

2019-2020

**Munising Middle/High School
810 State Hwy. M-28 West
Munising, MI 49862**

STUDENT HANDBOOK

Administration

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Dear Students:

Your turn to continue the tradition of excellence by students before you at Munising Middle/High School now begins. The challenge is now to carry on this legacy of distinction.

We hope you will take advantage of the many fine curricular and co-curricular opportunities offered here. The research is clear; students who participate in school sponsored activities experience greater success during school and after graduation. Get involved; join a club, group, team or an organization. Our sincere hope is that you become an important part of our school program.

Remembering that the record you make in your middle/high school career will be with you the rest of your life is vital. Make your record worthy to remember.

We are looking forward to meeting you and working with you this year. If we can be of assistance to you, please feel free to stop by our office.

Much success and best wishes for a wonderful year.

Sincerely,

Peter A. Kelto
Superintendent/6-12 Principal

BOARD OF EDUCATION

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MUNISING MIDDLE/HIGH SCHOOL

Pete Kelto.....Superintendent/6-12 Principal
DeeJay Paquette.....Athletic Director
Matt Mattson.....Guidance Counselor

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Jim Cotey Bette Immel Jennifer Simula
Mandy Frantti Becky McLaren Kristen Sontag
Michelle Gaunt Lynn L’Huillier Tom Stephens
Emily Grout Nicole Lasak Jeff Tebear
Eric Lynch

WELCOME

The administration and staff would like to take this opportunity to welcome you to Munising Middle/High School. The information in this handbook has been carefully prepared to help you succeed at school. This information is in compliance with board of education policies, copies of which are available in the principal’s office. The support staff, teachers, counselors, and administrators are all here to assist you with your education. If you should have any questions, feel free to seek their advice.

ENFORCEMENT OF POLICIES

All administrators, teachers, and staff members of Munising Middle/High School are vested with legal authority to enforce the policies and regulations set forth by the Board of Education and rules established by the school administration. Refusal on the part of the students to respect authority at all school functions shall be considered as insubordinate conduct and dealt with accordingly. This shall include school transportation, all bus stops, and all school events.

Students are expected to be familiar with Board policy and rules. A copy of the complete Board policy governing student conduct is available in the Principal's office.

SCHOOL IMPROVEMENT MISSION STATEMENT

The mission of the Munising Middle/High School staff is to provide an education for every student which will result in individual success in the following areas: academic, vocational, physical, creative, cultural and social. Working together in a partnership with the students, parents, and the community, we are building future generations of responsible, self-confident, respectful, motivated adults.

EQUAL EDUCATIONAL OPPORTUNITY

The Munising School District provides equal opportunity for all students, regardless of race, color, creed, disability, religion, sex, age, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District.

NOTICE OF NONDISCRIMINATION

The Munising School District does not discriminate on basis of race, color, national origin, sex, age, disability, height, weight, religion, or marital status in its programs, activities, and employment.

GRIEVANCE PROCEDURES FOR
TITLE VI of the CIVIL RIGHTS ACT of 1964, TITLE I X of the
EDUCATION AMENDMENT ACT of 1972, TITLE II of the
AMERICANS WITH DISABILITY ACT of 1990, SECTION 504 of
the REHABILITATION ACT of 1973 and AGE DISCRIMINATION
ACT of 1975

This handbook only serves as a guideline and is not all inclusive. A more detailed reference is the Board policy. Board policies are available for reading in the offices of each building.

School administration reserves the right to modify this handbook as necessary throughout the school year.

I. ACADEMIC PLANNING

GENERAL COMMENTS

Munising Public Schools has the authority to make reasonable regulations relative to anything necessary for the proper establishment, maintenance, management and carrying-on of the school including regulations relative to anything necessary to the conduct of pupils. MCL S 380.1300; MSA 15.41300.

GUIDANCE PROGRAM

The guidance counselor at Munising Middle/High School will help each student reach the highest level of his/her potential. The guidance office will assist students in:

1. Understanding their abilities, aptitudes and interests while creating an Educational Development Plan (EDP).
2. The educational program that best suits the needs for the individual students.
3. Evaluating their educational progress and planning for future goals.
4. Assisting the students in making career decisions.
5. Evaluations through PSAT, ASVAB, MME, ACT/SAT and other assessments.

STUDENT RECORDS

In compliance with Federal regulations, Munising Public Schools has established the following guidelines concerning each student's records:

- A. The superintendent of schools is the Records Control Officer for the District and is responsible for the processing and maintenance of all student records. The office is located at 810 State Highway M-28 West, Suite B or can be

reached by calling 387-2251.

- B. Each student's records will be kept in a confidential file located in the office of the school he/she attends. The information in a student's record file will be available for review only by the parents or legal guardian of a student, or an adult student (18 years of age or older), and those designated by Federal Law or District regulations.
- C. A parent, guardian, or adult student has the right to request a change or addition to a student's records and to either obtain a hearing with District officials or file a complaint with the U.S. Office of Education if not satisfied with the accuracy of the records or with the District's compliance with the Federal Education Rights and Privacy Act.
- D. The District has established the following information about each student as "directory information" and will make it available upon a legitimate request unless a parent, guardian, or adult student notifies the Records Control Officer in writing within 10 days from the date of this notification that she/he will not permit distribution of any or all of such information:
 - a. name, major field of study; participation in officially
 - b. recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation and awards received; and any other information the District considers would not be harmful or an invasion of privacy, if disclosed.
- E. A copy of the Board of Education's policy and the accompanying District regulations are available at the Superintendent's office. There will also be a person available to answer any questions concerning the policy or regulations.

STUDENT SCHEDULES

Schedules should be picked up during registration before school starts and any problems with schedules should be taken care of at that time. The following factors must be considered when requesting schedule changes:

1. Courses that will be dropped and added will be considered for one week prior and 1 week after the course begins.
2. Students must have a class to add before they may drop.
3. Under unusual and extenuating circumstances, a student may be allowed to drop and add a class after the two day period with permission of the principal.
4. Procedure for drop and add:
 - a. If an alternate course can be added, see your counselor for a drop and add form.
 - b. If the counselor issues a drop and add form, it must be signed by the student's parent or legal guardian and by the teacher of the new course; then returned to the counselor before the change will be made.

All classes that are listed on a pupil's schedule have been approved by the Munising Public Schools Board of Education.

DROP AND ADD

Dropping a class should be done only because of scheduling conflicts. A student should have firm knowledge of the desired courses when pre-registration takes place in the spring of each academic year.

GRADUATION RECOGNITION

Our high school values high academic achievement and honors it at its graduation ceremony. The following honors will be recognized at graduation:

- Summa Cum Laude – 3.9 and above GPA
- Magna Cum Laude – 3.7 up to 3.9 GPA
- Cum Laude – 3.5 up to 3.7 GPA
- Academic Honor – 3.0 up to 3.5 GPA

For graduation ceremony purposes, the class valedictorian and salutatorian will no longer be recognized. A top academic level called Senior Scholar has been added, which will be determined based on a combination of a student's GPA and SAT score. A calculation of cumulative GPA x 250 plus SAT score is required to total 2200 or above or a student must have a 4.0 GPA to receive this honor.

GRADUATION REQUIREMENTS

Students graduating from Munising High School must accumulate a minimum of 22 credits and successfully complete the courses listed below. These requirements may be modified through a Personal Curriculum, and are subject to change due to Michigan Merit Curriculum modifications.

SUBJECT AREA	CREDITS		
English	4		
English 9	1	English 10	1
English 11	1	English 12	1
Mathematics	4		
Algebra 1	1	Algebra 2	1
Geometry	1	Other math (senior year)	1
Science	3		
Earth Science	1	Biology	1
Physics or Chemistry	1		
Social Studies	3		
Civics	½	Economics	½
U.S. History & Geography	1		
World History & Geography	1		
PE/Health	1		
Health	½		
Physical Education	½		
Visual, Performing and Applied Arts	1		
World Language	2		
World Language	1		
2 nd year or equivalent	1		
Electives	4		
TOTAL CREDITS	22		

CLASS RANK

If class rank is needed for scholarship purposes, the ranking shall be determined by the student's grades multiplied by the honor points assigned to their respective classes.

COMMENCEMENT

1. Diplomas are presented at commencement exercises by members of the Board of Education.
2. Any senior who does not have the required credits for a diploma may not participate in commencement exercises.
3. Seniors must dress in an appropriate manner in the judgment of the principal, to participate in the commencement exercises.
4. Seniors exhibiting unacceptable behavior during commencement exercises will have their transcripts withheld until appropriate disciplinary measures are completed.

COMPUTATION OF GRADE POINT AVERAGE

Grade Point Average is computed on a 4.0-point system as follow:

A = 4.0	B = 3.00	C = 2.00	D = 1.00
A- = 3.667	B- = 2.667	C- = 1.667	D- = 0.67
B+ = 3.333	C+ = 2.333	D+ = 1.333	E = 0.00
			M = 0.00

COMPUTATION OF SEMESTER GRADES

Eighty percent (80%) of the semester grade will be based on the coursework during the semester and twenty percent (20%) based on the final exam. To encourage students to achieve the highest percentage in a course, semester grades will be calculated based on the percentage grade achieved in coursework and on the percentage grade achieved on the exam. Mastery Credit (M on transcript) will also be granted if a student exhibits a reasonable level of mastery of the subject matter of the course by achieving at least a C+ on the final exam for the course, regardless of their grade on the coursework.

CLASS STANDING High School Only

Student class placement will be determined by the number of credits at the beginning of the school year in the following manner:

- Less than five credits - FRESHMAN
- Five credits to less than ten credits - SOPHOMORE
- Ten credits to less than fifteen and one half credits - JUNIOR
- Fifteen and one half credits or more - SENIOR

Students enrolling from schools having different graduation requirements will have their credits pro-rated for class placement.

TESTING OUT

Prior to the start of a semester students have the opportunity to test out of courses they are not enrolled in by taking the final exam for the class. Students must earn a minimum of a C+ on the exam to earn credit for the class. A CR (credit) will be listed on the student's transcript indicating successful testing out of a particular course. Once credit is earned under the testing out option, a student may not receive credit thereafter for a course lower in course sequence concerning the same subject area.

DUAL ENROLLMENT

Dual enrollment provides an opportunity for students to take college classes for high school credit, college credit, or credit for both high school and college. Students must receive a qualifying score on specific tests to be eligible for dual enrollment courses. Students interested in dual enrollment should meet with the guidance counselor or principal to make arrangements for this opportunity. Students taking a dual enrollment course will receive the letter grade earned which will apply toward their high school GPA. Students who fail a dual enrollment class will be required to reimburse the school for the tuition cost.

RETAKING A CLASS

Students may request permission to retake a class for credit at Munising High School. Students can only retake a class once, and only if they have received a B- or lower in the original class. The higher of the 2 grades will appear on the transcript and the lower passing grade will be turned into a credit (CR).

SPECIAL EDUCATION

Special Education students who are mainstreamed at the high school level may receive a grade of (CR) Credit and/or (NC) No Credit if stated on their IEP. Such grades will not be included when determining a student's grade point average.

II. ACADEMIC ACHIEVEMENT

SCHOLARSHIP/FINANCIAL AID

A library of information on specific vocations, colleges and trade schools is maintained in our guidance office. Students may obtain applications for admissions, college admission tests, or scholarships from the counselor.

HONOR ROLL POLICY

An honor roll is published at the close of each marking period for middle school students and each semester for high school students. A student must maintain a "B" (3.0 GPA) or better with no grade lower than a "C" to be eligible for the Munising High School /Middle School Honor Roll.

REPORT CARDS

In order to keep students informed of their progress, report cards are issued four times per year, seven to ten days following the conclusion of each marking period or semester. The report cards are taken home and may be kept by the student and his/her parents or guardian.

If parents/guardians wish to consult with a teacher regarding a report card grade, they should call the high school principal at 387-2103. Arrangements will be made for an appointment at a time convenient for both the parent and teacher.

HOMEWORK COMPLETION

At each teacher's discretion, students not completing assignments may be required to attend Homework Completion in our after-school STANGS program. Failure to report to Homework Completion when assigned will result in an in-school suspension on the following day.

MIDDLE SCHOOL REWARDS DAY

To be a participant in this rewards program students must meet the following criteria:

- Must be passing all classes
- Have no missing assignments
- Have no more than 3 tardies and no more than 5 absences per marking period, per class
- Have no discipline issues
- Teacher discretion may be used based on individual student improvement

INCOMPLETE GRADE(S)

The general rule governing a grade or grades of incomplete is that a student will be allowed time equal to the length of the excused absences to make up the work. All make-up work for a grade of incomplete must be turned in within the allotted time or a grade for the course will be awarded based only upon the make-up work submitted within the allotted time. It shall be the student's responsibility to see that the incomplete grade is made up.

Two weeks after the marking period or semester ends, all grades still marked as incomplete will be turned into the grade of an E. Unusual cases requiring different arrangements for make-up work (i.e., prolonged illness) shall require approval of the principal.

III. ATHLETICS

CODE OF CONDUCT

This Code of Conduct is designed for students and parents to help define the role of athletics in the Munising Public Schools.

Participation in athletics is a privilege, not a right. The athlete must earn this privilege through dedication, desire, and discipline. Without the pursuit of these, the athlete can in no way do justice to himself/herself or the school. The athlete must be disciplined in order to be a good citizen and achieve athletic excellence. Munising Public Schools believe that the tradition of winning is established and maintained upon these principles.

Since students learn by doing, our coaches are dedicated to the optimum development of their athletes as individuals with desirable behavior patterns. School athletics provides abundant opportunities for students to practice and learn the skills of successful social behavior patterns.

We wish parents to be aware that athletics has dangers inherent in a student's participation due to physical injury. Therefore, it is required that student athletes have filed with the school athletic office the signed permission of the parent/guardian to participate in athletics, as well as a yearly, up-to-date physical examination. This caution is given to parents even though the school will do all it can to provide and maintain good equipment and playing facilities for use by students.

It has always been and always will be the goal of the coaches and the administrators to minimize injuries. Parents should enroll their son/daughter in their own personal health plan. Although their son/daughter may never sustain an injury, it is always best to be protected.

Good practice habits are essential for successful athletic achievement, and we pride ourselves in helping our athletes acquire good basic practice skills. It is a must that students follow rules and regulations established by the coaching staff. Failure to comply with the coaches, team rules and regulations may lead to expulsion from the team.

ATHLETIC PARTICIPATION FEE

Students participating in a sport will be required to pay a participation fee. High school students will pay \$75.00 per sport with a maximum participation fee of \$200.00 per year. Middle school students will pay \$50.00 per sport. If a family has more than one student participating in athletics during the school year, the maximum amount will be \$250.00.

Munising Public Schools will follow the Federal Guidelines for Free and Reduced Hot Lunch in assisting families who qualify to enable their children to participate in athletics for a participation fee of \$25.00 per sport, individual cap of \$50.00 and a family cap of \$100.00.

Athletic Hardship Application - Families that wish to apply for a scholarship can pick up an application in the Athletic Office.

TRAINING POLICIES

The following policy will be distributed to each athlete and will be returned with the signature of the athlete and his/her parent or guardian before the individual's participation in any athletic program.

The regulations will apply twenty-four (24) hours a day, 365 days a year and will begin immediately upon completion of the 8th grade. All athletic code violations will apply even though a participant and his/her parent(s) or guardian(s) have not yet signed the athletic code.

Adopted June 13, 1985 Amended Dec 14, 1989
Amended Sept. 10, 1987 Amended Aug 6, 1992
Amended Sept. 14, 1989 Amended May 27, 1998
Amended Aug. 14, 2003 Amended Aug. 18, 2004
Amended Aug. 20, 2008 Amended July 13, 2015

ELIGIBILITY

1. All athletes and athletic teams must abide by both the Michigan High School Athletic Association and local school district policies.
2. To be eligible for participation in athletic activities, a student must meet all MHSAA requirements.
3. A student must maintain a passing grade in 66% of their full credit load potential at all times. Weekly academic eligibility checks during each season will be required. If a student is not passing at least 66% of their full credit load when checked, including online classes, that student will be ineligible for competition until the next check but not less than for the next Monday through Sunday. If the next eligibility check reveals the student is still not passing at least five classes, that student is ineligible for competition for not less than the next Monday through Sunday, and so on until the student is passing five classes from the start of the marking period through the recent eligibility check.

For fall sports, the first eligibility check will be done two weeks after the date of the first athletic contest in the sport that the athlete is competing in, but no sooner than the first Friday of the school year.

An eligibility check will be done for freshmen students based on their 8th grade second semester grades. If the student would not meet the above eligibility requirements, he/she will still be allowed to participate in 9th grade athletics but will be placed on academic probation and an eligibility check will be completed after the first 2 weeks of the first semester. The student's eligibility will then be determined, per the above guidelines.

Any student who is academically ineligible will not be allowed to leave early from school to attend an athletic contest.

4. Any student who is academically ineligible will be required to attend STANGS on a weekly basis until the student becomes academically eligible.
5. Any unexcused absence by a student on the day of a scheduled school activity will cause that student to be ineligible to participate in that activity on the day he/she is absent.

6. An athlete must be in attendance at least three class periods on the day of an athletic event, and that absence must be excused. The principal or athletic director may waive this rule for emergency situations.

GENERAL CONDUCT

The athletic policy will apply to any criminal activity which has been committed on or off any school property while the student is representing this school district in any activity.

In the school's judgment, an athlete whose actions in school, out of school, or while participating in that is detrimental to the philosophy of the athletic program will be subject to the same disciplinary action as for the use of drugs, the use of alcohol, and the use of tobacco (smoking or chewing).

TRAINING RULES & PENALTIES

Interscholastic athletics are completely extra-curricular in nature and exist solely through voluntary participation. When a student elects to participate in such voluntary activities, they commit themselves to a level of dedication beyond that expected of those who choose not to participate.

By breaking training, or the athletic code, the athlete is breaking a trust to himself, parents, coach, team, faculty, school and community. Due to the fact that athletes have a major influence on the youth of our community, it is necessary that the Munising Public Schools have a policy in regards to training regulations.

The following training rules will be enforced: The use of or possession of tobacco, the use of or possession of alcoholic beverages, and the use of performance enhancing substances (PED) is prohibited. Any athlete who is part of a group where alcohol or drugs are being used illegally will be subject to disciplinary action. These training rules violations interfere with conditioning and training and are counter-productive in athletic competition.

Curfew rules are to be set by each coach.

RESPONSIBILITY FOR ENFORCEMENT

It shall be the duty of the student's principal to enforce these rules. The athletic director will notify the superintendent who will in turn advise the Board of Education in writing of the incident. A form is available in the principal's office for any adult member of the community to report an infraction within three days of its occurrence.

APPEAL PROCEDURE

An appeal committee shall consist of the athletic director and head coach of the sport the student is participating in and one other head coach selected by the high school principal/superintendent.

A student may appeal to the committee within three days of the suspension through the athletic director. A reply shall be given within five school days; majority opinion of the committee will be final.

MINIMAL PENALTIES

Suspension from games will be handled by a percentage of the total scheduled games in each sport/s, and the suspension will be for the sport/s the individual is presently participating in.

- A. A partial percentage will be rounded off. When calculating games missed, 0.5 or below will be rounded down, and anything above 0.5 will be rounded up.
- B. Practice is still mandatory for any athletic suspension.
- C. The suspended individual will suit-up at games during the period of suspension.

Any athlete, who is part of a group where alcohol or drugs are being used illegally, even though the athlete is not participating in the illegal use of the alcohol or drugs, will be given a one-time warning. Future violations of this clause will result in the athlete being charged with an athletic code penalty.

The first violation is a 20% suspension of the scheduled contests. If a student is participating in more than one sport per season the suspension will apply to both sports. If there is a carryover, it will apply to the next sport the student participates in. The student must also participate in a four hour counseling session provided complete eight hours of community service work as assigned by the school district prior to participating in any athletic contest.

The second offense results in an additional suspension of 50% in the same season of the scheduled contests in a sport. If a student is participating in more than one sport per season the suspension will apply to both sports. If there is a carryover, it will apply to the next sport the student participates in (e.g., student smoking after football begins is a 20% suspension; a second time in the same season is an additional 50% suspension of regularly scheduled games or meets.) The student must also complete 20 hours of community service work as assigned by the school district prior to participating in any athletic contest.

A third violation will result in the student not being able to participate in any contests for one calendar year from the date of the third violation. The student may practice with his/her team(s) with permission from the athletic director and coach. The student must also complete 40 hours of community service work as assigned by the school district prior to participating in an athletic contest.

A fourth violation will mean no participation in any further interscholastic athletic program at Munising High School. Athletic violations that occur in seventh or eighth grade will not carry over to high school.

The Board of Education of Munising Public Schools recognizing that all infractions cannot be covered in a particular code, therefore, reserves the right to act in behalf of the school in cases where severe disciplinary action may be needed.

In cases where the Board feels intervention is necessary a hearing on the matter will be provided for the athlete with his/her parents and

counsel, if requested.

If, after the hearing, it is found that the program would be best served by excluding the student/athlete from athletic competition for an indefinite period of time, the Board will act in behalf of the Munising Public Schools by suspending the athlete from competition.

IV. ATTENDANCE

Regular attendance is necessary for a successful school experience; since it enables the student to participate in instruction, class discussions and other related activities. In addition to the importance that regular attendance has to academic achievement, the development of habits of punctuality, self-discipline and responsibility are also crucial to success. Therefore, regular attendance is part of the criteria for earning credit for course taken.

1. Students are required to attend all of their scheduled classes.
2. **High School students who accumulate more than a total of nine (9) absences per semester, per class (absolute maximum of excused/unexcused absences) will lose credit for those classes. Extenuating circumstances of a medical nature (such as a serious or extended illness or injury), upon receipt of documentation from the doctor in charge, will be considered. Medical excuses must be turned in within one week of the date(s) of the absence(s). This documentation must contain the specific dates that the student could not be in school. After the student's ninth (9th) absence, the student will be required to achieve at least a C+ on the final exam to receive Mastery Credit (M) for that class. If the student does not attain a C+ grade on the exam, the student will receive no credit for the course. Absences not calculated in the nine (9) absence procedure include:**
 - a. Suspensions imposed by a school administrator.
 - b. School-related absences. School-related absences are defined as field trips, student council meetings, guidance office appointments, class meetings, National Honor Society meetings, religious holidays, athletic events, and

- other school functions.
- c. Absences due to a death in the immediate family.
 - d. Required court attendance.
3. Parents/guardians should call the school by 9:00 am the day of the absence. Absences will be considered unexcused unless excused by a parent/guardian.
 4. Students cannot excuse themselves unless legally emancipated. Students who reside at home or with a guardian must have the parent/guardian provide permission for absences.
 5. Student absences for the purposes listed below will be excused when cleared through the office. A phone call to the office from a parent/guardian is required each day that a student is absent, unless the office is informed of a lengthy absence. If the parent has no phone, the parent must send a note with the student upon return. Absences will be excused for the following reasons:
 - a. Personal illness
 - b. Medical appointments that could not be scheduled outside the school day.
 6. Students need to have permission to leave the building and they must sign in/out of the building in the office.
 7. Attendance is done each period of the day.

ATTENDANCE INCENTIVE – ALL STUDENTS

Students with perfect attendance and good citizenship each semester will be recognized at Service Awards.

UNEXCUSED ABSENCES

Students are considered to be unexcused if they are out of class/ school without permission of parent/legal guardian and school administration. Failure to attend scheduled classes but still remaining on school property is also considered an unexcused absence.

The following actions will be taken if a student chooses to miss class without permission from staff or administration.

A “Behavioral Referral” will be sent to administration for truancy.

A parent or legal guardian will be notified of the truancy.

The student will be assigned by administration to S.T.A.N.G.S. tutorial. Failure to attend a mandatory S.T.A.N.G.S. tutorial will result in a one day out of school suspension.

Additional unexcused absences may result in:

Additional S.T.A.N.G.S. placement

Out of school suspension

Student attendance contract

Court referral

Dismissal for remainder of semester

EXAM POLICY

1. All students will be required to take exams first semester.
2. Students with a grade of a B- or better with no missing assignments for the second semester and who have no out of school suspensions for the entire school year will not be required to take the final exam in that class. Students who do not have to take the exam may do so to try to improve his/her grade. The exam score will not be counted if it does not help the semester grade.
3. Students must be present for their exams or no credit will be given for the semester. To prevent distractions during exams, all students must stay in class the entire class period.

TARDINESS

Responsible students who arrive on time are valued not only in school but in the workplace as well. Students must be in the classroom when the bell sounds. Students who are tardy three times in a class will be required to serve a S.T.A.N.G.S. Students who are tardy are required to remain in the classroom. Students will be considered unexcused who choose to leave the classroom after being marked tardy.

LEAVING SCHOOL

If a student has to leave school during school hours, parental contact by phone or a note must be presented to the office signed by his/her parent or guardian. Students will not be allowed to leave school without parental permission. **STUDENTS WHO BECOME ILL IN SCHOOL MUST REPORT TO THE OFFICE.** An attempt will be made to contact a parent (first) or relative to notify them that the student is ill and should be picked up.

NO STUDENT IS PERMITTED TO LEAVE SCHOOL DURING SCHOOL HOURS FOR ANY REASON WITHOUT OBTAINING CLEARANCE FROM THE HIGH SCHOOL OFFICE AND THE STUDENT MUST SIGN OUT. Students **MUST** receive a pass from the office before leaving the building for any reason.

Any student who leaves the building without signing out in the office will be considered in violation of school policy and subject to disciplinary action.

MAKE-UP WORK (High School)

Make-up work is the responsibility of the student.

For excused absences, a student will have amount equal to the number of days absent to make up class work. Failure to make up work within the allotted time will result in a zero grade earned for work missed.

For unexcused absences, make up work is not allowed.

For extra-curricular activities, students are required to obtain assignments before leaving school. Assignments are due at the same time as those required by non-participating students unless prior arrangements are made with the teacher.

For out-of-school suspensions, students will be expected to do their make-up work at home. Make-up work will be made available to the student no later than one day from the date the suspension is assigned. It is the student's responsibility to pick up their work. Make-up work is due on the day of the student's return to school.

MAKE-UP WORK (Middle School)

Late work will be accepted until the end of the marking period with penalty by teacher's discretion.

V. STUDENT BEHAVIOR

Students should be able to live together peacefully and function effectively. Therefore, students need to be taught to discipline themselves and to take responsibility for their actions. The school community, which includes teachers, administrators, all support staff, parents, and students, plays an important role in this development. In order to achieve self-discipline, students need to know "the rules by which the group lives."

Each student should:

1. Respect the inherent human dignity and worth of every individual and self.
2. Be informed and adhere to reasonable rules and regulations established by the Board of Education and implemented by school administrators, teachers, and support staff for the welfare and safety of students.
3. Study diligently and maintain the best possible level of academic achievement.
4. Be punctual and present in the regular school program to the best of one's ability.
5. Refrain from libel, slanderous remarks and obscenity in verbal or written expression and observe fair rules in conversation and responsible journalism.
6. Dress and appear in a manner that meets reasonable standards of health, cleanliness and safety.
7. Help maintain and improve the school environment, preserve school property and exercise the utmost care while using school facilities.
8. Conduct one's self in an appropriate manner while attending all school or school-related functions held on or off school grounds.

9. Continue or become actively involved in one's education, understanding of people and preparation for adult life.

CORPORAL PUNISHMENT - P.A. 521

School persons shall not inflict, threaten to inflict, nor cause to be inflicted; any form of physical punishment as a penalty for student misconduct. The use of reasonable physical force is permitted, in order to protect people from harm, to take possession of dangerous objects or to protect school property.

CLASSROOM REGULATIONS

The Board of Education Policy book and administrative guidelines cover most aspects of school operation. In an effort to allow for differences in teaching style and the demands of various curricula, students can expect that there will be minor deviations among teachers or departments in regards to classroom regulations.

1. The teacher's role is to help students learn in the area of knowledge in which the teacher is proficient. The teacher is responsible for the teaching-learning process in the classroom. Teachers are expected, for the most part, to handle the discipline of their students.
2. Teachers will set forth the goals of the class, grading system, expected requirements for passing, expectations in areas of what constitutes acceptable behavior and other information they deem necessary for the successful operation of the classroom.
3. Students who believe they are being treated unfairly should discuss the matter with the teacher first before seeing a counselor or the principal.

STUDENT TUTORIAL ACADEMIC NIGHT
GROUP SUPPORT (S.T.A.N.G.S.)

Teachers and administrators reserve the right to place students in the S.T.A.N.G.S. program after school due to disciplinary reasons or not making effective use of class time. Notice will be given to the parent or guardian, by the teacher or administration, so that arrangements can be made to have the child picked up at the appropriate time. Assigned S.T.A.N.G.S. must be served the day of the offense or the following school day. Students who do not serve S.T.A.N.G.S when assigned will serve an ISS as scheduled by the SRC Coordinator.

RESPONSIBLE THINKING PROCESS

At Munising Middle/High School it is important that staff and students work together to create an educational environment that fosters mutual respect. Also important is students' opportunity to learn and teachers' freedom to teach. If students decide to detract from the integrity of the classroom, they will be walked through the responsible thinking process. The student will decide if they would like to remain in the classroom or move to the office to work on a plan of improvement. Please review the responsible thinking process outlined below

CREATING MUTUAL RESPECT BETWEEN
STAFF AND STUDENTS

- What are you doing?
- What are the rules?
- What happens when you break the rules?
- Would you like to work on this?

If not, I see you have chosen to report to the office
You are in control of your behavior. We do not control you. We feel you should be given an opportunity to control what will happen to you. Any student referred to the office will be required to complete a plan of improvement in order to regain admission to the classroom that they chose to leave. The plan will need to be approved by the student's teacher either after school that day or prior to school the next day before the student may return to class.

VI. DISCIPLINE

School administrators are authorized by the Board of Education to suspend a student for committing a gross misdemeanor or for engaging in persistent disobedience. Suspensions for longer than ten student attendance days may be imposed only by action of the Board of Education. A student may be suspended by the school administrator while charges and a recommendation for expulsion or suspension of longer than ten school attendance days is pending before the Board of Education unless otherwise limited by these procedures and/or the I.E.P.C.

Section 1311 of the School Code of 1976, MCL 380.1311, provides authority to the Board of Education to suspend or expel a student from school when the student has committed a gross misdemeanor or has engaged in persistent disobedience. Where there is reasonable cause to believe that a student is handicapped and the student has not already been evaluated in accordance with the rules and regulations of the Department of Education, the student shall be immediately evaluated as required by law.

OUT OF SCHOOL SUSPENSION PROCEDURE

A. SUSPENSION FOR TEN (10) SCHOOL DAYS OR LESS

When a school administrator determines that a student has committed a gross misdemeanor or has engaged in persistent disobedience which justifies a suspension of the student from school for a period of ten (10) days or less, the student shall be informed of the charges either verbally or in writing by the responsible administrator and provided an opportunity to respond to the charges prior to the imposition of any suspension. If the student denies the allegations, the school administrator shall explain to the student the evidence against him or her and allow the student an opportunity to present his or her explanation of the incident. If, under the circumstances, immediate exclusion of the student from school is necessary because the student's presence endangers persons or property and/or threatens disruption of the academic process, the opportunity for the student to meet with the administrator and respond to the charges shall be provided promptly following such exclusion. The administrator may specify that the

suspension is one pending a formal hearing before the Board of Education upon recommendation for expulsion or suspension longer than ten (10) days.

Should the school administrator determine that there is justification to suspend the student, the student will be informed of that decision and, in the case of minor students, an attempt will be made to contact the parent or guardian of the student by the building administrator. This notice is to include the length of the suspension, any special conditions relating to the suspension, and the right of the parent or guardian to appeal the suspension.

The parent and/or guardian or an adult student may appeal the suspension to the superintendent of schools or his designee only after discussion with the school administrator imposing the suspension. Any such appeal must be initiated within twenty-four (24) hours following the discussion with the school administrator imposing the suspension.

For out-of-school suspensions, students will be expected to do their make-up work at home. Make-up work will be made available to the student no later than one day from the date the suspension is assigned. It is the student's responsibility to pick up their work. Make-up work is due on the day of the student's return to school.

B. EXPULSION AND SUSPENSIONS FOR MORE THAN TEN (10) SCHOOL DAYS

When a school administrator believes that a student has committed a gross misdemeanor or has engaged in persistent disobedience justifying a recommendation for expulsion or suspension for a period of time exceeding ten (10) school days, the recommendation shall be forwarded to the Superintendent of Schools for review and presentation to the Board of Education. The school administrator may suspend the student from school pending a hearing and determination within ten (10) school attendance days by the Board of Education if the school administrator first determines that the student's continued presence endangers persons or property and/or threatens disruption of the academic process.

The following procedural guidelines will govern the expulsion process:

1. The student and his/her parents or guardian will be provided with reasonable advance written notification of the recommended action and the specific charges and grounds which, if proven, would justify the suspension or expulsion according to the disciplinary policies of this school district. Included within this notice shall be a statement of the time and place for the Board of Education hearing, which time shall be reasonable for the parties involved.
2. The student and his/her parents or guardian will be provided with a brief description of the hearing procedures to be used before the Board of Education.
3. The student and his/her parents or guardian will be provided with a list of the witnesses who will provide testimony to the Board of Education and a summary of the anticipated testimony or facts to which such witnesses will testify.
4. The student and his/her parents or guardian will be given notice of any other evidence upon which the school administration will rely in the expulsion hearing to be conducted before the Board of Education.
5. The student will be given a reasonable period of time to prepare for the hearing.
6. The hearing will be conducted before the Board of Education where the student will be provided an opportunity to present witnesses in evidence and defense of the charges and to request cross-examination of any adverse witnesses.
7. The student and his/her parents or guardian may be represented by legal counsel.
8. The hearing shall be conducted by the Board of Education, which shall make its determination solely upon the evidence presented at said hearing. The hearing is not a court proceeding, and court rules of evidence shall not be enforced at such hearing.
9. The student and his/her parents or guardian shall be informed of their right to request a closed session for the hearing of the expulsion or suspension charges and the Board's deliberations. However, any action of the Board of Education to expel or suspend a student must be by formal motion and vote of the majority of the Board of Education members elected to and serving on the Board of Education in open session. Such action

shall appear in the minutes of the Board of Education and shall be a part of the public record.

10. The Board of Education shall make record of the suspension or the expulsion proceeding.

11. The Board of Education, by majority vote of those elected and serving, shall state, within five (5) days after the hearing, its finding as to whether or not the student charged shall be suspended or expelled. Such findings shall be put into writing and forwarded to the student and his/her parents or guardian.

C. SUSPENSION AND EXPULSION OF DISABLED STUDENTS

In matters relating to the disciplining of students with disabilities, the Board of Education shall abide by Federal and State laws regarding suspension and expulsion.

STUDENT DISCIPLINE RUBRIC

The Student Discipline Rubric is provided as an insert in the middle of this handbook. The discipline codes, notes and definitions are listed below.

Discipline Codes

BIT – Behavioral Intervention Team

OSS – Out of School Suspension

RE – Recommend Expulsion

SRC – Student Responsibility Center

STANGS – Student Tutorial Academic Night Group Support

Notes

-The Discipline Rubric included in this handbook provides a list of major behaviors that could result in disciplinary action. An explanation of each behavior follows the chart. The absence of a behavior or any specific action from this chart does not mean that such conduct does not violate the discipline code or cannot be punished.

-The disciplinary consequences may start at a higher step on the scale, depending upon the degree of misbehavior.

-Written documentation of each offense will be included in each

student's file.

-Parents will be notified after each offense.

-Students committing more than one offense at the same time will be given consequences in sequential order for each of the offenses.

-All STANGS must be served when scheduled. If a student does not serve STANGS they will be suspended (ISS).

-A parent conference is between the student, parents, administration and discipline committee. In case of circumstances requiring continual OSS, a conference will be required before the student returns to school.

-Any student on school probation will be issued a behavior plan set by the administration, behavioral intervention team (BIT), guidance counselor and parent(s). Violation of the plan will result in immediate OSS until parent meeting with BIT.

Level 1 Infractions- Discipline incidents that should be managed by the teacher and do not warrant a discipline referral or administrative assistance. Any behavior that is of low level intensity, passive in nature and/or non-threatening manner is a level 1 behavior. Infractions in this category will be addressed with corrective strategies that will NOT include removal from instruction (In-school suspension/isolation or out-of-school suspension).

Level 2 Infractions- Discipline incidents that should be managed by the teacher with the possible assistance from the SRC supervisor and/or administrator. These infractions will be addressed with corrective strategies that will NOT include removal from school (out-of-school suspension).

Level 3A Infractions- These infractions do not warrant an OSS on first offense, but may require additional corrective strategies if the infraction is repeated by the student.

Level 3B Infractions- These infractions do not necessarily result in an out of school removal but could result in an OSS if administration deems appropriate.

Level 4 Infractions- Discipline incidents that require immediate response from administration, crisis team, its entire staff, and/or community support.

Definitions

1. Unacceptable language and/ or profanity must not be used in hallways or classrooms, or during any school activity. This applies to verbal, written or electronic communication as well as gestures.
2. For Dress Code guidelines, see student handbook.
3. No student shall engage in kissing or intimate bodily contact with another person while on school premises or on school buses.
4. Insubordination is defined as defying or disobeying the authority of a district employee, volunteer, or contractor.
5. Harassment is negative behavior, gestures, or language that is unwelcome, and causes substantial enough emotional distress to disrupt a student's ability to function in school. Harassment may be related, but not limited to, gender, sexual orientation, race, color, ethnicity, religion, physical stature or disability. The policy against harassment includes cyber-bullying committed on school property or at school-related events.
6. Cheating consists of, but is not limited to, copying another student's work, plagiarism, crib sheets or exchanging of answers. This includes the use of electronic devices. *Cheating on exam is an immediate level 3 offense.
7. Possession and or/use of tobacco by students is prohibited at all times in the school building, on school property, or at school functions.
8. Cell phones, pagers, CD/MP3 players, iPods, radios/headsets, or other related electronic devices may only be used before school, after school, and during the school lunch period. If the device is being used during lunch, it may only be used in the cafeteria.
9. All high school students will operate under a closed campus situation and must receive permission from the office to leave the building at any time. All students eating lunch must stay within the designated cafeteria area, and may not be on the second floor or stairwells until the starting bell signals passing time.
10. A dangerous weapon is defined as a device designed to or likely to inflict bodily harm, including, but not limited to a firearm, a dagger, dirk, stiletto, knife with a blade over three (3) inches in length (measured from the tip of the blade to the hilt), pocket knife opened by a mechanical device, iron bar, or brass knuckles or air guns and explosive devices. The term "firearm" is defined as: a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of the explosive; b) the frame or receiver of any such weapon; c) any firearm muffler or

firearm silencer; or d) any destructive device. Also, even though not defined as “dangerous weapons” under state law, knives with blades under three (3) inches in length are not allowed on school property or at school events.

11. Physical assault is defined as intentionally causing or attempting to cause physical harm to another through force or violence against a student, district employee, volunteer, or contractor, which may or may not cause injury.

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

13. In accordance with federal law, the Board of Education prohibits use, possession, concealment, distribution or being under the influence of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include, but are not limited to, any alcoholic beverage, anabolic steroid, and dangerous controlled substance as defined by state statute or substance that could be considered a “look-a-like” controlled substance.

Munising Public Schools reserves the right to implement alternative corrective strategies including, but not limited to those listed below.

- After-school detention in conjunction with instruction designed to teach replacement behaviors
- Behavioral contracts and/or Behavior Support Plans
- Bus – Assigned Seat
- Bus – Probation
- Bus Suspension
- Check-in/Check-out (CICO)
- Conflict Resolution/Appropriate Communication/Social Skills
- Contact and/or conference with parent/guardian.
- Effective de-escalation strategies designed to prevent the occurrence of behavioral infractions
- Home/school communication system

- In School Detention (Lunch Detention, After School Detention, etc) in conjunction with instruction designed to teach replacement behaviors when appropriate
- In School Suspension (ISS)/In School Isolation (ISI) in conjunction with instruction designed to teach replacement behaviors
- Loss of privilege
- Mentoring with specific focus on the remediation of behavioral infractions and plans to teach replacement behaviors
- Pre-correction and effective limit-setting strategies designed to prevent the occurrence of behavioral infractions
- Refer the student to the Behavioral Intervention Team
- Referral to the school counselor
- Reflective activity focused on teaching of replacement behaviors for repeated infractions
- Restitution
- Schedule adjustment
- Schedule re-teaching of school-wide behavioral expectations during student's free or elective periods using direct instruction, modeling, and corrective feedback when appropriate
- Scheduled mandatory social skills instruction aimed at specific repeated behavioral infractions during student's free or elective periods using direct instruction, modeling, and corrective feedback when appropriate
- Seat change
- Self-charting of behavior in conjunction with corrective and reinforcing feedback from educational and/or administrative personnel
- Short-term Behavioral Progress Reports (Daily/Weekly) in conjunction with corrective and reinforcing feedback from educational and/or administrative personnel and communication with home environment when appropriate.
- Teaching, Modeling of expectations and skills using effective instruction strategies
- Temporary classroom change
- Temporary removal from classroom (not more than one hour) in conjunction with instruction designed to teach replacement behaviors when appropriate
- Written Apology with appropriate model and/or guidance from school personnel

DRINKING AND DRUG ABUSE
DRUG FREE SCHOOLS POLICY

In accordance with Federal law, the Board of Education prohibits being under the influence, use, possession, concealment, distribution of drugs by student on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include, but are not limited to, any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute or substance that could be considered a “look-a-like” controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbook up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

POSSESSION AND/OR USE OF TOBACCO,
E-CIGARETTES OR SIMILAR DEVICES

Possession and or/use of tobacco by students is prohibited at all times in the school building, on school property, or at school functions. This includes the use or possession of e-cigarettes or similar devices.

WEAPONS/FIREARMS

The Board of Education is continually concerned about the safety and welfare of District students and staff and, therefore, will not tolerate behavior that creates an unsafe environment or a threat to safety.

In compliance with State and Federal law, the Board shall expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

For purposes of this policy, a dangerous weapon is defined as “a firearm, a dagger, dirk, stiletto, knife with a blade over three (3) inches in length (measured from the tip of the blade to the hilt), pocket knife opened by a mechanical device, iron bar, or brass knuckles” or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices. The term “firearm” is defined as: a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of the explosive; b) the frame or receiver of any such weapon; c) any firearm muffler or firearm silencer; or d) any destructive device. Such term does not include an antique firearm.

Also, even though not defined as a “dangerous weapon” under state law, knives with blades under three (3) inches in length are not allowed on school property or at school events.

VERBAL/PHYSICAL ASSAULTS

The Board may also expel a student in grade six or above for up to 180 school days if the student commits physical assault at school against another student, commits verbal assault against a District employee, volunteer, or contractor or makes a bomb threat or similar threat directed at a school building, property, or a school-related activity.

Physical assault at school against a student, District employee, volunteer, or contractor which may or may not cause injury may result in charges being filed and subject the student to expulsion. Physical assault is defined as “intentionally causing or attempting to cause physical harm to another through force or violence.”

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

SEARCH AND SEIZURE

Areas such as locker and desks, which are owned by the district and jointly controlled by it, may be searched if reasonable cause exists to believe that contraband is inside the locker or desk. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have an expectation of privacy as to prevent examination by school officials.

The principal or building administrator shall be responsible for the prompt recording and writing of each student's search, including the reasons for the search; information received that established the need for search and name of the informant, if any; the persons present when the search was conducted; and substances found and the disposition made of them. The building administrator shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

If law enforcement authorities are involved in the search, the search will be conducted under criminal law standards rather than under the provisions of this policy.

The Board of Education is committed to protect students from individuals not associated with the school system, but also recognizes its responsibility to cooperate with law enforcement agencies and the Department of Social Services. When such agencies request permission to interrogate a student at school, the building administrator shall inform the superintendent and shall attempt to inform the student's parents.

The building administrator shall be present throughout the proceedings if it has been determined that an agency has a legitimate reason to interrogate a student within the confines of the district. The building administrator shall also verify that the student has been informed of his or her right to refuse to answer questions, to be informed that anything he or she says may be used against him or her in court, and to consult with and be advised by legal counsel.

When an agency requests permission to arrest a student, the building administrator shall notify the superintendent. No student shall be released to an agency, other than a law enforcement agency, without proper warrant or written parental permission, except in the event of an emergency or for the protection of life or property as determined by the building administrator.

DISRESPECTFUL BEHAVIOR

Every student of Munising Middle/High School is expected to respect the inherent human dignity and worth of every individual and self. Disrespectful behavior includes, but is not limited to:

- 1. Inappropriate, unacceptable language, and/or use of profanity directed towards any member of the school community or used in the hallways or classroom or via electronic or social media.
- 2. Insubordination, defying or disobeying the authority of any member of the school community.

Individuals involved in disrespectful behavior will be disciplined and the extent of the disciplinary action will be determined after an investigation is completed by an administrator.

BULLYING/HARASSMENT POLICY AND PROCEDURE

POLICY SUMMARY

Munising Public Schools seeks to maintain a safe and orderly environment for all students and staff where individuals respect themselves and others. Bullying and harassment are violations of School Board policy and may also be violations of civil or criminal law.

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

DEFINITION

“Bullying” or “harassment” is any gesture or written, verbal, graphic, or physical act (including cyber bullying) that is reasonably perceived

as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress and may be motivated either by bias or prejudice based upon any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation; or a mental, physical or sensory disability or impairment; or by any other distinguishing characteristic, or is based upon association with another person who has or is perceived to have any distinguishing characteristic. Bullying and harassment also include forms of retaliation against individuals who report or cooperate in an investigation under this policy. Such behaviors are considered to be bullying or harassment whether they take place on or off school property, at any school-sponsored function, or in a school vehicle or at any time or place where a child's imminent safety or over-all well being may be at issue.

Bullying or harassment may occur in school between students or between students and staff. Bullying or harassment of students is prohibited and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors and volunteers.

REPORTING PROCEDURE

In the event of bullying or harassment, students are encouraged to:

1. Tell the person to stop, in no uncertain terms.
2. Document in writing what happened, when and where, and who might have witnessed it.
3. Talk to a teacher, counselor, or principal and ask for assistance,
4. Tell your parents.
5. Every student should, and every staff member must report any situation that they believe to be improper bullying or harassment of a student. Reports may be made to those identified above.

Confidentiality of the victim and the reporter shall be maintained whenever possible. Prior to investigation by a school official, confidentiality of the alleged bullier or harasser will also be maintained whenever possible.

Retaliation against any one person for complaining about bullying or harassment, or participating in an investigation, is prohibited. Suspected retaliation should be reported in the same manner as bullying or harassment. Intentionally false reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action.

If the investigation proves that a false complaint was made, the reporter may be disciplined at the discretion of school officials. Discipline for bullying and harassment is determined by the Munising Public Schools' superintendent and designated principals.

CHEATING POLICY

Each student is expected to be honest in his/her course work. Dishonesty in assignments, examinations, or other academic work is considered an extremely serious offense by the faculty, administration and student body. Any student found cheating will be subject to disciplinary action. Cheating consists of, but is not limited to, the following: copying another student's work, plagiarism, crib sheets, or exchanging of answers, or using a wireless communication device dishonestly.

VII. MISCELLANEOUS

ASSEMBLIES

The scheduling of assemblies shall be left to the discretion of the principal working with the faculty. Only programs which contribute either directly or indirectly to the cultural or educational enrichment of the student body shall be scheduled.

All students who have regularly scheduled class during the time of an assembly are required to attend. When admission is charged, students not wishing to attend will be provided a place to study.

BACKPACKS/PURSES/BOOK BAGS, ETC.

These items are to be stored in lockers during the school day. Do not carry them to class or leave in classrooms or hallways.

PERSONAL COMMUNICATION DEVICES (PCDs)

Students may use personal communication devices (PCDs) before and after school, during their lunch break, as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extra-curricular activities) and/or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and should be stored in the student's locker.

For purposes of this policy "personal communication device" includes computers, tablets, (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones, (e.g., Blackberry, iPhone, Android devices, Windows Mobile devices, etc.)), telephone paging devices (e.g., beepers or pagers), and/or other web-enabled devices of any type, including ear buds, AirPods, head phones, etc.

Reasonable suspicion that a PCD has been used to violate District policies or administrative guidelines shall be subject to disciplinary action and will result in the communication device being confiscated.

A student may possess a wireless communication device (WCDs) or other electronic communication devices (ECDs) and electronic storage devices (ESDs) in school, on school property, at after school activities, and at school related functions provided that during school hours, school events, and on a school vehicle its use is not disruptive or distracting to the educational process, the scheduled activity, or other participants. For all students, devices may be used before and after school, during lunch hour and during the class exchange time. For high school students they may be used in class for academic reasons with teacher permission. Middle school students will not be allowed to use their devices during class. If a student wishes to bring their device to the classroom, it must be stored per teacher instructions.

The school prohibits the use of any video device from any restroom, locker room or other locations where students and staff “have a reasonable expectation of privacy.” A student improperly using any device to take or transmit images will face disciplinary action up to and including suspension or expulsion.

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

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, s/he will be disciplined per cheating policy. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense.

BUS REGULATIONS

RESPONSIBILITY OF THE STUDENTS

- To occupy a seat and to refrain at all times from moving around while the bus is in motion. If necessary, a student may be assigned a seat.
- To observe classroom conduct, except for ordinary conversation, while riding and/or getting on or off the bus.
- To obey the driver and to report promptly to the school official when instructed to do so by the driver.
- To warn the driver of approaching danger if there is a reason to believe the driver is not aware of the danger.
- To be in the place designated, both morning and evening, and be ready to board the bus at the time shown on the schedule. The driver is responsible for the maintenance of this schedule and cannot wait for tardy pupils.

- To ride only the bus to which the student has been assigned.

PERSONAL SAFETY

1. The student must stay off the traveled roadway at all times while waiting for the bus.
2. The student must wait until the bus has come to a stop before attempting to get on or off, and must remain seated at all times when the bus is in operation.
3. The student may leave the bus only at the consent of the driver.
4. In case of emergency, students may enter or leave the bus only at the front door after the bus has come to a complete stop.
5. If it is necessary for the student to cross the traveled highway after leaving the bus, he/she shall do so in the following manner:
 - a) When the bus is stationary.
 - b) On alighting, the student shall go to the front of the bus within the sight of the driver and wait for the proper signal to cross.
 - c) Upon signal from the driver or from a personal escort, the student shall look both ways and then proceed across the highway in front of the bus.
6. Students shall keep hands and head inside the bus at all times.
7. Unacceptable language is not permitted.
8. Smoking, use or possession of tobacco or use of alcoholic beverages or drugs is not permitted.
9. Flammable and explosive items, such as cigarette lighters, smoke bombs, firecrackers, etc., are prohibited.
10. Knives or other sharp objects, firearms or animals are not allowed on the bus.
11. If possible, the driver should be informed when a student will be absent from school at least a day prior to the expected absence.
12. The student must report to the driver, at once, any damage to the bus that is observed.

BUS TRANSPORTATION

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal.

A change in a student's regular assigned bus stop may be granted for a special need, if a note from a parent is submitted to the transportation director stating the reason for the request and the duration of the change.

CLOSED CAMPUS

All students will operate under a closed campus situation. The cafeteria will be available for those eating hot lunch or for those carrying their lunch. At lunch time students may not be on the second floor or stairwells until the starting bell signals passing time.

DRESS GUIDELINES

Clothing worn by students shall be neat and clean and in good repair for the personal health and safety of the student. Immodest clothing of such types that detract from the educational process shall not be worn. The purpose behind a dress code is to promote a good academic environment, maintain discipline and prevent disruption of the educational process. While the Board of Education recognizes that each student's mode of dress and grooming may be a manifestation of personal style and individual taste, any type of dress or hairstyle that is disruptive, distracting, unsanitary or unsafe is prohibited. A student who continues to violate the dress code will be subject to appropriate disciplinary measures.

Examples include, but are not limited to:

1. Clothing bearing printing, slogans, mottos, and advertisements not in good taste shall not be worn.
2. Bare midriffs and plunging necklines are not allowed. Skirts,

dresses, and shorts must be of a length that reaches the fingertips of student with arms fully extended downward at sides. Students will be required to change into acceptable clothing or they will be sent home. The time home will be considered unexcused.

3. Footwear must be worn at all times for health reasons.
4. Hats or other headwear, including hoods, are not to be worn in school at any time. The exception to this may be a designated dress up day during Homecoming.
5. Athletic uniforms that do not fit these guidelines may not be worn during the school day.

FINES AND FEES

Each student (grades 6-12) must maintain a \$10.00 text book deposit. Text book fines and other charges against the student will be deducted from this account. These charges will be assessed at the end of the school year and must be paid to the school office before final report cards are issued. This procedure is to be followed throughout the student's middle school and high school years. If a student accumulates charges greater than \$10.00, he/she must pay the charges and maintain the \$10.00 deposit.

Senior fees and fines - seniors who have outstanding financial obligations from their four years of high school must compensate the school district prior to commencement.

Basic materials will be provided by the school for art, welding, and woodworking. Individuals who exceed these basic quotas will be expected to provide their own additional supplies and materials.

FIRE ALARMS

If the fire alarm sounds, follow the directions set forth by your teachers. If you are not in class at the time an alarm sounds, you should still head for the nearest exit. We will notify you by way of the P.A. system if the alarm is a false one and we want you to return to class. Take every alarm seriously; it may save your life.

Any student who knowingly pulls a false alarm will face the following penalties: The district will refer the matter to local law enforcement or fire officials for prosecution; and a 5 day out of school suspension will be issued with a year long behavioral contract established

FLOWERS—BALLOONS—GIFTS

Flowers, balloons, gifts, etc. are not to be delivered to the classroom for distribution during the school day. Items delivered must be left in the office.

FOOD OR DRINK

Food and drink items may be consumed in classrooms, but only at the classroom teacher's discretion. Food and drink items may be consumed in the hallways, providing containers, wrappers, etc., are properly disposed of. Because we are a "Peanut Aware" school district, any food containing peanut/tree nut products is prohibited.

While we have an ice machine in the building, students are not to take ice from the machine unless it is required for an injury and they must get permission from the office before doing so.

Ordering out for lunch is not permitted.

LIBRARY

The library is to be used by classes and individuals for checking out books for home use as well as for reference and research materials which are used at the library tables.

The librarian and assistants are available at all times for rendering help in locating materials. Current newspapers and magazines are also available for a variety of interest areas.

Library regulations are as follows:

1. All students using the library during class time must be accompanied by their teacher. Once reporting to the library,

students must remain there for the rest of the hour, unless directed otherwise by their instructor.

2. No books, magazines, or other materials are to be removed from the library without first being checked out.
3. Reference or reserve materials may be used in the library only.
4. Books are checked out for three weeks and are due on the latest date stamped on the due date card.
5. Materials may be renewed once if there is not a waiting list.
6. Materials damaged beyond reasonable wear or lost shall be paid for.
7. All fines must be paid before the end of the school year.
8. Students must remain quiet and respect the rights of all other students in the library.
9. Students who do not observe these regulations may lose library privileges.

LOCKERS

Lockers are the property of the Munising Public Schools. Students will be issued a locker during registration for their use and are expected to keep it neat and clean. Students' lockers and their contents may be searched when school officials believe it is necessary to maintain order and discipline in the school. While students may lock their lockers against intrusion by other students, at no time shall students have an expectation of privacy in their locker as to prevent examination by a school official.

LOCKERS SHOULD ALWAYS BE LOCKED AND NOT RIGGED TO OPEN WITHOUT HAVING TO USE THE COMBINATION. DO NOT GIVE YOUR LOCKER COMBINATION TO ANYONE. WE RECOMMEND THAT YOU KEEP ANY MONEY OR VALUABLES WITH YOU AT ALL TIMES.

Each student will be assigned an individual locker with a combination lock. The care of the locker will be the responsibility of each student. Any damage to a locker will be charged against the student assigned to that locker.

LOST AND FOUND

Lost and found articles should be brought to the office. Items not claimed will be turned over to some charitable organization at the end of each marking period or such time as the office sees fit.

LUNCH ACCOUNTS

Lunch cards must be used when purchasing a lunch.

MOTOR VEHICLE OPERATION

All students who operate motor vehicles to and from school must operate them in a safe and orderly manner. The speed limit on all school property is to be 5 miles per hour when entering and exiting the student parking lot. Students who drive carelessly will be subject to disciplinary action and could lose the privilege of driving on campus.

DO NOT PARK in spaces that are reserved for handicapped persons. If you do, your car WILL BE TOWED AWAY at your own expense. There is to be no parking in the circular drive in the front of the school building. Cars parked in this area will be towed away at the owner's expense. This area must be kept open at all times by order of the State Fire Marshall. All cars must be parked within the designated lines. Cars are not to be parked near curbs or fire lanes. Violation of this policy will cause loss of driving privileges. Operation of a motor vehicle is a privilege, not a right. This must be kept in mind at all times.

NEW STUDENTS

New students and transfer students enrolling in Munising Middle/High School for the first time or students who are re-enrolling must be accompanied by a parent or guardian unless the student is 18 years of age.

PUBLIC DISPLAY OF AFFECTION

No student shall engage in kissing or intimate bodily contact with another person while on school premises or on school buses.

SCHOOL TELEPHONE REGULATIONS

Use of the telephone in the office:

1. In case of emergency, students will be permitted to use the telephone in the office. The student must obtain the permission of the office staff before using the telephone.
2. No student will be called from a class to answer the telephone unless it is a family emergency.
3. No student is to leave the classroom to use the telephone except in an emergency, or with teacher permission.

SENIORS

Any senior participating in behavior requiring disciplinary action at the end of the school year may be denied the privilege of participating in graduation ceremonies

VISITORS

Munising Middle/High School welcomes visitors to our educational facilities. Visitors who have legitimate business in the building must register in the office. Persons who have group meetings in the building need not be in possession of a visitor's pass.

Persons who have no legitimate business in the building are not to be here. Non-students who are loitering or wandering will be considered as trespassers and appropriate action will be taken.

Students are not permitted to bring visitors to school during the school day.

WORK PERMITS

Students who work must have a work permit. Applications for work permits are issued by office personnel. Students and employers must complete the application and return it to the office with proof of age. After this is done, a work permit is issued.

HEALTH SERVICES

Accidents and Illnesses: If a child becomes ill or is injured at school, parents will be notified immediately. Parents must make arrangements for their child to be picked up and cared for, as the school is not equipped to care for sick children. Please make sure the school has a telephone number where the parent/guardian can be reached, as well as emergency numbers listed on the Emergency Profile sheets which are sent home at the beginning of every school year. If a child cannot participate in any normal part of the school day, a note from home will be necessary to have the child excused from the activity.

Medication: Due to the possible reaction to certain medications, school personnel will not distribute any medication without an authorization from signed by the parent and doctor. The office must have a Medication Authorization on file to administer dosage. Parents are asked to please list any medically related problems that the school should be aware of concerning the student (i.e. heart condition, seizures, asthma, etc.). Minor cuts, scratches, and bruises are treated with soap, water, ice packs and bandages.

Administering Medications: Before any medication or treatment may be administered to a student during school hours, the school must receive a written prescription from the child's physician accompanied by written authorization from the parent.

A Medication Request and Authorization Form (5330 F) will be made available to parents and students in the high school office and must be filed with the building administrator before the student will be allowed to begin taking any medication.

Prescription medications are dispensed in the office. The medications MUST be in the correct prescription container, which must be labeled and display: Child's name, name/dosage of medication, method of administering, date issued, name of prescribing physician, pharmacy name and phone number.

Over the counter medications shall be brought to school in the correct container with the manufacturer's label. It shall be clearly labeled with the child's name and name of medication. It is to be administered in the office; the date/time/medication will be recorded on a medication log. Parents must bring medications to the office

Immunizations: Michigan Law requires that all students be immunized against vaccine preventable diseases to attend school. Before a child can enroll in school, his/her parents must present a record of up-to-date immunizations.

Immunizations	Ages 4-6	Ages 7-18
Diphtheria, Tetanus & Pertussis	4 DTP pr DTAP. One dose must be on or after 4 years of age.	4 doses D or T OR 3 doses Td if #1 given on or after age 7. 1 dose of Tdap for ages 11 through 18 IF 5 years since last dose of tetanus/diphtheria containing vaccine.
Polio	4 doses if dose 3 administered on or after 4 years of age, only 3 doses are required.	3 doses are required.
Measles* Mumps* & Rubella *	2 doses are required. The 1st dose must be given on or after the 1st birthday.	2 doses are required. The 1st dose must be given on or after the 1st birthday.
Hepatitis B	3 doses are required.	3 doses are required.
Varicella (chicken pox)	2 doses are required on or after the 1st birthday OR current lab immunity OR reliable history of disease.	2 doses are required on or after the 1st birthday OR current lab immunity OR reliable history of disease
Meningococcal	NONE	1 dose for children 11-18 years or age.

*Current laboratory evidence of immunity is acceptable instead of immunization with antigen.

All doses of vaccines must be given with appropriate spacing between doses and at appropriate ages to be considered valid.