

# **Parchment Innovation Center**

1125 E. Mosel  
Kalamazoo, MI 49004  
269-488-1470  
[www.parchmentschools.org](http://www.parchmentschools.org)

# **Student Handbook**

# 2021 - 2022

This handbook does not contain every rule or policy of the district or adult/alternative building. Rules, policies, procedures and/or activities are subject to change during the school year, with sufficient notification to the students.

Students should notify their parents of these changes.

District policies are available online at [www.parchmentschools.org](http://www.parchmentschools.org)

These rules, policies and procedures in this handbook do not supersede federal, state or local laws or ordinances.



# ***Parchment Innovation Center***

## **PARCHMENT SCHOOL DISTRICT**

### ***Mission Statement***

To ensure that all students are challenged to excel in their individual intellectual and social growth, while achieving those essential academic and interpersonal skills necessary to become a successful, contributing member of society.

### ***Vision Statement***

The Parchment School District, a premiere district in Southwest Michigan, will value and nurture the talents and uniqueness of each student by challenging and engaging every learner's mind. In cooperation with families and the community, the District will create an environment for lifelong learning preparing each student for future life challenges.

## **Parchment Innovation Center**

### ***Mission Statement***

It is the mission of Parchment Innovation Center to assist students to achieve their highest potential to foster lifelong learning, and to aid in achieving post-high school goals.

### ***Belief Statements***

- Alternative learners have endured past educational barriers that can be overcome.
- The environment we create influences academic, personal, and social growth.
- Everyone has the right to be treated with dignity and respect.
- Only after fulfilling basic human needs can an individual learn effectively.

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## **FOREWARD**

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/guardians. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of June 30, 2021. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2021 the language in the most current policy or administrative guideline prevails.

No person in the Parchment School District will be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity on the basis of ethnicity, religion, gender, disability or any other legally protected status. Inquiries by students and/or parents/legal guardian related to discrimination on the basis of disability/handicap should be directed to: Jason Misner Superintendent of the Parchment School District, 520 N. Orient Street, Parchment, MI 49004. Phone number 269-488-1050.

***Parchment Board of Education***

Mr. John Madaras, President  
Mr. Robert Winter, Secretary  
Ms. Jill Wisser, Trustee

Ms. Dodi Leckie, Vice President  
Ms. Michelle Ammon, Treasurer  
Ms. Jennifer Miller, Trustee

Mr. Ethan Garner, Trustee

**Parchment Administration**

Superintendent.....Mr. Jason Misner  
Finance Director .....Ms. Amy Mcmann

**Innovation Center Administration, Teaching Staff, and Support Staff**

Principal..... Mr Craig Thornton  
Administrative Assistant to the Principal..... Ms. Heather Boehm  
Dir. of Equity, Diversity, and Inclusion/Counselor..... Ms. Dominique Hunt  
Dir. of Grounds and Project Management/Success Coach..... Mr. Garrett Meade  
Success Coach..... Ms. Tami  
Jensen  
Success Coach..... Mr. Jesse Roder  
PVA Teacher..... Mr. Tom Novak

**REGISTRATION PROCEDURES**

**WHAT TO BRING?**

- Immunization Record (19 years of age or younger)
- Birth Certificate (original)
- Copy of Transcript
- Parent/guardian must be in attendance for students 17 years of age and under
- Proof of residency

**WHAT TO EXPECT?**

- Complete all enrollment forms.
- Students should have completed the withdrawal process from their previous school.
- Students who have been expelled or suspended by the Parchment School District or any other district must be screened prior to enrollment.
- Interview with Principal or designee



## **SPECIAL EDUCATION STUDENTS**

Parchment Innovation Center is unable to accept special education students from outside districts without the involvement of our Special Education Director. Any student with an IEP who wishes to enroll will need to set up a meeting with the Principal and the Special Education Director. This meeting will allow us to determine the best placement of the student based on his/her IEP and needs.

## **ADMISSION REQUIREMENTS**

### **HIGH SCHOOL**

- Students must be under 22 years of age as of September 1<sup>ST</sup> of the school year.
- Students must have completed the formal withdrawal process from their high school.
- Students 16 years of age and under must have parent/guardian permission before registering.
- Students under the age of 16, who live outside the Parchment School District, must either have been accepted as a 105 student or have a release from the Superintendent of their home district and must be accepted by the Superintendent of Parchment School District.
- Students who have been expelled or suspended by Parchment High School or any other district must be screened prior to admission into the program. (Completion of enrollment papers does not mean acceptance.)

### **IMMUNIZATIONS**

The Michigan Public Health Code requires all children who attend school in Michigan to have an up-to-date immunization history or a valid *Nonmedical Waiver Form* on file. All students enrolling in the Parchment School District for the first time shall submit either a statement signed by a physician that they have met immunizations required by the State of Michigan or the waiver form stating that the child has not been immunized because of religious conviction or other objection to immunization. In order to assure the health and safety of students in the Parchment School District, no student will be allowed to continue in attendance in the Parchment School District if requirements are not met.

### **SCHOOL OF CHOICE – 105**

Out-of-district students under the age of 16 may apply to enroll as a school of choice student without obtaining a release from their home district. There are two windows for open enrollment. 105 information and applications can be found on our website ([www.parchmentschools.org](http://www.parchmentschools.org)), at the Parchment Administration building, or at Parchment Innovation Center.

# **ORDER OF THE DAY**

## **Monday - Thursday Schedule:**

9:50 - Advisory

Workshop

Academic Lab

Lunch

Advisory

2:15 - Student Release

## **Friday Schedule**

Asynchronous online

## **LATE ARRIVALS - HIGH SCHOOL**

- Parchment Innovation Center students are required to attend school for the entire day.
- Students will need to arrange late arrivals with their Success Coach and office staff.

# **GRADUATION REQUIREMENTS**

## **DIPLOMA REQUIREMENTS:**

1. All students must complete a minimum of 21 credits.
2. If a student enrolls at Parchment Innovation Center with more than 17 credits, a student must then earn a minimum of 4 credits from Parchment Innovation Center in order to receive their diploma.
3. Students must have completed all required credits for graduation in order to participate in graduation activities.
4. Diplomas will be awarded only at the end of the academic year.
5. All students must participate in SAT, Work Keys, and MSTEP assessments.

**MICHIGAN MERIT CURRICULUM GRADUATION REQUIREMENTS:**  
**(For the Class of 2018 and beyond)**

English Language Arts	4 credits (9 <sup>th</sup> , 10 <sup>th</sup> , 11 <sup>th</sup> , and 12 <sup>th</sup> grade ELA)
Math	4 credits (Algebra I, Algebra II, Geometry, and one additional math)
Science	3 credits (Biology, Physics or Chemistry, and one additional science)
Social Studies	3 credits (Civics (.5), Economics (.5), US History and Geography, World History and Geography)
Physical Education and Health	1 credit
Visual, Performing, and Applied Arts	1 credit
Foreign Language	2 credits
Online Learning Experience	
Careers I, II,	2 credit
Professional Communications I, II	1 credit
<hr/>	
TOTAL	21 credits (*Will follow legislative requirements in review)

**TESTING OUT**

A student currently enrolled in high school will be permitted to “test out” of any class in which they are not currently enrolled, during testing out periods.

**Exempt courses are:**

1. Band, Choir, Art, Woodshop and Physical Education/Health because they are group activity-based classes.
2. Classes which are being taught for the first time.

**Credit** will be earned if the student achieves a **C+ (77%)** or better on each work component of a comprehensive final examination. Students may also be required to successfully complete basic assessments/components used in the class, which may include, but are not limited to, portfolios, performances, papers, projects, labs and/or presentations.

- Credit will be recorded on the student transcript as “CR” and will not count in the computation of the grade point average.
- Credit will be accepted as fulfillment of a requirement in a course sequence.
- Credit **toward fulfillment of graduation requirement(s)** will be granted for successfully passing all of the required assessments.
- Once credit is earned by “testing out” a student **MAY NOT RECEIVE CREDIT**, by any means, for a lower course in that course sequence.

# **ADDITIONAL HIGH SCHOOL PROGRAM OFFERINGS**

## **ONLINE CLASSES**

Plato is a computer-based, online learning program, which offers an extensive and flexible way to deliver instructional material.

- Students work through pre planned courses.
- Students must pass all tests with 80% mastery.
- Students must complete all modules.
- Students must complete offline assignments as assigned.

## **Workshops**

Workshops are required in-person courses offered each semester. Workshops consist of activities related to employment and independent skills.

## **WORK-BASED LEARNING**

Work Based Learning provides students an opportunity to earn up to two high school credits per school year through a half-day of school and a half-day of job site work experience. The school will supervise the work experience and students will have to meet program criteria. High school students who have at least 7 credits are eligible for the program. Students must work at least 15 hours a week and provide their own transportation.

## **SERVICE LEARNING**

Service learning provides students with an opportunity to earn credit throughout the year by volunteering at an approved site. The administration will supervise the volunteer experience and students will need to meet the program criteria. Students must work a minimum of 50 hours in order to receive a ½ credit and 100 hours to receive 1 credit. Students must provide their own transportation.

## **ATTENDANCE POLICY**

Students are **expected to attend on a regular basis a minimum of 80%**. Once a student arrives at school, **he/she is expected to remain for the remainder of the day**. If a student comes to school and fails to go to class, the student will be asked to leave for the day. Once a student leaves, he/she may not return that day unless the absence has been pre-arranged. **Students under 16 will not be released during the day without parent/guardian's approval**. Efforts will be made to contact parents/guardians of students 15 years of age and under of reported absences.

**STATE COMPULSORY ATTENDANCE LAW** states that: A child six years of age and under sixteen years and under parental control, is required by ACT 451 of the Compiled Laws of 1977 as amended by ACT 43 of the Public Acts of 1977 of the State of Michigan to be in regular and consecutive attendance during the school year. Failure to comply shall involve court action and, upon conviction, may involve a penalty of not less than five dollars nor more than fifty dollars, or imprisonment for not less than two or more than ninety days, or both. Such fine and imprisonment is the discretion of the court.

### **STUDENT'S ATTENDANCE RESPONSIBILITY**

Students are responsible for their own attendance and are encouraged to check with the office and their Success Coaches. **THE OFFICE CANNOT GUARANTEE THAT A CALL WILL BE MADE WHEN A STUDENT IS MISSING FROM CLASS. PARENTS/GUARDIANS ARE URGED TO CALL THE OFFICE FOR STUDENT ATTENDANCE INFORMATION.** Attendance information can also be viewed on Synergy SIS. Please contact the office for access codes for the Synergy system.

### **PARENT/GUARDIAN'S RESPONSIBILITY FOR STUDENT'S ATTENDANCE**

It is the parent/guardian's responsibility to encourage the student to attend school, to inform the school in the event of a student's absence, and to work cooperatively with the school and the student to solve attendance problems that may arise.

**PLEASE CONTACT THE SCHOOL IF YOUR PHONE NUMBER OR ADDRESS CHANGES. THE SCHOOL CANNOT BE RESPONSIBLE FOR NOT MAKING CONTACTS WHEN STUDENT CONTACT INFORMATION IS INACCURATE.**

### **SCHOOL'S RESPONSIBILITY FOR STUDENT ATTENDANCE**

It is the school's responsibility to encourage the student to attend school, to **maintain accurate attendance records in each classroom and to work cooperatively** with the parents/guardians and the student to **solve attendance problems that may arise**.

## **ATTENDANCE POLICY**

To earn a credit in a course at Parchment INnovation Center, a student **must satisfactorily complete all course work and assessments as assigned. If a student is absent from a class more than nine (9) times in a semester, credit for that class may be lost if work is not made up.** Absences include excused and unexcused absences. The student has the right to appeal the loss of credit. This appeal may be made to the Principal no later than one week following notification of loss of credit. NOTE: Excused absences: (1) Personal illness; (2) Death or illness in the immediate family; (3) Religious holidays; (4) Excused absences by administrator; (5) Suspension.

Parents/Guardians must call or send a note to excuse absences within two days of the absence. Excusing excessive absences with no documentation will not be allowed. We will consider extenuating circumstances, such as documented hospitalizations, in making final decisions about loss of credit.

**If a student is more than 30 minutes late to a class, the student will be marked absent for the class hour. The student still may attend class and complete the assignment(s). If a student leaves class early without an excuse, then they will be marked absent for the class. If a student accumulates three (3) tardies in a class, those tardies will equal one unexcused absence.**

If a student is within the attendance guidelines but receives an incomplete grade for a class, they will be allowed ten (10) school days following the **end of a term to make up incomplete grades to receive credit.**

## **ATTENDANCE INCENTIVE**

Students may earn the privilege of being exempt from taking the final exams or having their lowest test score eliminated, if the following criteria are met:

- 3 or less absences in the quarter
- 80% or better in the class

## **ATTENDANCE LETTER**

An attendance letter will be sent to students at:

- 3 absences indicating that one more absence will result in taking their exams
- 7 absences indicating that 9 absences is approaching and they could be dropped from program
- 9 absences indicating that scholars will be dropped from the program

## **DROPPED CLASS/ DROPPED FROM PROGRAM**

Students 18 years of age are eligible to drop classes or un-enroll by contacting their Success Coach and/or the school office. A school official may drop students that exceed the attendance guidelines. The school will attempt to communicate this information with the family of the student when applicable. No student under 18 years of age will be allowed to drop classes or unenroll unless approved by the administration.

Students with excessive absences in all their classes may be dropped from the program for the rest of the quarter or school year. In addition, students who do not earn any credits may be dropped. Attempts will be made by phone and letter to contact the family regarding student attendance and progress before a student is dropped. If possible, a meeting will be set between parents/guardians and

a school official to address the attendance problems and create a plan for attendance and/or academic achievement.

Previous students who do not re-enroll within two weeks after the start of the school year will be considered “dropped” and will have to reapply. A spot is not guaranteed for those students.

### **MATERNITY LEAVE**

After giving birth, students have a three week maternity leave where they are not required to check into school. After three weeks, students are expected to return to school and continue with their schoolwork.

## **GENERAL INFORMATION**

### **CELL PHONES**

Cell phones are allowed but their use is at the discretion of Parchment Innovation Center staff throughout the school day. Failure to comply with staff will result in disciplinary action.

**Parents/Guardians are requested to call the office (269-488-1470) when they need to speak to their child.**

### **CLOSED CAMPUS**

Parchment Innovation Center is a Closed Campus. Students do not have permission to leave school grounds during the school day, unless for a scheduled appointment with proper documentation. If a student leaves the school property at lunch or during a break, he/she will not be allowed to return to campus for the remainder of the school day.

### **COMMUNICABLE DISEASES – CONTROL CASUAL 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 - NEOLA Policy 8450

### **COUNSELING SERVICES**

Students who feel that they are in need of counseling services, whether it involves school or personal issues, may inform any staff member and the school will make counseling available to the student. A referral can also be made to Community Mental Health at the request of a student or a parent.

## **DRESS CODE**

Parchment Innovation Center is a program focused on the career development of students. As such, staff expects all students to dress and groom themselves appropriately. Student dress must not be distracting to others or dangerous in any way, as determined by the staff.

- Any manner of dress or appearance that presents an image which is offensive to other students or staff and disrupts the learning environment is not permitted.
- Sagging pants may not be worn during the school day. Pants must be worn at the waist.
- No undergarments or underwear may be visible at any time.
- Any clothing, hats or shoes that promote or display known gang symbols/affiliation is not permitted.
- Tank tops, halter-tops, spaghetti straps, muscle shirts, and tops that reveal bare backs, plunging necklines, bra straps, or midriff and/or distract the learning environment are not appropriate for school.
- Clothing, jewelry, or possessions that promote alcohol, drugs, sex, tobacco, or offensive language is not permitted.
- Clothing or accessories that could pose a danger to you or others (spiked dog collars, long chains, etc.) are not permitted.
- Shorts and skirts must be of an appropriate length as determined by the Principal or his/her designee. Fingertip length is the general standard used to judge appropriate length.
- Students must wear shoes at all times. Slippers are discouraged as footwear.
- No baseball caps allowed.

Students who choose to disobey the dress code will have two options – immediately change their clothing as directed by the Principal or designee or leave school grounds for the remainder of the day.

## **EARLY DISMISSAL**

No student under the age of 18 will be allowed to leave school prior to dismissal time without verbal permission or a written request signed by the parent/guardian. No student under 18 will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian.

## **EDUCATION FOR THE ARTS (EFA)**

The EFA program was designed to enhance all students in Kalamazoo County making dance, literary arts, media arts, music, theatre, and visual arts an essential part of comprehensive education. Each course is designed to give students the chance to develop and enhance their artistic skills. Students will work with professional artists and art teachers in intense classes at sites around the county, in neighboring districts and outside the school in studios and performance spaces. EFA classes are available to all students, grades 10-12 in Kalamazoo County. Contact the Principal to learn more about this program.



### **EDUCATION FOR EMPLOYMENT (EFE)**

Parchment Innovation Center students are eligible to participate in Education for Employment classes offered through KRESA. Classes such as culinary arts, cosmetology, automotive technology, and construction trades are just a few of the classes available. Spaces are extremely limited. Interested students may get more information in the office.

### **FIELD TRIPS**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may participate in any school-sponsored trip without parental consent. A general permission slip for all field trips is signed during enrollment.

### **FIRE DRILLS, LOCKDOWNS, TORNADO DRILLS, AND EVACUATION DRILLS**

Innovation Center complies with all emergency safety procedures and State required drills. For detailed information, see Board of Education Policy 8420.

### **FOOD SERVICES**

Applications are available for free and reduced hot breakfast and lunches. See the main office for an application. Applications are also provided in the enrollment packet for your convenience. During the lunch period students may purchase a school lunch. Free and reduced price meals are available to qualified students. Forms are available in the main office or in the registration packets.

### **GRADUATION PREPARATION AND COMMENCEMENT**

Commencement is held each spring to recognize and honor students who have met all of the requirements for high school credits. Parchment Innovation Center and the Parchment School District welcome all of your family and friends to a ceremony at the Comstock Community Auditorium & Colt Center. Announcements and caps/gowns are available to all seniors. Our Principal will work with all students to coordinate your scheduling needs and future plans as you prepare for graduation.

### **HEADPHONES, MP3 AND MUSIC PLAYERS, AND OTHER ELECTRONIC DEVICES**

The use of electronic devices is at the discretion of Parchment Innovation Staff.

### **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. See Board of Education Policy 2412 for more information.

### **INJURY AND ILLNESS**

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

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student under 18 will be released from school without proper parental permission. We will attempt to contact parents/guardians of students 18 and older.

### **MAKE-UP WORK PROCEDURE**

If you are absent from class, you must make arrangements with your Success Coach/Teacher to receive any missing work.

If you are absent, you may call the office and ask for the missing work to be gathered for you. You may then pick it up from the office between 2:30-3:00 PM.

### **MEDICATION**

The Parchment School District requires that if a student will be taking any prescription or over the counter medication at school, a Medication Form **MUST** be completed. The forms are available in the main office and in the registration packets. If a student does bring medication to school without a form, the medication must be kept in the office all day. This includes non-prescription medication.

### **MONEY/VALUABLES/PERSONAL PROPERTY**

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

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

No group of students will be denied an opportunity to meet during non-instructional time on the basis of religious, political, philosophical or other content of the activity. For detailed information see NEOLA Policy 5730.

### **PARENT/GUARDIAN-TEACHER CONFERENCES**

The staff at Parchment Innovation Center believes that student success is a cooperative effort between the home and the school. Parent/Guardian-teacher conferences will be held in the fall and spring. Progress reports will be sent in the middle of each semester. A student who is 18 years of age and not living at home may choose to limit the school's contact with his/her parents/guardians. A student must file an Age of Majority Form in the main office if he/she wishes to limit communication between the school and his/her parents/guardians.

### **PHONE CALLS**

Students must have a pass from their instructor to make a phone call from the office. The phone in the main office will be available during breaks and lunch hour for non-emergency use.

### **PUBLIC DISPLAYS OF AFFECTION**

The public setting is not considered an appropriate place for public displays of affection. Students are asked to avoid displays of affections during the school day and at school events. Excessive displays of affection will result in disciplinary action.

### **RELEASE AND REVIEW OF SCHOOL RECORDS**

Parents/Guardians of minor children and students who are 18 years of age and older shall have complete access to all school records pertaining to the student. Parents/Guardians wishing to review their student's records must make arrangements with the office. School records will not be furnished to any other person, except school staff, unless there is written consent from the student's parent or from a student who is 18 years of age or older.

### **RESOLUTION AREAS**

A student in violation of a classroom or school rule or school policy may be required to spend a specific period of time during school at a specific location assigned by the Principal or a designee.

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

Parents have the right to review any instructional materials being used in the school. They may also 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. See Board of Education Policy 5780 for more information.

### **SCHOOL-SPONSORED ACTIVITIES**

The purpose of curricular-related activities shall be to enable students to explore a wider range of individual interests than may be available in the District's courses of study. For detailed information, see NEOLA Policy 2430.

### **STUDENT DRIVERS**

Driving to school is a privilege. Students may not park on private property or in the staff parking lot. Students must park in the east parking lot before school, during lunch, and after school. Students who speed in the parking lot, or drive on school property in an unsafe manner, as determined by the staff at Parchment Innovation Center, will result in a police referral, loss of driving privileges, or suspension.

**SMOKING POLICY**

State law prohibits the use of tobacco products on school property. Tobacco products include cigarettes, chewing tobacco, and electronic cigarettes (also called vapes).

Students of any age, may not smoke on or in sight of school property when school is in session. Students who are caught smoking will face disciplinary action.

**SNOW AND SEVERE WEATHER DAYS**

During severe weather and snow days, local radio and television stations will be used to notify the public of an emergency school closing.

Please listen to one of the following stations for information relevant to any school closing:

WKZO (AM) 590  
WKMI (AM) 1360  
WYYY (AM) 1470  
WOOD (AM) 1300  
WGRD (FM) 98

WQLR (FM) 105.5  
WOOD (FM) 105.7  
WWMT Channel 3  
WOTV Channel 8  
WUHQ Channel 41

Information can also be found online at [www.wwmt.com](http://www.wwmt.com).

**VISITORS**

Visitors, particularly parents/guardians, are welcomed at school. To maintain a safe and secure environment, visitors must sign in and out with the main office. If a person is here to pick up a student, they will be instructed to wait in the office, at the security desk or in their vehicle until the student is ready to leave.

Students may not have visitors at school at any time. Students may not bring children and babies to classes during school. Former students/graduates may not visit during regular school hours. If you would like to visit with teachers or staff, you may do so from 2:30-3:00 PM.

**GROUNDS FOR SUSPENSION OR EXPULSION**

The Parchment Innovation Center makes every effort to prevent suspension or expulsion of students. All offenses are handled on an individual basis with the goal of preserving a positive learning environment. Behaviors, which may result in suspension or expulsion, include, but are not limited to:

1. Disobeying learning center/school rules or guidelines. Acting in a manner which causes undue disruption in the classroom and interferes with the staff's efforts to maintain a disciplined, learning environment.
2. Malicious destruction of school or personal property.
3. Theft
4. Persistent and/or excessive absences.
5. Fighting or provoking a fight.
6. Substance abuse.
7. Profane, derogatory, or inappropriate language.
8. Verbal or Physical abuse of staff or students (behavior that exhibits a lack of respect for other students or staff). Disrespect or insubordination towards any school employees will not be tolerated and will be investigated and addressed.
9. Conduct, which reflects unfavorably upon the reputation or operation of Parchment Innovation Center or the Parchment School District.
10. Any illegal activity.
11. Cheating/Plagiarism

In every case, the students' rights are protected by due process procedures:

- A.** The student will be notified, either verbally or in writing, of the misconduct.
- B.** The student will be given the opportunity to respond and/or appeal disciplinary actions taken. The final decision lies with the Principal and/or Superintendent of the Parchment School District.
- C.** Parents/Guardians of students 15 years of age and under will be notified of all suspensions verbally or in writing. Parents/Guardians of students 16 years of age and older may be notified of suspensions either verbally or in writing.

### **DISTRICT-WIDE INFRACTIONS**

While recognizing that behavior problems are best handled by the school, some offenses are so serious in nature or by degree that they deserve uniformity in handling throughout the district and may also be referred to the law enforcement.

Such offenses must be reported to the appropriate law enforcement:

Arson	False fire alarms
Sale, possession, and/or use of weapons	Sale and/or distribution of drugs, alleged drugs, or controlled substances
Malicious destruction of property	Assault and battery
Major theft (i.e., purse snatching)	

Possession of drugs, alleged drugs, or controlled substances  
Drug and/or alcohol abuse  
Illegal drug use

Extortion  
Molesting  
Bomb threats

## **MANDATORY SUSPENSION OR EXPULSION**

It is the policy of the Board to comply with the federal Gun-Free Schools Act and sections 1310, 1311, and 1311a of the Revised School Code. The Board directs all administrators to refer all incidents that may result in a mandatory suspension or expulsion to the Board. The Board recognizes that, as explained below, in some circumstances it may choose not to suspend or expel a student.

### **Possession of a Firearm**

If a student possesses a firearm in a weapon-free school zone, the Board will permanently expel the student unless the student demonstrates, in a clear and convincing manner, at least one of the following:

- The student was not possessing the instrument or object to use as a weapon or to deliver, either directly or indirectly, to another person to use as a weapon;
- The student did not knowingly possess the weapon;
- The student did not know or have reason to know that the instrument or object constituted a “dangerous weapon”; or
- The student possessed the weapon at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

If a student demonstrates one of the above circumstances in a clear and convincing manner and the student has not been previously suspended or expelled from school, the Board will not expel the student unless the Board finds that, based on the circumstances, expulsion is warranted.

### **Possession of a Dangerous Weapon (Other than a Firearm)**

If a student possesses a dangerous weapon in a weapon-free school zone, the Board will consider whether to permanently expel the student or to impose a less severe penalty after first considering the following factors:

- The student’s age;
- The student’s disciplinary history;
- Whether the student has a disability;
- The seriousness of the behavior;
- Whether the behavior posed a safety risk;
- Whether restorative practices are a better option; and
- Whether lesser interventions would address the behavior.

Additionally, the Board is not required to expel a student for possession of a dangerous weapon (other than a firearm) if the student demonstrates, in a clear and convincing manner, at least one of the following:

- The student was not possessing the instrument or object to use as a weapon or to deliver, either directly or indirectly, to another person to use as a weapon;
- The student did not knowingly possess the weapon;
- The student did not know or have reason to know that the instrument or object constituted a “dangerous weapon”; or
- The student possessed the weapon at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

**Applicable Definitions for Dangerous Weapon Offense**

“Weapon-Free School Zone” means school property and a vehicle used by a school to transport students to or from school property.

“School Property” means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school, except a building used primarily for adult education or college extension courses.

“Dangerous weapon” means a firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles.

“Firearm” means (1) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (2) the frame or receiver of any such weapon; (3) any firearm muffler or firearm silencer; or (4) any destructive device. “Firearm” does not include an antique firearm.

“Destructive device” means (1) any explosive, incendiary, or poison gas (including a bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or similar device); (2) any type of weapon (other than a shotgun or a shotgun shell that the Attorney General finds is generally recognized as particularly suitable for sporting purposes) by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and (3) any combination of parts either designed or intended for use in converting any device into a destructive device and from which a destructive device may be readily assembled.

“Antique firearm” means any firearm (including any firearm with a matchlock, flintlock, percussion cap, or similar type of ignition system) manufactured on or before 1898; or any replica of any such firearm if the replica: (1) is not designed or redesigned for using rimfire or conventional centerfire fixed ammunition, or (2) uses rimfire or conventional centerfire fixed ammunition that is no longer manufactured in the United States and which is not readily available in the ordinary channels of commercial trade. “Antique firearm” also means any muzzle loading rifle, muzzle loading shotgun, or muzzle loading pistol, which is designed to use black powder, or a black powder substitute, and which cannot use fixed ammunition. “Antique firearm” does not include any weapon that incorporates a firearm frame or receiver, any firearm which is converted into a muzzle loading weapon, or any muzzle loading weapon which can be readily converted to fire fixed ammunition by replacing the barrel, bolt, breechblock, or any combination thereof.

### **Additional Procedures for Dangerous Weapon Expulsion**

The Board directs the Superintendent to ensure that if a student is expelled for possession of a dangerous weapon, the student's permanent record reflects the expulsion. The Board directs the Superintendent or designee to refer a student who is expelled for possession of a dangerous weapon to the county department of social services or the county community mental health agency and to notify the student's parent or legal guardian (or the student if the student is at least age 18 or is an emancipated minor) of the referral within 3 calendar days of the expulsion. The Board further directs the Superintendent or designee to make a referral to local law enforcement and to contact the student's parent/guardian immediately any time a student is found to have brought a dangerous weapon to school or possessed a dangerous weapon at school, at a school related activity, or en route to or from school in a school vehicle.

Unless reinstated pursuant to section 1311(6) of the Revised School Code, a student expelled by another district for possession of a dangerous weapon may not enroll in the District.

### **Arson**

If a student is convicted of, or pleads guilty or no contest to, committing arson, as defined in section 1311 of the Revised School Code, in a school building or on school grounds, the Board will consider whether to permanently expel the student or to impose a less severe penalty after first considering the following factors:

- The student's age;
- The student's disciplinary history;
- Whether the student has a disability;
- The seriousness of the behavior;
- Whether the behavior posed a safety risk;
- Whether restorative practices are a better option; and
- Whether lesser interventions would address the behavior.

### **Additional Procedures for Arson Expulsion**

The Board directs the Superintendent to ensure that if a student is expelled for committing arson, the student's permanent record reflects the expulsion. The Board directs the Superintendent or designee to refer a student who is expelled for committing arson to the county department of social services or the county community mental health agency and to notify the student's parent/guardian (or the student if the student is at least age 18 or is an emancipated minor) of the referral within 3 calendar days of the expulsion.

Unless reinstated pursuant to section 1311(6) of the Revised School Code, a student expelled by another district for committing arson may not enroll in the District.



### **Criminal Sexual Conduct**

If a student is convicted of, or pleads guilty or no contest to, committing criminal sexual conduct, as defined in section 1311 of the Revised School Code, in a school building or on school grounds, the Board will consider whether to permanently expel the student or to impose a less severe penalty after first considering the following factors:

- The student's age;
- The student's disciplinary history;
- Whether the student has a disability;
- The seriousness of the behavior;
- Whether the behavior posed a safety risk;
- Whether restorative practices are a better option; and
- Whether lesser interventions would address the behavior.

### **Additional Procedures for Criminal Sexual Conduct Expulsion**

The Board directs the Superintendent to ensure that if a student is expelled for committing criminal sexual conduct, the student's permanent record reflects the expulsion. The Board directs the Superintendent or designee to refer a student who is expelled for committing criminal sexual conduct to the county department of social services or the county community mental health agency and to notify the student's parent/guardian (or the student if the student is at least age 18 or is an emancipated minor) of the referral within 3 calendar days of the expulsion.

Unless reinstated pursuant to section 1311(6) of the Revised School Code, a student expelled by another district for committing criminal sexual conduct may not enroll in the District.

### **Physical Assault Against Employee, Volunteer, or Contractor**

If a student in grade 6 or above commits a physical assault at school against an employee, volunteer, or contractor and the victim reports the physical assault to the Board or to an administrator or, if the victim is unable to report the assault, another person makes the report on the victim's behalf, the Board will consider whether to permanently expel the student or to impose a less severe penalty after first considering the following factors:

- The student's age;
- The student's disciplinary history;
- Whether the student has a disability;
- The seriousness of the behavior;
- Whether the behavior posed a safety risk;
- Whether restorative practices are a better option; and
- Whether lesser interventions would address the behavior.

"Physical assault" means intentionally causing or attempting to cause physical harm to another through force or violence.

### **Additional Procedures for Physical Assault Against Employee/Volunteer/Contractor Expulsion**

The Board directs the Superintendent to ensure that if a student is expelled for physically assaulting an employee, volunteer, or contractor, the student's permanent record reflects the expulsion. The Board directs the Superintendent, or his or her designee, to refer a student who is expelled for physically assaulting an employee, volunteer, or contractor to the county department of social services or the county community mental health agency and to notify the student's parent/guardian (or the student if the student is at least age 18 or is an emancipated minor) of the referral within 3 calendar days of the expulsion.

Unless reinstated pursuant to section 1311a(5) of the Revised School Code, a student expelled by another district for physically assaulting an employee, volunteer, or contractor may not enroll in the District.

### **Physical Assault Against Another Student**

If a student in grade 6 or above commits a physical assault at school against another student and the physical assault is reported to the Board or to an administrator, the Board or its designee will consider whether to suspend or expel the student or to impose a less severe penalty after first considering the following factors:

- The student's age;
- The student's disciplinary history;
- Whether the student has a disability;
- The seriousness of the behavior;
- Whether the behavior posed a safety risk;
- Whether restorative practices are a better option; and
- Whether lesser interventions would address the behavior.

"Physical assault" means intentionally causing or attempting to cause physical harm to another through force or violence.

### **Additional Procedures for Physical Assault Against Another Student**

A resident student in grade 6 or above who was expelled by another school for committing a physical assault against another student may submit a petition to the Board requesting enrollment in the District. The Board will consider the petition, along with any information the Board determines relevant, at its next regularly scheduled board meeting. The Board may either grant or deny the petition. If the Board denies the petition, the student may not enroll in the District. The Board's decision is final.

### **Bomb Threat or Similar Threat**

If a student in grade 6 or above makes a bomb threat or similar threat directed at a school building, other school property, or a school-related event, the Board or its designee will consider whether to suspend or expel the student or to impose a less severe penalty after first considering the following factors:

- The student's age;
- The student's disciplinary history;
- Whether the student has a disability;

- The seriousness of the behavior;
- Whether the behavior posed a safety risk;
- Whether restorative practices are a better option; and
- Whether lesser interventions would address the behavior.

**Additional Procedures for Bomb Threat or Similar Threat**

A resident student in grade 6 or above who was expelled by another school district for making a bomb threat or similar threat may submit a petition to the Board requesting enrollment in the District. The Board will consider the petition, along with any information the Board determines relevant, at its next regularly scheduled board meeting. The Board may either grant or deny the petition. If the Board denies the petition, the student may not enroll in the District. The Board’s decision is final.

**STUDENT SEARCH AND SEIZURE**

Search of a student and his/her possessions, including vehicles and lockers, 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.

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/devices issued by the school, 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.

The District with or without the student’s knowledge or permission may do a review of such information. 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.

**CONTROLLED SUBSTANCES**

The Parchment School District Board of Education and the State of Michigan has designated all school buildings, grounds and school vehicles as DRUG FREE ZONES. According to Federal and State law, the Board hereby establishes a "Drug-Free School Zone" that extends 1000 feet from the boundary of any school property. The Board prohibits the use, possession, sale, concealment, delivery, or distribution of any drug or any drug-related paraphernalia at any time on District property, within the Drug-Free School Zone, or at any District-related event.

Furthermore, the Superintendent shall take the necessary steps so that an individual eighteen (18) years of age or older who knowingly delivers, sells, or distributes controlled substances so designated and prohibited by Michigan statute within the Drug-Free School Zone to another person is prosecuted to the fullest extent of the law.

A. School policy is violated when a student is found to smell like Marijuana smoke.

First Violation

- Immediate dismissal for the day
- Parent/Guardian notification

Second Violation

- Immediate dismissal for the day
- Suspension up to 5 days
- Parent/Guardian notification

Third Violation

- Immediate dismissal for the day
- Indefinite suspension
- Parent/Guardian notification

B. School policy is violated when a student is found in possession of drugs or drug paraphernalia, in possession of alcohol or mind-altering inhalants, in possession of look-alike drugs, using drugs or alcohol or inhalants or under the influence of drugs or alcohol.

First Violation

- Immediate dismissal for the day
- Suspension up to 10 days
- Notification of police
- Notification of parent/guardian

Second Violation

- Immediate dismissal for the day
- Indefinite suspension
- Police notification
- Parent/Guardian notification

**DISCIPLINE LEVELS**

<p><b><u>Level 1</u></b></p> <ul style="list-style-type: none"> <li>▪ Late from breaks</li> <li>▪ Walking out of class without permission</li> <li>▪ Refusal to work</li> <li>▪ Walking into another class other than your own</li> <li>▪ In hallway without permission or with permission but not where indicated</li> </ul>	<p><b><u>Level 2</u></b></p> <ul style="list-style-type: none"> <li>▪ using Racist/Hate Language</li> <li>▪ Excessive inappropriate language</li> <li>▪ Cheating/Plagiarism</li> <li>▪ Destruction of school property</li> <li>▪ Physical/Verbal confrontation</li> <li>▪ Refusal to leave classroom when requested by staff</li> </ul>
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<ul style="list-style-type: none"> <li>▪ Disruptive behavior</li> <li>▪ Profanity or inappropriate language</li> <li>▪ Disobeying learning center rules or guidelines</li> <li>▪ Inappropriate display of affection</li> <li>▪ Usage of cell phones during class</li> <li>▪ Dress Code Violation</li> <li>▪ Horseplay</li> </ul> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>1st offense</b> – Warning or up to 2 days suspension</p> <p><b>2nd offense</b> -- Up to 3 days suspension</p> <p><b>3rd offense</b> -- 5 days with parent conference</p> </div>	<ul style="list-style-type: none"> <li>▪ Not following direction from adult staff</li> <li>▪ Smoking on school property</li> </ul> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>1st offense</b> – Up to 5 days suspension with parent conference</p> <p><b>2nd offense</b> – 5 to 10 days suspension with parent conference</p> <p><b>3rd offense</b> – Suspended for the semester</p> </div>
<p><b><u>Level 3</u></b></p> <ul style="list-style-type: none"> <li>▪ Fighting or provoking a fight</li> <li>▪ Verbal or physical abuse toward staff</li> <li>▪ Racial/Sexual Harassment</li> <li>▪ Bullying/intimidation</li> <li>▪ Substance abuse</li> <li>▪ Possession of illegal substances</li> <li>▪ Theft</li> </ul> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>1st offense</b> – Up to 10 days suspension with parent conference</p> <p><b>2nd offense</b> – 10 days with parent conference – possible suspension for quarter</p> <p><b>3rd offense</b> -- Expulsion</p> </div>	<p><b><u>Level 4</u></b></p> <ul style="list-style-type: none"> <li>▪ Extortion</li> <li>▪ Possession/Use of Weapons or Explosives</li> <li>▪ Physical assault against staff or employees</li> </ul> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>1st offense</b> -- Expulsion</p> </div>

## **ZERO TOLERANCE**

The Parchment School District has adopted a “Zero Tolerance” policy against verbal slurs, epithets or other actions directed towards another person due to race, color, religion, national origin, creed or ancestry, age, gender, marital status, disability or sexual orientation. All incidents of such a nature are to be reported, investigated and addressed.

## **BULLYING**

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

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

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

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

This policy applies to all “at school” activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school’s control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment. See Board of Education Policy 5517.01 for more information.

## **EXCESSIVE PROFANITY/INAPPROPRIATE CONVERSATIONS**

Offensive language and inappropriate conversations will not be allowed or tolerated in the building. Inappropriate conversations could center on sexual topics, drugs/alcohol, violence, or anything a teacher or staff member determines is inappropriate in the learning environment. If a student(s) refuses to end an inappropriate conversation when requested, he/she/they will be sent out of the classroom with a referral and could face further disciplinary action.

## **CELL PHONE DISCIPLINE POLICY**

Cell phones must be turned off or placed on vibrate upon entering the building. Students may use their cell phone during lunch and break times. Cell phones must be out of sight in the classroom at all times or at the discretion of Parchment Innovation Center staff. If there is an emergency and a student must be reached immediately, please call the main office at 269-488-1470.

Any offense – Students will be sent to the office to give up their phone for the rest of the school day. If a student refuses to hand over his/her phone, he/she will be sent home for the rest of the day and his/her absence will count towards total absences.

Chronic cell phone violations will result in out-of-school suspension.

Students found using the internet on their cell phones to access websites that are blocked by Parchment School District's internet filter will face disciplinary action, up to and including suspension.

### **FOOD POLICY**

Students are not to eat meals in their classrooms. A distinction has been made between a snack and a meal. Snacks are acceptable, but not a full meal.

If a student comes to class with a full meal:

- Students who come to class with a full meal will be given one warning that they are not to eat in class, and they can go and finish their meal in the office.
- Students who chronically violate this policy may be sent home for the day or receive a suspension.
- No outside home-baked goods (for sharing) will be allowed in school. If a student comes to school with home-baked foods to pass around, the student will be told the food will remain in the office until the end of the school day. At that time the student may leave the building with the home-baked goods.

### **TRESPASSING**

Non-students or students on suspension are not allowed on the Parchment Innovation Center or on any Parchment School District property. A suspended student found on school grounds without prior approval will be charged with trespassing.

### **TRESPASSING AND TRANSFER STUDENTS FROM OTHER PARCHMENT BUILDINGS**

Students who attend Parchment Innovation Center are not allowed on high school, middle school, or any elementary school property before, during or immediately following the school day, unless you have a set appointment at the building or that location is your bus stop. Anytime a student transfers to Parchment Innovation Center from another building in the district, you cease to become a student at that building and are not allowed there during school hours. Students that must transfer busses at other buildings must report directly from the Parchment Innovation Center bus to their transfer bus. Students that are found on the property of other buildings will be asked to leave. Chronic offenders of this rule may be charged with trespassing or lose bus transportation privileges to that building. Students may attend sporting and other events at buildings during evening hours.

### **RELIGIOUS, RACIAL AND SEXUAL HARASSMENT**

Everyone at Parchment Innovation Center has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial or sexual harassment, intimidation and violence.

A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex or gender:

- name calling, jokes or rumors

- graffiti
- notes or cartoons
- unwelcome touching of a person or clothing
- offensive or graphic posters or book covers
- Any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings, or make you feel bad

If any words or action makes you feel uncomfortable or fearful, you should inform a staff member or the Principal. You may also make a written report. It should be given to a staff member or the Principal. Your right to privacy will be respected as much as possible. We take seriously all reports of religious, racial or sexual harassment or violence and will take all appropriate actions based on your report. The School District will also take action if anyone tries to intimidate or take action to harm you because you have reported.

This is a summary of the School District policy against religious, racial, and sexual harassment and violence.

### **NON-DISCRIMINATION POLICY**

No person in the Parchment School District will be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity on the basis of ethnicity, religion, gender, disability or any other legally protected status. Inquiries by students and/or parents/legal guardian related to discrimination on the basis of disability/handicap should be directed to: Jason Misner Superintendent of the Parchment School District, 520 N. Orient Street, Parchment, MI 49004. Phone number 269-488-1050.

### **GRIEVANCE PROCEDURES**

**GRIEVANCE PROCEDURES FOR NONDISCRIMINATION:** Any person who believes that s/he has been discriminated against or denied equal opportunity or access to programs or services may file a complaint, which shall be referred to as a grievance, with the District's Civil Rights Coordinator: Jason Misner, Superintendent, Parchment School District, 520 N. Orient Street, Parchment, MI 49004, 269-488-1050.

The person who believes s/he has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the District's Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant. S/He may initiate formal procedures according to the following steps:

#### **Step 1:**

A written statement of the grievance signed by the complainant shall be submitted to the District's Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

#### **Step 2:**

If the complainant wishes to appeal the decision of the District's Civil Rights Coordinator, s/he may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.



Step 3:

If the complainant remains unsatisfied, s/he may appeal through a signed written statement to the Board of Education within five (5) business days of his/her receipt of the Superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

Inquiries concerning the nondiscriminatory policy may be directed to the Director, Office for Civil Rights, Department of Education, Washington, D.C. 20201.

The District's Coordinator will provide a copy of the District's grievance procedure to any person who files a complaint and will investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations, on which this notice is based, may be found in the Civil Rights Coordinator's office.

**HARASSMENT POLICY**

Any staff member/student or applicant that believes s/he has been or is the victim of harassment should immediately report the situation to the building principal or his/her immediate supervisor. If the complaint relates to this individual, the complaint may be filed with Jason Misner, Superintendent, Parchment School District, 520 N. Orient Street, Parchment, MI 49004, 269-488-1050. If the complaint relates to the Superintendent, it should be filed directly with the Board President. All complaints will be investigated.

**CHEMICAL, BIOLOGICAL OR RADIOLOGICAL CRISIS**

During an event of a Chemical, Biological or Radiological Crisis the Building Administrator will:

- Ensure that all students are in the building and that they remain there.
- Notify custodians to shut off all outside air ventilators and univents.
- Close all exterior doors and windows.
- Keep telephone lines clear for all emergency calls.
- Release students to parents/guardians or designee ONLY.
- Not release the general student population until notified of an all clear by the Superintendent's Office.

## **BUS REGULATIONS**

Bus transportation is a privilege provided for students' convenience as long as they maintain appropriate student conduct. The bus driver is in charge from the time the student enters the bus until the time he/she exits.

If a student must ride a bus other than that which is assigned, a written note from the parent/guardian must be approved in the office and given to the bus driver.

We will work with the appropriate school systems for transportation of a student.

### **Pupils' Responsibilities:**

- To obey the bus driver.
- To be on time at the designated bus stop.
- To stay off the roadway at all times while waiting for the bus and to wait in an orderly manner.
- To cross in front of the bus within the sight of the driver.
- To wait until the bus has come to a complete stop before attempting to enter or leave the bus.
- To keep hands, heads and other objects inside the bus at all times.
- To remain seated while the bus is in motion.
- To speak in normal conversational tones.
- To report to the driver any damage to the bus.
- To keep the bus clean and orderly at all times.
- To refrain from causing a disturbance, bothering others or using inappropriate language or gestures on the bus.
- To refrain from spitting and from throwing any articles on or off the bus.
- To refrain from bringing animals, glass containers, weapons or any other unacceptable items on the bus.
- To be quiet at all railroad crossings.
- To refrain from smoking, drinking or eating on the bus.

### **Parents Responsibilities:**

- To ensure children are punctual at their bus stops.
- To accept joint responsibility with the school authorities for proper student conduct.
- To make financial restitution for vandalism.

## **INTERNET POLICY**

- Access to the Internet is provided to those students who have a current signed Internet Agreement on file with the District. This form must be signed each year for access.
- If you unexpectedly access a site with information that does not have an educational purpose, you should use the back button or home button to exit from the site immediately and inform a staff member.
- You may not access blocked websites through another server. This will result in loss of Internet privileges.
- You are not to give out personal information i.e. your address, phone number, social security number, school name or address etc.
- You must ask permission before printing. Adult supervisors should scan for appropriateness of material. Personal printing of graphics and text is not permitted.
- You are not allowed to delete the history of Internet searches.
- An adult supervisor must always be present and actively supervising in the room while students are on the computer. You will be asked to log off and will be reported if inappropriate use is observed.

- Be aware when you visit Internet sites you often leave a trail called cookies. Cookies allow a site owner to help it or its advertisers develop a profile about you and the District.
- Do not assume that just because something is on the Internet you may copy it. Respect the copyright laws.
- Student's home directories will be erased every summer.

## **DISTRICT STUDENT COMPUTER PROTOCOL**

Students and parents/guardians understand that the following infractions will result in disciplinary measures, as determined by individual school protocol;

- Damaging computers, computer systems or computer networks.
- Using another person's password or trespassing in another person's folders, work or files.
- Violating student Internet Protocols.
- Accessing e-mail, chat groups or news groups unless under the direct supervision of a classroom teacher.
- Accessing, publishing, submitting, displaying or sharing prohibited materials as outlined above.
- Publishing any advertising or solicitations to use goods or services.
- Conducting any business or activity or soliciting the performance of any activity, which is contrary to law.
- Restricting or inhibiting others from using and enjoying the Internet.
- Maliciously attempting to harm or destroy data of another student, the Internet or any of the agencies or other networks connected to the system.
- Introducing software and/or other data on school technology equipment and systems from outside sources.
- Using, copying or distributing copyrighted material without the expressed consent of the author.

## **STUDENTS' RIGHTS AND RESPONSIBILITIES**

No school can effectively function without the active participation of the students. Students will be given the means to contribute to the school decision-making process. To this end, the faculty and the administration pledge themselves to provide channels through which students can give voice to and be heard on those school activities which directly relate to them.

### **MY RIGHTS**

I have the right to be happy and to be treated with compassion in this school. This means no one will laugh at me or hurt my feelings.

I have the right to be myself in this school. This means no one will treat me unfairly because of my race, color, religion, national origin, creed or ancestry, age, sex, marital status or disability, sexual orientation.

I have the right to be safe in this school. This means no one can hit, pinch, kick, threaten, push or hurt me.

I have the right to be helped to learn self-control in this school; this means no one will silently stand by while I abuse the rights of others and when others abuse my rights.

I have the right to expect that all of these rights will be mine in all circumstances, so long as I am exercising my responsibilities.

### **MY RESPONSIBILITIES**

I have the responsibility to treat others with compassion. This means I will not laugh at, tease, or try to hurt the feelings of others.

I have the responsibility to respect others as individuals and not treat others unfairly because of their race, color, religion, national origin, creed or ancestry, age, sex, marital status or disability, sexual orientation.

I have the responsibility to make the school safe by not hitting, pinching, kicking, threatening or hurting anyone.

I have the responsibility not to steal, or destroy the property of others.

I have the responsibility to learn self-control in this school. This means I will strive to exercise my rights without denying the same rights to others and I will expect to be corrected when I do abuse the rights of others, as they shall be corrected if my rights are abused.



**STUDENT-PARENT CONTRACT**  
**Parchment Innovation Center Center**

***Enrollment into the alternative middle/high school/GED program is conditional.***  
***Failure to comply with this agreement may result in being dismissed from the program.***

I/We, \_\_\_\_\_, do hereby agree to accept the terms and consequences as set forth in this contract. The terms are as follows:

1. I agree to participate in the program activities in a positive manner and follow rules set by the staff at Parchment Innovation Center and abide by all rules set forth in the student handbook.
2. I agree to demonstrate respect to others by presenting myself positively, and by not engaging in negative behavior such as use of profanity or name calling. I will treat fellow students, teachers, and staff with respect and dignity at all times.
3. I agree to attend classes regularly and report to classes as scheduled. I will be on time for class and come to class prepared. I will not come to school after 10:00 AM unless my parent/guardian has made arrangements for a late arrival.
4. I will make a consistent effort in my classes by completing classroom and homework assignments. If I am absent, I will get makeup work from my teachers so I do not fall behind in my classes.
5. I understand that there is no smoking on school grounds. Smoking on school grounds will result in disciplinary action.
6. I agree to attend school without being under the influence of (or in possession of) alcohol or drugs.
7. I agree to provide the school with a telephone number where I may be contacted (home, relative, neighbor, or friend). If my number changes, I agree to notify the office immediately. I will also notify the office if my address changes.
8. I agree that personal information regarding my status and participation in any program at Parchment Innovation Center may be shared with outside authorities by program staff. Outside authorities include, but are not limited to, the police department, court personnel, mental health organization, and educational organizations.
9. If on court probation, I authorize the release of all educational records and correspondence to my probation officer.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature (if pupil is under 18)

\_\_\_\_\_  
Date