Strong Kids. Strong Education.

Mancelona High School
Student and Parent Handbook

2026/2027

Principal Victoria Willson
Administrative Secretary Megan Antaya
Administrative Assistant Kristi Prieskorn

9300 W. Limits Road
Mancelona, MI 49659
PHONE: 231.587.8551
FAX: 231.587.5401

School Hours: 8:15 – 3:15
Office Hours:
High School Doors Open: 7:50 A.M.

Approved: October 2026

2026-2027 School Calendar

August 26, 2026 ..... Professional Development

August 27, 2026 ..... Professional Development Meet the Teacher

September 1, 2026 ..... Full Day of School

September 4 & 7, 2026…… .No School (Labor Day Recess)

September 8, 2026…….School Resumes

November 5, 2026.....½ Day Students, Parent Teacher Conferences

November 6, 2026..... Professional Development (No students)

November 25-27, 2026 ..... No School – Thanksgiving Recess

November 30, 2026 ..... School Resumes

December 22, 2026..... Full Day of School (Winter Recess End of Day)

January 4, 2027 ..... School Resumes

January 22, 2027 ..... End of 1st Semester (Full Day of School)

February 15, 2027..... No School (Mid-Winter Recess)

March 4, 2027 .....½ Day Students, Parent Teacher Conferences

March 5, 2027 ..... Professional Development (No students)

March 25, 2027 ..... Full Day of School (Spring Recess End of Day)

April 5, 2027..... School Resumes

May 31, 2027..... No School (Memorial Day Recess)

June 10, 2027 ..... Last Day of School (Full Day)

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FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. It is not all inclusive. As new items arise, building guidelines would govern until formally introduced in an approved handbook revision. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of the Board Approval date. If any of the policies or administrative guidelines referenced herein are revised after August 11, 2026, the language in the most current policy or administrative guideline prevails.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extracurricular, student services, recreational or other programs or activities shall not be abridged or impaired based on the traits of sex (including gender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as "Protected Characteristics") or other protected characteristics as well as place of residence within District Boundaries, or social or economic background. (See Board Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity).

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, national origin, sex (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, Protected Classes), while at school or a school activity, should immediately contact the School District's Compliance Officer listed below:

Melanie Griffore
Counselor, Mancelona Elementary
Telephone: 587- 8661 ext. 314
Fax: 587-8699
231 W. Limits Rd., Mancelona, MI, 49659
Email: mgriffore@mancelonaschools.org

Ben Tarbutton
Athletic Director, Mancelona Public Schools
Telephone: 587-8551 ext. 406
Fax: 587-5401
9300 W. Limits Rd., Mancelona, MI, 49659
Email: btarbutton@mancelonaschools.org

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

SCHOOL DAY

Regular Schedule	
Period	**Time**
1	8:15-9:15
2	9:20-10:20
3	10:25-11:25
4A ***Lunch***	11:25-12:00
4A Class	12:05-1:05
4B Class	11:30-12:30
4B ***Lunch***	12:30-1:05
5	1:10-2:10
6	2:15-3:15
Career Tech Center Schedule	
Bus Leaves	8:15
Lunch	Upon Return
5	1:10-2:10
6	2:15-3:15
½ Day Schedule	
1	8:15-8:45
2	8:48-9:18
3	9:21-9:51
4	9:54-10-24
5	10:27-10:57
6	11:00-11:25
All times are subject to change	

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 they respect those rights for their fellow students and staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of the student's 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, when concerns arise. Many times, it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish the child's educational goals.

Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from the school counselor.

Adult students (age eighteen (18) or older) must follow school rules. If residing at home, adult students should include their parents in the educational program. (See also Board Policy 5780 – Student/Parent Rights and associated Administrative Guidelines.)

PARENT INVOLVEMENT

Board Policy 2112

The Board of Education recognizes and values parents and families as children's first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents and family members in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism. This policy shall serve as the District policy, as well as the Parent and Family Engagement policy for each school in the District.

The Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act of 2015 (ESSA), defines the term "parent" to include a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the child's welfare).

The term "family" is used in order to include a child's primary caregivers, who are not the biological parents, such as foster caregivers, grandparents, other family members and responsible adults who play significant roles in providing for the well-being of the child.

Family engagement is a collaborative relationship between families, educators, providers, and partners to support and improve the learning, development and health of every learner. The principles of family engagement include: relationships as the cornerstone; positive learning environments; efforts tailored to address all families, so all learners are successful; purposeful and intentional efforts that clearly identify learner outcomes; and engaging and supporting families as partners in their child's education.

Through this policy, the Board directs the establishment of a Parental Involvement Plan by which a school-partnership can be established and provided to the parent of each child in the District. The plan must encompass parent participation, through meetings and other forms of communication. The Parental Involvement Plan shall reflect the Board's commitment to the following:

A. **Relationships with Families**

1. cultivating school environments that are welcoming, supportive, and student-centered;
2. providing professional development for school staff that helps build partnerships between families and schools;[1,2]
3. providing family activities that relate to various cultures, languages, practices, and customs, and bridge economic and cultural barriers;[1,2]
4. providing coordination, technical support and other support to assist schools in planning and implementing family involvement activities.[2]

B. **Effective Communication**

1. providing information to families to support the proper health, safety, and well-being of their children;
2. providing information to families about school policies, procedures, programs, and activities;[1,2]
3. promoting regular and open communication between school personnel and students' family members;
4. communicating with families in a format and language that is understandable, to the extent practicable;[1,2]
5. providing information and involving families in monitoring student progress;[2]
6. providing families with timely and meaningful information regarding Michigan's academic standards, State and local assessments, and pertinent legal provisions;[1,2]
7. preparing families to be involved in meaningful discussions and meetings with school staff.[1,2]

C. **Volunteer Opportunities**

1. providing volunteer opportunities for families to support their children's school activities;[2]
2. supporting other needs, such as transportation and child care, to enable families to participate in school-sponsored family involvement events.[2]

D. **Learning at Home**

1. offering training and resources to help families learn strategies and skills to support at-home learning and success in school;[1,2]
2. working with families to establish learning goals and help their children accomplish these goals;
3. helping families to provide a school and home environment that encourages learning and extends learning at home.[1]

E. **Engaging Families in Decision Making and Advocacy**

1. engaging families as partners in the process of school review and continuous improvement planning;[2]
2. engaging families in the development of its District-wide parent and family engagement policy and plan, and distributing the policy and plan to families.[1,2]

F. **Collaborating with the Community**

1. building constructive partnerships and connecting families with community-based programs and other community resources;[1,2]
2. coordinating and integrating parent and family engagement programs and activities with District initiatives and community-based programs that encourage and support families' participation in their children's education, growth, and development.[1,2]

[1]Indicates IDEA 2004 Section 650 & 644 parent involvement requirements
[2]Indicates Title I Section 1118 parent involvement requirements

STUDENT WELL-BEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lock down and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

State law requires that all students must have an 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 deliver written notice about such needs along with proper documentation by a physician, to the School Office. (See also Board Policy 5330 – Use of Medications, et seq.; Board Policy 5341 – Emergency Medical Authorization; Board Policy 8400 – School Safety Information; and associated Administrative Guidelines.)

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 to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school, for any reason, without proper parental permission. (See also Board Policy 5340 – Student Accidents, et seq.; Board Policy 8442 – Reporting Accidents; and associated Administrative Guidelines.)

Homebound Instruction

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the administration. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; and/or present evidence of the student's ability to participate in an educational program. (See also Board Policy 2412 – Homebound Instruction Program and associated Administrative Guidelines.)

SECTION I - GENERAL INFORMATION

ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides. A student may also be enrolled under the District's open enrollment policy. Prior discipline and attendance issues will be considered and may be basis for denial for a school of choice applicant.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

A. a birth certificate or similar document,

B. court papers allocating parental rights and responsibilities, or custody (if appropriate),

C. proof of residency,

D. proof of immunizations.

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The office may assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures. (See Board Policy 5111.01 – Homeless Students.)

Students who meet the Federal definition of children and youth in foster care may enroll and will be under the direction of the Local Point of Contact with regard to enrollment procedures. (Board Policy 5111.03 – Children and Youth in Foster Care.)

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students. (See Board Policy 5114 – Foreign and Foreign-Exchange Students.)

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

All students are required to have full schedules with six (6) class periods each day.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of suspension or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

(See also Board Policy 5111 – Eligibility of Resident/Nonresident Students, et seq.; Board Policy 5113 – Schools of Choice Program, et seq,; and associate Administrative Guidelines.)

Students in the following categories will not be admitted, unless approved by the building principal. Alternative/online options may be utilized.

- 17 years of age and 6 or fewer credit hours earned.
- 18 years of age and 10 or fewer credit hours earned.
- 19 years of age and 14 or fewer credit hours earned.

SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the school counselor. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

Students may be able to test out of a course by making arrangements (at least) the spring prior to taking the course.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent/guardian or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian. (See also Board Policy 5200 – Attendance; Board Policy 5230 – Late Arrival and Early Dismissal; Board Policy 5223 – Absences for Religious Instruction, and Associate Administrative Guidelines.)

TRANSFER OUT OF THE DISTRICT

If a student plans to transfer from Mancelona High School, the parent must notify the Principal. 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. Parents are encouraged to contact the school counselor for details.

School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student. (See also Board Policy 5113 – Schools of Choice Program (Inter-District), et seq.; Board Policy 6152 – Student Fees, Fines, and Supplies; Board Policy 8330 – Student Record; and associated Administrative Guidelines.)

WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent the student’s parents. (See also Board Policy 5130 – Withdrawal from School.)

IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. 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 Principal. (See also Board Policy 5320 – Immunization; Board Policy 5111.01 – Homeless Students; Board Policy 5111.03 Children and Youth in Foster Care; and associated Administrative Guidelines.)

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 extracurricular activities and co-curricular activities.

The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school will jeopardize a student's educational program. (See also Board Policy 5340 – Student Accidents, et seq.; Board Policy 5341 – Emergency Medical Authorization; Board Policy 8442 – Reporting Accidents; and associated Administrative Guidelines.)

USE OF MEDICATIONS

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription and instructions from the child's physician accompanied by the written authorization of the parent. Both must also authorize any self-medication by the student. Before any nonprescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent along with a waiver of liability of the District for the administration of the medication. The parent must also authorize any self-medication by their child.

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 can be adjusted to avoid administering medication during school hours.

B. The Medication Request and Authorization Form 5330 F1, F1a, F1b, and F1c must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.

C. All medications must be registered with the Principal's office.

D. Medication that is brought to the office will be properly secured.

E. Medication must be brought to school directly by the parent. Medication must be in the original container with the prescription label showing the name and telephone number of the pharmacy, the student's name, the name of the physician, the name of the drug, and the dosage to be administered.

F. Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.

G. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

H. The parents 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.

I. 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.

(See also Board Policy 5330 – Use of Medications, et seq.; Board Policy 5331 – Students with Special Health Care Needs; Board Policy 5335 – Care of Students with Chronic Health Conditions; Board Policy 5500 –

Student Conduct; Board Policy 5520 – Disorderly Conduct; Board Policy 5530 – Drug Prevention; and associated Administrative Guidelines.)

Asthma Inhalers and Epi-pens

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the school principal and updated annually. (See also Board Policy 5330 – Use of Medications, et seq.; Board Policy 5330.01 – Epinephrine Auto-Injectors; Board Policy 5335 – Care of Students with Chronic Health Conditions; Board Policy 5336 – Care of Students with Diabetes; and associated Administrative Guidelines.)

Non-prescribed (Over-the-Counter) Medications

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

Parents may authorize the school to administer a non-prescribed medication using a form which is available at the school office. A physician does not have to authorize such medication but all of the other conditions described above under prescribed medications will also apply to non-prescribed medications. The student may be authorized on the request form by his/her parent to self-administer the medication in the presence of a school staff member. No other exceptions will be made to these requirements.

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

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code. (See also Board Policy 5330 – Use of Medications; Board Policy 5500 – Student Conduct; Board Policy 5520 – Disorderly Conduct; Board Policy 5530 – Drug Prevention; and associated Administrative Guidelines.)

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. 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.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will only be for the contagious period as specified in the school's administrative guidelines. (See also Board Policy 8450 – Control of Casual-Contact Communicable Diseases, et seq. and associated Administrative Guidelines.)

DIRECT 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 (condition), HIV (Human-immunodeficiency), HAV,

HBV, HCV (Hepatitis A, B, C); 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. (See also Board Policy 8453 – Direct Contact Communicable Diseases and associated Administrative Guidelines.)

INDIVIDUALS WITH DISABILITIES

The American's with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability (Board Policy 2260.01 – Section 504/ADA Prohibition Against Discrimination Based on Disability). This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the building counselor to inquire about evaluation procedures and programs. (See Board Policy 2460 – Special Education and associated Administrative Guidelines.)

The District is committed to identifying, evaluation, and providing a free appropriate public education ("FAPE") to students within its jurisdiction who are disabled within the definition of 504, regardless of the nature or severity of their disabilities.

STUDENTS WITH LIMITED ENGLISH PROFICIENCY (LEP)

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extracurricular programs of the District. It is, therefore the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District. Parents should contact the building counselor to inquire about evaluation procedures and programs offered by the District. (See also Board Policy 2225 – Students with Limited English Proficiency (LEP) and associated Administrative Guidelines).

STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information.

Neither the Board nor its employees shall permit the release of the social security number of a student, or other individual except as authorized by law (see Board Policy 8350 – Confidentiality and the associated Administrative Guideline). Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

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.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents 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. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board's annual *Family Education Rights and Privacy Act* (FERPA) notice.

Other than directory information, access to all other student records is protected by FERPA and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the building administrator. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, the student's parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

A. political affiliations or beliefs of the student or their parents;

B. mental or psychological problems of the student or their family;

C. sex behavior or attitudes;

D. illegal, anti-social, self-incriminating or demeaning behavior;

E. critical appraisals of other individuals with whom respondents have close family relationships;

F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;

G. religious practices, affiliations, or beliefs of the student or their parents; or

H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The Superintendent will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable

period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and

B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605 Washington, D.C.
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and
PPRA@ED.Gov.

ARMED FORCES RECRUITING

The School must provide at least the same access to the high school campus and to student directory information as is provided to other entities offering educational or employment opportunities to those students. "Armed forces" means the armed forces of the United States and their reserve components and the United States Coast Guard.

If a student or the parent or legal guardian of a student submits a signed, written request (Form 8830 F13) to the Board that indicates that the student or the parent or legal guardian does not want the student's directory information to be accessible to official recruiting representatives then the school officials of the school shall not allow that access to the student's directory information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release of Directory information. Public notice shall be given regarding right to refuse disclosure to any or all "directory information" including in the armed forces of the United States and the service academies of the armed forces of the United States.

Annually the Board will notify students age eighteen (18) or older that they are required to register for the selective service.

(See also Board Policy 8330 – Student Records and associated Administrative Guidelines.)

STUDENT FEES, FINES, AND SUPPLIES

Mancelona High School may charge specific fees for activities and programs. 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. The school and staff do not make a profit.

The District will provide all basic supplies needed to complete the required course curriculum. The student and/or his/her family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes.

Fees may be waived in situations where there is financial hardship.

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 grades and credits. All fines and fees must be paid in full in order to participate in graduation ceremony. (See also Board Policy 6152 – Student Fees, Fines, and Supplies; Board Policy 5111.01 – Homeless Students; Board Policy 5513 – Care of District Property; and associated Administrative Guidelines.)

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 (See Board Policy 5830 – Student Fund-Raising and associated Administrative Guidelines). All fund-raising activities must be approved in advance by administration. The following general rules will apply to all fundraisers.

A. Crowdfunding activities are governed by Board Policy 6605 and Associated Guidelines.

B. Students involved in the fundraiser must not interfere with students participating in other activities when soliciting funds.

C. Students must not participate in a fund-raising activity for a group in which they are not members without approval of the student's counselor.

D. Students may not participate in fund-raising activities off school property without proper supervision by approved staff or other adults.

E. Students may not engage in house-to-house canvassing for any fund-raising activity.

F. Students who engage in fundraisers that require them to exert themselves physically beyond their normal patter of activity, such as "runs for…", will be monitored by a staff member in order to prevent a student from over-extending themselves to the point of potential harm.

G. Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

STUDENT VALUABLES

Students are encouraged 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 safe-keeping 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, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the School. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits and must not impede the instructional process. (See also Board Policy 2416 – Student Privacy and Parental Access to Information; Board Policy 5780 – Student/Parent Rights.)

MEAL SERVICE

The Board believes the development of healthy behaviors and habits with regard to eating cannot be accomplished by the District alone. It will be necessary for the school staff, in addition to parents and the public at large, to be involved in a community-wider effort to promote, support, and model such healthy behaviors and habits. Parents interested in being involved should contact the school office.

The school participates in the National School Lunch Program and makes breakfast and lunches available to students for free. Additional entrees and ala carte items are available for a fee. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student shall be allowed to leave school premises during the lunch period. MHS is a closed campus. Students must stay on campus the full day. Students cannot order food to be delivered to the school during lunch.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes they are eligible, contact the school office. (See also Board Policy 8531 – Free and Reduced-Price Meals; Board Policy 8500 – Food Services; Board Policy 8510 – Wellness; and associated Administrative Guidelines.)

FIRE, LOCK DOWN AND TORNADO DRILLS

The school complies with all safety laws and will conduct 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. These include fire, tornado, and lock down drills.

Tornado drills will be conducted during tornado season using procedures provided by the State.

Lock down drills in which the students are restricted to the interior of the school building and the building is secured will occur a minimum of two (2) times each school year. (See also Board Policy 8420 – Emergency Situations at School and associated Administrative Guidelines.)

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 families via School Messenger. Please keep your contact information current in the office to ensure receiving electronic messages from the school/district. Local television and radio stations also announce school closings.

Parents and students are responsible for knowing about emergency closings and delays. (See also Board Policy 8220 – School Day and associated Administrative Guidelines.)

VISITORS

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the Principal.

If a person wishes to confer with a member of the staff, they should call for an appointment prior to coming to the School, in order to schedule a mutually convenient time.

Passes will only be issued if the visit will not interrupt instruction and student learning. Students may not bring visitors to the school without prior written permission from the Principal. (See also Board Policy 7440 – Facility Security; Board Policy 9150 – School Visitors; and associated Administrative Guidelines.)

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 available for check out. To check out any other materials, contact the librarian.

Fees for late or missing items may be applied.
(See also Board Policy 2521 – Selection of Instructional Materials and Equipment and associated Administrative Guidelines.)

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 Principal to use any other school equipment or facility. Students will be held responsible for the proper use and protection of any equipment or facility they are permitted to use.

To help keep our school clean, water is the only beverage allowed in classrooms. All other food and drink and are prohibited.

LOST AND FOUND

The lost and found area is in the commons. Students who have lost items should check there and may retrieve their items. Small and/or valuable items will be kept in the main office and may be claimed if they give a proper description. Unclaimed items will be given away or donated at the close of the school year.

STUDENT SALES

No student is permitted to sell any item or service in school without the approval of the principal. Violation of this may lead to disciplinary action.

USE OF TELEPHONES

Office 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.

Telephones are available in the school for students to use when they are not in class. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will monitor all calls when a student is seeking permission to leave school.

The use of cellular telephone or other wireless communication devices is prohibited during the regularly scheduled school day (i.e., from the moment the student arrives on school grounds until the last class of the day). Students will not be permitted to send, receive, or respond to messages/calls during the school day. There may be situations when this is adjusted for health or other unusual reasons approved in advance by the principal. Cell phones and other wireless communication devices are to be kept powered off and stored out of sight during the school day. It is recommended that students leave their cell phones at home or in their cars.

(See also Board Policy 5136 – Wireless Communication Devices and associate Administrative Guidelines.)

SECTION II - ACADEMICS

COURSE OFFERINGS

Course offerings are designed to support all learners. At MHS we strive to offer challenge to career and college bound students. For the most recent offerings, see the school counselor. It is the responsibility of the school to place students in courses based on need and availability. This may limit, or restrict, student choices or preferences.

Career Tech Center (CTC) placements are dependent on academic success during the first years of high school. Limits or caps of students participating may be set by either CTC or MHS. Continued enrollment in CTC is dependent upon passing all classes at CTC and MHS. Quality grades and attendance, including being on-time, are requirements for enrollment or re-enrollment in CTC.

CTC has a strict attendance policy. Students begin to lose partial credit with too many absences. Continued absences could result in loss of full credit, for the program and academic offering.

Credit from CTC will be applied to the program first. The remaining credit will cover the academic portion. A loss of CTC credit will lose the academic credit for that student. This may impact academic progress or graduation.

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 and must be passing all classes they may miss on the trip in order to attend.

Attendance rules, the Student Code of Conduct, and the Search and Seizure policy apply to all field trips. (See also Board Policy 2340 – Field and Other District Sponsored Trips; Board Policy 5500 – Student Conduct; Board Policy 5771 – Search and Seizure; and associate Administrative Guideline.)

GRADES

Mancelona High School 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 their grade will be determined, the student should ask the teacher. (See also Board Policy 5421.)

The school uses the following grading system:

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

Grade Point Average

Grade point average (GPA) is a formula used to measure academic success in school. It is important to maintain the highest GPA possible. This factors in to college admissions and even some job opportunities. The students with the two highest GPA's will be given the chance to speak at graduation.

Grading Periods

Students shall receive an email report card at the end of each the first three marking periods, and mailed home at the end of the school year, indicating their grades for each course of study for that portion of the academic term.

When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve the student's performance.

Final exams will be taken by all students during the final week of each semester. Seniors with a B or better and no more than two (2) absences of any type may opt out of a final exam(s). The classroom teachers reserve the right to administer final exams.

PROMOTION, PLACEMENT, AND RETENTION

A student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits and passing the State mandated tests. 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 (IEP) or in a personal curriculum. 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 be pleased to answer any questions. (Board Policy 5410)

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

Freshman	0 to 4.5 Credits
Sophomore	5 Credits to 9.5 Credits
Junior	10 Credits to 14.5 Credits
Senior	15+ Credits

GRADUATION REQUIREMENTS

Diploma

Normally, a student will complete graduation requirements in four (4) 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 (21). A student enrolled in special education may be exempted from the State mandated-test. Such an exemption is made by the IEPC Team. The student may still need to earn the required credits indicated by the IEP or in a personal curriculum. For more information about the different methods by which credits can earned, refer to Board Policy 5460 – Graduation Requirements.

The following graduation distinctions apply:

3.25 GPA	Honors
3.70 GPA	High Honors
3.90 GPA	Highest Honors

At this time the Michigan State (MDE Michigan Department of Education) requirements are:

English Language Arts	4 credits
Mathematics	4 credits
Physical Education/Health	1 credit
Science	3 credits
Social Studies	3 credits
Visual/Performing/Applied Arts	1 credit
World Language	2 credits
Electives	3 credits
	21 total credits

Students must earn .5 credit in a Personal Finance course prior to graduation.

POSTSECONDARY (DUAL) ENROLLMENT OPTIONS PROGRAM

Any student in 9th, 10th, 11th, or 12th grade may enroll in a postsecondary (dual) enrollment program providing s/he meets the requirements established by law and by the District. Any interested student should contact the school counselor to obtain the necessary information and approval. (See also Board Policy 2271)

ON-LINE/BLENDED LEARNING PROGRAM

Options for students to recover credit, or earn new credit, are available for both core and elective courses. See the school counselor with specific questions and for more information. A fee may be associated with these offerings. For academic, social or behavior reasons a student may be placed in an online learning environment for partial or full days.

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 and coordinated by designated staff.

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. Marking period grades will be used to determine the Honor Roll. (See also Board Policy 5451)

Athletic Awards

Requirements for athletic awards are developed by each head coach with the approval of the Athletic Director. These requirements will be reviewed with interested students by the appropriate coach.

HOMEWORK

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the State mandated test and graduation.

Homework will not generally be used for disciplinary reasons but only to enhance the student’s learning. (See Board Policy 2330 – Homework)

COMPUTER TECHNOLOGY AND NETWORKS

Before any student may take advantage of the School's computer network and the internet, s/he and his/her parents must understand the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. Copies of the School District's *Student Network and Internet Acceptable Use And Safety Policy* is posted on the district web site.

STUDENT ASSESSMENT

The Michigan Merit Exam (MME), which includes the Scholastic Aptitude Test (SAT), is a state assessment that 11th graders take in the spring. It provides students with a score report that they can use to apply to a college or a university. SAT scores are used during the college admission process to assess high school students' general educational development and their ability to complete college-level work.

MME testing is divided into three parts: College Board SAT, WIN Work Ready Assessment, and M-Step science and social studies assessments. The SAT will be administered in a full day session, and the WIN and M-Step Michigan will be administered separately on subsequent days. Test dates will be scheduled by the District Testing Coordinator with make-up sessions for these tests scheduled for exactly two (2) weeks later.

Freshmen and Sophomores will have the opportunity to take the PSAT9 and PSAT10 to help students prepare for the SAT.

Additional group tests, such as the NWEA, are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

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 may receive credit toward high school graduation who successfully completes, prior to entering high school, a State mandated curriculum requirement, provided the course meets the same content requirements as the high school course, and the student has demonstrated the same level of proficiency on the material as 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.

Students will not be required, as part of the school program or District curriculum, to submit to or participate in any survey, analysis, or evaluation that reveals information of a personal nature in accordance with Board policy and Federal guidelines.

Depending on the type of testing and specific information requested, parent (or student) consent may need to be obtained. [the school] 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 Guidance Office.

SECTION III - STUDENT ACTIVITIES SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Mancelona High School 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.

1. Extra-Curricular – Athletics, Activities and Events.
2. Co-Curricular – Band, Yearbook, Field Trips, Activities and Events.

Students must be in school the entire day to fully participate, or attend, extra & co-Curricular activities and events.

Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like. These offer students a chance to represent their school and community thru competition in a positive manner.

All students are encouraged to participate in the activities of their choosing, as long as they meet the academic and social eligibility requirements. (See also Board Policy 2430)

NON-SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non-school-sponsored students groups organized for religious, political, or philosophical reasons may meet during noninstructional hours. The applicant for permission can be obtained from the Principal. The applicant must verify that the activity is being initiated by students, that 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 non-school persona do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

Membership in a 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. (See also Board Policy 5730)

ATHLETICS

Mancelona High School provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. A student's use of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and participation. For further information, contact Ben Tarbutton, the Athletic Director, at (231) 587-8551.

To minimize the risk of heat-related inlness in interscholastic athletic programs, the athletic programs of the District will monitor and respond to temperature and humidity indexes in accordance with Michigan High School Athletic Assoication’s (MHSSA) model policy.

All athletic programs of the District shall comply with the concussion protocols of the Michigan High School Association, the requirements of state law, and Department of Community Health guidelines regarding concussion awareness training and protection of youth athletes. (See also Board Policies 2431, 2431.01, and 5340.01)

For complete Athletic Policy, see the district web site.

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 contact his/her counselor to discuss any legal requirements and obtain any needed documents. Work permits are available online. (See also Board Policy 5895)

SECTION IV - STUDENT CONDUCT

ATTENDANCE

School Attendance Policy

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important learnings result from active participation in classroom and other school activities which cannot be replaced by individual study.

Attendance is important in the development of a high-quality work ethic which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the School wants to help students develop as early as possible in their school careers.

Truancy

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed. After 15 days of truancy in any grading period, a student will be considered an "habitual truant" which can result in:

A. Assignment to an alternative placement with loss of participation in school activities and events;

B. A poor work-ethic grade which will become a part of the student's permanent record which may be sent to employers or postsecondary schools;

C. A hearing before a judge in a court of law;

D. A report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child.

Excused Absences

Students may be excused from school for valid (excused) reasons and will be provided an opportunity to make-up missed school work and/or tests. The Board considers the following factors to be reasonable excuses for missed time at school:

A. Illness
B. Recovery from an accident
C. Required court attendance
D. Professional appointments
E. Death in the immediate family
F. Observation or celebration of a bona fide religious holiday

Students with a health condition that causes repeated absence are to provide the school office with an explanation of the condition from a registered physician.

Parents must provide an explanation for their child's absence by no later than the morning of the absence. They are to call the school and explain the reason for the absence. If the absence can be foreseen the parent should notify 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.

Suspension from School

Absence from school due to suspension shall be considered an authorized absence, neither excused or unexcused.

A suspended student 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 the teacher upon his/her return from school. Assignments may be obtained by emailing the teacher. Make up of missed tests may be scheduled when the student returns to school. Failure to request work/make-up tests will result in no credit for those items. Not all assignments may be viable for at-home or make-up.

Unexcused Absences

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State. No credit shall be given for any school work, including tests, not completed as a result of truancy. Missed work or tests on unexcused day(s) will be given zero credit. Absences cannot be retroactively excused.

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 may follow.

Notification of Absence

If a student has missed ten (10) consecutive or fifteen (15) total days during a semester (excused and/or unexcused), s/he will be considered habitually absentee and may be dropped from school, or classes where absences exceed the number allowed.

Tardiness

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 school office before proceeding to his/her first assigned location. Students arriving more than 20 minutes late shall be disciplined by the teacher. Students arriving more than ten minutes late for class will be marked absent. Students who is tardy three times to class will receive lunch detention. Students who are tardy seven times to a class will receive an absence for the class.

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 inform the school of days to be missed prior to the trip. Students are responsible for accessing the digital presence for each class to keep up on work missed during a vacation.

Make-up of Tests and Other School Work

Students who are excusably absent from school or who have been suspended shall be given the opportunity to make-up work that has been missed. The student should contact their teachers as soon as possible to obtain assignments. Students may also access digital assignments online when available.

Students will be given the number of days of excused absence within which to make-up work.

If a student missed a teacher's test due to excused absence, the student may make arrangements with the teacher to take the test. If the student misses a State mandated test or other standardized test, the student should consult with the counselor to arrange for take the test. (See also Board Policy 5200)

STUDENT ATTENDANCE AT SPORTING 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. Students must be in attendance on the day of the event they attend. (See also Board Policy 5855)

However, in order to ensure that students attending evening events as nonparticipants are properly safe-guarded, it is strongly advised that students be accompanied by a parent or chaperone when they attend the event. The School will not be able to supervise unaccompanied students before/after events, nor will it be responsible for students left without a parent or chaperone. Students must remain in/at the event during the entire duration. There will be no leaving and re-entry, even if paying a subsequent second admission.

Students must comply with the Code of Conduct at school events, regardless of the location.

CODE OF CONDUCT

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

Students must be actively participating in the entire educational process to participate in extra events and activities. There are three areas that will be considered:

1. Academic
2. Attendance
3. Behavior

The specific criteria to attend events will be determined by the Student Council and administration.

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;
- act at all times in a manner that reflects pride in self, family, and in the school.

(See also Board Policy 5500)

Dress and Grooming

While fashion changes, the reason for being in school does not. Students are in school to learn. 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.

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 criteria of dress:

- No attire of any kind may depict or promote gang activity, alcohol, drugs, tobacco, sex or other illegal substances.
- Coat, jacket, parka, cape, backpack and blanket must be removed and cap, hat, hoods, sunglasses and gloves are not to be worn in school. All of these items should remain in the student’s locker.

- Dresses and tops that are sleeveless by design may be warn; two-inch strap. No spaghetti straps.
- All other tops must include sleeves that have not been modified/cut nor show excessive skin.
- Shorts and skirts need to be finger-tip length or longer.
- Undergarments are not to be visible. Shirts must meet beltline when standing. Leggings may be worn, but must not be transparent.
- No bare feet.

These criteria are subject to review and revision.

Students who are representing MHS at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, bands, fans and other such groups. (See also Board Policy 5511)

Gangs

Gangs which initiate, advocate or promote activities which threaten the safety or well-being of persons or which are disruptive to the school environment are not tolerated.

Incidents involving initiations, hazing, intimidations or related activities which are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the building principal.

Care of Property

Students are responsible for the care of their own personal property. Students area encouraged 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 safe-keeping and will not be liable for loss or damage to personal valuables. The school may confiscate such items and return them to the student’s parents/guardians.

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 the student’s parent/guardian 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. (See also Board Policies 5513 and 6152)

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. History has shown that certain student actions are not compatible with a "safe" and "orderly" 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. (See also Board Policies 5500, 5600, 5610.02, 5611)

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:

- additional assignments
- change of seating or location
- lunch-time or after-school detention
- Saturday school
- in-school restriction/detention
- parent conference

Detentions

A student may be detained after school by a teacher, after giving the student and the student’s parents/guardians one (1) day notice. The student or the student’s parents are responsible for transportation.

In-School Discipline

The Saturday school will be in session from 8:00 a.m. to 11:00 p.m.

Assigned students will attend a continuous three (3) hour period during which time they will be permitted one (1) fifteen-minute break at 10:00 a.m. Each student shall arrive with sufficient educational materials to remain busy during this three (3) hour study period.

A student missing any portion of their assigned time in in-school restriction or Saturday school may be given an additional one (1) hour period. Failure to timely serve either an in-school restriction or Saturday school assignment(s) may lead to a suspension from school for a period not to exceed three (3) days. Any such suspension shall be in accordance with District guidelines on suspension and expulsion.

The following rules shall apply to both Saturday school and in-school restriction:

A. Students are required to have class assignments with them.

B. Students are not to communicate with each other unless given special permission to do so.

C. Students are to remain in their designated seats at all times unless permission is granted to do otherwise.

D. Students shall not be allowed to put their heads down or sleep.

E. No radios, cards, magazines, or other recreational articles shall be allowed in the room.

F. No food or beverages shall be consumed.

G. No cell phones, wireless communication devices, or electronics will be permitted.

Transportation to and from Saturday school 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 less than one (1) school day without the possibility of suspension or expulsion may not be appealed; part of a class period and up to the balance of the school day. Suspension and expulsion can be appealed.

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, the student 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 (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

DUE PROCESS RIGHTS

Before a student may be suspended or expelled from school, there are specific procedures that must be followed. The steps of restorative justice are printed on each office referral.

Suspension from School

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified. The suspension may be appealed, within two (2) school days after notice, to Superintendent/Designee. The request for an appeal must be in writing.

Suspension from co-curricular and extra-curricular activities may not be appealed. During the appeal process, the student shall not be allowed to remain in school.

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 a recommendation for expulsion;
- a brief description of the hearing procedure;
- a statement that the student may bring parents, guardians, and counsel;
- a statement that the student and/or parent may bring a translator or request a transfer for hearing impaired students or parents;
- a statement that the student may give testimony, present evidence, and provide a defense;
- a statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction;
- the ability of the student and/or parent to request, potentially at their own cost, a transcript of the hearing, if Board/hearing officer approved.

Mancelona High 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, 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.

EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE

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

1. Use of drugs

A student's use or sale of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and extracurricular participation.

The Department of Community Health periodically distributes to the District the list of banned drugs based on bylaw 31.2.3.1 of the National Collegiate Athletic Association. Use of any drugs or substances appearing on this list will affect the student's athletic and extracurricular participation.

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, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also 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.

The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs that has a negative effect on the school environment is prohibited. Attempted sale or distribution is also 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.

Consequences include formal discipline of suspension/expulsion.

2. Use of tobacco

Smoking and other tobacco uses are a danger to a student’s health and to the health of others. The school prohibits the sales, distribution, use, or possession of any form of tobacco or electronic cigarettes or similar devices during school time or at any school activity. This prohibition also applies to the use or possession of tobacco product by students in District buildings, on District property (owned or leased), on District buses, and at any District-related event and when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion. “Use of tobacco” shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes, inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation (use of a tobacco product includes using an electronic smoking device). The display of unlighted cigars, cigarettes, pipes, other “smoking” paraphernalia or tobacco products on one’s person is also prohibited in this policy. The term “tobacco” includes any product containing, intended for human consumption or is likely to be consumed, whether inhales, absorbed, or ingested by any other means including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus; any electron smoking device and any substances that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine; and e-cigarette, e-cigar, e-pipe, vape pen, or e-hookah.

Consequences include formal discipline of suspension/expulsion.

3. 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.

Consequences range from informal discipline to formal discipline of suspension/expulsion.

4. Possession of a weapon

A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. 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

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.)

Consequences include formal discipline of expulsion.

5. Use of an object as a weapon

Any object that is used to threaten, harm, or harass another may be considered a weapon. 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.

Consequences include formal discipline of suspension/expulsion.

6. 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.

Consequences range from informal discipline to formal discipline of suspension/expulsion.

7. **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 formal discipline.

Consequences include formal discipline of expulsion.

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

Assaults are also fights. All fights will result in disciplinary action. In cases of pure self-defense, an individual may not be suspended. However, going home is a strategy that could help to avoid drama and discomfort for the balance of the school day. The school encourages families of students that were in fights to contact law enforcement. In some cases, the school will make a referral directly to law enforcement and provide them with all evidence, including video.

Consequences range from informal discipline to formal discipline of suspension/expulsion.

9. **Verbally threatening a staff member/student/person associated with the District**

Verbal assault at school against a District employee, student, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a school-related activity will be considered verbal assault. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

Consequences range from informal discipline to formal discipline of suspension/expulsion.

10. **Extortion**

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law.

Consequences range from informal discipline to formal discipline of suspension/expulsion.

11. **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.

Consequences range from informal discipline to formal discipline of suspension/expulsion.

12. **Falsification of school work, identification, forgery**

Forgery of hall/bus passes and excuses 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. The use of Artificial Intelligence (AI) and AI assisted writing programs is considered plagiarism. Violations of this rule could result in lost/reduced grades.

Consequences range from informal discipline to formal discipline of suspension/expulsion.

13. **False alarms, false reports, and bomb threats**

A false emergency alarm**,** report, or bomb threat endangers the safety personnel that are responding, the citizens of the community, and persons in the building. What may seem like a prank is a dangerous and illegal act.

Consequences include formal discipline of suspension/expulsion.

14. **Explosives**

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, stink bombs and poppers are forbidden and dangerous.

Consequences include formal discipline of suspension/expulsion.

15. **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.

Consequences range from informal discipline to formal discipline of suspension/expulsion.

16. **Theft**

When a student is caught stealing school or someone's property, 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 school. The school is not responsible for personal property.

Consequences range from informal discipline to formal discipline of suspension/expulsion.

17. **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. Disobedience can result in suspension and chronic disobedience in expulsion.

Consequences range from informal discipline to formal discipline of suspension/expulsion.

18. **Damaging property**

Vandalism and disregard for school property will not be tolerated. Nor will damage to the property of others. Students may be responsible for the cost to replace damaged classroom materials.

Consequences range from informal discipline to formal discipline of suspension/expulsion.

19. **Persistent absence or tardiness**

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world-of-work.

Consequences range from informal discipline to formal discipline of suspension/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. This includes use of the internet and communication networks in a manner not sanctioned by policy and administrative guideline.

Consequences range from informal discipline to formal discipline of suspension/expulsion.

21. **Refusing to accept discipline**

The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action.

Consequences range from informal discipline to formal discipline of suspension/expulsion.

22. **Aiding or abetting violation of school rules**

If a student assists another student in violating any school rule, they will be subject to discipline. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

Consequences range from informal discipline to formal discipline of suspension/expulsion.

23. **Displays of affection**

Students demonstrating affection between each other is personal and not meant for public display. This includes kissing, touching, petting, or any other contact that may be considered sexual in nature. Students are prohibited from displaying affection at school.

Consequences range from informal discipline to formal discipline of suspension/expulsion.

24. **Possession of Wireless Communication Devices (WCDs)**

The use of cellular telephone or other wireless communication devices (smart watches, iPads, etc.) is prohibited during the regularly scheduled school day (i.e., from the moment the student arrives on school grounds until the last class of the day). Students will not be permitted to send, receive, or respond to messages/calls during the school day. There may be situations when this is adjusted for health or other unusual reasons approved in advance by the principal. Cell phones and other wireless communication devices are to be kept powered off and stored in the student's locker during the school day. It is recommended that students leave their cell phones at home or in their cars.

Students who have their WCD in their possession during the school day will have the following consequences:

> **First Offense:** The WCD will be turned into the office. Student can pick up at the end of the day. Call home. Behavior log in PowerSchool.

Second Offense: The WCD will be turned into the office. Parent/guardian will pick up at the end of the day. Lunch detention. Behavior log in PowerSchool.

Third Offense: The WCD will be turned into the office. Parent/guardian will pick up at the end of day. In-School Suspension. Student will not be allowed to bring WCD to school.

Students who refuse to turn the WCD into the office will be sent home for the remainder of the day and will not be allowed to bring the WCD to school.

The school prohibits the use of any video device from any restroom, locker room or other location where students and staff "have a reasonable expectation of privacy." In classrooms, teachers have a "reasonable" expectation of privacy. This means taking/making videos in class without the knowledge of the teacher is a violation. A student improperly using any device to take or transmit images will face disciplinary action up to and including suspension, loss of privileges, and may be recommended for expulsion.

"Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, they will fail the exam and may be suspended. They also face automatic withdrawal from the class depending on the severity of the incident. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense.

Consequences range from informal discipline to formal discipline of suspension/expulsion.

25. Violation of individual school/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. This includes the violation of any rule or expectations outlined in this parent/student handbook.

Unforeseen situations may call for new or altered rules and expectations.

Consequences range from informal discipline to formal discipline of suspension/expulsion.

26. Hall/Bathroom Pass

Students are required to have a hall/bathroom pass from their teacher when they are out of the classroom.

Consequences range from informal discipline to formal discipline of suspension/expulsion.

27. Disruption of the educational process

Any actions 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, athletic, and performing arts events.

Consequences range from informal discipline to formal discipline of suspension/expulsion.

28. Harassment

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 members, 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 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 sex, 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.

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless handheld device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Any student that believes s/he has been/or is the victim of harassment should immediately report the situation to a teacher, the counselor or principal. Complaints will be investigated.

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 employee, 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

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;

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 with sexual or demeaning implications;

D. unwelcome touching;

E. sexual jokes, posters, cartoons, etc.;

F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, or safety;

G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;

H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

Consequences range from informal discipline to formal discipline of suspension/expulsion.

29. Hazing

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Hazing – any type of initiation procedure for any school related activity, which involves conduct such as but not limited to:

a. illegal activity, such as drinking or 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;

g. undressing or otherwise exposing initiates.

Consequences range from informal discipline to formal discipline of suspension/expulsion.

30. Bullying and Other Aggressive Behavior

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

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

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

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

The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit

If the investigation finds an instance of bullying or aggressive behavior has 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 official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

Consequences range from informal discipline to formal discipline of suspension/expulsion.

Non-Retaliation/False Reports

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action.

Consequences range from informal discipline to formal discipline of suspension/expulsion.

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

"Aggressive behavior" is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

"At School" is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

"Bullying" is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

A. Substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;

B. Adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;

C. Having an actual and substantial detrimental effect on a student's physical or mental health; and/or

D. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.

B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.

C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

"Intimidation/Menacing" includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person's property; or to intentionally interfere with or block a person's movement without good reason.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

31. 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.

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 shall be subject to disciplinary action (Suspension/Expulsion) as required by statute for such specified offenses as physical and verbal assault.

Students with disabilities under IDEA or Section 504 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 guidelines which are available in the principal's office.

Consequences include formal discipline of expulsion.

32. 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.

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, analogue or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.

Consequences include formal discipline of suspension/expulsion.

33. Safety Concerns

Students should not use roller blades, bicycles, skateboards scooters, shoes with wheels 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.

The bathrooms should not be used as a social gathering place. Anytime more than one student is in a bathroom stall they may be suspended.

Consequences range from informal discipline to formal discipline of suspension/expulsion.

34. Profanity

Any behavior or language, which in the judgement 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.

Profanity and hostility towards any adults may result in suspension.

Consequences range from informal discipline to formal discipline of suspension/expulsion.

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 which 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, 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. (See also Board Policy 5771)

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. All items must meet the following school guidelines:

A. A material cannot be displayed if it:

    1. is obscene to minors, libelous, indecent and pervasively or vulgar,

    2. advertises any product or service not permitted to minors by law,

    3. intends to be insulting or harassing,

    4. intends to incite fighting or presents a likelihood of disrupting school or a school event.

    5. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

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 building administrator twenty-four (24) hours prior to intended display for approval.

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 government.

There will be a Student Council established to periodically review and discuss school rules and procedures.

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. Any suggestions, concerns, and grievances may be directed to the principal or to the student government.

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. (See also Board Policy 5710)

SECTION V - TRANSPORTATION
BUS TRANSPORTATION TO SCHOOL

Students may only ride assigned school buses and must 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 the Principal.

BUS CONDUCT

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

The driver may assign seating or direct students in any reasonable manner to maintain that transportation safety.

Students must comply with the following basic safety rules:

Previous to loading (on the road and at school)

Each student shall:

- be on time at the designated leading zone;
- stay off the road at all times while walking to and waiting for the school transportation;
- line up single file off roadway to enter;
- wait until the school transportation is completely stopped before moving forward to enter;
- refrain from crossing a highway until the driver signals it is safe to cross;
- go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. The bus will not wait. Drivers will not wait for students who are not at their designated stops on time.

During the trip

Each student shall:

- remain seated while the school transportation is in motion;
- keep head, hands, arms, and legs inside the school vehicle at all times;
- not litter in the school vehicle or throw anything from the vehicle;
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the drive and to other riders;
- not eat or play games, cards, etc.;

- not tamper with the school vehicle or any of its equipment.

Leaving the bus

Each student shall:

- remain seated until the vehicle has stopped;
- cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe;
- be alter 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 the driver has proper authorization from school officials. (See also Board Policy 8600)

VIDEOTAPES ON SCHOOL BUSES AND BUILDINGS

The Board of Education has installed video cameras on school buses and inside/outside of buildings to monitor student behavior.

If a student misbehaves on a bus and the student's actions are recorded, the recording will be submitted to the Principal and may be used as evidence of the misbehavior. Since these recordings are considered part of a student's record, they can be viewed in accordance with Federal Law. Any actions caught on camera can be used as evidence during discipline investigations. (See Board Policy 7440.01)

PENALTIES FOR INFRACTIONS

A student who misbehaves on the bus shall be disciplined in accordance with the transportation departments procedures and/or the Student Discipline Code and may lose the privilege of riding on the bus.

SELF-TRANSPORTATION TO SCHOOL

Parking on school property is a privilege which 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:

1) Students must have written parental permission prior to driving to school.

2) Students shall complete a form and provide evidence of:
   a) driver's license;
   b) insurance certificate;
   c) vehicle registration.

3) Parking lot speed limit is 10 mph.

4) The student must obtain and display a permit from the office. The first permit is free.

5) A fee of $10 will be charged for each replacement permit for new or additional vehicles.

6) Recreation vehicles are not permitted on school grounds. These include, but are not limited to: four-wheelers, side by sides, snowmobiles and dirt bikes.

When the school provides transportation, students shall not drive to school-sponsored activities unless written permission is granted by the parents and approved by the Principal.

Approved student drivers may not transport other students to a school-sponsored activity without written permission from the parents of passenger students and approval by the Principal.

Career Tech Center (CTC) Students

All CTC students must ride the bus to/from their program. In special circumstances, the building administrator may approve an exception with a parent request. If so, no other students are permitted to ride along. Students will be required to exit the bus upon return from CTC and go directly into the school. No going to vehicles will be permitted. Bring items needed for the afternoon session into the building before the bus leaves in the morning.

Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for the student.