

# **Pearl Alternative High School 2016-2017**

## Student/Parent Handbook

Welcome to Pearl Alternative High School. We are pleased to have you as a student and will do our best to help you have a successful and rewarding high school experience.

Mr. Mitch Overway, Director – 269-561-2343

Mrs. Dana Mains, Assistant – 269-561-2343

Mr. Dirk Weeldreyer, Superintendent of Schools – 269-561-7331

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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. If you have any questions that are not addressed in this handbook, you are encouraged to talk to Director.

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. 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 August 15, 2016. If any of the policies or administrative guidelines referenced herein are revised after August 15, 2016, the language in the most current policy or administrative guideline prevails.

## **MISSION OF THE SCHOOL**

It is the mission of Fennville Public Schools to provide academic excellence for a lifetime of success.

## **VISION OF THE SCHOOL**

Educational Excellence, Community Atmosphere, Global Perspective

## **EQUAL EDUCATION OPPORTUNITY**

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

Any person who believes that she/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact one of the School District's Compliance Officers listed below:

Mr. Corey Harbaugh  
Director of Teaching and Learning  
(269) 561-7331  
5 Memorial Drive  
Fennville, MI 49408

Mr. Dirk Weeldreyer  
Superintendent  
(269) 561-7331  
5 Memorial Drive  
Fennville, MI 49408

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.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

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

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, 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 his/her 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 Director or Assistant.

1. Adult students (age eighteen (18) or older) must follow all school rules.
2. If residing at home, adult students should include their parents in their educational program.

## **STUDENT WELL-BEING**

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, she/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.

## **INJURY AND ILLNESS**

All injuries must be reported to the office. If a 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 without proper parental permission.

## **SECTION I – GENERAL INFORMATION**

### **ENROLLING IN SCHOOL**

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides, unless enrolling under the District's open enrollment policy.

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 will 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.

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.

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 school 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 school during the period of expulsion 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.

## **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 office. 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 request to make schedule changes after the beginning of the semester will be handled on an individual basis.

## **EARLY DISMISSAL**

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent or a person whose signature is on file in the School office 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.

## **TRANSFER OUT OF THE DISTRICT**

If a student plans to transfer from Pearl Alternative High School, the parent must notify the Director. Transfer will be authorized only after the student has completed the necessary paperwork, 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 Director for specific details.

School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

## **WITHDRAWAL FROM SCHOOL**

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

## **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 school nurse.

## **EMERGENCY MEDICAL AUTHORIZATION**

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

The 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.

### **USE OF MEDICATIONS**

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

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form 5330 F1, F1a, and F1b must be filed with the respective 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.
  - 1) Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended.
  - 2) Medication **MAY NOT** be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.
- E. 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.
- F. 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.
- G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This

log will be maintained along with the physician's written instructions and the parent's written permission.

### **Asthma Inhalers**

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

### **Secondary (Grades 9 to 12)**

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.

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.

A record shall be maintained which indicates the time, date and amount of medication given. This form shall be signed by the adult giving the medication.

Please refer to Board Policy 5330 for further explanation.

## **HEALTH SERVICES**

In compliance with law, the Board of Education may require students to submit to periodic health examinations to protect the school community from the spread of communicable disease; determine that each student's participation in health, safety, and physical education courses meets his/her individual needs; and/or determine that the learning potential of each child is not lessened by a remediable, physical disability. The District shall specify the need for services which may include, but not be limited to: student physical examinations; athlete physical examinations; dental examinations; tests for communicable disease; vision screening; audiometric screening; scoliosis test.

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

A school has a high concentration of people; therefore 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.

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

In the case of no casual-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.

No casual-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.

### **INDIVIDUALS WITH DISABILITIES**

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals 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 District Special Education Director at 269-561-7331 to inquire about evaluation procedures and programs.

### **LIMITED ENGLISH PROFICIENCY**

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular 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 Migrant Programs Office at 269-561-7331 to inquire about evaluation procedures and programs offered by the District.

## **STUDENT RECORDS**

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

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 Board to disclose any or all of such “directory information” upon written notification to the Board. 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 which can be found at the Superintendent’s Office.

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 Director. 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 un-emancipated minor, his/her 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 his/her parents;
- b) mental or psychological problems of the student or his/her family;
- c) Sexual 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 his/her 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:

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 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  
Washington, D.C. 20202-4605  
[www.ed.gov/offices/OM/fpco](http://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](mailto:FERPA@ED.GOV)**: or **[PPRA@ED.Gov](mailto:PPRA@ED.Gov)**.

### **ARMED FORCES RECRUITING**

The School must provide to official armed forces recruiters at least the same access to the high school campus and to student directory information of the high school students as is provided to other entities offering educational or employment opportunities. "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 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.

### **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 Director prior to coming to the School. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

## **MEAL SERVICE**

All students, regardless of their economic status, may receive free breakfast at Fennville Public Schools. The school participates in the National School Lunch Program and makes lunches available to students for a fee. Ala carte items are also available. 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 without specific written permission granted by the Director. In order to keep the building clean, food served for breakfast and lunch must be eaten in the cafeteria. Each student is expected to throw away his/her trash and return trays to the cafeteria window.

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 that she/he is eligible, please contact the high school office.

## **FIRE AND TORNADO DRILLS**

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

Fennville Public Schools will have two (2) lockdown drills throughout the year along with tornado and fire drills.

## **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 the following radio and television stations:

WOOD TV – Channel 8	WHTC – Radio
WWMT TV – Channel 3	WKZO – Radio
WZZM TV – Channel 13	WCSY – Radio
WKMI/WKFR	WHIT – Radio
WQNF – Radio	WYTZ – Radio
WIRX – Radio	WSJM – Radio
WHIT – Radio	

All attempts will be made to activate the School Messenger Alert system. Parents and students are responsible for knowing about emergency closings and delays.

## **PREPAREDNESS FOR TOXIC AND ABSESTOS HAZARDS**

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A

copy of the School District's Preparedness for *Toxic Hazard* and *Asbestos Hazard Policy* and asbestos management plan will be made available for inspection at the Board offices upon request.

### **VISITORS**

Parents are welcome to visit the school. Student visitors will not be allowed. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school. If a person wishes to confer with a member of the staff, she/he should call for an appointment prior to coming to the school in order to schedule a mutually convenient time.

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

Students must receive the permission of the teacher before using any equipment or materials. Students will be held responsible for the proper use and protection of any equipment or facility they are permitted to use.

### **LOST AND FOUND**

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

### **STUDENT SALES**

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

### **USE OF TELEPHONES**

There is a telephone in the office that may be used for personal calls. Students will be allowed to use the office telephone when needed during an appropriate time during the school day if the reason is deemed appropriate by office personnel.

### **ADVERTISING OUTSIDE ACTIVITIES**

Students may not post announcements or advertisements for outside activities without receiving prior approval from the superintendent. The superintendent will try to respond to requests for approval within twenty-four (24) hours of their receipt. The school has bulletin boards located in the halls which may be used for posting notices after receiving permission from the superintendent.

## **SECTION II - ACADEMICS**

### **COURSE OFFERINGS**

A list of courses offered is available in the office.

### **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. Attendance rules apply to all field trips.

### **GRADES**

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

The school uses the following grading system:

93 - 100	= A	= Excellent achievement
90 - 92	= A-	
87 - 89	= B+	= Above average
83 - 86	= B	
80 - 82	= B-	
77 - 79	= C+	= Average
73 - 76	= C	
70 - 72	= C-	
67 - 69	= D+	= Below average
63 - 66	= D	
60 - 62	= D-	
59 or less	= F	= Failing
	I	= Incomplete
	NC	= No Credit

An "I" will be assigned if a student has not completed the requirements for the trimester. If an "I" is assigned, the work must be made up within two (2) weeks of the end of the semester. If this work is not made up, an "F" will be assigned. Any exceptions must be cleared with the Director.

## PowerSchool Internet Viewer

Parents and students will receive a username and password enabling each to login to the PowerSchool Internet Viewer to see the assignments and grades recorded for each class up to that point. PIV can be an excellent tool for monitoring a student's progress in each class. Please contact the appropriate teacher with questions about a grade or progress report.

## Grade Point Average

A student's grade point average (GPA) is calculated on all subjects. One semester of any class is worth .5 credits; a full year of any class is worth 1.0 credits. To calculate a student's GPA, multiply the credit earned in each course by the points assigned to the letter grade earned in that course. Add all of these values together and divide by the total number of credits earned. The points assigned to each letter grade for the calculation of GPA are:

A	4.000	B+	3.333	C+	2.333	D+	1.333	F	0.000
A-	3.667	B	3.000	C	2.000	D	1.000	NC	0.000
		B-	2.667	C-	1.667	D-	0.667		

## Grading Periods

Students shall receive a progress report at the end of each nine (9) week period indicating their grades for each course of study for that portion of the academic term. Students will receive a report card at the end of each eighteen (18) week period indicating their grades for each course of study for that semester. Grades will be cumulative for the semester.

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 poor grades.

## 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 completing the ACT/MME tests. A student may graduate when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (IEP). 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.

Students will be promoted to the next grade at the completion of each school year. This promotion, however, does not guarantee that a student is on track to graduate within four years. Graduation is dependent on completion of ALL required coursework and obtaining the minimum number of credits required for a student's graduating class.

## **GRADUATION REQUIREMENTS**

### **Regular Diploma**

Normally, a student will complete graduation requirements in four years. In order to receive a diploma and graduate, a student will need to meet the Michigan Merit Curriculum (MMC) requirements for basic course work, and earn at least twenty-two (22) credits beginning in 9<sup>th</sup> grade.

Specific course requirements are:

English	4 credits
English 9- 1 credit	
English 10- 1 credit	
English 11- 1 credit	
English- 2 additional courses	
Math	4 credits
Algebra 1- 1 credit	
Geometry- 1 credit	
Algebra 2- 1 credit	
Math- 2 additional courses, 1 must be taken during senior year	
Science	3 credits
Biology- 1 credit	
Chemistry- 1 credit	
Physics- 1 credit	
Social Studies	3 credits
World History- 1 credit	
U.S. History- 1 credit	
Government- .5 credit	
Economics- .5 credit	
Physical Education	.5 credit
Health	.5 credit
Foreign Language	2 credits
Visual, Performing Arts	1 credit
Electives	2 credits

\*\*Any classes taken in addition to the above count towards the total number of credits needed to graduate. \*\*

In addition to completing the above credit requirements, all students must have taken the SAT/MME state mandated testing in order to qualify for graduation. To complete this requirement a student must have earned reportable scores on **ALL** areas of the testing. This test is taken during a student's junior year in high school.

### **PERSONAL CURRICULUM (PC)**

State statute allows personal curriculum modification of the Michigan Merit Curriculum (MMC) in order to:

- Go beyond the academic credit requirements by adding more math, science, English language arts, or world languages credits; or completing a department-approved formal career and technical education program.
- Modify the Algebra II content.
- Modify, if necessary, the credit requirements of a student with an Individualized Education Program (IEP).
- Modify credit requirements for a student who transfers from out of state or from a nonpublic school and is unable to meet the MMC requirements.

Purpose of the Personal Curriculum: The PC is a process to modify specific credit requirements and/or content expectations based on the individual learning needs of a student. It is designed to serve students who want to accelerate or go beyond the MMC requirements and students who need to individualize learning requirements to meet the MMC requirements. A parent, legal guardian, emancipated student, or school personnel may request a PC at any time. Contact the Principal or Counselor for more information.

### **DUAL ENROLLMENT**

Any student in 9th - 12th grade may enroll in a postsecondary program providing she/he meets the requirements established by law and by the District. Any interested student should contact the counselor's office to obtain the necessary information.

### **RECOGNITION OF STUDENT ACHIEVEMENT**

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Recognition for such activities is initiated by the staff and coordinated by the Director.

### **COMPUTER TECHNOLOGY AND NETWORKS**

The purpose of the computer network and Internet access is to assist students in preparing themselves for the future. These are valuable tools, but like most tools there are right and wrong ways to use them. As with other pieces of school equipment, a student must understand what they can and cannot do with that equipment. They must also understand there are consequences for incorrect usage.

The district does not guarantee that the functions of the Network and Internet resources will meet any specific requirements that a user may have. The District cannot guarantee the Network and Internet resources will be error free or uninterrupted nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, or time) sustained or incurred concerning the use, operation, or inability to use the system. Fennville Public Schools makes no warranties of any kind, neither expressed nor implied, for the Network and/or internet access it is providing. The District will not be responsible for any damages users suffer; including, but not limited to, the loss of data resulting from delays or interruptions in service. The District will not be

responsible for the accuracy, nature, or quality of information stored on district servers; nor for the accuracy, nature, or quality of information gathered through district-provided Internet process. The District will not be responsible for unauthorized financial obligations resulting from district-provided access to the Internet. Any user releases any and all claims of any nature arising from their ability or inability to use the District Network and/or Internet resources. The District also has the right to monitor and restrict computer use and fileserver space utilization. The District also has the right to remove a user account on the network to prevent further unauthorized activity. The District has all rights to material stored in files. The district will remove any materials that it believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable.

Students must submit a completed Acceptable Use Policy form to the office at the beginning of the school year before they will be permitted to use any computer in any way. This form should be turned in along with emergency contact information.

Students may be able to connect to the Internet through the Guest Network with personal cell phones and other wireless computing devices. When using this technology at school, students are expected to abide by the requirements of the Acceptable Use Agreement. Smart phone and other wireless technology devices are widely available to students and they must learn to manage this technology appropriately. This includes respecting times when the devices are to be turned off and put away. Students may use these devices before and after school and during the 30-minute lunch period. During all other times these devices are to be put away. Teachers may allow limited use of personal technology devices for specific activities in the classroom when the lesson will be enhanced by their use. At no time may a student use a wireless communication device during class time without specific permission from the teacher.

### **STUDENT ASSESSMENT**

To measure student progress, students will be tested in accordance with State standards and District policy.

Unless exempted, each student will be expected to pass the appropriate State Standardized Tests. Students will begin taking the SAT/MME tests during the spring of their junior year. Students will be required to complete a retest of the MME only if they receive an invalid score in at least one portion of the MME test. Make-up dates are scheduled, but unnecessary absences should be avoided.

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. Pearl Alternative High 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 CONDUCT**

#### **ATTENDANCE**

We believe that regular school attendance is an asset to the learning process. A parent or legal guardian should call to notify the office at 269-561-2343 on the day or days an absence occurs. A student-parent-administrator conference may be requested in cases of excessive student absences and/or tardiness.

#### **DISCIPLINE**

It is the responsibility of Fennville Public Schools to provide a safe and orderly environment for students and staff that is conducive to the learning process. Student behaviors disruptive to the learning environment may require disciplinary action. This discipline policy is intended to deal with those behaviors that cause disruption to the educational process, or which pose a threat to the safety and security of students, staff, parents, school, and property.

This Discipline Code is applicable as follows:

- During the school day- this includes the bus ride to and from school
- At all school-sponsored activities and trips
- At all athletic contests and practices
- At student dances and activities
- To all district property

Teachers are authorized to immediately remove and suspend a student from a class, subject, or activity when the student engages in conduct prohibited by law, Board of Education policy or the school's code of conduct. The student will not return to class on the day of suspension except by mutual agreement of the teacher and administrator. It should also be noted that some offenses may warrant immediate referral to the Board of Education for expulsion. This handbook does not claim to contain every rule or policy of the school. Rules, policies, procedures, and/or activities are subject to change during this school year, with sufficient notification to students.

#### **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 others 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

### **Gangs**

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.

### **Care of Property**

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

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

### **Discipline Related to Specific Misbehaviors/Infractions**

The items listed below are the most common major violations of school discipline. This list is not intended, nor is it possible for any list, to be all inclusive. Additional violations may result in disciplinary action and violations of a more serious nature will result in more severe action. Consequences will be administered as deemed appropriate to the specific offense. Repeated violations will also result in more severe disciplinary actions.

### **MAJOR OFFENSES -- CLASS ONE**

Class One offenses are considered to be the most serious infractions. These infractions will result in an Out-of-School Suspension for up to ten (10) days and/or a recommendation for expulsion. Disciplinary action regarding Class One offenses includes the notification of law enforcement as required by law and/or as appropriate. Action may also include placement on probation for a minimum of sixty days and loss of the privilege to be involved in or attend

extra-curricular activities during the probationary period. **State law requires expulsion for the use or possession of weapons.**

These infractions include, but are not limited to:

- Assault or threats made to students or staff
- Being under the influence of, use, possession, or sale of alcohol, controlled substances, inhalants, substances purported to be illegal drugs or purported to have the effects of illegal drugs, or drug paraphernalia
- Extortion
- Fighting
- Gross disruption
- Harassment (verbal, physical, or sexual)
- Possession, use, or sale of weapons or explosive devices (including firecrackers and smoke bombs)
- Vandalism, defacing, or destruction of school property or of a staff member's personal property, on or off school premises  
(Disciplinary action taken will also include restitution in the form of reconditioning or replacing as the situation may warrant.)
- Violation of civil or criminal legal codes including rape, sexual misconduct, arson, or abuse of fire alarms and safety equipment
- Violation of the district Technology Code of Ethics

### **MAJOR OFFENSES -- CLASS TWO**

Class Two offenses are serious infractions that will result in a suspension as follows:

- 1st Offense: Up to three (3) days Out-of-School Suspension
- 2nd Offense: Up to five (5) days Out-of-School Suspension
- Additional Offenses: To be treated as Class One offenses

These infractions include, but are not limited to:

- Severe Bullying- Please refer to Board Policy 5517.01 for further information
- Insubordination
- Theft or possession of stolen goods (Disciplinary action taken will also include restitution or replacement as the situation warrants.)
- Unacceptable behavior for a teacher
- Possession or use of tobacco products (including chewing tobacco)
- Electronic Cigarettes
- Violation of closed campus policy

### **MAJOR OFFENSE -- CLASS THREE**

Class Three offenses include disruption to the proper functioning of school activities and will result in sanctions as follows:

- 1st Offense: Up to two (2) days of In-School Suspension
- 2nd Offense: Up to three (3) days of In-School Suspension
- 3rd Offense: Up to three (3) days Out-of-School Suspension
- 4th Offense: Suspended up to ten (10) days, possible recommendation to the school board for expulsion.

These infractions include, but are not limited to:

- Bullying- Please refer to Board Policy 5517.01 for further information
- Aiding and abetting a violation of school rules
- Being in an unauthorized or restricted area
- Cheating/Plagiarism
- Chronic tardiness (six (6) tardies in the same class period in a marking period, each additional tardy beyond six tardies will result in additional sanctions)
- Classroom/hallway disruption or in possession of a disruptive article
  
- Driving in restricted areas
- Failure to serve assigned detention
- Forgery
- Improper sign-in or sign-out
- Inappropriate attire
- Inappropriate hallway conduct
- Inappropriate display of affection
- Inappropriate language or gestures
- Leaving class without permission
- Littering
- Loitering
- Parking violations
- Profanity
- Profanity directed at another person
- Refusing to accept discipline
- Skipped detention
- Violation of driving regulations

### **Reservation of Rights**

The school reserves the right to set forth, as part of the Code of Conduct, those rules and regulations necessary and proper for carrying into execution the educational program of the school which are not specifically stated herein as the need arises. When in the judgment of the administration, the student's behavior reaches such proportion or is of a nature that it tends to influence others adversely and/or interferes with the educational process or infringes on the rights of others, this behavior is grounds for suspension.

## **Definition and Explanation of Terms**

**Assault** A physical attack on another person.

**Bullying** 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.

**Closed Campus Policy** Because of our commitment to student safety, Pearl Alternative High School operates a "closed campus". This means that students are to remain in the school building or in designated outside areas after their arrival on school grounds until the end of the normal school day.

**Controlled Substance** Alcohol, intoxicants, drugs, look-a-like drugs, nonalcoholic beer, steroids, inhalants, and the distribution/sale or misuse of drugs prescribed by a physician.

**Extortion** The use of threats in an attempt to take or borrow money from another student.

**Fighting** A physical altercation between two or more students.

**Forgery** The fraudulent use of the name of another person, or falsifying times, dates, grades, addresses, signatures, or school data and information.

**Gross Disruption** The act of deliberate or willful conduct detrimental to the function and normal operation of school activities or programs.

**Harassment** Harassing behavior is disruptive to the educational process and infringes on the rights of students to a safe and orderly learning environment. Harassing behavior may be racial, cultural, verbal or physical.

**Hazing** Any act 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.

**Inappropriate Attire** Student dress or clothing determined to be indecent, disruptive, obscene, or not in accordance with the school dress code.

**Inappropriate Display of Affection** During the school day, classrooms, hallways, etc., are not considered proper places for expressing affection. Students are asked to avoid embarrassment to themselves and others by avoiding such displays during the school day and at school events. Any physical contact beyond holding hands is unacceptable.

**Inappropriate Language or Gestures** The use of offensive language or gestures in verbal, written, picture, or caricature form (including student attire).

**Insubordination** The failure to respond to, or carry out, a reasonable request from a staff member, or the act of verbal or physical opposition to a staff member. This also is intended to include students who are willfully dishonest with a staff member.

**Sexual Harassment** Sexual harassment includes unwelcome sexual advances, requests for sexual favors, making improper sexual comments, or verbal or physical contact of a sexual nature where:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development.
- b. Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individuals.

- c. Such conduct has the express purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.

Any student who believes that he/she has been subjected to discriminatory and/or sexual harassment, insults or intimidation shall report the incident to the building principal or guidance counselor. Any student who engages in discriminatory and/or sexual insults, intimidation or harassment shall be disciplined and counseled to refrain from such conduct.

**Tardy** Arriving, less than 10 minutes, late to class without a signed pass from a teacher, office or staff member.

**Theft** The act of acquiring the property of another by stealing, fraud, coercion, or knowingly possessing stolen goods.

**Threat** The expression of the intention to hurt another or damage property.

**Unauthorized Areas** The following areas are off limits to High School students during the school day without staff permission: elementary and middle school hallways and classrooms, outside entrances and exits, and all parking lots and other outdoor areas.

**Weapon** Firearm, dagger, stiletto, knife (including pocketknives), or any other object used for the purpose of inflicting injury. **State law requires expulsion for the use or possession of weapons.** This includes any knife with a blade of over three inches in length and a pocketknife opened by a mechanical device.

### **Types of Disciplinary Action:**

**Detention:** Students may be required to serve detention after school for violation of the established rules. Students serving detention will NOT be allowed to ride the after school tutoring bus home. A parent or guardian will be required to pick them up at the high school at 4:00. A missed detention will result in further disciplinary action.

1. Students must arrive **on time** for detention and remain for the entire session in order to receive credit.
2. All students must have **school** work to do while in After School detention. No comic books, magazines, games, radios or other nonacademic materials will be permitted. If work is not brought, the student will not be admitted.
3. All students will be assigned a seat by the supervisor. Students must remain in their seats at all times unless the supervisor determines otherwise.
4. There is to be **no** talking at any time. If students have a question, they must raise their hand to be recognized.
5. All other school rules will be enforced. Violations of After School detention rules will result in further disciplinary action.
6. Failure to appear or complete an assigned detention will result in additional consequences.

**Out of School Suspension:** When a student is being considered for a suspension of ten (10) days or less, the administrator in charge or the Coordinator of School Safety 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 administrator or Coordinator of School Safety will make a decision whether or not to suspend. If a student is suspended, she/he and his/her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed, within two (2) school days after receipt of the suspension notice, to the Superintendent. The request for an appeal must be in writing.

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

During the appeal process,

2. The student shall not be allowed to remain in school.

The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. If the appeal is heard by the Board of Education, the hearing is governed by the Open Meetings Act. Under the Open Meetings Act, the hearing must be public unless the parents request that the meeting be conducted in a closed session.

When a student is suspended, she/he may make-up work missed while on suspension.

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

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

**Extended Suspension:** A suspension as outlined above for a period of more than 10 days as approved by the Board of Education.

**Expulsion:** The student is permanently excluded from school. Expulsion will result in loss of credit. The recommendation for a hearing regarding the expulsion of a student shall be made by the Superintendent to the Board of Education. The Superintendent's recommendation to the Board shall be in writing and shall include the essential elements which form the basis for the hearing. A copy of the recommendation shall be transmitted to the parent or guardian of the student being considered for expulsion. The student shall be under suspension pending the recommendation of the Superintendent to the Board of Education.

The Board of Education shall set the date, time, and place of the hearing, and shall transmit written notice of same to the parent or guardian at least five (5) school days before the date of the hearing. The hearing procedure shall follow that set forth in Parts "(b)" through "(f)", Section 3, under **Suspension--Parent Appeal Procedure** above.

**Re-entry Contract:** As a condition of reinstatement, a suspended student may be required to enter into a contract that sets forth terms and conditions of reinstatement. Any violation of the re-entry contract will result in additional suspension or expulsion from school.

### **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.

### **Safety Concerns**

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

## **BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS (From Board Policy 5517.01)**

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.

### **Notification**

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

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

### **Procedure**

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

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 after a report or complaint is made.

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.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

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.

### **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 as indicated above.

### **Definitions**

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.

### **MEMORANDUM TO PARENTS REGARDING SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS**

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs includes any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

## **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 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 may be 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 Director.

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.

## **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, non-sponsored, 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 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 Director twenty-four (24) hours prior to display.

### **DRESS CODE**

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion that disrupts the educational process or presents a safety concern is not allowed.

Students should consider the following questions when dressing for school:

- Does my clothing expose too much?
- Does my clothing advertise something that is prohibited to minors?
- Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing?
- Would I interview for a job in this outfit?
- Am I dressed appropriately for the weather?
- Do I feel comfortable with my appearance?

The following expectations must be met:

1. A student's top must have shoulder straps that are at least three fingers in width.
2. When weather is appropriate for shorts, the length of the shorts must be past the student's finger tips when his or her arms are extended straight down.
3. Pants may not contain holes in the outer garment that reveal skin or undergarments above fingertip length.
4. Shirts may not reveal any cleavage and pants may not expose any part of a student's bottom.
5. Clothing items may not advertise any alcohol or tobacco products, and they may not contain any profanity or sexually suggestive messages.
6. Hats, bandanas, and head bands must be removed when school begins. They may be worn again after the conclusion of the school day.

Failure to follow the above guidelines will result in the student being sent to the office and arrangements will be made for the student to change into acceptable clothes.

### **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, she/he should feel free to offer them. Written suggestions may be presented directly to the Director.

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

A student may have the right to a hearing if the student believes she/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.

### **USE OF TECHNOLOGY AND CELL PHONES**

Cell phones and other technological devices will be allowed at certain times during the day. These times include before school, after school and at lunch. Use of cell phones and other technological devices will not generally be allowed in the classroom. Special circumstances may be approved by the main office.

## **SECTION IV - TRANSPORTATION**

### **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 under age eighteen (18) must have written parental permission prior to driving to school.
- 2) Students shall complete the Student Vehicle Form 5515 F1 and provide evidence of:
  - a) Driver's license
  - b) Insurance certificate

c) Vehicle registration

The student must obtain a permit from the High School Office.

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

When the school provides transportation, students shall not drive to school-sponsored activities.

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 Director.

**VIDEO TAPES ON SCHOOL BUSES**

The Board of Education has installed video cameras on school buses to monitor student behavior. If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to school administration and may be used as evidence of the misbehavior. Since these tapes are considered part of the student's record, they can only be viewed in accordance with federal law.

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