

STUDENT/PARENT HANDBOOK



Watersmeet Township
School District
Watersmeet, Michigan

2021-2022

Hours of Operation
7:35am to 3:30 pm, Monday - Friday

School Breakfast will be served to all Watersmeet Township
Students from 7:35am to 8:05am

Contact Information
Watersmeet Township School District
N4720 Hwy 45
Watersmeet, MI 49969

Main Office - 906-358-4504
Fax – 906- 358-4713

E-mail – gpeterson3@watersmeet.k12.mi.us

Welcome to the Watersmeet Township School District
All the members of the staff and I are pleased to have you as a student and will do our best to help make your experience as productive and successful as you wish to make it.

George R. Peterson III, Superintendent/Principal

NOTE:	This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in August 2018. If you have questions or would like more information about a specific issue or document, contact your school administrator or school secretary, or access the document at: http://www.watersmeet.k12.mi.us by clicking on "Student Handbook" and finding the specific policy or administrative guideline in the Table of Contents for that section.
--------------	---

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. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2018 the language in the most current policy or administrative guideline prevails.

Adopted by the Board of Education on August 19, 2019

**Watersmeet Township School District
Board of Education**

Mr. Albert Peterson, Jr. –President; Mr. Tony Holland – Vice President; Mrs. Tara Pallin – Secretary; Ms. Michelle Hazen – Treasurer; Mr. Samuel Klingman – Trustee; Mrs. Toni Williams – Trustee; Ms. Angela Schrader – Trustee

Administration

Mr. George R. Peterson, III	Superintendent/Principal, Athletic Director
Mrs. Roxy Williams	Administrative Assistant
Mrs. Jessica Chiochios	Administrative Secretary

Faculty

Mrs. Molly Allard	Kindergarten/First Grade
Ms. Rene Liddell	Second Grade
Mrs. Tammy Gerdes	Third Grade
Mr. Rich Pallin	Fourth Grade
Mr. Brent Besonen	Fifth Grade/Sixth Grade
Mrs. Kathleen McGrath	Physical Education/Health
Mr. Tony Basanese	Business Ed./Computer App./On-Line
Mr. Jay Horn	Science, Chemistry, Physics, Biology
Mr. Raymond Bramlett	Government/Economics, History, Social Studies
Mr. Richard Chiochios	English 7-12
Ms. Charly Sartori	Pre-Alg. 7, Algebra I and II, Geometry, Math 12
Mr. Frank Young	Native American Studies, Ojibway Language
Ms. Paris Puuri	K-12 Music
Ms. Emily Gritt	K-12 Art
Mrs. Suzanne Zelinski	Title I Coordinator
Mrs. Jessie Ryskey	Elementary Resource
Ms. Mary Natzke	Secondary Resource
Ms. April Syria	K-12 School Counselor

Staff

Mr. Doug Williams	Maintenance/ Custodian
Mrs. Karen Yablonski	Custodian
Mr. Joe Smet	Custodian
Ms. Kathy Leonard	Food Director/Head Cook
Mrs. Amy Wheeler	School Nurse
Mrs. JoAnn Krusick	Paraprofessional
Ms. Ashley Erickson	Paraprofessional
Ms. Kristine Hoessel	Paraprofessional
Ms. Mabel LaBine	Paraprofessional
Mrs. Susie Malovrh	Paraprofessional

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 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. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

SCHOOL CALENDAR

The Board of Education, in agreement with the Gogebic-Ontonagon Intermediate School District (ISD), adopts a common calendar. This calendar is posted on the District's web site at <http://www.watersmeet.k12.mi.us> and is distributed to the District's constituents via the Fall school newsletter. Approved annually for a five (5) year period, the calendar shall provide for the instructional program of the schools, for orderly educational planning, and for the efficient operation of the District.

The Board determines annually the total number of days when the schools will be in session. A school session shall not be held on the following public holidays in Michigan Public Schools: January 1st, New Year's Day; the last Monday of May, Memorial or Decoration Day; July 4th, Independence Day; the first Monday in September, Labor Day; the fourth Thursday of November, Thanksgiving Day; and December 25th, Christmas Day. If one (1) of these days falls on Sunday, the Monday following shall be a public holiday in the public schools.

EMERGENCY CLOSING OF SCHOOL OR DELAYED OPENING

In the event of inclement weather or other condition that makes it necessary to close school or limit scheduled bus transportation the following radio stations WUPM (106.9 FM), WRJO (94.5 FM), WUPY (101.1 FM), WIKB (99.1) and TV Stations ABC 3, 6, 10 and Fox 21 out of Duluth, WLUC TV6, will be notified. Close attention should be paid as to schools closed or buses that are affected by closure or delay.

Parents and students are responsible for knowing about emergency closings and delays.

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, s/he should call for an appointment prior to coming to the School, in order to schedule a mutually convenient time.

Students may not bring visitors to school.

Table of Contents

MISSION OF THE SCHOOL	9	
VISION STATEMENT	9	
EQUAL EDUCATION OPPORTUNITY	9	
CELL PHONE/CAMERA POLICY	9	
PARENT INVOLVEMENT IN THE SCHOOL PROGRAM		10
STUDENT RIGHTS AND RESPONSIBILITIES		11
DRESS AND GROOMING	11	
EXTRA-CURRICULAR ACTIVITIES	13	
ATHLETIC ELIGIBILITY 2012-13	13	
Limitations on Practice & Competition	15	
Informed Consent – Concussion Awareness	15	
Top Ten List for Student Eligibility	15	
LOCKERS	16	
COMPUTER TECHNOLOGY AND NETWORKS		16
STUDENT WELL-BEING	21	
INJURY AND ILLNESS	21	
HOMEBOUND INSTRUCTION	21	
SECTION I - GENERAL INFORMATION	22	
ENROLLING IN THE SCHOOL	22	
SCHEDULING AND ASSIGNMENT	23	
EARLY DISMISSAL	23	
TRANSFER OUT OF THE DISTRICT	23	
WITHDRAWAL FROM SCHOOL	23	
IMMUNIZATIONS	23	
EMERGENCY MEDICAL AUTHORIZATION		24
USE OF MEDICATIONS (Prescribed)	24	
Asthma Inhalers and Epi-pens	25	
Nonprescribed Medications (Over-the-Counter)		25
CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS		26
CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES	26	
INDIVIDUALS WITH DISABILITIES	27	
LIMITED ENGLISH PROFICIENCY	27	
STUDENT RECORDS	27	
ARMED FORCES RECRUITING	29	
STUDENT FEES, FINES, AND SUPPLIES	30	
STUDENT FUND-RAISING STUDENT SALES		30
STUDENT VALUABLES	31	
REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES		31
MEAL SERVICE	31	
FIRE, LOCK DOWN AND TORNADO DRILLS	31	
PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS		32
USE OF THE LIBRARY (Media Center)	32	
USE OF SCHOOL EQUIPMENT AND FACILITIES	32	

LOST AND FOUND	33	
USE OF TELEPHONES	33	
ADVERTISING OUTSIDE ACTIVITIES	33	
SECTION II - ACADEMICS	33	
COURSE OFFERINGS	33	
FIELD TRIPS	33	
STATUS POLICY FOR HIGH SCHOOL STUDENTS	34	
GRADE POINT AVERAGE	34	
NOTIFICATION OF GRADES	34	
PROMOTION, PLACEMENT, AND RETENTION	35	
LOCAL BOARD AUTHORITY	35	
PARENTAL RIGHT TO REQUEST	35	
GRADUATION	36	
GRADUATION POLICY	36	
REGULAR DIPLOMA	36	
GRADUATION REQUIREMENTS	36	
MICHIGAN VIRTUAL HIGH SCHOOL/ONLINE LEARNING	37	
SENIOR AWARDS	37	
VALEDICTORIAN	37	
SALUTATORIAN	37	
SENIOR CLASS TRIP	38	
SENIOR PRIVILEGES	38	
DUAL ENROLLMENT	38	
POST SECONDARY ENROLLMENT OPTIONS	38	
STUDENT ASSESSMENT	39	
RECOGNITION OF STUDENT ACHIEVEMENT	40	
Honor Roll(s) – Posted with each marking period/semester		40
HOMEWORK	40	
SECTION III - STUDENT ACTIVITIES	41	
SCHOOL-SPONSORED CLUBS AND ACTIVITIES	41	
NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES		41
STUDENT EMPLOYMENT	41	
SECTION IV - STUDENT CONDUCT	41	
SCHOOL ATTENDANCE POLICY	41	
TRUANCY	43	
SUSPENSION FROM SCHOOL	44	
EXCUSABLE, NONAPPROVED ABSENCE		45
UNEXCUSED ABSENCES	45	
NOTIFICATION OF ABSENCE	45	
Tardiness	45	
Make-up of Tests and Other School Work	46	
STUDENT ATTENDANCE AT SCHOOL EVENTS	46	
CODE OF CONDUCT	46	
EXPECTED BEHAVIORS	47	
GANGS	47	

CARE OF PROPERTY	47
STUDENT DISCIPLINE CODE	47
Violations	48
Level One Violations:	48
Procedures/consequences-Level 1:	48
Level Two Violations:	48
Procedure/consequences-Level 2:	49
Newly Enacted Laws (all with immediate effect) are:	49
EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE	49
1.Use of drugs	49
2.Use of Breath-Test Instruments	50
3. Use of tobacco.....	50
4.Student disorder/demonstration	50
5.Possession of a weapon	51
6.Use of an object as a weapon	51
7.Knowledge of Dangerous Weapons or Threats of Violence	51
8.Purposely setting a fire	51
9.Physically assaulting a staff member/student/person associated with the District	51
10.Verbally threatening a staff member/student/person associated with the District	52
11.Extortion	52
12.Gambling	52
13.Falsification of school work, identification, forgery	52
14.False alarms, false reports, and bomb threats	52
15.Explosives	52
16.Trespassing	52
17.Theft	52
18.Disobedience	53
19.Damaging property	53
20.Persistent absence or tardiness	53
21.Unauthorized use of school or private property	53
22.Refusing to accept discipline	53
23.Aiding or abetting violation of school rules	53
24.Displays of affection	53
25.Possession of Wireless Communication Devices (WCDs)	53
26.Violation of individual school/classroom rules	54
27.Violation of bus rules	54
28.Disruption of the educational process	54
29.Harassment	54
Sexual Harassment	55
29a.Hazing	56
29b. Bullying	57
30.Possession of a Firearm, Arson, and Criminal Sexual Conduct	57
CONFIDENTIALITY	58
NOTIFICATION	58
CRIMINAL ACTS	58

SAFETY CONCERNS	58	
PROFANITY	58	
DISCIPLINE	58	
Informal Discipline	59	
FORMAL DISCIPLINE	59	
DISCIPLINE OF STUDENTS WITH DISABILITIES	60	
DUE PROCESS RIGHTS	60	
SUSPENSION FROM SCHOOL	60	
LONG-TERM SUSPENSION OR EXPULSION FROM SCHOOL	60	
SEARCH AND SEIZURE	61	
STUDENT RIGHTS OF EXPRESSION	62	
STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES	63	
SECTION V - TRANSPORTATION	63	
BUS TRANSPORTATION TO SCHOOL	63	
BUS CONDUCT	63	
PREVIOUS TO LOADING (ON THE ROAD AND AT SCHOOL)		64
DURING THE TRIP	64	
LEAVING THE BUS	64	
VIDEO CAMERAS ON SCHOOL BUSES	64	
PENALTIES FOR INFRACTIONS	65	
SELF-TRANSPORTATION TO SCHOOL	65	

MISSION OF THE SCHOOL

THE MISSION OF THE WATERSMEET TOWNSHIP SCHOOL DISTRICT IS “THE FULLEST DEVELOPMENT OF THE INTELLECTUAL, EMOTIONAL, SOCIAL AND PHYSICAL CAPABILITIES OF EVERY STUDENT FOR ACTIVE PARTICIPATION WITHIN A FREE AND DEMOCRATIC SOCIETY.”

VISION STATEMENT

The Watersmeet School community will create an atmosphere that is conducive for maximum student achievement. To this end, community members, as well as school personnel, will be encouraged to join in an ongoing partnership to facilitate the advancement of life-long learning for all students. The curriculum will be continually updated to meet the challenges of the future, including, but not limited to the latest technological and learning strategies, to ensure that our students will have the marketable skills and education to become responsible, productive participants in society. Fully aware that education must address the needs of the whole student, we will provide diversified opportunities to enhance student self-esteem and empower each student to attain full potential.

EQUAL EDUCATION OPPORTUNITY

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

Any person who believes that s/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 the School District's Compliance Officer George R. Peterson III, Superintendent - 906-358-4504.

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. Procedures and forms for filing a complaint can be found on the schools website at <http://www.watersmeet.k12.mi.us>, under the Our School tab.

CELL PHONE/CAMERA POLICY

Cell phone and camera usage will be prohibited during the school day on the campus of the Watersmeet Township School District. Exceptions include cellphone usage in a designated area during lunch hour. The penalties for violating the policy are as follows:

- | | |
|-------------------------|---|
| 1 st Offense | Cell phone and/or camera will be turned into the Principal's office and must be picked up by the parent/guardian. |
| 2 nd Offense | The parent/guardian must come in to meet with the Principal and pick up the device. Student will be given 1 day of noon hour detention. |

Any further offenses would result in further loss of privileges and/or additional noon hour detention.

PARENT INVOLVEMENT IN THE SCHOOL PROGRAM

The Board of Education believes that durable and significant learning by a student is more likely to occur when there is an effective partnership between the school and the student's parents/guardians ("parents"). Such a partnership means a mutual belief in and commitment to significant educational goals for a student, a plan for the means to accomplish those goals, cooperation on developing and implementing solutions to problems that may be encountered, and continuing communication regarding the progress in accomplishing the goal(s). To this end, parents should be meaningfully involved in:

- A. developing and implementing appropriate strategies for helping their child achieve the learning objectives that lead to accomplishing the learning outcomes;
- B. providing a school and home environment which encourages learning and augments, at home, the learning experiences provided by the school;
- C. establishing the learning outcomes for their child with the goal of developing a responsible, adult member of society;
- D. establishing and supporting a consistent and shared approach to child guidance and discipline;
- E. providing for the proper health, safety, and well-being for their child;
- F. developing English language proficiency.

The School District needs parents to assume and exercise responsibility for their children's behavior, including the behavior of students who have reached the legal age of majority, but are still supported by the parent. During the school hours, the Board, through its designated administrators, recognizes the responsibility to monitor students' behavior and, as with academic matters, the importance of cooperation between the school and the parents in matters relating to conduct.

For the benefit of the child, the Board encourages parents to support their child's career in school by:

- A. participating in school functions, organizations and committees;
- B. supporting the teachers and the schools in maintaining discipline and a safe and orderly learning environment;
- C. requiring their child to observe all school rules and regulations;
- D. supporting or enforcing consequences for their child's willful misbehavior in school;

- E. sending their children to school with proper attention to his/her health, personal cleanliness, and dress;
- F. maintaining an active interest in their child's daily work, monitoring and making it possible for him/her to complete assigned homework by providing a quiet place and suitable conditions for study;
- G. reading all communications from the school, signing, and returning them promptly when required;
- H. cooperating with the school in attending conferences set up for the exchange of information of their child's progress in school.

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. Progress reports are sent out every two weeks. Many times it will be the student's responsibility to deliver that information or information can be obtained using the Power School link on the School webpage. Each student and parent is given a username/password to access this system. Contact the school office if you do not have one. 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 appropriate staff member.

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

DRESS AND GROOMING

While fashions change, 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.

The appearance of students at Watersmeet School District should reflect the atmosphere of a learning environment with care and respect for oneself and others.

Students should be dressed appropriately for school and weather conditions.

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 styles or manners of dress are prohibited:

1. Types of dress or appearance, which are disruptive to the progress of the educational program, are not allowed.
2. Skirts and shorts should be no shorter than mid-thigh.
3. Tops with spaghetti straps, tank tops and sleeveless shirts can be worn as long as there is no exposure of cleavage or the abdomen.
4. Jeans and other pants need to be pulled up on the hip, with no undergarment showing. Pants must be free of inappropriate rips and holes.
5. Pajama bottoms and slippers are not conducive to a reasonable and proper learning environment and are not allowed.
6. Modes of dress advertising illegal substances and/or paraphernalia, tobacco, alcohol and violence are not allowed. Sexually explicit, suggestive or offensive apparel are not allowed. Judgment of such attire is left to the discretion of authority figures.
7. A reasonable expectation of cleanliness and personal grooming is necessary and expected.
8. Students are not permitted to wear outdoor apparel to class or in class except in an emergency.
9. Hats and bandanas are not to be worn in the building.
10. Shoes shall be worn at all times for health and sanitary reasons.
11. For the safety concerns of students, heavy chains, rigid collars, and other items deemed unsafe are not to be worn on school property.

The classroom teacher and/or district administrator is the final authority for judging the appropriateness of a student's appearance and reserve the right to determine when dress and grooming styles are unsafe, are not in good taste, or when they create a disruption of the learning process.

A student may be sent home for violating the dress code.

Students who are representing The Watersmeet Township School District at an official function or public event may be required to follow specific dress requirements. This applies to athletic teams, cheerleaders, bands, and other such groups.

EXTRA-CURRICULAR ACTIVITIES

All the building rules for behavior shall be followed at school sponsored functions. *Students who leave an activity (dances, basketball games, etc.) once it starts should not expect to be readmitted.* Exceptions should be referred to the Principal or adult in charge.

ATHLETIC ELIGIBILITY 2021-22

A Guide for Student-Athletes

The Watersmeet Township School District 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

Most requirements are found in the *MHSAA HANDBOOK*, which can be located in the school administrative offices. In addition, the district has the authority to establish more stringent standards and to enact codes of athletic conduct that are in the best interests of individual students, the team and community.

Your role in following the rules will assure eligibility to participate in interscholastic sports or prevent your participation as an ineligible athlete, which would result in forfeiture of contests for your school.

MHSAA Rules Apply to all Interscholastic Sports

Summary of the Rules

- 1. AGE** - High school students become ineligible if they reach their 19th birthday before September 1 of a current school year.
- 2. PHYSICAL EXAMINATION** - Students must have on file, in the school's office, a physician's statement for the current school year (on or after April 15), certifying that he/she is physically able to compete in athletic practices and contests. A signed consent to disclosure of information otherwise protected by FERPA and HIPAA must also be on file prior to participation.
- 3. ENROLLMENT** - Students must be enrolled in the school they are representing prior to the fourth Friday after Labor Day for the first semester/trimester or second trimester or prior to the fourth Friday of February for the second semester or second or third trimester. Enrolled under this rule is receiving credit in at least 66% of full credit load potential for a full time student of the school you participate for. (Generally 4 of 5 or 6 classes on a transcript awaiting grades).
- 4. MAXIMUM ENROLLMENT** - Students cannot be eligible in high school for more than eight semesters, or twelve trimesters and the seventh and eighth semesters or 10th, 11th and 12th trimesters must be consecutive. Students are allowed four first semesters and four second semesters or four first, four second and four third trimesters of enrollment and competition and cannot compete if they have graduated from high school or accepted a GED.

5. ACADEMIC RECORDS - Students must have received credit for at least the equivalent of 66 percent of full credit load potential for a full time student in the previous semester/trimester of enrollment, and must be currently receiving credit toward graduation or a certificate of completion and passing the same on the transcript of the school they represent in competition.

6. TRANSFER STUDENTS - A student in grades 9 through 12 who transfers to another high school is not eligible to participate in an interscholastic contest for a set period of time (nearly one half the school year) depending on when the student changes schools unless the student qualifies for immediate eligibility under one or more of 15 published exceptions and their written interpretations. An otherwise eligible transfer student who changes schools after set dates may not be eligible for MHSAA Tournaments. (Oct. 1 for fall sports, Feb. 1 for Winter sports, May 1 for spring sports). An ineligible transfer student who is confirmed to have transferred for athletic reasons is ineligible to participate in an interscholastic contest for 180 scheduled school days for the school to which the student transfers. Students and parents anticipating a change of schools should first seek advice from their high school administration.

7. UNDUER INFLUENCE - The use of undue influence by any person directly or indirectly associated with a school to secure or encourage the attendance of a student for athletic purposes, shall cause the student to become ineligible for a minimum of 90 scheduled school days and a maximum of one year.

8. LIMITED TEAM MEMBERSHIP - After practicing with or participating with high school teams, students cannot participate in any athletic competition not sponsored by his or her school in the same sport in the same season. Exceptions include ice hockey and all individual sports, which apply the rule from the point of a student's first participation in a contest or scrimmage, rather than practice. In tennis, the rule applies from the first date that practices are allowed to commence for any player. In skiing it applies when the team holds its first scrimmage or contest. Students in individual sports may participate in a maximum of two (2) non-school individual meets or contests during the school season while not representing their school.

9. ALL-STAR COMPETITION - Students who have represented an MHSAA school in competition in any MHSAA sport shall not compete at any time in any MHSAA tournament sport jurisdiction in all-star contests or national high school championships, regardless of the method of selection. Participation in such a contest shall cause that student to become ineligible for a maximum period of one year of school enrollment.

10. AWARD STATUS & AWARDS - Students who have represented an MHSAA school in competition in any MHSAA sport cannot receive money or other valuable consideration for participating in MHSAA-sponsored sports or officiating in interscholastic athletic contests, except as allowed by the *MHSAA HANDBOOK*. Students may accept, for participating in MHSAA sponsored sports, a symbolic or merchandise award which does not have a value over \$25. Banquets, luncheons, dinners, trips and admissions to events, are permitted if

accepted “in kind.” Awards in the form of cash, merchandise, certificates, or any other type of negotiable document are never allowed.

Limitations on Practice & Competition

To promote the health and safety of students and their academic pursuits, MHSAA member schools have adopted rules which limit practice and competition for teams and individuals during the season and rules which limit school coaches’ contact out-of-season during the school year and in the summer with students in grades 7-12 of the school district.

These rules include setting practice starting dates, first contest dates, establishing the number of dates of competition or the number of contests allowed in each sport. For example, a high school basketball player may only play one basketball game in a day, no more than the three games in a week to a total of 20 games in a season exclusive of the MHSAA tournament. Four scrimmages are allowed in most sports before the final contest of the season, no more than two before the first game or meet (except tennis and hockey). Different contest and practice limitations exist for every sport and often vary from sport to sport and from high school to middle school.

Consult with your school athletic director and coach for specific sport details.

Informed Consent – Concussion Awareness

By its nature, participation in interscholastic athletics includes risk of injury which may range in severity. Although serious injuries are not common in supervised school athletic programs it is impossible to eliminate the risk. Participants have the responsibility to help reduce the chance of injury. Players must obey all rules, report all physical problems to their coaches, follow a proper conditioning program, and inspect their own equipment daily.

All athletes, parents and coaches must be aware of the signs and symptoms of concussion and the importance of discontinued participation in practices and competitions. See the Parents Guide to Concussion in Sports or other resources on the Health & Safety page of MHSAA.com.

It is the policy of the Michigan High School Athletic Association that no person who meets essential eligibility requirements shall be discriminated against or excluded from the opportunity to try to participate in MHSAA sponsored activities, solely on the basis of race, color, religion, national origin or ancestry, gender, marital status, or disability.

Top Ten List for Student Eligibility

1. You were enrolled in a high school not later than the fourth Friday after Labor Day.
2. You will not have turned 19 before Sept. 1.
3. You have had a physical examination and MHSAA Information Consent Form completed since April 15, and it is on file in the school office.

4. You have not been enrolled in more than eight semesters or 12 trimesters in high school (Grades 9-12).
5. You have received credit for the equivalent of at least 66 percent of full class-load potential for a full time student in the previous academic term.
6. You are currently passing the equivalent of at least 66 percent of full class-load potential for a full time student.
7. You have not changed schools without a corresponding move by your parents and persons with whom you were living for at least 30 calendar days during your last semester/trimester.
8. You have not received money, merchandise or other valuable considerations for participating in MHSAA tournament sports.
9. You have not participated in non-school contests during your sports season after having reported for your school team (limited allowances for ice hockey and individual sports).
10. You have not competed in an all-star or national high school championship after having played for a high school team in a MHSAA tournament sport.

See MHSAA.com for all things high school sports!

LOCKERS

Each student in grades 4th-12th will be assigned a locker for his/her use but the school cannot assume responsibility for items missing and stolen from any locker.

Students are to maintain their lockers neatly and cleanly and dispose of used papers and other items. It is **HIGHLY** recommended that the student utilize a lock with a key for a locker. One key must be given to the Principal's Secretary. School lockers are the property of Watersmeet Township School District and are provided for the convenience of students. Each student is subject to a locker check, based on reasonable suspicion at any time during the year and the lockers are expected to be clean and in order. Students are financially responsible for any damage to their assigned lockers. **The use of adhesive tapes and decals in lockers are prohibited.**

COMPUTER TECHNOLOGY AND NETWORKS STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

Students are encouraged to use the Board's computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the Student Handbook, and/or civil or criminal liability. Prior to accessing the Internet at school, students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Parent permission is required for minors.

© 2010 NEOLA, Inc.

Smooth operation of the Board's Network relies upon users adhering to the following guidelines. The guidelines outlined below are provided so that users are aware of their responsibilities.

- A. Students are responsible for their behavior and communication on the Internet. All use of the Network must be consistent with the educational mission and goals of the District.
- B. Students may only access the Internet by using their assigned Internet/E-mail account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their passwords. Students are responsible for taking steps to prevent unauthorized access to their accounts by logging off or "locking" their computers when leaving them unattended.
- C. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the network. Students may not intentionally disable any security features of the Network.
- D. Students may not use the Internet to engage in "hacking" or other unlawful activities.
 - 1. Students shall not use the Network to transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs. Sending, sharing, viewing, or possessing pictures, text messages, e-mails, or other materials of a sexual nature (i.e. sexting) in electronic or any other form, including the contents of a wireless communication device or other electronic equipment is grounds for discipline. Such actions will be reported to local law enforcement and child services as required by law.
 - 2. Use of the Network to engage in cyberbullying is prohibited. "Cyberbullying" is defined as the use of information and communication technologies (such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites), to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others." [Bill Belsey (<http://www.cyberbullying.ca>)] Cyberbullying includes, but is not limited to the following:
 - a. posting slurs or rumors or other disparaging remarks about a student on a website or on weblog;

- b. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
 - c. using a camera phone to take and send embarrassing and/or sexually explicit photographs/recordings of students;
 - d. posting misleading or fake photographs of students on websites.
- E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
- F. Any use of the Internet for commercial purposes, advertising, or political lobbying is prohibited.
- G. Students are expected to abide by the following generally-accepted rules of network etiquette:
 - 1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Board's computers/network. Do not use obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages.
 - 2. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet.
 - 3. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
 - 4. Never agree to get together with someone you "meet" on-line without prior parent approval.
 - 5. Check e-mail frequently and delete e-mail promptly from the personal mail directory to avoid excessive use of the electronic mail disk space.
 - 6. Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable, especially any e-mail that contains sexually explicit content (e.g. pornography). Students should not delete such messages until instructed to do so by a staff member.
- H. Use of Internet to access, process, distribute, display or print child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors is prohibited. As such, the following material is prohibited: material that appeals to a prurient interest in nudity, sex, and excretion; material that depicts, describes or represents in a patently offensive way with respect to what is suitable for minors an actual or simulated sexual act or sexual contact, actual or

simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and material that lacks serious literary, artistic, political or scientific value as to minors. Offensive messages and pictures, inappropriate text files, or files dangerous to the integrity of the Board's computers/network (e.g., viruses) are also prohibited.

- Malicious use of the Network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not engage in vandalism or use the Network in such a way that would disrupt its use by others. Vandalism is defined as any malicious or intentional attempt to harm, steal or destroy data of another user, school networks, or technology hardware. This includes but is not limited to uploading or creation of computer viruses, installing unapproved software, changing equipment configurations, deliberately destroying or stealing hardware and its components, or seeking to circumvent or bypass Network security and/or the Board's technology protection measures. Students also must avoid intentionally wasting limited resources. Students must immediately notify the teacher, building principal, or Technology Coordinator if they identify a possible security problem. Students should not go looking for security problems, because this may be construed as an unlawful attempt to gain access (hacking).
- I. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions of authorship must be respected.
 - J. Downloading of information onto the Board's hard drives is prohibited; all downloads must be to floppy disk. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational.
 - K. Students must secure prior approval from a teacher or the Technology Coordinator before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or "Listservs."
 - L. Students are prohibited from accessing or participating in online "chat rooms" or other forms of direct electronic communication (other than e-mail) without prior approval from a teacher or the Technology Coordinator. All such authorized communications must comply with these guidelines.
 - M. Privacy in communication over the Internet and the Network is not guaranteed. To ensure compliance with these guidelines, the Board reserves the right to monitor, review, and inspect any directories, files

and/or messages residing on or sent using the Board's computers/network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

1. Users have no right or expectation to privacy when using the Network. The District reserves the right to access and inspect any facet of the Network, including, but not limited to, computers, devices, networks or Internet connections, e-mail or other messaging or communication systems or any other electronic media within its technology systems or that otherwise constitutes its property and any data, information, e-mail, communication, transmission, upload, download, message or material of any nature or medium that may be contained therein.
2. A student's use of the Network constitutes his/her waiver of any right to privacy in anything s/he creates, stores, sends, transmits, uploads, downloads or receives on or through the Network and related storage medium and equipment.
3. Routine maintenance and monitoring, utilizing both technical monitoring systems and staff monitoring, may lead to discovery that a user has violated Board policy and/or the law. An individual search will be conducted if there is reasonable suspicion that a user has violated Board policy and/or law, or if requested by local, State or Federal law enforcement officials. Students' parents have the right to request to see the contents of their children's files, e-mails and records.

- O. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board is not responsible for any damage a user suffers, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. The Board is not responsible for the accuracy or quality of information obtained through its services. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials.
- P. Disclosure, use and/or dissemination of personal identification information of minors via the Internet is prohibited, except as expressly authorized by the minor student's parent/guardian on the "Student Network and Internet Acceptable Use and Safety Agreement Form."
- Q. Proprietary rights in the design of web sites hosted on the Board's servers remains at all times with the Board.

Any individual who is aware of a violation of the Board policy or this guideline, including inappropriate on-line contact, content, or conduct, such as sexting,

harassment or cyberbullying, should bring it to the attention of the school principal or Superintendent immediately.

- P.L. 106-554, Children's Internet Protection Act of 2000, P.L. 110-385, Title II, Protecting Children in the 21st Century Act, 18 U.S.C. 1460 18 U.S.C. 2246, 18 U.S.C. 2256, 20 U.S.C. 6777, 9134 (2003) 20 U.S.C. 6801 et seq., Part F Elementary and Secondary Education Act of 1965, as amended (2003)47 U.S.C. 254(h), (1)Communications Act of 1934, as amended (2003)

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, they 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 a teacher or the nurse. If minor, the student will be treated and may return to class. If medical attention is required, the nurse will follow the School's emergency procedures.

A student who becomes ill during the school day should request permission to go to the nurse. The Nurse 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.

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 Principal. 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; present evidence of the student's ability to participate in an educational program.

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.

- unless enrolling under the District's open enrollment policy.
- unless enrolling and paying tuition.

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 principal's secretary 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 schools 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

ELEMENTARY LEVEL

The principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the principal.

SECONDARY LEVEL

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 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 variation should be approved with a pass or schedule change.

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.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a written request signed by

- the parent
- 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

Parents must notify the principal about plans to transfer their child to another school. If a student plans to transfer from the Watersmeet Township School District 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's main office 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's main office.

© 2010 NEOLA, Inc.

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 (PRESCRIBED)

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. 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.

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.

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 release.

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.

NONPRESCRIBED MEDICATIONS (OVER-THE-COUNTER)

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 any liability of the District for the administration of the medication. The parent must also authorize any self-medication by his/her child.

Elementary (Grades K to 6)

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

Parents may authorize the school to administer a nonprescribed 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 nonprescribed 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.

Secondary (Grades 7 to 12)

Parents may authorize the school to administer a nonprescribed medication using a form which is available at the school office. A physician does not have to authorize such medication. The parent may also authorize on the form that their child

- may self-administer the medication.
- may keep the medication in his/her possession.

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.

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.

CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES

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

Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (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.

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.

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. 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 school office (telephone) 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 school office (telephone) 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.

Neither the Board nor its employee's shall permit the release of the social security number of any student, or other individual except as authorized by law (see AG 8350). 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.

Directory information includes: a student's name; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; date of graduation; awards received; honor rolls; and scholarships.

Parents and eligible students may refuse to allow the District to disclose any or all of such "directory information" upon written notification to the District within ten (10) days after receipt of the District's public notice.

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 <http://www.watersmeet.k12.mi.us> Or by contacting the school.

© 2010 NEOLA, Inc.

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 school office. 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, 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. 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 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:

- 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 andPPRA@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 8330 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 male students age eighteen (18) or older that they are required to register for the selective service.

STUDENT FEES, FINES, AND SUPPLIES

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 certain privileges.

STUDENT FUND-RAISING STUDENT SALES

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

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

- Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
- Students must not participate in a fund-raising activity for a group in which they are not members without the approval of the student's counselor.

- Students may not participate in fund-raising activities off school property without proper supervision by approved staff or other adults.
- Students may not engage in house-to-house canvassing for any fund-raising activity.
- Students who engage in fund raisers that require them to exert themselves physically beyond their normal pattern of activity, such as "runs for", will be monitored by a staff member in order to prevent a student from over-extending himself/herself to the point of potential harm.
- 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.

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-wide 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 lunch available to students for free. Ala carte items are 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 principal.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. These must be filled out for all students.

FIRE, LOCK DOWN AND TORNADO DRILLS

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be

provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires and lock down drills.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year. The alarm system for a school lock down is different from the alarm system for fires and tornadoes and consists of a verbal command over the schools intercom system.

PREPAREDNESS FOR TOXIC AND ASBESTOS 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.

USE OF THE LIBRARY (MEDIA CENTER)

The library is available for the following reasons: research, quiet reading of books, magazines, and newspapers, media center projects, and/or group projects led by a teacher.

Library books are available to students on a loan basis and students are responsible for the proper care of these materials. If a library book is damaged or lost, the student's family will be responsible for the cost of replacement, including handling fees.

The library is not a center to be used for classroom assignments unless a permission slip comes from the teacher of that assignment.

All students are expected to behave in a manner that allows others to exercise their right of a quiet place to read and/or complete research projects.

The computers are available for research purposes. If a teacher has given an assignment that requires the computer, a permission slip should accompany the student.

A student may not get a pass to the library and then request a pass from the librarian to another location.

The student must go directly to his/her destination.

Students may lose library privileges due to behavior while utilizing the library.

The district administrator will determine the extent of that loss.

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.

A staff member or school authorized adult must supervise students in order to use the school facilities. This encompasses all concessions, class activities, and clubs and organizations.

The sports deck is limited for use after school hours to students 17 years and older. All others must be accompanied by an adult (age 18 or older). Failure to follow proper sports deck use will result in loss of privileges.

LOST AND FOUND

The lost and found area is in the main lobby or some items may be found in the school office. Unclaimed items will be given to charity at the close of the school year.

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 initiate all calls on behalf of a student seeking permission to leave school.

ADVERTISING OUTSIDE ACTIVITIES

Students may not post announcements or advertisements for outside activities without receiving prior approval from the principal. The principal will try to respond to requests for approval within twenty-four (24) hours of their receipt.

The school has a central bulletin board located in the main lobby which may be used for posting notices after receiving permission from the principal.

SECTION II - ACADEMICS

COURSE OFFERINGS

A list of course offerings can be obtained in the school office

FIELD TRIPS

Students must present a permission slip to the teacher, signed by a parent or legal guardian, in order to participate in each field trip. School rules must be followed on the trip. Remember that you are representatives of the Watersmeet Township School District and your actions and behavior reflect on the school. Students must follow all directions of the teacher/chaperone. Attendance rules apply to all field trips.

GRADES

The Watersmeet Township School District has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so

inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

Half grades will now be used in calculating final G.P. A.

A = 4.0	B = 3.0	C = 2.0	D = 1.0
A- = 3.7	B- = 2.7	C- = 1.7	D- = 0.7
B+ = 3.3	C+ = 2.3	D+ = 1.3	E = 0.0

If a student receives an (I) incomplete on his/her report card, he/she will have 10 school days from the end of the marking period to complete the required work or it becomes an E.

Semester grades will be determined by the accumulation of all grades beginning the first day of the first and third marking periods and ending the last day of the first semester and the second semester.

STATUS POLICY FOR HIGH SCHOOL STUDENTS

A high school student will be classified in accordance with credit completion

Freshman	6 Credits
Sophomore	12 Credits
Junior	18 Credits
Senior	24 Credits

Students are required to complete 24 credits to graduate from Watersmeet Township High School. Students will be notified at the end of each school year as to their status.

Teachers will have tests/mid-term exams and finals as they see fit.

GRADE POINT AVERAGE

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

NOTIFICATION OF GRADES

Students shall receive a report card at the end of each marking period indicating their grades for each course of study for that portion of the academic term. The end of the second and fourth marking periods is also the end of the semester.

Progress reports are sent home every 2 weeks (subject to school holidays and marking period/semester report cards).

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

The Board of Education recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the Board that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

Such pattern should coincide with the system of grade levels established by this Board and the instructional objectives established for each.

A student will be promoted to the succeeding grade level when s/he has:

- A. completed the course requirements at the presently assigned grade;
- B. in the opinion of the professional staff, achieved the instructional objectives set for the present grade;
- C. demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;
- D. demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

LOCAL BOARD AUTHORITY

Promotion and retention decisions may be difficult. People may disagree about policies and criteria, and research may not provide educators with a definitive answer to the question of whether to promote or retain. However, despite the problems inherent in making promotion and retention decisions, it is clear that educators and boards of education have authority to adopt policies that are based on objective criteria.

The *Revised School Code*, sections 380.11a and 380.1282, provides a board of education “general powers” to “exercise a power incidental or appropriate to the performance of any function related to the operation of the school district in the interests of public elementary and secondary education in the school district.” [MCL 380.11a and 380.1282]. Moreover, the courts have confirmed that a school board has the authority to retain pupils on the basis of their failure to achieve at the appropriate level.

PARENTAL RIGHT TO REQUEST

Regarding the rights of a parent on this issue, the law does recognize:
Section 380.10:

“It is the natural, fundamental right of parents and legal guardians to direct the care, teaching, and education of their children. The public schools of this state serve the needs of the pupils by cooperating with the pupil’s intellectual capabilities and vocational skills in a safe and positive manner.”

This authority does not give a parent the ability to determine at what grade level their child shall be placed. While a local school board policy may consider the recommendation of a parent as an objective standard and incorporate it in the promotion and retention policy, the ultimate decision is based on school board policy.

GRADUATION

GRADUATION POLICY

There will be no participation at, or during commencement exercises or awarding of diplomas to any student that has not met ALL of the graduation requirements of the Watersmeet Township School District. Registered letters will be sent at the beginning of the first and second semesters to notify students of their status of completion of graduation requirements.

A student's progress toward graduation and receiving a diploma is determined by completing required coursework and earning the necessary credits. 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 counselor's office and the counselor will be pleased to answer any questions.

REGULAR 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. A student enrolled in special education may be exempted from the State mandated courses. Such an exemption is made by the IEP Team. The student may still need to earn the required credits indicated by the IEP or in a personal curriculum.

GRADUATION REQUIREMENTS

English (4 credits)
English 9,10,11,12

Social Studies (3 credits)
World History/Geography 9
US History/Geography 10
Government/Economics 11
Health/Physical Education (1 credit)

Mathematics (4 Credits) Algebra I,
Geometry, Algebra II (1 year in
grade 11 or 2 years in grade 11 &
12), Senior Level Math (which can
be Algebra II-year 2, Pre-Calculus
12, Financial Math 12, Accounting I
or II)
Science (3 credits)
Physical Science 9
Biology 10
Chemistry 11/12 or Physics 11/12
World Language (2 credits in one
language or 1 credit world language
& 1 credit extra Visual/Performing
Arts

Visual, Performing, or Applied Arts
(1 credit)

8th grade Algebra I –when they
begin earning math credits

Electives bringing total number of credits required for graduation to a minimum of 24 credits.

MICHIGAN VIRTUAL HIGH SCHOOL/ONLINE LEARNING

Students wishing to enroll in a class via Edgenuity may be allowed to do so at the discretion of the Administration. All students taking an Edgenuity class as an expanded curriculum (i.e.- to take a class not offered at the school district) or for credit recovery must complete an agreement form (available in the main office) before enrollment can begin.

On-Line Learning Requirements:

- Grades 9-12
- Students can take more than 2 courses (if approved by Administration)
- Selected from the statewide catalog
- In-district classes do not need to be included in the statewide catalog, just board approved
- Student must be a resident of Michigan
- Pupil must have parental consent

Reasons for Denial:

- Student is K-6
- Course previously taken
- Course does not generate credit
- Course does not help student meet grad requirements
- Course prerequisites have not been met or the student is not proficient
- Course is of insufficient rigor

Personal Curriculum is available for those students that meet the required MDE standards.

SENIOR AWARDS

VALEDICTORIAN

This award will be given to the senior with the highest Grade Point Average (GPA) at the conclusion of the seventh semester. If two or more students are tied, it will be co-awarded. Minimum requirements include at least a 3.0 GPA and no failed high school classes.

SALUTATORIAN

This award will be given to the senior with the second highest GPA at the conclusion of the seventh semester. If two or more students are tied, it will be co-awarded. Minimum requirements include at least a 3.0 GPA and no failed high school classes.

SENIOR CLASS TRIP

Seniors who will not be graduating will not be allowed to go on the senior class trip. Any accumulated money will be left to the class. To be eligible to participate in the senior class trip, a student must be in good standing towards graduation the entire year. This is to be determined by report card at the end of each marking period of the Senior year. If the student's grades are not up to passing at any time he/she will not be permitted to attend the Senior trip. They will be expected to be in attendance at school during the time period of the trip..

SENIOR PRIVILEGES

Privileges are to be in effect during the 4th Marking period of the school year. Seniors must meet the following criteria:

- Only seniors with NO Unexcused absences, suspensions and a grade point average equal to or above a 2.00 will be granted privileges.
- The senior must have NO failing grades during the first three marking periods.
- The parents/guardians must sign a permission slip before privileges are granted to the student and the slip must be on file in the Principal/s office.
- All regular school rules apply for this time and if complaints are received from local businesses of loitering, loss of Senior Privileges will occur.
- Student's must sign out in the Principal's Office and must leave the school property once signed out. The Administration and/or the Board of Education may revoke all senior privileges at any time.
- Senior privileges pertain to lunch time only. Students must return for their 5th hour class. 1 tardy will result in loss of privileges.

Senior privileges will be revoked if above rules are not adhered to. The Watersmeet Board of Education and the Administration may revoke all senior privileges at any time, for any reason.

DUAL ENROLLMENT

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

POST SECONDARY ENROLLMENT OPTIONS

The Post Secondary Enrollment Options Act is a three-part package that was signed into law on April 1, 1996. P.A. 159, 160 and 161 amended the revised School Code of 1995 and deals with what was formerly known as dual enrollment. Changes to the code have changed the policy of dual enrollment to the following guidelines:

1. The student has passed the district's approved high school proficiency test. At the request of the tenth grade student's parent/guardian for PSO qualification, the student will be advised of testing requirements. Payment for testing may be the responsibility of the student's family.

2. The course(s) selected are NOT offered by the Watersmeet Township School District or if offered by the district, is determined by the School Board not to be available to the student because of a scheduling conflict beyond the student's control.

STUDENT ASSESSMENT

The Michigan Merit Exam (MME) includes the SAT+Essay for high school juniors.

This means that all 11th graders will take this state assessment test in the spring of each year. It will provide students with a regular SAT+Essay score report that they can use to apply to a college or a university. SAT+Essay scores are used during the college admission process to assess high school students' general educational development and their ability to complete college-level work.

Additional testing is mandatory for all juniors as required by the state. This will include the ACT WorkKeys and M-STEP Science and Social Studies.

Parents and students should watch school newsletters and website for information.

Students in grades 8-10 will test annually with the PSAT appropriate to their grade level.

Additional group tests 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.

Any high school student who wishes to test-out of a course in which s/he is not enrolled may do so by taking the final examination for the course and receiving a grade of at least C+ or by demonstrating mastery of the subject matter as determined by the assessment used in lieu of a final examination. Credit for a course earned by a student through this process may be used to fulfill a course or course-sequence requirement

- and be counted toward the required number of credits needed for graduation but may not be used to determine the student's GPA.
- but may not be counted toward the required number of credits needed for graduation nor be used to determine the student's GPA.

Students may receive credit toward high school graduation who successfully completes, prior to entering high school, a State mandated curriculum

© 2010 NEOLA, Inc.

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 required of the high school students.

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 Watersmeet Township School District will not violate the rights of consent and privacy of a student participating in any form of evaluation.

College entrance testing information can be obtained from the Guidance Office.

RECOGNITION OF STUDENT ACHIEVEMENT

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

Honor Roll(s) – Posted with each marking period/semester

Athletic Awards – recognition at yearly awards programs

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.

SECTION III - STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

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

NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES

Nonschool-sponsored student groups organized for religious, political, or philosophical reasons may meet during after school 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 persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

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

No non-district-sponsored organization may use the name of the school or school mascot.

STUDENT EMPLOYMENT

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

SECTION IV - STUDENT CONDUCT

SCHOOL ATTENDANCE POLICY

The Board of Education as an agency of the State is required to enforce the regular attendance of students. The Board recognizes that the presence in the classroom enables the student to participate in instruction, class discussions, and other related activities. As such, regular attendance and classroom participation are integral to instilling incentives for the student to excel.

Attendance shall be required of all District students, except those exempted under Policy 5223 or by other provisions of State law, during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned.

Parents of each student or from an adult student who has been absent for any reason, must submit a written statement and/or confirmation of the cause for such absence. The Board reserves the right to verify such statements and to investigate the cause of each single absence. Parents must provide an explanation for their

© 2010 NEOLA, Inc.

child's absence by no later than 8:30 am on the day of the absence or by the following day. They are to call the school office and explain the reason for the absence. If the absence can be foreseen and the "good cause" must be approved by the principal, the parent should arrange to discuss the matter as many days as possible before the absence will occur so that arrangements can be made to assist the student in making up the missed school work.

The Board may report to the Intermediate School District infractions of the law regarding the attendance of students below the age of sixteen (16). Repeated infractions of Board policy requiring the attendance of enrolled students may result in the suspension or expulsion of the student from the District program. The Board considers the following factors to be reasonable excuses for time missed at school:

- A. illness
- B. recovery from accident
- C. required court attendance
- D. professional appointments
- E. death in the immediate family
- F. observation or celebration of a bona fide religious holiday
- G. such other good cause as may be acceptable to the Superintendent

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences, authorized under Policy 2370, to be in regular attendance for the program provided that s/he reports daily to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study. The Superintendent shall develop procedures for the attendance of students which:

- A. ensure a school session which is in conformity with the requirements of the law;
- B. ensure that students absent for any excusable reason have an opportunity to make up work they missed;
- C. ensure the student is not given a failing grade or his/her credit is not unconditionally revoked where lack of attendance is the sole or primary determining factor, but which allow reduction in grade or denial of credit, if the student does not make appropriate use of make-up sessions provided by the instructor or administrator;

- D. govern the keeping of attendance records in accordance with the rules of the State Board and the Michigan Department of Education Pupil Accounting Manual, including a written electronic attendance procedure, if applicable;
- E. identify the habitual truant, investigate the cause(s) of his/her behavior, and consider modification of his/her educational program to meet particular needs and interests;
- F. ensure that any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the District's limit on excused absence is referred for evaluation for eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973.

Such guidelines should provide that a student's grade in any course is based on his/her performance in the instructional setting and is not reduced for reasons of conduct. If a student violates the attendance or other rules of the school, s/he should be disciplined appropriately for the misconduct, but his/her grades should be based upon what the student can demonstrate s/he has learned.

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.

Students who are excusably absent for more than 8 days in a grading period, regardless of the reasons, will be considered "frequently absent". If there is a pattern of frequent absence for "illness", the parents will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition. Without such a statement, the student's permanent attendance record will indicate "frequent unexplained illness", a possible sign of poor work ethic and irresponsible behavior.

During the next grading period, a "frequently-absent" student will be placed on "attendance watch" to monitor whether or not the pattern continues. If it continues, the student may be denied the opportunity to participate in noncurricular school activities and events and a notation made on his/her [] grading record [] transcript concerning his/her frequent absence from school. Such a report may be provided postsecondary institutions and/or possible employers.

TRUANCY

School attendance is integral to student academic achievement and success. For this reason, the district will work with parents by providing notification when their students are in violation of this policy. The following action(s) will be taken:

- 3 unexcused absences written notification will be sent to
the student's parent/guardian

- 5 unexcused absences notification to parent requesting a meeting with school administrator to address truancy concern
- 7 unexcused absences written notification to parent, including notice that documentation has been sent to the Gogebic-Ontonagon Intermediate School District truancy officer

Absences are calculated by semester

(**For elementary—up to 8:30am is tardy and 8:30am and beyond is absent for the morning)

(**7th-12th grade considered an absence 10 minutes after class starts)

Absences are excused with notification from a parent/guardian. Methods of notification include a signed note from a parent, a telephone call followed up with a note from home, or a written doctor's excuse. A note provides a record of documentation that can be safely filed in the school office. Seven or more excused absences, unless documented by a medical professional, will result in written notification to the parent.

Excessive absences, whether excused or unexcused, will be checked on a weekly basis by a committee consisting of the building administrator, counselor, and head teacher. A recommendation for appropriate action will be made by this committee, which may include a meeting with parents or guardians and a follow-up referral to the ISD truancy officer.

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed. After 7 days of truancy in any grading period, a student will be considered an "habitual truant" which can result in:

- assignment to an alternative placement with loss of participation in school activities and events;
- a poor work-ethic grade which will become a part of the student's permanent record which may be sent to employers and postsecondary schools;
- a hearing before a judge in a court of law;
- a report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child.

SUSPENSION FROM SCHOOL

Absence from school due to suspension shall be considered an authorized absence, neither excused nor 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 from the school office or the individual

teacher beginning with the first day of a suspension. Make up of missed tests may be scheduled when the student returns to school.

The student will be given credit for properly-completed assignments and a grade on any made-up tests.

EXCUSABLE, NONAPPROVED ABSENCE

If a student is absent from school because of suspension or vacation, the absence will not be considered a truancy, and s/he may be given the opportunity to make up the school work that is missed.

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 not completed as a result of truancy.

If a student, under the age of eighteen (18), is truant for more than ten (10) consecutive or fifteen (15) total days of truancy during a semester, s/he will be considered a "habitual" truant and will be reported to the proper authorities.

NOTIFICATION OF ABSENCE

If a student is going to be absent, the parents must contact the school (906-358-4504) by 8:30 and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible. When no excuse is provided, the absence will be unexcused and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will try to help parents improve their child's attendance.

An excused absence allows the student to make up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of school work such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade.

- If the absence is unexcused or unauthorized by the principal, a student may not make up the work.

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

Tardiness

Elementary – Grades K -6

A student who is not in his/her assigned location by 8:15 am shall be considered tardy. Any student arriving late to school is to report to the school office before proceeding to class.

Secondary – Grades 7 - 12

Each student is expected to be in his/her assigned location throughout the school day. If a student is late in arriving at school, s/he is to report to the school office before proceeding to his/her first assigned location. Any student entering a

© 2010 NEOLA, Inc.

classroom after the bell is considered late and should report to the office for a late pass. Students who are more than 3 minutes late

- will be considered absent for that instructional period.
- will be given 1 noon hour detention for each class period.

Students who are tardy more than 3 times during a semester may be disciplined as follows:

- Noon hour detention and possible in school suspension

Vacations during the School Year

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

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 complete work that has been missed. The student should contact individual teachers as soon as possible to obtain assignments.

Make-up work due to suspension must be completed within 5 days after returning to school.

If a student misses a teacher's test due to excused absence, s/he may make arrangements with the teacher to take the test. If s/he misses a State mandated test or other standardized test, the student should consult with the test coordinator to arrange a time for taking the test.

STUDENT ATTENDANCE AT SCHOOL EVENTS

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

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

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

CODE OF CONDUCT

A major component of the educational program at The Watersmeet Township School District is to prepare students to become responsible workers and citizens

by learning how to conduct themselves properly and in accordance with established standards.

EXPECTED BEHAVIORS

Each student shall be expected to:

- abide by national, State, and local laws as well as the rules of the school;
- respect the civil rights of others;
- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- act at all times in a manner that reflects pride in self, family, and in the school.

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. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

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

STUDENT DISCIPLINE CODE

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

It is the school staff's responsibility to provide a safe and orderly learning environment. 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.

VIOLATIONS

A student has a choice to follow the rules or to break the rules. Failure to follow the rules will result in disciplinary action.

Level One Violations:

1. Disruptive classroom/school behavior, cheating, academic dishonesty
2. Insubordination/disrespect
willful disobedience, defiance of authority, destruction of school property
3. Inappropriate language/dress
4. Use of electronic devices (including, but not limited to, cell phones) in the classroom is prohibited
5. Fighting (includes verbal or physical harassment) PA102
6. Smoking/tobacco products
7. Truancy/attendance problems (skipping school)

Procedures/consequences-Level 1:

1. Disciplinary referral to administrator.
2. Administrator will assign and will notify parent/guardian. Severity of the offense(s) will determine the number of days assigned to school suspension.

Level Two Violations:

These violations are violations of school rules as well as possible legal offenses.

1. Alcohol
2. Drugs
3. Possession of drug paraphernalia
4. Arson
5. Fireworks and other explosive devices
6. Extortion
7. Theft
8. Weapons
9. Assault --PA104
10. Verbal threat or physical harm or property damage to a school employee-PA104
11. Flagrant or excessive Level One violations
12. Pulling a fire alarm/making a bomb threat
13. Defacement/destruction of property (school or personal) will result in restitution, in addition to the consequence(s) listed below

Anytime a student is asked to leave the classroom, it is understood that they are to report to the office. Failure to do so will result with insubordination charges as well as the referral from the classroom teacher.

Procedure/consequences-Level 2:

1. Disciplinary referral to administrator.
2. Administrator will assign out of school suspension. Parents/guardians will be notified.
3. Administrator may notify legal authorities or start expulsion proceedings.

<<< Anything that is not covered in this handbook will be handled at the discretion of the Principal >>>

Newly Enacted Laws (all with immediate effect) are:

PA104 (SB206) requiring the permanent expulsion of students in grades six and above who intentionally cause or attempt to cause physical harm to a teacher, volunteer or contractor in a school. Additionally, expulsion of up to 180 days is required for students in grades six or above for verbal threats, bomb threats or similar threats.

PA103 (SB102) allowing a teacher to suspend any age student from his/her class, subject or activity for up to one day if the teacher “has good reason to believe” the pupil’s conduct would merit suspension under the local board student code of conduct. It also requires a board to adopt a policy which would specify the types of conduct for which a teacher could suspend and include this policy in the student code of conduct. The teacher is also required to request a meeting with the parent or guardian as soon as possible to discuss the suspension.

PA102 (HB4240) requiring school districts to expel a student in grade six or above for up to 180 days for a student-to-student assault. It also requires the State Superintendent, Attorney General and the State Police to develop, publish, and distribute a school safety information policy which school districts and law enforcement agencies would use to share information about incidents occurring at school. Also required, is the reporting of certain crimes occurring at school to the Superintendent of Public Instruction.

EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE

(Organized by Rule Number)

Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from school. This list is not limited to items below and may be changed at any time.

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.

© 2010 NEOLA, Inc.

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.

2. Use of Breath-Test Instruments- The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

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

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

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

3. Use of tobacco -Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule 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. The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy.

4. Student disorder/demonstration - Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of

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

5. Possession of a weapon - A weapon includes, 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.)

6. 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. [] This violation may subject a student to expulsion.

7. Knowledge of Dangerous Weapons or Threats of Violence

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

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

9. Physically assaulting a staff member/student/person associated with the District - Physical assault at school against a District employee, volunteer, or contractor which may or may not cause injury may result in charges being filed and subject the student to expulsion. Physical assault is defined as

“intentionally causing or attempting to cause physical harm to another through force or violence.”

10. Verbally threatening a staff member/student/person associated with the District - Verbal assault at school against a District employee, 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 threats or assault may result in suspension and expulsion. 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.

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

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

13. 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. Violations of this rule could result in suspension or expulsion.

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

15 Explosives - Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.

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

17. 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 administrator. The school

is not responsible for personal property. Theft may result in suspension or expulsion.

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

19. Damaging property - Vandalism and disregard for school property will not be tolerated. Violations could result in suspension or expulsion.

20. 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. Excessive absence could lead to suspension from school.

21. 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. Violations of this rule could result in suspension or expulsion.

22. 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 such as suspension or expulsion.

23. Aiding or abetting violation of school rules - If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

24. Displays of affection - Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Such behavior may result in suspension from school or possibly expulsion.

25. Possession of Wireless Communication Devices (WCDs) - A student may possess a wireless communication devices (WCDs) or other electronic communication devices (ECDs) and electronic storage devices (ESDs) in school, on school property, at after school activities, and at school related functions provided that during school hours, school events, and on a school vehicle it is not in use, disruptive or distracting to the educational process, the scheduled activity, or other participants, provided that the WCD or other ECD/ESD remains off.

Except as authorized under Board policy, use of WCDs and electronic storage devices in school, on school property, at after school activities and at school-related functions will be subject to disciplinary action.

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.” A student improperly using any device to take or transmit images will face disciplinary action up to and including a suspensions, 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, s/he will fail the exam and receive a suspension from school. S/He also faces 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.

26. 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. Persistent violations of rules could result in suspension or expulsion.

27. Violation of bus rules - Please refer to Section V on transportation for bus rules.

28. 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.

29. 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 hand held 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 the teacher or the principal.

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:

- 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.

Note: An inappropriate boundary invasion by a District employee or other adult member of the School District community into a student's personal space and personal life is sexual harassment. Further, any administrator, teacher, coach, other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State law. M.C.L.A. 722.621 et. seq.

29a. 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.

Note: If the school club or organization does not have an official and approved initiation procedure, and if no school staff are involved in the activity, there is a significant likelihood that the activity may result in violation of this policy.

29b. Bullying

The Board will not tolerate any gestures, comments, threats, or actions to a student which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation.

This policy applies to all activities in the District, including activities on school property 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.

Bullying – intimidation of others by acts, such as but not limited to:

- A. threatened or actual physical harm;
- B. unwelcomed physical contact;
- C. threatening or taunting verbal, written or electronic communications;
- D. taking or extorting money or property;
- E. damaging or destroying property;
- F. blocking or impeding student movement;
- G. electronically transmitted acts – i.e., internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) for text messaging, instant messaging, blog web sites or online bullying through social networking sites (e.g., my space.com, facebook.com) to harass through unpleasant or aggressive messages.

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. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as bullying, hazing, stalking, intimidating, menacing, coercion, name-calling, taunting, making threats.

Any student who believes s/he has been or is the victim of aggressive behavior including bullying or hazing, should immediately report the situation to the building principal or assistant principal, or the Superintendent.

30. 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 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.

CONFIDENTIALITY

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

NOTIFICATION

Notice of this policy will be **annually**, circulated to all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires of the District will be required to review and sign off on this policy and the related complaint procedure.

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.

PROFANITY

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

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:

- writing assignments
- change of seating or location

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. Suspension and expulsion can be appealed.

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

If a student is suspended, the parents may appeal the suspension, in writing, to The Watersmeet Township School District Superintendent and a formal appeal hearing will be held.

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

When a student is being considered for expulsion, a formal hearing is scheduled with the Board of Education and the parents will be given written notice of the hearing and will be expected to attend. The School Administrator then takes testimony and determines if a recommendation to expel is to be made to the Board of Education. This decision may also be appealed. In the case of expulsion, the student remains out of school during the appeal period. Work missed during an expulsion cannot be made up and usually results in a loss of credit.

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

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

© 2010 NEOLA, Inc.

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.

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, 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.

- Suspension from co-curricular and extra-curricular activities may not be appealed.
- the student shall not be allowed to remain in school.
- the student is allowed to remain in school unless safety is a factor. If that is the case, the student shall be immediately removed under the Emergency Removal Procedure.

The 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, s/he may make-up work missed after the return to school or 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.

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 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.

Students being considered for long-term suspension or expulsion may or may not be immediately removed from school. A formal hearing is scheduled with the principal during which the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice.

Within 10 days (as in AG 5610) after notification of long-term suspension or expulsion, the long-term suspension or expulsion may be appealed, in writing, to the School Administrator. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. The appeal will be heard in an open session unless the student or the student's parent or guardian requests a closed session. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

The Watersmeet Township School District 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 Board of Education.

NEW STATE DEFINITIONS:

- EXPEL: "to exclude a pupil from school for disciplinary reasons for a period of **60 or more school days**"
- SUSPEND: "to exclude a pupil from school for disciplinary reasons for a period of **fewer than 60 school days**"

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.

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 principal twenty-four (24) hours prior to display.

STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES

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

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.

SECTION V - TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

The school provides transportation for all students who live farther than $\frac{1}{4}$ of a mile from school. The transportation schedule and routes are available by contacting the school office.

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.

The building principal may approve a change in a student's regular assigned bus stop to address a special need, upon the principal's approval of a note from parent stating the reason for the request and the duration of the requested change.

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:

© 2010 NEOLA, Inc.

PREVIOUS TO LOADING (ON THE ROAD AND AT SCHOOL)

Each student shall:

- be on time at the designated loading zone (5 minutes prior to scheduled stop);
- stay off the road at all times while walking to and waiting for the school transportation;
- line up single file off the 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 driver 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 alert to a possible danger signal from the driver.

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

VIDEO CAMERAS ON SCHOOL BUSES

The Board of Education has installed video cameras on school buses to monitor student behavior. Actual videotaping of the students on any particular bus will be done on a random-selection basis.

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

PENALTIES FOR INFRACTIONS

A student who misbehaves on the bus shall be disciplined in accordance with 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.

Driving to school, if approved, is a privilege. If abused in any way, it may be revoked at any time.

The following rules shall apply:

- Students under age eighteen (18) must have written parental permission prior to driving to school.
- Students shall complete the Student Vehicle Form 5515 F1 and provide evidence of:
 - driver's license;
- Parking lot speed limit is 5 mph.
- The student must have written parental permission prior to driving to school on 4 wheelers and snowmobiles.

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.