

Mancelona High School Ironmen



STUDENT HANDBOOK 2009 – 20010

Bell Schedule	3
Attendance Policy	3
General Information	9
Attendance Procedures	4
Truancy	4
Academic Information	4
School Records	4
Directory Information	5
Enrollment	5
Immunization	5
Withdrawing From School	5
Guidelines for Enrolling and Re-enrolling	5
Drop and Add	5
Grading Scales	6
Testing-out	6
Honor Roll	6
Final Exams	6
Graduation Policy	6
Early Graduation	6
Graduation Requirements	6
Dual Enrollment/Postsecondary Options	7
Students with Disabilities	7
Michigan Merit Exam/ACT	7
Student Activities	7
Extra Curricular Participation Policy	7
National Honor Society	8
Student Council	8
Class Activities	8
Non-Participation in Activities	8
Clubs	8
Dances	8
Athletic Events	9
Parties	9
General Information	9
Automobiles/Vehicles	10
Building Use	11
Closed Campus	11
Dress and Good Grooming	9

Electronic Devices	10
Freedom of Speech and Assembly	10
Freedom to Publish	10
Fundraisers	9
Guests / Visitors	9
Lockers	9
Lost and Found	9
Purchases	10
Telephone Use	9
Work Permits	11
Student Code of Conduct	16
Appeal of Suspension	17
Behavioral Probation	16
Closed Classes	16
Consequences	12
Detention	16
Disciplinary Infractions	11
Explanations of Serious Disciplinary Actions	16
Expulsion	18
General Responsibilities of Students	18
Police and the School	15
Public Act #102	11
Removal from Class	16
Search and Seizure	15
Student Behavior	11
Suspension	16
Weapons Policy/Permanent Expulsion	15
Health and Welfare	18
Emergency School Closing	19
Harassment	19
Medication	19
Severe Weather	19
Students with Disabilities	18
Title IX	18
Transportation	20
Rules and Procedures	20
Ironmen Health Center	21

Mancelona High School Bell Schedule 2009-2010

Monday –Wednesday- Friday	
Period	Time
1 st	8:20 - 9:13
2 nd	9:17 - 10:10
3 rd	10:14 - 11:07
4 th	11:11 - 11:41
5 th	11:45 - 12:38
First Lunch	11:41 - 12:16
5 th	12:20 - 1:13
Second Lunch	12:38 - 1:13
6 th	1:17 - 2:11
7 th	2:15 - 3:10

Tuesday-Thursday	
Period	Time
1 st	8:20 – 9:19
2 nd	9:23– 10:22
3 rd	10:26 – 11:25
5 th	11:29 – 12:18
First Lunch	11:25-12:03
5 th	12:07-1:06
Second Lunch	12:28-1:06
6 th	1:11-2:08
7 th	2:12 – 3:10

½ day schedule	
Period	Time
1 st	8:20-8:49
2 nd	8:53-9:22
3 rd	9:26-9:55
5 th	9:59-10:28
6 th	10:32-11:01
7 th	11:05-11:35

Career Tech Center schedule	
Period	Time
CTC	8:15-11:45
Lunch	12:38-1:13
6 th	1:17-2:11
7 th	2:15 – 3:10

Mancelona High School Student Attendance Policy

The law in Michigan governing compulsory attendance requires a parent, legal guardian, or other person having control or charge of a child age six to sixteen to send the child to school during the entire school year, except under the limited circumstances specified in subsection (3) of section 380.1561. *(excerpted from the Michigan Revised School Code)*

Attendance and participation are an essential part of the learning process and are considered necessary to academic achievement. In addition, regular and punctual attendance are important traits of responsibility and self-discipline for students to develop. Improved attendance will result in greater student classroom success and more efficient use of educational time.

School attendance is a family responsibility. Because of the importance of attendance to a student's education, the failure of a student to satisfy the attendance requirements will result in the student not earning credit for the class. As a way of fostering the life long habit of good attendance, the following policy has been adopted by the Mancelona School Board.

- Students are required to attend all of their scheduled classes.
- Students must check in at the high school office if they arrive late to school or are returning to school during the day.
- On a student's 5th absence the parent/guardian will be notified by phone call. On a student's 10th absence the parent/guardian will receive a notice informing the family of the continued absences and a need for a meeting. Upon the 15th absence a final letter will be mailed indicating that the matter is being turned over to the Truancy Officer.
- Following are some of the ways the Truancy officer may handle these cases:
 1. A required meeting with the police liaison officer and the school
 2. A home visit by the police liaison
 3. A required meeting with a liaison from the Antrim or Kalkaska County Probate/Family Courts
 4. Truancy may be filed by the school to the Probate/Family Court
- School related absences will not count towards absence totals when calculating attendance totals for the purpose of promotion.
- Extenuating circumstances of a medical nature must be brought to the attention of the building administrator. Upon receipt of documentation from the doctor in charge that contains a diagnosis of the illness and the *specific dates* that the student cannot be in school, an individualized attendance plan will be developed.
- Family vacations should be planned during vacation periods so that the student learning is uninterrupted.
- Mancelona High School is a closed campus. A student must obtain parental permission, and sign out before leaving.
- There will be no distinction between excused/unexcused absences when calculating the student's attendance totals.

PARENTS WISHING TO MAKE CHANGES ON HOW THEIR CHILD IS TO GET HOME MUST CALL IN BY 2:30

WORK MISSED DUE TO ABSENCE/SUSPENSION

A student is expected to ask his/her teachers for the work missed during absences or suspensions. The student will be given an amount of time to complete make up work (1 day for each day absent) by the teacher. Work assigned when the student was present in class is expected to be submitted upon the student's return. Make up work is the responsibility of the student. The due dates of ongoing, long-term assignments will not be extended unless the assignment is due the day of the absence.

TRUANCY/UNEXCUSED ABSENCE (skipping)

Truancy is defined as missing all or any part of a school day without the knowledge of both the parent/guardian and the school. A student leaving school without following the procedure outlined above (see #8) will be considered truant/unexcused absent. A student who is not in class but still on school grounds without a pass from a teacher or the office is considered truant/unexcused absent. Truancy is a disciplinary issue and will be handled by the building administrator. The student will receive no credit for class work while truant.

In order for an absence to be excused, a parent/guardian must notify the school by phone or written correspondence within 24 hours if their student is absent.

EXCESSIVE ABSENCE PROCEDURES

- a. A student-parent-administrator conference may be requested in cases of excessive student absence or tardiness.
- b. The school will contact the Truant Officer for those students who are under 16 years old and whose attendance is below expectations.

ACADEMIC INFORMATION

School Records

All parents and guardians of students under 18 years of age and all students and former students 17 years of age or over have the right, pursuant to the Family Educational Rights and privacy Act of 1974, to examine the official records, files and data of the school district directly relating to the student. They also have the right to challenge any of the contents of said records to insure their accuracy and fairness. No records, files or data directly relating to an individual student or former student shall be made available to anyone without the consent of the student, or former student, or of the parents or guardian of a student under 18, except (1) the teachers and officials of this school district who have a legitimate educational interest in such information or unless (2) there has been a federal request for submission of student records in connection with the student's, or former student's application for financial aid. The student, former student, or parent will be notified if officials of a school to which a student, or former student, intends to enroll desire access to student records, or if a court has ordered access to such records. For other investigation of student records, parent or student consent is needed.

Students, former students, parents and guardians are permitted access to the file when the prescribed procedure has been followed. Parents of dependents over 18 may have access to records only with student consent. Inspection of files will take place in the presence of a Counselor or Principal.

Directory Information (Policy 8330, 4/96)

Each year Mancelona High School will make available, upon request, certain information known as “Directory Information.” The Board designates as student “directory information”: a student’s name; address; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance: date of graduation; awards received; honor rolls; or scholarships.

Parents and adult students may refuse to allow the District to disclose any or all of such “directory information” upon written notification to the high school office. The District may disclose “directory information” on former students without student or parental consent.

Enrollment

Students are expected to be enrolled with a full schedule of six (6) classes and success seminar. A student must be scheduled in six (6) periods and success seminar to be considered a full time student.

Immunization

New students, K-12, to the school district will not be allowed to attend classes until proof of immunization is shown.

Every new student (kindergarten and transfers from other states or another school district) must have completed a basic series of at least four doses of diphtheria, tetanus and pertussis vaccine, and three doses of trivalent oral polio, pertussis vaccine and 3 doses of Hepatitis B within the four months following admission to school. Immunizations for measles, mumps and/or rubella should be repeated if initially given prior to the child’s first birthday. The fourth dose of DPT TD may be waived if the entire series was administered during the year of school district entry. Failure to complete these basic immunization requirements, in the absence of a valid exemption, requires a student to be excluded from school attendance.

Students excluded from school because of immunization deficiencies will be reported to the local health department for follow-up.

All currently enrolled students within the school district will be expected to meet the established policy of standard immunization listed above. Exceptions to the policy requirements may be granted by the school district if a written waiver is on file with the school district and is consistent with the suggested guidelines of Public Act 368 on immunizations, and if temporary schedule requirements of date of entry make the needed immunizations possible.

Withdrawing from School:

Students who withdraw from school or transfer to another school must first obtain a parents signed authorization, a “check-out sheet” from the office, and then check out with teachers, student services office, library, and principal’s office. Lockers must be cleaned, books turned in, and all fees, charges, and fines paid. Fees, charges and fines must be paid before a student will be allowed to reenroll in classes.

Guidelines for Enrolling or Re-enrolling Students:

Students wanting to enter Mancelona High School who did not complete the previous year or semester of regular school, here or in another school, and who fall into the following categories must receive permission from the principal.

1. Students 17 years of age as of September 1 and have **fewer** than 6 units of credit on their record.
2. Students 18 years of age as of September 1 and have **fewer** than 10 units of credits on their record.
3. Students 19 years of age as of September 1 who have **fewer** than 14 units of credit on their records and students 20 years or older will be required to enroll in an alternative program.
4. Students who attended an alternative school, must complete one successful semester at that school before re-enrolling.

Note: Individuals wishing to re-enroll must receive permission no later than the first five days of the semester.

Drop and Add

Students may not drop/add the first three (3) days of a semester except for incorrect or incomplete schedules. After that, they may drop/add only with parent permission, a valid written reason, and permission from the counselor or principal. Students who drop a class after the first 4 1/2 week Progress Report period of the semester will receive an “E” letter grade in that class. Appeals on the basis of extenuating circumstances may cause this to be waived.

Grading Scales - All Classes

Letter Grade	Percent	Points	Credit Earned	Pass/Fail
A	93.0	4.0	.5	Pass
A-	90.0	3.667	.5	Pass
B+	87.0	3.333	.5	Pass
B	83.0	3.0	.5	Pass
B-	80.0	2.666	.5	Pass
C+	77.0	2.333	.5	Pass
C	73.0	2.0	.5	Pass
C-	70.0	1.667	.5	Pass
D+	67.0	1.333	.5	Pass
D	63.0	1.0	.5	Pass
D_	60.0	.667	.5	Pass
E		.0	.0	Failed

Testing Out

Under Michigan legislation, high school students may request the opportunity to “test-out” of any high school class they select, with the exception of American Government. The option to test-out is offered once in the spring (first week after school is released) and results will be available the following week in the high school office. Please call 231-587- 8551 for details.

Honor Roll

To qualify, students must achieve a 3.00 GPA or better, with no more than one C and no D or E grades. The six-week marking period grades will be used to determine the Honor Roll.

Final Examinations

Final examinations are mandatory for all students except seniors with a B, or better average in the class (2nd semester only). A teacher may require that all students take the exam. Seniors may elect to take the exam in an attempt to raise their grade.

Graduation Policy

A student shall not participate in any graduation activities unless he/she has met all the requirements for graduation. Seniors who are failing class(es) on the first Friday of May will be notified and placed on the principal’s senior failure list. Seniors still on the list by the third (3) Friday of May will not participate in graduation exercises with their class.

Early Graduation:

Early graduation may be permitted to a student at the end of first semester his/her senior year (Board of Education Policy 5464). Interested students should see the counselor no later than the end of their junior year to be eligible. Formal requests must be submitted in writing to the principal.

Graduation Requirements

Students must complete eight (8) semesters of high school attendance. Early graduation may be considered per board policy 5464. Students, starting with the Class of 2009 must also earn a valid score on the MME/ACT given in the spring to all juniors.

Minimum required credits are: Class of 2010

- 4 English credits
- 3 Mathematics credits (2.0 for C.T.C. students)
- 3 Science credits (2.0 for C.T.C. students)
- 3 Social Studies (World History, U.S. History, American Government)
- 1 Health/Physical Education
- 21 total credits

Minimum required credits: Class of 2011 and beyond will be the credits from the required curriculum mandated by the State of Michigan. At this time the Michigan State (MDE Michigan Department of Education) requirements are:

- 4 Mathematics including Algebra I; Geometry, Algebra II; including one credit in senior year
- 4 English Language Arts aligned with subject area content expectations developed by MDE
- 3 Science including **Earth Science**, Biology, Physics or Chemistry.
- 3 Social studies including .5 credit in Civics; .5 in Economics; U.S. History and Geography; World History and Geography
- 1 Physical Education/Health credit guidelines to be developed by MDE
- 1 Visual, Performing, Applies Arts credit guidelines to be developed by MDE
- 21 total credits

(The above credit requirements will/may be adjusted to coincide with the mandated State of Michigan curriculum.)

Students should be enrolled in courses that support a chosen Career Pathway. During junior and senior years the Traverse Bay Area Intermediate School District’s Career Tech Center, offers vocational classes for students. These plans should be consistent with a student’s educational preparation with long range career goals.

Post Secondary Options/Dual Enrollment

Dual enrollment, also called post secondary options, permits a student to take classes at a college or university while still a student at Mancelona High School.

The purpose of dual enrollment is to extend academic opportunities that local high schools are unable to offer. Eleventh and twelfth grade students who have passed all proficiency exams are eligible to apply for dual enrollment. Parents of a tenth grade student who wish their child to dual enroll during their junior year should request in writing to have their child take the eleventh grade proficiency test in their tenth grade year. If a student meets the enrollment requirement established by the college or university to which they are applying and enroll in a class or classes which are within specific guidelines, a portion of the student’s tuition will be paid by Mancelona Public Schools directly to the college or university.

The following definitions apply to Postsecondary Options/Dual Enrollment:

1. Eligible Student is:
11th and/or 12th Grade

- a student enrolled in at least one high school class
 - a student in at least 11th grade
 - a student who has successfully completed the requirements for a state endorsement in all subject areas.
- 12th Grade is also:
- a student who has completed the requirements for a state endorsed diploma in the subject area in which a post secondary course is sought
 - a student who desires to take a computer science or foreign language course not offered by the school district
 - a student who desires to take a fine arts course as permitted by the district
2. Eligible Course at the post secondary institution is:
 - a course not offered by the school district
 - a course offered, but not available to the student due to a scheduling conflict beyond the eligible student's control as determined by our board of education
 - an academic course not available to the student due to a scheduling conflict beyond the eligible student's control as determined by our board of education
 - an academic course not ordinarily taken as an activity course
 - a course that the post secondary institution normally applies toward satisfaction of degree requirements
 - (for an eligible 12th grade student who has not completed requirements for all endorsements) limited to subject areas in which proficiency tests have been passed, to a foreign language course not offered by the district, to computer science not offered by the district or fine arts, as permitted
 3. Eligible Postsecondary Institution is:
 - any state university, community college, or independent nonprofit degree-granting college or university that is located in this state and that chooses to comply with this act
 4. Eligible Charges is:
 - tuition and mandatory course fees, material fees, and registration fees required by an eligible institution for enrollment in an eligible course
 - not transportation, parking costs, books, or activity fees
 5. State Funding/Foundation Grant provides:
 - financial support for each student in a school district from state taxes
 - an amount available for a Dual Enrollment class approximately 8.33% of the foundation grant.

Students with Disabilities

A student must successfully complete the course of study prescribed in his/her IEPC. The following special provisions will be made:

1. All students are currently required to take the proficiency tests.
2. All credits currently required for graduation by the State of Michigan and the local Board of Education must be earned. However, the students may earn those credits in either regular or special education at the discretion of the IEPC.
3. Prevocational instruction, vocational training, personal adjustment and physical education must be included in the graduation plan for special educational students. Again, however, credits earned for these requirements may be earned in either regular or special education classes at the discretion of the IEPC.

Michigan Merit Exam and ACT

The Michigan Merit Exam and Act are given during the eleventh grade. Students failing to pass objectives may re-take the test the following spring. The Mancelona School Board requires that all students must earn a valid score, as determined by ACT, on the MME/ACT in order to graduate, effective starting with the Class of 2009.

STUDENT ACTIVITIES

Extra Curricular / Co-curricular Participation

1. Athletics - see Athletic Policy Handbook
2. Extra curricular / Co-curricular

Conditions for extra curricular (clubs, organizations, class activities) and co-curricular (band, yearbook) participation will be established by the advisor/sponsor of each organization. Failure to adhere to the criteria will result in a student being denied the privilege of participating for the period of time designated under the "Conditions". Note: Students must be in attendance a full day to be able to attend or participate in an activity. Extenuating circumstances must be determined by the principal to waive this policy.

National Honor Society

Membership in the National Honor Society has become recognized nationally as one of the highest honors that can be bestowed upon a high school student. Membership carries with it a responsibility and should be considered the beginning of an obligation. Juniors and seniors are eligible for membership and must achieve a 3.25 GPA scholastic requirement, have faculty approval and successfully complete the application process.

Student Council

Democratic living can be enhanced by active participation. Student Council is the means of active participation in school government. All students are eligible to participate in Student Council. There are four members from each grade and four officers, who are elected in a general election in the fall.

Class Activities

Class meetings for the purpose of electing officers will be held the second full week of school. Officers to be elected are President, Vice-President, Secretary, Treasurer and two Representatives to the Student Council. Homecoming Float chairman and the committee should also be selected. Everyone running for office must have a valid petition on file with the class advisor. Petitions may be picked up from the advisor beginning one week after school is in session. Campaigning may begin when the petition is validated.

Non-Participation in Activities

Students who do not desire to participate in assemblies and activities for valid reasons (religious, etc.) may be excused by requesting permission from the principal.

Clubs

Clubs are open to all MHS students unless specifically stated and approved by the Board of Education to qualify or limit membership. Students must meet extra-curricular participation rules.

School Dances

1. The organization sponsor will always be in attendance.
2. School dances may be held on Friday or Saturday evenings. (Saturday may involve a custodial fee.)
3. A permission form for use of school facilities must be obtained from the high school office and approved by the principal **at least one week before requested activity date.**
4. DJ's/Bands are not to be contracted until the request has been approved.
5. Attendance at all school dances is restricted to Mancelona High School students and their approved guests.
6. Guests for Homecoming in the fall and Snowcoming in the winter can include MHS graduates, who are under the age of 21.
7. State Fire Marshall's regulations governing the use of decorations will be enforced.
8. Dances following athletic events are scheduled for 2 hours (ending by 11:30 P.M.). Admission to after-game dances will be closed at 10:00 P.M. No one will be allowed to enter after that time.
9. The Junior-Senior Prom is open only to juniors, seniors and approved guests. Non junior and seniors at Mancelona High School need to be signed up as if they are guests.
10. Guests at Dances
 - a. All guests must be approved by the high school office.
 - b. One guest per student, guests must be signed up on the guest register in the high school principal's office prior to 12:00pm on the day of the dance and must accompany that guest to the dance and be the guests escort during the dance.
 - c. Approved guests must be under 21.
 - d. All approved guests must be currently enrolled in a high school (**not home schooled**) and in good standing at that school. The exceptions are for the Junior-Senior Prom, Homecoming and Snowcoming dances. (Mancelona High School graduates, under the age of 21 are allowed to attend. Non-Mancelona graduates may attend Prom, but will need to be approved).
 - e. Middle School students are not permitted to attend high school dances, either as guests or helpers.
11. When students leave, they may not return to the dance, nor remain on school property.
12. The school is not responsible for any missing articles. Lockers may not be used. Students and guests must confine themselves to the entrance and dance area only.
13. The possession or consumption of alcoholic beverages or drugs during dances will not be tolerated. Students who are in possession of or under the influence of alcohol or drugs will be turned over to the authorities and suspended from school.
14. Students are required to follow the handbook dress code at dances.
15. All school rules apply; students are responsible for the behavior of their guests.
16. Students must be in attendance a full day to be able to attend.

Responsibilities for Dances

It is the responsibility of the organization and the advisor to take care of the following items for the dance:

1. Set the price of admission with the approval of the principal.
Issue any special requests, such as the kind of dress to be worn, regulations, and plans. These must have the approval of the advisor/principal.
2. Secure teacher and parent chaperons at least two (2) days in advance. Chaperones must include two (2) parent couples, group sponsor and two faculty members, one of which **must** be a teacher. (Must include female and male chaperones.)
3. Solicit the respectful use and care of furniture and property.
4. Replace or repair lost or damaged property.
5. Return promptly all borrowed property.
6. Provide for prompt and thorough clean up.
7. Provide funds for over-time custodial services.
8. Arrange for music. All bands/musical groups/DJ's must set up their equipment before and take it down immediately after each dance.

Athletic Events

All students are to sit on the bleachers and are to stay there except at halftime and between games. Students leaving the site will not be allowed to reenter. Students (MHS) are expected to behave at all times regardless of the behavior of others in attendance.

Lockers

- A. Lockers are placed in the school buildings for use by students.

1. One locker may be assigned to two students if space is limited.
 2. Only the school issued locks are allowed on lockers. Others will be removed.
- B. The school retains ownership of the lockers and has the right to make periodic checks for general housekeeping. (See "Search and Seizure") Items, substances or materials that are obscene, illegal, profane, or considered being generally objectionable to "good taste" or community standards are prohibited.
 - B. A locker assignment and usage agreement must be signed by a student wishing to use a locker. A locker will not be assigned unless the agreement is returned to the office.
 - C. Taped signs are allowed inside of lockers and on the outside if they promote the student and are appropriate. Strong adhesives, stickers and the use of glue are prohibited.
 - D. Failure to use a locker in an appropriate manner will cause the student to lose his/her locker privileges and pay any assessment for damages.
 - E. Locker doors must be closed tightly with contents not visible.

GENERAL INFORMATION

Lost and Found

Lost and found is located by the gym, in the hall behind the kitchen.

Parties

Parties are not to be held during school hours. They distract from the educational process and promote off task behaviors. The principal must approve any exception to this.

Fundraisers

The advisor, principal and superintendent's office must approve all fundraising projects. A form may be picked up in the principal's office. Approval must be given at all levels before the project starts.

Guests/Visitors

Parents/guardians are permitted to visit whenever possible but must register and receive permission with the principal's office prior to entering the school facility and grounds beyond the principal's office or visitors parking area (classrooms, hallways, cafeteria, gym, etc.). Guests of student age are not allowed unless here on school business. Exceptions can be made at the principal's discretion.

Dress and Good Grooming

- Caps, hats, **gloves**, headwear must be removed when students enter the building.
- Coats, jackets, shells, parkas, etc. must be removed and stored in lockers during the school day.

The health, safety and welfare of all students are the primary concerns of school officials. Any type of dress, behavior or practice which creates a dangerous condition, infringes upon the rights or safety of others, is obscene, or is disruptive to the school setting, is prohibited. Attire, including belts, pins, etc., depicting or promoting gang activity, alcohol, tobacco, sex and illegal substances is not appropriate for school. Students dressed in this manner will not be allowed to attend classes. Transparent, see through clothing or clothing that has been or appears to be cut/modified, clothing that exposes excessive skin (**including low cut tops exposing cleavage**), muscle shirts, tank tops (2" wide straps), tank top dresses (2" wide straps), torn clothing, halter tops and tops that do not remain in contact with the pants are not allowed. Shirts and dresses that are sleeveless by design may be worn if it meets the above restrictions.

Appropriate shorts **and skirts** are allowed and must be worn in a manner that is not provocative, distasteful, or allows the bellybutton or skin of the buttocks to be exposed (short shorts or cut-offs). **Shorts or skirts that do not reach the fingertips are considered too short for the school setting.** The dress code applies to all school functions.

Athletic attire that falls somewhat within the aforementioned areas must be appropriate for the activity and limited to Physical Education class and athletic facilities.

Students wearing inappropriate clothing may be sent home for the day.

Use of the Telephone

The office telephone is for **business use only**. A pay phone is located in the entrance lobby by the office for student use. **The pay phone is not to be used during class time**, ONLY during breaks or passing time. If a student is sick or an extreme emergency exists, he/she will be allowed to use the office phones. No social calls will be permitted. Time on the telephone is not an excusable reason for a student reporting to class late.

Purchases

No student is to purchase any material in the name of the school without a purchase order signed by the Superintendent or Principal.

Electronic Devices

Students are discouraged from bringing MP3's, cell phones, radios, headsets, CD players, etc. on school property. The school is not responsible for lost or stolen electronic devices.

The use of cell phones and MP3's are limited to before school (8:20) and after school (3:10). Cell phones, MP3's and headphones are to be kept in lockers during the school day. Students caught using cell phones, MP3's, etc. will have them taken away:

- 1st Offense – The device will be returned to the student after school.
- 2nd Offense – The device will be returned to a parent/guardian after a phone call home is made.

3rd Offense – The device will be returned to a parent/guardian after a phone call home is made. One hour after school detention will be assigned. Continued offenses will result in out of school suspension (insubordination: one day suspension).

Freedom of Speech and Assembly

Students are entitled to verbally express their personal opinions. Such verbal opinions shall not interfere with the freedom of others to express themselves. The use of obscenities or personal attacks will not be tolerated.

All students meeting in the school building or on school grounds may function only as a part of the formal educational process or as authorized by the administration.

Students have the freedom to assemble peacefully. There is an appropriate time and place for the expression of opinions and beliefs. Conducting demonstrations which interfere with the operation of the school or classroom are inappropriate and will not be tolerated.

Freedom to Publish

Students are entitled to express in writing their personal opinions. The distribution of such material may not interfere with the educational process. Such written expressions must be signed by the authors.

Students who edit, publish, or distribute handwritten, printed, or duplicated matter among their fellow students within the schools must assume full responsibility for the content of such publications.

Unauthorized commercial solicitation will not be allowed on school property at any time. An exception to this rule will be the sale of non-school sponsored student newspapers published by students of the school district at times in places as designated by the school authorities.

The distribution by students in school buildings or on school grounds of unlawful or political material whose content reflects the special interest of political candidates or a political candidates or a political organization are prohibited.

Automobiles / Vehicles

Student driving and parking is a privilege and not an educational right. The school has the authority to patrol, visually search and conduct searches of vehicles if reasonable suspicion exists of illegal activity or contraband.

Students who wish to drive and park on school district property must register their vehicle. Applications may be picked up in the main office.

1. All students must be licensed and covered by insurance. The school is not responsible for the automobile or its contents. Incidents should be reported to the police.
2. Students are not allowed around vehicles at any time. Vehicles are to be parked in the student parking lot AT ALL TIMES and moved only when the vehicle is leaving school for the day or with special permission. This includes those students involved in after school activities.
3. Students are not to loiter in or near the parking lot at any time.
4. Every person driving must be extremely cautious and has a responsibility to protect pedestrians and passengers as well as property.
5. Students must park in the student lot in designated spaces.
6. No student parking is allowed in the staff/visitor or handicapped parking areas.
7. Snowmobiles, dirt bikes, four wheelers, ORV's are prohibited on school property at all times.
8. If there is a need to go to a vehicle during school hours, permission must be obtained from the office.
9. Bicycles must be parked in the bike rack.
10. Skateboards, scooters and roller blades are to be carried onto and off school property beginning at the entrances to the property.
 - Skateboards and scooters are not allowed in the school building and must be secured to the bike rack.
 - Safely securing a skateboard to the bike rack is the student's responsibility.

Closed Campus

When a student enters onto school property they are deemed to have reported to school and must remain on the campus until the end of the school day. The campus is defined as the building and walkways. A student beyond these areas without permission is off campus and subject to disciplinary action.

Students riding the school bus must remain on school property upon disembarking the bus and prior to boarding at the end of the school day.

Open campus (Lunch) may be rewarded at the discretion of the principal.

Building Use

Students are not allowed in the school at any time outside school hours except for regularly scheduled functions. Students are not allowed in the classrooms beyond regular school hours unless directly supervised by staff.

School books and outdoor clothing are to be taken to the locker room before practice. The classroom section of the building will be closed at 3:30 P.M. to those students not under the supervision of a staff member.

Work Permits

A minor under 18 years of age may not be employed without a work permit. A promise of a job must be obtained before a permit can be issued. Applications for permits may be obtained in the principal's office. The CA-6 work permit is for 14-15 year olds and not specifically exempted from the Y.E.S. Act (PA 90 of 1978). The CA-7 work permit is for 16-17 year olds and not specifically exempted from the Y.E.S. Act (PA 90 of 1978).

STUDENT CODE OF CONDUCT

Student Behavior

The school is a community and the rules and regulations of the school community guarantee the rights of its members to and from school and at school activities both on and off school property. A basic responsibility of those who enjoy the rights of the school community is to respect and obey the rules and regulations. A basic responsibility of school authorities is to regulate the school community with rules that are both needed and reasonable.

General responsibilities of all students include, but are not limited to:

1. Attending school regularly, being on time, being prepared to learn to the best of their abilities, contribute at all times to the peace and tranquility of the school.
2. Follow the reasonable requests, instructions, and directions of personnel.
3. Respect the worth and dignity of each individual.
4. Respect the rights and properties of others.
5. Use proper language, etiquette, and meet reasonable standards of health, cleanliness, safety, and dress.
6. Devote their energies towards realizing full potential as a student.
7. Help maintain and improve the school environment and school spirit.
8. Follow Federal, State, and local laws.

Infractions are cumulative throughout a student's high school career. This influences the consequences prescribed for violations of the student code of conduct.

Public Act 102

The following activities are among those defined as criminal under the laws of the State of Michigan and must be reported to law enforcement per Public Act 102 (1999)

1. Alcohol/Possession/Use
2. Arson
3. Armed Student of Hostage/Suspected Armed Student
4. Assault /Fights
5. Bomb Threat
6. Bus Incident/Accident
7. Death or Homicide
8. Drive-By Shooting
9. Drug Use(illegal) or Overdose
10. Drug Possession or Sale
11. Explosion
12. Extortion/Robbery
13. Intruders/Trespass
14. Larceny - Theft.
15. Sexual Assault/Criminal Sexual Conduct
16. Threat of Suicide/Suicide Attempt
17. Tobacco
18. Unauthorized Removal of a Student
19. Weapons on school property

Disciplinary action will be taken by the school regardless of whether or not criminal charges result.

CONSEQUENCES - LEVEL I, II, III

The following behaviors, as evaluated by administrators, shall be grounds for disciplinary action. Each behavior is classified as a Level 1, 2, or 3 incident indetermining consequences, per the State of Michigan Model Code of Student Conduct. Each offense is designated, Level I (L-1), Level II (L-2) or Level III (L-3).

All levels of consequences can be changed depending upon severity or repetition of the offense.

Level I - Consequences

Administrators and staff may use the following intervention Strategies and disciplinary actions for Level I incidents, including but not limited to the following;

- Staff, Student and/or Parent conference(s)/phone calls
- Responsibility Plan(s)

- Counseling / Student Services referral
- Natural Helpers program referral
- Anger Management/Violence Prevention Class (ATV)
- Administrator/Student Conference
- Progress Reports
- Behavioral Contracts
- Schedule Change/Reduction
- Behavioral Probation
- School Service Assignment
- Confiscation of inappropriate/illegal item
- Restitution/Restoration
- Family Resource Center Referral
- Before, Lunch or After School Detention
- Denial of Participation in class/school activities
- Denial of Parking/Driving Privileges
- In- School Suspension
- Out of School Suspension 1 to 10 days
- Law Enforcement Notification
- Truancy / Probate court contact

Disciplinary Infractions Level I

1. **Cheating:** (L-1) To deliberately deceive a staff member by completing or turning in work done in a fraudulent manner. No credit for assignment in addition to consequence by administrator.
2. **Disrespect:** (L-1) Showing a lack of courteous regard to school personnel.
3. **Disruptive conduct:** (L-1) Behavior that causes an interruption in the normal tempo of the day, a teacher's teaching or another student's learning.
4. **Gross misbehavior:** (L-1) Deliberate or willful conduct detrimental to the normal functioning of a program or activity under school sponsorship.
5. **Habits /bodily conditions detrimental to school:** (L-1) Conditions under which any pupil is suspected of having a communicable disease or who has persistently neglected personal hygiene to the point where it disrupts the educational process.
6. **Illegal entry:** (L-1) Entering areas or containers within or on school property with the intention to commit an illegal act.
7. **Improper dress:** (L-1) Wearing clothing not normally acceptable for public school appearance. An example would be clothes that; unusual attention to the student or promote or encourage alcohol, drugs, or tobacco products. Dress and appearance must not present health or safety problems or cause disruption.
8. **Indecency:** (L-1) Offending acts against commonly recognized standards of propriety or good taste.
9. **Insolence:** (L-1) The act of being insulting, contemptuous, or haughty in speech or conduct toward school personnel.
10. **Insubordination:** (L-1) Refusing to follow the directives or requests of a staff member.
11. **Leaving campus/class without permission** (L-1) at any time during the school day is truancy and results in an unexcused absence. (See Attendance Policy)
12. **Littering:** (L-1) Placing personal refuse in a place other than a litter barrel.
13. **Loitering:** (L-1) Presence of a student in an unscheduled time and place. Students are not permitted in the halls during class periods unless accompanied by a teacher or in possession of a hall pass.
14. **Negligent or Improper operation of a motor vehicle:** (L-1) A student shall not operate a vehicle as to endanger the property, safety, health or welfare of others.
15. **Obscenity / Profanity:** (L-1) Vulgar acts by pupils in verbal or written form, pictures, gestures, or caricatures in or on school property.
16. **Persistent disobedience:** (L-1) Recurring insubordination in complying with reasonable requests from administrators, teachers, or other school personnel.
17. **Plagiarism:** (L-1) A student purposely copies someone else's written assignment and turns it in as his/her own work. This includes cutting and pasting off of the internet or handing in an assignment that someone else wrote.
18. **Possessing drug paraphernalia:** (L-1) Possessing any item or article that might be used in consumption of an illegal drug (roach clips, rolling papers, etc.)

19. **Public display of affection:** (L-1) Kissing, extended embracing, acts of affection that go beyond accepted salutations.
20. **Sexual Harassment I:** (L-1) A student will not use words, pictures, objects, gestures or other actions relating to sexual activity or a person's gender that cause embarrassment, discomfort, or reluctance to participate in school activities.
21. **Tardiness:** (L-1) A student will not fail to be in his or her place of instruction at the assigned time without valid school excuse.
 - a. Three tardies is a 15 minute detention
 - b. Four tardies is a 30 minute detention
 - c. Five tardies is a 60 minute detention
 - d. Tardies over five will result further disciplinary action including suspension.
22. **Technology Abuse:** (L-1) A student will not violate the district's technology use guidelines.
23. **Tobacco:** (L-1) Use or possession of tobacco in any form is prohibited on school property.
 - a. The Mancelona Board of Education has adopted the following policy #7434 "prohibits the use of tobacco on district premises, in district vehicles, and in all school buildings owned and/or operated by the district".
 - b. Public Act 140, 9-1-93, "Restricts the use of tobacco on school property" - Violators are subject to a criminal misdemeanor penalty, punishable by a fine of not more than \$50.00.
 - c. Tobacco use or possession by students during school hours or at school sponsored activities (dances, athletic events, field trips, etc.) will result in the following action being taken during the school year:
 - d. 1st offense: Three (3) day suspension. Notification of parent / guardian. Possible fine. **Alternative: one day suspension AND enrollment into a tobacco cessation class.**
 - e. 2nd offense: Five (5) day suspension. Parent/student/principal conference is required before student can be readmitted to school. Fine.
 - f. 3rd offense: Removal from school for the remainder of the semester.
24. **Trespass:** (L-1) Willfully entering on school property after having been forbidden to do so or neglects/refuses to depart after being directed to do so.
25. **Truancy:** (L-1) Unauthorized absence from school for any period of time. Chronic tardiness will be considered truancy.
26. **Vandalism:** (L-1) Willful destruction of property. **Throwing snowballs on school property will result in one day suspension.**

Level II - Consequences

Any and all of the following intervention and discipline strategies may be used including, but not limited to;

Note: Fighting or physical altercations pose an immediate threat to health and safety. Most cases result in a minimum three-day suspension and/or reported to law enforcement

- Any school response to a Level I violation.
- Out of School Suspension - 3 to 10 days.
- School Board Recommendation for long term suspension or expulsion.
- Law Enforcement Notification.
- Denial of Driving/Parking Privileges.

Disciplinary Infractions Level II

1. **Defiance of Authority:** (L-2) Behavior that defies, challenges or resists the authority of school personnel.
2. **False Identification:** (L-2) A student shall not give false identification or identity with the intent to deceive school personnel.
3. **Failing to serve an assigned detention:** (L-2) A student will not fail to serve an assigned detention of which the student and/or parents have been notified.
4. **Fighting:** (L-2) Disruptive behavior such as quarreling and/or physical contact on school property, at school sponsored activities (home or away), on school transportation, and traveling immediately to or from school.
5. **Forgery:** (L-2) Fraudulently using in writing the name of another person or falsifying times, dates, address, or other information, i.e. excuse notes, permission slips, hall passes, etc. used by the school.
6. **Gambling:** (L-2) A student will not engage in any game of chance or contest wherein money or other items of monetary value are awarded. Except games or contests authorized as official school functions.
7. **Gangs:** (L-2) are groups that pose a threat to public safety and order through violence, intimidation, harassment, or other illegal activities. There is zero tolerance for gangs or gang activity in Mancelona Public Schools. To provide safe environment for all students in Mancelona Public Schools, all gang identifying clothing, items, and activities (as

determined in cooperation with the police) are strictly prohibited in school, or on school property and at all school related events. Students violating the above regulations will be subject to disciplinary action, up to and including expulsion and referral to police and/or courts. Non-students will be refused entry to schools and school events.

8. **Harassment/Bullying/Intimidation:** (L-2) causing an unwanted or hostile environment to be created for another person through acts of physical contact, facial expressions, intimidating remarks or action, aggressive acts physically, verbally or in written form.
9. **Possession of Stolen Property:** (L-2) A student will not, without permission of the owner or custodian of the property, have in their possession or take property that does not belong to the student.
10. **Sexual Harassment II:** (L-2) A student may not make unwelcome sexual advances, request sexual favors or engage in verbal communication or physical conduct of a sexual nature with or toward any other student, school district personnel or adult volunteers.
11. **Threat/Coercion:** (L-2) A student will not threaten another with bodily harm. A student will not coerce another to act or refrain from acting.

Level III - Consequences

Any and all of the following intervention and discipline strategies may be used including, but not limited to;

Note: Drug related behaviors pose an immediate threat to student safety. Most cases result in a minimum of a ten-day suspension and reporting to law enforcement.

- Any school response to a Level I or II violation.
- School Board recommendation for long term suspension or expulsion.
- Placement in an alternative education program or setting.
- Referral for emotional, behavioral or chemical-dependency evaluation.

Disciplinary Infractions Level III

1. **Assault:** (L-3) Physical and verbal is threatening to strike or harm another person or actions that places a person in apprehension of injury, i.e., circumstances that create a well founded fear of imminent peril, coupled with present ability to effectuate the attempt if not prevented.
2. **Drugs/Alcohol:** (L-3) A person will not possess, use, distribute, transfer, offer to buy or sell or purport to buy or sell, a controlled or non-controlled substance, dangerous drug, prescription drug, counterfeit drug, intoxicating substance or alcohol. A student legally in possession of a prescribed medication and in compliance with the school medication policy will not be in violation of this section.
3. **Extortion:** (L-3) Obtaining money or other items of value by use of threats or without the consent of both parties involved.
4. **False alarms/Bomb Reports/Tampering with alarm system:** (L-3) Issuing, by word or act, a false or misleading report of fire, explosives, etc. Prohibited irrespective of the whereabouts of the student. Will not destroy, tamper or damage an alarm system in a building. MCL 380.1311a(2)
5. **Fireworks:** (L-3) A student will not use, possess, handle, transmit, conceal, or use any firecrackers or fireworks device.
6. **Interference with school authorities:** (L-3) A student will not interfere with teachers, administrators or other school personnel by threat of force or violence.
7. **Stealing:** (L-3) Dishonestly acquiring the property of another or others or being in possession of stolen property. (Police will be contacted)
8. **Striking or verbally threatening administrators, teachers, or school personnel.** (L-3) Expulsion up to 180 days per, MCL 380.1310 (1)
9. **Substance Abuse:** (L-3) Parents will be informed and requested to pick up their child immediately if he/she is found to be in possession or under the influence of alcohol or drugs within the confines of the school. If the student is extremely ill, immediate medical attention will be requested. If the behavior is extremely disruptive, or if the student has previously exhibited this condition, the police will be called to remove the student from school. Police will be called to apprehend any student, or visitor, who traffics in drugs, look-alike, or alcohol on the school campus. Students will be suspended for being under the influence of alcohol or drugs within the school or on the school campus. This provision also applies to any school sponsored activity such as dances, school parties, athletic activities and field trips. The student will not be readmitted to school until a conference is held with the parent and principal or his designee.
10. **Weapons:** (L-3) Possessing, using, threatening to use, transferring any weapon or instrument capable (with intent) of inflicting bodily injury. (See Expulsion)

Public Act 211 states: "The Superintendent or designees will report when a dangerous weapon is found in the possession of a pupil when the pupil is in attendance at school or a school activity or when the pupil is en-route to or from school on a school bus. The report must be made to the pupil's parent or guardian and the local law enforcement agency.

WEAPONS POLICY and PERMENANT EXPULSION (5610.01)

1. The Board of Education is continually concerned about the safety and welfare of District students and staff and therefore, will not tolerate behavior that creates an unsafe environment or a threat to safety.
2. 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 rape in a District building or on District property, including school buses and other school transportation.

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

The Police and the School

Police in the schools are not necessarily an indication of trouble, disruption or discontent. Police can enter the school upon invitation by school authorities. They may also enter if they have a warrant for arrest or search. In accordance with past procedures, law enforcement officers have access to schoolchildren on school property during school hours for the purpose of interrogation. The following procedures will be used:

1. The principal, or his representative, will notify the parents in cases involving police interrogation of students under age of majority. Parent or guardian must be present **or give consent for interrogation.**
2. The interrogation will be private. The principal or his designee will be present.
3. The student will be notified of his legal rights. He/she is given the right to be protected from coercion, illegal constraint, or may remain silent.

Student's records and communications remain confidential and will not be turned over to the police unless the student, who has attained the age of majority, or the parent of a student less than the age of majority, gives permission for their use, or a court order is presented.

Law enforcement officers are empowered to arrest a person without a warrant, including children, in case of a felony where the officer has reasonable cause to believe that the person has committed a felony or for a misdemeanor committed in the officer's presence.

Search and Seizure (Policy #5771)

The following rules shall apply to the search of school property assigned to a specific student (locker, desk, etc.) and the seizure of items in his/her possession:

"The Board of Education has charged school authorities with the responsibilities of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student. (In accordance with policy #5771.)

1. The Board acknowledges the need for in-school storage of students' possessions and shall provide storage places, including desks and lockers, for that purpose. But in no such places shall students have such an expectation of privacy as to prevent examination by a school official.
2. General searches of school property may be conducted at any time by the principal and in a manner to guard the privacy of the student as much as is reasonably possible.
3. He/she shall attempt to obtain the freely offered consent of the student of the inspection; however, provided there is reasonable suspicion, he/she may conduct the search without such consent.
4. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.
5. Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened.
6. Canines, trained in detecting the presence of drugs, may be used when reasonable suspicion exists that there are illegal drugs present in school. Canine detection will be conducted in collaboration with law enforcement authorities.
7. Illegal items (firearms, weapons) or other possessions reasonably determined to be a threat to the safety or security of others will be removed from student possession. (See expulsion)

Explanations of Serious Disciplinary Action

REMOVAL FROM CLASS A teacher may use when the seriousness of the offense, the persistence of the misbehavior, or the nature of the conduct is disruptive to the educational process, or has been disrespectful and/or defiant to the teacher.

- The teacher will send the student to the office with or at the end of the class period, a student behavior referral report indicating the circumstances leading to the student's removal from class.
- The principal will determine the length of time the student will be suspended from class (usually not to exceed three days). The student will have opportunity during their suspension to complete class work.

BEHAVIORAL PROBATION may be placed upon a student for a definite period of time during which critical examination and evaluation of the student's progress/behavior should take place.

- The student may be denied the privilege of participating in or attending extra curricular activities during the probationary period.
- Further infractions of school rules during the probationary period may result in detention and/or in school or out of school suspension.
- The student will be removed from probation if at the completion of the probationary period progress has been made in behavior.

DETENTION (before school, after school, lunch, passing period) is assigned by teachers or the principal for tardiness and for minor violations of school policies and/or misbehavior in the classroom.

- Students and parents will be given 24-hour notification and the reason(s) for before/after school detention.
- Teachers will provide supervision for any student to whom they assign detention.
- **PARENTS ARE RESPONSIBLE TO PROVIDE TRANSPORTATION TO STUDENTS FOLLOWING AFTER SCHOOL DETENTION.**

If a student fails to take assigned AFTER SCHOOL detention, the following will occur:

- When a student does not serve the assigned detention he/she will be assigned a one-day suspension, the next school day.
- Detentions must be served as part of the original consequence. Out of school suspension or other consequences may result from a student persistently refusing to serve a detention.

CLOSED CLASSES - Students may be denied the privilege to attend class and have classes closed to them for a period of time.

- For serious misconduct, to maintain or restore order, or to protect persons on the school grounds.
- For regular truancy and tardiness, persistent misbehavior, or gross misdemeanor.

SUSPENSION: The Board of Education authorizes administration to invoke and terminate suspensions when violations of school rules occur. Every reasonable effort should be made by the total staff to solve disciplinary problems within the school setting and without excluding a student from school. If this cannot be done, exclusion may be necessary and implemented according to the following stipulations: (Special education student may follow a different procedure.)

- **Out of School Suspension:** A student assigned out of school suspension will receive an excused absence. The school will make available to the student assignments that will be done in his/her absence. The student will have to turn in all assignments when they return from suspension. It is his/her responsibility to see that assignments are obtained and completed. Assignments will become part of his/her grade.
- **In-School Suspension:** A student assigned in-school suspension will report to the principal's office and sit at the table in one of the study rooms, for the day(s) assigned. Strict discipline will be followed. The student's assignments will be obtained for the day, and the student will work on them (plus any additional assignments the principal may give) in silence. The student will not share any time with other students. The student will be given an excused absence and assignments completed will count toward his/her grades. If a student fails to attend in-school suspension he/she will be considered truant and work missed will not be allowed to be made up. In-school suspension must be served satisfactorily prior to returning to regular classes.

A student on in-school suspension or out-of-school suspension may not participate in any extra-curricular activities and is not allowed to be present on school grounds beyond the school day.

3. **Short Term Suspension:** (Up to ten (10) days): May be in-school or out-of school and this type of suspension be up to five days and may include a parent conference at the school prior to the return of the student. Short-term suspension will be for minor infractions of school rules, i.e., classroom disobedience, dress, smoking, insubordination, defiance, etc.
4. **Long Term Suspension:** (Exceeds ten (10) days): This type of suspension will be for a specified period of time and will terminate at the end of that time, or upon the fulfillment of a specific set of conditions. It will also include a parent conference at the school prior to the return of the student. Long term suspensions will be for serious misconduct, persistent disobedience and for negative or hostile behavior. The building administrators shall be responsible for written documentation to support any action of suspension or expulsion as well as effort to solve the problem. Parents must be informed and involved in any case of a student exhibiting a history of unacceptable

behavior and shall receive a complete set of policies and regulations governing pupil conduct. Records of such involvement shall be maintained in the building administrator's office.

5. **Implementation of Suspension:** Should the school administrator determine that there is justification to suspend the student, the student will be informed of that decision and, in the case of minor students, an attempt will be made to contact the parent or guardian of the student and to provide verbal notice of such decision immediately. The building administrator gives both written notice of his/her suspension and the reasons therefore, and the opportunity to respond to charges against him/her prior to the suspension. This notice is to include the length of the suspension, any special conditions relating to the suspension, and the right of parent/guardian to appeal the suspension.
6. **Make-Up Work:**
 - a. Students who are suspended will be expected to make up all work missed for credit. The student will be responsible for obtaining and handing in assignments. All work must be submitted on the day the student returns from suspension.
 - b. Classroom work that required participation in class that is missed while the student is on out-of-school suspension will be given "0" credit. The teacher will accept classroom work that is completed during suspension for full credit.

Appeal of Suspensions

Students and parents have the right to appeal any discipline action in writing to the building administrator. An appeal must satisfy at least one or both of the following criteria:

- a. **The violation as reported, did not occur and/or**
- b. **Consequences in the handbook were improperly administered.**

Written appeals may be directed to the office of the Principal at,
Mancelona High School
P.O. Box 739
Mancelona Mi. 49659

If neither of these exists, there are no grounds for an appeal. If grounds exist for an appeal, it must be made in writing to the building principal. If the appeal is denied it may be taken to the superintendent of schools.

The Superintendent upon review of the situation will affirm or modify the terms of the suspension and will notify the student and parents of his action in writing. The Superintendent's decision in cases of short-term suspension shall be final.

- The decision of the Superintendent in cases of long-term suspension may be appealed in writing to the Board of Education within five school days of notification of the superintendent's decision.
- If the decision of the Superintendent is appealed, the Board of Education shall schedule a hearing within ten school days and shall notify the parents that the hearing shall be conducted under the following rules and procedures:
 - > Written notice shall be given of the time, date and place of the hearing.
 - > An attorney or other advisor of their choosing may represent the student or parents.
 - > Witnesses may be presented at the hearing and the student or his representative may question witnesses testifying against the student.
 - > The hearing is not a court proceeding and court rules of evidence shall not be enforced at such hearings.
 - > The building administrator, Superintendent, the Board of Education attorney and such other resource persons as the President of the Board of Education deems essential to the proper disposition of the case shall be present at the hearing.
 - > The Board of Education shall send a written decision within two school days of the date of the hearing to all parties concerned.

EXPULSION:

Expulsion is removal from school for the year or permanently. The principal may recommend this to the superintendent if a student is determined to be guilty of gross misdemeanor or persistent disobedience.

Expulsion procedures - Due process.

- a. The hearing shall be conducted by the Board of Education who shall make its determination solely upon the evidence presented at the hearing. The hearing is not a court proceeding and court rules of evidence shall not be enforced at such hearing.
- b. Written notice of charges against a student shall be by registered mail. Included within this notice shall be a statement of the time and place for the hearing, which time therefore shall be reasonable for the parties involved.
- c. Parents or guardian may be present at the hearing.
- d. Legal counsel may represent student and parent/guardian.

- e. The student shall be given an opportunity to give his version of the facts and their implications. He/she shall be allowed to offer the testimony of other witnesses and present other evidence.
- f. The student, his/her parents/guardian or legal agent, shall be allowed to observe all evidence offered against him/her. In addition, he/she shall be allowed to question any witness.
- g. A record shall be kept of the hearing.
- h. The Board of Education, by a majority vote, shall state within a reasonable time after the hearing its findings as to whether or not the student charged is guilty of the conduct charged and its decision as to expulsion. A majority vote of the Board must be obtained from those present at the hearing.
- i. The findings of the hearing authority shall be reduced to writing and sent to the student and his/her parents or guardian.
- j. The student and his/her parents or guardian shall be made aware of their right to appeal the decision of the Board of Education to appropriate judicial authority.

STUDENTS WITH DISABILITIES

Will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

Title IX

Title IX of the Educational Amendments of 1972 states that:

No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

In keeping with this regulation, the following policies will be adhered to:

- 1. Students will have access to all courses regardless of sex.
- 2. Testing instruments will be the same for both sexes.
- 3. Handbooks and course descriptions will not discriminate on the basis of sex,

Any individual with a complaint of possible discrimination should contact:

Office of the Superintendent
Mancelona Public Schools
P.O. Box 739
Mancelona, Michigan 49659
Phone: 587-9764

504 COORDINATOR

Shelly James
Mancelona Elementary School
587-8661 ext: 314

HEALTH AND WELFARE

Medication

Medication, including aspirin, will not be administered to any student without first having a written permission statement from the student's guardian and physician explaining the procedure for medication. In that event, the High School Office will administer medication only.

As per policy of the Mancelona Board of Education, medications are not to be carried on the person of students during school hours. Medications needed by students for self-medication are to be brought to the high school office.

Emergency School Closings

School closings will be announced on: WMJZ, WKPK, WLDR, WTCM, and TV 7 & 4, 9 & 10, and 29. Decisions on closing will be made as early as possible. The school, radio and TV stations need to be able to use their phones and discourage being contacted during these situations. Notification will also be made using our Honeywell Instant Alert System. Parents and students are encouraged to update their information on the Instant Alert website.

Severe Weather

Teachers will be notified when weather is severe enough to cause evacuation from the classroom to shelter areas. Teachers will escort students to the assigned area for their room. Students should sit on the floor facing the wall with hands covering their heads and await further instructions.

Harassment

It is a violation of law and of school rules for any student or staff to take any of the following actions toward another student or a staff member, or any person associated with the school district while on District property or at any school-related event on or off District property.

Sexual Harassment/defined

- A. Verbal: Written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats.
- B. Nonverbal: Placing sexually suggestive objects, pictures, or graphic commentaries in the school environment or making sexually suggestive insulting gestures, sounds, leering, whistling, and the like.
- C. Physical Contact: Threatened, attempted, or actual unwanted bodily contact, including patting, pinching, pushing the body, or coerced sexual intercourse.

Gender/Weight/Ethnic/Height/Religious/Disability Harassment /defined

Verbal:

- 1. Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc.
- 2. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the District by refusing to have any form of social interaction with the person.

Nonverbal:

- 3. Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures.

Physical:

- 4. Any intimidating or disparaging action such as hitting, hissing, or spitting on the person.

Any student who believes that she/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the District should take promptly the following steps:

- A. If the alleged harasser is a student, staff member, or other person associated with the District other than the student's principal, the affected student should, as soon as possible after the incident, contact the principal.
- B. If the alleged harasser is the student's principal, the affected student should, as soon as possible after the incident, contact the superintendent.

The student may submit a report in writing, by telephone, or in person. The reporting student should provide the name of the person(s) whom she/he believes to be responsible for the harassment and the nature of the harassing incidents.

The report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved will discuss the subject outside of the investigation.

If the investigation reveals that the complaint is valid, then prompt, appropriate remedial and/or disciplinary action will be taken immediately to prevent the continuance of the harassment or its recurrence.

All students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges against fellow students, a staff member, or others associated with the District.

Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which will require that the student-abuser be reported to proper authorities.

TRANSPORTATION

Rules and procedures for school bus riders of the Mancelona Public School District:

- 1. Students must be at their designated bus stop when the bus arrives.
- 2. Students may be required to walk some distance to a bus stop as required by state regulation.
- 3. Students should observe classroom conduct while riding the bus (except for ordinary conversation).
- 4. Students must keep head, arms and hands inside the bus at all times.
- 5. Students will be picked up and returned to their assigned stop every day. Arrangements for babysitters, visits, etc. must be made from the stop. Notes to get off at a location other than the assigned stop will no longer be accepted because of school liability.
- 6. Students should avoid unnecessary disturbing noises. The driver should not be distracted while the bus is in motion.
- 7. Fighting, pushing, shoving, foul language, disrespect for the bus driver, or other rowdiness will not be tolerated and will result in a ticket being issued.
- 8. Each bus driver may make reasonable rules governing the conduct of students.

9. A student will be issued a ticket for a first violation and the parent will be contacted by the building principal. This ticket must be signed by a parent and returned to the driver before the student will be allowed to ride again. Beginning with the second offense, the student will be referred to a committee from the building the student attends consisting of the principal, the bus driver, the head bus driver, and others as deemed necessary. The student and parent must appear before the committee for a hearing. If it is deemed by the committee that the student is in violation of rules for the second ticket, a one-week suspension from bus riding privileges will be imposed. Beginning with the third ticket, the student and parent must appear before a committee consisting of the Director of Transportation, the head bus driver, and the bus driver. If a student is deemed to be in violation of rules, a bus suspension ranging from 20 to 90 days will be imposed.
10. For violations deemed flagrant, including those listed in number 7, a student may be referred to the above-mentioned committee on a first offense.
11. All **CTC** students are required to ride the bus to and from **CTC**.

IRONMEN HEALTH CENTER

A Safe and Caring Place for Students and Families A Healthy Place For You!

The Ironmen Health Center is a teen health center providing care and counseling services to Antrim County youth age 10-21 and their children.

What can the Ironmen Health Center provide to students?

- _ Physical exams for school, sports, and camp
- _ Treatment for illness and injuries
- _ Health assessments
- _ Medication administration
- _ Basic laboratory tests
- _ Fitness program
- _ Nutrition counseling
- _ Weight management
- _ Help with quitting smoking and chewing tobacco
- _ Asthma management
- _ Vision screening
- _ Immunizations
- _ Individual, family, and group counseling
- _ Support groups
- _ Referrals to community resources
- _ Help with insurance enrollment

Why Choose the Ironmen Health Center for your healthcare needs?

- _ Located next to school
- _ Healthcare geared toward young people
- _ Support
- _ Respect
- _ Confidentiality
- _ Caring staff
- _ Convenient hours
- _ Coordinated care with family physician
- _ We care about you!

The Ironmen Health Center staff is committed to working together with parents and families to improve the health and well-being of young people in Antrim County. All youth age 10-21 and their children are welcome and no one is denied services due to an inability to pay.

Parents/guardians must provide consent for youth under the age of 18. Ironmen Health Center consents are sent home at the beginning of the school year, and are available by calling (231) 587-9840. The only exceptions to the need for consent, according to Michigan law, are emergencies that threaten life or limb, substance abuse services, sexually transmitted infection treatment, mental health services for minors age 14 or older, and HIV counseling and testing.

Please stop into the Ironmen Health Center today for a tour. Invite your parents and friends!

The Ironmen Health Center staff is here to provide you with quality health care geared toward meeting the needs of young people! For more information, contact the Ironmen Health Center at (231) 587-9840.

The Ironmen Health Center is a school-linked child and adolescent health center provided by the Northwest Michigan Community Health Agency in collaboration with the Mancelona Public Schools through a grant from the Michigan Department of Community Health and the Michigan Department of Education.

Acceptable Use Policy: