 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.

### **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 cyber-bullying, bullying or aggressive behavior (as a witness or otherwise), or is the target of the cyber-bullying, 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 cyber-bullying, bullying or aggressive behavior.

Making intentionally false reports about cyber-bullying, bullying or 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.

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 cyber-bullying, 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.

### **Definitions**

For the purposes of this policy, “**bullying**” shall be defined as aggressive behavior that involves unwanted, negative actions; involves a pattern of behavior repeated over time; and involves an imbalance of power or strength that is intended or that a reasonable person would know is likely to harm one or more pupils directly or indirectly.

For the purposes of this policy, “**cyber-bullying**” shall be defined as any electronic communication of aggressive behavior that involves unwanted, negative actions; involves a pattern of behavior repeated over time; and involves an imbalance of power or strength that is intended or that a reasonable person would know is likely to harm one or more pupils directly or indirectly.

For the purposes of this policy, “**harassment**” shall be defined as any act which subjects an individual or group of 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.).

For the purposes of this policy, “**intimidation/menacing**” shall be defined as 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 cause.

For the purpose of this policy, “**staff**” shall be defined as all school employees and Board members.

For the purpose of this policy “**third party**” shall be defined as 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 definitions and instances that could possibly be construed as Harassment, see Policy 8018; Hazing, see Policy 8270.

Bullying can be in the form of any written, verbal or physical act, while cyber-bullying can be in the form of any electronic communication. Both are intended, or that a reasonable person would know is likely, to harm one or more students either directly or indirectly by doing any of the following:

1. Substantially interfering with educational opportunities, benefits, or programs of one (1) or more student;
2. 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;
3. Having an actual and substantial detrimental effect on a student's physical or mental health; and/or
4. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.
5. Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:
  1. Physical- hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
  2. Verbal- taunting, malicious teasing, insulting, name calling, making threats.
  3. 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.

**“Telecommunications Access Device”** means that term as defined in Section 219a of the Michigan Penal Code, 1931 PA 328, MCL 750.219a, as may be amended from time to time. As of January 2012, “Telecommunication Access Device” is defined to mean any of the following:

1. Any instrument, device, card, plate, code, telephone number, account number, personal identification number, electronic serial number, mobile identification number, counterfeit number, or financial transaction device defined in MCL 750.157m (e.g., an electronic funds transfer card, a credit card, a debit card, a point-of-sale card, or any other instrument or means of access to a credit, deposit or proprietary account) that alone or with another device can acquire, transmit, intercept, provide, receive, use, or otherwise facilitate the use, acquisition, interception, provision, reception, and transmission of any telecommunications service.
2. Any type of instrument, device, machine, equipment, technology, or software that facilitates telecommunications or which is capable of transmitting, acquiring, intercepting, decrypting, or receiving any telephonic, electronic, data, internet access, audio, video, microwave, or radio transmissions, signals, telecommunications, or services, including the receipt, acquisition, interception, transmission, retransmission or decryption of all telecommunications, transmissions, signals, or services provided by or through any cable television, fiber optic, telephone, satellite, microwave, data transmission, radio, internet based or wireless distribution network, system, or facility, or any part, accessory, or component, including any computer circuit, security module, smart card, software, computer chip, pager, cellular telephone, personal communications device, transponder, receiver, modem, electronic mechanism or other component, accessory, or part of any other device that is capable of facilitating the interception, transmission, retransmission, decryption, acquisition, or reception of any telecommunications, transmissions, signals, or services.

**“Telecommunication Service Provider”** means that term as defined in Section 219a of the Michigan Penal Code, *supra*, as may be amended from time to time. As of January 2012, Telecommunication Service Provider is defined to mean any of the following:

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

2. A person or entity owning or operating any fiber optic, cable television, satellite, internet based, telephone, wireless, microwave, data transmission or radio distribution system, network, or facility.
3. A person or entity providing any telecommunications service directly or indirectly by or through any distribution systems, networks, or facilities.

Approved: November 9, 2009; Revised: March 12, 2012; Replaced: May 11, 2015  
LEGAL REF: M.C.L 380.131OB (Matt's Safe School Law, PA 241 of 2011); Public Act 478 of 2014

## **ATHLETIC CODE OF CONDUCT**

All Athletes, Coaches, Teachers, and Administrators will be provided with a copy of the Athletic Code of Conduct. A copy may be provided to you in the office, and may be found on the school website.

## **ATTENDANCE POLICY**

The administration, faculty, and members of the Pellston community, believe there is a direct correlation between student attendance and student achievement. Research has shown that students whom demonstrate good attendance habits perform higher in the classroom and on standardized tests. Good attendance habits help to instill self-esteem, and good work habits that will translate to the work place for our students.

Research has shown that correlation between good attendance and high student achievement in the classroom. Given this connection, it is important to understand that extreme absenteeism can dramatically hurt a student's grade or even result in the loss of credit for a particular class. At Pellston Public Schools, a student is considered to demonstrate extreme absenteeism when they miss more than ten (10) times (Excused or Unexcused) in a given class per semester.

## **ROLES AND RESPONSIBILITIES**

As a member of the Pellston Public Schools team, students are asked to be responsible for themselves and their roles in their education. Being present, on time and ready to participate in class represents a student taking an active role as a team member. If students are on time, lessons can be distributed uninterrupted, and class can progress appropriately. Be an active member of the team. The following defines the roles of various parties as they seek to achieve student success in school.

**Students** are expected to be prepared with the all necessary materials, and attend class on time each day. Classroom instruction is recognized as an integral part to student success, and is valued by the student.

**Parents** are expected to notify the school of an absence in a timely fashion. This includes any extenuating circumstances regarding illness, personal and family problems that may have an effect on attendance. Every effort should be made to schedule routine appointments after school hours. Family vacations should be planned during holidays outlined on the school calendar. Administrative approval is required prior to a planned vacation of two or more days if the student wishes to receive credit for missed work. Parents should discuss the importance of good attendance with their teenager to avoid loss of credit due to violations of the attendance policy.

**Teachers** are expected to maintain accurate hourly attendance records and report them promptly to the office within the first 15 minutes of each class. A teacher has a professional responsibility to begin class on time and provide a consistent classroom environment that is a challenging and rewarding educational experience.

**Counselors** are expected to help students recognize possible consequences of poor attendance and to counsel students in making good decisions that will one day translate to the work force. Counselors should communicate with teachers and parents and work closely with administrators to help detect problems early.

**Administrators** are expected to coordinate the efforts of students, parents and staff when a student's absences are adversely affecting school success. Administrators should enforce whatever steps and procedures are necessary to improve the student's attendance and follow the guidelines and policies as described in the student handbook.

### **Absences Defined**

An absence is defined as missing 15 minutes or more of any class period. There are four types of absences: parent excused, unexcused, school-related, and suspensions.

### **Parent Excused Absences**

1. These include illness, appointments, funerals or other issues deemed important enough to miss school.
  - Students who have appointments during lunch may be required to provide appropriate documentation explaining the reason for the student's absence.
2. Prearranged absences are those absences that cause a student to miss two days or more in a row. Parents are discouraged from excusing their teenager from school for trips. A student who wishes to take a planned vacation of two or more days will be excused if:
  - A request is made at least five school days before the trip and administrative approval is granted.
  - A trip slip is signed by all of the student's teachers.
  - This form is returned to the attendance office before leaving on the trip.
  - Student should promptly turn in missed schoolwork upon their return to receive credit for work missed.
3. Observance of religious instruction and/or holidays. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

The school may require documentation explaining the reason for the student's absence. If a student's absence is excused, he/she will be able to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers.

### **Unexcused Absences**

These absences include:

1. Leaving school during the school day without permission or without properly checking out in the main office.
2. Skipping class, leaving for more than fifteen minutes of any period or without the permission of the instructor.
3. All other absences not listed specifically as excused absences.

**Students who are unexcused from school will not be allowed to make up missed work.**

### **School-Related Absences**

These are field trips, athletic contests, or any other activities that are required for class work or team participation for which a student must miss regularly scheduled classes. Students must have written parental permission for field trips. Students are also responsible for obtaining assignments or making arrangements for make-up work with their teachers *prior to leaving on a trip*. **When students attend extracurricular events or field trips, they are expected to be in school on time the next morning.**

### **Suspensions**

Suspensions are not counted against student attendance. Suspensions are an absence for disciplinary reasons. Work may be made up during the period of suspension at full credit, but must be turned in immediately upon the student's return to class.

## **ABSENCE PROCEDURES**

### **Notify the attendance office**

When a student is absent from school, the parent should call the attendance office (539-8682) as soon as possible (preferably by 11:00 am on the day of the absence) but no later than the next school day after an absence occurs. If no contact is made within one school day of the absence (24 hours of the absence), the absence will be considered unexcused.

### **Checking in and out of school**

All students leaving must sign out in the office, receive permission beforehand and double-check with the attendance secretary to ensure that a parent has called to excuse the absence. Failure to sign out properly will result in an unexcused absence. The same procedure holds true for students who are returning from a previous appointment. All students are required to check in with the main office to secure a pass to class and to credit the absence as excused or unexcused. The school, acting *in loco parentis*, requires all students regardless of age unless living on their own, to obtain parental/guardian permission before signing out of school. Emancipated minors must receive administrative approval before signing out of school.

### **Excessive Absenteeism/Credit Consequence**

Students that accrue ten (10) absences, excused or unexcused, may be subject to loss of credit for that particular class. Once a student is recommended for a loss of credit, administration will inform the parents of the loss of credit for the class. The student will be allowed to attend that particular class as scheduled given the need to earn credit for that particular subject. That student will be afforded the option to *Test-Out* of the course upon its completion, having the option to take the final examination and being awarded a pass/fail based on those results. Should the student earn a pass, this *will not* be computed into the student's grade point average. In the event the student presents a discipline issue in that particular classroom, they will be recommended for disciplinary consequences including long-term suspension and loss of credit for the semester.

### **ATTENDANCE REVIEW COMMITTEE**

Once a student reaches five (5) absences during a semester, a letter notifying the parent will be sent home and an Attendance Review Committee Meeting will be convened. The purpose of this committee will be to address in what way a student's attendance pattern is affecting her/his overall academic achievement and/or earning of credit. The committee will be comprised of, at a minimum, the student, parent, and administrator; in addition, the committee may include a counselor, teacher(s) of the class in question, and/or relevant, contact people from outside agencies such as probate court.

Once a student reaches ten (10) absences during a semester, loss of credit will be implemented and the matter of absenteeism will be referred to Northern Community Mediation in an effort to resolve the attendance issues and create an Attendance Contract for the student. This is an effort to resolve matters and ensure success for the student for the remainder of the school year.

At such a meeting, the following options will be discussed with the parent:

- *A student and or parent may be required to attend mediation and cited for truancy.*
- A student may be placed in an off campus, court appointed, alternative education setting
- A student may be dropped for lack of attendance and insubordination due to her/his refusal to attend her/his scheduled class(es).

### **TRUANCY**

A parent or other person in parental relation who fails to comply with the Michigan Compulsory School Law is guilty of a misdemeanor, punishable by a fine of not less than \$5.00 nor more than \$50.00, or imprisonment for not less than 2 nor more than 90 days, or both.

### **TARDY POLICY**

Tardy policy shares a direct link to student attendance. Instructional time is essential for student achievement. Our staff values that time, and both staff and students alike should seek to maximize that time together. Students that fail to arrive to class on time regularly can expect the following to occur:

1<sup>st</sup> -2nd Tardy – Warning/Teacher makes a phone call home on the second tardy.

3rd Tardy – 1 Hour After School Detention

4th Tardy – 2 Hour After School Detention. **Results in an Unexcused Absence.** Parent conference to discuss other disciplinary assignments such as lunch detention, hall restriction, etc. will be enforced to ensure problem is corrected. Tardies are accumulated by the student not by the class. Tardies reset to zero at each semester. Every four (4) tardies will equal one (1) unexcused absence. Attendance rules will apply.

## **BUILDING USE**

The school building will be open to students from 7:45 A.M. until 3:30 P.M. each day that school is in session. Students who wish to utilize school facilities outside of regular hours must receive permission from the building principal. Under no circumstances are students to use the school facilities, including the gymnasium, without authorized adult supervision. Your child should have a means of transportation from school at 3:30 P.M. unless they are scheduled for an extra-curricular practice, game, club, or other school affiliated event.

## **CARE OF ROOMS AND EQUIPMENT**

Each student is responsible for keeping desks and adjacent floor cleared of wastepaper, pencil marks, etc. Students are entrusted with the finest equipment and furniture that Pellston Public Schools has to offer, and is entrusted to do their part to ensure that equipment is treated in such a way that it will last for future classes of students to come. We should all do our part to maintain our classrooms and equipment.

## **CELL PHONES**

Cell phones are not to be in use in the hallways during passing or in our classrooms. Cell phones can be used before school, during lunch, and after school. Students choosing to have a cell phone in view, in use, or ringing at anytime other than during lunch, before school or after school, will be asked to turn over their phone to school personnel. Confiscated phones will be taken to the office and will only be released to a parent or guardian for that student. Cell phones should be out of sight, and out of mind during the hours of instruction.

Where a phone is visible, students will be required to hand the phone over to the teacher or staff member and it will be forwarded to administration. Parents/guardians will be required to pick up the phone and disciplinary consequences will follow. Failure to do so or to comply will result in progressive discipline or insubordination.

## **CHANGING CLASSES**

Approval for changing a class must be made by a counselor or an administrator. Great care is taken when scheduling students, and data is used to ensure the optimum placement of our students. Our administration and staff value the success of each and every student within our district, and understand the professional responsibility that we have to ensure that each of our students experience academic growth and personal success. It is our policy that no changes are made unless the change directly affects graduation status or is deemed in the best interest of the student. Data is at the heart of all student placements.

## **CLASS/CLUB ACTIVITIES**

Each class or club is expected to maintain its own financial records. The advisor and officer(s) should periodically review the records at the Superintendent Office. Deposits and withdrawals are to be made with the bookkeeper on Mondays and Fridays only. Each withdrawal must be accompanied by the proper form and each deposit must be itemized with coins and paper currency properly separated and wrapped.

All class and club sponsors will keep an individual ledger book. Included in the book will be:

1. Receipt Slip
2. Check Request Slip
3. Ledger Pages
4. Cash box

The Student Council must approve all class and club activities. A request form must be completed and approved by the council at least five (5) school days before the activity is to be held.

## **CLASS OFFICERS-CLUB OFFICERS**

Each class elects officers to serve for a term of one (1) school year. Elections must be conducted prior to the last scheduled day of instruction for the current year. Officers to be elected by the class are as follows:

President  
Vice-President  
Secretary  
Treasurer

Class officers are responsible for organizing all activities of the class. A faculty advisor shall be appointed to supervise and work with the class officers during the course of the year.

Club officers for all recognized clubs and student organizations shall elect officers as needed to conduct the group's business. All clubs and organizations must have its sponsor present at all meetings and functions.

Each class (9-12) is to select four (4) to six (6) representatives to sit on the Student Council. Elections are to take place prior to the last scheduled day of instruction. Each class will be permitted four (4) votes.

### **CLOSED CAMPUS**

Pellston Middle/High School operates under a closed campus policy. This is to ensure the safety of our students. Students are to remain on school premises after arrival at school, unless dismissed or authorized to leave by school authorities. Students who are dismissed or authorized to leave the school premises during school hours must sign out at the middle/high school office. Middle and High Students are NOT allowed off campus for lunch unless accompanied by a parent/guardian.

### **CO-CURRICULAR AND EXTRACURRICULAR PROGRAMS**

Co-curricular and extracurricular activities for students, such as clubs, athletics, and Student Council, have visible and built-in systems of recognition, reward, and championship that are not always inherent in other school programs for students. Because of this, co-curricular and extracurricular programs are important learning activities that should be offered by the school district if students are to have the opportunity to receive a comprehensive education. It is, therefore, the responsibility of the school system to organize co-curricular and extracurricular activities in a manner that will complement other school programs in attempting to build social skills and social sensitivities designed to fulfill student needs. In addition, co-curricular and extracurricular programs are an extension of the school philosophy and principles, and as such, similar expectations and rules apply. Therefore, the pillars of the Full Value Agreement (teamwork, be safe, and speak up) are applicable in these arenas. Those responsibilities and expectations extend beyond the walls of Pellston Public Schools.

#### **I. Student Responsibilities**

- A. To seek and receive prior and proper consent from administrators and any other designated school personnel before organizing student associations.
- B. To meet the approved criteria for membership in clubs, organizations, and activities of their choosing.
- C. To be aware of the school needs and concerns of the student body, and work toward the attainment of these needs.
- D. To participate regularly in their respective organizations and conduct them in an appropriate manner, including operating in accordance with the policies of the Board of Education and the administrative rules and regulations.
- E. To select co-curricular and extracurricular activities that does not interfere with their academic achievement.

### **COLLEGE ADMISSIONS/ARMED FORCES**

College representatives and military recruiters visit Pellston High School throughout the year. Students should listen for information regarding these visits during the morning announcements.

### **COLLEGE NIGHT**

College nights are held in the fall at various locations. All junior and senior students and their parents are urged to attend. Information will be given through postings and morning announcements.

### **COLLEGE VISITS**

College readiness is one of essential elements of an education at Pellston Public Schools. Students and their families are highly encouraged to visit a college campus prior to their senior year. The Counselor will be eager to assist them with these arrangements.

### **COMING TO ORDER**

Our class time is highly valued amongst our parents and staff. Every moment represents a learning opportunity during the school day, and beginning class promptly is essential to maximizing our instructional time with our students. Students are expected to be in their seats and prepared to come to order promptly at the beginning of each period.

### **COMMUNICABLE DISEASE CONTROL**

The Superintendent or his or her designee has the authority to exclude a student or staff member from school when reliable evidence or information from a qualified source (e.g. medical professional, parent/guardian, or the infected student or staff member) confirms him/her of having a communicable disease or infection that is known to be spread by any form of casual contact and is considered a health risk to the school.

### **CONFLICTS IN SCHOOL ACTIVITIES**

Part of the enjoyment in school is being involved in school activities. Students have a responsibility to do everything they can to avoid continuous conflicts and ensure their personal well-being by not being stretched too thin. This would include being cautious about belonging to too many activities where conflicts are going to happen. Where conflicts arise, it is expected that students communicate such conflicts to the proper faculty member or advisor. This is an essential part of teamwork and ones duty to speak up in an effort to avoid or resolve conflicts.

### **CREDIT RECOVERY**

Student success is our primary concern at Pellston Public Schools. Research has shown a correlation between students failing classes and a significant increase in the likelihood of dropping out. Our staff is committed to ensuring that our students are receiving the support to ensure that they pass their classes. Students who fail core classes in high school will be assigned to attend credit recovery at the designated time. Attendance is required and students and parents will receive notice of their required attendance. Students will need to demonstrate various skills and will be tasked with demonstrating proficiency in order to earn credit for the class. Once they have completed the requirements, they will be released from credit recovery.

### **DANCES – RULES OF CONDUCT**

1. Dances are school sponsored events. As such, all school rules regarding dress, language, behavior, and use of tobacco and/or controlled substances will be enforced.
2. No one shall be permitted to enter a dance one (1) hour after the dance begins.
3. All coats must be checked at the designated area.
4. Guests must be accompanied by a student who is currently enrolled. No single guests are allowed.
5. Students can only attend dances with their own grade group (middle school 6,7,8, high school 9,10, 11, 12). Middle school students only attend middle school dances, high school students only high school dances.
6. High School students may invite a guest to our dances. A Dance Guest Request Form can be picked up in the office. This form must be turned in to the office the day before the dance.
7. Middle School Students are **prohibited** from bringing guests to a dance.

### **DISMISSAL PRECAUTIONS**

The school district is legally responsible for the safety of students during the school day. Therefore, each school will establish procedures to validate requests for early dismissal to assure that students are released only for proper reasons and “into proper hands.” In keeping with this policy, it becomes prudent that:

- I. No student be released from school early on the basis of an invalidated telephone call.
- II. Children of estranged parents shall be released only upon the request of the parent whom the court holds directly responsible for the child and who is the parent or guardian registered on the school record.

No staff member shall knowingly excuse any pupil from school prior to the end of the school day, or into any person’s custody, without the direct prior knowledge and approval of the building administration. A school administrator or his designee shall not excuse a pupil before the end of the school day without a request for the early dismissal by the



student's parents/guardian and without verifying to his/her satisfaction that a person seeking release of a student is a lawful custodian or representative. Telephone requests for early dismissal of a pupil shall be honored only if the caller can be positively identified (validated) as the pupil's parent or guardian. Additional precautions shall be taken by the school administration appropriate to the age of students, as needs arise.

**DRIVING**

Driving to school is a right of passage and one of which is sacred to our nation's culture. Driving to school is something that should be valued and celebrated as students grow older and become increasingly independent. With all freedom there are certain responsibilities. In the spirit of student safety and teamwork, there are certain expectations that accompany this privilege. Any student who drives a motor vehicle to school must abide by the following rules and regulations:

1. Students are expected to enter and depart the school area in a safe and courteous manner.
2. Students are to park in the spaces provided within the student designated parking areas.
2. No Loitering. All Students and Cars must leave the parking lot by 3:30 p.m. Students who have practice immediately after school are exempt.
3. Students are not allowed in the student parking area between 8:15 A.M. and 3:05 P.M. without the prior approval of office staff or the building principal.
4. Student/parents must be aware that vehicles are subject to search (see section on searches).

\*Students who fail to comply with these rules put themselves and others at risk, and will face loss of driving privileges as outlined in the Code of Conduct.

**DUAL ENROLLMENT**

Effective April 1, 1996, Public Act 160 created the Postsecondary Enrollment Options Act, commonly referred to as dual enrollment. This law directs school districts to assist students in paying tuition and fees for courses at Michigan public or private colleges or universities, if all of the following conditions are met:

1. Students are in grade 11 or grade 12.
2. Students can qualify for dual enrollment by taking one of the following assessments: PSAT, ACTPLAN, ACT, or MME. The following table shows the complete list of scores that qualify for dual enrollment:

Assessment	Test Section	Content Area	Minimum Dual Enrollment Qualifying Score
EXPLORE	Mathematics	Mathematics	17
	Reading	Reading	15
	Science	Science	20
	English	English	13
PLAN	Mathematics	Mathematics	19
	Reading	Reading	17
	Science	Science	21
	English	English	15
ACT	Mathematics	Mathematics	22
	Reading	Reading	21
	Science	Science	24
	English	English	18
COMPASS	Mathematics	Mathematics	52
	Reading	Reading	88
	English	English	77
MME	Reading	Reading	1108
	Writing	Writing	1100
	Mathematics	Mathematics	1116
	Science	Science	1126
	Social Studies	Social Studies	1129
PSAT	Critical Reading	Reading	42
	Writing Skills	Writing	41
	Mathematics	Mathematics	44
SAT	Critical Reading	Reading	500
	Writing	Writing	500
	Mathematics	Mathematics	500
ACCUPLACER*	Reading	Reading	TBD
	Comprehension	Writing	TBD
	Sentence Skills	Writing	TBD
	Mathematics	Mathematics	TBD

\*Accuplacer qualifying scores are typically specific to a state or Institution of Higher Education (IHE). The Department will work with The College Board and Michigan IHEs to build consensus around Minimum Dual Enrollment Qualifying Scores on this assessment.

Additionally, according to P.A. 160, eligible students may take courses for which there are no endorsement, such as computer science, foreign language, history, political science, or psychology, as long as they have taken all sections of the MME, ACTPLAN, ACT or College Board PSAT. State endorsement is not required in any specific area for this participation.

3. Students must be enrolled in both the school district and postsecondary institution during the local school district's regular academic year and must be enrolled in at least one high school class.

4. The district must not offer the college courses. An exception to this could occur if the local board of education determines that a scheduling conflict exists, which is beyond the student's control.
5. The college courses cannot be a hobby, craft, or recreation course, or in the subject areas of physical education, theology, divinity, or religious education.
6. Tuition and fees: Pellston Public Schools pays for tuition, registration fees and textbooks up to \$600 per semester. Any costs beyond are to be covered by the student.
7. No high school credit will be awarded for college credits earned outside of the dual-enrollment process.
8. Students taking approved dual-enrollment courses must choose whether they are taking the course for college or high school credit. High school credit will be reflected on the high school transcript and be included in the students' G.P.A. If you believe you are eligible for dual enrollment, qualify for tuition and fee support, and wish to participate, contact the Guidance Office.
9. Students must maintain a B- or better to continue to pursue dual enrollment opportunities.

#### **Dropping or Failing a Dual Enrollment Class**

Students wishing to enroll in a dual enrollment class are assuming a great opportunity and responsibility, one of which the district assumes the costs of tuition and fees. In the event a student fails to meet with the expectations set forth for the course, the school district will not assume responsibility for those costs otherwise incurred. It should be noted that a student enrolled in dual enrollment classes has one week with which to drop a class without a grade being received for the semester. Approval for dropping a class must be made by a counselor. After two weeks, a grade of "F" will be received on the student's transcript unless an administrator approves the drop without a grade being received. Students dropping a class after the specified drop dates will be responsible for all tuition and fees. Students who fail a course will be responsible for paying all tuition and fees associated with that class as well.

#### **DIRECT CREDIT**

Direct Credit classes are college courses used for credit at both the high school and college level. Students attend classes at their high school. High school teachers who have been credentialed as college instructors teach these classes. Grades and credit are recorded on an official transcript as college level courses. The cost of tuition and other fees are covered by the local school district so there is no charge to the student or parents (subject to limitations).

#### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act of 1984 requires that school districts inform parents or eligible students (one who has attained the age of eighteen years) of their rights under the Act.

The following notice ensures fulfillment of that requirement:

1. A student's parents, an eligible student, and a parent or representative of a parent of a handicapped child may inspect and review the student's educational records.
2. It is the intent of the school district to limit the disclosure of personally identifiable information contained in a student's educational records, except: (a) by the prior written consent of the student's parent/guardian or the eligible student, (b) as directory information, or (c) under certain limited circumstances as permitted by law (FERPA 45 CFR 99.31).
3. A student's parents/guardian or an eligible student may seek to correct parts of the student's educational record which he or she believes to be inaccurate, misleading, or in violation of student rights. This includes the right to a hearing to present evidence that the records should be changed, if the district decides not to alter it according to the parent or eligible student's request.
4. Records of handicapped students shall be maintained in the same fashion as all other students, except that a central registry of data concerning handicapped students shall be kept in the Offices of the Director of Special Education of the district. Disclosure of handicapped student records to third parties shall be on the same basis as other students (as further set forth in the district's administrative regulations, a copy of which can be obtained from the Office of the Superintendent). Records of handicapped students shall be retained in accordance with district policy as implemented by the administrative regulations and destruction thereof shall not occur except in compliance with district policy and administrative regulations, copies of which may be obtained from the Office of the Superintendent. Notice of destruction of such records shall be provided prior thereto.
5. All rights and protections given parents under the Family Educational Rights and Privacy Act of 1974 and Sections 121a.560 of the Handicapped Act - part B and under board policy and administrative regulations transfer to the student when he or she reaches eighteen (18) years of age or enrolls in a post-secondary school.
6. A student's parents or an eligible student may obtain copies of the board policy and these administrative regulations from the Offices of the Superintendent of the Pellston School District at 172 North Park Street, Pellston, Michigan, 49769, between the hours of 7:30 a.m. to 4:00 p.m. during school days or such other time as may be arranged by calling the offices at (616) 539-8801.

7. The Office of the Superintendent, upon request, will arrange to provide translations of the foregoing notice to non-English speaking parents or eligible students in their native language.
8. The "Directory Information" referred to in sub-paragraph (II) above, which may be released by the district, includes the following:
  - A. Name, Address, Telephone
  - B. Date and Place of Birth
  - C. Major Field of Study
  - D. Participation in School Activities
  - E. Dates of School Attendance
  - F. Grade Point Average
  - G. Honors and Awards
  - H. Other similar information: e.g. alumni associations, height and weight of athletes, honor roll members, information generally found in yearbooks.
9. The parents of a student or eligible student may refuse to permit the designation of any or all of the categories of Directory Information, if so desired, by giving notice of such desire in writing to the Office of the Superintendent at the address referred to above, indicating as to which information is not to be designated as Directory Information and therefore not eligible for release. Such written notice must be received by the Office of the Superintendent on or before September 15th of the current school year.
10. The listing of Directory Information represents no change from the long-standing procedure of the Pellston Public Schools regarding the release of information concerning students. The Pellston Public Schools will continue to assure that the privacy of every student's record is protected in accordance with the foregoing statutes and that all information not under the category of Directory Information is released only with the consent of the parents, guardian or eligible student, or under certain limited circumstances as permitted by law.
11. Designated directory information may be released to (but not specifically limited to) the following:
  - A. Other schools (eligibility lists, forms, etc.)
  - B. Services branches
  - C. Colleges, universities, business, and vocational institutions
  - D. Scholarship services
  - E. Media

## **FIELD TRIPS**

Being away from the school campus brings with it privileges and additional responsibilities. Representing yourself and our community in a positive fashion is important to your family, our faculty, and should be shared by our student body as a whole. Utilizing the FVA in our choices and actions is impactful to a positive experience and result. Getting around and enjoying a location or event means everyone doing their part as a member of the team to make the experience a good one, as well as to keep others (fellow classmates, staff, public) staff and respected.

- A. Field trips are school-sponsored events and used as a supplement to routine learning activities. Students who participate in field trip experiences should remember all school rules and expectations.
- B. Field trips are approved by the building principal a minimum of ten (10) school days prior to the trip. All requests for a field trip must include the following information:
  1. Time of departure
  2. Destination
  3. Estimated time of return
  4. Educational purpose of the trip
  5. Sponsoring instructor
  6. Names of chaperons
  7. Method of payment
- C. Permission slips will be obtained for all participating students. Failure to submit a permission slip signed by the parent or guardian may deny the student any right to participate in that trip.

## **FIRE/BOMB THREAT/TORNADO DRILLS**

The State of Michigan requires that all schools conduct regular drills for the safe and orderly evacuation of a building in the event of an emergency. When the appropriate signal is given, students are to move to the safety of an approved area as established by the principal relative to room location. Students are to be quiet at all times and to follow their teacher's directions promptly. When exiting the school, all students and staff will move at least 100 feet from the building and remain in the designated evacuation area.

Periodically, drills are held to deal with student safety during impending severe weather. During such drills students are to move in an orderly fashion to designated hall areas of the building. No student will sit in front of doors or windows due to the inherent danger of flying glass. As with fire drills, students are to remain quiet until an "All Clear" signal is given and must follow the directions of the adult supervisor or teacher.

#### **A. FIRE DRILL AND BOMB THREAT INSTRUCTIONS**

Fire drills and bomb threat drills are considered as emergency measures and will be regarded in this light. Teachers should emphasize the following procedure, and students should accept responsibilities as individuals to observe all necessary precautions.

1. Everyone will proceed directly in single file to the proper exit in an orderly manner. There will be no loitering, pushing, running or stopping on the part of any person. One instance might endanger a life. Students are not to go or stop at their lockers.
2. Teachers should take charge, directing students to the correct exit, seeing that they are clear of the building and in every way possible assisting in perfecting these drills.
3. In all cases, the first students out should open both doors and see that they are held open until the building is empty. Upon leaving the building, students will go 100 feet away from the building.
4. Students are not allowed to leave school premises unless dismissed or authorized by school authorities.
5. Classroom windows must be closed, doors must be closed and locked, lights turned off, and the instructors shall have a class record book from which student attendance may be verified.
6. Teachers will review fire drill/bomb threat procedures with each class.
7. Following is the arrangement of exits to be used in fire/bomb threat drills for the school year. The alarm will be turned off as a signal for re-entering the building.

Once outside teachers are to line students up, and remain in lines until the fire alarm stops, or administration gives instruction to return.

#### **FUND RAISING**

No student group may raise money without authorization from the principal and Student Council. Application must be made at least one (1) month prior to commencement of the fund raising activity and should include information about how the money will be raised, anticipated revenue, cost of the activity (if any), and dispersal of all monies collected. *All information will be checked against the District Wide Fund Raising Calendar to insure that no conflicts develop between groups.*

No more than one (1) group will conduct fund raising activities at Pellston Middle/High School at the same time. Fund raising activities at athletic events (raffles, bake sales, etc.) shall be reserved for the athletic programs. In the event no athletic program is sponsoring such an event, then the building administrator may authorize other groups to participate in such activities.

All questions about fund raising activities should be directed to the Student Council advisor.

#### **GRADING POLICIES**

I. Grades assigned by teachers at Pellston Middle/High School are intended to keep the student and his/her family informed as to his/her academic performance. An effective grading system is both evaluative and informational in that it gives an accurate appraisal of student progress while encouraging greater effort and achievement.

II. Regardless of course and teacher, the grading system employed in each classroom should maintain a commonality of dimension of which includes:

- A. Evaluation based on clearly defined course objectives.
- B. Class lectures, projects, assignments, and tests clearly related to course objectives and evaluation procedures.
- C. Some portion of the final grade based on daily participation, effort, and classroom behavior, as well as written assignments and tests.
- D. A grading system that gives students immediate and continual feedback on their daily performance and assignments and tests.
- E. Grades based on a point or percentage basis so that students understand the relative weight of assignments, tests, participation, and so on.

- III. Teachers are expected to keep clear and accurate records of all students' grades and to make that information available to students, parents, and school administrators upon request. A minimum of 2 grades should be entered each week to ensure timely feedback for students. All grade records must be submitted to the building principal at the conclusion of the school year.
- IV. Under no circumstances should grades or grade weighing be utilized or altered to serve as a punishment for unacceptable student behavior. No student may receive a failing grade in any class for any marking period unless parents have been notified that possibility of failure exists. In most situations this notification would be via the "progress/deficiency" report at mid-marking period. In the event that a student's progress regresses after such reports are sent, any contact (i.e., phone, mail, deficiency report) would suffice. All grade changes made after report cards have been issued must have written approval of both the instructor and the building principal.
- V. All final grades for a semester shall be computed using the following formula:
- A. Each Marking Period = 40%
  - B. Final Examination = 20%
- VI. Any teacher wishing to award a final grade lower than achieved through use of the prescribed formula must obtain prior approval of the building principal. A student must pass the semester with a sixty (60) percent average or higher.
- VII. **Any student receiving a Letter Grade of "D" is in danger of failing. If your student receives a "D" in any class, please contact the teacher as soon as possible.**
- VIII. **Mandatory Credit Recovery** for those students whom have failed a course and have jeopardized timely graduation. In the event a student fails a course, they will be required to attend credit recovery with a designated teacher where they will receive an "F" for the course, but will be afforded the opportunity to complete teacher designated work demonstrating proficiency in the course and affording the student credit for the class.
- IX. **Grade Level Promotion is considered for middle school students.** In order for a student to promote to the next grade level, they will be required to pass the majority of their core subject area classes (math, English, science, social studies) throughout given school year. Consideration for the retention of students will go as follows:
- a. Teachers and Principal will meet to discuss concerns/deficiencies prior to Parent Teacher Conferences
  - b. During the months of October – January, teachers are collecting evidence that suggests a skills deficiency for grade level content. This concern is communicated to the parents and is documented on the student report card.
  - c. The teacher will inform the principal in March that retention for a student is being considered. The principal will convene a team to discuss retention and evidence supporting. Other placements such as interventions will be considered at this time.
  - d. The teacher and administration will inform the family of the intention to retain the student in April, and secure commitment to this plan.
  - e. Guidance will work with administration to place students according to the plan for retention. This will occur once a master schedule for the following school year is complete and services available are known.

#### **GRADING SCALE**

- A 93% and up
- A- 90-92%
- B+ 87-89%
- B 83-86%
- B- 80-82%
- C+ 77-79%
- C 73-76%
- C- 70-72%
- D+ 67-69%
- D 63-66%
- D- 60-62%
- F 59% and below

#### **GRADING SYSTEM**

Each teacher establishes and makes known to his/her students the criteria by which grades are earned. Letter grades should be interpreted as follows:

A - Excellent

- B - Good
- C - Satisfactory
- D - Poor
- F - Failure
- I - Incomplete
- P - Pass
- NC - No Credit

In order to receive a diploma from Pellston High School, the following requirements must be met:

- I. Students must attend high school for eight semesters.
- II. Student must follow and pass all classes as required in the MMC (Michigan Merit Curriculum)

**Valedictorian and Salutatorian will be determined by GPA at the end of the 3<sup>rd</sup> Nine Weeks cutoff after thousandths**

**To be eligible for Valedictorian and Salutatorian, a student must attend Pellston Middle/High School for their entire senior year**

**GUIDANCE SERVICES**

The guidance program is an integral part of the total school program and involves students, teachers, parents and administration as well as counselors. The goal of the Guidance Department is to assist each student in reaching his greatest potential socially, academically and emotionally. The counselor serves as a facilitator in the development of this potential by offering the following services. Working with the guidance team is an incremental part of our support system and the FVA. Utilizing these services to help students to be safe emotionally and physically. Speaking up when we require assistance for others or ourselves is another essential aspect of our guidance services.

- A. COUNSELING-** The Counseling Center is open to all students between 8:10 A.M. and 3:10 P.M. The counselor offers assistance in a variety of areas, including personal problem counseling, career counseling, academic counseling, job placement, and college admissions. All discussions held with the counselor are strictly confidential unless prohibited by law or Board of Education Policy. We encourage all students to utilize the services of the Counseling Center whenever the need arises. Counseling is also available from the principal and all faculty members. Counselors can also act as liaison when problems occur between the student and his/her home/ school environment.
- B. Referral -** Counselors can help students and parents identify needs for more in-depth services and refer them to appropriate agencies in the community.
- C. Guidance information:** A guidance calendar lists test dates with current deadline date reminders. Occupational and career information is posted as well as announcements regarding scholarships and available financial aids.

**HALL PASSES**

Each student is assigned to a teacher during each period of the day. The teacher is legally responsible for the safety and actions of that student. Because the teacher must know where each of his/her students is at all times, **no student is to leave the room without a pass signed by the teacher** and designating the place to which the student is to proceed, or he/she will be considered truant. Passes should have the date, time, reason and signature of the teacher to be considered valid. No teacher will issue a student a pass to go to see another teacher or the counselor. Only the receiving teacher (teacher whom the student is going to see) or the counselor will write a pass. It must be counter-signed by the sending teacher. Students must return to their regular class prior to the end of the class period. **Students are not to be in the hallways during class time without a hall pass** (this also means late students must obtain a hall pass before proceeding to the classroom).

**HARASSMENT**

The FVA calls for students to speak up while seeking to provide an environment that provides both physical and emotional safety. Harassment is not taken lightly and students and parents should be aware of it so that we can all do our part to ensure the safety and wellbeing of the team.

Section 1300a of the State of Michigan School Code requires that as of January, 1995, a harassment policy must be implemented in all public schools. Students are advised that the following policy is now in place and shall be acted upon accordingly.

Any type of ethnic, gender, or sexual intimidation or harassment shall not be permitted on/in school district property (including vehicles used to transport students) or at a district or school sponsored event (either at the district or away from the district).

A person is guilty of ethnic/gender/sexual intimidation/harassment) if that person behaves purposely and maliciously, and with specific intent to intimidate or harass another person because of that person's race, gender, religion, creed, disability, sexual orientation, national origin or ancestry or uses abusive, profane or vulgar languages, gestures, displays or graffiti.

Sexual harassment does not refer to behavior or occasional compliment of a socially acceptable nature. It refers to behavior which is not welcome, which is personally offensive, which fails to respect the rights of others, which lowers morale and which, therefore, interferes with an employee's work effectiveness or a student's educational effectiveness. Sexual harassment may take different forms.

Sexual harassment specifically includes making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile, or offensive education learning environment.

The following, though not inclusive, would be examples of harassment behaviors:

- . touching (physical safety)
- . verbal comments (emotional safety)
- . spreading sexual rumors (emotional safety)
- . pressure for sexual activity (emotional safety)
- . gestures (emotional safety)
- . blocking movements (emotional safety)
- . displaying sexual suggestive objects or objects that are offensive (re: race, gender, etc.) (emotional safety)
- . leers (emotional safety)
- . sexual assault or attempted assault (physical safety)
- . jokes (emotional safety)
- . cartoons/pictures/graffiti (emotional safety)
- . name calling (emotional safety)
- . placing inappropriate messages on students (physical safety)

Any Pellston student who feels he/she has been harassed is to report it to any person in a supervisory role. Upon receipt of such a report, an investigation shall begin. Any student who knowingly falsely accuses another student of harassment shall be him/herself guilty of harassment and be dealt with in accordance with this policy. This policy is intended to provide a confidential way to report incidents and to ensure incidents will be investigated and resolved fairly and according to law.

All employees and students of the Pellston Public Schools are expected to comply with this policy and take appropriate measures to ensure that such conduct does not occur. Appropriate disciplinary action designed to stop the harassment immediately and to prevent its recurrence will be taken against any employee or student who violates this policy against harassment. Based on the seriousness of the offense, disciplinary action may include verbal or written warning or reprimand, suspension, or expulsion.

#### **Harassment Complaint Procedure**

I. Any person who believes he/she has been subjected to harassment is encouraged to express this belief to the offender in an effort to stop the offensive behavior. However, this is not a requirement for filing a complaint.

II. Any student who believes he/she has been the victim of harassment or has observed such actions is encouraged to report the alleged act(s) of harassment immediately to one of the appropriate persons listed:

- |  |  |
|--|--|
| A. Teacher                               | B. Counselor                           |
| C. Title IX Coordinator                  | D. Building Principal                  |
| E. Superintendent of the School District | F. President of the Board of Education |

III. At no time shall a student be required or expected to report first directly to an allegedly offending person.

IV. A copy of the board of education policy and administrative regulations including the procedure regarding filing a complaint may be obtained from the Office of the Superintendent of Schools.

#### **HONORS ASSEMBLY**

The annual High School Honors Assembly will be held in May. Students who have achieved a degree of proficiency in a number of different areas are recognized and awarded certificates, scholarships, pins, etc.

## **INSURANCE**

Under Michigan law the parents/guardians of all students in the public schools are responsible for any injury incurred by their children. In recent years, the Pellston Public Schools' Board of Education has purchased student accident insurance protection, which was in effect for all enrolled students for school-sponsored/school-supervised activities.

Pellston Public Schools no longer provides any type of student accident insurance for injuries incurred by children at school or while participating in or attending any school-sponsored/school-supervised activity. **This includes extra-curricular activities, except students participating in interscholastic athletics are insured for athletic injuries. Students will be permitted to participate in other extra-curricular activities without having insurance coverage, however the parents/guardians will be responsible for any medical expense.** Since we know that accidents do happen, we encourage you to review your present health and accident insurance program to determine if your coverage is adequate, including any deductible or co-payment clauses.

Since the Pellston Public Schools are not responsible for any medical expenses for injuries to students and since the Pellston Public Schools no longer carries any insurance policy (except for the interscholastic participants) to cover such medical expenses, this year the school is making accident insurance available for parents/guardians/adult status students to **purchase**. If you have any questions, please call the middle/high school office at 539-8801.

For making application for coverage, the following instructions apply:

1. Print names, addresses and other information clearly and legibly.
2. Check box(es) of the coverage(s) you wish to purchase.
3. Enclose a check or money order payable to: STUDENT ASSURANCE SERVICES, INC.
4. Print student(s) name(s) on the face of the check.
5. Detach and return the summary of coverage, and return the envelope to the school within ten (10) days. Coverage does not become effective until the premium has been received by the school.
6. All questions regarding the coverage(s) should be directed to STUDENT ASSURANCE SERVICES, INC., at 1-800-328-2739.

## **INTERROGATIONS**

### **Interrogation and Investigations Conducted in School**

- A. In these rules, the administration is reminded that a student who has attained the age of 18 enjoys the responsibility of speaking for himself without the agreement of parent, guardian or representative as to whether or not he will submit to questioning.
- B. Initiated by School Administrators and Conducted by Administrators: Building principals shall have the authority and duty to conduct investigations and to question students pertaining to infractions of school rules, whether or not the alleged conduct is violation of criminal law. Such investigations shall be conducted in a manner that does not interfere with school activities.

### **Interrogations by Law Enforcement Agencies**

A. It shall be the policy of the district that a reasonable cooperative effort be maintained between the school administration and law enforcement agencies. Law enforcement officials may be summoned to conduct an investigation of alleged criminal conduct on the school premises or during a school-sponsored activity or to maintain an environment conducive to education. Law enforcement officials may also be summoned for the purpose of maintaining or restoring order when the presence of such officers is necessary to prevent injury to persons or property. Administrators have the responsibility and the authority to determine when the presence and assistance of law enforcement officers is necessary in their respective jurisdictions. The district's administrators shall, at all times, act in a manner that protects and guarantees the rights of students and parents when cooperating with law enforcement officials.

B. The building administrator shall determine when the necessity exists that law enforcement officers be notified to conduct an investigation and question students who are potential witnesses of such alleged criminal behavior on school property (including vehicles being used for school activities). A reasonable attempt shall be made to contact the student's parents, guardian or representative prior to questioning by law enforcement officers. Reasonable requests



of the parents, guardian or representative shall be observed. The administrator involved shall document such notifications or attempted notifications to parents, guardians or representatives. In the absence of a student's parents, guardians or representatives during any question of such students, the principal or a designated, certified school staff person shall be present.

C. Although cooperation with law enforcement officers will be maintained, it will not normally be necessary during school hours for law enforcement officers to initiate and conduct an investigation and interrogation on school premises of criminal activities unrelated to the operation of the school. Only in demonstrated emergency situations, when law enforcement officers find it absolutely necessary, will they be voluntarily permitted to conduct such an investigation during school hours. These circumstances shall be limited to those in which delay might result in danger to any person, flight of a person reasonably suspected of a crime from the jurisdiction or local authorities, or destruction of evidence. If the law enforcement officials are not recognized and/or are lacking a warrant or court order, the building administrator shall require proper identification of such officials and the probable cause for the requested interrogation of a student. If the building administrator is not satisfied with either the identification or the probable cause, he/she shall not grant the request of such persons and shall attempt to notify the Superintendent of Schools and the officer's superior, documenting such action. In all cases, the officers shall be requested to obtain prior approval of the building administrator before beginning such an investigation on school premises. The administrator shall document the circumstances of such investigation as soon as practical. Alleged criminal behavior that is related to the school environment and is brought to the building administrator's attention by law enforcement officer(s) shall be administered pursuant to sections 1 and 2 above.

D. Investigators from the Department of Social Services may interview a student on school premises under the general supervision of the building administrator. The investigator may be entitled to interview the student without the building administrator being present if, in the judgment of the investigator, a private interview is in the student's best interest.

## **LIBRARY/MEDIA CENTER**

Students wishing to use the library shall be permitted to do so under the guidance and supervision of their teacher. The media center is to be locked when not in use. Students wishing to check out a book should communicate this to their respective teachers whom can assist them in doing so. Teachers are responsible for checking out materials for their students. Students are responsible for all checked out materials. Any student who has a financial obligation to the library must make restitution before additional books may be checked out.

Food and/or beverages are prohibited in the library at all times.

Students, student organizations and classes who wish to use the library for appropriate group activities must make advance preparations with their respective advisor or teacher.

## **LOCKERS**

The Board of Education Policy regarding the issuance and use of lockers is as follows:

- A. Student lockers and desks are school property and remain at all times under the control of Pellston Middle/High School; however, students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. School authorities for any reason, may conduct periodic general inspections of lockers and desks at any time, without notice, without student consent and without a search warrant. All lockers are the equipment and property of Pellston Public Schools. Students are allowed the use of assigned lockers for their personal items as related to school activities.
- B. Each student who wishes to have a locker must sign an agreement with Pellston Public Schools stating that they understand the policy and that they agree to allow the Board of Education and/or its representatives to check the locker under the policy. **\*\*NO LOCKER WILL BE ISSUED UNLESS THE STATEMENT IS SIGNED.**
- C. Students are not to allow anyone else to use their locker, unless the locker is assigned to multiple persons. Violations of these regulations may deprive students of using a locker.
- D. Students are reminded that abusive treatment of the locker to which they have been assigned will result in a disciplinary action. Students whose lockers are in need of repair should file a report in the school office.
- E. Locker & Desk Decorations - Lockers, locker doors, and desks may not be decorated with anything depicting alcoholic beverages, tobacco, bars, taverns, etc. Materials that rely on sexual innuendo or which have blatantly sexual messages are inappropriate and will be taken down. Exterior of lockers are not to have adhesive items on them. Students may "decorate" the interior with appropriate items but must completely remove such at end of school year. No Stickers or Writing on or in lockers. Lockers will be cleaned during Flex Period at least once every nine weeks.

## **LUNCH/ BREAKFAST DIRECTIONS**

It is common courtesy to leave the table neat and clean for the group that follows.

All Students must eat hot lunch in the cafeteria and cold lunch in the cafeteria or designated areas.

High School Students are NOT Allowed in the Freshman, Sophomore, Junior or Senior Hallway during Lunch Hour. Please plan ahead and bring any necessary items to lunch.

Eating in Doorways will NOT be allowed.

No Food or Beverages allowed in the Gym. Only students wearing appropriate shoes will be permitted on the gym floor.

## **LUNCH/ BREAKFAST PROGRAMS**

All students will eat in the commons area and may either carry their lunch or purchase a lunch. Students may purchase a balanced nutritious lunch for \$2.75. A breakfast may be purchased for \$1 will be served from 7:45 - 8:10 AM. Students are expected to be on time for the start of 1st hour at 8:15 AM.

The Federal Government makes funds available to help pay for the breakfasts and lunches of students from families with low incomes and those that may have experienced a recent change in income. Information and applications for free and reduced meals may be secured in the high school office.

## **LOST AND FOUND**

A "Lost and Found" items are kept in the middle/high school office. Students should inquiry at the front desk regarding lost items. Items found should be brought immediately to the middle/high school office.

## **MEDICATION**

### **I. ADMINISTRATION OF MEDICATIONS TO STUDENTS:**

We consider administering medication to students to be an extremely serious responsibility and will treat it as such. If your child must be given medication here at school, please read the information below carefully.

If under **exceptional circumstances** a child is required to take oral medication during school hours and the parent cannot be at school to administer the medication, only the school superintendent, principal, or his/her designee will administer the medication. In doing so, compliance with the following is **mandatory**:

1. Written instructions signed by a parent (or legal guardian) **and** physician will be required and must include:
  - a. child's name
  - b. name of medication
  - c. purpose of medication
  - d. time to be administered (student's responsibility)
  - e. dosage
  - f. possible side effects
  - g. termination date for administering the medication
2. It shall be the responsibility of the student to go to the office to take his/her medication.
3. A school administrator, or his/her designee will:
  - a. inform appropriate school personnel of the medication;
  - b. keep a record of administering medicines;
  - c. keep medication in a locked cabinet when practical;
  - d. return unused medication to the parent(s) or guardian(s) (if not picked it will be destroyed);
  - e. out of date medicine will be returned to parent(s) or guardian, or destroyed
4. The parents of the child must assume responsibility for informing the school administrator, or his/her designee, of any change in the child's health or change in medication. Any change must be

- accompanied by new parent and physician instructions.
5. If a child has received medication prior to arriving at school, it is the responsibility of the parent/guardian to so advise the building principal or designee (if the taking of medication prior to school will affect the medication instructions on file at the school).
  6. At the start of each school year, new parent/guardian instructions and physicians instructions must be submitted.
  7. Any medication left at school, for more than five (5) days after the last day of school, will be destroyed.
  8. The school district may at its discretion deny requests for administration of medication or discontinue the administration of medication.

## PARENTAL REQUEST AND INSTRUCTIONS

**Form available in middle/high school office:**

**No MEDICATION will be given to a student without a physicians form on file, except a student will be permitted to take medication for ten (10) school days according to the physician's instructions on the prescription and a student will be permitted to take cough syrup, cough drops without instructions from a physician or other medical person.**

**\*\* A parent or guardian must bring all medication in its original container to office of the school building the child attends. UNDER NO CIRCUMSTANCES SHALL STUDENTS BE ALLOWED TO KEEP MEDICATION IN THEIR LOCKER OR ON THEIR PERSON. ALL MEDICATION MUST BE KEPT IN THE OFFICE.**

**\*\* We will not send unused medication home with your child. We will ask that you stop by the school and pick it up. Please send only what the student will need while in school.**

## NATIONAL HONOR SOCIETY

The Pellston Chapter of the National Honor Society has a longstanding history at Pellston High School of bringing prestige and honor to those students who have been selected and inducted as members.

The preliminary qualifications for consideration require a student to have achieved junior or senior status and a minimum of a 3.0 grade point average (GPA). If a student meets the academic requirements and wishes to be considered for membership in the NHS, he/she must submit a thoroughly and seriously completed information sheet to the advisor by the date specified. **Failure to return this form will preclude consideration for membership.** Membership is granted only to those students selected by the faculty council.

Membership is never considered on the basis of grades alone. The national criteria for selection and the guidelines for the Pellston High School faculty council are listed below:

Character - The student of good character:

1. Takes criticism willingly and accepts recommendations graciously
2. Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
3. Upholds principles of morality and ethics
4. Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
5. Demonstrates the highest standards of honesty and reliability
6. Shows courtesy, concern, and respect for others
7. Observes instructions and rules, punctuality, and faithfulness both inside and outside the classroom
8. Has powers of concentration and sustained attention as shown by perseverance and application to studies
9. Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others
10. Actively helps rid the school of bad influences or environment.

Leadership - The student who exercises leadership:

1. Is resourceful in proposing new problems, applying principles, and making suggestions
2. Demonstrates initiative in promoting school activities
3. Exercises influence on peers in upholding school ideals
4. Contributes ideas that improve the civic life of the school
5. Is able to delegate responsibilities
6. Exemplifies positive attitudes
7. Inspires positive behaviors in others

8. Successfully holds school offices or positions of responsibility, conducting business effectively and efficiently, and without prodding, demonstrates reliability and dependability
9. Is a forerunner in the classroom, at work, and in school or community activities
10. Is dependable in any responsibility accepted.

Service- The student who serves:

1. Is willing to uphold scholarship and maintain a loyal school attitude.
2. Participates in some outside activity; Boy Scouts; Girl Scouts; church groups; volunteer services for the aged, poor, or disadvantaged; family duties.
3. Volunteers dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance.
4. Works well with others and is willing to take on difficult or inconspicuous responsibilities.
5. Cheerfully and enthusiastically renders any requested service to the school.
6. Is willing to represent the class or school in inter-class and inter-scholastic competition.
7. Completes committee and staff work without complaint.
8. Shows courtesy by assisting visitors, teachers, and students.

Students that carry the necessary grade point averages will be informed of the application process and requirements for becoming a member in their sophomore year in an effort to both promote the program and to encourage students to consider opportunities for strengthening their chances for membership. Information concerning specific students not selected for membership is confidential and not shared with parents and students. However, the principal will listen to the concerns of the students and parents. Concerned parents and students should understand that all decisions of the kind involved in the selection process have some subjective aspects. Parents and students must understand that no student has a right to be selected for membership.

**Dismissal** - Membership in the NHS is both an honor and a responsibility. All members are required to maintain the 3.0 GPA after each marking period. Members are also expected to continue to demonstrate the qualities of character, leadership and service. An NHS member being considered for dismissal is entitled to a hearing. All hearings will be conducted according to standards of NHS and the Pellston High School code of conduct and procedures set forth in the Administrative Regulations.

### **NON-DISCRIMINATION POLICY**

The Board of Education will comply with all local, State and Federal laws and regulations prohibiting discrimination. No person, on the basis of race, color, religion, national origin, age, sex, or handicap shall be discriminated against, excluded from participation in or be denied benefits of any program for which the Board of Education is responsible.

### **ONLINE COURSEWORK**

Students may choose to earn credits via online courses. Students may take a maximum of two (2) courses per semester as is compliant with state laws. Online coursework will be approved for credit under the following circumstances:

1. Credit Recovery for classes failed and not made up in the regular classroom.
2. The course is not offered through the high school.
3. Although the course is offered at the high school, the student will not be able to take it due to an unavoidable scheduling conflict.
4. The course will serve as a supplement to extended homebound instruction.
5. The student has been expelled from the regular high school setting, but education services are to be continued.
6. The principal in agreement with the student's teachers and parent or guardian, determined the student requires a differentiated learning environment.

These courses are taken at the school site, and require express consent of the building principal. Credit is not awarded until the final grade is afforded to the school district. The district assumes the tuition fee for online coursework where these circumstances are met. Students interested in taking online coursework should visit the website at [www.pellstonschools.org](http://www.pellstonschools.org), select the *Our Schools* tab, select *High School/Middle School* tab, select *Counseling/Guidance* tab, select *Online Learning (6-12)* and follow the links for more information. Our Guidance Counselor would be happy to assist with any questions regarding this programming.

**PARENT-TEACHER CONFERENCES**

Parent - teacher conferences are planned twice a year (usually November and March). Teachers will be available at tables in the commons during the conference hours. Parents may pick-up report cards and meet individually with a teacher and/ or guidance at this time and are encouraged to do so.

**PARTIES – STUDENT AND/OR FACULTY SPONSORED**

Parties during school hours are not encouraged. Permission for a party (commons only) shall be granted through the Principal’s office only.

**PROGRESS/DEFICIENCY REPORTS**

Progress/Deficiency reports will be mailed during the middle portion of each of the four (4) marking periods.

**REPORT CARDS**

Report cards will be issued within ten (10) days after the conclusion of each nine-week marking period. All report cards will be mailed directly to parents and/or guardians except for those given to parent/guardian at conferences. Should any parent not receive their student’s report card within one (1) week of the issue date the principal should be notified so that a duplicate card can be issued.

**Incomplete Grades** - Two (2) weeks following the end of a semester, all incomplete grades will become a grade of F. The responsibility for completing the requirements of the class is the responsibility of the student.

All semester grades are recorded in the student’s permanent file as per state law.

**SCHOOL CLOSINGS**

Occasionally, weather conditions or other circumstances may cause the postponement or cancellation of school. When this occurs, the public is notified immediately after the decision is made. Ordinarily, this will be done prior to 6:00 a.m. and the announcement will be made by local radio and television stations (SEE BELOW). At times, weather conditions or other circumstances may make it necessary to cancel school after classes have begun for the day. In circumstances such as this, parents are notified via local radio stations, and are therefore encouraged to listen to the local radio stations when poor weather conditions prevail. If students are sent home early, the same procedure is used as a “normal” day unless special arrangements have been made with parents/guardians.

**A. Radio Stations**

Cheboygan	WCBY 1240 AM	WGFM 105.1 FM
Petoskey	WKHQ 106 FM WMBN 1340 AM	WMKT 1270 AM WXLT 93.3 FM
Gaylord St. Ignace	WKPK 106.7 FM WDIG 940 AM	WMKC 102.9 FM WCKC 107.1 FM

**B. Television Stations**

Traverse City	WPBN/TV 7/4
Traverse City	WWTW 9/10

**C. Remind**

Parents are encouraged to sign-up for this service in the office. All pertinent announcements including school closings are communicated via text message using this service.

## **SCHOOL DAYS**

Pellston Middle/High School will be open to all students between 7:45 A.M. and 3:10 P.M. Students are not to enter the building prior to 7:45 A.M., or to remain in the building after 3:30 P.M. (unless attending an after school activity, or directly supervised) without permission from the principal.

Students are expected to use the passing time between classes to visit the restroom, get drinks of water, exchange books, and socialize with friends. Students are not to be in the restroom during class sessions unless the classroom teacher grants permission. Students leaving campus without authorization shall be charged with a skip.

Should classes be canceled due to inclement weather, power failures, or similar reasons, word will be sent to area radio and television stations for immediate broadcast. All decisions to close school are made on a daily basis and students should not assume that classes would be canceled beyond the day in question.

## **SEARCHES – LOCKERS, DESKS, STUDENTS, PERSONAL AFFECTS AND VEHICLES**

Searches of lockers, desks, students, and personal affects of students in the Pellston Public Schools shall be conducted according to the following rules:

### **I. Lockers, Desks and other School Property**

- A. Student lockers and desks are school property and remain at all times under the control of Pellston Middle/High School; however, students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. School authorities for any reason, may conduct periodic general inspections of lockers and desks at any time, without notice, without student consent and without a search warrant. All lockers are the equipment and property of Pellston Public Schools.  
Students are allowed the use of assigned lockers for their personal items as related to school activities.
- B. No law enforcement officer may search any locker without a search warrant unless he/she is doing so at the request of the building administrator and the administrator accompanies the law enforcement officer.
- C. Students are prohibited from placing lockers, other than the lock issued by the school for that specific student, on their lockers unless approved by the building administrator. The building administrator shall remove any unauthorized lock.

### **II. Personal Searches**

- A. A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched by building administrators whenever the building administrator has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.
- B. The student shall be requested to empty items such as, but not limited to, pockets, purses, shoulder bags, and briefcases. Items that are not illegal but violate school policy, rules or regulations may remain in the custody of the building administrator. Items that the building administrator believes may be connected with illegal activity may remain in the custody of the building administrator, unless such items are turned over to law enforcement officials.

The building administrator shall contact the parent(s), advise him/her of the immediate situation, and request that he/she come to school at once. If the parent(s) of the student are unable to persuade the student to comply, the parents and the student shall be advised that law enforcement official(s) will be notified, and the matter turned over to them. If the parent(s) refuses to come to the school or is unable to be notified and the student continues to refuse to cooperate, the building administrator shall notify law enforcement officials and inform them of the facts that give him/her reasonable suspicion to believe that the student has illegal or dangerous objects on his/her person. Any further search of the student shall be at the discretion and under the control of a law enforcement official(s) with a valid warrant.

Once the building administrator has relinquished control of the student to the law enforcement official(s), the building administrator or a representative shall remain with the student and will be present during any search of the student made by law enforcement official(s) on school property.

School authorities shall not conduct strip searches.

A student's failure to permit searches and seizures as provided in this policy, will be grounds for disciplinary action.

### **III. Student Vehicles**

**Driving a vehicle to school is one of life's rights of passage, and carries with it both celebration as well as increased responsibilities. It is essential that we all do our part to abide by safe practices to ensure safety for all, and ensure our contribution to the experience of the team.**

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student vehicles parked on school property. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant. The interiors of student vehicles may be inspected whenever a school official has reasonable suspicion to believe that illegal or unauthorized materials are contained in the vehicle. At the request of a district administrator, the student shall consent to unlocking, opening, and permitting the administrator and/or designee to search the vehicle and its contents while on school premises. If a search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

### **IV. Drug Dog Searches**

The administration may from time to time use drug-detecting dogs to search this building or student parking lot(s).

## **SECTION 504 OF THE REHABILITATION ACT OF 1972**

Section 504 of the Rehabilitation Act of 1972, as amended, provides that no person shall be discriminated against on the basis of handicap, physical or mental impairment that substantially limits one or more of his/her major life activities. The compliance officer will coordinate the district's efforts to comply with Section 504 and to investigate and attempt to resolve grievances regarding alleged violations of Section 504.

## **SOFT DRINK DISPENSERS**

Dispensers are located in the school and are available to students near the auditorium. There will be a machine located in the cafeteria. Students are not permitted to purchase soft drinks during the school day with the exception of during lunchtime and after school hours. Soft drinks are not permitted in the classroom during class time.

## **STRIKES BY STUDENTS**

Strikes by students are prohibited. A strike shall mean the concerted effort by two (2) or more students in any following activity: refusal to go to class, refusal to leave class, refusal to obey an order of a teacher, principal, or other person having authority to give an order which is refused, and refusal to leave a school building or to leave the school premises.

## **STUDENT CODE OF CONDUCT (Discipline Point System attached at the back of the handbook)**

### **I. General Behavior:**

In an effort to give students and parents a general idea of what is expected of each student on school property (including school buses or other school transportation) and at school activities, we offer these guidelines:

- A. We encourage students to become involved the total school program and avail themselves of all that the school has to offer in the way of curriculum. (Work as a team)
- B. Students will be prompt in arriving at their assigned places. (Work as a team)
- C. Students will understand and follow school policies. (Work as a team, be safe, speak up)
- D. Students will respect the worth and dignity of each individual. (Be safe)
- E. Students will respect the rights and responsibilities of faculty members as they perform their duties. (Work as a team, be safe, speak up)
- F. Students shall respect the rights of fellow students. (Work as a team, be safe, speak up)
- G. Students will respect the rights and responsibilities of support staff. (Work as a team, be safe, speak up)
- H. Students will observe a code of conduct for all citizens by the use of proper language, etiquette and appearance. (Work as a team, be safe)

- I. Students will devote all their energies toward realizing their potential. (Work as a team)
- J. Students will attend school regularly. (Work as a team)

## II. Purpose of Discipline System

Where staff, students, and parents commit to the Full Value Agreement, we all work collectively to ensure teamwork, being safe, and speaking up to ensure the pillars of the agreement are honored and working in harmony for all. When this happens, the need for discipline fades for all. Where members of the team forego the FVA, a need for discipline arises to deal with this unfortunate situation.

An effective disciplinary system will:

- Improve the educational environment for students, teacher, parents and staff.
- Better inform students and parents of rules and policies.
- Record discipline violations in a systematic way.
- Review each year with a willingness to ascertain our needs and institute changes where necessary.

## III. Student & Parental Awareness

Students and parents need to be aware of regulations concerning acceptable and unacceptable behavior at Pellston Middle/High School. These regulations are based upon the belief that an individual does not have the right to infringe upon the rights of others or to interfere with the educational process or atmosphere.

## IV. Sanctions:

The following sanctions are most frequently utilized disciplining students for improper behavior:

### A. Detentions

Detentions may be used as forms of discipline. They can be effective as a first line choice for altering a student's behavior that is primarily disruptive of the learning process, e.g., failure to do homework, tardiness, unexcused absences, inattentiveness, etc. A teacher or administrator can impose detention. If the detention requires transportation arrangements, the student will be given at least one day's notice to inform parents/guardians and make transportation arrangements. Transportation problems **will not** exempt a student from this type of discipline.

**Detention** is a sanction that compels a student to remain under school supervision at a time when other students may be at liberty to leave the school grounds, or at a time when a student is temporarily removed from his/her regular assignment. The length of the detention is at the discretion of the teacher or administrator and must be served on the day and time assigned by the teacher or administrator.

1. **Teacher Detention** - In general, individual teachers may assign detentions at noon, after school, or under certain circumstances, before school. Such detention will be scheduled and monitored by each individual teacher, unless the administration authorizes teachers to monitor other teacher's students. It may be in the teacher's own classroom or other suitable room, as long as a teacher is present to supervise. Arrangements must be made with a parent/guardian if the detention is outside the normal school day time period. Students who miss a teacher-supervised detention may be referred to the administration for additional sanctions.
2. **Administration Detention** - The administrator may impose detention as per student handbook.

### B. Suspension

Suspension is the temporary removal of a student from school or class. Suspension may be for any period of time up to and including the remainder of a school year. Suspended students may only be allowed to make up work or receive credit for work made up during their suspension as provided by the administration in the Administrative Rules and Regulations. During suspension, a student will not be allowed to participate in any athletic or extracurricular activity.

- C. **Expulsion** - Expulsion is the permanent removal of a student from school or a suspension for more than the remainder of the school year.



## V. Disciplinary Action

A sincere effort will be made by administrators and faculty members to resolve problems through effective utilization of school district and community resources in cooperation with the student and/or his/her parent(s) or guardian.

To establish the best possible learning atmosphere for the student, as well as to provide for health, safety and welfare of all students and employees of the Pellston Public Schools the following categories of misconduct have been adopted.

The rules and policies of the Pellston School District apply to any student who is on school property, or school-affiliated transportation, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place interferes with the operations, discipline, or general welfare of the school, regardless of location, date, or time.

Disciplinary action, including suspension or expulsion from school may be taken for any improper conduct or behavior on school property (including school buses or other school related transportation) or at school activities. Improper conduct or behavior will include, but will not be limited to the following:

- A. Activities defined as criminal** under the laws of the State of Michigan and the United States, which include but are not limited to the following (Note: If any of the following are not presently or cease to be criminal activities prohibited by law, they are still violations of this Disciplinary Code and are still improper):
1. **Alcohol/Drugs** - Use, possession, sale or distribution of alcoholic beverages/drugs/drug paraphernalia or “look-alike” alcoholic beverages/drugs, or being under the influence of alcoholic beverages/drugs.
  2. **Arson** - The intentional setting of fires.
  3. **Assault** - Intentional physical contact with another person without the consent of that person (e.g., striking a teacher, administrator, school employee, adult or student).
  4. **Bomb Threats** - Calling in or insinuating in any way that the persons or buildings on school property are under threat of explosive devices.
  5. **Burglary** - Entering a school building, a school vehicle or any vehicle on school property, without permission and for illegal purposes.
  6. **Caustic Substances** - Use or possession.
  7. **Dangerous Weapons** - Possession.
  8. **Electronics** - Electronic items that are not intended for curricular or co-curricular activities are not permitted in the school or on buses.
  9. **Extortion** - Getting property or favors from another by use of threat.
  10. **False Alarms** - Reporting a false alarm of any kind (e.g., fire, bomb, etc.)
  11. **Gambling** - Wagering of any kind.
  12. **Harassment/intimidation** - Harassment/intimidation of any kind (e.g., sexual, ethnic, gender, etc.) or in any fashion (e.g., physical, verbal, written).
  13. **Hazing** - Students may not organize or carry out any hazing.
  14. **Incendiaries** - Use or possession of fireworks, smoke bombs, or similar devices.
  15. **Interference/intimidation** - With school activities or of individuals at school activities (either at home or away.)
  16. **Larceny** - Stealing the property of another.
  17. **Littering** - Littering on school property, including school vehicles.
  18. **Robbery** - Stealing from an individual by force or threat of force.
  19. **Toy Weapons** - A student shall not possess a toy or “look-alike” weapon on school property or at a school-sponsored event.
  20. **Trespassing** - Illegal or unauthorized intrusion in school building or on school property.
  21. **Unauthorized** or unsafe use of a motor vehicle.
  22. **Vandalism, Malicious Mischief** - Property damage, including defacing, damaging or destroying school property or any other person’s property on school property, including but not limited to the placing of graffiti.
  23. **Warning Systems** - Students may not carry electronic communication devices while on school property except when approved by the principal of his/her school, for health or unusual reasons.
  24. **Weapons** - Possession of a weapon that is not a firearm or dangerous weapon within the board of education’s policy concerning Dangerous Weapons/Firearms; Arson; Criminal Sexual Conduct (JCDAD). If a student is in possession of any dangerous paraphernalia or any object (not covered by Policy JCDAD i.e., razor blade) which could be used to inflict harm on another person, he/she shall be guilty of a gross misdemeanor.

- B. Academic Dishonesty:** Cheating, plagiarism - plagiarism is the offering of another's work as one's own, or changing a teachers grade.
- C. Chemical Aerosol Agents** (e.g., pepper gas, mace, etc.) may not be brought onto or possessed on school property or at school events, without express written permission of a school administrator.
- D. Computers-** Unauthorized or improper use of the school computers (e.g. hardware, software and all computerized information). This will be considered breaking and entering and local authorities will be contacted.
- E. Disorderly Conduct** - Behavior considered destructible or inappropriate, any behavior that infringes on the rights and/or safety of others in or on school property or at any school event (including water balloon activity, skateboarding, unauthorized demonstrations, careless driving, etc.).
- F. Fighting** - Fighting or provoking a fight. Students committing physical assault may be subject to suspension or expulsion.
- G. Food Items** - No food items, beverages, nor gum shall be permitted in areas other than the student commons (i.e. these items shall not be in halls, classrooms, lockers, etc.), except these items may be placed in lockers provided they are in closed containers and the containers may only be opened in the lunch room.
- H. Gang/Cult/Non-sanctioned organizations-**Students may not wear, possess, or display any items, engage in any communication, or engage in any manner of grooming which, by virtue of its color, arrangement, trademark, or any other attribute, denotes, symbolizes, or supports membership or recognition of a gang/cult/non-sanctioned organization.
- I. Insubordination** - Refusal to comply with requests of a school administrator, teacher, employee, chaperon or other adult acting in the role of supervisor.
- J. Irregular Attendance** and/or skipping - unexcused absence from class.
- K. Leaving School Grounds** - without permission or without properly signing out.
- L. Lighters, matches or other fire starting devices** may not be brought on to school property or to school events, or possessed on school property or at school events.
- M. Loitering/off limit area** - Being present in any area other than for the purpose for which the area was intended to be used (e.g., bathrooms, unused offices and rooms, parking lots, etc.)
- N. Obscene, Profane, or Lewd Behavior/Language** - Suggestive gestures, or obscene or profane language.
- O. Passes/Permits/Authorizations** - Misuse or possession of blank passes, permits or any school regulated authorizations refers to the act of using, writing, or displaying in writing, the name of another person, or falsifying times, dates, grades, addresses or other information on school forms or papers used for school purposes; or being in an unauthorized area without a proper permit or pass.
- P. Possession of Inappropriate Items** - Possession of items that contain inappropriate, obscene, profane, or sexually suggestive language or pictures.
- Q. Public Display of Affection** - Public display of affection (outside of the classroom), except holding hands, is not permitted on school property, in school vehicles, or at school activities.
- R. Snowball Throwing** - Snowball throwing on school property, or onto or at school property.
- S. Tobacco Products/Vapor Pens** - Smoking or using tobacco products, vapor pens or devices, and/or possession of such products while on school grounds, at school sponsored activities or when off the school premises between 8:00 and 3:15 but within observation of school personnel (administration, support staff, teachers, etc.) who are on/off the school premises (i.e., students who are on corner of street during school day and can be seen smoking). Possession constitutes being on one's person or within one's belongings or locker.
- T. Unauthorized Possession** of school property or the property of another person.
- U. Unauthorized Locks** on lockers.
- V. Unexcused Tardy-** an unexcused tardy will follow school policy
- W. Verbal Assault** - Verbal assault to persons or gross disrespect of school personnel, chaperons or any other person on school property or at school activities, including, but not limited to, verbal sexual assault and/or harassment, hate speech. Students committing verbal assault may be subject to suspension or expulsion.

\* **Possession** - Whenever used in this code, the term possession will mean either having the article on the student, or in the immediate vicinity of the student, or under the student's control, or among the student's personal possessions.

\* **School Property** - Whenever used in the Student/Parent handbook includes vehicles used for school purposes.

#### **X. Student Dress Code**

Clothing or grooming shall be considered unacceptable if it creates a danger to the health and safety of the students or other persons, or creates or potentially creates a disruptive influence on the educational process.

Footwear shall be worn at all times. Specific religious customs may be accommodated at the discretion of the principal.

Special health and safety standards may be required for students enrolled in classes such as industrial arts, home economics, physical education, science education and driver education.

Certain extracurricular activities or organizations may require specific reasonable dress requirements at certain times. Since participation in such organizations is voluntary, students shall be required to dress in compliance with the rules established by the organization and/or its sponsors.

While the school administration may require students participating in physical education classes to wear certain types of clothing such as sneakers, socks, shorts, T-shirts - they may not prescribe a specific brand that students must buy. The administration may also prohibit articles of clothing that cause excessive school maintenance problems such as cleats on boots, shoes that scratch floors, trousers with metal inserts that scratch furniture, etc.

Additionally, existing laws and/or school regulations require the wearing of protective clothing, eye shields, or other dress for the health and safety of students. For example, a hair net or cap may be required where long hair may impose a health or safety threat near open flames, moving machinery, or food.

Student dress and grooming is a parental responsibility. However, it may be necessary for school personnel to confer with students and parents and/or take such corrective measures as necessary in instances where dress and grooming are dangerous to safety, detrimental to good health or so distracting as to interfere with the learning and teaching process.

Certain articles of attire and grooming are specifically prohibited:

1. Attire that is destructive to school property (i.e., cleats on shoes, shoes that scratch floors, clothing with metal inserts that scratch furniture, wallet chains must be tucked in pockets, etc.).
2. Headgear, bandannas, hair rollers, hoods etc. are prohibited in the building between 7:45 a.m. – 3:15 p.m., unless approved by the school administration.
3. Sunglasses generally hinder vision within a building and thus are prohibited in school unless they are professionally prescribed for in school building use.
4. Bare midriffs, see-through garments, bare backs, halter tops, low cut blouses and pants, tank tops and cut-offs are prohibited. Shorts, Skirts and Dresses: Clothing must extend below fingertips with student standing straight with arms at his/her sides. Leggings must be worn with skirt, dress, shorts or shirts that comply with proper length.
5. Outerwear (jackets and coats etc.) designed for wear out of doors is prohibited during class time and must be left in student locker during class time.
6. Obscene, profane, lewd, or sexually suggestive language or pictures on clothing (T-shirts, jackets or other articles of clothing) or jewelry.
7. Printing, buttons, insignias, etc. depicting any alcoholic beverage, tobacco, drug, tavern, bar, etc. will not be permitted on clothing worn in school or on school property.
8. Any item or article (including but not limited to: apparel, jewelry, accessory, backpack, notebook), or any manner of grooming which by virtue of its color, arrangement, trademark, or any other attribute, denotes, membership (or denotes recognition or support of same) in a gang/cult/ non-sanctioned organization, or any paraphernalia, signs, or communications (written, verbal, or gestures) which symbolize gang/cult not-sanctioned organization membership, recognition or support.
9. Baggy pants (pants worn below the waist line).
10. Students shall not wear clothing or accessories which interfere with the operation of the school or which impinges upon the general health, safety and welfare of other students and school employees.

The school administration may temporarily suspend any of these restrictions for specific school activities such as dress-up days, field days, picnics and other similar events.

#### **VII: Discipline for Violations of the Student Code of Conduct:**

The preceding list of improper conduct or behavior is not all-inclusive. Unacceptable conduct not specifically set forth therein will be disciplined in the same fashion as those specifically listed. Staff and administration will exercise reason and make a good faith effort when considering any and all discipline.

The discipline imposed upon a student for violating the Student Behavior Code may vary depending upon the seriousness of the offense, the student's prior disciplinary history and other matters deemed pertinent. **Where a specific discipline is not set forth herein, an administrator may discipline a violation of the Student Behavior Code with discipline ranging from a conference with the student to making a recommendation for expulsion.** Suspensions and expulsions shall be governed by the Board Policy (8300) and the Administrative Regulations Governing Student Suspension and Expulsion. The administrator may separately or concurrently refer the student or the incident to the appropriate governmental authority.

There are certain violations for which the administration has provided more specific discipline or for which the administration has provided additional information. These are violations dealing with **dangerous weapons/firearms, arson, criminal sexual conduct, alcohol, drugs, tobacco, gangs/cults/non-sanctioned organizations, truancy, computers, and food items** that are specifically set forth below.

#### **A. Dangerous Weapons/Firearms; Arson; Criminal Sexual Conduct**

1. The Gun-Free Schools Act of 1994 (Federal Statute 20 USC 3351 as amended by PL 103-382) and the Michigan School Code (MCL 380.1311 as amended by Public Act 328 of 1994) require Michigan School Boards to revise their policies to expel students automatically from school when dangerous weapons/firearms, arson, or criminal sexual conduct are involved. Therefore, students in possession of a dangerous weapon/firearm, and/or who commit arson or criminal sexual conduct on/in school district property (including a vehicle used to transport students) or at a district or school sponsored event, shall be permanently expelled from school and referred to the criminal justice or juvenile delinquency system and the appropriate county department of social services or community mental health agency. The parent, legal guardian and/or student shall also be notified of the referral(s). For the purpose of this policy, a "firearm" means (1) any weapon (including a starter gun) which will expel a projectile by action of an explosive, or is designed to expel a projectile by action of an explosive, or may readily be converted to expel a projectile by the action of an explosive; (2) the frame or receiver of any such weapon; (3) any firearm muffler or silencer; or (4) any destructive device.

For the purpose of this policy, a dangerous weapon means a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, a knife opened by mechanical device (regardless of blade length), iron bar, or brass knuckles. Each student subject to expulsion shall have his or her situation reviewed by the Superintendent of Schools on a case-by-case basis.

2. If a dangerous weapon/firearm (as defined above) is determined not to be in the possession of a student, but is determined to be under the control of a student while the student is on school district property (including a vehicle used to transport students) or at a district or school sponsored event, the student shall be guilty of a gross misdemeanor or persistent disobedience. In that case, the student shall be disciplined pursuant to the administrative rules and regulations governing suspension and expulsion. Accordingly, the student may be expelled, but he/she will not be automatically expelled under the above referenced state or federal statutes.

3. If a student is in possession of, or has under his/her control any dangerous paraphernalia or any object used to deliberately inflict harm on another person (which is not specifically listed above in the definitions of a dangerous weapon or firearm -- e.g. stick, pipe, martial art's weapons, handcuffs), he/she shall be guilty of a gross misdemeanor or persistent disobedience. In that case, the student shall be disciplined pursuant to the administrative rules and regulations governing suspension and expulsion. Accordingly, the student may be expelled, but he/she will not be automatically expelled under the above referenced state or federal statutes.

4. If a school administrator charges a student with violating paragraph 2 or 3 of this policy, the administrator shall immediately report the finding(s) to the criminal justice or juvenile delinquency system and the appropriate county department of social services or community health agency. The parent, legal guardian and/or student shall be notified of the referral.

5. Toy Weapons - A student shall not possess nor have under his/her control a toy "look alike" gun or other weapon while in school, on a vehicle used to transport students to or from school, on school property, or in attendance at a school activity. The penalty for violating this "toy weapon" policy may range from a conference with the student and/or parent(s)/guardian(s) to expulsion from school, depending upon the specific circumstances.

A special education student who has brought a firearm to school may be moved to an alternative education placement for a maximum of forty-five (45) days. During the course of any pending proceeding, such as a due process hearing, the student is to remain in the alternative setting, unless the parents and the administration agree otherwise.

#### **B. DRUGS**

##### **1. Use or possession of drugs/drug paraphernalia or "look-alike" drugs**

- a. **First Offense** - Notification of parents/guardian. Parent/guardian, administrator and student conference. Student will be suspended for minimum of nine (9) days, and will be considered for long-term suspension or expulsion. If the student and his/her parents/guardian are willing to enter a drug education treatment program (approved by the administration), the number of suspension days under consideration may be reduced. It is the administration's opinion the first time offender should be allowed to go to a treatment program to seek help in terms of solving his/her problem. The student may be referred to the appropriate governmental authority.
  - b. **Second Offense** - (Any time during student's middle school/high school years) - Notification of parents/guardian. Parents/guardian, administrator and student conference. The administration may suspend the student for up to the remainder of the school year and/or recommend to the Board of Education that the student be expelled. The student may be referred to the appropriate governmental authority.
2. **Sale or Distribution**  
 A student may be determined to be selling drugs if the student has possession of a quantity of drugs or "look-alike" drugs which the administration determines is excessive for that student's one day personal use or if the student is determined to be selling or distributing drugs (e.g., without payment). This conduct will result in the administration imposing a suspension for any period of time up to the remainder of the school year and/or recommending to the Board of Education that the student be expelled. The student will be referred to the appropriate governmental authority.

## C. ALCOHOL

1. **Alcoholic Beverage Use, possession, sale or distribution (e.g. without payment) of an Alcoholic Beverage or a "look-alike"**
  - a. **First Offense** - Notification of parents. Parent/guardian, administrator and student conference. Student will be suspended a minimum of nine (9) days. If the student and his/her parents/guardian are willing to enter an alcohol education treatment program (approved by the administration), the number of suspension days may be reduced. It is the administration's opinion the first time offender should be allowed to go to a treatment program to seek help in terms of solving his/her problem. The student may be referred to the appropriate governmental authority.
  - b. **Subsequent Offenses** - (Any time during student's middle school/high school years). Notification of parents. Parents/guardian, administrator and student conference. Student may be suspended for any period of time up to the remainder of the school year. If a student and his/her parents are willing to enter an alcohol/drug education treatment program (approved by the administration), the number of days that the student is in the program is excused. It is the opinion of the administration that the student with an alcohol problem should be allowed to go to a treatment program to seek help in terms of solving his/her alcohol problem. The student may be referred to the appropriate governmental authority.

## D. TOBACCO/ VAPOR PENS/RELATED PRODUCTS

Pellston Public Schools has taken the stance that vapor pens and vapor products are a gateway product to tobacco use and other activities. Therefore, the use and/or possession of such products is prohibited on school grounds or at school events. Students who violate district policy with regard to these products are afforded the following consequences up to long-term suspension and/or expulsion.

1. **Tobacco/Vapor Products – Pellston Schools is a Tobacco Free Zone**
  - a. **First Offense** – Minimum two (2) day suspension.
  - b. **Referral of students 16 years or younger** - to the appropriate government authority could result in Probate Court involvement. The Probate Court judge has indicated the use or possession of tobacco products will be dealt with as follows:
    1. \$50 court service/oversight fee
    2. Up to 25 hours community service work
    3. Up to four (4) months probation (consent calendar) "non-repeating status"
    4. Substance abuse screening (may recommend substance abuse education and/or treatment)
    5. Attend tobacco awareness class (1-1/2 to 2 hour class involving written educational material, videos, discussion and testing before and after to gauge progress).
    6. Other sanctions.

- c. **Referral of students 17 years of age or older** to the appropriate governmental authority could result in District Court involvement. The District Court Judge has indicated the use or possession of tobacco will be dealt with fines and/or jail time.

#### **E. Gangs/Cults/Non-Sanctioned Organizations**

State law and Board of Education policy prohibit students from organizing, joining or belonging to gangs, cults, secret societies, or organizations that are not sanctioned by the Pellston School District. Gangs, cults, or non-sanctioned organizations pose a threat to the educational environment and to public safety and order through violence, intimidation, harassment, or other illegal activities. The Board of Education and the administration have the duty and commitment to keep the school district and its students, staff and visitors free from threats or harmful influence of any gangs, cults, or non-sanctioned organizations. **Neither gangs/cults/non-sanctioned organizations nor gang/cult/non-sanctioned organization activity will be tolerated in the Pellston Public Schools.**

##### **1. Students and visitors are prohibited from:**

- a. Wearing, possessing, or displaying any item or article (including but not limited to: apparel, jewelry, accessory, backpack, notebook), or engaging in any manner or grooming which, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in a gang/cult/non-sanctioned organization; or
- b. Making, possessing or displaying any paraphernalia, signs, or communication (written, verbal, or gesture) that symbolizes gang/cult/non-sanctioned organization membership, recognition, or support.

##### **2. Discipline**

- a. Any student or visitor violating or suspected of violating the Board of Education policy concerning gangs/cults/non-sanctioned organizations (Board Policy 8245) or these administrative regulations shall be referred to a building administrator; and
- b. The student's parent/guardian shall be contacted and, at the discretion of the administrator, the student may be sent home to change; and
- c. The student shall be subject to disciplinary action up to and including suspension or expulsion and referral to local law enforcement authorities and/or other appropriate governmental authorities.
- d. Any visitor to school property (including school transportation) or to a school activity who violates the Board of Education policy (Board policy JCDC) or these administrative regulations will be refused entry to schools and school events or will be required to leave.
- e. Any article, item or paraphernalia that violates Board of Education policy (Board policy JCDC) or these administrative regulations and is possessed by a student on school property (including school transportation) or a school district activity may be confiscated and may not be returned.
- f. If any student misconduct is determined to be gang/cult/non-sanctioned organization related, the disciplinary action may be increased up to and including suspension or expulsion from school.
- g. The procedure for suspension or expulsion of a student for violation of the Board of Education policy (Board policy JCD) or violation of these administrative regulations shall be the procedure set forth in Administrative Regulations Governing Suspension and Expulsion (JDD/R).
- h. If there is a clear and direct connection between the school district and any illegal incident that occurs off school property, disciplinary action may be pursued up to and including suspension and expulsion.

#### **F. Graffiti**

1. Daily checks for graffiti shall be made throughout the campus, including restroom walls and doors;
2. Graffiti shall be photographed before it is removed. The photographs may be shared with local law enforcement authorities and used in future disciplinary or criminal action against offenders.

#### **G. Truancy** - unexcused absences as defined in this handbook under "Student Attendance Policy"

1. Student Discipline Policy will be followed.

#### **H. Computer System** - unauthorized or improper use of the school district's computers (e.g. facilities, hardware, software and all computerized information) is prohibited, including but not to be limited to:

1. Unauthorized entry into a file: whether to use, read, change, or for any other purpose.
2. Unauthorized transfer of a file.
3. Unauthorized use of another individual's identification and password.
4. Use of computing facilities to interfere with the work of another student, faculty member or school official.

5. Use of computing facilities to send or receive (i.e. - Internet "chat lines," pornography, etc.) obscene, abusive or any other improper message.
6. Use of computing facilities to interfere with normal operation of the school district's computing system.
7. Use of computing facilities in a manner that violates state or federal copyright laws (e.g. unauthorized duplication of copyrighted or licensed software).
8. Students must adhere to conditions of the Acceptable Use Policy prior to use of the Internet

#### **I. Food Items and Beverages**

No food items or beverages shall be permitted in areas other than the student commons (i.e. these items shall not be in halls, classrooms, lockers, etc.), except these items may be placed in lockers provided they are in closed containers and the containers may only be opened in the lunchroom.

Clear Water Bottles will be allowed in the classroom. There are to be NO flavor additives in that water.

Energy Drinks (Red Bull, Rock Star, Full Throttle, etc.) are not allowed on Campus during the school day. These drinks contain high levels of caffeine and other stimulants and studies have shown they may yield harmful effects when consumed.

Cough drops and other such items used for medication purposes will be permitted within reason. Violations of this policy will result in disciplinary actions.

#### **J. School Property**

Defacing or destruction of school property is a serious offense. A minor who does any damage to school property will be required to make restitution. This is in accordance with the laws of the State of Michigan that also state that parents of a minor may be fined for the willful destruction of property by their children.

In addition, any student defacing, marring, damaging, or using or treating school property (buildings, vehicles, desks, computers, ChromeBooks, or any other property) destructively or inappropriately may result in the administration imposing a suspension for any period of time up to the remainder of the school year, and/or recommending to the board of education that the student be expelled. **Mistreatment of school property will not be tolerated.**

#### **K. VERBAL ASSAULT**

Disrespect of school personnel, chaperons or any other person on school property or at a school-sponsored activity will not be tolerated. Such conduct will result in discipline, which could include a suspension from school for any period of time up to the remainder of the school year. Repeated offenses could result in the administration recommending to the Board of Education that the student be expelled.

#### **STUDENT CONFERENCES**

Individual conferences with students often help to solve problems and will improve the student-teacher relationship as well as student academic performance. These conferences may be arranged during the teacher's conference period and before or after school. In addition to the scheduled conferences, parents are invited to visit the school and arrange for individual conferences with teachers during the school year. Generally, each teacher has time available during the school week scheduled for conferences with parents or students. Check the master schedule for a teacher's conference period.

#### **STUDENT COUNCIL**

The Student Council consists of four (4) voting representatives from each grade (9-12). Officers of the Student Council are elected annually from its class representatives as per the Student Council Constitution. Meetings of the Student Council are held once each week if there is any business to be conducted. A faculty advisor works with the Council and must be present at all meetings.

## **STUDENT LOAD**

Students in grades 9 through 12 are required to carry a minimum of six (6) classes units of credit each marking period, plus a "Flex Period" unless otherwise authorized by an administrator. In the spring, students will select classes for the following year. Each student will be given a registration guide containing class descriptions, general procedures and other important information. Parents are urged to involve themselves in the registration process and to help their sons and daughters select a course of study appropriate to the student's interests and career goals. Both parents and students are welcome to contact the Counseling Office for additional assistance in helping their children make course selections.

## **STUDENT PICTURES - YEARBOOK**

The school photographer will take pictures of all students. Students may purchase individual packages of pictures. The photographer will set the price. **THERE IS NO OBLIGATION TO PURCHASE PICTURES.** All students will have their pictures taken even if they do not wish to purchase a package. These pictures will be used for the student's file and for the yearbook. If a student does not wish to have his/her picture in the yearbook, he/she must give the yearbook advisor such a request in writing. Student pictures and identifying names will be printed in the school annual and school paper and given to the local news media on those occasions that warrant it. However, any student, or the student's parent or guardian if the student is under the age of 18, may request that his/her picture not be published in the media or in the school yearbook. Such requests are to be made in writing to the Principal of the high school. This does not cover pictures taken by the news media of school events.

## **STUDENT PUBLICATIONS**

If financially affordable, the school district may provide the opportunity for students to plan and produce student publications (e.g. newspaper, yearbook) under the direction of a faculty advisor and the school principal.

Students who edit, publish, post or distribute printed, handwritten or duplicated written material among their fellow students within the school are responsible for the content of such publications. Libel, obscenity, profanity, personal attacks and encouragement of the violation of laws are prohibited. All such publications must identify the author, and/or the editor, publisher. The determination of whether such material violates the aforementioned shall be left to the sole discretion of the administration. Material that meets the above requirements may be distributed as long as it does not interrupt regular school activities or intrude on the individual lives of students and staff.

## **STUDENT RECORDS**

Records are kept of all students who attend Pellston Schools (K-12). The standard State of Michigan Record form (CA-60) and all its inserts is the form used. Some students may still have their records kept on the older State of Michigan form (CA-30). The last school a student attends, even if he/she leaves school or is graduated, keeps these records.

Copies of a student's records will be sent free to any college or university at the student's request (student's signature required). A student may also have one (1) copy of his record for his own personal use. A minimal fee will be charged for more than one (1) copy. Copies of a student's record may also be sent free to prospective employers upon the written request of the student.

## **STUDENT REPRESENTATIVE TO BOARD OF EDUCATION**

Each school year the student body will be represented by a junior or senior student council member as its representative to the Board of Education. The policy is as follows:

- I. Duties and responsibilities of Student Representatives of the Pellston Board of Education:**
  - A. Must attend all regular and special Board of Education meetings as deemed necessary by the Board of Education.
  - B. Student Representative is to keep Pellston High School Student Council informed concerning the meetings he/she attends. He/she will read the minutes of the Board of Education to the Student Council at the next Student Council meeting after the minutes are approved.
  - C. The Student Representative will be an advisory position. The Representative will not be allowed to vote with the Board of Education.



## **SUSPENSIONS – ADMINISTRATIVE REGULATIONS**

- A. Suspension may be out-of-school suspension or in-school suspension or a combination of the two (2), at the discretion of the administrator. A student whose discipline includes any out-of-school suspension will not be allowed to return to school unless and until his/her parent(s) or guardian has had a conference with a building administrator regarding the student's misconduct and the student's return to school.

## **SUSPENSION AND EXPULSION**

### **I. Suspension and Expulsion**

Suspension shall be defined as a temporary refusal of a school district to allow a student to attend school. A short-term suspension refers to exclusion of ten (10) school days or less. A long-term suspension is a suspension that exceeds ten (10) school days. A long-term suspension requires more formal due process procedures than a short-term suspension. A long-term suspension for more than the remainder of the school year requires Board of Education action. The procedure for a long-term suspension for more than the remainder of a school year will be the same procedure as for an expulsion by the Board of Education (only the Board of Education may expel a student for conduct other than violation of Board Policy 8350, concerning Dangerous Weapons/Firearms; Arson; Criminal Sexual Conduct).

Expulsion shall be defined as an exclusion of a student from school permanently or for a given period of time in excess of the remainder of the school year. Expulsion may be imposed by the administration or by the Pellston Board of Education. The administration may only expel a student for violation of the Board of Education's policy concerning Dangerous Weapons/Firearms; Arson; Criminal Sexual Conduct (Board Policy 8350) and such expulsion shall be permanent as provided in Act 328 of the Public Acts of 1994. Expulsion for any misconduct other than violation of the Board's policy concerning Dangerous Weapons/Firearms, Arson, Criminal Sexual Conduct, or any suspension for more than the remainder of the school year must be by action of the Board of Education.

During the time of suspension, the student shall not participate in any extracurricular activity or be present on school property unless accompanied by a parent or legal guardian for a pre-arranged conference scheduled by an administrator, at the specific request of an administrator, and a hearing before an administrator, an appeal to the Superintendent, or a hearing before the Board of Education.

A student on short-term or long-term suspension shall be considered on the rolls as an enrollee, but shall be recorded as absent and unexcused during the period of short-term suspension.

A student on short-term or long-term suspension while a recommendation is made to the Board of Education to place the student on long-term suspension in excess of the remainder of the school year or for permanent expulsion shall be carried on the rolls as an enrollee, but shall be recorded as absent and unexcused until the Board of Education renders its decision. If the Board of Education imposes a long-term suspension less than the remainder of the school year, the student will continue to be carried on the rolls as an enrollee during the suspension, but shall be recorded as absent and unexcused during the suspension. If the Board of Education imposes a long-term suspension in excess of the remainder of the school year or expels the student permanently, the student shall no longer be carried on the rolls as an enrollee.

A student who has been permanently expelled by a building administrator for violation of the Board of Education's policy concerning Dangerous Weapons/Firearms; Arson; Criminal Sexual Conduct (Board Policy JCDAD) shall be carried on the rolls as an enrollee, but shall be recorded as absent and unexcused during a review of the expulsion by the Superintendent of Schools. Every expulsion by a building administrator pursuant to the Board Policy concerning Dangerous Weapons/Firearms, Arson, Criminal Sexual Conduct (policy JCDAD) shall be reviewed by the Superintendent. Such a review does not require a hearing before the Superintendent. The Superintendent may review the expulsion based upon the school's record of the incident. However, within five (5) school days after an expulsion by a building administrator pursuant to Board policy JCDAD, the student/parent or guardian may appeal the expulsion to the Superintendent. Such an appeal must be filed as provided in section II.B.2. Long-term Suspension or Expulsion for Violation of Board Policy JCDAD, subparagraph g., below. If such an appeal is timely filed, the Superintendent will conduct a hearing as set forth under Section II.B.2.g. below, rather than review the expulsion based only upon the school's record of the incident. After the Superintendent has reviewed the expulsion or conducted a hearing (if an appeal was timely filed by the student/parent or guardian), if the Superintendent of Schools affirms the expulsion, the student shall no longer be carried on the rolls as an enrollee.

During any period in which the student is considered on the rolls as an enrollee, but is recorded as absent and unexcused, the student may make-up work as permitted by his/her building policy. Any learning that cannot be made

up, such as labs, field trips, skill practices, and the like or any learning that the student chooses not to make-up may be reflected in the grades earned.

The respective building administrator shall be responsible for documenting evidence to support any action of suspension or expulsion. Such documentation shall be in writing and shall be maintained in the administrator's office.

## **II. Suspension or Administrative Expulsion (Pursuant to Board Policy 8350)**

### **A. General Provisions for Suspension**

1. The legal authority to suspend students rests with the Board of Education under Section 1311 of the School Code of 1976. Only those persons authorized by the Board to act in their behalf may suspend a student from school. The Board of Education has delegated to the administration the authority to suspend students for any period of time up to and including the remainder of a school year.
2. Students may only be suspended for good cause.
3. The length of suspension must be in relationship to the severity of the offense. The length of a student's suspension may vary depending upon the seriousness of the offense, the student's prior disciplinary history, and other matters deemed pertinent.

### **B. Due Process Procedures**

#### **1. Short-term Procedures**

A student being considered for suspension of ten (10) school days or less must be provided an informal administrative hearing. The hearing will consist of a meeting between the principal or other administrator and the student. The purpose of this hearing is to notify the student of the charges and to provide the student an opportunity to defend himself/herself.

- a. The administrator convening the hearing must give the student oral or written notice of the charge.
- b. If the student denies the charges, the administrator must provide an explanation of the evidence and an opportunity for the student to provide his or her version of the facts, circumstances, and implications. The administrator has the discretion to provide or withhold the name of any student that has provided information concerning the charges.
- c. A judgment is made by administrator based on the evidence and the student's admission of his/her version of the facts, circumstances, and implications.
- d. Where there is justification to suspend, the administrator shall provide oral notice to the student and where possible, the parent/guardian will be notified in writing. The notice will include the length of the suspension and any special conditions relating to it (e.g. suspension from the bus only requiring the student to get to school on his or her own, procedures and requirements to make up lost work, etc.).

#### **2. Long-term Suspension or Expulsion for Violation of Board Policy 8350**

A student being considered for a suspension of more than ten (10) school days or for expulsion for an alleged violation of the Board of Education's policy concerning Dangerous Weapons/Firearms; Arson; Criminal Sexual Conduct (Board Policy JCDAD) must be provided a hearing by the principal or other administrator.

- a. The administrator convening the hearing will attempt to provide oral notice and will provide written notice to the student, parent or guardian regarding the time and place of the hearing and the charges of alleged misbehavior.
- b. At the hearing, the administrator must provide an explanation of the evidence. The administrator has the discretion to provide or withhold the name of any student who has provided information concerning the charges.
- c. At the hearing, the student and his/her parent/guardian will have an opportunity to present his/her version of the facts, circumstances, and implications. The student, parent/guardian may be represented by an advisor of their choice, who may or may not be an attorney. Parental/guardian authorization for the advisor should be on file in writing with the administrator at or before the time of the hearing.

- d. Any staff person making the charges of misbehavior or who had provided information concerning the charges shall be present at the hearing, if requested by the administrator. The student, and/or, parent/guardian may offer other evidence and present witnesses to support their version of the facts, circumstances, or implications. Only the administrator will be allowed to ask questions of anyone.
- e. Within two (2) school days of the hearing, the administrator will communicate with the student and /or guardian by regular first-class mail and attempt phone contact to advise them of:
  - (1) The decision concerning whether the student engaged in any of the misbehavior charged;
  - (2) What the disciplinary action will be (if the charge or a portion of the charge was sustained) and any special conditions relating to it; and
  - (3) Any right to appeal and the procedures provided in these regulations for instituting such appeal.
  - (4) In the time following the hearing the student remains under suspension until notified by an administrator of their status.
- f. **Appeals** - If a student is suspended, by a building administrator, in a single suspension for more than forty-five (45) school days, or if a student is expelled by a building administrator for violating Board Policy JCDAD (Dangerous Weapon/firearms; Arson; Criminal Sexual Conduct), the student or his/her parent/guardian have the right to appeal the suspension to the Superintendent of Schools.
  - (1) An appeal must be in writing and submitted to the Superintendent of Schools within five (5) school days after the decision of the administrator is mailed.
  - (2) The Superintendent or his/her designee will attempt to provide oral notice and will provide written notice to the student, parent/guardian regarding the time and place of the hearing of the appeal.
  - (3) At the hearing, the administrator who suspended the student will provide an explanation of the evidence. The Superintendent or his/her designee has the discretion to provide or withhold the name of any student who has provided information concerning the charges.
  - (4) The student and his/her parent/guardian may be represented by an advisor of their choice, who may or may not be an attorney. Parental/guardian authorization for the advisor should be on file in writing with the Superintendent or his/her designee at or before the time of hearing.
  - (5) The student, his/her parent/guardian, or their advisor will have an opportunity to present his/her version of the facts, circumstances, and implications. The administrator and the student, his/her parent/guardian, or their advisor may offer evidence and present witnesses. Only the Superintendent or his/her designee will be allowed to ask questions of anyone.
  - (6) Within five (5) school days of the hearing, the Superintendent or his/her designee will communicate with the student and/or parent/guardian by regular first-class mail and attempt phone contact to advise them of:
    - (a) Whether the Superintendent or his/her designee agrees or disagrees with the administrator's decision concerning the student's misbehavior;
    - (b) Whether the disciplinary action, imposed by the administrator is affirmed, set aside, or modified (either increased or decreased); and, whether any special conditions are affirmed, set aside or modified.
- (7) If a building administrator expels a student for violating Board Policy 8350 and the student/parent or guardian does not appeal the expulsion to the Superintendent of Schools within five (5) school days after the mailing of the building administrator's decision, the Superintendent of Schools will, within ten (10) school days after the mailing of the building administrator's decision, review the administrator's decision. Such review will consist of reviewing the file made by the administrator and discussing the matter with the building administrator. Within fifteen (15) school days after the building administrator's decision, the Superintendent will communicate with the student and/or parent/guardian by regular first class mail and attempt to advise them of:
  - (a) Whether the Superintendent agrees or disagrees with the administration's decision concerning the student's misbehavior.
  - (b) Whether the expulsion is affirmed, set aside, or modified; and whether any special conditions are affirmed, set aside, or modified.

**C. Suspension of Handicapped Students**

Suspension of handicapped students shall be conducted in accordance with the then current Michigan State Board of Education Position Statement and the Pellston Public Schools administrative regulations pertaining to suspension and expulsion of handicapped students.

## II Expulsion By The Board of Education

Expulsion for any misconduct other than violation of the Board's policy concerning Dangerous Weapons/Firearms; Arson; Criminal Sexual Conduct (Board policy 8350) or any suspension for more than the remainder of the school year must be by action of the Board of Education.

### A. General Provision for Expulsion by the Board of Education

The following conditions apply to expulsion by the Board of Education:

1. Before recommending expulsion, the administration must believe that the student is guilty of a "gross misdemeanor" or "persistent disobedience." The administration should determine that other administrative actions are inappropriate and that the student's behavior justifies expulsion.
2. An evaluation of the records will be made to determine if there is any evidence that the student may be handicapped, the procedures in II.B. must be followed. If the IEPC determines the student is not handicapped, expulsion proceedings may continue.
3. The parent must be given written notice of the administration's intent to recommend expulsion. The notice should include:
  - a. The charge, and where appropriate, a description of the evidence;
  - b. The time and place of the board meeting to consider expulsion;
  - c. The length of time the administration is recommending the student be denied enrollment (a given period of time in excess of the remainder of the school year or permanently);
  - d. A brief description of the hearing procedure (who will conduct it, how it will be conducted, etc.), which description will include:
    - (1) A statement of the student's rights, including the right to be represented by the parent/guardian or counsel, the right to give testimony, present evidence and otherwise provide a defense within the bounds allowed by the Board, the right to request that the hearing be held in a closed session (not in public),
    - (2) A statement of the right to request the attendance of school personnel who are pertinent to the incident or who have accused the student of violating school policy or rule. A statement that it will be discretionary with the Board as to whether the identity of students who provided information will be disclosed and/or whether they will appear as witnesses;
    - (3) A statement that the hearing will be conducted by the Board. Only the Board and/or a designee or representative of the Board will be permitted to ask questions of any witnesses;
    - (4) The Board of Education shall make its determination solely upon the evidence presented at the hearing. The hearing is not a court proceeding, and rules of evidence shall not be enforced at such hearing;
    - (5) A record will be kept of the hearing.
4. Expulsion must be by formal action of the Board of Education. The Board may meet in closed session to consider expulsion when a student who has reached the age of majority requests a closed hearing or in other cases by the student's parent/guardian.
  - a. The Board must act to expel in public session with a quorum present.
  - b. The expulsion must be by formal motion and confirmed by vote or procedures established by the Board for formally approving action.
  - c. The action must appear in the minutes and be part of the public record.
5. The findings of the Board shall be reduced to writing and sent to the student and his or her parent/guardian.
6. Notice of expulsion should be sent to juvenile division of the Probate Court for students ages 6 through 15. The court should be informed that the Board has expelled the student, be provided the reason for the expulsion, and be requested to review the case to assure that the student is placed in an educational program in accordance with the state mandatory school attendance law.
7. Where the Board rules in favor of the student, the student shall be reinstated immediately. The student shall be allowed to return to school without prejudice or penalty unless otherwise directed in the motion of the Board (reassignment to another building, etc.).

## **B. Expulsion of Students Suspected of Being Handicapped**

The Board may not expel, either permanently or by suspension for a given period of time in excess of the remainder of the school year, a student who is suspected of being handicapped.

1. Students suspected of being handicapped shall be referred immediately to the school district's Special Education/Section 504 Coordinator who shall take the necessary steps to determine the status of the student. If the Special Education/Section 504 Coordinator suspects that the student is handicapped under IDEA, the student shall be evaluated immediately by the intermediate school district.
2. If the parent/guardian refuses permission to allow the Pellston School District to evaluate the student pursuant to Section 504 of the Rehabilitation Act of 1973, or refuse permission to allow the Intermediate School District to evaluate the student pursuant to Michigan Administrative Rule Relating to Education, R340.1721, the school district has a right to request a hearing to determine if there is reason to believe the student is handicapped and seek the permission of the hearing officer to evaluate the student as prescribed in R340.1721(2) of the Michigan Special Education Rules.
3. If the student is found eligible for special education or related services either pursuant to Section 504 or through the IEPC (Individual Educational Planning Committee) process, the suspension will terminate immediately and the student will be placed in the appropriate programs and services.
4. If the student is found not eligible for special education or related services, the student will complete the requirements of the

## **C. Expulsion of Handicapped Students**

Expulsion of handicapped students shall be conducted in accordance with the then current Michigan State Board of Education Position Statement and the Pellston Public Schools Administrative Regulations pertaining to suspension and expulsion of handicapped students.

## **TELEPHONE**

Students are not to use classroom telephones (except in an emergency) for any reason. Use of the office telephone by students can interfere with school business, so permission will only be granted in cases of emergency. No classes will be interrupted for telephone calls or messages unless of an **emergency** nature.

## **TESTING OUT OF HIGH SCHOOL CLASSES**

### **What the Michigan Merit Curriculum Law Says Credit Awarded to Pupil Not Enrolled in Course**

*380.1278(a)(4)(c) A school district or public school academy shall also grant a student a credit if the student earns a qualifying score, as determined by the department, on the assessments developed or selected for the subject area by the department or the student earns a qualifying score, as determined by the school district or public school academy, on 1 or more assessments developed or selected by the school district or public school academy that measure a student's understanding of the subject area content expectations or guidelines that apply to the credit.*

### **TESTING-OUT: Other law in effect regarding testing-out**

*380.1279(b) The board of a school district shall grant high school credit in any course to a pupil enrolled in high school, but who is not enrolled in the course, who has exhibited a reasonable level of mastery of the subject matter of the course by attaining a grade of not less than C+ in a final exam in the course, or, if there is no final exam, by exhibiting that mastery through the basic assessment used in the course which may consist of a portfolio, performance, paper, project, or presentation. For the purpose of earning credit under this section, any high school pupil may take the final examination in any course. Credit earned under this section shall be based on a "pass" grade and shall not be included in a computation of grade point average for any purpose. Credit earned under this section may or may not be counted toward graduation, as the board of the school district may determine, but the board's determination shall apply equally to all such credit for all pupils and credit earned under this section shall be counted toward fulfillment of a requirement for a subject area course and shall be counted toward fulfillment of a requirement as to course sequence. Once credit is earned under this section, a pupil may not receive credit thereafter for a course lower in course sequence concerning the same subject area.*

**History:** Add. 1993, Act 335, Imd. Eff. Dec. 31, 1993 **Popular Name:** Act 451

## **TEXTBOOKS, CHROMEBOOKS, LAPTOPS, SUPPLIES AND MATERIALS**

Textbooks and necessary manuals are provided to each student as needed. All textbooks are the property of Pellston Public Schools and should be used with care. Textbooks will be collected at the end of the school year. A fee will be charged for textbooks damaged beyond normal use. If you lose a textbook, you will have to pay for a replacement OR commit to a payment plan before a new book is issued to you. All lost materials will be replaced at the student's expense. The school reserves the right to deny students whom have failed to replace or institute a plan for replacement from attendance at school functions such as games, dances, etc.

ChromeBooks and Laptops are made available to our students via our mobile lab units. These are the property of Pellston Public Schools and should also be handled with appropriate care. These are checked out to students during their respective class periods. Teachers are charged with the responsibility of monitoring these units and their condition during these times. Students will be held accountable for any damages that occur to these units while under their care. All damaged units will be replaced at the student's expense. The school reserves the right to deny students whom have failed to replace or institute a plan for replacement or repair from attendance at school functions such as games, dances, etc., and will lose the privilege of using these units while at school.

## **TITLE VI OF THE CIVIL RIGHTS ACT OF 1964**

Section 100.4 of the Department of Education's Regulation effectuating Title VI of the Civil Rights Act of 1964 requires that every application to the Department for Federal Financial Assistance make no distinction on the ground of race, color, or national origin in providing to individuals any service, financial aid, or other benefit under any program receiving federal financial assistance extended to the applicant by the department.

## **TITLE IX OF THE EDUCATION AMENDMENTS OF 1972**

Section 901 of Title IX of the Education Amendments of 1972 provides that no person 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. Section 902 of Title IX authorizes and directs the Department of Education to effectuate the nondiscrimination requirements of section 901 by issuing rules, regulations, and orders of general applicability. Pursuant to section 902, the Department has issued 34 C.F.R. Part 106 which became effective on July 21, 1975.

## **TOBACCO FREE SCHOOLS**

Pellston Public Schools has a comprehensive 24/7 tobacco-free school policy that prohibits the use of all types of tobacco and non-tobacco nicotine products (including look-alikes), by any person, in school buildings and on school grounds at all times, and at any on-or off-campus school sponsored event, including athletic events. Use or possession of tobacco products on schools grounds or during a school function may result in discipline ranging from a conference to a suspension of up to nine days. The student may be referred to the appropriate governmental authority. Referral of students 16 years of age or younger to the appropriate governmental authority could result in Probate Court involvement. The Probate Court judge has indicated the use or possession of tobacco products may include the following, depending on the frequency and severity of the offense:

1. Court fees
2. Community service work
3. Probation (consent calendar) "non-reporting status"
4. Substance abuse screening (may recommend substance abuse education and/or treatment)
5. Attendance at a tobacco awareness class (Prime as provided through Emmett County)
6. Counseling
7. Referral to District Court

## **TORNADO DRILLS**

The tornado warning is continuous short blasts of the horn. Civil Defense Authorities have been working with the administration on where to place students and staff during a tornado. Students should follow the direction of their classroom teacher or staff should a tornado drill be in effect.

## **TRANSPORTATION:**

We, as parents and staff, are concerned that the safety of children not be compromised due to students who are misbehaving on buses. This misbehavior causes the driver to take their eyes off the road to see what the problems are

behind their backs. Again this year, buses will be equipped with cameras that will record student activity on buses. Misconduct observed when tapes are reviewed will be dealt with by the administration. Bus transportation is considered an extension of the classroom, the Board of Education requires children to conduct themselves on the bus in a manner consistent with established standards of classroom behavior. Maintaining general classroom conduct while waiting at the bus stops and riding on buses is important if safe conditions are to exist. Strict observance of the rules governing the behavior of riders is necessary to avoid accidents, injuries, etc.

Bus rules apply to students anytime they are being transported (including to and from school, games, and field trips.)

Bus drivers need the support of parents, school, and the students themselves in order to bring about this goal of safety. Children are the responsibility of the school from the time they get on the bus to the time they leave the bus in the afternoon. Everyone must work together to make this goal of safety a reality.

Current Bus Rules and Regulations are attached at the back of the handbook

If you have questions or concerns about bus routes, discipline questions or other concerns please contact the Transportation Supervisor. 539-8301

## **VISITORS**

Persons entering a school building shall immediately make their presence known in the office of the building Principal. To avoid interruption of instruction at the expense of students, anyone desiring to visit classrooms shall obtain permission beforehand from the building Principal. All visitors should receive a visitor pass before traversing the building.

Any person who visits a school building and/or its grounds will be under the jurisdiction of the building principal who shall be responsible for developing rules and regulations governing the presence of visitors on school grounds or in the building(s). Videotaping and/or audiotaping classroom or outdoor class activities are strictly prohibited unless authorized beforehand by the building principal.

The building principal has the authority to request aid from any law enforcement agency if any visitor to the district's buildings or grounds refuses to leave or creates a disturbance. Violation of this rule may lead to removal from the building or grounds and denial of further access to the building or grounds. Violators of this Board policy and administrative rules established pursuant to this policy will be subject to trespass laws.

**Student visitors/guests are not permitted at Pellston Middle/High School.** Parents who are considering enrolling their children in Pellston Public Schools or adult-age students considering enrolling in Pellston Public Schools are encouraged to schedule a visit/tour with the school administration.

## **WITHDRAWAL FROM SCHOOL**

A student considered as a potential or immediate dropout will be required to meet with his/her counselor for the purpose of discussing the reason(s) for leaving school and the student's plans for the future. The counselor will make an effort to meet with the student's parent(s) or guardian(s) and/or teachers to discuss the student's scholastic record. Subsequently, the student, the counselor and the Principal or his/her designee will meet to review all pertinent information. If after this review the student remains firm concerning his/her intention to leave school, the counselor will point out those educational and occupational alternatives that are available to the student. The discussion will include, but will not necessarily be limited to, the following topics: 1) graduate equivalency diploma, 2) community education options, and 3) summer school courses. In addition, work experience will be explored as an alternative.

A conscientious attempt will be made by staff to retain students in school and assist them in earning a diploma. It is, of course, recognized that some students may drop out of school abruptly and/or unexpectedly. In such cases, it is recognized that the above procedure cannot be implemented. A student leaving Pellston Middle/High School for any reason shall pick-up a withdrawal form from the middle/high school office, have each of his/her teachers sign and give a final mark for the time spent in class, return all books and materials.

## **WORK PERMITS**

- A. The State of Michigan authorizes school districts to issue work permits to students under 18 years of age. Adult students (over 18) and graduates do not need work permits.
- B. Procedure for obtaining a work permit is as follows:
  - 1. Obtain application from school.
  - 2. Student is to complete his/her part of application.
  - 3. Prospective employer is to complete and sign their part of the application.
  - 4. It is recommended that the student bring a copy of his/her birth certificate to verify the date of birth. School records indicate the date of birth, but they are not legally valid unless verified by birth certificate. The date of birth on some school records has been verified, but not all.
  - 5. The work permit will be issued by the school upon presentation of the completed application.
  - 6. The work permit must be signed by both the student and a representative of the school district.
  - 7. Work permits must be renewed yearly and/or after a job change to a different company.
  - 8. Total school and work hours per week vary for different ages. Report to the office if you have any questions.



Pellston Middle/High School

Name \_\_\_\_\_ Date \_\_\_\_\_

172 N Park St. Pellston, MI 49769

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone: (231) 539-8801

Parent \_\_\_\_\_ Called \_\_\_\_\_

Fax: (231) 539-8110

Web: [www.pellstonschools.org](http://www.pellstonschools.org)

Teacher \_\_\_\_\_

**DISCIPLINARY REFERRAL**

15	Arson (deliberately setting a fire)	3	Possession of property not belonging to student
15	Assault of an Adult on school property (physical or verbal)	9	Drug paraphernalia on school property (9 days OSS)
15	Use, possession, solicitation of alcohol or illegal drugs	3-6	Willful destruction of property not belonging to the student less than \$100 (Damages and Restitution Made)
15	Setting off firecrackers or other types of explosive devices	3	Misuse of technology equipment
15	Sale, possession or use of illegal/dangerous weapons or look-alikes	3-9	Sexual Harassment
15	Bomb threats or false alarms	3-9	Harassment/Bullying
15	Criminal sexual assault/conduct	9	Pantsing
15	Criminal conduct	3	Use, distribution, or possession of tobacco (2 days OSS & Police Contacted)
15	Delivery of drugs/look-alikes	2	Throwing snowballs
9	False fire alarm or setting off a fire extinguisher (police contacted)	3	Walking out of class/skipping
9	Willful destruction of property not belonging to the student over \$100 (Damages and Restitution Made)	3-12	Obscene or lewd behavior and/or language directed at a staff member
6-9	Extortion or physical threats	3-6	Insubordination
6-9	Fighting or inciting a fight (2 day minimum OSS)	1	Failure to comply with disciplinary consequences
3-9	Falsification of School Work/Forgery (No Credit on Assignment)	2-9	Disorderly conduct, class disruption, disrespect
1-9	Obscene or lewd Behavior and/or language	2-6	Roughhousing, potentially dangerous activity

\* The teacher will make contact with the parent when a referral to the principal is made.

\* The building principal reserves the right to assign points as he/she sees fitting for all disciplinary incidents. Points listed in the table above are representative of a range considered for like offenses. The principal reserves the right to deviate from the points if the facts surrounding the incident warrant doing so.

**Description:**

Dress Code    Loitering    Electronic Device    Misuse of Cafeteria/Gym    In Hall without Pass  
 Public Display of Affection    Inappropriate Locker Materials    Eating/Drinking in the Hallway

**For Office Use Only**

Points Assessed \_\_\_\_\_ Date \_\_\_\_\_ Total Points Accumulated \_\_\_\_\_  
 Action Taken: \_\_\_\_\_ Student Conference/Warning \_\_\_\_\_ Parent Contacted (Phone/Email/Mail) \_\_\_\_\_  
 \_\_\_\_\_ After School Detention Assigned Day(s) \_\_\_\_\_ Week of \_\_\_\_\_  
 \_\_\_\_\_ Out of School Suspension Day(s) \_\_\_\_\_ Dates \_\_\_\_\_ Return Date \_\_\_\_\_ with Parent (8:05am)  
 \_\_\_\_\_ Other (describe) \_\_\_\_\_  
 \_\_\_\_\_ Discipline Conference Required (Day \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_) Administrator \_\_\_\_\_

### **Point Allocations for Disciplinary Infractions**

<b>0-2 Points</b>	<b>Call Home-Warning</b>
<b>3-4 Points</b>	<b>After School Detention</b>
<b>5-7 Points</b>	<b>Two Hour After School Detention – Meeting with Principal or School Counselor</b>
<b>8-9 Points</b>	<b>Two (2) days OSS and Parent Conference</b>
<b>10-11 Points</b>	<b>Three (3) days OSS and Parent Conference</b>
<b>12-13 Points</b>	<b>Five (5) days OSS and Parent Conference (discuss possibility of long-term suspension)</b>
<b>14 Points</b>	<b>Seven (7) days OSS and Parent Conference (discuss possibility of long-term suspension)</b>
<b>15 Points</b>	<b>Nine (9) days minimum suspension. A mandatory meeting between student, parents, and principal to discuss terms of long-term suspension will be held.</b>

The building principal reserves the right to assign points as he/she sees fitting for all disciplinary incidents. Points listed in the table above are representative of a range considered for like offenses. The principal reserves the right to deviate from the points if the facts surrounding the incident warrant doing so.

The severity of some infractions may warrant suspension despite the points listed.

Points will not carry from year to year. Students will begin each year with a “Clean Slate” and will be treated accordingly.

If a student has not received any violations during the month (September, October, etc.), they will have their points reduced by two (2).

Minor Offenses will result in one (1) hour after school detention

Failure to serve detentions will result in additional points being assigned.

### **Point Reductions for Suspensions**

<b>8 Points</b>	<b>Two (2) days OSS and Parent Conference (1 point reduction)</b>
<b>10 Points</b>	<b>Three (3) days OSS and Parent Conference (2 point reduction)</b>
<b>12 Points</b>	<b>Five (5) days OSS and Parent Conference (discuss possibility of long-term suspension) (3 point reduction)</b>
<b>14 Points</b>	<b>Seven (7) days OSS and Parent Conference (discuss possibility of long-term suspension) (4 point reduction)</b>
<b>15 Points</b>	<b>Nine (9) days minimum suspension. A mandatory meeting between student, parents, and principal to discuss terms of long-term suspension will be held. (5 point reduction)</b>

### Tardy Policy

**1<sup>st</sup> -2nd Tardy – Warning/Teachers will make a phone call home on the second tardy.**

**3rd Tardy – 1 Hour After School Detention**

**4th Tardy – 2 Hour After School Detention. *Results in an Unexcused Absence.*  
Parent conference to discuss other disciplinary assignments such as lunch detention, hall restriction, etc. will be enforced to ensure problem is corrected.**

**Tardies are accumulated by the student not by the class. Tardies reset to zero at each semester. Every four (4) tardies will equal one (1) unexcused absence. Attendance rules will apply.**