

# *PELLSTON MIDDLE/HIGH SCHOOL*



*STUDENT HANDBOOK 2018-2019*

## Parent/Guardian and Student Handbook Acknowledgment and Pledge

Name of Student: \_\_\_\_\_

### **Student Acknowledgement and Pledge**

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations. In order to help keep my school safe, I pledge to adhere to all School and School District rules, policies and procedures.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies and procedures.

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

\_\_\_\_\_  
Date

### **Parent/Guardian Acknowledgement**

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with School and School District rules, policies and procedures.

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

\_\_\_\_\_  
Date



## **General School Information**

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's Central Office located at:

**172 Park St. Pellston, MI 49769**

The School Board governs the school district, and is elected by the community. Current School Board members/Trustees are:

<b><u>Jim Milbrandt</u></b>	<b><u>President</u></b>
<b><u>Robert Thomson</u></b>	<b><u>Vice-President</u></b>
<b><u>Kristen Bauer-Frye</u></b>	<b><u>Secretary</u></b>
<b><u>Mark Zink</u></b>	<b><u>Treasurer</u></b>
<b><u>Bryan Searles</u></b>	<b><u>Member/Trustee</u></b>
<b><u>Jennifer Woods</u></b>	<b><u>Member/Trustee</u></b>
<b><u>Renee Irwin</u></b>	<b><u>Member/Trustee</u></b>

The School Board has hired the following administrative staff to operate the school:

<b><u>Mrs. Monique Dean</u></b>	<b><u>Superintendent</u></b>
<b><u>Mr. Enos Bacon</u></b>	<b><u>Principal</u></b>
<b><u>Mrs. Jennifer Dilworth</u></b>	<b><u>Guidance Counselor/Testing Coordinator</u></b>
<b><u>Mr. Matt Sheick</u></b>	<b><u>Athletic Director/Transportation</u></b>

The school is located and may be contacted at:

**172 Park St. Pellston, MI 49769**

**Middle/High School Office: (231) 539-8801**

**Fax: (231) 539-8110**



# **CHAPTER ONE**



***VISITING CAMPUS, VOLUNTEERISM,  
FORMS, SCHOOL CONTACTS,  
CLOSINGS***



## Visitors

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in an appropriate manner will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

Where it is deemed necessary by the district and the administration, a visitor may be banned from attending our campus and our school functions. *Mejia v. Holt* (WD MI, 2002) established "A school may ban a person, including a parent from going onto school property in order to preserve order in the educational process or to protect students from potential harm without violating any fundamental right to go onto or access school property."

### **Equal Opportunity/Nondiscrimination Statement**

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

The following person has been designated to serve as the District's Title IX Coordinator and Compliance Officer for matters involving alleged discrimination. Any inquiries regarding the School District's non-discrimination policies should be directed to:

Mrs. Monique Dean/Superintendent/Title IX Coordinator  
Pellston Public Schools  
172 Park St.  
Pellston, MI 49769  
(231) 539-8682

The School District's complaint procedure may be obtained from:

Taylor Kruzel, Administrative Assistant

[takruzel@pellstonschools.org](mailto:takruzel@pellstonschools.org)

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

For further information, you may also contact:

Office for Civil Rights

U.S. Department of Education

1350 Euclid Avenue, Suite 325



Cleveland, OH 44115  
Telephone: 216-522-4970  
FAX: 216-522-2573  
TDD: 877-521-2172  
E-mail: [OCR.Cleveland@ed.gov](mailto:OCR.Cleveland@ed.gov)

### **Animals on School Property**

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a disability. This rule prohibiting animals on school property may be temporarily waived by the building principal in the case of a unique educational opportunity for students, provided that: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

### **School Volunteers**

All school volunteers must complete the "Volunteer Information Form" (available in the central office) passing a background check and be approved by the school principal before assisting at the school. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.



## Volunteer Information Form and Waiver of Liability<sup>1</sup>

Only one form needs to be completed by a volunteer each school year. Please print clearly in ink:

Name \_\_\_\_\_  
Last First Middle Telephone

Address \_\_\_\_\_  
Street City Zip code

Personal physician \_\_\_\_\_ Telephone \_\_\_\_\_

Emergency adult contact \_\_\_\_\_ Telephone \_\_\_\_\_

Are you now or have you ever been a school volunteer?  Yes  No

If yes, at which school? \_\_\_\_\_ Year? \_\_\_\_\_

The name of any child or ward attending this school \_\_\_\_\_

Criminal Conviction Information: Are you a registered sex offender?  Yes  No

Have you ever been convicted of a felony?  Yes  No If Yes, list all offenses.

Offense	Date	Location
_____	_____	_____
_____	_____	_____

If requested, are you willing to consent to a criminal history records check?  Yes  No

### Waiver of Liability

The School District does not provide insurance coverage to non-District personnel serving as volunteers for the School District. The purpose of this waiver is to provide notice to prospective volunteers that they do not have insurance coverage by the School District and to document the volunteer's acknowledgment that they are providing volunteer service at their own risk.

*\*[NOTE: This depends on the District's coverage, please be sure to check that this paragraph is accurate in your District's situation.]*

### By your signature below:

You acknowledge that the School District does not provide insurance coverage for the volunteer for any loss, injuries, illness, or death resulting from the volunteer's unpaid service to the School District.

You agree to assume all risk for death or any loss, injury, illness, or damage of any nature or kind, arising out of the volunteer's supervised or unsupervised service to the School District. You also agree to waive any and all claims against the School District, or its officers, School Board Members, employees, agents or assigns, for loss due to death, injury, illness or damage of any kind arising out of the volunteer's supervised or unsupervised service to the School District.

\_\_\_\_\_  
Volunteer name (please print)

\_\_\_\_\_  
Volunteer signature

\_\_\_\_\_  
Date

<sup>1</sup> This exhibit should not be placed in your student handbook. It is provided courtesy to assist school administrators in implementing district policy.



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**For School Use Only**

General description of assignment(s):

- Supervising students as needed by a teacher
- Supervising students during a regularly scheduled activity
- Assisting with academic programs
- Assisting at the resource center or main office
- Other

Name of supervising staff member \_\_\_\_\_

ICHAT Criminal History List checked by \_\_\_\_\_ on \_\_\_\_\_ (mandatory)

Sex Offender Registry Database checked by \_\_\_\_\_ on \_\_\_\_\_ (mandatory)

**To be completed by the building principal:**

Will the individual be working over a long period of time in direct contact with students where no staff member is continuously present or in other situations where a finger print criminal history records check would be prudent?

- Yes    No

If "yes," and provided the individual authorized the criminal history records check, please provide the following:

Date that the check was requested \_\_\_\_\_

Date that the check was received and reviewed \_\_\_\_\_

Check reviewed by (*please print*) \_\_\_\_\_

\_\_\_\_\_  
Signature of reviewer

\_\_\_\_\_  
Date





### Invitations & Gifts (K-8)

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home using the list in the school directory. The office is unable to release addresses and phone numbers of students who are not listed in the school directory.

### Emergency School Closings

In case of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. School closings for any reason will be announced by 6:00 a.m. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information. This information will also be posted on Facebook, Remind, and broadcast on local television and radio stations.

#### **Radio Stations**

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

#### **Television Stations**

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

#### **Remind**

Parents are encouraged to sign-up for this service in the office. All pertinent announcements including school closings are communicated via text message or email instantaneously using this service. More information is available in the office should you have questions. Those interested may sign up using the link listed below.

<https://www.remind.com/join/pellstonm>

OR

text @pellstonm to the number 81010

**For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.**



### **Video and Audio Monitoring System**

A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

### **Accommodating Persons with Disabilities**

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

### **Student Fundraising**

Fundraising activities by school organizations must be approved in advance by the principal. Organization sponsors assume the responsibility for supervising the project, accounting for funds, making reports, and any other details involved in the project.

### **Care of Students with Diabetes**

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a 504 Plan should be developed with school counselor in coordination with the school principal. Parents/guardians are responsible for and should:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the 504 Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the 504 Plan.

For further information, visit

[https://drive.google.com/file/d/1ArO\\_snOdI0BPNfBynAZ7phNm9Fedjz2P/view?usp=sharing](https://drive.google.com/file/d/1ArO_snOdI0BPNfBynAZ7phNm9Fedjz2P/view?usp=sharing) or contact the Building Principal at (231) 539-8801.

### **Students with Severe Food Allergy or Chronic Illness**

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (231) 539-8801.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports and accommodations so that he/she can access educational programs and services. The School District's Section 504 Policy is available in the central office. 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.

Not all students with severe allergies or chronic illnesses may be eligible for a Section 504 Plan. Our School District also may be able to appropriately meet a student's needs through other means.

### **Suicide and Depression Awareness and Prevention**

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office.



# **CHAPTER TWO**



***ATTENDANCE, TRUANCY, TARDIES,  
HOMEWORK, DROPPING A CLASS,  
DUAL ENROLLMENT, HOMEBOUND  
SERVICES, GRADUATION  
REQUIREMENTS***



## **Attendance**

Michigan law requires that whoever has custody or charge of any child between ages 6 and 18 (unless the child has already completed high school graduation requirements) shall assure that the child attends public school during the entire school year. Michigan law requires that the student's attendance be continuous and consecutive for the school year fixed by the school district.

Michigan law includes the following exceptions to the mandatory school attendance requirement:

- (1) The child is attending a state approved nonpublic school, which teaches subjects comparable to those taught in the public schools to children of corresponding age and grade.
- (2) The child is less than 9 years of age and does not reside within 2-1/2 miles by the nearest traveled road of a public school. If transportation is furnished for pupils in the school district of the child's residence, this subdivision does not apply.
- (3) The child is age 12 or 13 and attends confirmation classes conducted for a period of 5 months or less.
- (4) The child is regularly enrolled in a public school while attending religious instruction classes for not more than 2 class hours per week, off public school property during public school hours, upon written request of the parent/legal guardian.
- (5) The child has graduated from high school or has fulfilled all requirements for high school graduation.
- (6) The child is being educated at the child's home by his or her parent/legal guardian in an organized educational program in the subject areas of reading, spelling, mathematics, science, history, civics, literature, writing, and English grammar.

## **Student Absences**

Good attendance in school has a direct correlation to success in school. Where students are successful in school and exhibit poor attendance is the exception to the rule. The purpose of our attendance policy is to instill the positive traits of punctuality, dependability, and self-discipline. Where credit is concerned (including but not limited to high school students), attendance is a factor in the earning of credit for coursework.

Absences accrued during the course of high school are recorded on each student's official transcript.

There are two types of absences: excused and unexcused. Excused absences include: observance of a religious holiday, illness, suspensions, death in the immediate family, family emergency, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent or guardian is required to call the school at (231) 539-8801 before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, where time permits a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence.



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 Five Day Review**

Once a student reaches five (5) absences during a semester, a letter notifying the parent will be sent home.

Once a student reaches ten (10) absences during a semester, loss of credit will be considered and a petition for truancy filed. In an effort to resolve the attendance issue, parents will need to schedule a meeting with the principal 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. Such an attendance contract is monitored following the meeting. Where contracts are not being met, a petition for truancy may follow.

### **Truancy**

Student attendance is critical to the learning process and essential where students seek to earn credit. Where students are considered to be truant, it is the district's position that this constitutes educational neglect. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

A parent or other person in parental relation who fails to comply with the Michigan Compulsory School Law (§ 380.1561) 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.

A petition for truancy will be filed with Emmet County Sheriff Department where students exceed 10 absences in a given semester. Exceptions to a petition for truancy will occur where students are not at risk of failure (all grades are at a C- or higher) or where a chronic illness is present as documented presently and clearly by a physician and is promptly supplied to the school. Where credit is concerned, students will earn credit both through their classwork and participation and through their regular attendance. The district reserves the right to deny credit where students have failed to earn it. If your child has exceeded the allotted absences, we encourage you to schedule a meeting with the building principal to create an attendance contract and avoid the loss of credit. Where contracts have been created and met with success, credit will be granted at the successful completion of the following semester. Attendance contracts are monitored to



ensure student success and overall improvement in attendance. Where contracts are not being met, a petition for truancy may follow.

*Slocum v. Holton Board of Education 171 Mich App 92 (1988) the court held "There are many factors which may properly be considered in determining a student's course grade -- attendance is one such factor."*

### **Release Time for Religious Instruction/Observance**

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. 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).

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

### **Make-Up Work**

If a student's absence is excused, he/she will be permitted 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. Students who are unexcused from school will not be allowed to make up missed work.

### **Tardy Policy**

Tardy policy shares a direct link to student attendance. Instructional time is essential for student achievement. Being punctual is both about being responsible as well as how we earn our credit in our classes. Our staff values that time, and both staff and students alike should seek to maximize our time together.

Students that fail to arrive to class on time regularly can expect the following to occur:

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

3rd Tardy – 1 Hour After School Detention (discipline logged in SWIS).

4th Tardy – 2 Hour After School Detention(discipline logged in SWIS).

5th Tardy – Parent conference to discuss other disciplinary assignments such as lunch detention, hall restriction, etc. will be enforced to ensure problem is corrected (discipline logged in SWIS).

### **Grading & Promotion**

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.



## Homework

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level.

## Dual Enrollment

High school credit may be granted to students who successfully complete a course of instruction offered by an eligible postsecondary institution. The following requirements apply to such courses of instruction: Students are eligible for dual enrollment where the following conditions are met:

1. Students can qualify for dual enrollment through scores achieved on the state mandated tests. See Mrs. Dilworth for further information or call her at 231-539-8801 ext. 10028.
2. 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.
3. 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.
4. The college courses cannot be a hobby, craft, or recreation course, or in the subject areas of physical education, theology, divinity, or religious education.
5. Tuition and fees: Pellston Public Schools pays for tuition, registration fees and textbooks up to an amount calculated by the requirements of the Postsecondary Enrollment Options Act, the Career and Technical Preparation Act and Section 21b of the State School Aid Act.. See Mrs. Dilworth for more information regarding tuition and fees.
6. No high school credit will be awarded for college credits earned outside of the dual-enrollment process.
7. The student is responsible to have the postsecondary institution report the student's grade and credit to the high school principal or guidance counselor in a timely fashion.
7. 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.
8. Students must maintain a B- or better to continue to pursue dual enrollment opportunities.

## **Dropping a Class**

Schedules will be available via PowerSchool for parents and students in the third week of August. The guidance counselor will be available on designated days for the purpose of schedule changes. These dates will be communicated via Remind, email, and are available in the office. If your student is seeking a schedule change, they will need to schedule a time to meet with Mrs. Dilworth, the school guidance counselor, to make those changes on the days specified. You may schedule a meeting with Mrs. Dilworth via phone





(231-539-8801), email [jdilworth@pellstonschools.org](mailto:jdilworth@pellstonschools.org) or by visiting the office on the designated days. If you are unable to attend on either designated day, you will need to schedule a time to meet with her. All schedules will be final at the close of the first day of school. There will be no dropping classes after the first day of school.

The dates for schedules being released are August 20-21, 2018

The dates available for schedule changes will be August 22-23, 2018 between 8:30 AM - 4:30 PM.

All other schedule changes will be by scheduled appointment with Mrs. Dilworth.

The last day to drop a class will be Sept. 4, 2018 @ 3:30 PM.

### **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).

### **Credit for Alternative Courses and Programs**

Students should not assume that the credit opportunities described below will always result in earned credit towards graduation or course prerequisites. Students should first discuss the matter with a guidance counselor or administrator.

### **ONLINE COURSEWORK**

Some students will find that the standard school schedule may not entirely meet their interests or needs in some instances. This refers to students that may need to make up credit where credit deficiencies exist, where flexible options are necessitated by extenuating circumstances (such as but not limited to extended homebound situations), instances involving exclusions from school such as suspensions or expulsions, instances where administration, staff, and the family agree that the student needs alternative environment for learning, or where courses are needed to fulfill a full caseload. The following expectations will help to shape the experience for students that will partake in online learning.

Online coursework will be approved for credit under the following circumstances:



1. Students taking part in online learning can only take an online class if the school does not provide the same or similar course within the master schedule. Exceptions are made where a schedule for a student cannot otherwise be accommodated.
2. Students taking online classes have 7 days to decide if they will continue the class or be placed into a standard classroom that fits their schedule.
3. Students must stay in assigned area during the hour given in their class schedule.
4. Students must check in with supervisor every two (2) weeks showing progress.
5. Students NEED to finish 100% of their classwork to continue to their next online course if students choose to continue to semester 2.
6. Students who do not have their coursework complete by the end of the semester will be placed in a standard class which the school provides.
7. If the student taking an online class provided by the school fails the coursework, the student will be charged the full amount of the course.

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. Our Guidance Counselor would be happy to assist with any questions regarding this programming. Mrs. Dilworth can be reached at 231-539-8801 ext 10028.

### Exchange Programs

An exchange student will be granted a diploma if he or she completes the criteria for graduation established by the State of Michigan and the School Board. The board may grant a certificate of attendance to exchange students.

District students will receive high school credit for foreign exchange courses that meet the criteria established in the curriculum and that are approved by the building principal. International study course work not meeting district requirements may be placed in the student's permanent record and recorded as an international study experience.

### Summer School and Independent Study

A student will receive high school credit for successfully completing: (1) any course given by an institution accredited by the North Central Association of Colleges and Secondary Schools, and (2) independent study in grades 9-12 in a curriculum area not offered by the District, provided the student obtains the consent of a supervising teacher as well as the building principal. Students are limited to two independent study courses.

### Dual Enrollment Courses

A student who successfully completes a dual enrollment course may receive credit at both the college and high school level.

### **Homebound/Hospitalized Instructional Services**

A student who is absent or whose physician anticipates the student's absence from school for an extended period of time, or has ongoing intermittent absences because of a certified medical condition, may be eligible for instruction in the student's home, hospital, or licensed treatment facility. To be eligible for such services, the student's attending physician must certify that the student has a medical condition that requires the student to be confined to the home or hospitalized during regular school hours for more than five (5)



consecutive school days. Students who are able to attend school part-time are expected to do so and do not qualify for homebound and hospitalized services.

For students educated under an IEP or 504 Plan, the amount or type of instructional services provided may vary.

For information on homebound or hospitalized instructional services, please contact: Mrs. Dilworth (231) 539-8801.

### **High School Graduation Requirements**

To graduate from high school with a high school diploma, each student must:

1. Complete all District graduation requirements.
2. Successfully complete all of the following credit requirements of the Michigan Merit Standard, which includes:
  - (a) At least *4 credits in English language arts* that are aligned with state subject area content expectations.
  - (b) At least *3 credits in science* that are aligned with state subject area content expectations, including completion of at least biology and one of the following: chemistry, physics, anatomy, agricultural science, or a program or curriculum that are aligned with state subject area content expectations for chemistry and physics.
  - (c) At least *4 credits in mathematics* that are aligned with state subject area content expectations, including completion of at least algebra I, geometry, and algebra II, or an integrated sequence of this course content that consists of 3 credits, and an additional mathematics credit, such as trigonometry, statistics, precalculus, calculus, applied math, accounting, business math, a retake of algebra II, a course in financial literacy.
  - (d) At least *3 credits in social science* that are aligned with state subject area content expectations, including completion of at least 1 credit in United States history and geography, 1 credit in world history and geography, 1/2 credit in economics or 1/2 credit in personal economics, and a civics course.
  - (e) At least *1 credit in subject matter that includes both health and physical education* aligned with state guidelines. Students may substitute a 1/2 credit of district-approved participation in either extracurricular athletics or other extracurricular physical activities.
  - (f) At least *1 credit in visual arts, performing arts, or applied arts* aligned with state guidelines.
  - (g) At least *2 credits in a language other than English*, based on state guidelines. Students may fully or partially fulfill up to 1 credit of this requirement by completing an approved formal career and technical education program or an additional visual or performing arts course.
3. Students and/or a student's parent/legal guardian(s) are entitled to request a personal curriculum that modifies certain of the Michigan Merit Standard requirements. Personal curricula are subject to school approval, as provided in state law. If all of the requirements for a personal curriculum are met, then a high school diploma may be awarded to a student who successfully completes his/her personal curriculum even if it does not meet the requirements of the Michigan Merit Standard. If you would like more information, please contact Mrs. Dilworth.



## Testing Out

High school credit shall be granted in any course to a student enrolled in high school but not enrolled in the course who exhibits a reasonable level of mastery of the course's subject matter as outlined below:

1. The student will be granted high school credit by attaining a grade of not less than C+ in the final examination in the course.
  - a. A final examination is a comprehensive examination, which addresses all components of the course curriculum.
  - b. A non-comprehensive examination that is offered during the time set aside for final examinations is not considered a "final examination" for purposes of obtaining credit through the testing process.
  - c. No final examination will be created solely for the purpose of providing a student with an opportunity to test out of the course.
  - d. A student is eligible to take the final examination in the course at the same time that it is offered to the students currently enrolled in the course.
2. If there is no final examination in the course, the student will be granted high school credit by exhibiting that mastery through the basic assessment used in the course, which may consist of a portfolio, performance, paper, project, or presentation.
  - a. The course teacher building principal will determine the assessment criteria to determine if the student has exhibited a reasonable level of mastery of the course's subject matter.
  - b. A student is eligible to demonstrate mastery of the course's subject matter at the same time that students currently enrolled in the course are required to demonstrate their mastery of the course's subject matter.
3. Credit earned under this policy section shall be based on a "pass" grade and shall not be included in the computation of the student's grade point average for any purpose.
4. Credit earned under this policy section shall apply equally to all students and may be counted toward graduation.
5. Credit earned under this policy section shall be counted toward fulfillment of a requirement for a subject area course.
6. Credit earned under this policy shall be counted toward fulfillment of a requirement as to course sequence.



# ***CHAPTER THREE***

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## ***FEES, CHARGES, AND FINES***



## **Fees, Charges, and Fines**

The school may establish fees and charges to cover the costs for certain extracurricular and noncredit activities. Materials for clubs, independent study, or special projects, as well as transportation costs and admission/participation fees for District-sponsored trips and activities may be included. Fees will not be charged for any mandatory school activity or required curriculum activity. Extra-curricular activities for which fees are charged may not be used in determining credit or grades in any course. A fee shall not exceed the combined cost of the service(s) provided and/or materials used.

When school property, equipment, or supplies are damaged, lost, or taken by a student, whether in a regular course or extra-curricular offering, a fine may be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred.

The late return of borrowed books or materials from the school libraries will be subject to appropriate fines. Failure to pay the fines may result in loss of privileges.

A student whose parent/guardian is unable to afford these fees may request a meeting with the principal to discuss a plan for recovering payment or providing compensation for the fee, charge, or fine accrued. In those extreme instances, school service plans such as campus clean up, school activities, etc. can be creatively used to provide restitution where it is appropriate.



# **CHAPTER FOUR**



## ***TRANSPORTATION, BUS CONDUCT, PARKING, TRAFFIC***



## **Bus Transportation**

The district provides bus transportation to and from school for students living \_\_\_ miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parent/guardians must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal. The student conduct code applies to busses as well.

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

In the interest of the student's safety, students are expected to observe the following expectations:

### **Be Respectful**

- Talk quietly
- Be on time
- Use appropriate language
- Be kind to bus driver, classmates, and self

### **Be Responsible**

- Pick up after yourself
- Keep food and drink off the bus

### **Be Safe**

- Stay seated facing forward
- Keep body parts inside the bus
- Keep hands, feet, and objects to yourself
- Keep bus driver free of distractions

Expectations will be taught and reviewed with students the first day of school and will be reviewed throughout the year. Expectations are clearly posted to remind students of expectations while riding the bus. Our goal is to clearly define student behavior in an effort to avoid disciplining students. Where expectations are not met, students may be suspended from riding the school bus for engaging in misconduct, and suspensions will be dependent upon the seriousness of the infraction at the discretion of the building principal. Students will be issued a warning by the bus driver in most cases dependent upon the seriousness of the misconduct.

Video cameras are active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact: Matt Sheick (231) 539-8801.





## Parking

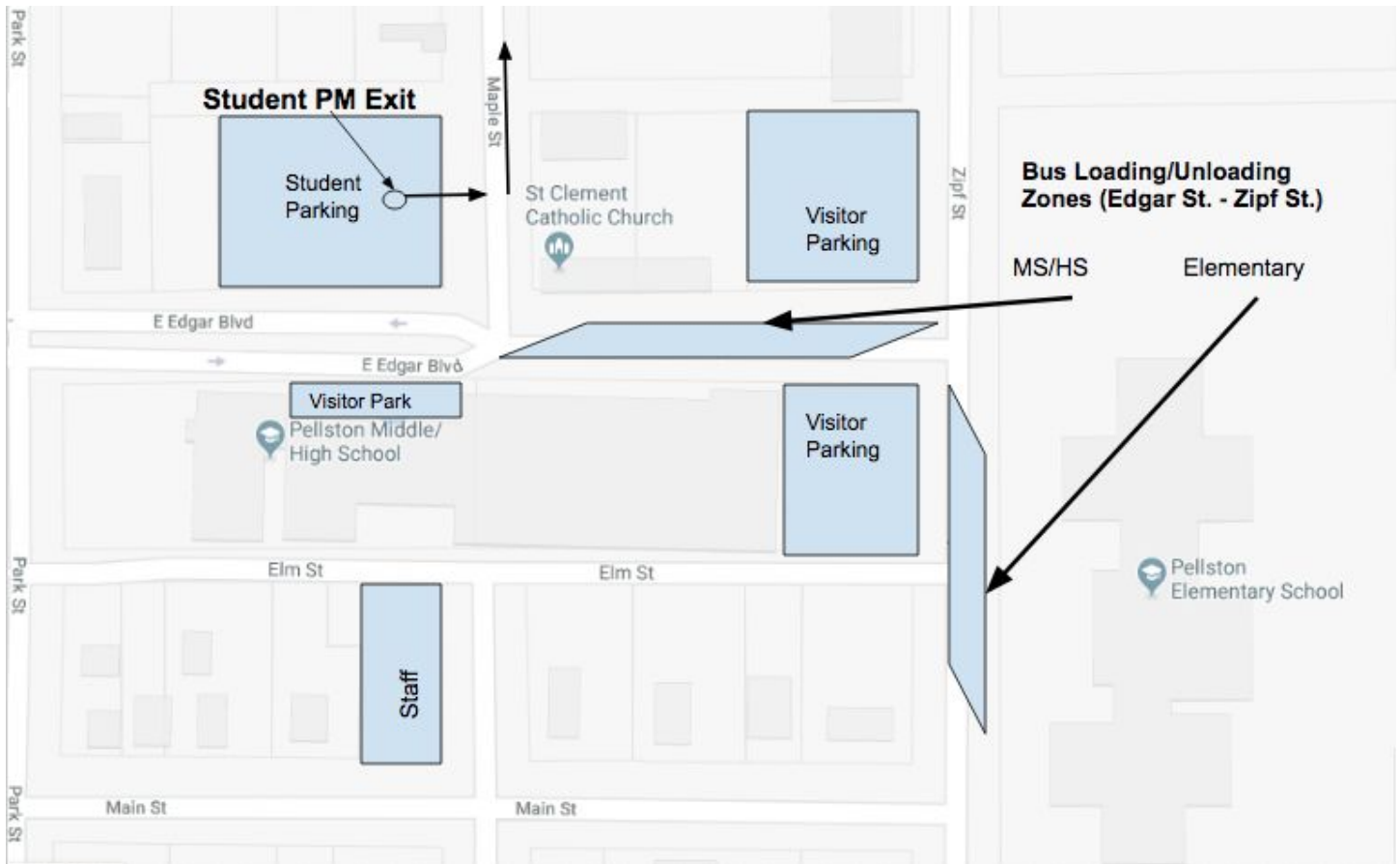
### Visitor Parking

The school has several locations available for school visitor parking (MS/HS Office - Edgar St., parking lots at the bus garage and east end of the building).

Those dropping off and picking up children may do so in MS/HS Office - Edgar St. location during the following hours: 7:45 AM - 8:10 AM.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police. Please note the bus loading and unloading zones for our schools. Parking and travel will be prohibited during loading and dismissal from school.

A map of key locations is included below.



### Student Parking

Students may park their vehicles in the lot designated Student Parking and located at E. Edgard Boulevard and Maple St between the hours of 7:45 AM and 3:30 PM. Vehicles must be parked between the painted lines, and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may



be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot or on campus may be subject to disciplinary action. Students will be asked to exit the student parking lot upon dismissal heading north on Maple St. in order to assist with the flow of traffic and prevent congestion as busses leave campus on the boulevard.

The lots designated Staff are for school staff, personnel, and others designated by administration. These lots MAY NOT be used by students at any time. Student vehicles parked in these lots may be ticketed or towed at the discretion of administration.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK. Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in vehicles parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to view by others. Based on the reasonable suspicion standard, vehicles parked on school grounds may be subject to search. Prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school, as well as referral to law enforcement.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.



# **CHAPTER FIVE**



## ***IMMUNIZATIONS, MEDICATIONS, COUNSELING, EMERGENCY MEDICAL AUTHORIZATIONS***



## **Immunizations**

All students must be properly immunized at the time of registration or not later than the first day of school pursuant to Michigan Department of Community Health regulations. A student enrolling in the District for the first time or enrolling in grade 7 for the first time shall submit one of the following:

- A. A statement signed by a physician that the student has been tested for and immunized or protected against diseases specified by the director of the Department of Community Health.
- B. A statement signed by a parent/guardian to the effect that the student has not been immunized because of religious convictions or other objection to immunization.
- C. A statement signed by a physician that certifies that the student is in the process of complying with all immunization requirements.

## **Student Medication**

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "Student Medical Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. This does not include the emergency administration an epinephrine auto-injector (EpiPen®) by a trained school or district employee as provided under state law.

### **Self-Administration of Medication**

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.



## Student Medication Authorization Form <sup>2</sup>

(Required when a student needs to take prescription and non-prescription medication at school.)

Student's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_  
Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_  
School: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

*To be completed by the student's physician or other health care provider authorized by law to prescribe medication.*

Physician's Printed Name: \_\_\_\_\_  
Office Address: \_\_\_\_\_  
Office Phone: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_  
Medication name: \_\_\_\_\_  
Purpose: \_\_\_\_\_  
Dosage: \_\_\_\_\_ Frequency: \_\_\_\_\_  
Time medication is to be administered or under what circumstances:  
\_\_\_\_\_

Prescription date: \_\_\_\_\_ Order date: \_\_\_\_\_ Discontinuation date: \_\_\_\_\_  
Diagnosis requiring medication: \_\_\_\_\_  
Is it necessary for this medication to be administered during the school day ?  Yes  No  
Expected side effects, if any: \_\_\_\_\_  
Time interval for re-evaluation: \_\_\_\_\_  
Other medications student is receiving: \_\_\_\_\_

\_\_\_\_\_  
Physician's signature

\_\_\_\_\_  
Date

### Parent/Guardian Authorization:

By signing below, I agree that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so or in the event of a medical emergency, I authorize the School District and its employees and agents, on my behalf, to administer or to attempt to administer to my child (or to allow my child to self-administer while under the supervision of an employee or agent of the School District), lawfully-prescribed medication in the manner described above. I acknowledge that it may be necessary for the administration of medications to my child to be performed by an individual other than a school nurse and specifically consent to such practices.

\_\_\_\_\_  
Parent/Guardian printed name

Address (if different from Student's  
above): \_\_\_\_\_

Phone: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian signature

\_\_\_\_\_  
Date

<sup>2</sup> This exhibit may be placed in the handbook or given to parents/guardians as needed.



Additional Information:

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Asthma Inhalers or Epinephrine Auto-Injectors

*Parent(s)/Guardian(s) please attach prescription label here:*



***For only parents/guardians of students who need to carry asthma medication or an epinephrine auto-injector:***

I authorize the School District and its employees and agents, to allow my child or ward to carry and self-administer his/her asthma inhaler and/or use his/her epinephrine auto-injector: (1) while at school, (2) while on school-sponsored transportation, (3) while at any activity, event, or program sponsored by or in which the student's school is participating.

\_\_\_\_\_  
Parent/Guardian signature

\_\_\_\_\_  
Date



## **Guidance & Counseling**

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance.

The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. High school juniors and seniors have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

## **Safety Drill Procedures and Conduct**

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. Each school shall conduct minimum of five (5) fire drills, two (2) tornado drills, and three (3) lock-down drills each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students. Be advised that during drills, all procedures are practiced and adhered to. We apologize in advance should a drill create an inconvenience or scheduling conflict. The safety of our students and our preparedness for such an event is of the utmost importance to all of us.

## **Communicable Diseases**

The school will observe recommendations of the Michigan Department of Health and Human Services regarding communicable diseases.

1. The student's parent/guardian is required to notify the school office if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent/guardian.
3. A student excluded because of a communicable disease will be permitted to return to school only when the parent/guardian provides the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

## **Head Lice**

The school will observe the following protocols regarding head lice.

1. The student's parent/guardian is required to notify the school office if their child is suspected of having head lice.
2. Infested students will be sent home following notification to the parent/guardian.
3. The school will provide written instructions to the parent/guardian regarding appropriate treatment for the infestation.





4. A student excluded because of head lice will be permitted to return to school only when the parent/guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school until it is determined by school officials he/she is free of head lice.

### **Emergency Medical Authorization**

The student's parent/guardian should complete the school district's emergency medical treatment authorization form to indicate their preference of hospital, doctor, and dentist for emergency treatment. Of course, in an emergency situation the child should be transported to the nearest medical facility able to render appropriate care, regardless of parental preference. Typically, this decision is made by an EMT (emergency medical technician) or other first responder.



# **CHAPTER SIX**



## ***STUDENT CODE OF CONDUCT, SUSPENSION, EXPULSION, BULLYING POLICY***



## **General Building Conduct**

Students shall not arrive at school before 7:45 a.m. and classes begin at 8:10 a.m. Students are dismissed at 3:20 p.m. each day. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Hats and bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering.
- Students shall not run, talk loudly, or yell in the hallways nor shall they push, shove, or hit others.
- Students shall not write on walls, desks, or deface or destroy school property.
- Skateboards are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.

## **School Dress Code/Student Appearance**

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or depict alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandanas, sweatbands, and sunglasses may not be worn in the building during the school day.
- Hairstyles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building principal will make the final decision.

## **Student Conduct**

### **Prohibited Student Conduct**

Students may be disciplined for misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, or selling tobacco materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish). Michigan law prohibits the possession or medical use of marijuana on school grounds or buses.
  - b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.



- c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
- d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
- e. “Look-alike” or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
- f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

- 4. Using, possessing, controlling, or transferring a dangerous weapon (firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles) or any object which may be used to cause or threaten harm to others, including a “look alike” weapon.
- 5. Using or possessing an electronic paging device.
- 6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- 7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
- 8. Disobeying rules of student conduct or directives from staff members or school officials.
- 9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
- 10. Bullying, harassment, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.



11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, criminal sexual assault, arson, theft, gambling, eavesdropping, and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

### When and Where Conduct Rules Apply

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.



## Student Discipline

The Board of Education is continually concerned about the safety and welfare of District students and staff and, therefore, will not tolerate behavior that creates an unsafe environment, a threat to safety or undue disruption of the educational environment.

The following list of disciplinary measures is a range of options that will not always be applicable in every case.

### Disciplinary Measures

Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Social Probation (including but not limited to dances, games, field trips, etc.).
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. Lunch Detention.
7. In-school suspension.
8. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
9. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
10. Community service.
11. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
12. Suspension of bus riding privileges.
13. Reverse Suspension as a means to mitigate an otherwise suspendable offense (will be an option for students or parents to invoke)
14. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
15. Expulsion from school and all school activities for a definite time period. An expelled student is prohibited from being on school grounds.
16. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
17. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

### Corporal Punishment

Corporal punishment is illegal and will not be used. Corporal punishment is defined as the deliberate infliction of physical pain by hitting, paddling, spanking, slapping, or any other physical force used as means of



discipline. Corporal punishment does not include physical pain caused by reasonable physical activities associated with athletic training. A school employee, contractor, or employee may use reasonable physical force 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 and for the reasons otherwise specified by law.

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 and are consistent with the principles of PBIS and educator best practices.

**Minor Offenses** (are handled in the classroom) include but are not limited to such things as:

Dress Code	Tardy	Cheating	Trash/littering	Inappropriate Language
Teasing	Disagreements	Disruption	Defiance	Non-compliance
Property Misuse	Mild Physical Contact	Stealing items of little value		

**Minor Offense Procedures (these are handled in the classroom):**

1. Warning
  - Verbal redirection
  - Timers
  - Countdown (3 strikes)
  - Visuals (check marks, tallies, etc)
2. Peer Teacher Support
  - Only assigned teacher
  - Assigned to the designated seating arrangement
  - Specified time not to exceed 15 minutes
  - Teacher conference when student returns to classroom
3. Parent Contact
  - Discuss strategies for student success

**Chronic Offenses are those repeat offenses or pattern behaviors. These are handled in the classroom with administrative support.**

**Chronic Offense Procedures:**

1. Warning
  - Verbal redirection



- Timers
  - Countdown (3 strikes)
  - Visuals (check marks, tallies, etc)
  - Nonverbal cues
2. Peer Teacher Support
    - Only one other teacher
    - Assigned to the designated seating arrangement
    - Specified time not to exceed 15 minutes
    - Teacher conference when student returns to classroom
  3. Parent Contact
    - Discuss strategies for student success
    - If parent meeting is required, contact building administrator
    - Develop a behavior plan if deemed necessary
  4. Begin Paper Trail (SWIS) - Discipline/Restorative Practices ensue

**Major Offenses** (are handled in the office) include but are not limited to such things as:

Verbal Threat (112)	Severe Vandalism/ Property Damage (24)	Weapons (110)
Drugs/Alcohol (109)	Directed Abusive Language (51)	Fighting/Physical Aggression (5)
Out Of Control (21)	Harassment/Bullying (50)	Stealing Items Of Significant Value (99)

\*Numbers indicate the infraction as coded in Powerschool and SWIS systems for office documentation.

**Major Offense Procedures (these are handled in the office):**

1. Notify student of major behavior
  - Send student to office
  - Call office to let them know who is on the way
2. Fill out office referral form
  - Turn into office by end of the day
3. Office intervention
  - Discuss incident with student
  - Investigate if necessary
  - Inform student of consequences
  - Contact parent if necessary
  - Report outcome to teacher
  - Report to law enforcement when warranted

It is important to note that these expectations for behavior apply to all school activities and venues. Disciplinary action including up to those extreme instances of suspension and expulsion as defined by HB 5618 and outlined in sections 1310, 1311(1), 1311(2), or 1311a. extends to conduct or behavior that occurs on school buses, at school activities, and other school sponsored events such as athletic contests and ceremonies.





## 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.

## Criminal Offenses

Major offenses will sometimes include criminal offenses. The district will work with with Emmet County Sheriff and State Police Liaison Officers where criminal offenses have occurred. It is important to understand that many factors can impact how these situations are handled. It is important to note that in some instances law enforcement and the school will work together to resolve matters, while in other instances the school will work independent of law enforcement or vice versa, law enforcement may work independent of the school. Where a criminal offense has occurred, parents will be contacted within a reasonable period of time of the incident, prior to an interrogation by law enforcement being conducted and contingent upon the circumstances of the investigation being conducted.

## 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.

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.



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.

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.

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.

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.

### 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.

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.

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.

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.



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.

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.

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:

1. Whether the Superintendent or his/her designee agrees or disagrees with the administrator's decision concerning the student's misbehavior;
2. 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.

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:

1. Whether the Superintendent agrees or disagrees with the administration's decision concerning the student's misbehavior.
2. Whether the expulsion is affirmed, set aside, or modified; and whether any special conditions are affirmed, set aside, or modified.

### 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.

### Weapons, Arson, Criminal Sexual Conduct

In compliance with State and Federal law, the Board shall expel any student who possesses a dangerous weapon in a weapon-free school zone in violation of State law or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

For purposes of this policy, a dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive



devices. The term "firearm" is defined as: a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of the explosive; b) the frame or receiver of any such weapon; c) any firearm muffler or firearm silencer; or d) any destructive device. Such term does not include an antique firearm.

Where a bladed weapon is concerned, the district will adhere to the AKTI Blade Measuring Protocol which states ". . . *the measurement shall be the straight line extending from the tip of the blade to the forward-most aspect of the hilt or handle.*" American Knife & Tool Institute (adopted Feb. 16, 2004).

"Dangerous weapon" includes a "knife with a blade over 3 inches in length" MCL 380.1313(4)

The Board need not expel for possession of a dangerous weapon if the student can establish in a clear and convincing manner to the satisfaction of the Board that:

- a) the object or instrument was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon;
- b) the weapon was not knowingly possessed;
- c) the student did not know or have reason to know that the object or instrument possessed constituted a dangerous weapon; or
- d) the weapon was possessed at the suggestion, request, or direction of, or with the express permission of a District administrator or the police.

There is a rebuttable presumption that expulsion for possessing the weapon is not justified if the Board determines in writing that the student has established that he or she fits under one of the exceptions above by clear and convincing evidence, and that the student has no previous history of suspension or expulsion.

The above exceptions will not apply to student misconduct involving sexual conduct or arson.

### Physical Assault

The Board shall permanently expel a student in grade six or above if that student commits physical assault at school against a District employee, volunteer, or contractor.

The Board shall suspend or expel a student in grade six or above for up to 180 school days if the student commits physical assault at school against another student.

Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence."

### Factors To Be Considered Before Suspending or Expelling a Student

Prior to suspending or expelling a student for any of the above statutorily mandated reasons, except as noted below, the Board or building principal shall consider the following factors (1310d form):

- a) the student's age
- b) the student's disciplinary history



- c) whether the student has a disability
- d) the seriousness of the violation or behavior
- e) whether the violation or behavior committed by the student threatened the safety of any student or staff member
- f) whether restorative practices will be used to address the violation or behavior
- g) whether a lesser intervention would properly address the violation or behavior

Such considerations will be recorded in a Section 1310d Disciplinary Factors Form in accordance with MCL 380.1310d and will accompany a disciplinary referral where suspension ensues.

### Due Process

Where suspensions of 10 days or less occur and due process is concerned, *Goss v. Lopez* (1975) will govern these situations. A student only need be afforded a rudimentary process wherein the building principal would explain the incident, the facts surrounding the incident and investigative findings, and provide the student the opportunity to respond.

The Board or building principal will exercise discretion over whether or not to suspend or expel a student for the statutorily mandated reasons. In exercising that discretion for a suspension of more than ten (10) days or expulsion, there is a rebuttable presumption that a suspension or expulsion is not justified unless the Board building principal can demonstrate that it considered each of the factors listed above. For a suspension of ten (10) days or fewer, there is no rebuttable presumption, but the Board or building principal will still consider the factors.

A student may not be expelled or excluded from the regular school program based on pregnancy status.

Exception: If a student possesses a firearm in a weapon free school zone, the student will be permanently expelled without considering the above factors, unless the student can establish mitigating factors by clear and convincing evidence.

In recognition of the negative impact on a student's education, the Board encourages the District's administrators to view suspensions, particularly those over ten (10) days, and permanent expulsions as discipline of last resort, except where these disciplines are required by law. Alternatives to avoid or to improve undesirable behaviors should be explored when possible prior to implementing or requesting a suspension or expulsion.

### Restorative Practices

If the District determines that it will utilize restorative practices in addition to or as an alternative to suspension or expulsion of a student, it will engage in restorative practices which emphasize repairing the harm to the victim and school community caused by the student's misconduct.

Restorative practices may include victim-offender conferences that:

- a) are initiated by the victim;
- b) are approved by the victim's parent or legal guardian or, if the victim is at least fifteen (15), by the victim;
- c) are attended voluntarily by the victim, a victim advocate, the offender, members of the school community, and supporters of the victim and the offender (the "restorative practices team");



- d) would provide an opportunity for the offender to accept responsibility for the harm caused to those affected, and to participate in setting consequences to repair the harm, such as requiring the student to apologize; participate in community service, restoration of emotional or material losses, or counseling; pay restitution; or any combination of these.

The selected consequences and time limits for their completion will be incorporated into an agreement to be signed by all participants.

### Alternative Services

An expelled or suspended student may be enrolled in the District's PACE Program upon the Superintendent's recommendation and Board approval. Students who are expelled for dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer or contractor and are enrolled in a program operated for expelled students shall be physically separated at all times during the school day from the general student population.

The District may provide appropriate instructional services at home for an expelled student who is not placed in an Alternative Education Program. The type of instructional services provided shall be similar to that provided to homebound or hospitalized students and shall be contracted for in the same manner.

Disabled students under IDEA or Section 504 shall be expelled only in accordance with Board Policy and Federal due process rights appropriate to these students.

### Expulsions/Suspensions - Required By Statute

For expulsions for dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer or contractor, the Superintendent shall provide that the expulsion is duly noted in the student's record and that the student has been referred to the Department of Human Services or Mental Health Department within three (3) school days after the expulsion and the parents have been informed of the referral. Furthermore, the Superintendent shall ensure that, if a student who is expelled is below the age of sixteen (16), then notification of the expulsion shall be given to the Juvenile Division of the Probate Court. In compliance with Federal law, the Superintendent shall also refer any student, regardless of age, expelled for possession of a dangerous weapon to the criminal justice or juvenile delinquency system serving the District. In addition, the Superintendent shall ensure that a copy of this policy is sent to the State Department of Education as well as a description of the circumstances surrounding the expulsion of a student for possessing a ( ) *firearm* ( ) *weapon* in a weapon-free school zone together with the name of the school, the number of students so expelled, and the types of ( ) *firearms* ( ) *weapons* that were brought into the weapon-free school zone.

A student who has been expelled under this policy for dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer or contractor may apply for reinstatement in accordance with the following guidelines:

- A. If the student is in grade 6 or above at the time of the expulsion, the parents, legal guardian, the adult student, or the emancipated minor may submit a request for reinstatement after 150 school days from the date of the expulsion, but the student may not be reinstated before 180 school days from the expulsion date.



- B. The parent, adult student, or emancipated minor shall submit the request for reinstatement to the Superintendent.
- C. The Superintendent shall, within ten (10) school days after receiving the request, submit the request, together with any other information s/he deems pertinent to the requested reinstatement, to a Board-appointed committee consisting of two (2) Board members, a District administrator, a teacher, and a parent of a District student.
- D. The committee shall, within ten (10) school days after being appointed, review all pertinent information, and submit its recommendation to the Board. The recommendation may be for unconditional reinstatement, conditional reinstatement, or non-reinstatement, based on the committee's consideration of:
  - a. the extent to which reinstatement would create a risk of harm to students or school personnel;
  - b. the extent to which reinstatement would create a risk of District or individual liability for the Board or District personnel;
  - c. the age and maturity of the student;
  - d. the student's school record before the expulsion incident;
  - e. the student's attitude concerning the expulsion incident;
  - f. the student's behavior since the expulsion and the prospects for remediation;
  - g. if the request was filed by a parent, the degree of cooperation and support the parent has provided and will provide if the student is reinstated, including, but not limited to the parent's receptiveness toward possible conditions placed on the reinstatement. Such conditions may, as an example, include a written agreement by the student and/or a parent who filed the reinstatement request to:
    - i. abide by a behavior contract which may involve the student, his/her parents, and an outside agency;
    - ii. participate in an anger management program or other counseling activities;
    - iii. cooperate in processing and discussing periodic progress reviews;
    - iv. meet other conditions deemed appropriate by the committee;
    - v. accept the consequences for not fulfilling the agreed-upon conditions.

The committee may also allow the parent, adult student, or emancipated minor to propose conditions as part of the request for reinstatement.

The Board shall make its decision no later than the next regular Board meeting following the committee's submission of its recommendations. The Board's decision shall be final and not subject to appeal.

In the event a student who has been permanently expelled from another school district requests admission to this District, the Board shall, in making its decision,

1. Follow the same procedure it has established in paragraph A-F above for the reinstatement of a District student.
2. Rely upon the recommendation of the Superintendent.

Students expelled for reasons other than dangerous weapons, arson, criminal sexual conduct or assault upon an employee, volunteer or contractor may also petition the Board for reinstatement. The Board may, at its discretion, consider the petition in accordance with:





1. The procedures set forth above.

The Superintendent shall ensure that Board policies and District guidelines regarding a student's rights to due process are adhered to when dealing with a possible suspension or expulsion under this policy.

For purposes of this policy, "suspension" shall be either short-term (not more than ten (10) days) or long-term suspension (for more than ten (10) days but less than permanent expulsion) of a student from a regular District program.

For purposes of this policy, unless otherwise defined in Federal and/or State law, "expulsion" shall be the permanent exclusion of a student from the schools of this District. Students who are expelled permanently may petition for reinstatement only under the provisions stipulated above.

### **Bullying, Intimidation & Harassment**

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, "**cyberbullying**" 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.

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals.

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

*Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:





1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to any staff member with whom the student is comfortable speaking, to the counselor, or building principal. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to any staff member. Anonymous reports are also accepted by phone call or in writing.

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.

Any student who is determined, after an investigation, to have engaged in intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

Incidents of bullying will be logged in SWIS as with other disciplinary incidents, and will include those students involved, the consequences rendered, and made available to the School Board of Education periodically throughout the year and upon request.

### **Lunch/Breakfast Programs & Cafeteria Rules**

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 \$2.90. A breakfast may be purchased for \$1 will be served from 7:45



- 8:05 AM. A secondary breakfast will be served following first period during the passing period for those students that prefer to eat something a bit later in the morning. Students are expected to be on time for the start of 1st hour at 8:10 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.

### Closed Campus Lunch Rules (HS)

Students may not leave campus during lunch, except with permission granted by administration or authorized staff. During lunch, students must proceed directly to the cafeteria or designated lunch area, and, after getting their lunch, shall immediately sit at any of the seats provided in the cafeteria on a first come first serve basis. Students shall remain in the cafeteria until dismissal or permission is granted to leave. Students shall clean the area in which they are seated, dispose of any trash in the appropriate receptacle, and exit the cafeteria to their assigned location. Students shall follow all cafeteria rules during lunch.

### Cafeteria Rules (6-12)

#### **Be Respectful**

- Talk Quietly
- Wait patiently in line
- Be kind to lunchroom staff, teachers, classmates, and self

#### **Be Responsible**

- Eat lunch in a timely manner
- Clean up after yourself
- Push in chairs

#### **Be Safe**

- Walk
- Be aware of surroundings.
- Keep hands, feet, objects, and food to yourself.

#### **Other considerations**

- Students shall not save seats for other students.
- Vending machines are provided for student convenience. Students shall not misuse, abuse, attempt to dismantle or cheat the machine, and must wait in line to use the machines.
- Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
- Students shall not leave the cafeteria until the after the appropriate bell rings, or otherwise directed by staff.
- Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately;

Misbehavior will result in disciplinary action in according to the school's disciplinary procedures.

### Field Trips



Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

### **Sexual Harassment**

Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
  1. Substantially interfering with a student's educational environment
  2. Creating an intimidating, hostile, or offensive educational environment;
  3. Depriving a student of educational aid, benefits, services, or treatment; or
  4. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

### **Making a Complaint; Enforcement**

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the building principal, counselor, or any staff member they feel comfortable reporting the information to. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. Any person making a knowingly false accusation regarding prohibited conduct will likewise be

### **Physical Assault**

Physical assault is defined as: "intentionally causing or attempting to cause physical harm to another through force or violence."



Any student in grade 6 or above who physically assaults a school district employee, volunteer, or contractor shall be permanently expelled, subject to reinstatement after 180 school days.

A student in grade 6 or above who physically assaults another student on school property, at any school-sponsored activity, or on any school-related vehicle shall be suspended or expelled for up to 180 days.

### **Hazing**

Hazing activities of any type are inconsistent with the educational process, a violation of Michigan criminal law, and are prohibited at all times. Hazing means an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition.



# ***CHAPTER SEVEN***

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## ***INTERNET USE, STUDENT PUBLICATIONS***

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## Internet Acceptable Use

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

**Acceptable Use** - Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

**Privileges** - The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

**Unacceptable Use** - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- c. Downloading of copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.
- n. Cyberbullying

**Network Etiquette** - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.



**No Warranties** - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

**Indemnification** - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

**Security** - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

**Vandalism** - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

**Telephone Charges** - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

**Copyright Web Publishing Rules** - Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.

- a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- b. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

**Use of Email** - The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students as an education tool.

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet *domain*. This domain is a registered name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District.





Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.

- d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- e. Use of the School District's email system constitutes consent to these regulations.

### **Guidelines for Student Distribution of Non-School-Sponsored Materials**

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations determined by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
  - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
  - b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
  - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board Policy and Student Handbook,
  - d. Is reasonably viewed as promoting illegal drug use; or
  - e. Is primarily prepared by non-students and distributed in elementary and/or middle schools.<sup>1</sup>
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

The distribution of non-school-sponsored materials must comply with the above guidelines and must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

### **Guidelines for School-Sponsored Publications, Productions and Websites**

School-sponsored publications, productions and websites are governed by the Speech Rights of Student Journalists Act, school board policies and the student/parent handbook. Except as provided below, a student journalist has the right to exercise freedom of speech and of the press in school-sponsored media, including the right to determine the news, opinion, feature, and advertising content of school-sponsored media.





Student journalists are prohibited from using school sponsored media in a way that:

1. Is libelous, slanderous, or obscene;
2. Constitutes an unwanted invasion of privacy;
3. Violates Federal or State law, including the constitutional rights of third parties; or
4. Incites students to (a) commit an unlawful act; (b) violate any school district policy or student handbook procedure; or (c) materially and substantially disrupt the orderly operations of the school.

All school-sponsored media shall comply with the ethics and rules of responsible journalism. Text that fits into numbers one through four above will not be tolerated and school officials and student media advisers may edit or delete such material.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the school, school district or an expression of school board policy.



# ***CHAPTER EIGHT***

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## ***SEARCH AND SEIZURE, CELL PHONE***



## Search and Seizure

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

Searches conducted in school are governed by the principles established in *New Jersey v. TLO* 469 US 325 (1985) which established *reasonable suspicion*, not probable cause, is needed for school officials to search students. Two considerations will be made in instances where district administration will conduct searches:

1. Do reasonable grounds exist that a search will turn up evidence that the student has violated or is violating the law or rules of the school?
2. Searches conducted will be reasonable in scope in that they will be related to the objectives of the search, and not excessively intrusive.

### **School Property and Equipment as well as Personal Effects Left There by Students**

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

#### Lockers

Students and their parents need recognize that lockers are school property. They may be searched at any time. There should be no privacy expectations with regard to a locker assigned to a student. The Principal may search a locker and its contents without reason and without notice (School Code Sec. 1306). Locks are present on all lockers assigned to students grades 6-12. Student locker combinations should not be shared with anyone.

#### Vehicles

It is a privilege to park on school property. Students that park on school grounds must adhere to conduct standards that are defined in the student code of conduct, and may be subject to vehicle searches. Vehicle searches may result where any of the following exist:

1. An item is in plain view
2. During a parking lot patrol, a canine officer identifies a vehicle of suspicion
3. A reasonable suspicion exists

Where vehicle entry is involved, permission will be sought and law enforcement involved.

#### Cell Phones

*Laney v. Farley* 2006 US Dist LEXIS 13449 (MD Tenn, 2006) established "*There is no constitutional right to possess a cell phone in a classroom setting.*"

Cell phone searches are governed by the standard created in *T.L.O.*, 469 US at 341 which state "*The legality of a search of a student should depend simply on the reasonableness, **under all of the circumstances**, of the search.*"

Considerations for searching a cell phone:

1. Is the suspected content on the device directly related to the alleged violation?
2. Is the content created off-campus affecting the school environment?



3. Do you have consent to search from either the student or parent?
4. If no consent is present, is it an emergency or has legal counsel been consulted?

### Cell Phone Usage/ Confiscation

Cell phones may be used before school, during lunch, after school, or with explicit permission from a teacher or administrator. Cell phones should be kept in the locker provided to the student during instructional times. Where a student is using a phone outside of those permissible times, cell phones will be confiscated. Cell phones will be available for parents or a parent designee to pick up in the office. Where multiple offenses have occurred, students will serve an hour of detention for the number of cell phone offenses that have occurred (second offense = 2 hours of detention) -- the hours of which must be served prior to the cell phone being relinquished to the student or their parent. Cell phones are the responsibility of the student and their parent. Where confiscations have occurred and have created an inconvenience to the family, the district will adhere to the standard outlined in *Laney v. Farley* 2006 US Dist LEXIS 13449 (MD Tenn, 2006) that also establishes *"If a parent did not wish a phone confiscated, they have the simple alternative of not allowing their child to take the phone to school, in violation of clearly stated school policy."*

### **Students**

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, backpacks, lunch boxes) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

### **Seizure of Property**

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.



# **CHAPTER NINE**



## ***ATHLETICS, DANCES, CLUBS, AND CONCUSSIONS***



## **Athletic Rules & Code of Conduct**

The Athletic Code applies to all students who want to participate in athletics. This code applies in addition to other rules and regulations concerning student conduct and imposes additional requirements on student athletes.

Participation in athletics is a privilege. Those who participate in athletics have a responsibility to favorably represent the school and community. Student athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate in athletics may be lost in accordance with the terms of this Athletic Code.

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.

### **MHSAA**

Eligibility for most athletics is also governed by the rules of the Michigan High School Association and, if applicable, these rules will apply in addition to this Athletic Code. In a case of a conflict between MHSAA and this Athletic Code, the most stringent rule will be enforced.

## **Attendance at School-Sponsored Dances**

Attendance at school-sponsored dances is a privilege.

Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. Should students like to bring a guest, dance request forms are available in the office. A guest must be "age appropriate," defined as less than 21 years of age for high school dances. Middle school students are prohibited from bringing guests to dances. High school students are prohibited from attending middle school dances and middle school students are prohibited from attending high school dances.

All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances. In particular, students shall not:

1. Use, possess, distribute, purchase, or sell tobacco materials, alcoholic beverages, or any illegal substance or paraphernalia;
2. Use, possess, buy, sell, barter, or distribute any object that is or could be considered a weapon or any item that is a "look-alike" weapon;
3. Vandalize or steal;
4. Haze other students;
5. Behave in a manner that is detrimental to the good of the school; or
6. Be insubordinate or disrespectful toward teachers and chaperones.



Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

### **Equal Access for Non-School Sponsored Student Clubs**

A student-initiated group may meet on school premises during non-instructional time and shall have the same rights and access and be subject to the same administrative guidelines that govern the meetings of school-sponsored student organizations, without regard to the religious, political, philosophical, or other content of the activity.

The principal shall grant the group's request and first determining that:

- A. The activity has been initiated by students
- B. Attendance at the meeting is voluntary
- C. No agent or employee of the District will promote, lead, or participate in the meeting
- D. The meeting does not materially and substantially interfere with the orderly conduct of educational activities in the school
- E. Non-school persons do not direct, conduct, control, or regularly attend the activity.

A school employee may be assigned to attend a student-initiated meeting in a custodial capacity but shall not participate in the activity.

### **Concussions and Head Injuries**

A student who exhibits signs, symptoms or behaviors consistent with a concussion (i.e. loss of consciousness, headache, dizziness, confusion, or balance problems), shall be immediately removed from physical participation and shall not return to the activity until he/she is evaluated by an appropriate licensed health professional who has the ability to recognize and treat concussions and receives written clearance to do so. Written medical clearance will then be maintained in the student's CA-60 file until he/she is 18 years of age.

State law requires all Michigan schools to provide educational materials on the signs/symptoms and consequences of concussions to each student participating in an athletic activity (extra-curricular sports and/or gym class) and their parents/guardians and to obtain a signed statement acknowledging receipt of the information to keep on record.



# ***CHAPTER TEN***

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## ***STUDENTS WITH DISABILITIES***





## **Education of Students with Disabilities**

It is the intent of the school district to ensure that students who are disabled within the definition of the Individuals with Disabilities Education Act ("IDEA") or Section 504 of the Rehabilitation Act of 1973 ("Section 504") are identified, evaluated, and provided with appropriate educational services.

The school district provides a free appropriate public education in the least restrictive environment and necessary related services to all students with disabilities enrolled in the school.

For the provision of special education programs and services under the IDEA, the term "student with a disability" means a person between ages 3 and 26 for whom it is determined that special education services are needed. A student who reaches age 26 after September 1 is a "student with a disability" and entitled to continue a special education program or service until the end of that school year.

For the purposes of complying with Section 504, a "student with a disability" is a person who:

- (1) Has a physical or mental impairment, which substantially limits one or more of such person's major life activities;
- (2) Has a record of such an impairment; or
- (3) Is regarded as having such an impairment.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

## **Discipline of Students with Disabilities**

The School District will comply with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors.



# ***CHAPTER ELEVEN***

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## ***STUDENT PRIVACY, FERPA, AGE OF MAJORITY***



## **Student Privacy Protections**

The Protection of Pupil Rights Amendment affords parents certain rights regarding the District's conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations. These include the right to:

- A. *Consent* before the student is required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education:
  - 1. Political affiliations or beliefs of the student or the student's parent/guardian;
  - 2. Mental or psychological problems of the student or the student's family;
  - 3. Sex behavior or attitudes;
  - 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  - 5. Critical appraisals of others with whom the students have close family relationships;
  - 6. Legally-recognized privileged relationships, such as those with lawyers, doctors, or ministers;
  - 7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian; or
  - 8. Income, other than that required by law to determine program eligibility.
  
- B. *Receive notice and an opportunity to opt a student out of –*
  - 1. Any other protected information survey, regardless of funding;
  - 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under Michigan law; and
  - 3. Activities involving the collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
  
- C. *Inspect*, upon request and before administration or use –
  - 1. Protected information surveys of students;
  - 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  - 3. Instructional material used as part of the educational curriculum

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

## **Instructional Material**



A student's parent/guardian may review the curriculum, textbooks, and teaching materials of the school in which the student is enrolled at a reasonable time and place and in a reasonable manner.

### Student Records

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

The Family Educational Rights and Privacy Act (FERPA) and the Michigan Revised School Code afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

**1. The right to inspect and copy the student's education records within 30 school days of the day the District receives a request for access.**

The degree of access a student has to his or her records depends on the student's age. The parent/guardian of a student less than 18 years old has the right to copy and inspect their child's education records. Once the student turns 18, the right to copy and inspect education records is transferred to the student. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. The District will not charge for copying records, which contain personally identifiable information about the student that is collected or created by the school district as part of the pupil's education records.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

**2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, irrelevant, or improper.**

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

**3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or the Michigan Revised School Code authorizes disclosure without consent.**

Disclosure without consent is permitted to school officials with legitimate educational or



administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order, so long as the parents/guardians or eligible student is notified of the court order before the documents are produced; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

**4. The right to a copy of any school student record proposed to be destroyed or deleted.**

Education records are maintained for at least 60 years after the student graduates or permanently withdraws. If the student transfers, education records are maintained until the next school district requests the records.

**5. The right to prohibit the release of directory information.**

Throughout the school year, the District may release directory information regarding students, limited to the District's defined list of information that is "directory information" as contained in the District's policies and procedures. Such directory information may include:

- o Name
- o Address
- o Grade level
- o Birth date and place
- o Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- o Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- o Academic awards, degrees, and honors
- o Information in relation to school-sponsored activities, organizations, and athletics
- o Major field of study
- o Period of Attendance in school



***Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.***

**6. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.<sup>1</sup>**

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.

**7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington DC 20202-4605

### **Age of Majority**

Although 18-year-old students are recognized as adults under the Age of Majority Act, school officials are nonetheless committed to the equal treatment in application of school policies and procedures to all students. With the exceptions noted below, school district policies and procedures set forth apply to all students, regardless of their attainment of the age of majority. Students 18 years and older may:

- (1) Have the same privilege as their parents/guardians as it relates to access or control of their student records;
- (2) Represent themselves during disciplinary conferences and be the addressee for their grade reports
- (3) Sign themselves in and out of school and may verify their own absences. NOTE: All attendance standards continue to apply;
- (4) Provide reason(s) for their absences and tardies, but are held to the same attendance requirements as other students, including the acceptable reason(s) for an excused absence.

Eligible students who wish to assert these rights should register their intent on the appropriate form in the high school office. Until such time as the eligible student registers this intent, school officials will not apply the above exceptions to school policies and procedures.

### **Requests from Military or Institutions of Higher Learning**



Upon their request, military recruiters and institutions of higher learning will be given access to students' names, addresses and telephone numbers. Parents who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the building principal.

## ***CHAPTER TWELVE***

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## ***TEACHER QUALIFICATIONS, STANDARDIZED TESTING,***



# ***HOMELESS STUDENTS, MANDATED REPORTERS***

## **Teacher Qualifications**

Parents may request information about the qualifications of their child's teachers and paraprofessionals, including:

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

## **Standardized Testing**

Students and parents/guardians should be aware that students in grades six through eleven will take standardized tests in the Spring, beginning promptly after Spring Break and continuing through the months of April and May. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;





4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day;
8. Emphasize the importance of doing your best in all things that we do and recognize that test scores are how our school, our community, are evaluated by the state.

### **Homeless Child's Right to Education**

When a child loses permanent housing and becomes a homeless person as defined by law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. Continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. Enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Assistance and support for homeless families includes:

**Food bank and meal programs:**

Pellston Food Pantry

**Local service organizations:**

Salvation Army (Petoskey - Cheboygan)

Goodwill (Petoskey - Cheboygan)

**Family shelters:**

Nehemiah House (Petoskey - 231-347-0363)

Women's Resource Center (Petoskey - 231-347-0067)

Northwest Michigan Community Action Agency (231-346-2185)

**Medical services:**

Hornet Health Center (231-539-8550)

**Other support:**

Mrs. Dilworth - Pellston Middle/High School Homeless Liaison (231-539-8801)

### **Mandated Reporters**



All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Michigan Family Independence Agency.

