

Student and Parent Handbook

517.625.3104

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CHAPTER 1: GENERAL INFORMATION AND NOTICES

This student handbook is intended to provide information about specific School Board policies and certain Perry High School procedures. The information herein is a summary of those District policies and high school rules and expectations, but it is not a comprehensive statement of all school or District policies or procedures. This handbook does not equate to an irrevocable contractual commitment to the student; it merely reflects the current status of many Board policies and school rules.

This handbook contains important information that all students and parents are expected to know and/or might need to reference throughout the school year. If a student or parent has any questions that are not answered in this handbook, they are encouraged to contact teachers or building principals at the address, telephone numbers, or email addresses below.

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

Although the District shall make every effort to publicize changes to policies and/or procedures, this handbook may be modified in the future without parental consent.

General School and District Information

The School Board governs the school district, and is elected by the community. School board members are listed on the Perry Public Schools website, located at: <http://www.perry.k12.mi.us/>

The Board's of Education's comprehensive policy manual is also available for public inspection at this same address, or at the District's Administrative office, located at:

2665 Britton Road, Perry, MI

The School Board has hired the following administrative staff to operate Perry High School:

David Myron, Principal (myrond@perry.k12.mi.us)

Perry High School is located and may be contacted at:

2555 West Britton Road Perry, Michigan 48872 517-625-3104 phs@perry.k12.mi.us

School Security

For the safety and protection of all students, parents, staff, and visitors of Perry High School, every door to the building shall be locked during the school day except the west parking lot door (by the cafeteria).

Once the first period of the day has begun, no student or visitor shall be admitted by any other entrance, and all persons entering the building—including students—must report immediately to the office.

Visitors

All visitors, including parents/guardians and siblings, are required to enter Perry High School through the west parking lot door of the building (by the cafeteria) and proceed immediately to the main office. Visitors must identify themselves and inform office personnel of their reason for being on school grounds.

All visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in an appropriate manner will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

If Checking Out a Student: For both safety and educational reasons, parents/guardians checking out students to leave must (1) provide picture identification, and (2) remain in the office until the student is called from the class, but may not accompany them in the hallways, to classes, in the cafeteria, or to other areas of the building while school is in session.

Classroom Visitations: For both safety and educational purposes, only approved visitors are allowed on campus during school hours. Classroom visitors must sign in at the office, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a badge identifying themselves as a guest and place the badge to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Upon request, legal parents/guardians shall be allowed to visit their student's classrooms at reasonable times and for legitimate educational purposes, when their student is present, as determined by the superintendent or his/her designee.

All visitations must be scheduled in advance through the high school principal; specific date requests may be denied (due to scheduling conflicts, testing date, and so forth.) Visitors may be required to submit to a background check before entering the classroom. Parents/guardians who visit classrooms shall silently observe instructional activities, shall respect the privacy of all students, and may be asked to leave if their presence is determined by the principal to be a substantial disruption to the learning environment.

Closed Campus

Once students arrive onto Perry High School grounds, they are required to remain on campus, in classes or other approved locations, for the entire day.

Students who have been excused to leave may not return to campus unless they departed due to an authorized absence (e.g. doctor's appointment or other parent/guardian excused absence), or have otherwise obtained prior permission from an administrator.

Closed campus also includes:

- Once dropped off by the bus in the morning, students are to immediately proceed into the high school building.
- Students are not allowed to leave authorized areas for lunch, unless checked out of school by a parent or guardian. Administrators may deny this privilege if abused.
- Students who have been granted "age of majority" status may not leave campus, either for lunch or at other times, without prior administrative approval.

Animals on School Property

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a disability. This rule prohibiting animals on school property may be temporarily waived by the building principal in the case of a unique educational opportunity for students, provided that: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

School Volunteers

All school volunteers must complete the “Volunteer Information Form” (available in the high school office) and be approved by the school administration before assisting at the school. Some teachers utilize parent volunteers in the classroom; the individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school wide volunteer opportunities, please contact the building administrators.

Volunteers are required each day to check in and out at the main office and receive a visitor badge before going to their destination.

Invitations & Gifts

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home using the list in the school directory. The office is unable to release addresses and phone numbers of students who are not listed in the school directory.

Emergency School Closings

In case of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. School closings for any reason will be announced by 7:00 am if possible. Our automated school calling system will notify all families of school closings at the main phone number provided to the school during the time of enrollment; please contact the high school office if you wish to change the phone number or wish to discontinue this service.

If bad weather or other emergency occurs during the day, please pay attention to local media stations for possible early dismissal information. Again, the calling system will call the number we have on file with the closing information.

For your child’s safety, make certain your child knows ahead of time where to go in case of an early dismissal.

If we dismiss early for an emergency, all after-school functions are automatically canceled.

Video Monitoring Systems

A video monitoring system may be used on school buses and in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on videotape, that recording may be used as the basis for imposing student

discipline. If criminal conduct is recorded, a copy of the tape may be provided to law enforcement personnel.

Accommodating Persons with Disabilities

Persons with disabilities will be provided an opportunity to participate in all school sponsored services, programs, or activities. Persons with disabilities having questions about accessibility or needing accommodations should contact the superintendent, athletic director, or building administrator. Notification of the need for accommodation should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Students with Severe Food Allergy or Chronic Illness

If a student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at 517-625-3104.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed support and accommodations so that he/she can access educational programs and services. The School District's Section 504 Policy is available by calling the above number, or the Superintendent at 517-625-3108.

Not all students with severe allergies or chronic illnesses may be eligible for a Section 504 Plan: our school District also may be able to appropriately meet a student's needs through other means.

Care of Students with Diabetes

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Medical Management Plan (DMMP) should be obtained from your physician, and then submitted to the school principal. Parents/guardians are responsible for and should:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Medical Management Plan (DMMP) on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Medical Management Plan (DMMP).
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider

whose instructions are included in the Diabetes Medical Management Care Plan (DMMP).

The school will, in conjunction with parents, create either an Individualized Health Plan

(IHP) or an individualized Section 504 Plan to provide needed support and accommodations so he/she can access educational programs and services. For further information, please contact the Building Principal at 517-625-3104.

Equal Opportunity/Nondiscrimination Statement

The Perry Public School District does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, age, or religion in its programs and activities. The following person has been designated to handle inquiries regarding the School District's non-discrimination policies:

Superintendent
Perry Public Schools
2665 W. Britton Road
Perry, MI, 48872
517-625-3108

The School District's complaint procedure may be obtained by calling 517-625-3108.

For further information, you may also contact:

Office for Civil Rights
U.S. Department of Education
600 Superior Avenue East, Suite 750
Cleveland, OH 44114-2611
Telephone: 216-522-4970
FAX: 216-522-2573; TDD: 877-521-2172
E-mail: OCR.Cleveland@ed.gov

CHAPTER 2: ATTENDANCE

Attendance

The Perry Public Schools strongly believes that school attendance is essential to the success of our students, both for their academic futures and their preparation for entry into the world of work. To receive the very best educational

experience, students must regularly attend classes and actively participate in classroom activities. Multiple research studies have proven beyond a doubt that regular attendance is the foundation for success in school, as well as for life after graduation.

Michigan law requires that whoever has custody or control of any child between ages 6 and 18 (unless the child has already completed high school graduation requirements) shall assure that the child attends public school during the entire school year. Michigan law requires that the student's attendance be continuous and consecutive for the school year as fixed by the school district.

Michigan law includes the following exceptions to the mandatory school attendance requirement:

- (1) The parent/legal guardian of a child who is at least age 16 has provided to school officials a written notice that the child has the permission of the parent/legal guardian to stop attending school.
- (2) The child is attending a state approved nonpublic school, which teaches subjects comparable to those taught in the public schools to children of corresponding age and grade.
- (3) The child is less than 9 years of age and does not reside within 2-1/2 miles by the nearest traveled road of a public school. If transportation is furnished for pupils in the school district of the child's residence, this subdivision does not apply.
- (4) The child is age 12 or 13 and attends confirmation classes conducted for a period of 5 months or less.
- (5) The child is regularly enrolled in a public school while attending religious instruction classes for not more than 2 class hours per week, off public school property during public school hours, upon written request of the parent/legal guardian.
- (6) The child is being educated at the child's home by his or her parent/legal guardian in an organized educational program in the subject areas of reading, spelling, mathematics, science, history, civics, literature, writing, and English grammar.

Truancy

According to the Compulsory Education law, "Every parent, guardian, or other person in this state having control and charge of a child from the age of six to the

child's sixteenth birthday, shall send that child to the public schools during the entire school year. The child's attendance shall be continuous and consecutive..."

Truancy is defined as a child's willful absence without lawful excuse from one or more class periods on ten (10) or more different school days. A parent or other person in parental relation who fails to comply with the Michigan Compulsory School Law is guilty of a misdemeanor, punishable by a fine of not less than \$5.00 nor more than \$50.00, or imprisonment for not less than 2 nor more than 90 days, or both.

When a PHS student is classified as truant, the school may notify the student's parent or legal guardian that the child is considered truant, inform the parents of the provisions of Michigan Compulsory Attendance Law regarding truant students, and/or refer the case to the Shiawassee County Truancy Officer.

Absence Information

Absence Types

There is a direct link between attendance and academic success. We encourage all students to work towards missing as little school as possible to reach their full potential. Absences fall into four main Categories-**Absent**-these are absences that do not have outside verification, but may be noted with a parent call. **Documented**-these absences are documented by an outside source-a doctor, therapist, school nurse, for example. **School-related Absences**-these absences are resulting from school-arranged activities, such as class field trips, school-sponsored club activities, school sports, college visitations if pre-approved by PHS administration, job shadowing if pre-approved by PHS administration. Generally, most school-related absences do not require parents to provide documentation or call the attendance line: teachers or coaches will alert the office. *College visitations and job shadowing, however, do require documentation to be filed in advance in the high school office to be considered school-related absences.* **Suspension**-these absences are due to in-school or out-of-school suspensions due to a violation of the PPS Code of Conduct and will be noted as such within the attendance records.

Should your student be absent from school, please call the attendance line at your earliest convenience at (517) 625-0000 to report the absence, and provide outside documentation whenever appropriate.

The following are examples of valid excuses for missing school:

- a. Illness documented by an outside source (or by parent/guardian if less than two days per semester)
- b. Hospitalization/medical leave

- c. Doctor appointment that cannot be scheduled outside school hours
- d. Funeral for family member
- e. Religious obligations required by the student's faith (with prior notification)
- f. Mandatory court appearances / jail sentences
- g. Family emergency (e.g. house fire, critical injury to parent/guardian)
- h. Other administrative-approved absences

*Note that Michigan law permits the school to require the family to provide medical verification. Parents are advised to keep on file documentation for each student absence in case the student must appear before the PHS Attendance Appeal Board.

Every absence (outside of school-related absences) not documented by an outside source within an acceptable time period will be considered undocumented.

Examples include:

- i. Oversleeping
- j. Personal business or appointments that could have been scheduled after school hours
- k. Missing a ride/the bus
- l. Work
- m. Car trouble
- n. Skipping

Communication/Truancy Process

As a means of communicating attendance and supporting the expectation that all students regularly attend school, the following methods may be utilized:

1. Students and parents may access their PowerSchool attendance records at any time, and are encouraged to do so
2. The automated phone system will call parents to alert them of student absences
3. Report cards will show attendance
4. Between the 5th and 9th undocumented absence, parents/guardians will be notified in writing
5. Between the 10th and 14th undocumented absence, parents/guardians may be notified in writing with a second letter
6. At the 10th undocumented absence, the school will schedule a meeting with the parent/guardian to create a plan to improve student attendance
7. At the 15th undocumented absence, the Shiawassee County Truancy Officer will notify the parents/guardians in writing that they have five (5)

days to contact the principal to schedule another meeting to revise the student's attendance plan

8. In the event the pattern of truancy continues, the Shiawassee County Truancy Officer has the option to petition the court due to the student's lack of school attendance

Assemblies

School assemblies are an important part of the high school experience. Moreover, they are not optional. Students are expected to be in attendance for all assemblies unless they are legitimately absent or not required to be present by PHS staff. Attendance for assemblies will be considered part of class attendance for the class preceding the assembly. An absence for the assembly will count as an absence for the prior class; skipping an assembly will carry the same punishment as skipping a class.

Advisory & Excel

Advisory and Excel are class periods established to assist and improve students' performance in school; therefore, attendance and participation in these classes is just as essential to students' academic success as their other scheduled classes. An unexcused absence from Advisory or Excel will be considered skipping and carry the same punishment.

Attendance and Grades

Students must be present to receive the full benefit of the educational opportunity offered to them. Michigan's compulsory school attendance law recognizes the great educational value in regular attendance at school: classroom attendance instills self-discipline, exposes students to group interactions with teachers and fellow students, and enables a student to hear and participate in class discussion and other related learning experiences, plus prepares them for the world of work. Furthermore, if a student is absent, they miss opportunities for assistance and teacher monitoring to ensure success.

Chronic Absenteeism and Loss of Class Credit:

Students who are frequently absent in one or more classes typically struggle to earn credit for their classes. They will have the opportunity to earn back credit lost in those classes during the summer school credit recovery offered through PHS.

Work Permits & Other Privileges

In order to enforce the real-world value of good attendance, chronically absent students (i.e., students with ten or more absences in any one class per semester) as

well as students who show any pattern of unexcused absences could, at the administrator's discretion, be put on an attendance contract that includes consequences and leads to loss of school privileges. Privileges denied could include:

- Having a school-issued work permit either suspended or revoked, per Michigan law (MCL 409.119(2)).
- Inability to attend pep assemblies, dances, or prom
- Denial to participate in the graduation commencement or other ceremonies
- Suspension from extracurricular activities, clubs, and student organizations □
Loss of driving and parking privileges to school

Make-Up Work

A student will be permitted the same number of days as he/she was absent to turn in the make-up work.

The student is responsible for obtaining assignments from his/her teachers.

Make-Up Work from Suspensions

Students who are suspended may complete class work they are missing due to the suspension. Teachers will begin providing the missed work in as much detail as is reasonable within 24 hours of being notified of the suspension; work will be sent to the office, or in another suitable method (such as student email or online).

It is the suspended student's responsibility to pick up/complete classwork.

Extracurricular Eligibility

A student is not permitted to participate in school-related/sponsored activity (including band, drama, student organizations, and work-study) if the student is not in attendance at school for at least half the day on the day of the event, unless a prearranged absence has been approved by the high school administration. Students must be in school for half the day on the last school day of the week to be eligible to participate in a weekend extracurricular event.

Athletic eligibility is separate from this policy, and is determined by the PPS Athletic Code of Conduct.

CHAPTER 3: GRADING, PROMOTION, GRADUATION

Class Scheduling

The high school counselor is available to students for the purpose of discussing class schedules and progress toward graduation.

Each year, each student shall choose his/her own schedule during the window set aside for that purpose, using the high school's registration process. However, if a student fails to choose a schedule for himself/herself during that time frame, he/she will be assigned a schedule and may not be allowed to change classes the following year.

Schedule Changes

During the scheduling process, every effort is made to honor requests and provide students the best schedule of classes possible. However, special circumstances may arise from time to time which warrant a change request to be made. Once a student's schedule is in place, to change that schedule:

1. The request for the schedule change must be made in writing within the first five (5) days of the semester
2. The proper schedule change request form must be completed
3. Written parent permission is needed to initiate a schedule change
4. Changes in schedules must be for an educationally sound reason, such as:
 - a. the student has already passed the same class
 - b. the student does not have (or failed) the required prerequisites for the class
 - c. the student has an incomplete schedule
 - d. a change occurred in a school program
 - e. the student already failed the class with the same instructor

After the first five (5) days of a semester, the dropping and adding of classes is discouraged and will be permitted only after specific recommendation and approval by the administration. Changes that create an imbalance in class size will be universally denied.

Students withdrawing from a class after ten (10) days will receive a failing grade.

Re-Enrollment

Students who have withdrawn from Perry High School or who have had long-term suspensions prior to the end of the semester shall only be re-enrolled into school only at the beginning of the semester.

Grading & Promotion

School report cards are issued to students twice a school year. GPA is calculated based on semester grades. GPA is calculated to 3 decimal places and is not rounded for awards/honors. The GPA for all graduation honors and Top Ten is determined at the conclusion of the 7th semester (January). For questions regarding grades, please contact the classroom teacher.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, and performance on standardized tests and other testing.

Students are promoted or retained to grade levels in the fall of each year.

Homework

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level.

Final Exams

A final exam or assessment is required at the end of the semester in all courses. A student may earn an exemption from an exam based on the following criteria:

The Final Exam Exemption Incentive Policy provides all students with the opportunity to be exempt from final exams provided a student misses no more than five days of that particular class per semester and has a class average of 90% or above.

If a student has more than 5 absences per semester in a class, he/she will be required to take the Final Exam as scheduled.

Refer to the chart below for a detailed explanation.

GRADE	REQUIREMENTS (Students must meet <u>ALL</u> requirements.)	# EXEMPTIONS ALLOWED
9th-11th	1. Five or fewer documented absences (excused and unexcused) in the class you wish to exempt from the final exam 2. Semester Grade ≥ 90	TWO
12 th	1. Five or fewer documented absences (excused and unexcused) in the class you wish to exempt from the final exam 2. Semester Grade ≥ 90	SIX

Final Exam Exemption Policy - Q&A

1. What is the purpose of the exam exemption incentive?

The purpose of the exemption incentive policy is to improve student attendance and encourage academic achievement.

2. What is the rationale behind documenting student absences?

- To ensure the accuracy of student records
- Documented absences that are excused permit students to make up work without penalty
- To determine eligibility for the exam exemption incentive

3. If my student misses 5 or more days for a pre-arranged family vacation, can they still be exempt?

The policy aligns with the state reporting guidelines in which an absence is an absence. The student would be required to take the final exam.

4. Is taking an AP exam considered a documented absence?

Students taking an AP Exam are coded as “school activity” on the day they take an AP Exam. Therefore, the absence will not count against them for attendance regarding the Final Exam Exemption Incentive Policy.

5. If my student gets sick and misses six days of school one semester, can she still be exempt?

The policy aligns with the state reporting guidelines in which an absence is an absence. The student would be required to take the final exam.

6. In what classes can final exams **not** be exempted?

- On-line courses (Edgenuity and Michigan Virtual University)
- b. Dual Enrollment and Early College Courses
- c. Advanced Placement Course Exams

AP Courses

AP Courses provide an opportunity for a student to experience a rigorous, college level course while still in high school. We encourage all interested students to register for AP level courses in subject areas that are of interest. Many Advanced Placement courses are offered at Perry High School.

AP courses provide an opportunity for students to earn high school credit and, at the same time, college credit—if the student earns a college-level grade on the AP Exam administered by the College Board in the spring. All students who take an AP course at Perry High School are encouraged to take the AP Exam for that class, which costs less than \$100 (less for students registered free/reduced lunch). A family who cannot afford to take the test should inquire about scholarship opportunities in the counseling office.

Dual Enrollment

High school credit may be granted to students who successfully complete a course of instruction offered by an eligible postsecondary institution. The following requirements apply to such courses of instruction:

1. Application and admission to the postsecondary institution are the responsibility of the student.
2. To receive high school credit for the successful completion of postsecondary institution coursework, the student must obtain prior approval from the high school principal. Approval will be based upon the following factors:
3. Credit earned under this policy section shall be based on a "pass" grade.
4. Computation of high school credit for postsecondary institution coursework will be based on the following formula: 3 to 4 semester hours equal $\frac{1}{2}$ unit of high school credit.
5. Upon validation from the issuing postsecondary institution, the student's credit and grade will be recorded on the student's high school

transcript. The grade earned by the student shall not be included for any purpose in the computation of the student's grade point average or class rank.

6. The student is responsible to have the postsecondary institution report the student's grade and credit to the high school principal in a timely fashion.
7. Tuition for the course(s) will be paid by the school district for eligible students only in accordance with the requirements of the Postsecondary Enrollment Options Act.
8. Parents may owe a balance for dual enrollment courses once the district obligation is satisfied.

Five Point Scale Grading

Certain courses offered at or through Perry High School are offered on a “five point” scale, rather than the normal four-point GPA scale. These classes grant more credit than other PHS classes, which only offer 4 points per class, due to their advanced curriculum, quick pace, and college-level content

Classes currently on the “five point” scale include Advanced Placement (AP) classes and college courses from an accredited college or university (both blended/online and taken on campus).

Credit for Alternative Courses and Programs Taken Outside Perry High School

Correspondence Courses:

A student enrolled in a correspondence course may receive high school credit for work completed, provided:

1. The course satisfies the Michigan Merit Curriculum; CCSS
2. The institution offering the course is accredited by the North Central Association of Colleges and Secondary Schools
3. The student is a fourth or fifth year senior
4. The building principal approves the course in advance
5. The student assumes responsibility for all fees (including tuition and textbooks)

A maximum of three credits may be counted toward the requirements for a student's high school graduation.

Distance Learning Courses, Including Virtual or Online Courses:

A student enrolled in a distance learning course, including a virtual or online course, may receive high school credit for work completed, provided:

1. The course is offered by an institution approved by the superintendent or designee
2. The course is not offered at the student's high school or is for credit recovery purposes
3. The student assumes responsibility for all fees (including tuition and textbooks)
4. The building principal approves the course in advance

Students may be limited as to the number of distance learning courses that apply toward high school credit. Grades earned in approved distance learning courses count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities. Students and parents should always pre-approved courses before enrolling in distance or online courses, if possible.

Exchange Programs:

A foreign exchange student who attends PHS will not be granted a diploma by the Perry Public Schools Board of Education; the Board may, however, grant a certificate of attendance and allow the student to participate in commencement exercises.

Perry High School students who take foreign exchange courses outside the United States will receive high school credit if their classes meet the criteria established in the PPS curriculum and are approved by the building principal. International study course work not meeting district requirements may be placed in the student's permanent record and recorded as an international study experience.

Summer School and Independent Study:

A student will receive high school credit for successfully completing: (1) any course given by an institution accredited by the North Central Association of Colleges and Secondary Schools, and (2) independent study in a curriculum area not offered by the District, provided the student obtains the consent of a supervising teacher as well as the building principal.

Foreign Language Proficiency:

A student who has demonstrated proficiency in a foreign language outside of a public or private high school curriculum shall be granted credit. Proficiency may be demonstrated by a competency test or other criteria established by the

board. The amount of credit will be based on foreign language proficiency achieved.

Homebound/Hospitalized Instructional Services

A student who is absent or whose physician anticipates the student's absence from school for an extended period of time, or has ongoing intermittent absences because of a certified medical condition, may be eligible for instruction in the student's home, hospital, or licensed treatment facility. To be eligible for such services, the student's attending physician must certify that the student has a medical condition that requires the student to be confined to the home or hospitalized during regular school hours for more than five (5) consecutive school days. Students who are able to attend school part-time are expected to do so and do not qualify for homebound and hospitalized services.

For information on homebound or hospitalized instructional services, please contact the building administrator.

Incomplete Grades

At the teacher and principal's discretion, a student may receive an Incomplete ("I") on his or her report card instead of a letter grade for a class. Generally, valid reasons for an Incomplete include illness and a family emergency. Students shall not receive an Incomplete due to failure to complete work or absenteeism. Students have ten days to resolve the Incomplete, at which time the teacher shall calculate the class grade based on the student's performance at that time.

Early Graduation

Students who will have successfully completed graduation requirements after seven (7) semesters may petition to graduate early. Applications must be submitted to the principal prior to the second Friday of the student's sixth semester.

Students may be approved to graduate earlier than seven semesters, upon administrative approval, depending upon their circumstances, college & career goals, prior academic achievement, and attendance.

Early graduates must take full responsibility to make arrangements with the high school office for all matters pertaining to the graduation ceremony (i.e., announcements, cap and gown rental, graduation practices).

Any student enrolled in an off-campus course to fulfill graduation requirements must show documentation of such course(s) by the last day of the seventh semester. Failure to produce this documentation will result in denial of the early graduation petition.

Once documentation has been submitted, the student and a parent will schedule a conference with the principal and counselor before the third Friday of the student's seventh semester. At the conference the student should be prepared to justify his/her request to graduate early.

High School Graduation Requirements

To graduate from high school with a high school diploma, each student must:

1. Complete all District graduation requirements.
2. Successfully complete all of the credit requirements of the Michigan Merit Curriculum, which include:
 - (a) At least 4 credits in English language arts that are aligned with state subject area content expectations.
 - (b) At least 3 credits in science that are aligned with state subject area content expectations, including completion of at least biology and either chemistry or physics.
 - (c) At least 4 credits in mathematics that are aligned with state subject area content expectations, including completion of at least algebra I, geometry, and algebra II, or an integrated sequence of this course content that consists of 3 credits, and an additional mathematics credit, such as trigonometry, statistics, precalculus, calculus, applied math, accounting, business math, a retake of algebra II, a course in financial literacy as described in section 1165.
 - (i) A student may complete algebra II over 2 years with 2 credits awarded or over 1.5 years with 1.5 credits awarded for the purposes of this section and section 1278b.
 - (ii) A student also may partially or fully fulfill the Algebra II requirement by completing a department-approved formal career and technical education (CTE) program or curriculum that has appropriate embedded mathematics content, such as a program or curriculum in electronics, machining, construction, welding, engineering, or renewable energy.

- (iii) Each student must successfully complete at least 1 mathematics course during his or her final year of high school enrollment.
 - (d) At least 3 credits in social science that are aligned with state subject area content expectations, including completion of at least 1 credit in United States history and geography, 1 credit in world history and geography, 1/2 credit in economics, and a civics course.
 - (e) At least 1 credit in subject matter that includes both health and physical education aligned with state guidelines.
 - (f) At least 1 credit in visual arts, performing arts, or applied arts aligned with state guidelines.
 - (g) At least 2 credits in a language other than English, based on state guidelines.
3. A personal curriculum may be requested for the student that modifies certain of the Michigan Merit Standard requirements. If all of the requirements for a personal curriculum are met, then a high school diploma may be awarded to a student who successfully completes his/her personal curriculum even if it does not meet the requirements of the Michigan Merit Standard. All of the following apply to a personal curriculum:
- (a) The personal curriculum shall be developed by a group including a group that includes at least the student, at least 1 of the student's parents/legal guardian, and either the student's high school counselor or a teacher directly educating the student and determined by the principal to have expertise in the subject area being modified. Note that an in-person meeting involving all participants is not required. In addition, for a student who receives special education services, a school psychologist should also be included in this group.
 - (b) The personal curriculum shall incorporate as much of the subject area content expectations of the Michigan Merit Standard as is practicable for the student; shall establish measurable goals that the student must achieve while enrolled in high school and shall provide a method to evaluate whether the student achieved these goals; and shall be aligned with the student's educational development plan.
 - (c) Before it takes effect, the personal curriculum must be agreed to by the student's parent/legal guardian and by the superintendent or his/her designee.

(d) Revisions may be made in the personal curriculum if the revisions are developed and agreed to in the same manner as the original personal curriculum. (e) The English language arts credit requirements and the science credit requirements are not subject to modification as part of a personal curriculum under this subsection.

(f) The mathematics credit requirements may be modified as part of a personal curriculum only after the student has completed, without necessarily having attained a passing grade in, at least 1-1/2 credits of the mathematics credits required and only if the student successfully completes at least 3-1/2 total credits of the mathematics credits before completing high school. The Algebra II credit requirement may be modified as part of a personal curriculum only if the student meets 1 or more of the following:

- (i) Has successfully completed the same content as 1 semester of Algebra II.
- (ii) Elects to complete the same content as Algebra II over 2 years, with a credit awarded for each of those 2 years, and successfully completes that content.
- (iii) Enrolls in a formal career and technical education program or curriculum and in that program or curriculum successfully completes the same content as 1 semester of algebra II.
- (iv) completes at least 1 math credit during his or her final 2 years of high school

Students may substitute a; 1 credit of health and physical education; and 1 credit of visual, performing, or applied arts. □

(g) In addition to other advanced options, a student may substitute a formal Career and Technical Education (CTE) program (regardless of content) for up to 1 credit of social studies. The social science credit requirements may be modified as part of a personal curriculum only if all of the following are met:

- (i) The student has successfully completed 2 credits of the social science credits, including the civics course.
- (ii) The modification requires the student to complete 1 additional credit in English language arts, mathematics, or science or 1 additional credit in a language other than English.

- (h) The health and physical education credit requirement may be modified as part of a personal curriculum only if the modification requires the student to complete 1 additional credit in English language arts, mathematics, or science or 1 additional credit in a language other than English.
- (i) The visual arts, performing arts, or applied arts credit requirement may be modified as part of a personal curriculum only if the modification requires the student to complete 1 additional credit in English language arts, mathematics, or science or 1 additional credit in a language other than English.
- (j) If the parent/legal guardian requests as part of the student's personal curriculum a modification of the Michigan Merit Standard requirements that would not otherwise be allowed under this section and demonstrates that the modification is necessary because the student is a child with a disability, the school district may allow that additional modification to the extent necessary because of the student's disability if the group determines that the modification is consistent with both the student's educational development plan and the student's individualized education program.

Testing Out

High school credit shall be granted in any course to a student enrolled in high school but not enrolled in the course who exhibits a reasonable level of mastery of the course's subject matter.

A testing out day shall be established for one day in August or September. Students interested in testing out must declare their interest the prior spring during the publicized registration window; students who do not register will not be allowed to test out that year.

To register a refundable deposit of \$50.00 minimum is required, which will be refunded when test-out books and materials are returned. Registration shall be denied if the student has any outstanding classroom materials due, fines, unreturned athletic equipment, unpaid fees, etc. Please see a counselor or administrator for more information.

Testing out shall be determined as outlined below:

1. The student will be granted high school credit by attaining a grade of not less than C+ in the final examination in the course.

- a. A final examination is a comprehensive examination, which addresses all components of the course curriculum.
 - b. A non-comprehensive examination that is offered during the time set aside for final examinations is not considered a "final examination" for purposes of obtaining credit through the testing process.
 - c. No final examination will be created solely for the purpose of providing a student with an opportunity to test out of the course.
 - d. A student is eligible to take the final examination in the course at the same time that it is offered to the students currently enrolled in the course.
2. If there is no final examination in the course, the student will be granted high school credit by exhibiting that mastery through the basic assessment used in the course, which may consist of a portfolio, performance, paper, project, or presentation.
 - a. The course teacher, department chairperson, and/or the building administrator will determine the assessment criteria to determine if the student has exhibited a reasonable level of mastery of the course's subject matter.
 - b. A student is eligible to demonstrate mastery of the course's subject matter at the same time that students currently enrolled in the course are required to demonstrate their mastery of the course's subject matter.
3. Credit earned under this policy section shall be based on a "pass" grade and shall not be included in the computation of the student's grade point average for any purpose.
4. Credit earned under this policy section shall apply equally to all students and may be counted toward graduation.
5. Credit earned under this policy section shall be counted toward fulfillment of a requirement for a subject area course.
6. Credit earned under this policy shall be counted toward fulfillment of a requirement as to course sequence.

7. Once credit is earned under this policy section, a student may not receive credit thereafter for a course lower in course sequence concerning the same subject area.
8. Students who fail a class may NOT later test out of that class.

CHAPTER 4: STUDENT FEES AND MEALS

Fees, Charges, and Fines; Waiver of Student Fees

The school may establish fees and charges to cover the costs for certain extracurricular and noncredit activities. Materials for clubs, independent study, or special projects, as well as transportation costs and admission/participation fees for District-sponsored trips and activities may be included. Fees will not be charged for any mandatory school activity or required curriculum activity. Extra-curricular activities for which fees are charged may not be used in determining credit or grades in any course. A fee shall not exceed the combined cost of the service(s) provided and/or materials used.

When school property, equipment, or supplies are damaged, lost, or taken by a student, whether in a regular course or extra-curricular offering, a fine may be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred.

The late return of borrowed books or materials from the school libraries will be subject to appropriate fines. Failure to pay the fines may result in loss of privileges, including holding of diploma certificates.

A student whose parent/guardian is unable to afford these fees may request a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment. Applications for fee waivers may be submitted by a parent/guardian of a student who has been assessed a fee. The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

Textbook Damage & Replacement

For many classes, the district provides textbooks for student use. Students are responsible for all books assigned to them and will be fined for any damages. Textbooks that are lost or in need of repair will be charged to the student according to the list below:

- Rebinding needed: \$10.00
- Damaged* cover (rebinding not needed): \$ 5.00
- Damaged* pages (book still usable): \$ 3.00 (per every 10 pages or portion thereof)
- Damaged* pages (book unusable): Replacement Cost
- Sections or pages missing: Replacement Cost
- Water and/or mud damage: Replacement Cost
- Lost book: Replacement Cost

Assessment of miscellaneous damage not detailed above will be made at the teacher's discretion. If the book is usable, the damage fee will not exceed fifty percent (50%) of the original cost of the book.

*" Damage" includes but is not limited to tears, punctures, and marks.

Technology Damage & Replacement

The district may issue technological devices for students' educational use, such as laptop computers, tablet computers, or other digital devices. These devices may be loaned to students for use during the school day or for extended periods of time, including nights, weekends, and vacations. Students are responsible for district technology assigned to them and will be reasonably fined for any loss or damages.

Uniforms

Student athletes are expected to return all athletic uniforms when requested, cleaned and in good condition. Failure to do so will result in a fine.

School Breakfast & Lunch Program

Breakfast is served every morning before school. Lunch is served every school day, except in cases of early dismissal (such as half days).

Breakfast and lunch accounts may be prepaid, and parents may access and set up an account online through our district website.

Free or reduced price meals are available for qualifying students. For an application, contact the school office.

Our food service staff follows all guidelines and laws regarding school breakfast and lunch programs. All lunch foods served and/or eaten in our cafeteria must remain in the cafeteria. Due to Health Code considerations and School Board direction, lunch may not be eaten in the halls.

Because Perry High School has a Closed Campus policy, students are not permitted to leave approved eating areas during lunch without prior approval from a parent/guardian. Final approval, however, will be given by the high school principal. Students may not go to the parking lot during lunch or eat in a vehicle.

CHAPTER 5: TRANSPORTATION AND PARKING

Bus Transportation

The district provides bus transportation to and from school for students living one (1) mile or more from the school. A list of bus stops will be available at the beginning of the school year before student registration. Parents/guardians must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal or district director of transportation.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems will be handled by the bus driver. In the case of a written disciplinary referral by the bus driver, student discipline on the bus will be investigated and handled by the transportation director and/or the building principal.

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

In the interest of the student's safety, students are expected to observe the following rules:

1. Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
2. Do not move from one seat to another while on the bus.
3. Keep all parts of the body and all objects inside the bus.
4. Loud conversation, singing, boisterous conduct, unnecessary noise, or profanity is not allowed.

5. Enter and exit the bus only when the bus is fully stopped.
6. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
7. Use the emergency door only in an emergency.
8. In the event of an emergency, stay on the bus and await instructions from the bus driver.
9. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
10. Do not open windows.
11. Keep the bus neat and clean.
12. Athletic footwear equipped with cleats or spikes are not allowed on the bus.
13. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
14. Be waiting at your bus stop on time.
15. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
16. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
17. Eating is not permitted on the bus.
18. Parents will be liable for any defacing or damage students do to the bus.

It is a privilege to ride the school bus. Students may be suspended from riding the school bus for engaging in misconduct.

Video cameras may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact the Director of Transportation at 517-625-3107.

Driving & Parking

Driving a vehicle to school is a privilege, not a right. Students are welcome to drive a vehicle to school as long as they do not abuse the privilege.

Vehicle Registration:

Students must first register their vehicles by filling out a form in the high school office, being able to show a valid driver's license, vehicle registration. There is no charge for registering one vehicle (A student may register additional vehicles

for a small fee.) Students must display their PHS parking pass while on campus, and must park in their assigned location. Each parking pass is assigned to the specific driver and vehicle, and is non-transferable. Failure to meet these regulations may result in student vehicles being ticketed, fined, and/or towed at the owner's expense.

Safety:

Vehicles must be driven safely on school property, under the speed limit of 10 miles per hour. Vehicles must yield to pedestrians. Students caught driving recklessly in the parking lot may be subject to disciplinary action, including but not limited to loss of driving/parking privileges.

Vehicle Access, Security, & Privacy:

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. **STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK.** Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Once parked, students may not access their vehicles during the school day without prior permission by a school administrator. Students who go to the parking lot at any time for any reason without prior permission will be disciplined.

Students have no reasonable expectation of privacy in vehicles parked on school grounds.

School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to view by others. Based on the reasonable suspicion standard, vehicles parked on school grounds may be subject to search. Prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school, as well as referral to law enforcement.

Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct.

Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of driving/parking privileges.

CHAPTER 6: HEALTH AND SAFETY

Immunizations

All students must be properly immunized at the time of registration or not later than the first day of school pursuant to Michigan Health Department regulations. A required vaccine may be waived or delayed in the following circumstances:

- A. A valid medical contraindication exists to receive the vaccine. The child's physician must provide written certification of the contraindication.
- B. The student's parent/guardian holds religious or philosophical beliefs against receiving a vaccination. The parent/guardian must provide a written statement before a waiver is granted.
- C. The child has received at least one (1) dose of each immunizing agent and the next dose(s) are not due yet.

Student Medication

Taking medication, either prescription or non-prescription, during school hours or during school-related activities is prohibited unless it is necessary for a student's health and wellbeing.

When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing the proper student medical authorization form, available in the high school office.

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed school medication authorization form is submitted by the student's parent/guardian to the high school office. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school related function other than as provided for in this procedure.

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed an Authorization for Student Self-Medication Form.

Guidance & Counseling

The school provides a guidance and counseling program for students. The school's counselor is available to those students who require additional assistance.

The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. High school students have the opportunity to receive college and career oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

Safety Drill Procedures and Conduct

Safety drills will occur at times established by the district. Students are required to be silent and shall comply with the directives of school officials during emergency drills. The school shall conduct drill as required by State and Federal mandates, but may also conduct other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

Communicable Diseases

The school will observe recommendations of the Michigan Department of Community/Public Health regarding communicable diseases.

1. The student's parent/guardian is required to notify the school office if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent/guardian.
3. The school will provide written instructions to the parent/guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent/guardian provides the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Head Lice

The school will observe the following protocols regarding head lice.

1. The student's parent/guardian is required to notify the school office if their child is suspected of having head lice.
2. Infested students will be sent home following notification to the parent/guardian.
3. The school will provide written instructions to the parent/guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent/guardian brings the student to school to be checked by the building principal or designee and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

Emergency Medical Authorization

The student's parent/guardian should complete the school district's emergency medical treatment authorization form to indicate their preference of hospital, doctor, and dentist for emergency treatment. Of course, in an emergency situation the child should be transported to the nearest medical facility able to render appropriate care, regardless of parental preference. Typically, this decision is made by an EMT (emergency medical technician) or other first responder.

Student Backpacks & Bags

For the safety of all Perry High School students and staff, students are not allowed to carry backpacks, bags, or large purses to classes. Please store items in your lockers before school, then use lockers between classes to gather what you need for each period.

Items prohibited include backpacks, string/drawstring backpacks, shoulder bags, duffel bags, and any handbag or purse large enough to carry a standard-sized textbook, laptop computer, or iPad (approximately 8.5" x 11" x 2").

CHAPTER 7: STUDENT CONDUCT AND DISCIPLINE

Entering and Exiting the Building

Once the first period of the day has begun, all students shall enter the building by the west entrance (by the cafeteria) and must immediately check-in at the office before proceeding to class.

Students who are excused to leave the building are required to check out through the office prior to departing. Students must both be excused by a parent/guardian and check out before they depart. Failure to do so will result in disciplinary action.

Students who become ill at school must report to the office immediately. Health needs are urgent. Because PHS has no health clinic or nurse on staff, students will be required to go home if they are too ill to stay in class. Parents (or designees) will be contacted. Transportation home is a parent's responsibility. The student may return to school the next day.

Before and After School

Students are permitted in the building before the start of the school day starting at 7:30 am. Students are welcome to enter the academic halls of the building fifteen (15) minutes before the first hour to access their lockers and to prepare for their daily classes.

Hallway doors to classroom areas will be locked fifteen (15) minutes after school is dismissed. Students at school fifteen (15) minutes after school is dismissed are required to be supervised.

Pass Logs

All students are required to keep their pass logs with them at all times. The student's name, written in ink, must be clearly visible in order for the pass to be valid.

Students must use their pass logs whenever going to the office, the bathroom, entering school late, or for any other reason they are in the halls.

A student who does not have his/her pass log during school hours, who uses another student's pass log, or who falsifies/forges a pass log will be disciplined.

School Dress and Grooming

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school-sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

Student dress (including accessories) may not advertise, promote, or depict alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or inappropriate images. Student dress (including accessories) may not display lewd, vulgar, obscene, or

offensive language/symbols, including gang symbols. Appropriate footwear must be worn at all times. In some cases, school-issued athletic apparel does not meet the dress code (form-fitting Track shorts/bodysuits/Volleyball shorts, Gymnastics/Swimming apparel for example).

A student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student or others may be subject to discipline. A student who is referred to the office for a dress code violation will be subject to discipline as defined in the Code of Conduct.

Tardy Policy

Punctuality is an essential virtue in the modern world. Perry High School firmly believes reinforcing punctuality each and every day helps students:

- become better students: being late for class disrupts the student's own (and others') learning, as well as the teacher's ability to teach.
- become better employees: In the workforce, being on time is an essential skill for success.
- become better citizens: Teaching students time management skills teaches them to be more responsible, more efficient, and more accountable for their own behavior.

Students must fully be in their assigned classroom when the bell rings. Once the bell rings, teachers shall no longer admit students to classes; tardy students shall instead proceed immediately to the attendance officer, who shall mark them tardy, discuss consequences, sign their passbooks, and send them back to classes.

Once a class has begun, no students shall be admitted to any class without a signed pass from the high school office, the attendance officer, or a teacher.

Once the bell has rung, students shall not use the restroom, remain at their lockers, or otherwise linger in the halls. Failure to report without delay to the attendance officer will result in not only being marked tardy, but truant, and shall result in disciplinary consequences.

Tardies may be either "excused" or "unexcused":

- Unexcused Tardy: A failure to arrive at class on time caused by the student or his/her family.
- Excused Tardy: A late arrival to a class on time due to a school-related reason or other cause verified by PHS staff. Parents may excuse a small number of tardies for students arriving at school late (see below).

Note: Students who report to the attendance officer over ten (10) minutes past the ringing of the class bell shall not be marked tardy, but shall be marked absent from that class. This absence may be excused or unexcused, per the attendance policy, and will count toward chronic absenteeism.

Parent-Excused Tardies:

PHS understands that families may occasionally be unable to transport students to school on time due to unforeseen or unavoidable circumstances.

- When a student arrives to school late, a parent/guardian will be allowed to change an unexcused tardy to an excused tardy for that class only. (i.e., if a student is dropped off late to the first hour, the tardiness to that class may be parent-excused; if arriving to third hour late, the tardiness to that class may be parent-excused.)
- A parent may excuse a maximum of FIVE (5) late-arrival tardies. After the fifth tardy, the student tardy shall be marked unexcused.
- Parents/guardians are urged to immediately inform the office that the tardy is excused, but they must contact the attendance line at 517-625-0000 by 3:00 that day to excuse a tardy. A tardy not excused by 3:00 pm that day will remain unexcused.
- Note that students arriving at school ten (10) minutes after the start of any class shall be marked absent instead of tardy, and will be treated as an absence.

Consequences for Unexcused Tardies:

The consequences for unexcused tardiness shall accumulate for the entire day, rather than per class period.

Unexcused tardies shall accumulate for an entire semester, then “reset” to zero on the first day of the next semester.

Consequences per unexcused tardy:

1. Warning
2. Warning
3. Warning
4. Lunch detention
5. Lunch detention + parent notification
6. 30 minute after-school detention + parent notification
7. 30 minute after-school detention + parent notification
8. 60 minute after-school detention + parent notification
9. 60 minute after-school detention + parent notification
10. 90 minute after-school detention + parent notification
11. Saturday detention or (2) 90 minute after-school detentions + parent notification

12. Saturday detention or (2) 90 minute after-school detentions + parent notification
13. Every further tardy = either 1 day in-school OR out-of-school suspension + parent notification

Student Discipline

Student misbehavior shall be governed by the student Code of Conduct.

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On campus, or within sight of, school grounds before, during, or after school hours.
2. While using district transportation. A school bus or school sanctioned transportation.
3. Off campus at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school.
4. Traveling to or from a school activity, function, or event.
5. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Permanent Expulsion:

The Michigan School Code mandates the permanent expulsion, subject to possible reinstatement, of a student who, while on school property, school transportation, or at a school activity or event, possesses a dangerous weapon, commits an act of criminal sexual conduct or arson, or physically assaults a school employee, contractor or volunteer. "Physical assault" means intentionally causing or attempting to cause physical harm to another through force or violence.

Further, the Michigan School Code mandates the suspension or expulsion for a time period as determined by the School Board or its designee for a student who makes a bomb threat or similar threat directed at a school building, other school property, or a school-related event.

Corporal Punishment:

Corporal punishment is illegal and will not be used. Corporal punishment is defined as the deliberate infliction of physical pain by hitting, paddling, spanking, slapping, or any other physical force used as a means of discipline. Corporal punishment does not include physical pain caused by reasonable physical activities associated with athletic training. A school employee, contractor, or employee may use reasonable physical force as necessary to maintain order and control in a school or school-related setting for the purpose of

providing an environment conducive to safety and learning and for the reasons otherwise specified by law.

Bullying, Intimidation & Harassment

Bullying, intimidation, and harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or harassment, and will take disciplinary action against any student who participates in such conduct.

Definition:

No person shall knowingly harass, intimidate or bully another based upon race, color, national origin, sex, sexual orientation, disability, age, or religion. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct might include:

- name-calling,
 - using derogatory slurs,
 - causing psychological harm,
 - threatening or causing physical harm,
 - wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above (race, color, sex, age, etc.).
- Examples of sexual harassment might include:

- touching,
- crude jokes or pictures,
- discussions of sexual experiences,
- teasing related to sexual characteristics,
- spreading rumors related to a person's alleged sexual activities.

Reporting:

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with a teacher or building administrator. Students may choose to report to a person of the student's same sex.

Complaints will be kept confidential to the extent possible given the need to investigate. Anonymous reporting is permitted, although this will hamper the ability of the district to investigate the incident. Students who make good faith complaints will not be disciplined.

Consequences for Bullying:

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in the Code of Conduct, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified.

Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

The district's complete anti-bullying policy is listed in the appendixes of this student handbook.

Sexual Harassment

Sexual harassment has no place in school setting and will not be tolerated. Sexual harassment consists of unwelcome sexual conduct, either verbal or physical, which unreasonably interferes with a student's educational right, privilege, advantage or opportunity or which creates an intimidating, hostile or offensive educational environment. The Board of Education's policy prohibiting sexual harassment and related grievance procedures may be obtained from the building principal. Reports of sexual harassment should be made to the school's building principal.

Physical Assault

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

Any student in grade 6 or above who physically assaults a school district employee, volunteer, or contractor shall be permanently expelled, subject to reinstatement after 180 school days.

A student in grade 6 or above who physically assaults another student on school property, at any school-sponsored activity, or on any school-related vehicle shall be suspended or expelled for up to 180 days.

Hazing

Hazing activities of any type are inconsistent with the educational process, a violation of Michigan criminal law, and are prohibited at all times. Hazing means an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the

physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition.

Weapons-Free Schools

In order to provide a safe learning environment for all children, our schools must be weapons free.

A. Michigan law requires the Board of Education to permanently expel a student for possession of a dangerous weapon on school property or in a school vehicle. Michigan law defines a dangerous weapon as a firearm, dagger, dirk, stiletto, and knife with a blade over three inches in length, or a knife opened by mechanical device [regardless of blade length], iron bar, or brass knuckles.

B. As a matter of District policy, the Board of Education may also exercise its discretion to expel a student for possession of an object on school property or in a school vehicle, which may be used to cause or threaten harm to others. Examples of such objects include, but are not limited to: BB gun, pellet gun, look-alike gun, and knife with a blade three inches or less in length, razor blade, box cutter, chains, nunchucks, mace, pepper spray, or any item that is used to threaten someone.

School officials shall immediately contact the student's parent/legal guardian and local law enforcement officials in the event a student is found in possession of a dangerous weapon or an object that may be used to cause or threaten harm to others.

Lunch & Cafeteria Conduct

During lunch, students must proceed directly to the cafeteria/designated lunch area, and, after getting their lunch, shall immediately sit at a table. Students shall follow all cafeteria rules during lunch.

All lunch foods served and/or eaten in our cafeteria must remain in the cafeteria or other area as directed by staff. Due to Health Code considerations and School Board direction, lunch may not be eaten in the halls.

Because Perry High School has a Closed Campus policy, students are not permitted to leave approved eating areas during lunch without prior approval from administration or authorized staff and checking out in the office. Students may not go to the parking lot during lunch.

Cafeteria Rules

- When finished eating, students shall clean the area in which they are seated, dispose of any trash in the appropriate receptacle.
- Students shall not save seats for other students.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, drinks.
- Vending machines are provided for student convenience. Students shall not misuse, abuse, attempt to dismantle or cheat the machine, and must wait in line to use the machines. Students may not save spots in line, cut in line, or otherwise cheat or intimidate their way into line.
- Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
- Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.
- Students shall not throw food or trash, but place them in garbage receptacles.

Students who need to use the media center or meet with a teacher during lunch are allowed to do so, but only with a pass. Passes to the media center or to classrooms must be obtained before lunch begins.

Misbehavior will result in disciplinary action in accordance with the Code of Conduct.

Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration; • Other reasons as determined by the school.

General Expectations at School Events

Perry High School students should have fun, but demonstrate positive enthusiasm without causing harm, danger or embarrassment to others or our school. Demonstrate common sense and respect toward all others involved with the event.

Students who do not act appropriately—whether during the school day or at another event, home or away—will be subjected to discipline. This rule is applicable to all students during their enrollment at Perry High School. It is applicable at all times when a student is on school property, at school sponsored events, or otherwise under the school's jurisdiction.

- During the National Anthem, students are to remove hats, face the flag, not talk, and remain still until the end of the anthem.
- Proper language is to be used: no swearing, offensive language, or obscene gestures will be tolerated.
- Throwing any objects is unacceptable: This could result in injury, and at an athletic event it could also result in the team being penalized by the game official.
At a contest, respect is the key to good sportsmanship. Opponents should be respected. They are not enemies, but fellow teenagers who happen to attend other schools. Acknowledge good performances by all participants.
- Pay for admission if a fee is charged. Remember that the money helps support more programs.
- Demand proper behavior from fellow students. One individual's behavior can affect the whole group. Demonstrate respect and pride for the school.

Graduation Ceremony

Participation in the graduation exercises is a privilege earned by seniors who have fulfilled all graduation requirements and met all obligations to the school (i.e. fines, fees, uniforms, textbooks, time owed as a result of disciplinary action or absences). Students who do not display appropriate behavior could be removed before or during the commencement ceremony.

Skateboards/Skateboarding

For the safety of students who attend PHS, as well as those students riding skateboards, skateboards and riding skateboards are not allowed on the campus at Perry High School. Skateboarding on campus is considered dangerous and a liability to the school district. Students are not allowed to bring skateboards on campus. Skateboarding after school hours and on weekends is also not allowed at Perry High School.

Public Display of Affection

Students are expected to conduct themselves within the limits of common sense and propriety. Physical displays of affection, except holding hands, are not acceptable at school.

Substitute Teachers

Substitute teachers may have different expectations. Be prepared to meet this slight change in routine. Students are expected to behave appropriately, following both school and classroom guidelines as well as requests by the substitute teacher in charge.

CHAPTER 8: SEARCH AND SEIZURE

Interviewing of Students by Police

A student suspected of a violation of federal, state or local laws may be interviewed on school property by a police officer or any other authority if a school official is present at all times during the interview. A student may be turned over to a law enforcement officer if such person possesses a warrant. All efforts will be made to notify parents.

Search and Seizure

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment, Personal Effects of Students:

School authorities may inspect and search school property and equipment owned or controlled by the school (i.e., lockers, desks), as well as personal effects left in those locations by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially-trained dogs.

Students:

School authorities may search a student and/or the student's personal effects in the student's possession (e.g., purses, wallets, knapsacks, book bags, lunch boxes, cell phones) when there is a reasonable suspicion that the search will produce evidence that the particular student has violated or is violating either the law or the school district's rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

Seizure of Property:

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

CHAPTER 9: INTERNET AND TECHNOLOGY

Acceptable Use

The Perry Public School District maintains an acceptable use policy to which all students and parents must agree before using any technology—including Internet access—owned by the District.

Digital Devices in School

In an effort to support the Perry Public School District's educational mission of excellence, every Perry High School student will use mobile digital devices such as tablets or laptop computers in every class, every day. This one-to-one mobile learning environment creates an educational environment where sharing, innovation, creativity, communication, and increased productivity are strong foundations of our students' success.

The use of technology in education, however, will also require responsibilities on the part of students, parents, and the school district. We wish to ensure our families that ethical, legal, and responsible behavior is essential to us.

The policies and procedures detailed here cover both devices that the District owns and checks out to students to use, as well as devices families purchase for their students to use while in school.

Electronic Device Requirement for PHS Students

Because PHS has implemented a technologically-based format of instruction, Perry High School requires that each student personally have an approved working digital device with them in all classes, each and every school day.

The district will loan a device to any student for his/her educational use.

1. ALL freshman and sophomores (9th/10th grades) shall use only school issued devices. Juniors and Seniors may use an approved personal device.
2. Student-owned digital devices may be of multiple types (laptop computer, Chromebook, tablet (iPad, Nexus 7, Galaxy tab, etc.)) as long as they meet the following requirements:
 - a. Devices must be easily portable and usable from class to class
 - b. Devices must be usable for extended classwork and homework, such as long readings and typing of essays. Therefore, devices with 5" or smaller screens (such as smartphones, cell phones, and iPods) are unacceptable.
 - c. The device must be able to access the Internet through the school's Wi-Fi, and have an Internet browser.
 - d. The device must be able to download or run apps and software required by the school, including Gmail, Google Drive, Google Calendar, and student testing software. (Note: Many e-readers, such as Nooks and Kindles, may not have this capacity.)
 - e. The device must have sufficient battery life to last the entire school day (approximately 6 hours). Note that students will not have access to cords or plugs throughout the day.

Families are not required to have Internet access at home. Without home Internet, however, some school tasks will occasionally require additional effort by the student and family (such as time spent before/after school, a trip to the library, etc.)

Ownership of Devices

1. Student-Owned Devices: The families of Juniors/Seniors may purchase a device for their PHS student to bring to school to use throughout the day.
 - a. Students who own their own digital devices will be allowed to use them in Perry High School each day for educational purposes.
 - b. While in school, all use policies, procedures, and restrictions apply to student owned devices exactly as for school-owned devices.
 - c. Just as with all other personal property students bring to school, the Perry Public School District is not responsible for damage or loss. PPS cannot repair student owned devices, it is not liable for damage or loss of devices, and it may inspect the devices if reasonable suspicion of a rule violation

arises. The District also reserves the right to deny access to the school's network at any time.

2. **School-Owned Devices:** The District will provide a digital device to a student upon request. A student in good standing is allowed to take their device home, use it on weekends, and keep it over vacations. These students may keep their devices all school year, and return it before summer vacation. The school-owned device could be a tablet, a laptop computer, or any other educationally-usable device. The rules governing the use of the school-owned device include, but are not limited to:
 - a. The device is owned by the Perry Public School District; students are responsible for returning it in nearly the same condition as when issued to them. This includes covers, peripherals (headsets, keyboards, etc.), and accessories (cords, chargers, etc.). Before taking possession, the student and his/her legal guardian shall sign an agreement stating they take full responsibility for care and maintenance of the device.
 - b. Students in good standing are allowed to take their devices home at night, on weekends, and during vacations. However, all care, handling, and appropriate use that are in effect during the school day shall also extend to the use of district-owned devices while away from school.
 - c. Students may not tamper with the hardware, software, or settings of the device.
 - d. Students have no right to privacy on school-owned devices.
 - e. Students must surrender the device when requested, and they have no right to its return.
 - f. Devices, peripherals, or accessories not returned when requested by the District will be treated as lost or stolen, which may result in the student and/or family being charged the full amount of the device, a theft report being filed with the police, and/or criminal prosecution or civil liability.
 - g. Students who exit Perry Public Schools during the school year for any reason must return their device, peripherals, and accessories. Failure to return items in a timely fashion may result in the student and/or family being charged the full amount of the device, a theft report being filed with the police, and/or criminal prosecution or civil liability.
3. **Opting Out:** A parent/guardian may choose not to have their Perry High School student fully participate in PHS's digital device program.
 - a. To "opt out," the parent/guardian discusses with the office that they neither wish to provide an electronic device, nor do they want their student to be issued a school-owned device to take home each evening.
 - b. Students who are opted out will be assigned a school-owned device that they will pick up each morning and return each day after school.

- c. Perry Public Schools does not guarantee equal access to and/or quality of materials to students opting out of the program: families who opt out are agreeing to make individual arrangements to accommodate learning.
- d. As with any other school property entrusted to them, students will be held responsible for the school-owned devices, accessories, and peripherals assigned to them during the school day. Students will be responsible for both the diligent use and the care of devices while in their possession throughout the day.

DIGITAL DEVICE CARE

Hardware Care

Students and families are responsible for the care of digital devices--both school-owned and student-owned. Students will be responsible for paying the District the entire cost of a school-owned device that is damaged from misuse, neglect, accident, or theft.

1. Do not attempt to gain access to the internal electronics or repair your school owned device. If your device fails to work or is damaged, report the problem to the office as soon as possible; if you own your device and it fails or is damaged, seek retail repair assistance.
2. Never expose a device to long term extremes in temperature or to direct sunlight. Never leave your devices in a vehicle at any time of the year.
3. Avoid applying liquids to devices, even to clean them. Use a soft, dry, lint-free cloth to clean devices, but do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives. Use of unapproved cleaners can severely damage devices.
4. While digital devices are scratch resistant, they will scratch—especially screens. Avoid using any sharp object(s) on electronic devices.
5. Many school-owned devices are distributed in cases, and the District recommends student-owned devices be placed in quality, shock-resistant cases before being brought to school. Never remove a device from its case.
6. Avoid placing weight or pressure on devices. Do not place devices in backpacks, in lockers, under books, etc.
7. Never throw or slide a digital device.
8. To prevent damage, be careful when plugging and unplugging accessories.
9. Each device has a unique identification number; at no time should the numbers or labels be modified or removed.

Software/Apps Care

Students and families are responsible for the care of school-owned and student-owned devices--including the software and apps installed on them. Students will be responsible

for paying the District the entire cost of a device damaged from misuse, neglect, accident, or theft.

1. The Perry Public Schools Technology Department will provide devices with the software/apps necessary for schoolwork. Students must not remove these programs/apps (or, for example, attempt to synchronize school-owned devices to a personal iTunes or Google Play account). Occasionally, the District may add or remove software/apps or modify the content on a device for a particular course.
2. Periodic and/or random checks may be made to ensure devices are in working order, to update devices, or to check they are being used in accordance with the District's Acceptable Use Policy.
3. The District does not accept responsibility for loss or damage to programs/apps that students place on a device when it malfunctions, is reformatted, re-imaged, etc.
4. Devices have the ability to be remotely located. Modifying, disabling or attempting to disable the locator on a school-owned device is strictly forbidden.
5. Let the device's battery fully discharge at least once a month.
6. Students will comply with trademark and copyright laws, plus all licensing agreements. Ignorance of the law is not immunity.
7. Use or possession of hacking software--or even displaying evidence of attempting to hack a device--is strictly forbidden. Violators will be subject to discipline, possibly including being reported to state or federal legal authorities that may result in criminal prosecution.

Repair and Replacement School-Owned Devices:

1. Damage Liability:
 - a) Students and their families are responsible for all damage to school-owned devices, whether intentional or unintentional. "Damage" includes but is not limited to:
 - a. broken or cracked screens
 - b. chipped plastic
 - c. water damage
 - d. inoperability
 - e. vandalized plastic, covers, cords, etc.
 - f. stickers or other unnecessary markings/scratches on cases
 - g. removed apps
 - h. misused or tampered internal settings
 - b) Students are also responsible for the accessories and peripherals issued with the device, including power cords, cases, keyboards, or headsets.
 - c) Students and their families are responsible for devices that are stolen or lost.

- d) Students are not responsible for normal wear from normal use of the device. The District shall have the final decision on what is considered “normal wear” versus damage due to lack of proper care for District property.
2. Reporting Damage:
- a) In the event that a school-owned device is damaged or malfunctioning, the student must immediately bring it to the high school media center, where it will be sent to the PPS Technology Department for assessment and repair.
3. Cost of Repairs:
- a) A school-owned device that is damaged or malfunctioning must be brought to the technology department immediately. The device will be assessed and repaired or replaced. The cost for repairs (if any) shall be distributed to the student’s parent/guardian by the Perry Public Schools business office.
 - b) In the event of theft, loss, or a repair cost that is greater than replacement cost, the parent/guardian must pay the replacement cost of the device.
 - c) Repairs covered by manufacturer warranty will be completed at no cost to the student/family.
4. Accidental Damage Insurance:
- a) For school-owned devices (only), the District offers optional “accidental damage insurance” for \$20 per year.
 - b) The insurance must be purchased before the device is given to the student. No insurance will be available once the device is distributed into the student’s care.
 - c) When a device is damaged due to accident, instead of being assessed the full repair fee a student with accidental damage insurance coverage will pay:
 - a. student’s 1st claim: \$20 deductible
 - b. student’s 2nd claim: \$50 deductible
 - c. student’s 3rd claim: Up to full replacement cost of device
 - d) The above costs are per student, not per device or per family.
 - e) The accidental damage insurance shall not apply to cases of misuse, abuse, or neglect, but only to accidental damage, such as liquid spills, accidental drops, power surges, theft, and natural disasters. The final determination shall be the District’s.
 - f) The insurance shall not apply to cases of a lost device.
 - g) The insurance may apply to cases of theft: When a device is stolen, the parent/guardian must first make a police report and bring the police

paperwork to the high school office to utilize the accident insurance. The District shall determine if the theft warrants an insurance claim.

- h) Fraudulent reporting of a fire, theft, vandalism, or any other accidental damage claim will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action.

5. Personal Home or Homeowners Insurance:

- a) Students or parents may wish to carry their own personal insurance to protect a device in cases of theft, loss, or accidental damage. Please consult with your insurance agent for details about your personal property coverage of the device.

Student-Owned Devices:

1. Damage Liability: The District shall not be liable for the damage, whether intentional or unintentional, to any student-owned device brought to school.
2. Reporting Damage: Students should report their device as being damaged to the high school media center if and only if it is inoperable, in order to avoid discipline for failing to have a working digital device with them in each class, each day.
3. Cost of Repairs: The District cannot repair any student-owned device in any capacity, including hardware, software, or apps. If a student-owned device malfunctions or is damaged, the family should seek manufacturer or retail assistance.
4. Insurance: The District does not offer insurance coverage for student-owned devices. Students or parents may wish to carry their own personal insurance to protect a device in cases of theft, loss, or accidental damage. Please consult with your insurance agent for details about your personal property coverage of the device.

Security of Devices

1. Student Responsibility for Security:

- a) A student's device--whether owned by the student or by the school--is the student's responsibility at all times and in all places.
- b) Students must never leave devices unattended. When a device is not in his/her personal possession, it must always be in a safe, supervised, or secure location.
- c) A student must never lend his/her device to any other person. Responsibility for the use and care of a device solely rests with the individual who was granted use of the device.
- d) Screen lock passcodes / personal identification numbers (PINs) are recommended on all student devices, both school and student owned. Students should keep secure and not share this passcode with any other student. A student must unlock the passcode immediately upon request by

any Perry staff member. Failure to unlock a device will result in appropriate disciplinary action. Forgetting a lock code may result in the device being completely restored to the initial image.

- e) For student-owned devices, the District highly recommends copying down the device's serial number, as well as activating the device's location software, if possible.

2. Lost or Stolen Devices:

- a) School-Owned: The student and/or parent/guardian must report the loss to the high school office. If stolen, the filing of a police report by the parent/guardian is required. In the event that a police report is filed for a lost or stolen digital device and brought to the District, the Perry Public Schools, in conjunction and only in conjunction with police, may deploy location software which may aid the police in recovering the device. If not recovered, or if damaged when recovered, the parent/guardian will be assessed a fee for the repair or replacement of the device.
- b) Student-Owned: The student and/or parent/guardian must report the loss to the high school office; the parent may file a police report if he/she wishes. The District is not liable for the loss or theft of any student-owned device brought to school, but administration does investigate all claims to the best of its ability and works closely with law enforcement.

Loaner Devices

1. In the event a digital device--either student-owned or school-owned--is damaged, lost, or stolen, the student might be issued a temporary device to use until theirs is returned, repaired, or replaced.
2. Loans will be at the administrator's discretion; students have no guarantee they will be loaned a device.
3. The loan may require students to check out the device before school and check it back in after school. Any additional homework requiring technology will be the student's responsibility.
4. Students will not be loaned a device if they forget their own device or due to a battery losing its charge.

Student Use

1. Acceptable Use:

- a) All use of technology must align with the Perry Public School District's "Acceptable Use Policy" at all times and in all places, whether using a school-owned or student-owned device.
- b) A breach of acceptable use will result in disciplinary consequences.

- c) Students may share materials (such as textbooks) for which the school district owns copyright; the student must not share, copy, or redistribute these materials.
- d) Student-owned devices used in school are not permitted to connect to the Internet through 3G, 4G, or other content service providers. Personally owned devices must access the Internet via the District's content filtered wireless network, through the District's Internet filter.

2. Privacy:

- a) To ensure the safe, orderly operation of the school environment, devices whether school-owned or student-owned--may be seized by school staff at any time.
- b) School-owned devices: These devices are the property of Perry Public Schools. The student has no expectation of privacy of any materials or information on the device or by which the device was used to convey it.
- c) Student-owned devices: The District reserves the right to monitor, inspect, copy, and review a student-owned device when staff is investigating a reasonable suspicion. The District may confiscate and examine digital devices and search their contents at any time there is reason to believe that students have violated Board policies, administrative procedures, school rules, the law, or have engaged in any other form of misconduct while using their devices.

3. Photography, Recording, & Publishing:

- a) Most devices are equipped with photo and video capabilities: as with all recording devices, students must ask permission before recording an individual or group, including students, staff, and the public.
- b) Students must obtain school permission to distribute/publish a photograph or video, such as to a website, blog, or social media site (Twitter, Facebook, Google+), etc.
- c) The distribution of any unauthorized media may result in discipline including, but not limited to, suspension, criminal charges, and expulsion.

4. Bringing and charging devices:

- a) Every day students are responsible for bringing their device to school in a fully charged condition.
- b) Failure to do either of the above does not release a student from their responsibility for class work, testing, quizzing, etc. A student's forgetting to bring or charge a device will adversely affect a student's ability to participate in educational opportunities.
- c) Students will not be issued "loaner" devices if they forget to bring their own.

- d) Students will not be allowed to charge their devices in class if their batteries run out. Most fully-charged devices have an 8-10-hour battery life, which is plenty of time for an entire school day.
- e) It is not the teacher's responsibility to make modifications to a lesson, quiz, or test due to a student's lack of responsibility.
- f) If a student fails to bring a device to school and/or repeatedly fails to charge his/her device, the student will be subject to disciplinary action.

5. Homework

- a) Students are required to check their school-issued email, calendar, and shared folders each and every school day. Information shared by staff using these apps will be considered to have been received by the student by that same time on the next school day (or earlier, if announced in class).
- b) Lost or corrupted files, computer viruses, device malfunctions, or other excuses shall not excuse students from due dates. As with all electronic files, it is good practice to back up, duplicate, or archive files to an independent storage space.
- c) Students may be required by teachers to use their devices and the Internet to complete homework. Students are allowed to use their devices to connect to wireless networks while away from school, which will be necessary to use web-based services to complete homework and access educational services outside of the school setting. Lack of Internet access will not excuse students from completing homework.
- d) Printing at home will require a wireless printer, proper settings on the device, an e-print compatible printer, and possibly an additional app or software on a home computer/printer. Please consult outside assistance for help setting up this service.

6. Personal Use:

- a) Primary use of all student digital devices is as a tool for learning; misuse of the devices will result in disciplinary action.
- b) Students may only use devices in classes or in school at appropriate times, following the District's Acceptable Use Policy, when directed by staff. (Quiet, personal use with earbuds/headphones included.)
- c) Students may never use any digital device in bathrooms, locker rooms, or at any other time or location when use could violate another's privacy.
- d) Students may not use any digital device in detentions, class separations, Saturday schools, during assemblies, during fire or lockdown drills, or at any similar time--without staff's prior approval.
- e) While personalizing screens or backgrounds may be permitted, inappropriate or provocative images including but not limited to pornographic images, guns, weapons, inappropriate language, threatening

language, drug, alcohol, or gang related images are not permitted. Such images are subject to disciplinary action.

- f) Games, music, videos, and sound use, while at school, will only be allowed at the discretion of school staff.
- g) Sound from devices must be kept muted at all times unless prior permission is granted from staff.
- h) During school, students are not to use their digital devices to call, text message, email, video chat, or otherwise electronically communicate with other persons--including other students, parents/guardians, family, coaches, or friends. Communication for non-educational purposes are not allowed unless directed by school personnel.

7. Technical Help

- a) Students who need assistance with school-related software, such as Gmail or school-issued apps, should come to the high school media center, where they can request technology department help.
- b) Students who have checked out school-owned devices and need assistance with hardware should do the same as above.
- c) Technical support may not be provided for student-owned devices; families should seek help outside the school: Students take responsibility for setting up and maintaining personally-owned devices. Perry High School staff may attempt, however, to assist students with minor issues, at its discretion and when possible; PPS is not liable for any damages or loss resulting from such attempted assistance.

CHAPTER 10: PUBLICATION

Guidelines for Student Distribution of Non-School-Sponsored Materials

A student or group of students seeking to distribute more than ten (10) copies of the same material on one or more days to students at school or a school-related activity must comply with the following guidelines:

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school endorsed.

4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
 - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
 - b. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
 - c. Is inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language or images, or is otherwise harmful to minors; or
 - d. Is reasonably viewed as promoting the use of illegal substances.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at the designated times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with the above guidelines.

The distribution of non-school-sponsored materials must comply with the above guidelines and must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

CHAPTER 11: ATHLETICS AND EXTRA-CURRICULAR ACTIVITIES

Athletic Rules & Code of Conduct

The Athletic Code applies to all students who want to participate in athletics. Athletics includes competitive sports, extracurricular activities, cheerleading and pom-poms. This code applies in addition to other rules and regulations concerning student conduct and imposes additional requirements on student athletes and cheerleaders.

Participation in athletics is a privilege. Those who participate in athletics have a responsibility to favorably represent the school and community. Student athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate in athletics may be lost in accordance with the terms of this Athletic Code.

MHSAA:

Eligibility for most athletics is also governed by the rules of the Michigan High School Athletics Association (MHSAA) and, if applicable, these rules will apply in addition to this Athletic Code. In case of a conflict between MHSAA and this Athletic Code, the most stringent rule will be enforced.

Eligibility:

To retain athletic eligibility, an athlete must have passed 66% of academic course work in the semester preceding his or her athletic eligibility and must have passed 66% academic course work in the week preceding his or her athletic eligibility.

Requirements for Participation:

An athlete must have the following fully executed documents on file at the school office before the athlete's first participation in any activity. Athletic equipment should not be issued and students must not be allowed to try out or practice until an acceptable signed statement of physical examination and consent has been provided.

1. A current physical examination report (given on or after April 15 of the previous school year) completed by the M.D., D.O., Physician's Assistant, or Nurse Practitioner who administers the physical examination and which finds that the athlete has passed a physical examination and is physically able to participate in athletic tryouts, practices and contests; and
2. A permission slip to participate in the specific sport in which the athlete intends to participate signed by the athlete's parent or guardian; and
3. Proof the athlete is covered by medical insurance; and
4. A receipt showing the athlete and his/her parents received a copy of the Athletic Code, understand the terms of the Athletic Code and agree to abide by its terms and conditions.

Behavioral Conduct:

Behavioral misconduct by student-athletes will not be tolerated. Behavioral misconduct shall include but shall not be limited to:

- a. Insubordination; or

- b. Any behavior or action which is negligently or intentionally injurious to a person or property or which places a person or property at risk of injury or damage; or
- c. Any behavior which disrupts the appropriate conduct of a school program or activity; or
- d. Hazing, bullying, or harassment of any kind; or
- e. Use of profanity; or
- f. Exhibition of bad sportsmanship; or
- g. Violation of any school rules or regulations or law.

Coaches and school officials will impose disciplinary measures appropriate to the offenses committed. The discipline imposed for any particular offense shall be at the sole and exclusive discretion of the coaching staff and school officials.

Drugs, Alcohol & Tobacco:

Except for prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor, the possession, use, distribution, purchase or sale of any alcoholic beverage, drug, drug paraphernalia, controlled substance, look-alike, tobacco or tobacco product or any other substance which, when taken into the human body is intended to alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the foregoing, regardless of the true nature or appearance of the substance, is prohibited in school buildings, on school buses and on all other school property or school-related events at any time. This prohibition shall include all school-sponsored or school-related activities, whether held before or after school, evenings or weekends and shall additionally include a prohibition of use by a student athlete in any instance where the school can demonstrate a reasonable connection to the school program or school athletic program. For purposes of this procedure, students who are under the influence of prohibited substances shall be treated in the same manner as though they had prohibited substances in their possession.

Rules in Effect:

The rules set forth in this Athletic Code are in effect throughout the calendar year and twenty-four hours a day, whether or not school is in session and including vacation periods, and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale. The rules apply from the beginning of the athlete's first tryout or practice in the first sport which the athlete attempts until the completion of the athlete's athletic eligibility in all sports.

Absence from School on Day of Activity:

An athlete who is absent from school on the day of an activity is ineligible for any activity on that day unless the absence has been approved in writing by the principal or designee. An athlete who has one or more trancies or who has been suspended from school may be suspended from participation in athletic activities by administration.

An athlete who is absent from school on a Friday before a Saturday event may be withheld from Saturday activities at the sole discretion of the coach.

Travel:

All athletes shall travel to athletic events and return home from athletic events with the team on which the athlete competes by use of school-approved means of transportation. A written waiver of this rule may be issued by a coach or administrator upon advance written request of an athlete's parent or guardian and provided the parent or guardian appears and accepts custody of the athlete. In no case shall a waiver be issued unless the alternate means of transportation anticipated by the waiver will be provided by the parent. Oral requests shall not be honored and oral permissions shall not be valid.

Any student athlete found to be in violation of this policy shall be subject to discipline in accordance with the school district's athletic discipline policies, rules and regulations as provided herein.

Student Athlete Concussions and Head Injuries:

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems), shall be immediately removed from the practice or contest and shall not return to competition on that day, and only on a subsequent day with written clearance by an appropriate health care professional. In such circumstances, a student athlete shall not practice or participate in a competition until the student athlete provides the school with a written release from a physician (M.D. or D.O.) who has examined the student athlete.

Attendance at School Dances

Attendance at school-sponsored dances is a privilege.

Only students who attend Perry High School may attend school-sponsored dances. Guests may also attend, provided they accompany a PHS student and are approved by the principal in advance of the event. A guest must be "age appropriate," meaning currently

attending another high school or a graduate of PHS (only) within the last year. All guests must be pre-registered 48 hours before the start of the dance, using the PHS Student Guest Registration form. The PHS student is responsible for his/her guest's behavior.

Students of PHS or any other school who have been suspended, expelled, or who attend middle school may NOT attend high school dances under any circumstances.

All school rules, including the school's discipline code and dress code, are in effect during school-sponsored dances. In particular, students shall not:

1. Use, possess, distribute, purchase, or sell tobacco materials, alcoholic beverages, or any illegal substance or paraphernalia;
2. Use, possess, buy, sell, barter, or distribute any object that is or could be considered a weapon or any item that is a "look-alike" weapon;
3. Vandalize or steal;
4. Haze other students;
5. Behave in a manner that is detrimental to the good of the school; or
6. Be insubordinate or disrespectful toward teachers and chaperones.

Individual students who violate the school's behavior standards will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other disciplinary measures as outlined in the school's Code of Conduct.

All students are expected to dance and act appropriately at all times. Inappropriate dancing will include, but will not be limited to, any kind of "groin to body part contact." The administration may also limit any other dancing that is judged to be inappropriate. If inappropriate dancing persists, the dance sponsor, principal, or designee will stop the dance and announce that those actions must stop immediately. If this does not deter the behavior, no other warnings will be given and the dance will be ended.

A student DJ who is selected (or auditions and wins the right to DJ) will manage music played at dances. Other accepted sources of DJ's may be approved by the administration, also. There may be a list of acceptable and unacceptable songs for high school dances that will be previewed by the administration and sponsors.

Students arriving at a dance over one hour late will be denied entry.

Special Circumstances for Prom

Only Perry High School juniors and seniors and their guests are allowed to attend prom.

Special circumstances will be allowed for guests of Perry High School seniors and juniors in relation to the prom. Prom guests who no longer attend school must be 20 years of age or younger and do not necessarily have to be graduates of Perry High School. As with all dances, guests must be pre-registered by following the pre-registration guidelines. Guests who have graduated from another high school must have a recommendation from an administrator or faculty member employed at that school. As with all dances, guests or PHS students MAY NOT attend the prom if they are serving a suspension, expulsion, or are facing possible expulsion. Furthermore, prospective guests who dropped out of school or moved to another school to avoid discipline will not be allowed to attend Perry High School prom. Final determination of eligibility to attend prom rests with the high school administration.

Students at prom who violate the school's Code of Conduct will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's code of conduct.

School-Sponsored Student Organizations

Many school-sponsored organizations in addition to athletics are organized and supported by Perry High School. All students are welcome to join these clubs, organizations, and groups—or attempt to run for office, in the case of elected positions—in order to widen their high school experiences. All members of school-sponsored clubs must be current PHS students.

Each school-sponsored organization is under the guidance of a school staff member or approved adult designee who acts as the advisor. Students will refer to this advisor in all matters pertaining to the club.

Each club will elect officers, hold meetings, keep minutes, and maintain other responsibilities. The advisor will provide students with guidelines particular to that organization. All club finances must be maintained through the Perry Public Schools business office.

Because instructional time is essential, all organizations' meeting dates, fundraising, and social activities must be established outside of class time. Passes from class to prepare for events will be honored if (1) the advisor signs the student out and (2) if the principal approves it in advance. Some organizations may, however, adjust this rule if connected with a class (such as drama or band).

Students in organizations are expected to maintain the school's standards of behavior whenever performing functions of the club. This includes in all places and all times, whether on school grounds or off, and whether during school hours or before/after school. Students may be disciplined for infractions according to the Code of Conduct. At

the discretion of the advisor and principal, a student's participation in an organization could be suspended or revoked for the current year/season and beyond.

An organization may hold elections and/or tryouts. These will be held in a fair manner and will be overseen by the advisor, who shall maintain sole responsibility and authority for the results.

The following are the school-sponsored student organizations approved to operate in Perry High School. Students wishing to found another organization may file a petition in high school office:

- FFA
- Band / Color Guard
- Biblical Fellowship Club
- Drama
- Student Government
- Student Council
- National Honor Society (NHS)
- National Art Honor Society (NAHS)
- Publications / Yearbook
- Business Professionals of America (BPA)
- Science Olympiad
- SADD
- Spanish Club
- Future Problem Solvers

Student Fundraising

Fundraising activities by school organizations must be approved in advance by the school administration. Organization sponsors/advisors assume the responsibility for supervising the project, accounting for funds, making reports, and any other details involved in the project.

Equal Access for Non-School Sponsored Student Clubs

A student-initiated group may meet on school premises during non-instructional time (only) and shall have the same rights and access and be subject to the same administrative guidelines that govern the meetings of school-sponsored student organizations, without regard to the religious, political, philosophical, or other content of the activity.

The group shall petition to meet before conducting their first meeting. The principal shall then grant the group's request if he or she first determines that:

- A. the activity has been initiated by students
- B. attendance at the meeting is voluntary
- C. no agent or employee of the District will promote, lead, or participate in the meeting
- D. the meeting does not materially and substantially interfere with the orderly conduct of educational activities in the school
- E. non-school persons do not direct, conduct, control, or regularly attend the activity.

A school employee may be assigned to attend a student-initiated meeting in a custodial capacity but shall not participate in the activity.

CHAPTER 12: SPECIAL EDUCATION

Education of Students with Disabilities

It is the intent of the school district to ensure that students who are disabled within the definition of the Individuals with Disabilities Education Act ("IDEA") or Section 504 of the Rehabilitation Act of 1973 ("Section 504") are identified, evaluated, and provided with appropriate educational services.

The school district provides a free appropriate public education in the least restrictive environment and necessary related services to all students with disabilities enrolled in the school.

For the provision of special education programs and services under the IDEA, the term "student with a disability" means a person between ages 3 and 26 for whom it is determined that special education services are needed. A student who reaches age 26 after September 1 is a "student with a disability" and entitled to continue a special education program or service until the end of that school year.

For the purposes of complying with Section 504, a "student with a disability" is a person who:

- (1) Has a physical or mental impairment which substantially limits one or more of such person's major life activities;
- (2) Has a record of such an impairment; or
- (3) Is regarded as having such an impairment.

A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the school district office.

Discipline of Students with Disabilities

The School District will comply with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors.

CHAPTER 13: STUDENT RECORDS AND PRIVACY

Student Privacy Protections

The Protection of Pupil Rights Amendment affords parents certain rights regarding the District’s conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations. These include the right to:

- A. Consent before the student is required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education:

- Political affiliations or beliefs of the student or the student’s parent/guardian;
- Mental or psychological problems of the student or the student’s family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of others with whom the students have close family relationships;
- Legally-recognized privileged relationships, such as those with lawyers, doctors, or ministers;
- Religious practices, affiliations, or beliefs of the student or the student’s parent/guardian; or
- Income, other than that required by law to determine program eligibility.

- B. Receive notice and an opportunity to opt a student out of – 1. Any other protected information survey, regardless of funding;
- 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or

- scoliosis screenings, or any physical exam or screening permitted or required under Michigan law; and
3. Activities involving the collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- C. Inspect, upon request and before administration or use –
1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Instructional Material

A student's parent/guardian may review the curriculum, textbooks, and teaching materials of the school in which the student is enrolled at a reasonable time and place and in a reasonable manner.

Student Records

School student records are confidential and information from them will not be released other than as provided by law.

A federal law known as the "Family Educational Rights and Privacy Act" ("FERPA") gives parents and eligible students (age 18 and older) the following rights with respect to their student records.

1. RIGHT TO INSPECT: You have the right to inspect and review substantially all of your education records maintained by or at the school district. This right extends to the parent of a student under 18 years of age and to any student age 18 or older.
2. RIGHT TO REQUEST AMENDMENT: You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right

includes the right to a hearing to present evidence that the record should be changed if a designated school official decides not to alter the education records according to your request. If no change is made to the education record after the hearing, you have a right to place a written rebuttal in the record.

3. RIGHT TO PREVENT DISCLOSURES: You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of the Board of Education to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.
4. RIGHT TO COMPLAIN: You have the right to file a complaint with the U.S. Department of Education concerning the alleged failure of the school district to comply with FERPA. Your complaint should be directed to:

Family Policy and Compliance Office
U.S. Department of Education
600 Independence Ave, SW
Washington, DC 20202-4605

5. RIGHT TO OBTAIN POLICY: You have the right to obtain a copy of the policy adopted by the Board of Education in compliance with FERPA. A copy may be obtained in person or by mail from:

Perry Public Schools
Administration office
2665 W. Britton Road
Perry MI 48872

6. RIGHT TO OBJECT TO RELEASE OF DIRECTORY INFORMATION: Generally, school officials must have written permission from the parent of a student or an eligible student before releasing any information from a student's record. However, FERPA allows school districts to disclose, without consent, "directory" type information. The Board of Education has designated the following personally identifiable information contained in a student's education record as "directory information:"

Student's name Address

Telephone number
Date and place of birth
Major field of study
Participation in school activities or sports
Photograph
Weight and height of athletic members
Dates of attendance
Diplomas
Awards
Previous school attended

Prospective employers, colleges, armed forces recruiters, etc. may request directory information.

Unless you advise the school district that you do not want any or all of this information released, school officials may release personally identifiable information which it has designated as directory information. Upon such objection, this information will not be released without prior consent of the parent or eligible student.

7. You have two weeks from the receipt of this notice to advise the school district in writing of any or all of those types of information about the student which you refuse to permit the school district to designate as directory information. Your objections should be addressed to:

Perry Public Schools
Administration office
2665 W. Britton Road
Perry MI 48872

Requests from Military or Institutions of Higher Learning

Upon request, military recruiters and institutions of higher learning will be given access to students' names, addresses and published telephone numbers. Parents/guardians who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the building principal.

Age of Majority

18-year-old students are recognized as adults under the Age of Majority Act. School officials are committed to the equal treatment in application of school policies and procedures to all students. With the exceptions noted below, school district policies and procedures set forth apply to all students, regardless of their attainment of the age of majority. Students 18 years and older may:

- (1) have the same privilege as parents/guardians as it relates to access or control of their own student records;
- (2) represent themselves during disciplinary conferences and be the addressee for their grade reports
- (3) sign themselves in and out of school and verify their own absences. NOTE: All attendance standards continue to apply;
- (4) provide reason(s) for their absences and tardies, NOTE: The same attendance requirements as other students apply, including the acceptable reason(s) for an excused absence / tardy.

Eligible students who wish to assert these rights must register their intent on the appropriate form and process in the high school office. Until such time as the eligible student's intent is registered and accepted, school officials will not apply the above exceptions to school policies and procedures to 18 year-old students.

CHAPTER 14: PARENTAL RIGHT NOTIFICATIONS

Teacher Qualifications

Parents may request information about the qualifications of their child's teachers and paraprofessionals, including:

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional _____ by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

Standardized Testing

Students and parents/guardians should be aware that students in grades 9-12 will take standardized tests at regularly scheduled dates. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials, including number 2 pencils;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

Sex Education

A student shall not be enrolled in a class in which the subjects of family planning or reproductive health are discussed unless the student's parent/guardian is notified in advance of the course and the content of the course, is given a prior opportunity to review the materials to be used in the course, and is notified in advance of his/her right to have the student excused from the class.

Upon the written request of a student or the student's parent/guardian, a student shall be excused, without penalty or loss of academic credit, from attending a class in which sex education instruction is provided. "Class" means an instructional period of limited duration within a course of instruction and includes an assembly or small group presentation.

If a student's parent/guardian files with the school a continuing written notice that the pupil is to be excused from a class in which sex education instruction is provided, the student shall not be enrolled in such a class unless the parent/guardian submits a written authorization for that enrollment.

English Language Learners

The school offers opportunities for English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Language Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the school district's English Language Learners programs

For questions related to this program or to express input in the school's English Language Learners program, contact the superintendent's office.

Pesticide Application Notice

The school district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact:

Perry Public Schools
Tom Sims, Buildings & Grounds
2665 W. Britton Road
Perry MI 48872
517-625-3108

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

Mandated Reporters

School teachers, counselors, social workers, and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Michigan Family Independence Agency.

Appendix A: Student Code of Conduct

The Perry High Schools Code of Conduct is a guiding statement of the school's rules regarding student behavior. Infractions and the associated consequences have been placed into a progressive level system, with minor infractions at Level 1, more serious infractions at Levels 2 and 3, and with the most serious infractions at Level 4.

PURPOSE

This Code of Conduct is maintained by the Perry Public School District to establish the best possible learning environment for high school students and provide for the safety and well-being of all students and employees of our high school. All PHS students and their parents are expected to understand this Code of Conduct. It is provided to each student as a source of general information, a guide to school rules, and as an expectation of PHS student responsibility.

The Perry Public School District is dedicated to the education of the whole student: not only academically, but also physically, socially, and emotionally. Our district intends to teach universal values and conduct, such as honesty, integrity, loyalty and respect for others, fundamental to the development of responsible citizens. This Code of Conduct is therefore not only intended to enforce safety and order in the learning environment, but to educate students on proper behavior.

The purpose of discipline is to encourage and teach appropriate school behavior. Daily positive and caring interactions promote responsible decision-making. When it becomes necessary to establish discipline consequences for a student's misconduct, consideration will be given to the student's age, experience, and abilities. The administration has the option to act in each case on an individual basis and to administer discipline over and above what is stated. Past behavior may also be a factor in determining appropriate consequences.

Our building administrators and staff act "in loco parentis," which means the law allows them to direct a student as would a parent/guardian in their absence. This applies to all staff, not just teachers assigned to a student at a particular moment. If given a direction by a staff member, the student is expected to comply.

GENERAL INFORMATION

Application and Scope of the Code of Conduct:

The Code of Conduct applies to all students enrolled at Perry High School. The code applies anytime students' conduct is reasonably related to Perry High School or PHS activities, such as:

1. On, or within sight of, school grounds before, during, or after school hours
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school (such as away athletic events)

3. Traveling to or from school or a school activity, function, or event, including on school-sponsored transportation
4. Anywhere the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function. This includes but is not limited to conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member or (b) endanger the health or safety of students, staff, or school property.

The Discipline Process:

The Code of Conduct is intended to be applied to (1) student misbehavior that falls above and beyond minor classroom misbehavior, (2) for persistent disobedience in the classroom, and (3) for behavior that stands outside acceptable, orderly functioning of the school. Whenever possible, teachers and staff believe in intervening to try to teach students proper behavior--and in including parents/guardians in the teaching process--before behavior is escalated to an office-level referral on the Code of Conduct's infraction levels.

When PHS student misbehavior must be brought to the attention of a building administrator, the principal will meet with the student and—if warranted—begin an investigation. An investigation is not always necessary. It is conducted to determine the facts of the situation and whether the student committed the infraction. The investigation includes conversations with staff and, in some cases, other students who were present. Following the investigation, the student shall be provided due process, and, if it has been determined that the student has violated the Code of Conduct, a conduct report (referral) will be completed. The report includes the student's name, date of incident, details of the incident, description of the infraction, and the resulting consequence. Parents/guardians will be involved in this process when this is deemed appropriate by the administrator.

Explanation of Infraction Levels:

Infractions are divided into four levels, with Level 1 infractions being the least severe and Level 4 being the most severe. The examples of misconduct listed are not the only acts or conditions for which disciplinary actions may be warranted, nor do they in any way limit these regulations and rules. The violations and penalties listed in the Code of Conduct are only guidelines. Actual circumstances, the severity of those circumstances, and the student's disciplinary record may dictate other consequences not specifically outlined. The sanctions depend on the level of the infraction(s), the student's grade level, and whether prior offenses have occurred.

Implementation of the Code of Conduct:

Implementing the Code is the responsibility of the building administrator. Consequences will occur progressively if feasible. In cases of a severe offense or habitual offenders, however, it may be necessary to proceed directly to an advanced level of disciplinary action, or even treat a lower Level infraction as a higher Level. The Levels are also “cumulative”; in other words, two Level One infractions of different types will be treated similarly and will escalate the student’s consequences. Perry High School staff believes students need to recognize their actions have consequences, and we believe learning the effects of behavior is very important in becoming mature, positive, healthy members of society.

Removal of a Student During School-Pending Investigation:

When a PHS principal deems it necessary, the Code permits temporary removal from school of a student charged with, suspected of committing, or suspected of being involved in an infraction or incident, for a reasonable period of time:

- to complete the investigation of an alleged infraction or incident,
- to defuse a situation that could become worse without such removal, or
- for other reason(s) in the best interests of a particular student, a school, its students, or its staff.

Such a removal shall not constitute disciplinary action, although the infraction or incident that prompts it may conclude in further disciplinary action.

The Code of Conduct and Confidentiality of Disciplinary Records:

A student’s record of disciplinary action is confidential. Parents/guardians may request and receive a copy of a school record of disciplinary action referral slip about their own child. Except as required by law, or in keeping with a parent’s/guardian’s written request, or a student’s written request if age 18 or older, a student’s record of disciplinary action will not be released

APPEAL PROCESS & DUE PROCESS RIGHTS

The Perry High School staff recognizes the importance of safeguarding a student’s constitutional rights, particularly when subject to disciplinary procedures. To better ensure appropriate due process is provided a student, the school establishes the following guidelines:

SHORT-TERM SUSPENSION

[ten (10) school days or less]:

The student will always be granted the opportunity to respond to the charges against him/her prior to the suspension (i.e., due process). When a student is suspended, the student and/or parent/guardian will be given written and/or oral notice of his/her suspension and the reasons for the suspension.

Appeal process for short-term suspension:

Suspensions of three (3) days or less may not be appealed.

To appeal a suspension of four (4), but not more than ten (10) school days, a written appeal must be submitted to the building administrator within two (2) school days of the parents'/guardians' verbal notification of suspension. The written appeal must contain the reason(s) that the suspension is being appealed. The student shall not be reinstated during the appeal process.

Upon review, the building administrator may uphold the suspension, establish an alternative suspension of lesser severity, or reverse the suspension in its entirety. The review may include, but not be limited to, a meeting with the parents/guardians if, in the principal's opinion, this is appropriate. The principal will reach the decision and inform the parents/guardians in writing within two (2) school days after the receipt of the written appeal request.

If the appeal is denied by the building administrator, the student and parents/guardians may appeal the decision in writing to the superintendent within two (2) school days of the parents'/guardians' receipt of the principal's decision. The superintendent will reach a decision and inform the parents/guardians in writing within five (5) school days after the receipt of the written request. The superintendent's decision shall be considered final.

LONG-TERM SUSPENSION

[more than ten (10) school days] or expulsion

The student will always be granted the opportunity to respond to the charges against him/her prior to the suspension (i.e., due process). When a recommendation is made that a student be suspended long-term or taken before the Board of Education for expulsion, the student and/or parent/guardian must be given written notice of the recommendation. The recommendation will include the reasons for the long-term suspension or expulsion, a brief description of the student's rights and of the private hearing procedure, and a summary of the facts. The student may be suspended pending completion of the hearing conducted by the superintendent and any appeal of the superintendent's decision.

Appeal Process for long-term suspension [more than ten (10) school days] or expulsion following the hearing, the superintendent will make a decision within five (5) school days after completion of the hearing. The parents/guardians may appeal an expulsion to the Perry Board of Education, in writing, within three (3) school days after receipt of the Superintendent's decision. The parents/guardians shall state in the appeal the reasons they think the superintendent's decision is not justified and provide any extenuating circumstances they wish the Board to consider. The Board may conduct a hearing. The Board limits its role to considering the superintendent's decision and any information provided by the superintendent and parents/guardians in support or opposition to the superintendent's decision. The Board shall issue its decision in writing within ten (10) school days after it receives the appeal.

The Board shall act publicly within ten (10) school days on any written appeal to an expulsion, to a written request for reinstatement or to request for admission after being permanently expelled from another district.

REPORTING INFRACTIONS TO THE AUTHORITIES

In compliance with MCL 380.1308 and the Michigan School Safety Response Guide, Perry Public Schools reports certain incidents of student misconduct to local police agencies within the limits of the Family Educational Rights and Privacy Act. Listed are examples of offenses that must be reported to police and other offenses that may be reported depending on individual circumstances.

In judging whether to report an offense to local police, administrators consider multiple criteria, including current law, severity of the incident, pattern of the student's behavior over time, school safety and the specific context of each incident.

A	B	C
Under MCL 380.1308, the School System Must Report to the Local Police	Under MCL 380.1308, the School System May Report to the Local Police; Administrative discretion is used on a case-by-case basis	Other offenses that Perry Public Schools May Report to Local Police pursuant to District policies; Administrative discretion is used on a case-by-case basis

<ul style="list-style-type: none"> • minor in possession (MIP) • alcohol, tobacco products; include under influence • possession, use, dealing drugs or other controlled substances • <u>Reportable Weapons:</u> “firearms, bombs, silencers, double-edged, no folding stabbing instruments, a switchblade, a blackjack, a slingshot, a Billy club, a bludgeon, metallic knuckles, a sand club, a sand bag, a Taser or stun gun, a gas ejecting device that is not a self- defense spray device or any other article carried or possessed for use as a weapon e.g., a tire iron or baseball bat carried for purposes of assault or defense.” • arson • explosion • vandalism of school property– over 	<ul style="list-style-type: none"> • physical assault • verbal assault • theft of school property– under \$100 • vandalism (intentional destruction of school property) – under \$100 • bus with students involved in accident or incident 	<ul style="list-style-type: none"> • gang or other hate-related activity • hazing • demonstrations/strikes • other weapons not shown in column A
<p>\$100 (intentional destruction of property)</p> <ul style="list-style-type: none"> • theft of school property– over \$100 • robbery/extortion • bomb threat • criminal sexual conduct • suicide threat or attempt • suspected/armed student/hostage • intruder if he/she refuses to leave • death or homicide 		

Steps of Persistent Disobedience:

Definition: A predetermined set of consequences for a pattern of misbehavior that overrides other disciplinary measures listed in the Code of Conduct.

Procedure: Because students who are disruptive on a continued basis become major deterrents to the educational process, a student will be placed on the Steps of Persistent Disobedience when the student's discipline record demonstrates to administration a pattern of misbehavior (or as a result of a major infraction).

The principal's disposition of each case will be governed by:

1. The seriousness of the infraction(s)
2. The student's previous conduct record
3. The circumstances involved in the case
4. The level of honesty used by the student

Students on the Steps of Persistent Disobedience will typically not be disciplined according to the Code of Conduct, but will instead receive consequences based upon the Steps described below:

STEP ONE

If a subsequent incident occurs after being placed on the Steps of Persistent Disobedience, the student will be suspended from school for three (3) days.

STEP TWO

If a second incident occurs after being placed on the Steps of Persistent Disobedience, a five (5) day out of school suspension will be initiated.

STEP THREE

A student involved in any incident at this level will be suspended from school for ten (10) school days pending referral to the Board of Education for a disciplinary hearing. The administrator will provide the Board of Education with a written referral and a recommendation for expulsion.

Snap Suspension (File 8350)

Definition: Teacher-initiated, one-day suspension from school.

Procedure: MCL 380.1309 of the Revised School Code introduces "snap suspension" to the disciplinary process. Snap suspension allows a teacher to suspend for a specific act, any age student from any "class, subject or activity" for up to one (1) day if the teacher "has good reason to believe" the pupil's conduct would merit suspension under the local board Student Code of Conduct. The legislation and board of education policy imposes requirements on the teacher:

1. The teacher must “immediately” report the suspension to the principal and then send the student to the office for “appropriate action” by the principal.
2. “As soon as possible” the teacher must ask the student’s parent or guardian to meet. An administrator shall attend the conference. This conference should be required by the teacher to occur within twenty-four (24) hours of the snap suspension. The school counselor, psychologist, or social worker shall also attend when requested by the principal.
3. Teachers must submit a written summary of the details of the incident leading up to the snap suspension by 5:00 PM, of the same school day.
4. With any suspension, due process must be granted. That is, the teacher must give the student an opportunity to be heard and to present his/her case before suspension occurs.
5. Special Education students may not be suspended without consideration of behavior relative to the handicap pursuant to the requirements of IDEA (Individuals with Disabilities Education Act), Section 504, and all other laws and regulations concerning students with special needs. The school must hold a Determination Review where the question needs to be asked if the behavior represents a condition of handicap. If so, the behavior must be considered relative to the IEP (Individual Education Plan). Special Education students may not be suspended more than ten (10) days, cumulative, without reconvening an IEP (Individual Education Plan).

The student separated from class due to a snap suspension shall not return to that teacher’s classroom that day without mutual agreement of the teacher and principal. The student will be permitted, during the term of the suspension, to attend other classes taught by other teachers only when the student’s conduct does not rise to the level of requiring a multiple day suspension or expulsion in accordance with board of education Policy and the Student Code of Conduct.

Appendix B: Perry Public School District Anti-Bullying Policy

It is the policy of the District to provide a safe educational environment for all students. Bullying of a student at school is strictly prohibited. This policy shall be interpreted and enforced to protect all students and to equally prohibit bullying without regard to its subject matter or motivating animus.

A. Prohibited Conduct.

1. Bullying. Bullying of a student at school is strictly prohibited. For the purposes of this policy, "bullying" shall be defined as:

Any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

- a. Substantially interfering with educational opportunities, benefits, or programs of one or more students;

- b. Adversely affecting a student's ability to participate in or benefit from the District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
 - c. Having an actual and substantial detrimental effect on a student's physical or mental health; or
 - d. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.
2. Retaliation/False Accusation. Retaliation or false accusation against a target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying is strictly prohibited.

B. Reporting an Incident. If a student, staff member, or other individual believes there has been an incident of bullying in violation of this policy, s/he shall promptly report such incident to the appropriate principal or designee, or the Responsible School Official(s), as defined below. A report may be made in person, via telephone, or in writing (including electronic transmissions). If an incident of bullying is reported to a staff member who is not the appropriate principal or designee, or a Responsible School Official, the staff member shall promptly report the incident to one or more of the aforementioned individuals.

1. Anonymous Reporting. To encourage reporting of suspected bullying or related activities, each principal, with advice and consent of the Responsible School Official(s), shall be responsible for creating, publicizing, and implementing a system to permit individuals to make anonymous reports. Any such system shall emphasize that the District's ability to investigate anonymous reports may be limited.
2. Complaints Against Certain School Officials. Complaints of bullying by the building principal or designee may be reported to the Superintendent. Complaints of bullying by the Superintendent may be reported to the President of the Board of Education.

C. Investigation. All reported allegations of a policy violation or related complaint about bullying shall be promptly and thoroughly investigated by the building principal or designee. A description of each reported incident, along with all investigation materials and conclusions reached by the principal or designee shall be documented and filed separately with similar materials in the District's central administrative office.

D. Notice to Parent/Guardian. If the principal or designee determines that an incident of bullying has occurred, s/he shall promptly provide written notification of the same to

the parent/guardian of the victim of the bullying and the parent/guardian of the perpetrator of the bullying.

E. Annual Reports. At least annually, the building principal or designee, or the Responsible School Official shall report all verified incidents of bullying and the resulting consequences, including any disciplinary action or referrals, to the Board of Education. The annual Board report may be given in writing, in person at a regular Board meeting, or as otherwise requested by the Board of Education.

F. Responsible School Official. The Superintendent ("Responsible School Official") shall be responsible for ensuring the proper implementation of this policy throughout the District. The foregoing appointment shall not reduce or eliminate the duties and responsibilities of a principal or designee as described in this policy.

G. Posting/Publication of Policy. Notice of this policy will be: (a) annually circulated to all students and staff, (b) posted in conspicuous locations in all school buildings and departments within the District, (c) annually discussed with students, and (d) incorporated into the teacher, student, and parent/guardian handbooks.

1. Prevention Task Force. Within 180 days of adoption of this policy, the Responsible School Official shall form a bullying prevention task force. The task force shall identify, develop and/or recommend written materials, training programs and initiatives for implementation. In its discretion, the task force may involve school staff, students,

2. Training and Educational Programs. The Responsible School Official shall provide the opportunity for annual training for administrators, school employees and volunteers who have significant contact with pupils on preventing, identifying, responding to, and reporting incidents of bullying.

The Responsible School Official shall also periodically arrange or otherwise provide educational programs for students and parents/guardians on preventing, identifying, responding to, and reporting incidents of bullying and cyberbullying. The Responsible School Official may arrange for classroom teachers to address the foregoing issues within the classroom curriculum.

H. Definitions

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

2. "Telecommunications Access Device" means that term as defined in Section 219a of the Michigan Penal Code, 1931 PA 328, MCL 750.219a, as may be amended from time to time. As of January 2012, "Telecommunication Access Device" is defined to mean any of the following:

a. Any instrument, device, card, plate, code, telephone number, account number, personal identification number, electronic serial number, mobile identification number, counterfeit number, or financial transaction device defined in MCL 750.157m (e.g., an electronic funds transfer card, a credit card, a debit card, a point-of-sale card, or any other instrument or means of access to a credit, deposit or proprietary account) that alone or with another device can acquire, transmit, intercept, provide, receive, use, or otherwise facilitate the use, acquisition, interception, provision, reception, and transmission of any telecommunications service.

b. Any type of instrument, device, machine, equipment, technology, or software that facilitates telecommunications or which is capable of transmitting, acquiring, intercepting, decrypting, or receiving any telephonic, electronic, data, internet access, audio, video, microwave, or radio transmissions, signals, telecommunications, or services, including the receipt, acquisition, interception, transmission, retransmission or decryption of all telecommunications, transmissions, signals, or services provided by or through any cable television, fiber optic, telephone, satellite, microwave, data transmission, radio, internet based or wireless distribution network, system, or facility, or any part, accessory, or component, including any computer circuit, security module, smart card, software, computer chip, pager, cellular telephone, personal communications device, transponder, receiver, modem, electronic mechanism or other component, accessory, or part of any other device that is capable of facilitating the interception, transmission, retransmission, decryption, acquisition, or reception of any telecommunications, transmissions, signals, or services.

3. "Telecommunications Service Provider" means that term as defined in Section 219a of the Michigan Penal Code, supra, as may be amended from time to time. As of January 2012, "Telecommunications Service Provider" is defined to mean any of the following:

a. A person or entity providing a telecommunications service, whether directly or indirectly as a reseller, including, but not limited to, a cellular, paging, or other wireless communications company or other person or entity which, for a fee, supplies the facility, cell site, mobile telephone switching office, or other equipment or telecommunications service.

b. A person or entity owning or operating any fiber optic, cable television, satellite, internet based, telephone, wireless, microwave, data transmission or radio distribution system, network, or facility.

- c. A person or entity providing any telecommunications service directly or indirectly by or through any distribution systems, networks, or facilities.

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