

*ARENAC EASTERN  
SCHOOL DISTRICT*

**STUDENT HANDBOOK  
AND  
CODE OF CONDUCT**

**HIGH SCHOOL**

**MIDDLE SCHOOL**

**SCHOOL YEAR 2008 - 2009**

*Welcome to the Arenac Eastern School District. We are pleased to have you as a student and will do our best to help make your experience as productive and successful as you wish to make it.*

**School Telephone Number: 989-867-4234**

**ADMINISTRATION AND OFFICE PERSONNEL**

Superintendent	Rocky Aldrich	Ext. 1002
Athletic Director	Rocky Aldrich	Ext. 1007
Counselor	Allen Pauly	Ext. 1033
Administrative Assistant/Elem Secretary	Penny Freehling	Ext. 1010
Middle/High School Secretary	Julie Phelan	Ext. 1005

**ARENAC EASTERN SCHOOL DISTRICT BOARD OF EDUCATION**

Mr. Paul Phelan  
Mrs. Michele Morgan  
Mrs. Marjorie Lockwood  
Mr. Thomas Brandimore  
Mrs. Kathleen Clark  
Mr. Richard Klender  
Mr. William Zobel

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## **OVERVIEW**

### **FOREWORD**

This Student Handbook and Code of Conduct (hereinafter referred to as the Handbook or the Code of Conduct) was developed to answer many of the commonly asked questions that may arise during the course of a school year. Because the Handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the Handbook available, as a valuable reference during the school year and a means to avoid confusion and misunderstanding. Should you have any questions contact the Superintendent or the Counselor. This Handbook supersedes all prior handbooks and other written or oral statements regarding any item in this Handbook.

### **MISSION OF THE SCHOOL DISTRICT**

It is the mission of the Arenac Eastern Schools to assist students in their quest to demonstrate proficiency in life skills by providing a balanced curriculum that includes instruction in academics, social, physical, emotional and thinking skills.

### **EQUAL EDUCATION OPPORTUNITY**

It is the policy of this District to provide an equal education opportunity for all students.

Any person who believes that the School or any staff person has discriminated against a student on the basis of race, color, creed, age, disability, religion, gender, ancestry, national origin, or other protected characteristics as well as place of residence within District boundaries, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the Superintendent. The complaint procedure is described on Form 2260 F8, which is available from the Counselor.

The complaint will be investigated and a response, in writing, will be given to the concerned person within five (5) school days or, where special circumstances exist, within ten (10) school days. Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

### **SCHOOL DAY**

Classes begin at 8:07 a.m. each day and end at 3:00 p.m. for Middle School and High School students, and at 2:55 p.m. for Elementary students. Students are not allowed in the building prior to 7:40 a.m. and must leave the building immediately upon dismissal. These restrictions do not apply when students are under direct pre-arranged supervision of a staff or other authorized person, and when attending regularly scheduled School-sponsored activities.

Buses will be scheduled to arrive between 7:45 a.m. and 8:00 a.m. Classrooms will open at 8:00 a.m.

Middle School and High School students arriving after the start of the School day must obtain an admit slip from the High School office before going to their classroom. Elementary School students arriving after the start of the School day must be signed in at the Elementary office.

To avoid congestion with bus traffic and to promote safety, parents who are picking their children up or dropping them off are to park in front of the school. Elementary students will not be allowed to leave the building unsupervised. Parents must come into the building to get their children, and should do so promptly when students are dismissed.

### **EARLY DISMISSAL**

No student will be allowed to leave School prior to dismissal time without a written request signed by the parent/guardian, by a telephone request made to School personnel by the parent/guardian or by a person whose signature is on file in the School office, or by the parent/guardian coming to the School office to request the release.

### **CLOSED CAMPUS**

The School maintains a closed campus policy. Once a student arrives on School grounds in the morning, s/he must stay on School grounds until the regular end of the School day unless given written permission from an administrator or their designee to leave.

Students are expected to bring into the building those items they expect to use during the School day, and shall not return to any vehicles until dismissal from School unless given written permission from an administrator or their designee to leave.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

The rules and procedures of the School are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and obey all School rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in School and will be provided information on a regular basis and as needed. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to regularly communicate with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

The staff expects students to arrive at School prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from the Counselor. Adult students (age eighteen (18) or older) are recognized as students first and adults second, and are expected to follow all School rules. Therefore, parents and legal guardians must still make all absence notifications, and shall otherwise remain legally responsible for the student. If the student is living independently, s/he must provide legal proof of residence.

## **SECTION I - GENERAL INFORMATION**

### **ENROLLING IN THE SCHOOL**

Students are expected to enroll in the attendance area in which they live. Students who are new to the District are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring: a birth certificate or similar document, custody papers from a court (if appropriate), proof of residency and proof of immunizations.

A temporary enrollment may be permitted. Parents will be told what records are needed to make the enrollment complete and the date by which such records must be provided.

Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. The Office will assist in obtaining the transcript, if not presented at the time of enrollment.

### **TRANSFER OUT OF THE DISTRICT**

If a student plans to transfer from the School, the parent must notify the Administration. Transfer will be authorized only after the student has completed the arrangements, returned all School materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed.

### **WITHDRAWAL FROM SCHOOL**

No student under the age of eighteen (18) will be allowed to withdraw from School without the written consent of his/her parents or legal guardians.

### **IMMUNIZATIONS**

Each student must have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the Principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the Administration.

## **EMERGENCY MEDICAL AUTHORIZATION**

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off School grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

The School has made the form available to every parent and legal guardian at the time of enrollment. Failure to return the completed form to the School will jeopardize a student's educational program.

State law requires that all students must have an annually updated emergency medical card completed, signed by a parent or guardian, and filed in the School office. A student may be excluded from School until this requirement has been fulfilled.

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the School office.

## **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes ill during the school day should request permission from the teacher to go to the office. No student will be released from School without proper parental permission, and must be signed out in the office.

## **USE OF MEDICATIONS**

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- A. Parents should, with their physician's counsel, determine whether the medication schedule could be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form 5330 F1, F1a, and F1b, must be filed with the respective School office before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered and stored with the respective School office.
- D. Medication that is brought to the office will be properly secured.
  1. Medication must be delivered to School directly by the parent or legal guardian or their adult designee. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended.
  2. Medication **MAY NOT** be sent to School in a student's lunch box, pocket, or other means.
- E. Any unused medication unclaimed by the parent or legal guardian will be destroyed by School personnel when a prescription is no longer to be administered or at the end of a school year, whichever occurs first.
- F. The parents and legal guardians shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
- G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.
- H. This Use of Medications provision shall not apply to those products known as Nonprescribed (Over-the-Counter) Medications for which proper authorization has been granted pursuant to Board Policy 5330.

## **Asthma Inhalers**

Students, with appropriate written permission from the physician and parent or legal guardian, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms.

## **All K-12 Students**

No staff member will be permitted to dispense nonprescribed, over-the-counter (OTC) medication to any student.

If a student is found using or possessing a nonprescribed medication without proper authorization, s/he will be brought to the School office and the parents will be contacted for authorization. The medication will be confiscated until authorization is received.

Any student who possesses, uses, or distributes a medication of any kind is in violation of the School's Code of Conduct. Middle and High School students will be disciplined in accordance with the drug-use provision of the Code (Student Assistance Program).

## **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS**

The School's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Students may be periodically checked for head lice. If a student is found to have either head lice or their nits, s/he may be sent home until properly treated. Students must be accompanied back to School by a parent/guardian and have their hair checked by School office personnel before returning to their class.

## **CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES**

In the case of noncasual-contact communicable diseases, the School still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The School will seek to keep students and staff persons in School unless there is definitive evidence to warrant exclusion.

Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC (AIDS Related Complex), HIV (Human-Immunodeficiency Virus), HBV (Hepatitis B Virus), and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at School and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

## **SPECIAL EDUCATION**

The School provides a variety of special education programs for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA), the Americans with Disabilities Act (ADA), or Section 504 of the Rehabilitation Act of 1973.

A student can access special education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the School wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact the Special Education Director at Extension 1032, or the Principal.

## **AMERICANS WITH DISABILITIES ACT - SECTION 504**

The Americans with Disabilities Act (ADA) requires the School to ensure that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals.

Students with disabilities may be served within the regular education program with an accommodation plan developed by School staff. Parents who believe their child may have a disability that substantially limits the child's ability to function properly in School should contact the Counselor at Extension 1033, or the Administration.

## **STUDENT RECORDS**

Many student records are kept by the teachers, counselors, and administrative staff. There are two (2) basic kinds of records -- directory information and confidential records.

Directory information can be given to any person or organization for nonprofit making purposes when requested, unless the parents of the student restrict the information, in writing, to the Principal. Directory information includes:

- A. a student's name and the name(s) of his/her parent or guardian;
- B. address and place of birth;
- C. telephone number;
- D. age and date of birth;
- E. photograph;
- F. field of study
- G. participation in and eligibility for officially recognized activities and sports; height and weight, if a member of an athletic team;
- H. dates of attendance;
- I. date of graduation or current grade;
- J. honors and awards received;
- K. honor rolls;
- L. scholarships; and
- M. telephone numbers only for inclusion in School or PTO directories.

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Michigan law. This information can only be released with the written consent of the parents, the adult student, or a surrogate, subject to limited exceptions.

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

Students and parents have the right to review all educational records generated by the School District, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requestor. If a review of records is desired, please contact the main office, in writing, stating the records desired. The records will be collected and an appointment will be made within forty-five (45) days of the request with the appropriate persons present to answer any questions.

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

Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property.

These activities and programs include but are not limited to class dues, lockers and locks, athletics, driver education, field and class trips, library services, shop classes, art and home economics classes, and others as determined from time to time.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit.

Late fines can be avoided when students return borrowed materials promptly; their use may be needed by others.

Failure to pay fines, fees, or charges may result in the withholding of specific privileges, including the issuance of texts, until such charges are satisfied or removed. Any students with outstanding fees, fines, and

charges will not be permitted to participate in graduation ceremonies, provided that notice of such fees, fines, and charges is given to the student at least one week prior to graduation.

### **STUDENT FUND-RAISING**

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fund-raisers.

- A. Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds.
- B. A student will not be allowed to participate in a fund-raising activity for a group in which s/he is not a member without the approval of the student's counselor and the group's advisor.
- C. No student may participate in fund-raising activities off school property without proper supervision by approved staff or other adults.
- D. House-to-house canvassing is allowed by any student for any fund-raising activity only with parental knowledge and supervision.
- E. Any fund-raisers that require students to exert themselves physically beyond their normal pattern of activity, such as "runs for .....", will be monitored by a staff member in order to prevent a student from over-extending himself/herself to the point of potential harm.
- F. A non-school organized fundraiser must get permission to fund raise on school property from the superintendent.

### **STUDENT VALUABLES**

Students are not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.

### **REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES**

Parents have the right to review any instructional materials being used in the School. They also may observe instruction in any class. Any parent who wishes to review materials or observe instruction must contact the Principal and the teacher prior to coming to the school. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits as determined by the administration.

### **MEAL SERVICE**

Applications for the School's Free and Reduced-Priced Meal program are distributed to all students. Meal prices are published at the beginning of each school year. Hot lunch prices include milk, and milk is also available for purchase separately. The School uses a computerized debit card system, and each student will be issued one debit card at no charge at the beginning of the School year. One additional debit card will be issued at no charge if necessary for any reason. There will be a fee for each additional card that must be issued during the School year. This is a pay-in-advance system. Charging is discouraged. In the event that non-payment is unavoidable, Elementary students will be limited to ten dollars (\$10.00) in charged meals and Middle School and High School students will be limited to three dollars (\$3.00) in charged meals.

### **FIRE AND TORNADO DRILLS**

The school complies with all fire safety laws and will conduct fire drills in accordance with state law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm system for tornadoes is different from the alarm system for fires and consists of an intermittent or oscillating alarm.

### **EMERGENCY CLOSINGS AND DELAYS**

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify local radio and television stations. Parents and students are responsible for knowing about emergency closings and delays.

### **VISITORS**

In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school, in order to prevent any inconvenience.

Subject to administrative rules developed by the Superintendent, students may be permitted to invite visitors to attend School-sponsored activities at the school, subject to the following limitations:

- at dances, including homecoming and the prom, students must have written parental consent to invite their guests;
- students must, on or before the day prior to the event, apply for and obtain a written guest pass for their guest from the Principal;
- students in grades 9-12 may, when permitted to attend the event, may bring a guest only where such guest is attending high school (grades 9-12) in another district and/or will not have attained the age of twenty (20) at the time of the event;
- each student and his/her guest must arrive at and depart from the activity at the same time;
- visitors must adhere to the same behavior requirements as students; and
- the visitor rules will be strictly enforced, and students violating them will be subject to disciplinary action.

### **USE OF THE MEDIA CENTER**

The Media Center is available to students throughout the school day. Passes may be obtained from a student's teacher. Books on the shelves may be checked out and returned at the due date. In order to avoid late fees, lost book charges, or the loss of borrowing privileges, all materials checked out of the must be returned to the within nine (9) weeks. It is to be quiet and orderly at all times. Books and other material will not be removed by any person without checking the material out at the desk. Each student is responsible for all books checked out by him/her.

### **USE OF SCHOOL EQUIPMENT AND FACILITIES**

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Superintendent or the Principal to use any other School equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use.

### **LOST AND FOUND**

Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

### **USE OF TELEPHONES**

Office and classroom telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

Students may not bring to School a pocket pager, cellular telephone, or other electronic communication device except for health or other unusual reasons approved in advance by the administration, in accordance with state law.

### **ADVERTISING OUTSIDE ACTIVITIES**

Advertising for outside activities within the school must have the permission to do so from the superintendent.

## NOTES

The School is responsible for the safety and well-being of your child. In order to accomplish this, it cannot be stressed enough the importance of written notes sent with the children when there are changes in their normal routine, including those described below. Notes must be written by a parent or legal guardian, and signed by an administrator or designee. **Please do not telephone the School for the following situations unless it is an emergency:**

- Leaving School early;
- Riding a bus other than the one usually assigned;
- Getting off a bus somewhere other than home or other assigned location;
- Not getting on the bus as usual (for example, someone will be picking him/her up);
- Explaining an absence; and
- Elementary students staying in at recess (see **ILLNESS** and **RECESS** provisions below).

## ILLNESS

**DO NOT SEND ILL CHILDREN TO SCHOOL.** Schoolwork missed during short-term illnesses will be made up upon return to school. In case of extended illnesses, please contact the teachers and homework will be provided as soon as possible.

**ALL ELEMENTARY STUDENTS PARTICIPATE IN OUTDOOR RECESS, AND ALL STUDENTS PARTICIPATE IN PHYSICAL EDUCATION.** Students well enough to be in school are well enough to be outside and to participate in physical education.

If an Elementary student has been out of school due to illness, s/he may stay inside and be excused from physical education for one (1) day upon his/her return IF a written note is sent to the teacher. A signed medical statement from a physician is required for any student to be excused from physical education for more than one (1) day.

## ELEMENTARY RECESS POLICIES

Recesses will be established each day as needed. The Principal will determine times for these recesses. **ALL CHILDREN PARTICIPATE.** Please dress children appropriately for outside play during different seasons. Boots or another pair of shoes are suggested to be worn outside during winter and when the playground is muddy. Another pair of shoes are to be worn in the classroom (not gym shoes).

Inside recesses – **ONLY FOR INCLEMENT WEATHER** (rain or extreme cold). This is determined by the Principal. A signed medical statement from a physician is required for any student to be excused from recess for more than one (1) day.

## RECESS RULES

This is a free time – take advantage of it. **FOLLOW THE RULES:**

1. Line up quickly and quietly when bell sounds.
2. Be kind and share.
3. No profane, vulgar or foul language.
4. Obey the recess aides.
5. Most children's games, toys, or sporting equipment are welcomed; please label with the child's name.
6. Swings-ONE person at a time, no standing, twisting, jumping out of, or throwing over the bars.
7. Balls-NO HARD BALLS ARE PERMITTED. Nerf, rubber, tennis, kick, etc., are fine. Keep balls away from the buildings and playground equipment.
8. For safety-NO snowballs, pets, food, weapons, pushing and rough play, or throwing stones, sticks, or dirt.
9. No battery or electrical/electronic games, including radios and cassette/compact disc players.
10. No football games.

The playground belongs to all the students. Those who break the rules will be sent to the Principal

**SECTION II - ACADEMICS**

**COURSE OFFERINGS\***  
**(Middle and High School)**

A102	Classroom Aide		
B101	English 9 College Prep	B102	English 9 Basic
B201	English10 College Prep – American Lit.	B202	English 10 Basic
B301	English 11 College Prep – English Lit.	B302	English 11 Basic
B401	English 12 College Prep – World Lit.	B402	English 12 Basic
B403	Communication Skills	B404	Creative Writing
C205	World History	C300	Current Events
C301	U.S. History	C302	Psychology
C305	Sociology	C401	American Government
C600	Science 6	C700	Life Science 7
C800	Science 8		
D101	Physical Science	D102	Michigan Model
D201	Biology I	D202	Biology II
D203	Advanced Biology	D300	Science Topics
D301	Chemistry I	D302	Chemistry II
D401	Physics	D 700	Art 7/8 (9 week)
E100	Pre-Algebra 9	E101	Algebra I
E102	General Math	E201	Algebra II
E202	Business Math	E301	Geometry
E401	Advanced Math	E402	Statistics (one semester)
E403	Trigonometry (one semester)	E600	English 6
E700	English 7	E800	English 8
F101	Spanish I	F102	Spanish II
F103	Spanish III	F104	Advanced Spanish
F201	French I	F700	Keyboarding (9 week)
G100	Windows (one semester)	G101	Microcomputer Applications
G102	Computer Literacy	G111	General Business (one semester)
G112	Accounting I	G113	Accounting II
G201	Internet		
I101	Industrial Arts I	I102	Industrial Arts 7/8 (9 week)
I201	Industrial Arts II	I202	Drafting
I301	Industrial Arts III	I401	Industrial Arts IV
K101	Home Economics I	K201	Home Economics II
K700	Home Economics 7/8		
L101	Art I	L102	Intermediate Art
L103	Band 8-12	L104	Band 6
L105	Band 7	L106	Chorus
L113	Music Appreciation	L114	Music History
L201	Art II	L202	Art III
L204	Art IV		
M102	Physical Education 9 (one semester)	M201	Physical Education 10-12
M600	Math 6	M700	Math 7
M701	Pre-Algebra 7	M800	Math 8
M802	Pre-Algebra 8	M803	Algebra I (8)
M812	General Math 8		
N102	Drama	N401	Journalism
N600	Geography 6	N700	Geography 7

N800	History 8		
P301	School-to-Work	P700	Physical Education 6/7/8
Q301	Dual Enrollment		
R203	Health (one semester)	R600	Reading 6
R700	Reading 7	R800	Reading 8

Career Center (full range of programs through the Bay-Arenac Intermediate School District)

Special Education (full range of subjects for Elementary, Middle School, and High School)

Telecommunications Courses (available through the Bay-Arenac Intermediate School District)

**\* Course numbers subject to change; not all courses are offered each semester or year.**

### FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the School's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent.

All attendance and other rules of this Handbook apply to all field trips.

### GRADES

The District has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

The District uses the following grading system:

#### Elementary School

Grades K – 2:	S + .....	The student's work is outstanding
	S .....	The student's work is satisfactory
	S - .....	The student's work is not satisfactory; need improving
Grades 3 – 5:	A .....	Excellent achievement
	B .....	Good achievement
	C .....	Satisfactory achievement (average)
	D .....	Minimum-Acceptable achievement (poor)
	F .....	Failure

#### Middle School and High School

A. Semester grades will be calculated on the following scale:

1st marking period=40%	3rd marking period=40%
2nd marking period=40%	4th marking period=40%
1st semester exam=20%	2nd semester exam=20%

Teachers have the option of counting the final exams as up to 33 1/3 % of the semester grade. If no exam is offered in the course, or the student is excused from taking the exam, then each marking period in the semester will be weighted at 50%.

B. Semester letter grades will be figured on the 4 point scale:

A = 4.00	B+ = 3.3	C+ = 2.3	D+ = 1.3	E = 0
A - = 3.7	B = 3.0	C = 2.0	D = 1.0	
	B- = 2.7	C- = 1.7	D- = 0.7	

Other possible grades include:

1. CR = Credit earned in the class.
2. I = Incomplete; no letter grade earned.

3. NC = No Credit earned in the class.
  4. P = Pass; acceptable achievement in the class.
  5. S = Satisfactory work completed in the class.
  6. W = Withdrawal from course.
- C. Incompletes (“I”) on Report Cards. An Incomplete can only be given for an extended illness, death in the family, family emergency, or failure to complete course requirements. After fourteen (14) calendar days the Incomplete will be changed to a letter grade.
- D. Any student who does not take the semester exam and has not been excused by the teacher will receive an “E” for the exam which will then be included in the calculation of the semester grade. A student must pass at least two out of the three semester grades to pass the semester.
- E. All students in Grades 6-11 must take Semester I exams. Seniors in Semester I, and all students in Grades 6-12 in Semester II, may be excused from the Semester exam by the teacher provided the student has a “B” or higher average for the Semester, and has no unexcused absences for the course during the Semester, and has not more than five (5) Absences Affecting Credit (see page 22) in the course for the Semester.

### **Grade Point Average**

To calculate a grade point average (G.P.A.), assign a weighted point value to each course grade and divide by the total number of credits. For partial-credit courses use the fractional value of the grade. For example, a half credit course with an earned grade of C would be  $.5 \times 2=1$ . Then add this to the other grades earned for total points earned. This total is then divided by the total credits earned for the G.P.A. This can be done by grading period, semester, year, or for a series of school years.

### **Marking (Grading) Periods**

Students shall receive a report card at the end of each nine (9) week period indicating their grades for each course of study for that portion of the academic term.

Approximately half-way through each marking period, a written notification will be provided to the parents/guardians of students in Grades 6-12 with a grade below a “C-” in a course so they can talk with the teacher about what actions can be taken to improve poor grades.

## **PROMOTION, PLACEMENT, AND RETENTION**

### **Grades K-6**

Promotion to the next grade (or level) is based on the following criteria:

- A. The student’s current level of achievement.
- B. The student’s potential for success at the next level.
- C. The student’s emotional, physical, and/or social maturity.

### **7<sup>th</sup> and 8<sup>th</sup> Grades**

To be eligible for promotion to full time 9<sup>th</sup> grade status, a student must earn at least ten (10) credits, seven (7) of which are in the areas of English, Reading, Math, Science, Health, Public Speaking, Computers, and Social Studies while in the 7<sup>th</sup> and 8<sup>th</sup> grades. Students may be moved to the next grade by the administration based on age and the number of previous retentions.

### **High School**

A student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits and passing the MEAP. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (I.E.P.). It is the student's responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the Guidance Office and a counselor will answer any questions.

The following number of earned credits designates the grade in which the student will be registered:

**SENIORS:** Seniors should begin the year with at least 16 credits. If a student does not register for enough classes so that he or she can graduate, s/he will be classified as a Junior. If any Senior student fails a class or classes at the end of the first semester, so there is no possibility of graduation, he or she shall be reclassified as a Junior. Any student that is reclassified will not be allowed to go on the Senior trip or allowed to participate in graduation exercises.

**JUNIORS:** Juniors should begin the year with at least 9 credits, and must be able to attain enough credits to graduate with their class.

**SOPHOMORES:** Sophomores should begin the year with at least 2 credits and must be able to attain enough credits to graduate with their class.

## GRADUATION REQUIREMENTS

### Regular Diploma

Normally, a student will complete graduation requirements in four years. In order to receive a diploma and graduate, a student will need to meet the School requirements for basic course work, and earn the total number of minimum credits. A student enrolled in special education may be exempted from the MEAP Test. Such an exemption is made by the I.E.P.C. Team. The student may still need to earn the required credits indicated by the I.E.P.

### Required Graduation Credits:

English .....	4 credits
Health .....	1 credit (½ credit beginning with the class of 2006)
Physical Education .....	½ credit
Mathematics .....	***3 credits
Science .....	2 credits
Social Studies .....	*3 credits (2 for Career Center students)
Communication Skills .....	1 credit
Fine Arts or Foreign Language .....	1 credit
Computer Literacy .....	½ credit (1 credit beginning with the class of 2006)
Electives .....	*** <u>7 credits</u> (6 for Career Center students)
 Total .....	 ** <u>23 credits</u> (21 for Career Center students)

\* Social Studies credits must include ½ Government, ½ Economics, and 1 U.S. History.

\*\* The 23 credits requirement may be waived for two-year Career Center students, in which case only 21 credits will be required. Beginning with the class of 2006, all students must satisfy the 23 credits requirement.

\*\*\* Only 2 Mathematics credits will be required for classes prior to 2007, and for those students demonstrating compelling reasons why 3 credits should not be required. In such cases, 8 Elective credits will be required (7 for Career Center students).

### Required Courses by Grade Level\*:

<u>9<sup>th</sup> Grade</u>	<u>10<sup>th</sup> Grade</u>	<u>11<sup>th</sup> Grade</u>	<u>12<sup>th</sup> Grade</u>
English	English	English	English
Physical Science	Biology	Math	6 electives
Math	Math	U.S. History <b>OR</b> Health	
Computer Literacy	Comm. Skills	Government/Economics	
Phys. Ed. (1 semester)	Health <b>OR</b> U.S. History	3 electives	
Health (1 semester)	2 electives		
2 electives			

\* The above “Required Courses by Grade Level” list **does not** include the following “Requirements for Graduation” Courses, which must be completed:

- One (1) Fine Arts credit (Band, Chorus, Art I, or Drama) or Foreign Language credit, which must be fulfilled by the end of the 10<sup>th</sup> grade year by any student planning to attend the Career Center; and
- One (1) Social Studies credit (Psychology, Sociology, Current Events, or World History).

### Restrictions:

- A. A maximum of 2 credits for Classroom Aide will count toward the Graduation requirement, and a student may be enrolled as a Classroom Aide for only one class period at any time.
- B. Sequenced courses MUST be taken in order (for example, a student must earn a full credit in English 10 BEFORE enrolling in English 11).
- C. A Senior must be enrolled full-time at Arenac Eastern in his/her final semester to earn an Arenac Eastern diploma.

### **Class Changes**

Students are encouraged to carefully plan their academic schedules. Only in extreme cases will class changes be considered. Students will not attend the newly scheduled classes until approval is granted.

Any student who requires a change must obtain approval from Counselor or the Principal, the teachers involved, and his/her Parents.

Students who wish to change their schedule must obtain and complete the proper form from the Counselor's office and return it within eight (8) school days from the first class session. Anyone who drops a class after this period of time will receive an "E" for a grade on their CA-39 (School file).

### **Transferring Credits**

All students transferring into Arenac Eastern will have their transcripts and credits subject to review by a committee consisting of the Principal, the Counselor, a teacher, and a Board member. The committee will have the authority to accept or reject all or part of the transferring credits on the basis of course content and comparability to similar courses offered at Arenac Eastern. If accepted, transferring credits may or may not be included in the student's cumulative grade point average, as directed by the Committee.

### **Alternative Methods of Earning Credit**

In addition to the conventional methods of earning credits, alternative methods are available. Contact the Counselor for information.

## **DUAL ENROLLMENT**

Any student in 10th, 11th, or 12th grade may enroll in a postsecondary program providing s/he meets the requirements established by law and by the District. Any interested student should contact the Counselor to obtain the necessary information.

## **RECOGNITION OF STUDENT ACHIEVEMENT**

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include but are not limited to academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the Principal.

### **Honor Awards**

Each year a group of students are chosen to receive the High School's highest honors for outstanding academic achievements, citizenship, cooperation and participation in School activities. Awards will also be given to students on the honor roll and to students who have perfect attendance for the school year.

### **Academic Letter Awards**

The extracurricular activities sponsored by the District support the entire academic program in the District. There is a strong interaction between the performance in the classroom and participation in extracurricular activities. Many of the students who participate in athletic and other extracurricular activities are excellent students and excel academically. This Academic Letter is designed to recognize superior academic performance while continuing to place emphasis on the social skills that enable the student to be an appropriate representative of the High School both as a student and as a good productive citizen.

An Academic Letter is earned as a result of both academic achievement and outstanding behavior and citizenship. The student earning the Academic Letter will be deemed of high character and appropriate to



Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Students caught cheating for the first time in a class will receive a zero score for the test, project, or assignment. Students caught cheating in the same class for a second time will receive an E in the class for the current Marking Period. Students caught cheating on a Semester exam will receive an E as an exam grade for the course.

Any High School student who wishes to test-out of a course in which s/he is not enrolled may do so by taking the final examination for the course and receiving a grade of at least C+ or by demonstrating mastery of the subject matter as determined by the assessment used in lieu of a final examination. Credit for a course earned by a student through this process may be used to fulfill a course or course-sequence requirement and be counted toward the required number of credits needed for graduation, but may not be used to determine the student's GPA.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the guidance staff. If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

Depending on the type of testing, specific information and/or parent consent may need to be obtained. The District will not violate the rights of consent and privacy of a student participating in any form of evaluation. College entrance testing information can be obtained from the Counselor by students.

### **SECTION III - STUDENT ACTIVITIES**

#### **SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

The District provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain School subject matter.

The School has many student groups that are authorized by the District. It is the District's policy that only authorized groups are those approved by the Board of Education and sponsored by a staff member or other authorized person. Authorized groups include:

Business/Computer Club	Dance Club	Drama
4-H	Knowledge Bowl	National Honor Society
Spanish Club	Student Council	Teen Institute

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

#### **NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Nonschool-sponsored student groups organized for religious, political, or philosophical reasons may meet during noninstructional hours. The application for permission can be obtained from the Principal. The application must verify that the activity is being initiated by students, attendance is voluntary, that no School staff person is actively involved in the event, that the event will not interfere with School activities and that nonschool persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as proscribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

No nondistrict-sponsored organization may use the name of the School or School mascot.

#### **ATHLETICS AND EXTRA CURRICULAR ACTIVITIES**

The School provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. The following is a list of activities currently being offered. For further information, contact the Athletic Director or the Principal.

Football (Varsity & Jr. Varsity)      Softball (Varsity & Jr. Varsity)      Baseball (Varsity & Jr. Varsity)  
Girls Basketball (Varsity, Jr. Varsity, 8<sup>th</sup> Grade, 7<sup>th</sup> Grade)      Football Cheerleading (Varsity & Jr. Varsity)  
Boys Basketball (Varsity, Jr. Varsity, 8<sup>th</sup> Grade, 7<sup>th</sup> Grade)      Volleyball (Varsity & Jr. Varsity)  
Boys Basketball Cheerleading (Varsity, Jr. Varsity, 8<sup>th</sup> Grade, 7<sup>th</sup> Grade)

### **Statement of Philosophy**

Participation in extracurricular competitive interscholastic athletics is a student's privilege, not a right, that can be removed at any time for failure to meet the standards and requirements of particular teams, schools or school districts, leagues or conferences, and regional, statewide or national organizations to which the School belongs.

### **General Rules – Athletics/Extra Curricular Activities**

- A. No regular practices are to be held before the start of the School day without permission of the Athletic Director or the Principal.
- B. No one is to be on the gym floor without clean, approved footwear.
- C. Any practice must be scheduled under the immediate supervision of the coach(es) of that sport or their authorized designee. The coach will be the last person to leave after practice and will check the shower room, equipment, etc.
- D. Middle School students may when authorized use the gym during lunch periods for practice when under the direct supervision of an authorized person. High School students are not to be involved when Middle School students are using the gym unless one of their coaches is present.
- E. High School students may when authorized use the gym during lunch periods under the direct supervision of an authorized person.
- F. Conditioning practices for all sports must follow the Michigan High School Athletic Association Handbook.
- G. A weight lifting program may be conducted, under the direct supervision of a coach or other authorized person. All weights will be locked in the tape room or otherwise secured when not in use.
- H. No student is to be excused from classes to practice skills or to lift weights. The only time a student may be excused is for treatment of injury with permission from the coach, the Principal, and the teacher(s) involved.
- I. In order to participate in athletics, each student must have on file, with the Principal or Athletic Director, a physician's statement for the current school year certifying that the student has passed an adequate physical examination and that s/he is fully able to compete in athletic contests practices, and training.

### **Scholastic Eligibility and Training Rules**

- A. All students participating in athletics and extra curricular activities in any semester must meet the Michigan High School Athletic Association credit requirements for the immediately preceding semester (Four (4) Credits).
- B. All students will have grades checked every two (2) weeks during the season of a sport or extra curricular activity. Students who are failing (less than sixty percent (60%)) any two (2) or more credit classes will be placed on probation, and will be suspended from participating in games and extra curricular activities for the following two (2) weeks. If a student on probation is still failing any two (2) or more credit classes after the two (2) week probation, then s/he will be ineligible for all games and extra curricular activities for the remainder of that season. All students will continue to have grades checked every two (2) weeks during the remainder of a sport season or period of an extra curricular activity.
- C. Football players must practice with the team for three (3) weeks to then be eligible to appear in a game.
- D. A student must be in School for the full day of the game, practice or activity to participate unless specifically excused by the Principal or his designee.

- E. Drinking, smoking, or drug use by athletes and extra curricular participants: A student seen in possession of alcohol, tobacco products, or drugs, or is known by a School official or law enforcement officer to be using alcohol, tobacco products, or drugs, will be penalized under this provision. This provision applies during the School year and during School-sponsored summer programs. Under this provision, "School official" includes School Board members, administrators, coaches, teachers, and other School employees.
1. For possession or use of drugs, the "Second Offense Rule" in Section 2b below will apply.
  2. For possession or use of alcohol or tobacco products the student will be suspended from games and activities as follows:
    - a. First offense – One-quarter (1/4) of the total number of games or events expected for that sport or activity for the season.
    - b. Second offense (in one school year) – All remaining games and events occurring during the present semester and the immediately following semester. "One school year" is defined as the semester during which the first offense occurred plus the immediately following semester. This could span two school years. For example: Spring semester of one year (2001) and fall semester of (2001-2002). A committee comprised of the Student Assistance Program Coordinator, the Counselor, the Principal, and the Athletic Director may by majority vote, when circumstances warrant, reduce the period of ineligibility, but to no less than one-quarter (1/4) of the total number of games or events for that sport or activity for the season.

#### **Additional Participation Rules**

- A. A student may be suspended for a number of games or activities as determined by his/her coach or advisor, up to and including for the remainder of the season.
- B. Students suspended from one sport or activity may be allowed to participate in other sports or activities if otherwise eligible.
- C. A student may appeal in writing a coach's or advisor's decision for suspension to the Athletic Director or the Principal, whose decision will be final.
- D. Any student quitting a sport or extra curricular activity without permission of the coach/advisor, Athletic Director/Principal, and his/her parents, will not be allowed to participate in the immediately following sport or activity for which the student would otherwise be eligible to participate (whether in the same School year or the immediately following School year).
- E. Any student participating for the first time in a particular sport or activity at the High School level will be allowed a grace period of ten (10 School days for athletics and six (6) activity days for other extra curricular activities within which s/he may quit without application of the penalty for quitting.

#### **Game Attendance Rules**

- A. All students must remain in the Gym area while the game is in progress.
- B. Any student leaving the building while the game and/or dance is in progress must leave the School grounds and will not be readmitted. For example, a student leaving the game will not be readmitted to the game or allowed to attend the dance following the game.
- C. Any student not attending the game but attending the dance must not be on School grounds until the dance starts.
- D. Students not in attendance at School during the entire School day will not be allowed to attend the game and/or dance unless permission is given prior to absence by the Principal or his designee.

#### **Rules for Athletic Letters, Varsity Club and Awards**

To give meaning and pride to the wearing of a School letter, the administration of the School has established the following requirements for the students to meet to be eligible to receive a letter in any sport or activity.

- A. A student must participate in one third (1/3) of the total number of quarters or innings of playing time during the season.

- B. A student, to be eligible for a letter, must also show good sportsmanship and School spirit, and maintain academic eligibility.
- C. Any student expelled from the team will forfeit all rights to a letter otherwise earned in that sport during the School year.
- D. A student who has participated in athletics and does not earn a varsity letter, or a player who lacks playing time due to injury, will be granted a varsity letter in his senior year providing he has shown good sportsmanship.
- E. For purposes of this provision, “good sportsmanship” includes:
  - 1. The student has maintained proper physical conditioning.
  - 2. The student controls his/her temper and conduct both on and off the field or floor, including at practices.
  - 3. The student maintains appropriate conduct out of School, such as not smoking, not drinking, and not keeping late hours during the playing season.
  - 4. The student maintains proper care of and respect for equipment.
  - 5. The student is willing to accept and apply coaching.
- F. The varsity sweater will be maroon and gold in color. The varsity jacket will be maroon in color with gold-colored sleeves.
- G. A student must have earned a varsity letter to wear one.
- H. The varsity letter shall be worn above the pockets on coats, button-type sweaters, and jackets. The varsity letter shall be worn on the front of pullover sweaters.
- I. A student is entitled to wear a stripe or bar for each year s/he has earned a varsity letter.
- J. A baseball, basketball, football or track emblem or pin may not be worn unless a varsity letter has been awarded in those sports.
- K. No orders for stripes, emblems, stars, bars, etc., for a sport can be made without the consent of the Athletic Director or the coach for that sport.
- L. A High School student who serves as a manager for the same sport for two High School seasons will be awarded a letter with initials “MGR” on it. This will be awarded with the approval of the coach for that sport and the Athletic Director.
- M. Any varsity male or female player or cheerleader who has earned a varsity letter may be a member of the varsity club.
- N. A student will receive his/her varsity letter immediately following the conclusion of the sport season in which it was earned.

### **Gym Rules and Regulations**

- A. General Guidelines:
  - 1. Written application shall be required for use of the School gym where such use is not part of a regular School program or part of any activity sponsored by the School.
  - 2. The application may be obtained up from the Principal or from any head varsity coach during their season.
  - 3. An adult must be specified as being responsible for the actions of the group using the facility at the designated time.
  - 4. Student activities or School sponsored events take priority over outside groups, even if prior authorization was granted.
  - 5. If there are any problems or emergencies call the Athletic Director or the Principal. The Principal must be contacted before the gym is used by the organization or persons involved.
  - 6. Non-school sponsored groups may be required to carry their own insurance.
  - 7. Open gym must be supervised by an Arenac Eastern staff member or coach.
  - 8. The District reserves the right to terminate Gym use if these guidelines are not followed or such other reasons the administration may determine.
- B. Specifics concerning use of the Gym:
  - 1. The adult in charge should be the first one in the Gym and the last one to leave the building.
  - 2. The building must be cleared by 11:00 p.m. or such other time as specified in the authorization, unless special permission is granted.
  - 3. All groups must obey the building custodians, if one is on duty.

4. No intoxicating beverages, controlled substances, or tobacco products are permitted in or may be consumed on any School owned property.
5. Food and all beverages (except water) are prohibited in the School Gym.
6. No street shoes allowed on the gym floor. Gym or other appropriate athletic shoes are required and they must be clean and free of dirt.
7. No hanging on the rims or dunking of the basketball will be allowed.
8. No one is allowed to wander in other parts of the building.
9. All lights, windows, and doors must be checked and securely closed by the person in charge before leaving.
10. The shower rooms may be used, but must be picked up and cleaned by the authorized organization before the person in charge leaves.
11. The authorized group is responsible for the conduct and safety of any spectators in attendance. Bleachers should be left clean and unlocked.
12. Any chairs set out by the authorized group must be put away by the authorized group upon conclusion of its use of the Gym each day.
13. Any damages incurred are the responsibility of the authorized group.
14. A charge of \$1.00 per person will be made for any adult groups that use the Gym.

### **Gym Use Request Form**

NAME OF GROUP: \_\_\_\_\_

DATE(S) NEEDED: \_\_\_\_\_

ADULT IN CHARGE: \_\_\_\_\_ TELEPHONE#: \_\_\_\_\_

SIGNATURE OF ABOVE PERSON: \_\_\_\_\_

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

### **TRAVELING TO OUT-OF-TOWN ACTIVITIES**

Students traveling to out-of-town activities as members of an athletic team, cheerleading team, pep squad, or any other School sponsored organization or activity must use the transportation provided by the School to and from the activity unless arrangements have been made with the administration (Superintendent, Principal, or Athletic Director or their designee) prior to the trip, in writing. Students will be allowed to leave with their own parent/guardian only.

### **STUDENT EMPLOYMENT**

The school does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes that s/he must maintain a job in addition to going to School, s/he must first make contact with the Counselor to discuss any legal requirements and obtain any needed documents.

### **QUALIFICATIONS FOR SCHOOL-TO-WORK PROGRAM**

- A. The School-to-Work Program is available for Juniors and Seniors based on credits earned. The Work-Site Learning Agreement Form 2423 F1 must be completed and will govern the student's participation in the Program.
- B. The student is responsible, in cooperation with the Counselor, for arranging his/her own employment position and necessary transportation.
- C. The student must turn in forms to the Counselor and/or the Principal, on a bi-weekly basis, stating the hours worked, attendance and punctuality by the student in his/her employment under the program.
- D. Any problems that the student experiences with grades, attendance, etc., may result in his/her removal from the Program and being returned to regular classes at the school.
- E. The student must follow all requirements of this Handbook. Any deviation from the handbook requirements may result in the student's immediate expulsion from the program and return to full school program.
- F. Students must meet state mandated hours-in-school requirement.

### **CLASS FUNDS**

All class funds are turned into the office as a protection for the advisors and the school. Class accounts are kept separately and advisors may have access to these accounts. These accounts are audited each year. Advisors must audit their accounts prior to submission to the office. Class advisors are to turn in all records for their class to the central office at the end of the school year. Class advisors shall become familiar with specific procedures as outlined in an information sheet available in the Principal's office. The following rules will be observed:

- A. Money raised by class activities cannot be refunded to a student for personal use. Money may be transferred to a student's sister's or brother's account (related by blood or adoption) in grades 9-12 on September 1st, after graduation.
- B. Individual Class Funds accounts may only be used for the senior trip, the graduation cap and gown, flowers at graduation, and graduation supplies ordered through the senior class.
- C. Any balance in the senior class fund at the end of the senior year may be spent as the class directs for School purposes. If there is an unassigned balance in the senior class fund on September 1st after graduation, the balance will be used for School purposes as directed by the administration.
- D. Classes will not go on a Senior Trip unless at least sixty percent (60%) of the class members commit to go with a non-refundable deposit of one hundred dollars (\$100.00) by November 1st. A less expensive trip of 2-3 days could be used as an alternative to a five-day Senior Trip.
- E. Seniors going on the Senior Trip must pay a non-refundable deposit of one hundred dollars (\$100.00) by November 1st. At that time, the Trip will be decided and a payment schedule for the balance of the trip will be determined. The cost of the Trip will not exceed six hundred fifty dollars (\$650.00). The Trip will not go outside of the 50 states. Once payment is made, students not going on the Trip for any reason will NOT RECEIVE A REFUND. If for some reason the Senior Trip is cancelled, students' personal money used for payment will be refunded to students whenever possible.
- F. Seniors not going on the Senior Trip may be required to attend School during the period of the Senior Trip.

## **SECTION IV - STUDENT CONDUCT**

### **ATTENDANCE**

#### **School Attendance Policy**

The purpose of attendance requirements is to maintain academic standards for *earning* credit.

The law states that every parent, guardian or other person in the state having control and charge of any child between the ages of 6 and 16 shall send to school such child to pursue his school work during the entire school year and such attendance shall be continuous in accordance with the school year fixed by the district.

All students should strive to have outstanding attendance. It is obvious that a student cannot be taught if the student is not in attendance. Habits and attitudes determine success in life and it is clear that the first rules of job success are good attitudes and good attendance. Every attempt should be made to notify the school in advance of an expected absence.

The student's attendance record will become a permanent part of the School cumulative record. Whenever transcripts are requested, the attendance records will accompany them. The attendance record will also be included in information sent to potential employers.

Adult students (age eighteen (18) or older) are recognized as students first and adults second, and are expected to follow all School rules. Therefore, parents and legal guardians must still make all absence notifications. If the student is living independently, s/he must provide legal proof of residence.

#### **Unexcused Absences (Truancy)**

Unexcused absence from School (truancy) is not acceptable. Students who are truant will receive no credit for Schoolwork that is missed. If a student misses a teacher's work due to excused absence, s/he may make arrangements with the teacher to complete the work. If s/he misses a MEAP Test or other standardized test, the student should consult with the Counselor to arrange for taking the test.

Each time a student accumulates four (4) unexcused absences in any combination of classes during the semester, s/he will be required to serve one (1) day of Saturday Detention. In addition, the skipping of

classes or any part of the school day is considered an unexcused absence and no make-up of class work will be permitted; disciplinary action will follow.

### **Excused Absences**

Students may be excused from School and will be provided an opportunity to make-up missed School work and/or tests. Parents and guardians must provide an explanation for their child's absence by no later than two (2) school days following the absence. They are to call High School office or the Elementary office and explain the reason for the absence. If the absence can be foreseen and the "good cause" must be approved by the Principal, the parent or guardian should arrange to discuss the matter as many days as possible before the absence will occur so that arrangements can be made to assist the student in making up the missed School work.

### **Absences Affecting Credit**

Absences (combined excused and unexcused) of ten (10) or more days in a class per semester are considered excessive. When ten (10) absences occur, the student is in danger of being denied credit for the affected course(es). Upon the eleventh (11<sup>th</sup>) absence in a class during the same semester, a loss of credit will occur, if a student is passing the class at that time. If the student is not then passing that class, a failing grade will be given for the course.

The following absences with appropriate documentation will not be counted against a student's total of ten (10) permitted absences per semester:

- School-sponsored events and activities;
- In-School and Involuntary Out-of-School Suspensions;
- Funerals;
- Doctor/Dentist appointments;
- Counseling/Therapy appointments;
- Court appointments; and
- Repeated absence caused by a health condition for which the School has been provided an explanation of the condition from a registered physician.

The School will notify parents and guardians when their student's absences reach certain levels, so that corrective action may occur, as follows:

- A. Five (5) Days Notice – When a student's absences in a class for a semester reaches the level of five (5) days, parents/guardians will be notified by a telephone call and/or a letter. A copy of relevant portions of the School's attendance policy will be included any letter.
- B. Nine (9) Days Notice - When a student's absences in a class for a semester reaches the level of nine (9) days, parents/guardians will be notified by a telephone call or by a registered letter. This notification will include a warning a loss of credit will occur upon the student's eleventh (11<sup>th</sup>) absence in that class during the semester. School officials will discuss the Attendance Waiver process with the parents or guardians, and the parents or guardians may then decide to have the student audit the class for potential credit or to permanently remove the student from the class.

### **Waiver of Excess Absences**

Following the Nine (9) Day Notice, parents and students must initiate one of two courses of action to preserve the potential of earning credit in a class that otherwise will be lost due to excess absences, as follows:

Appeal to the Attendance Waiver Committee. In an emergency situation, such as extreme illness or hospitalization or other similar circumstances, the student may appeal to the High School Attendance Waiver Committee for a possible waiver of the Attendance Policy. Forms for this appeal may be obtained in the High School office. If a student wishes to initiate an appeal covering an extended absence, he should do so within two days of his return to School. If the waiver is granted, the days in question will not be counted towards the total number of absences. The Attendance Waiver Committee will expect any unexcused absences to be made up as a condition for the waiver to be approved. The make up time is the student's offer of "good faith" intentions to rectify the situation. If the student fails to make up all of the hours as

determined by the Attendance Waiver Committee, the student will lose the credit that s/he otherwise earned in the class.

The Attendance Waiver Committee shall be comprised of three teachers, one School Board member, and one administrator. The purpose of the Attendance Waiver Committee is to hear requests from students for attendance waivers and return their decision to the student within one school day of the hearing. Students and parents/guardians shall have the opportunity to present all information relevant to the waiver request at that time.

Request to Make Up Time. Any student who has ten (10) or more absences in a class during the semester and wishes to receive the grade s/he has earned for the class shall be given the opportunity to make up all time that the student missed in that class. All such make up time will be scheduled at the convenience of the teacher and the administration. Once the teacher, the student and his/her parents or guardian, and the administration have agreed upon a schedule, any violation of any part of the agreement by the student renders the agreement null and void. The student will lose the credit that s/he otherwise earned in the class, and may be assigned to a different location for the remainder of the semester. All make up time must be taken care of by the date specified in the agreement to make up time.

### **Removal From the Attendance Rolls**

When a student age sixteen (16) or over accumulates ten (10) consecutive absences, and the School receives no explanation for the absences, then the student is considered to have withdrawn from School and will be dropped from the School's records. S/He will be unable to re-enroll until the immediately following semester. Students in this category that are under the age of sixteen (16) and are still living in the District will be referred to the attendance officer and/or proper authorities as required by law.

### **Suspension From School**

Absence from School due to In-School and Involuntary Out-of-School Suspensions shall be considered an authorized absence, neither excused nor unexcused. Absence from School due to Violation of I.S.S. Rules and Voluntary Out-of-School Suspensions shall be considered an unexcused absence.

In-School and Involuntary Out-Of-School Suspensions. A suspended student assigned to In-School Suspension (I.S.S.) will be responsible for completing all of his/her work as assigned during the days in I.S.S. A suspended student assigned to Out-of-School Suspension by the Principal or other administrator, without an option for the student to choose I.S.S., will be responsible for making up School work lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to teachers upon his/her return to School from suspension. Assignments may be obtained from the offices beginning with the first day of a suspension. Make up of missed tests may be scheduled when the student returns to School. In such situations, the student will be given credit for properly-completed assignments and a grade on any made-up tests.

Suspensions for Violation of I.S.S. Rules. A suspended student assigned to In-School Suspension who, due to his/her insubordination or other cause is removed from the I.S.S. Room will be sent home for the day, and that day will be treated as an unexcused absence. The student will be allowed to make-up work for that day, including tests, in order to keep up with the curriculum, but no credit will be awarded.

In such situations, the original In-School Suspension time must still be served in the I.S.S. room upon the student's return to School. The administration may, however, in its discretion, partially or fully convert the original In-School Suspension time to an Out-of-School Suspension. In such case, the "Voluntary Out-of-School" provisions below will apply to all remaining suspension time.

In addition, the conduct that caused the student to be evicted from the I.S.S. Room will result in additional discipline action being taken against the student.

Voluntary Out-Of-School Suspensions. A suspended student, when given the option of taking his/her suspension In-School chooses instead to take the suspension Out-of-School, will be allowed to complete any

class work (including tests) missed due to the suspension in order to keep up with the curriculum, but no credit will be awarded.

### **Tardiness**

**Elementary Level (Grades K – 5).** A student who is not in his/her assigned location by 8:40 a.m. shall be considered tardy. Any student arriving late to School is to report to the Elementary office before proceeding to class.

**Secondary Level (Grades 6 – 12).** Each student is expected to be in his/her assigned location throughout the school day. If a student is late in arriving at School, s/he is to report to the High School office before proceeding to his/her first assigned location. Any student who is late up to five (5) minutes is tardy and shall be disciplined by the teacher. Students who are more than five (5) minutes late will be considered absent for that instructional period.

A student who is tardy more than two (2) times without excuse in the same class during a marking period shall be disciplined as follows: Upon the occurrence of a third (3<sup>rd</sup>) unexcused tardy in the same class during a marking period, s/he will be assigned a one (1) hour After-School Detention. Each additional unexcused tardy to the same class during the marking period will result in the student being assigned an additional one (1) hour After-School Detention. Failure to serve an After-School Detention as assigned is insubordination and will result in the student being assigned a four (4) hour Saturday Detention.

### **Vacations During the School Year**

Parents are encouraged not to take their child out of School for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the Principal and the student's teacher(s) to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

### **STUDENT ATTENDANCE AT SCHOOL EVENTS**

The School encourages students to attend as many School events held after School as possible, without interfering with their School work and home activities. Enthusiastic spectators help to build School spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as nonparticipants are properly safeguarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The School will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

The School will continue to provide adequate supervision for all students who are participants in a School activity. Students must comply with the Code of Conduct and all other provisions of the Handbook at School events, regardless of the location.

A student must be in School for the full day of the game, practice or activity to participate or attend unless specifically excused by the Principal or his designee.

### **CODE OF CONDUCT**

A major component of the educational program at the School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

### **Expected Behaviors**

Each student shall be expected to:

- abide by national, State, and local laws as well as the rules of the School;
- respect the civil rights of others;
- act courteously to adults and fellow students;
- be prompt to School and attentive in class;

- work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a School environment that is safe, friendly, and productive; and
- act at all times in a manner that reflects pride in self, family, and in the School.

### **Dress and Grooming**

Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

Students should consider the following questions when dressing for School:

Does my clothing expose too much? (no)

Does my clothing advertise something that is prohibited to minors? (no)

Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (no)

Am I dressed appropriately for the weather? (yes)

Do I feel comfortable with my appearance? (yes)

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

The following are guidelines that have been established for student dress at Arenac Eastern. We feel they are reasonable and we seek your assistance in promoting and enforcing them. Student dress must not interfere with students' education, health, or safety; or the education, health, or safety of others. Student dress should not offend the moral standards of the community. Therefore students:

- Must wear shoes and appropriate, clean clothing that is not obnoxious or distasteful.
- Should not wear clothes that call particular attention to the body of the wearer, because of design or cut. Sleeveless shirts may be worn provided that the top of the shoulder strap is at least two inches (2") wide with regular arm cut, not the full (lower) cut, no gaps and no cut-outs or cut-offs of sleeves, no bare shoulders, and no bare midriffs at any time. Shorts or skirts may be worn provided that they are not too tight, ripped or holey, or are shorter than the student's fingertips. Students shall not wear pants, skirts or shorts that, when fastened, sag or expose skin when standing or sitting. All pants, skirts and shorts must fit around the waist and be properly fastened. Undergarments must not be visible at any time.
- Are not to wear sunglasses indoors, unless immediately entering or leaving the building.
- Will follow all guidelines at School, and at all School activities and events. Examples: Athletic events, dances, plays, graduation exercises, etc.
- In Grades K – 5 can wear shorts only during such times as established by the Principal.
- Cannot wear or display clothing and personal articles that advertise or contain logos of alcohol, tobacco, or other drugs, as they are considered inappropriate, and shall not have letters, pictures, or sayings that are obscene or otherwise objectionable.
- Are not to wear hats inside the building during regular school hours.
- Jeans/pants are not to have holes or tears above the knee.

Because some individuals' or groups' representation is of our School, such as performing music groups, athletic squads, cheerleaders, etc., the School reserves the right to establish more definitive dress policies for these performing and representative groups.

Students violating the dress guidelines for the first time will be asked to immediately dress in the correct way. If necessary, parents will be called to bring proper clothing, so that the student may resume his/her regular class schedule. Repeated violations of the dress guidelines will be treated as insubordination and possible suspension and/or unexcused absences, or other punishment deemed necessary by the Principal, may be imposed.

### Care of Property

Students are responsible for the care of their own personal property. The School will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to School. The School may confiscate such items and return them to the student's parents.

Damage to or loss of School equipment and facilities wastes taxpayers' money and undermines the School program. Therefore, if a student does damage to or loses School property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

### STUDENT DISCIPLINE CODE

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

It is the School staff's responsibility to provide a safe and orderly learning environment. Discipline is within the sound discretion of the School's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

The following chart provides examples of major areas that could result in disciplinary action. An explanation of each behavior and possible consequence follows the list. The absence of a behavior or any specific action from the list does not mean that such conduct does not violate the discipline code or cannot be punished.

### STUDENT DISCIPLINE CODE\*

*\* This list of unacceptable behavior is only a guide and is not intended to cover all behavior that may be disciplined. In addition, the School may vary from the stated disciplinary action as it deems necessary.*

<u>BEHAVIOR</u>	<u>POSSIBLE DISCIPLINARY ACTION</u>			
	<u>DISCRETIONARY</u>	<u>RESTRICT WITH S.A.P.</u>	<u>SUSPEND</u>	<u>EXPEL</u>
1. Use of Drugs. Possession Distribution/Sale Use	X X X	X X X	X X X	X X X
2. Use of Alcohol. Possession Distribution/Sale Use		X X X	X X X	X X X
3. Use of Tobacco. Possession Use		X X	X X	X X
4. Disorder/demonstration.	X	X	X	X
5. Possession of a weapon.				X
6. Use of an object as a weapon.			X	X
7. Knowledge of Dangerous Weapons or Threats of Violence.	X			
8. Purposely setting a fire.				X
9. Physically assaulting a staff person, student, or other person.		X	X	X
10. Verbally threatening a staff person, student, or other person.	X	X	X	X
11. Extortion.	X	X	X	X
12. Gambling.	X	X		
13. Falsification of schoolwork,				

	identification, and/or forgery.	X	X	X	X
14.	False alarms, false reports, bomb threats.		X	X	X
15.	Explosives.	X	X	X	X
16.	Trespassing.	X	X	X	X
17.	Theft.	X	X	X	X
*18.	Disobedience.	X	X	X	X
19.	Damaging property.	X	X	X	X
20.	Unauthorized use of school or private property.	X	X	X	X
*21.	Insubordination.	X	X	X	X
*22.	Aiding and abetting violation of school rules.	X	X	X	X
*23.	Engaging in displays of affection.	X	X	X	X
24.	Possession of electronic equipment.	X			
*25.	Violation of individual school or classroom rules.	X	X	X	X
26.	Violation of bus rules.	X	X	X	X
27.	Disruption of the educational process.	X	X	X	X
28.	Harassment, bullying and hazing.	X	X	X	X
29.	Possession of a firearm, arson, and criminal sexual conduct.				X
30.	Leaving school without permission.	X		X	
31.	Use of obscene, vulgar or inappropriate language or behavior; Profanity.	X	X	X	X
32.	Unsafe and disorderly behavior.	X	X	X	X
33.	Quarreling with bodily contact.			X	X

\* *Subject to Teacher Initiated Suspension (These are offered as examples only, each school should determine what Student Discipline Code behaviors are subject to Teacher Initiated Suspension).*

### Teacher Initiated Suspension

*A teacher may suspend a student from class, subject, or activity for up to one (1) full school day for certain conduct as specified in the Code of Conduct. The teacher shall immediately send the student to the Principal and specify the reason for the suspension as specified in the Student Code of Conduct. As soon as possible after the suspension, the teacher shall schedule a parent-teacher conference regarding the suspension. If feasible, a counselor, psychologist, or social worker shall attend the conference. The principal may attend upon request of the teacher or parent. The student shall not be returned to the class, subject, or activity that school day without the consent of both the teacher and the Principal.*

## EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE

(Organized by Rule Number)

Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from School.

### I. Use of Drugs

- A. The School has a "Drug Free" zone that extends 1000 feet beyond the School boundaries as well as to any School activity and transportation. This means that any activity - sale, use, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.

- B. The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. This includes nonalcoholic beers and wines, and the like. Many drug abuse offenses are also felonies. Sale also includes the possession or sale of over-the-counter medication to another student.

## **2. Use of Alcohol**

The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

The student will be taken to a private administrative or instructional area on School property with at least one (1) other member of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

If the result indicates a violation of School rules as described in this Handbook, the student will be disciplined in accordance with disciplinary procedures described in this Handbook (including relevant provisions of the SAP policy). If a student refuses to take the test, s/he will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

## **3. Use of Tobacco**

The School prohibits the sale, distribution, use, or possession of any form of tobacco during School time or at any School activity. This prohibition also applies when going to and from School and at School bus stops. Violations of this rule will be handled in accordance with the SAP policy, and could result in both suspension and expulsion from School as well as criminal prosecution.

## **4. Student Disorder/Demonstration**

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any School activity will not be allowed. If a student (or students) feels there is need to organize some form of demonstration, s/he is encouraged to contact the Principal to discuss the proper way to plan such an activity. Students who disrupt the School may be subject to suspension or expulsion.

## **5. Possession of a Weapon**

A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law may require that a student be permanently expelled from School, subject to a petition for possible reinstatement if s/he brings onto or has in his/her possession on School property or at a School-related activity any of the following:

- A. any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item;
- B. any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle; or
- C. any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g., air gun, blow-gun, toy gun, etc.).

## **6. Use of An Object As a Weapon**

Any object that is used to threaten, harm, or harass another may be considered a weapon though not specifically made for that purpose. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry, and so on. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to suspension or expulsion.

**7. Knowledge of Dangerous Weapons or Threats of Violence**

Because the Board believes that students, staff members, and visitors are entitled to function in a safe School environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.

**8. Purposely Setting a Fire**

Anything, such as fire, that endangers School property and its occupants will not be tolerated. Arson is a felony and will subject the student to expulsion.

**9. Physically Assaulting a Staff Member/Student/Person Associated With the District**

Physical assault at School against a District employee, student, volunteer, or contractor which may or may not cause injury may result in charges being filed and subject the student to suspension or expulsion. Physical assault is defined as an intentional act which causes physical harm to another through force or violence, or attempting to cause such physical harm.”

**10. Verbally Threatening a Staff Member/Student/Person Associated With the District; Intimidation**

Verbal assault at School against a District employee, student, volunteer, or contractor or making bomb threats or similar threats directed at a School building, School property, property of a District employee, student, volunteer, or contractor or a School-related activity, are prohibited. Verbal threats or verbal assaults will result in disciplinary action up to and including suspension or expulsion. Verbal assault is a communicated intent to inflict physical or other harm on another person or their property or possessions, with a present intent and ability to act on the threat.

**11. Extortion**

Extortion is the use of threat, intimidation, force, or deception to take, receive or obtain something from someone else. Extortion is against the law. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

**12. Gambling**

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in disciplinary action up to and including suspension or expulsion.

**13. Falsification of School Work, Identification, Forgery**

Forgery of hall/bus passes, excuses, and other papers as well as false I.D.'s are forms of lying and are not acceptable. Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

**14. False Alarms, False Reports, and Bomb Threats**

A false emergency alarm, report or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank, is a dangerous stunt. Violations of this rule could result in suspension or expulsion.

**15. Explosives**

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers, are forbidden and dangerous. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

**16. Trespassing**

Although schools are public facilities, the law does allow the School to restrict access on School property. If a student has been removed, suspended, or expelled, the student is not allowed on School property without authorization of the Principal. In addition, students may not trespass onto School property at unauthorized times or into areas of the School determined to be inappropriate. Violations of this rule could result in disciplinary action up to and including suspension or expulsion.

**17. Theft**

When a student is caught stealing School property or property belonging to someone else, s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to School that is not needed for learning without prior authorization from the Principal. The School is not responsible for student's personal property. Theft may result in disciplinary action up to and including suspension or expulsion.

**18. Disobedience**

School staff is acting "in loco parentis," which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience can result in disciplinary action up to and including expulsion.

**19. Damaging Property**

Vandalism and disregard for School property will not be tolerated. Violations could result in disciplinary action up to and including suspension or expulsion.

**20. Unauthorized Use of School or Private Property**

Students are expected to obtain permission to use any School property or any private property located on School premises. Any unauthorized use shall be subject to disciplinary action. Violations of this rule could result in disciplinary action up to and including suspension or expulsion. This includes use of the internet and communication networks in a manner not sanctioned by policy and administrative guideline.

**21. Serious Insubordination**

Students are expected to follow requests made by School personnel, and refusal to do so is insubordination and is not permitted. The term "insubordination" is defined as the refusal to follow a reasonable request made by an administrator, faculty member, or other member of the staff.

**22. Aiding or Abetting Violation of School Rules**

If a student assists another student in violating any School rule, s/he will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

**23. Public Displays of Affection**

The only acceptable demonstration of affection between couples will be holding of hands (one hand each). Any other demonstration of affection between students is personal and not meant for public display. This includes touching, petting, kissing, or any other contact that may be considered sexual in nature. Such behavior may result in disciplinary action up to and including suspension or expulsion.

**24. Possession of Electronic Equipment**

Most electronic equipment necessary in School is supplied by the School. Pocket pagers, beepers, other personal communication devices, laser pens, and the like continue to be prohibited as before. Students are not permitted to bring these items to School without the permission of the Principal. The property will be confiscated and disciplinary action will be taken. Violations of this rule could result in suspension or expulsion.

A student may possess a cellular telephone in school, on school property, at after school activities and at school-related functions. The cell phone must remain off and stored away out of sight during school hours (including while on a school vehicle during school hours), or when directed by the administration, faculty or sponsor. Students are prohibited from using cell phones or having them "On" during class time; at any time

designated by an administrator, a teacher, a coach, or an advisor; or in locker rooms. The cell phone may be “On” during that student’s lunch period while in the cafeteria or outside in front of the school building. Students may use the phones during non-school hours, including while on a school vehicle, unless otherwise directed by the coach, advisor, or the administration.

Possession of a cellular telephone by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in the misuse of this privilege. Using a cell phone in an unauthorized manner or in violation of the above policy may result in disciplinary action, including confiscation of the cell phone. The administration reserves the right to modify the consequences, as appropriate.

**25. Violation of Individual School or Classroom Rules**

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the School. Violations of rules may result in disciplinary action up to and including suspension or expulsion.

**26. Violation of Bus Rules**

Please refer to Section V on “Transportation” for bus rules.

**27. Disruption of the Educational Process**

Any action, behavior, or manner of dress that interferes with School activities or disrupts the educational process, is unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, and athletic and performing arts events. Violations of this rule may result in disciplinary action up to and including suspension or expulsion.

**28. Harassment, Bullying and Hazing**

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the School environment, including employees, Board member, parents, guests, contractors, vendors, and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on School property and to all School sponsored activities whether on or off School property.

Harassment is defined as inappropriate conduct that is repeated enough, or is serious enough, to negatively impact a student’s educational, physical or emotional well-being. This would include harassment based on any of the legally protected characteristics, such as gender, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students. This would include such activities as stalking, bullying, name-calling, taunting, hazing, and other disruptive behaviors.

Any student that believes s/he has been or is the victim of harassment should immediately report the situation to the teacher, the Counselor, the Student Assistance Coordinator, or the Principal. Complaints will be investigated in accordance with AG 5517.

Every student should, and every staff member **must** report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

If the investigation finds harassment occurred it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

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

**Harassment** may include:

- A. submission to such unwelcomed conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;
- B. submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District; or
- C. the unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

**Sexual Harassment** may include, but is not limited to:

- A. verbal harassment or abuse;
- B. pressure for sexual activity;
- C. repeated remarks ;
- D. unwelcome touching;
- E. sexual jokes, posters, cartoons, etc.; or
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.

**Bullying** includes intimidation of others by acts, such as:

- A. threatened or actual physical harm;
- B. unwelcomed physical contact;
- C. threatening or taunting verbal, written or electronic communications;
- D. taking or extorting money or property;
- E. damaging or destroying property; or
- F. blocking or impeding student movement.

**Hazing** includes any type of initiation procedure for any School related activity, which involves such conduct as any of the following:

- A. illegal activity, such as drinking alcohol or use of drugs;
- B. physical punishment or infliction of pain;
- C. intentional humiliation or embarrassment;
- D. dangerous activity;
- E. activity likely to cause mental or psychological stress;
- F. forced detention or kidnapping; or
- G. undressing or otherwise exposing initiates.

**Confidentiality**

Every reasonable effort will be made to maintain confidentiality during the investigation process. However, a proper investigation will, in some circumstances, require disclosure of names and allegations.

**Notification**

Notice of this policy will be **annually** circulated to all School buildings and departments within the District and discussed with students, and also incorporated in 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 of the District will be required to review and sign off on this policy and the related complaint procedure.

**29. Possession of a Firearm, Arson, and Criminal Sexual Conduct**

In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free School zone or commits either arson or criminal sexual conduct in a District building or on District property, including School buses and other School transportation. Criminal sexual conduct is defined as provided in sections 520b, 520c, 520d, 520e, or 520g of the Michigan Penal Code (being MCL 750.520b, 750.520c, 750.520d, 750.520e, and 750.520g), and involves sexual contact as provided in section 520a of the Michigan Penal Code (being MCL 750.520a).

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.

Students with disabilities under the Individuals with Disabilities Education Act (IDEA), the Americans with Disabilities Act (ADA), or Section 504 of the Rehabilitation Act of 1973, shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to students with disabilities. A student who has been expelled under this policy may apply for reinstatement in accordance with state law pursuant to guidelines available in the Superintendent's office.

**30. Leaving School Without Permission**

Leaving School without prior permission of both the student's parent/guardian and an administrator is not permitted. Violations of this rule will result in an in-school suspension, suspension or expulsion.

**31. Use of Obscene, Vulgar or Inappropriate Language or Behavior; Profanity**

The use of vulgar or obscene language towards a School employee will result in a minimum of an automatic five (5) day or longer suspension, or expulsion. Use of vulgar language between students will result in disciplinary action up to and including suspension or expulsion.

Any behavior or language, which in the judgment of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane and/or violates community held standards of good taste, will be subject to disciplinary action.

**32. Unsafe and Disorderly Behavior**

Unsafe and disorderly behavior does not allow us to maintain a safe, caring environment where teaching and learning take place, and is therefore prohibited. "Unsafe and disorderly behavior" includes, but is not limited to, running in the halls, undue noise in the halls, particularly during classtime, consumption of food or beverages in other than designated areas, pushing, calling people names, threatening remarks, provoking another to fight, mischief, or other behavior destructive to the educational process. Violations of this rule may result in disciplinary action up to and including suspension or expulsion.

**33. Quarreling with Bodily Contact**

The act of quarreling or fighting that involves bodily contact *not considered assault* is prohibited. The consequences for violation of this prohibition will depend on the circumstances of each situation, up to and including permanent expulsion, but shall be *no less than the following*:

- A. 1<sup>st</sup> Offense in the same School year: Three (3) days In-School and/or Out-of-School Suspension, as determined by the Administration in its discretion.
- B. 2<sup>nd</sup> Offense in the same School year: Five (5) days In-School and/or Out-of-School Suspension, as determined by the Administration in its discretion.
- B. 3<sup>rd</sup> Offense in the same School year: Recommendation to the Board for permanent expulsion.

**Criminal Acts**

Any student engaging in criminal acts at or related to the School will be reported to law enforcement officials as well as disciplined by the School. It is not considered double jeopardy (being tried twice for the same crime) when School rules and the law are violated through the same behavior, action or conduct.

Students should be aware that state law requires that School officials, teachers and appropriate law enforcement officials be notified when a student of this District is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, fake drugs or other intoxicants,

trespassing, property crimes, including but not limited to theft and vandalism, occurring in the School or on School grounds as well as in the community.

### **Safety Concerns**

Students should not use roller blades, bicycles, skateboards, scooters, or any other form of personal transportation device in School hallways or District pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

## **STUDENT ASSISTANCE PROGRAM**

### **Student Program Policy**

The Arenac Eastern School District maintains a Student Assistance Program (SAP). The Student Assistance Program is broadbrush in orientation. The Program deals not only with identifying and referring students who may have substance abuse problems, but also with other type of problems. Problems that students may experience include suicide; depression; grief; physical or emotional maltreatment; substance abuse; or, perhaps, chemical dependency by another family member.

### **Training**

Training in the following areas is included under the S. A. P.:

- Alcohol/drug abuse and dependency
- Family/enabling/co-dependency
- Intervention/assessment/“care-fronting”
- Group process
- Recovery and aftercare
- Community programming
- School programming
- Group facilitation
- Crisis Team - Peer Assistance Leaders (PAL)

### **Referrals**

The Student Assistance Program Coordinator is an advocate to get the student the in-school services s/he needs or to receive professional screening. The SAP Core Team will make a decision regarding referrals, but School personnel will not have the responsibility of making a diagnosis.

### **Screenings**

Sterling Area Health Center is a licensed facility available to provide free “broadbrush” screenings in Arenac County, and which has been engaged by the District to provide certain services under the SAP

### **Follow-Up**

The School will be provided with a screening Summary Report on the recommended course of action to be given to the student and/or parent at the time of the screening so that follow-up can be provided.

### **Substance Abuse Rules**

The District expressly states in this policy that it is not operating a substance abuse program by making referrals or conducting support groups. The guidelines for the substance abuse portion areas follows:

- A. The possession, use, delivery, transfer or sale of any mood altering chemicals or look alikes (including alcohol and tobacco or inhalants, or drug paraphernalia) while in School, on School property, on School buses, School owned vehicles, or private vehicles used for School purposes, or at School-sponsored events, is expressly forbidden.
  1. **FIRST OFFENSE**: Parents and/or law enforcement officials will be contacted immediately upon verification of the violation. Except for tobacco violations covered under Subsection 3 below, the student, if found to be in violation of this prohibition, will be suspended out-of-school for sixty (60) days. In addition, the student will not receive credit for the period of

suspension. The Principal may reduce the suspension to as few as five (5) days of In-School Suspension or Out-of- School Suspension if all of the following conditions are met:

- a. The student agrees to see the SAP Coordinator and follows his/her recommendations in a manner the SAP Coordinator determines to be satisfactory in consultation with the Principal, support group facilitators, and Core Team members; or the student and family agree to a drug and alcohol assessment provided at a State approved alcohol/drug agency in the community and conducted by a Certified Alcoholism/Drug Abuse Counselor, and to follow his/her recommendations.
  - b. Students choosing the Student Assistance Program will not be allowed to appeal their suspension. Acceptance of the SAP means that the student understands that proven policy breaches regarding alcohol or other drugs result in an additional five (5) day out-of-school suspension. This includes any use of drugs and/or alcohol and the attendance at any School functions. Violations of the smoking policy will result in unappealable suspensions as stated in the policy.
  - c. Students choosing the SAP must schedule a screening during the 5-day suspension or face additional suspension days until the screening is scheduled.
2. SECOND OFFENSE: Parents and law enforcement officials will be contacted immediately upon verification of the violation. A recommendation for expulsion will be made to the Board of Education. The building administrator, or the Board of Education Expulsion Review Committee, or the Board of Education may hold a recommendation for expulsion in abeyance if either (1) the student agrees to see the SAP Coordinator and follows his/her recommendations satisfactorily; or (2) the student and his/her family agree to a drug and alcohol assessment provided at a State approved alcohol/drug agency in the community and conducted by a Certified Alcoholism/Drug Abuse Counselor, and follow his/her recommendations satisfactorily.
3. TOBACCO: Tobacco violations (including, without limitation, cigarettes, smokeless tobacco, cigars, and pipe tobacco, but excluding marijuana or other mood altering chemicals, substances or look alikes) are unacceptable, and the student will have the following consequences:
- a. 1<sup>st</sup> offense in the same School year: Out-of School Suspension for five (5) days, or In-School Suspension for three (3) days with SAP and proper follow-up (including insight or support meetings);
  - b. 2<sup>nd</sup> offense in the same School year: Out-of School Suspension for ten (10) days, or In-School Suspension for five (5) days with SAP, screening, and proper follow-up (including insight or support meetings); and
  - c. 3<sup>rd</sup> offense in the same School year: Expulsion, or Out-of School Suspension for up to sixty (60) days with SAP, screening, and proper follow-up (including insight or support meetings).
4. ATHLETIC AND EXTRA CURRICULAR ELIGIBILITY: In addition to the consequences specified in this Section A, students will also lose athletic and extra curricular eligibility as provided in the ‘Scholastic Eligibility and Training Rules provision of this Handbook (see page 18).
- B. Because of potential dangers present to the student by his/her acute intoxication with alcohol or other drugs, students exhibiting evidence of acute intoxication, incapacitation, or a drug overdose in School or at School-sponsored events will be immediately turned over to parents or guardians for removal from campus. School officials will notify the proper law enforcement agencies. If the student’s parents or guardians cannot be notified in a timely manner, then the student shall be turned over to law enforcement personnel. Following his/her return to School, section A.1. or A.2. of this SAP policy will be implemented with respect to the student.

- C. Any reductions in length of suspension, or the withholding of expulsion, which occurred as a result of the student choosing the SAP Program, may be revoked whenever a student fails to demonstrate compliance with the expectations of, or satisfactory progress in, the SAP.
- D. All School and support staff members are expected to refer to the appropriate Student Assistance Program staff all of the following:
  - 1. Any student who they witness in violation of section A of this SAP Policy.
  - 2. Any student who exhibits a definite and repeated pattern of unacceptable School performance that does not respond to usual and customary attempts to correct it.
  - 3. Any student exhibiting signs, symptoms, or indications of an alcohol or other drug-related problem.
  - 4. Any student whose self-disclosed alcohol or other drug-related behavior places him/her or others at risk or in imminent danger.
- E. Students may also be referred to the SAP Coordinator through self-referral, or referral by peers, parents, or community representatives.
- F. An essential feature of the program is that students and their family members are encouraged to contact the building administrators, Counselor, and/or the SAP Coordinator for help with alcohol and other drug-related problems with the assurance that such contacts will be handled sensitively and confidentially. Referral of a student to the Student Assistance Program by itself does not constitute an allegation that a student has an alcohol or other drug-related problem.
- G. Upon referral to the SAP Coordinator, s/he may consult with the student, parents, and/or staff members in an attempt to assess the nature and scope of the student's problem. This initial intervention will result in one or more of the following recommendations:
  - 1. There is no apparent personal or performance problem at this time, and no further action is necessary at this time.
  - 2. There is no apparent alcohol/drug-related problem at this time; however, referral to other in-school or community services is appropriate.
  - 3. Further assessment interviews with the SAP Coordinator are needed.
  - 4. The student needs to contract for specific behavioral changes in Alcohol or Other Drugs Activity (AODA)-related behavior, monitored through regular meetings between the student and the SAP Coordinator.
  - 5. The student needs to satisfactorily complete an in-school support group regimen, after which additional recommendations will be made.
  - 6. The student requires an in-school screening, involving the student, parents and SAP staff, conducted by a Certified AODA Counselor from an approved AODA agency in the community;
  - 7. The screening information supports the need for chemical dependency treatment in an inpatient or outpatient program in the community.
  - 8. The student requires involvement in other community services, such as Alateen, Alcoholics Anonymous, Narcotics Anonymous, etc.
  - 9. Other appropriate referrals may be made by the SAP Coordinator and/or the AODA Counselor as warranted.
- H. Except for violations reported under section 1 of this SAP Policy, a student who self-refers to the Student Assistance Program and who is making satisfactory progress in following his/her recommendations, will not be liable to suspension, extracurricular ineligibility or other disciplinary action for behavior which occurs prior to self-referral, unless (1) the student discloses conduct already reported under section 1, as a witnessed violation; or (2) the student fails to follow the SAP Coordinator's recommendations or to make satisfactory progress in the SAP.

- I. Evaluations concerning “satisfactory progress in the Student Assistance Program” will be made by the building SAP Coordinator in consultation with the building administrator, support group facilitators, and other members of the Core Team.
- J. Participation in the Student Assistance Program is voluntary. At all times it is the prerogative of the student and/or his/her parents to accept or reject referral to the SAP Coordinator or to community-based services. Despite the voluntary nature of the SAP, the following provisions still apply at all times:
1. Regardless of whether a student accepts or rejects assistance, it remains his/her responsibility to bring School performance up to acceptable levels or face such corrective or disciplinary actions as may be warranted.
  2. If a student accepts treatment for chemical dependency, that fact will be regarded as it would for any other illness with respect to the student’s rights, benefits, and privileges.
  3. When either the student or his/her parents do not wish to cooperate by complying with the recommendations of the SAP Coordinator following the student’s referral, the student’s status in School may have to be reevaluated, taking into account the best interests of the student, the nature of the problem, and the health, safety, welfare, educational opportunity, and rights of other students and staff.
  4. If an authorized building administrator determines that a student’s action(s) poses a threat to himself or herself, other students, School personnel or School property, the student may be removed from School on an emergency basis, but only for as long as it takes to make arrangements to resolve the threat to the safety of others. Emergency removal cannot be used as a substitute for disciplinary procedures for suspension and expulsion or to avoid the time lines or protections provided for long-term suspension or expulsion.
  5. The District regards chemical dependency to be a chronic, progressive illness that is fatal if left untreated. Consequently, refusal by parents to seek treatment for a chemically dependent child will result in a report to the Family Independence Agency and other authorities for suspected child abuse/neglect pursuant to state law.
- K. Parents of all students participating in the Student Assistance Program will be specifically notified of their child’s involvement at some point by letter or by telephone, as follows:
1. Parents will be informed of their child’s involvement in the SAP immediately in cases of violations of this policy.
  2. In cases where students participate in the SAP through self-referral or other avenues (section E above), parents will be notified as soon as practicable. The SAP staff will document reasons behind their decision to postpone parent notification and involvement.
  3. A drug-using student who is to be referred to an agency outside the School for therapy can receive “treatment” as defined under the Michigan Public Health Code without parental knowledge. The screening agency will investigate the treatment agency to see whether or not parental approval is required for acceptance. The Counselor may obtain the student’s permission before the parents are involved. If the student refuses to accept parental involvement, and parental approval is required, no referral can be made until the student accepts it.
- As an alternative, the screening agency may seek therapy sources that agree to treat minors without parental knowledge or approval. Students will be informed of drug treatment facilities that accept minors for treatment without parental involvement, so that such students can make self-referrals where this is deemed advisable.
- L. The responsibility for operating the Student Assistance Program will be in the hands of the Principal (or his/her designee), who will interpret the District’s Policy to students, staff, parents, and the community.
1. Final decisions regarding disciplinary action and the consequences of other violations of this policy will be made by the Principal in consultation with the SAP Coordinator and other members of the SAP Core Team.

2. It shall be the responsibility of the Principal (or his/her designee) to develop procedures consistent with this SAP Policy and to permit such staff training and in-service necessary for their implementation.

M. The Board of Education will make available sufficient resources for personnel and training necessary for the implementation of this SAP Policy.

### **P.A.L.'s - Peer Assistance Leaders**

The P.A.L.'s (Peer Assistance Leaders) are a component of our Student Assistance Program. P.A.L.'s are selected from among the student body by the students. They receive special training in listening skills, and they also learn the proper method for referring students for appropriate services. P.A.L.'s are available to students in grades 7-12. In order to insure that as many students as possible can access the program, and not abuse it, we maintain the following procedures for students wishing to speak with a P.A.L.:

- A. Students must request a P.A.L. pass before or after School, between classes, or during the last five (5) minutes of a class. Students may request passes from designated staff people.
- B. Passes will be for release from student aiding positions. If a student doesn't have an aide position, special arrangements may be made as an individual case warrants. A teacher may choose not to honor a P.A.L. pass if it is written for an inconvenient time. If that is the case, the student will need to obtain a new pass.
- C. Passes will be written for a maximum of 15-20 minutes. If more time is needed, the student or the P.A.L. must request it immediately at the end of the allotted time. If such permission for additional time is not obtained, the instructor may choose to regard the time as unexcused.
- D. Any student who requests P.A.L. passes on a frequent basis (2-3 times a week) may be referred to the SAP Core Team or the Student Assistance Coordinator.
- E. Any student who abuses the privilege of the P.A.L. program will be restricted from receiving passes.

### **DISCIPLINE**

It is important to remember that the School's rules apply going to and from School, at School, on School property, at School-sponsored events, and on School transportation. In some cases, a student can be suspended from School transportation for infractions of School bus rules.

Ultimately, it is the Principal's responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two types of discipline are possible, informal and formal.

#### **Informal Discipline**

Informal discipline takes place within the School. It includes:

- Verbal feedback;
- Writing or other in-class assignments;
- Change of classroom seat or location;
- Complete a problem solving/behavior improvement plan;
- Redirect to a different classroom;
- Redirect to the focus room;
- Visit(s) to Counselor or Social Worker;
- Lunch-time and/or after-school detention;
- Meeting with Principal and parents;
- In-School Suspension.

#### **Detentions**

A student may be detained after School or asked to come to School early by a teacher, after giving the student and his/her parents one (1) day's notice. The student or his/her parents are responsible for transportation.

### In-School Discipline

A student missing any portion of his/her assigned time in Saturday School will be assigned one (1) day of In-School Suspension. Failure to timely serve In-School Suspension or Saturday School assignment(s) may lead to further disciplinary action. Any such action shall be in accordance with District guidelines on student discipline.

The following rules shall apply to both In-School Suspension and to Saturday School:

- Students are required to have class assignments with them and to be continuously working on such assignments or others as provided for them.
- Students are not to communicate with each other unless given special permission to do so.
- Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- Students shall not be allowed to put their heads down or sleep, to chew gum, or to wear hats.
- No radios, cards, magazines, or other recreational articles shall be allowed in the room.
- No food or beverages shall be consumed.
- Students removed for misbehavior shall receive no credit for any portion of time that may be served up to the point of eviction.

Transportation to and from Saturday School and from After-School Detention shall be the responsibility of the student.

### Formal Discipline

Formal discipline removes the student from School. It includes Emergency Removal for up to seventy-two (72) hours, suspension for up to ten (10) school days, and expulsion from School. Suspensions and expulsions may carry over into the next school year. Removal for two (2) school days or less may not be appealed. Suspensions of more than two (2) school days and expulsion can be appealed to the Appeals Board.

Students being considered for suspension or expulsion are entitled to an informal hearing with the Principal, prior to removal, at which time the student will be notified of the charges against him/her and given an opportunity to make a defense.

If a student is suspended for up to ten (10) school days or less but for more than two (2) school days, the student may appeal the suspension, in writing, to the Principal. A formal appeal hearing will be scheduled and held with the Appeals Board.

Suspension from co-curricular and extra-curricular activities may not be appealed.

When a student is being considered for suspension for more than ten (10) school days or for expulsion, a formal hearing is scheduled with the Board of Education, and the parents will be given written notice of the hearing and will be expected to attend. The Board of Education then takes testimony and thereafter takes action on any recommendation to suspend for more than ten (10) school days or to expel. In the case where the administration recommends to the Board that a student be suspended for more than ten (10) school days or be expelled, the student remains out of School during the period prior to the Board's action on the administration's recommendation. Work missed during a suspension in excess of ten (10) school days or during an expulsion cannot be made up and usually results in a loss of credit. Appeals from the Board of Education's decision shall be made to the Board and, pursuant to Board Policy, shall only be permitted to allege violations of the student's due process rights which occurred during the disciplinary process.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the School rules.

If a student commits a crime while at School or a School-related event, s/he may be subject to School disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime).

### **Discipline of Students with Disabilities**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (IDEA) and the Americans with Disabilities Act (ADA), or Section 504 of the Rehabilitation Act of 1973. The District will at all times afford such students with all such rights and procedures to which they are entitled.

### **DUE PROCESS RIGHTS**

Before a student may be suspended or expelled from School, there are specific procedures that must be followed.

### **Suspension from School**

When a student is being considered for a suspension of up to ten (10) school days but more than two (2) school days, the Principal will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the Principal will then provide the student the evidence supporting the charges. After that informal hearing, the Principal (or, where required, the Superintendent) will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed, within one (1) School day after receipt of actual notice of the suspension, to the Principal.

Suspension from co-curricular and extra-curricular activities may not be appealed.

During the appeal process, the student is allowed to remain in School unless safety is a factor. If that is the case, the student shall be immediately removed under the Emergency Removal Procedure.

The Appeals Board shall consist of five (5) members, two (2) of which shall be students and three (3) of which shall be faculty members. The Class Advisors for the 11<sup>th</sup> and 12<sup>th</sup> grades shall each appoint one (1) student from their respective grades. There will be one (1) member from each grade. The Appeals Coordinators (or their designee) shall appoint the three (3) faculty members (which may include one or both of the Appeals Coordinators). The Principal (or his/her designee) shall be present throughout the proceedings to represent the administration. The proceedings shall be held in closed session.

The Appeals Board shall decide whether the suspension is fair or unfair, and may uphold the suspension or reject it. The Board may call witnesses if necessary. The suspended student may request that certain witnesses be called; however the decision to call witnesses rests with the Appeals Board. The five (5) members shall decide by secret ballot whether the suspension is warranted. The suspension shall be upheld in the case of a tie vote.

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

A student being considered for suspension of more than ten (10) days will be given due process as described in the expulsion section below.

### **Long-Term Suspension or Expulsion from School**

When a student is being considered for long-term suspension (more than ten (10) days) or expulsion, the student will receive a formal letter of notification addressed to the parents, which will contain:

- the charge and related evidence;
- the time and place of the Board meeting;
- the length of the recommended suspension or expulsion;
- a brief description of the hearing procedure;
- a statement that the student may bring parents, guardians, and counsel;
- a statement that the student may give testimony, present evidence, and a defense; and
- a statement that the student may request attendance of School personnel who were party to the action or accused the student of the infraction.

Students being considered for long-term suspension or expulsion shall be immediately removed from School and remain out until the Board hearing. A formal hearing is scheduled with the Board of Education for the District, during which the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice. The hearing will be heard in an open session unless the student or the student's parent or guardian requests a closed session. Appeals from the Board of Education's decision shall be made to the Board and, pursuant to Board Policy, shall only be permitted to allege violations of the student's due process rights which occurred during the disciplinary process.

All opportunity to earn grades or credit ends when a student is expelled.

The School makes a sincere effort to have disciplinary actions take place that will allow the student to remain in School. If a disciplinary action does not result in removal from School for more than two (2) School days, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the Principal.

### **Discipline of Students with Disabilities**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (IDEA) and the Americans with Disabilities Act (ADA), or Section 504 of the Rehabilitation Act of 1973. The District will at all times afford such students with all such rights and procedures to which they are entitled.

### **SEARCH AND SEIZURE**

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or School rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the School and may be searched at any time if there is reasonable suspicion that a student has violated the law or School rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the Principal.

Anything that is found in the course of a search that may be evidence of a violation of School rules or the law may be taken and held or turned over to the police. The School reserves the right not to return items that have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against School policy.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic information, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

### **STUDENT RIGHTS OF EXPRESSION**

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, nonsponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. In addition to compliance with applicable provisions of this Handbook, all items must meet the following School guidelines:

- A. A material cannot be displayed if it:

1. is obscene to minors, libelous, indecent, or vulgar;
  2. advertises any product or service not permitted to minors by law;
  3. intends to be insulting or harassing; or
  4. intends to incite fighting or presents a likelihood of disrupting School or a School event.
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after School in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet School guidelines may present them to the Principal twenty-four (24) hours prior to display.

### **STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES**

The School is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the School, s/he should feel free to offer them. Written suggestions may be presented directly to the Principal or to the Student Council.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. As with suggestions, concerns and grievances may be directed to the Principal or to the Student Council.

A student may have the right to a hearing if the student believes s/he has been improperly denied participation in a School activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

## **SECTION V – TRANSPORTATION**

### **BUS TRANSPORTATION TO SCHOOL**

The school provides bus transportation for all students who live outside of town or otherwise meet established District criteria. The bus schedule and route is available by contacting the Director of Transportation at 989-867-4234.

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by an administrator.

A change in a student's regular assigned bus stop may be granted for a special need, if a note from a parent or guardian is submitted to the office stating the reason for the request and the duration of the change, and an administrator approves the change.

### **BUS CONDUCT**

Students who are riding to and from school on transportation provided by the school are required to follow basic safety rules. This applies to school-owned buses or other school-owned vehicles as well as to any contracted transportation that may be provided.

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

At all times while waiting for, boarding, riding on, and leaving a bus, all of the requirements of this handbook apply to the student's conduct. In addition, the following behaviors are expected of all students:

### **Previous to Loading (on the Road and at School)**

Each student shall:

- be on time at the designated loading zone (ten (10) minutes prior to scheduled stop);
- stay off the road at all times while walking to and waiting for the bus;
- line up single file off the roadway to enter;
- wait until the bus is completely stopped before moving forward to enter;
- refrain from crossing a highway until the bus driver signals it is safe; and
- go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.

### **During the Trip**

Each student shall:

- remain seated while the bus is in motion and picking up or dropping off other students;
- keep head, hands, arms, and legs inside the bus at all times;
- not litter in the bus or throw anything from the bus;
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other bus riders;
- not eat or play games, cards, etc., without driver permission; and
- not tamper with the bus or any of its equipment.

### **Leaving the Bus**

Each student shall:

- remain seated until the bus has stopped;
- cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe; and
- be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

### **ADDITIONAL BUS RULES**

Riding the bus is a privilege. Know and obey all the rules, including the following:

- A. Be in the place designated, ready to board the bus when it arrives. The bus cannot and will not wait!
- B. Stay off the traveled roadway at all times while waiting for a bus.
- C. Cross the traveled highway if necessary, after leaving the bus, in the following manner:
  1. Make sure the bus is stationary (stopped).
  2. Go ten (10) feet to the front of the bus within sight of the driver and wait for the proper signal for crossing.
  3. Upon the signal from the driver, look both ways to the right and to the left and, if the way is clear, then proceed to cross the highway in front of the bus.
- D. Students will not be permitted to ride any bus other than their regularly assigned bus, or to leave a bus except at their regular stop unless they have a special bus pass obtained from the Elementary Office or the High School Office. To obtain a pass, a student must have a note from their parent or guardian. In emergency, the parent or guardian may contact the appropriate School Office in person or by telephone.
- E. The bus driver is in charge at all times. Obey the driver, and report promptly to the school official when instructed to do so by the driver.
- F. The bus driver is authorized to assign seats.
- G. stay seated while the bus is in motion.
- H. Be considerate of other students
- I. Keep hands and head inside the bus at all times.
- J. Students must conduct themselves in a manner that will not distract the driver in any way.
- K. Help keep the bus clean and sanitary and orderly.
- L. Students are not permitted to transport animals of any kind on the buses.

- M. No smoking or lighting of matches or lighters is permitted on the bus.
- N. During inclement weather or otherwise, when the bus becomes immobile, all students are required to remain on the bus and obey the bus driver's directions until help arrives.
- O. Be courteous to the driver and to fellow passengers.
- P. Move over and make room for students boarding the bus later in the trip.
- Q. Keep feet on the floor and remain seated at all times.
- R. For misconduct occurring on the night run, a driver can and will refuse to pick up students the next morning.
- S. Anyone suspended from their regular bus may be suspended from all buses, including field trips.

**These rules are not inclusive and may be added to as the need arises. Read carefully.**

### **REPOSIBILITY OF THE PARENTS/GUARDIANS**

The responsibility of the parents and guardians whose children are transported at public expense includes all of the following:

- A. To provide necessary protection for their children when going to, waiting at, and returning from the bus stop.
- B. To accept joint responsibility with school authorities for proper conduct of their children.
- C. To make reasonable efforts to understand and cooperate with those responsible for pupil transportation.

### **VIDEOTAPES ON SCHOOL BUSES**

The Board of Education has authorized the installation of video cameras on school buses for purposes of monitoring student behavior. Actual videotaping of the students on any particular bus will be done on a random-selection basis.

If a student is reported to have misbehaved on a bus and his/her actions were recorded on videotape, the tape will be submitted to the Principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal law.

### **PENALTIES FOR INFRACTIONS**

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Student Discipline Code and may be deprived of the privilege of riding on the bus.

### **SELF-TRANSPORTATION TO SCHOOL**

Parking on school property is a privilege that can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from School not officially provided by the School.

The following rules shall apply:

- A. Students are to have a note from their parents granting permission to drive to School.
- B. Students shall, for each vehicle they drive to School, complete the Student Vehicle Form 5515 F1 and provide:
  - 1. driver's license;
  - 2. license plate number;
  - 3. insurance certificate; and
  - 4. registration.
- C. Students may only park in designated spaces in the parking lot on the West side of the School building. The parking lot speed limit is fifteen (15) mile per hour.
- D. The student must obtain a permit from the main office and pay a refundable fee for the entire school year.
- E. If a student's permit is suspended, no fees will be refunded. Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for the student.

- F. When the school provides transportation, students shall not drive to school-sponsored activities unless written permission is granted by their parents and approved by the Principal. No other students are allowed to be driven to a school-sponsored activity by the approved student driver without a note from parents of passenger students granting permission, another note from the parents of the student-driver granting permission, and approval by the Principal.
- G. Do not drive in an unsafe or otherwise inappropriate manner including, without limitation, too close to loading and unloading school buses.
- H. Career Center student must ride the Career Center bus from the school to the Career Center and back to school each day that it is available. The only exceptions are students on work-study and mentoring programs for which the School has received proper documentation in advance, or for other purposes approved on a case-by-case basis by the administration. Violations of this rule could result in disciplinary action and in immediate removal from the Career Center program.
- I. Violations of these rules may result in the loss of driving privileges and in disciplinary action up to and including suspension or expulsion.