

Student/Parent Handbook

for

Alcona Community Schools



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# Contact Information

## District Office

51 N. Barlow Rd Lincoln, MI 48742                      989.736.6212  
Superintendent, Mr. Daniel O'Connor  
Secretary, Mrs. Jackie Kelly

## High School (6<sup>th</sup> – 12<sup>th</sup> Grade)

51 N. Barlow Rd Lincoln, MI 48742                      989.736.8534  
Principal, Mrs. Christie Thomas  
Secretary, Mrs. Kasey Cordes  
Counselor, Mrs. Megan VanKoningsveld

## Elementary (K – 5<sup>th</sup> Grades)

181 N. Barlow Rd Lincoln, MI 48742                      989.736.8146  
Principal, Mr. Timothy Lee  
Secretary, Mrs. Veronica Miller

## Athletics

51 N. Barlow Rd Lincoln, MI 48742                      989.736.8534  
Athletic Director, Mrs. Chelsea Neuenfeldt

## Transportation / Maintenance

100 N. Barlow Rd Lincoln, MI 4872                      989.736.6211  
Director of Transportation & facilities, Mrs. Kim Quick  
Director of Maintenance, Mr. Mike Corn

## Technology

51. N. Barlow Rd. Lincoln, MI 48742  
989.736.5000  
Technology Director, Mr. Michael Sutor



# Master Calendar for 2019-20

New Teacher Academy August 24th

Staff Opening Day August 25th

- ½ Day Welcome
- ½ Day PD
- Open House
  - 6:00-7:00 pm MS/HS

Professional Development - August 26th

August 31st - Student's First Day

September 4th No Staff/Students

September 7th - Labor Day No Students/Staff

September 8th - Students/Staff Return

**September 11th - Half Day**

September 16th - Open House Elementary

- 5:30-6:30 pm

September 18th - Early Release

September 25th - Early Release

October 2nd - Early Release

**October 9th - Half Day**

October 16th - Early Release

October 23rd - Early Release

October 30th - 9 Week Progress Reports Sent Home/Early Release

November 6th - Early Release

November 12th - PM Conferences El/MS/HS

- 4-7 PM K-5
- 5 to 8 PM 6-12

November 13th - El/MS/HS AM Conferences 8-11

November 13th - No Students

November 16th - No School - Safety Break

November 17th - School Resumes

November 22nd - Early Release

November 25th - ½ Day Students/Staff

November 26th - Thanksgiving Day

November 27th - Thanksgiving Break

- 

December 4th - Early Release

**December 11th - Half Day**

December 18th - Early Release

December 19th - January 3rd Holiday Break

January 4th - School Resumes

January 8th - Early Release

January 15th - Early Release

January 22nd - End of 1st Semester & ½ Day Students/Staff

January 29th - Early Release

February 5th - Early Release

**February 12th - Half Day**

February 19th - Early Release

February 26th - Early Release

March 5th - Early Release

March 11th - EL/MS/HS PM Conferences

**March 12th - Half Day**

March 19th - Early Release

March 26th - Early Release

March 27th - April 4th - Spring Break

April 5th - School Resumes

**April 9th - Half Day**

April 16th - Early Release/Progress Reports Sent Home

April 23rd - Early Release

April 30th - Early Release

May 7th - Early Release

May 14th - Early Release

May 21st - Early Release

May 28th - Early Release

May 31st - Memorial Day

June 4th - Early Release

June 8th - End of 2nd Semester & ½ Day Students/Staff

- 181st Instructional Day(Snow Day Reserved - Could be Removed)

# School Staff and Faculty

## Elementary

Mrs. Kathy Dykes  
Ms. Keturah Ashford  
Mrs. Sue Elmer  
Mrs. Donna Franklin  
Mrs. Gail Gombos  
Miss Brooke Green  
Mrs. Kristi Miller  
Ms. Amy Crevier  
Ms. Valorie Haneckow  
Mrs. Rene Holmes  
Mrs. Danielle Jirasek  
Mr. Josh Robinson  
Ms. Christa Misiak  
Ms. Shelly Hoffmeyer

Ms. Jeanette Klein  
Mrs. Jodi Clissold  
Mrs. Kelli Samp  
Ms. Jenny Schroeder  
Mrs. Sherri Truman  
Mrs. Alexandra Yokom  
Mrs. Teri Yokom  
Mrs. Chol Johnston  
Mrs. Angie Breier  
Miss Rachael Wilkerson  
Ms. Sarah Bernard  
Mrs. Vicki Metheringham  
Ms. Sandy Burns

# High School

Mr. Jim Bouchard  
Mrs. Patti Byce  
Mr. Tim Campbell  
Mrs. Kasey Cordes  
Mr. Terry Franklin  
Mrs. Sarah Hechlik  
Mr. Connor Hubbard  
Ms. Jeanette Klein  
Ms. Abbie Krentz  
Mrs. Linda Moran  
Ms. Meredith Murley  
Mrs. Tammy Nelson  
Mrs. Chelsea Neuenfeldt  
Ms. Lindsey Nardi  
Ms. Tina Gerard

Ms. Judy Fall  
Ms. Shelby Handrich  
Ms. Cindy Sharboneau  
Mr. Jason Somers  
Mrs. Rachel Somers  
Ms. Jessica Stewart  
Mrs. Tina Stern  
Ms. Marissa Tear  
Mr. Terry Terpstra  
Ms. Megan VanKoningsveld  
Mrs. Maureen Villalobos  
Ms. Mandie Willey  
Mrs. Sarah Roe

# Board of Education

Dr. Keneth Chamberlin	President
Mr. Gary Sims	Vice President
Mr. Chad Spitznagel	Secretary
Mr. Joel Blohm	Treasurer
Mr. Steve Yokom	Trustee
Mr. Brandon Schroder	Trustee
Mr. Warren MacNeill	Trustee

# Foreword

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

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

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of 8/1/18. If any of the policies or administrative guidelines referenced herein are revised after the language in the most current policy or administrative guideline prevails.

***\*Due to implications from COVID-19 and the impact it has had on education, items listed in this handbook may not be applicable for the 2020-2021 school year. The school will take guidance on this situation based upon current Executive Orders from the State of Michigan, along with the MI Safe Schools: Michigan's 2020-2021 Return to School Roadmap.***

## Mission / Vision of the School

Mission Statement: Alcona Community Schools empowers students to succeed in their desired futures by delivering and expecting excellence every day.

Vision Statement: *The mission of Alcona Community Schools is to develop learners who will be confident, college/career-ready, and competitive in pursuing their individual objectives.*

# Equal Education Opportunity

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

Any person who believes that they have been discriminated against on the basis of their race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Compliance Officers. The following people have been designated to handle inquiries regarding the nondiscrimination policies for Title VI, Section 504, the Age Discrimination Act and Title II:

Mrs. Christie Thomas  
Alcona Middle/High School  
(989) 736-8534

Mr. Timothy Lee  
Alcona Elementary  
(989) 736-8146

The following individuals have been designated for Title IX roles:

Mr. Daniel O'Connor – *Title IX Coordinator*

Mrs. Christie Thomas – *Title IX Investigator*

Mr. Timothy Lee – *Title IX Investigator*

Mr. Nick Cordes – *Neutral Decision Maker*

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

## Parent Involvement

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

- A. developing and implementing appropriate strategies for helping their child achieve the

- learning objectives that lead to accomplishing the learning outcomes;
- B. providing a school and home environment which encourages learning and augments, at home, the learning experiences provided by the school.

The Board is committed to communicating to parents at a level and in a language they can understand, where practicable.

The Board through this policy directs the establishment of a parent involvement plan by which a school-parent partnership can be established and provided to the parent of each child in the District. The plan must encompass parent participation, through meetings and other forms of communication. The Parental Involvement Plan shall be distributed to all parents and students through publication in the Student Handbook or other suitable means.

The Superintendent shall direct the development of a Parent Involvement Plan for the District.

# Relations with Parents

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

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

- A. participating in school functions, organizations and committees;
- B. supporting the teachers and the schools in maintaining discipline and a safe and orderly learning environment;
- C. requiring their child to observe all school rules and regulations;
- D. supporting or enforcing consequences for their child's willful misbehavior in school;
- E. sending their children to school with proper attention to their health, personal cleanliness, and dress;
- F. maintaining an active interest in their child's daily work, monitoring and making it possible for him/her to complete assigned homework by providing a quiet place and suitable conditions for study;
- G. reading all communications from the school, signing, and returning them promptly when required & cooperating with the school in attending conferences set up for the exchange of information of their child's progress in school.



# School Day Schedule

## Elementary

Class Period	Traditional Day	Early Release	Delayed Start	½ Day
Warning Bell	8:11 a.m.	8:11 a.m.	9:41	8:11
Start Time/Pledge	8:15 a.m.	8:15 a.m.		
Recess/Lunch	11:00 a.m. -1:00 p.m.	11:00 am - 1:00 p.m.	12:30 – 2:30	
Dismissal	3:25 p.m.	1:55 p.m.	3:25	12:00 pm

## High School

Class Period	Traditional Day	Early Release	Delayed Start	½ Day
Warning Bell	8:01 a.m.	8:01 a.m.	9:35 a.m.	8:01
1st Hour/Pledge	8:05-8:58 a.m.	8:05-8:46 a.m.	9:39-10:20	8:05
2nd Hour	9:02-9:55 a.m.	8:50-9:30 a.m.	10:24-11:04	
3rd Hour	9:59-10:52 a.m.	9:34-10:14 a.m.	11:08-11:48	
4th Hour	10:56-11:49 a.m.	10:18-10:58 a.m.	11:52-12:39	
Lunch	11:49-12:24 p.m.	10:58-11:33 a.m.	12:39-1:14	11:15-11:50 am
5th Hour	12:28-1:21 p.m.	11:37-12:17 p.m.	1:18-1:48	
6th Hour	1:25-2:18 p.m.	12:21-1:01 p.m.	1:52-2:32	
7th Hour	2:22-3:15 p.m.	1:05-1:45 p.m.	2:36-3:15	

## 6<sup>th</sup> Grade

Class Period	Mon.-Thurs.	Early Release - Friday	Delayed Start	½ Day
1 <sup>st</sup> Math/ELA	8:05-9:25	8:05-9:03	9:39-10:37	
2 <sup>nd</sup> Math/ELA	9:31-10:52	9:09-10:14	10:43-11:41	
Lunch	10:52-11:27 a.m.	10:14-10:49	11:45-12:20	10:14 - 10:49 a.m.
3 <sup>rd</sup> - Science/Social Studies	11:31-12:24	10:53-11:33	12:24-1:04	
4 <sup>th</sup> - Social Studies/Science	12:28-1:21	11:37-12:17	1:18-1:48	
5 <sup>th</sup> - Enrichment Time	12:57-1:21			
6 <sup>th</sup> - PE	1:25-2:18	12:21-1:01	1:52-2:32	
7 <sup>th</sup> - Intervention/Band	2:22-3:15	1:01-1:45	2:36-3:15	

## 7<sup>th</sup> Grade

Class Period	Mon.-Thurs.	Early Release - Friday	Delayed Start	½ Day
Warning Bell	8:01 am	8:01 a.m.	9:35	
SS/Science/Pledge	8:05-8:58 a.m.	8:05-8:46 a.m.	9:39-10:20	
2nd Hour (Elective)	9:02-9:55 a.m.	8:50-9:30 a.m.	10:24-11:04	
SS/Science	9:59-10:52 a.m.	9:34-10:14 a.m.	11:08-11:45	
Lunch	10:52-11:27 a.m.	10:14-10:49 a.m.	11:45-12:20	10:14 - 10:49 a.m.
Math/ELA	11:31 a.m.-12:51	10:53-11:50 a.m.	12:24-1:21	
Math/ELA	12:57-2:17 p.m.	11:56-1:01 p.m.	1:25-2:32	
PE	2:22-3:15 p.m.	1:05-1:45 p.m.	2:36-3:15	

## 8<sup>th</sup> Grade

Class Period	Mon.-Thurs.	Early Release - Friday	Delayed Start	½ Day
Warning Bell	8:01 a.m.	8:01 a.m.	9:35	
Math/ELA/Pledge	8:05-9:25 a.m.	8:05-9:03 a.m.	9:39-10:37	
Math/ELA	9:31-10:52 a.m.	9:09-10:14 a.m.	10:43-11:41	
Lunch	10:52-11:27	10:14-10:49 a.m.	11:45-12:20	10:14 - 10:49 a.m.
SS/Science	11:31-12:24	10:53-11:33 a.m.	12:24-1:04	
Elective	12:28-1:21 p.m.	11:37-12:17 p.m.	1:18-1:48	
SS/Science	1:25-2:17 p.m.	12:01-1:01 p.m.	1:52-2:32	
PE	2:22-3:15 p.m.	1:05-1:45 p.m.	2:36-3:15	

# Student Rights and Responsibilities

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

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish their educational goals.

Students must arrive at school on time, prepared to learn and participate in the educational program. Adult students (age eighteen (18) or older) must follow all school rules. If residing at home, adult students should include their parents in their educational program.

## Student Well-Being

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lock down and tornado drills and accident reporting procedures. In the case of a school wide emergency, the contact number for parent or guardian questions and updates on the situation will be (989) 736-6211.

Should a student be aware of any dangerous situation or accident, they must notify any staff person immediately. State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the School office. A student may be excluded from school until this requirement has been fulfilled. Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the School Office.

# Injury and Illness

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

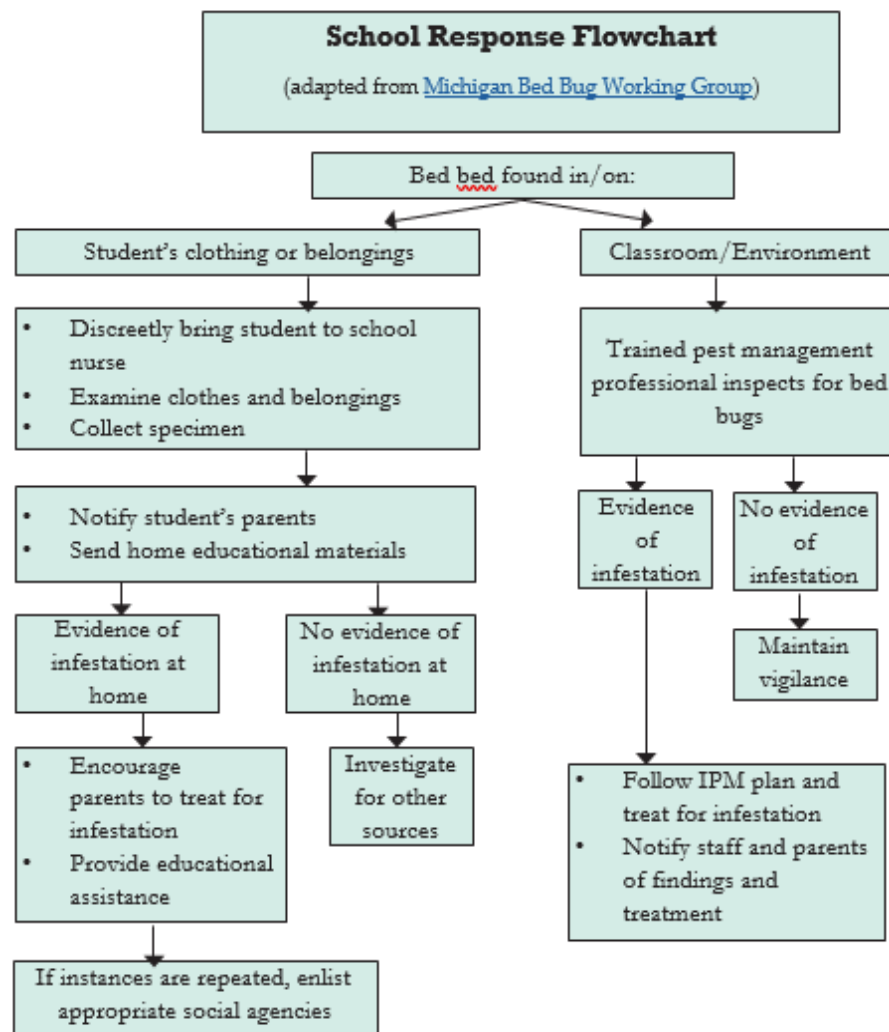
A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

Students must be fever free for 48 hours without the use of fever-reducing medicine prior to returning to the school building.

# Head Lice, Scabies, Bed Bugs and Ringworm

Because head lice are very contagious, your child cannot come to school while he/she has head lice nits (lice eggs) in his/her hair. If your child comes to school with nits still present (even after treatment), we will send them home. If your child has had head lice, you must accompany him/her on the first day back and have a head check in the Tiger or MS/HS Clinic. Your child may not ride the bus to school on the first day back after having head lice.

Your child may also be excluded from school if they have other contagious skin conditions until treatment has remedied the problem or a physician indicates the condition is no longer contagious. Once your child has been excluded for a contagious condition, you must present a note from a physician stating the condition is no longer contagious.



# Memorandum to Parents on Drug Free Schools

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs includes any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials. The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which they receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.



# Home-Bound Instruction

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the Special Education Director, Ms. Jeanette Klein. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in this State. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an educational program.

# Section I – General Information

## Enrolling in the School

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

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. a birth certificate or similar document,
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate),
- C. proof of residency,
- D. proof of immunizations.

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The school will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be

temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

## Scheduling and Assignment

### Elementary Level

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

Because we have limited information about new transfer students and entering kindergartners, we consider class placement for these students tentative for the first two months. If we need to change your child's placement the principal will call you to discuss the reasons for the change.

### Secondary Level

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the principal. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students. Exchange students will be entered into the Synergy as a senior and will participate in all senior activities (senior awards, senior breakfast, graduation) but will participate in the appropriate age level grade for spirit days.

## Early Dismissal

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

other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian.

## Transfer Out of the District

Parents must notify the principal about plans to transfer their child to another school. If a student plans to transfer from the school, the parent must notify the principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records, may not be released if the transfer is not properly completed. Parents are encouraged to contact the appropriate building office for specific details.

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

## Withdrawal from School

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

## Immunizations

Students must be current with all immunizations required by state immunization requirements. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the school principal.

# Emergency Medical Authorization

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

The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school will jeopardize a student's educational program.

## Use of Medications

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

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form 5330 F1, F1a, F1b, and F1c must be filed with the respective building before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the Principal's office or building clinic.
- D. Medication that is brought to the office will be properly secured.
- E. Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended.
- F. Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about their person, except for emergency medications for allergies and/or reactions.
- G. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- H. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
- I. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be

maintained along with the physician's written instructions and the parent's written permission release.

## Asthma Inhalers and Epi-Pens

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the school principal and updated annually.

## Non-Prescribed (Over-the Counter) Medications

Parents may authorize the school to administer a non-prescribed medication using a form which is available at the school office. A physician does not have to authorize such medication.

If a student is found using or possessing a non-prescribed medication without parent authorization, they will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription and instructions from the child's physician accompanied by the written authorization of the parent. Both must also authorize any self-medication by the student. Before any non-prescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent along with a waiver of any liability of the District for the administration of the medication. The parent must also authorize any self-medication by their child.

# Control of Casual-Contact Communicable Diseases and Pests

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

Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

## Individuals with Disabilities

The American's with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the building principal to inquire about evaluation procedures and programs that could potentially lead to accommodations and modifications to student curriculum.

Accommodations are changes in how all students access information and demonstrate learning. Accommodations do not substantially change the instructional level, content, or performance criteria. The changes are made in order to provide all students with equal access to learning and an equal opportunity to show what he or she knows and can do. Accommodations can include changes in the following: presentation of a lesson, instructional strategies, student

response format and procedures, time/scheduling, environment, equipment, and assignment structure-paper/pencil work.

Modifications are changes in what a student is expected to learn. The changes are made to provide a student with opportunities to participate meaningfully and productively along with other students in classroom and school learning experiences. Modifications include changes in the following: instructional level, content/curriculum, performance criteria, and assignment structure-paper/pencil work.

## Limited English Proficiency

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District. Parents should contact the building principal to inquire about evaluation procedures and programs offered by the District.

## Student Records

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

Neither the Board nor its employees shall permit the release of the social security number of a student, or other individual except as authorized by law (see AG 8350). Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

Directory information includes:

- A. A student's name
- B. Address
- C. Telephone number
- D. Date and place of birth
- E. Major field of study



- F. Participation in officially recognized activities and sports; height and weight, if a member of an athletic team
- G. Dates of attendance
- H. Date of graduation
- I. Awards received
- J. Honor rolls
- K. Scholarships

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such “directory information” upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board’s annual *Family Education Rights and Privacy Act (FERPA)*.

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a post-secondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to building principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student’s privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an un-emancipated minor, their parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or their parents
- B. mental or psychological problems of the student or their family
- C. sex behavior or attitudes
- D. illegal, anti-social, self-incriminating or demeaning behavior
- E. critical appraisals of other individuals with whom respondents have close family relationships
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers
- G. religious practices, affiliations, or beliefs of the student or their parents
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The Superintendent will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW 20202-4605  
Washington, D.C.  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

[FERPA@ED.Gov](mailto:FERPA@ED.Gov); and  
[PPRA@ED.Gov](mailto:PPRA@ED.Gov).

## Armed Forces Recruiting

The School must provide at least the same access to the high school campus and to student directory information as is provided to other entities offering educational or employment opportunities to those students. “Armed Forces” means the armed forces of the United States and their reserve components.

If a student or the parent or legal guardian of a student submits a signed, written request (Form 8330 F13) to the Board that indicates that the student or the parent or legal guardian does not want the student’s directory information to be accessible to official recruiting representatives then the school officials of the school shall not allow that access to the student’s directory information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release of Directory information. Public notice shall be given regarding right to refuse disclosure to any or all “directory information” including in

the armed forces of the United States and the service academies of the armed forces of the United States.

Annually the Board will notify male students age eighteen (18) or older that they are required to register for the selective service.

## Student Fees, Fines, and Supplies

Alcona Community Schools charges specific fees for the following non-curricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit.

The District will provide all basic supplies needed to complete the required course curriculum. The student and/or their family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others.

- Extracurricular Athletic Participation Fee(s)
  - \$100 per sport for high school athletes
    - \$25 for free lunch eligible high school athletes
    - \$50 for reduced lunch high school athletes
  - \$50 per sport for middle school athletes
  - \$200 per student maximum
  - \$300 per family
- Industrial Technology Fee
  - Students will be responsible for the cost of wood and possible other materials when building advanced projects
- Dual Enrollment
  - Students will be responsible for the cost of any class failed or dropped passed the deadline.

Fees may be waived in situations where there is financial hardship. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit. Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others.

Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

## Student Fund-Raising

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

- Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
- Students must not participate in a fund-raising activity for a group in which they are not members without the approval of the student's counselor.
- Students may not participate in fundraising activities off school property without proper supervision by approved staff or other adults.
- Students may not engage in house-to-house canvassing for any fundraising activity.
- Students who engage in fund raisers that require them to exert themselves physically beyond their normal pattern of activity, such as "runs for..... ", will be monitored by a staff member in order to prevent a student from overextending himself/herself to the point of potential harm.
- Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.
- Crowdfunding activities are governed by Policy and Administrative Guideline 6605.

## Student Valuables

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

## Review of instructional Materials and Activities

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the School. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

## Meal Service

The Board believes the development of healthy behaviors and habits with regard to eating cannot be accomplished by the District alone. It will be necessary for the school staff, in addition to parents and the public at large, to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

The school participates in the Community Eligibility Provision (CEP) as part of the National School Lunch and School Breakfast Program, which makes both meals available to students for free. Ala carte items are available at their various costs. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the principal.

Household Information Reports are distributed to all students. These reports are in place of the Free and Reduced-Price Meal Applications, as the information collected with these reports are critical for funding sources and other fees rates outside of the Food Service Program. If a student does not receive one, please contact a building secretary.

## Meal Charging Policy

Charging for school meals refers to any time a student does not have enough money to cover the price of an item at the point of sale. Charges for meals will not be permitted for students during the 2020 – 2021 school year, as all students are eligible to receive a free lunch and breakfast.

Adults are not permitted to charge meals. USDA's Agreement to Administer the Federally-funded Child Nutrition Program states "Child nutrition funds may not be used to support or supplement adult meals or snacks."

If for some unforeseen circumstance an individual charges a meal, we ask that charges be paid promptly.

### Notification of Low Cash Balances:

Online account access is available to check the current balance/activity on the District website. Parents are welcome to contact the Food Service Department via phone (989-736-6212) or email ([cordesn@alconaschools.net](mailto:cordesn@alconaschools.net)) to inquire about the account balance/activity. Letters will be sent out periodically via U.S. mail. It is the Parent's responsibility to ensure that their respective address is current in Synergy.

## Charging will not be allowed at the end of the school year:

Unpaid meal charges from the previous year will be carried over at the end of the school year to the next school year and will be subject to this charge policy the following year.

## School Meal Account Payment Methods:

Deposits can be made online:

[www.alconaschools.net](http://www.alconaschools.net) - Lunch Information – Pay School.

Cash, Check or Money Order:

Cash, check or money order can be dropped off or mailed to our District office at 51 N Barlow Road, PO Box 249, Lincoln, MI 48742.

Cash, check or money order can be sent with the student to their respective school and taken to the main office or given directly to the foodservice cashier at the point of sale (register).

## Debt:

If by any circumstance an individual has a balance at the end of the school year, the account must be settled by the end of the last day of school that year.

ACS Board Policy on bad debt may be found at <http://www.neola.com/alcona-mi/> under Policy 8500.

## Fire, Lock Down and Tornado Drills

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

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires and lockdown drills and consists of an announcement over the public address system.

Lockdown drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year. The alarm system for a school lockdown is different from the alarm system for fires and tornadoes.

Documentation of a completed safety drill will be posted on the school website within 30 days after the drill is completed and maintained on the school website for three years.

## Emergency Closings and Delays

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the following radio and television stations:

**WATZ, WBKB, WNEM, WJRT, WHSB/WCLS, WIOS, WKJC, WEYI, WPBN and WQLB/WKJZ B-Rock.**

If the school must be closed or the opening delayed because of inclement weather or other conditions, parents and families can be notified through the school's "instant alert system." Parents have the option to receive this instant notification with the primary phone number on file in the school's office.

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

## Preparedness for Toxic and Asbestos Hazards

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan will be made available for inspection at the Board offices upon request.

## Visitors

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, they should call for an appointment prior to coming to the school, in order to schedule a mutually convenient time. *Visitors to our school will not be permitted to visit any classroom without the prior consent of the teacher.* This rule is designed to make sure that classroom interruptions are kept to a minimum. This rule is especially important at the beginning of the school day. This is time that our teachers use to make their final preparations for the school day. *If you are visiting one area or volunteering, please do not go and visit your child's teacher. It is important for parents to allow a teacher time to prepare for a conference. If you are talking to your child's teacher during an unplanned time, then chances are you are interrupting the class's instructional time.*



Students may not bring visitors to school without prior written permission from the Principal.

## Use of the Library

The library is available to students throughout the school day. Passes may be obtained from a student's teacher or from the librarian. Books on the shelves may be checked out. To check out any other materials, contact school staff.

## Use of School Equipment and Facilities

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

## Lost and Found

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

## Student Sales

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

## Use of Telephones

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

Telephones are available in the school for students to use when they are not in class. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

## Advertising Outside Activities

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

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

# Parking

Students must register their vehicle(s) with the main office and purchase a parking permit before they are allowed to park their cars on campus. Students may park their vehicles in the designated areas. Vehicles must be parked between the painted lines, and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

There are lots designated for school staff, personnel, visitors and others as determined by administration. Student vehicles parked in these lots may be ticketed or towed at the discretion of administration.

- 1st Offense - Warning, parent contact
- 2nd Offense - Vehicle towed at owners expense

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. 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.

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.

Vehicles MAY NOT be parked or located in the bus lanes, fire lanes or visitor spots at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

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 parking privileges.

## 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.

## 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 school office) and be approved by the school principal 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 principal.

Any volunteer that displays poor conduct on school grounds or off (including social media) could be subject to having their volunteer privileges revoked. All volunteers must set a positive example for the students and represent the district in a positive manner.

A criminal background check is required for all school volunteers.

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

## Video Monitoring on School Grounds

A video monitoring system may be used on each school bus 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 video recording, that recording may be used as the basis for imposing student discipline. If criminal conduct is recorded, a copy of the

recording may be provided to law enforcement personnel. Only school personnel are authorized to view the school's video surveillance recordings.

# Section II – Academics

## Secondary Course Offerings

\*Please refer to “ACHS Curriculum Guide: 2020-2021” for detailed information regarding course offerings and descriptions. This includes all content areas held at Alcona Community Middle/High School, in addition to Career and Technical Education (CTE) at Alpena High School, Work Based Learning, Dual Enrollment, Early College opportunities, and Online Learning courses.



## Field Trips

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may participate in any school-sponsored trip without parental consent.

Attendance rules apply to all field trips.

## Grades

### Standards Based Learning – Elementary

Parents will receive feedback on student performance in a number of skills areas. This feedback will most often be a combination of checklist and narrative comments. Alcona Community Schools assesses student learning through Standards Based Learning, which has been implemented to support and improve student achievement. As the transition continues you will notice changes to how we report student learning. All subject areas are assessed on a 4.0 scale and not a percentage based grade. The scale is below as well as on the report card



sent home. Students are assessed on several learning standards within a subject. The purpose of the scale is to better communicate specifically where your student stands academically on individual concepts rather than a generic grade or percentage for the subject. As you look at the report card, remember that the standards are year-long and if your student achieves a one or two it is merely as assessment of where they are currently. The goal is for each student to attain a three by the end of the school year. If you see a score of four, it identifies that your child has exceeded the expectations of that standard. A blank identifies an area that has not been taught/assessed to this point in the school year. Your student will be assessed many times through the year as they work toward mastery of each learning standard.

#### Alcona Report Card - Rubric (Key)

- 4 - Surpassing Standard
- 3 - Meeting Standard
- 2 - Approaching Standard
- 1 - Beginning Understanding
- Blank - Not Assessed

#### Letter Grades – Grades 6<sup>th</sup> through 12<sup>th</sup>

Alcona Community High School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how their grade will be determined, they should ask the teacher.

The school uses the following grading system:

- 90% to 100% = A = Excellent achievement
- 80% to 89% = B = Good achievement
- 70% to 79% = C = Satisfactory achievement
- 60% to 69% = D = Minimum-Acceptable achievement
- F = Failure
- I = Incomplete
- CR=Acceptable Achievement
- NC= No Credit

## Grade Point Average

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

## Grading Periods

Students shall receive a report card at the end of each 18-week period indicating their grades for each course of study for that portion of the academic term.

When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

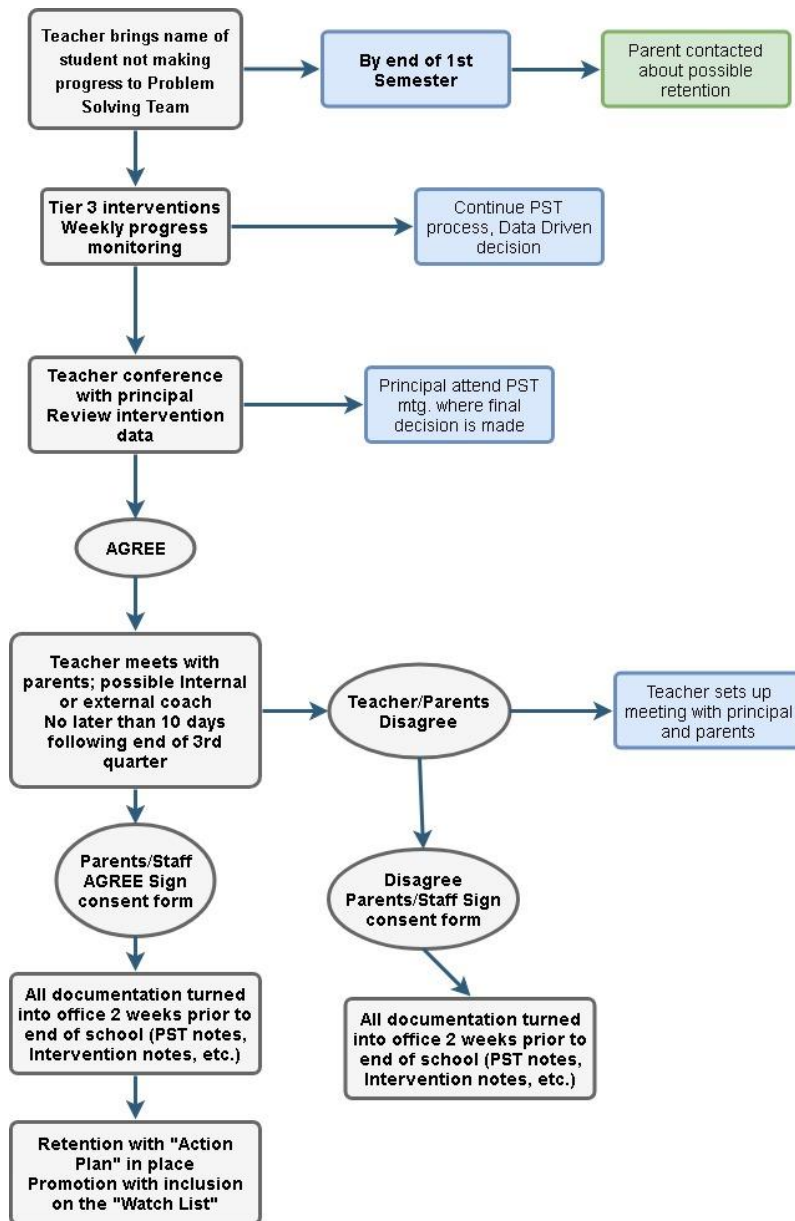
# Promotion, Placement and Retention

## Elementary – Middle School

1. Current level of achievement
2. Potential for success at the next level
3. Emotional, physical, and /or social maturity

## Alcona Elementary Student Retention Flow Chart

***\*See below:***



## High School

A student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits and participating in State mandated tests. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (IEP) or in a personal curriculum. It is the student's responsibility to keep in contact with their counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the Guidance Office and a counselor will be pleased to answer any questions.

The following number of earned credits designate the grade in which the student will be registered:

- Freshman = 0 to 6 Credits
- Sophomore = 7 Credits to 12 Credits
- Junior = 13 Credits to 18 Credits
- Senior = 18 or more Credits

## Graduation Requirements

Alcona Community High School offers several pathways to a high school diploma. Every student is required to take certain courses required by The State of Michigan and/or school board policy in order to be eligible to receive a diploma (currently totaling 18 credits); the remaining 7 credits required for graduation are electives to be selected based upon the pupil's needs, abilities and goals. Students and their families are encouraged to work with the Academic Counselor to discuss postsecondary goals and develop their educational development plans. Students at Alcona High School will need to earn 25 credits to graduate. There are three different diplomas paths available to students:

### **Honors Diploma (25 credits):**

<b><u>Required Credits</u></b>	<b><u>Subject Area</u></b>	<b><u>Traditional Course offerings to meet requirements</u></b>
4 credits	Language Arts	English I, II, III, and IV
4 credits	Mathematics	Algebra I; Geometry or Geometry in Construction; Algebra II or Dual Enrollment in Math 110 <u>and</u> Math 112 or math-approved CTE completion; a math-related course during senior year
3 credits	Science	<u>Traditional Path:</u> Biology, Chemistry, Intro to Physics, or Human Anatomy, and a 3rd Science or Dual Enrollment <u>Agriscience path:</u> Bio in Ag, Service Learning in Env. Science or Ag. Mechanics, then Advanced Ag and/or Ag Leadership
3 credits	Social Studies	US History, World History, Government OR Dual Enrollment Government, Economics OR Dual Enrollment Economics
1 credit	Physical Education	Health/Physical Education
1 credit	Fine, Performing or Practical Arts	Art, Drama, Creative Writing, Yearbook, Woodworking, Band, or Choir, etc

2 credits                      World Lang.                      Both credits have to be in the same world language. Both World Language credits must be in a single foreign language.

15 Dual Enrollment Credits (This equals 3.75 H.S. credits)

**High School Diploma (25 credits):**

<b><u>Required Credits</u></b>	<b><u>Subject Area</u></b>	<b><u>Traditional Course offerings to meet requirements</u></b>
4 credits	Language Arts	English I, II, III, and IV
4 credits	Mathematics	Algebra I or Algebra Concepts; Geometry or Geometry in Construction, Algebra II or Dual Enrollment in Math 110 <u>and</u> Math 112; a math-related course during senior year
3 credits	Science	<u>Traditional Path:</u> Biology, Chemistry or Intro to Physics, and a 3rd Science or Dual Enrollment  <u>Agriscience path:</u> Bio in Ag, Service Learning in Env. Science or Ag. Mechanics, then Advanced Ag and/or Ag Leadership
3 credit	Social Studies	US History, World History, Government OR Dual Enrollment Government PLS 221, Economics OR Dual Enrollment Economics ECN 232
1 credit	Physical Education	Health/Physical Education
1 credit	Fine, Performing or Practical Arts	Art, Drama, Creative Writing, Yearbook, Woodworking, Band, Choir
2 credits	World Lang.	<u>Traditional path:</u> Spanish I & II <u>Spanish I/Fine Art pathway:</u> Spanish I, plus one additional Fine Art/CTE credit, OR Dual Enrollment for: Spanish I & II

**Michigan Merit Curriculum Diploma (18 credits):**

*(available to students beginning the first summer session after their 4<sup>th</sup> year of High School)*

18 credits per the Michigan Merit Curriculum:

- 4 English
- 4 Math (includes Algebra, Geometry, Algebra 2 or equivalent)
- 3 Science (Biology, Chemistry or Physics, a third science credit)
- 3 Social Studies (US, World, Government, Economics or equivalent)
- 1 Fine, Performing, or Practical Art
- 1 Health/PE
- 2 World Language (1 year of World Language and 1 year World Language equivalent)

## Course Mastery- Testing out of High School Classes

The school district shall grant high school credit in any course to a pupil enrolled in high school, but who is not enrolled in the course, and has exhibited a reasonable level of mastery of the subject matter. Also, attaining a grade of not less than C+ in a semester test, as well as exhibiting mastery through the basic assessment used in the course, which may consist of a portfolio, performance, paper, project, or presentation. For the purpose of earning credit under this section, any high school pupil may take the semester test in any course, excluding: vocal/instrumental music, physical education, and American Government. Credit earned under this section shall be based on CR/NC grade and shall not be included in the computation of grade point average for any purpose. Credit earned under this section may or may not be counted toward graduation, as the board of the school district may determine. The board's determination shall apply equally to all such credit for all pupils and credit earned under this section shall be counted toward fulfillment of a requirement for a subject area course and shall be counted toward fulfillment of a requirement as to course sequence. Once credit is earned under this section, a pupil may not receive credit thereafter for a course lower in course sequence concerning the same subject area.

The request to test out of any subject must be made one semester prior to enrollment in said subject. Forms are available in the Principal's Office.

## Personal Curriculum

Every parent has the right to request a personal curriculum be written for their student at any time. Although a PC may be created, the school does not have to approve it.

## School- to-Work

School-To-Work (STW) is available to students of junior or senior status. Admission to the STW program is by formal application through the main office and an interview with the prospective employer. A maximum of 8 credits may be earned in the general elective category.

## Post-Secondary (Dual) Enrollment Options Programs

Any student in 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade may enroll in a post-secondary (dual) enrollment program providing that meets the requirements established by law and by the District. Any interested student should contact building principal to obtain the necessary information.

## Recognition of Student Achievement

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

### Honor Roll(s)

Principal's Honor Roll, High School Honor Roll, and Middle School Honor Roll are published at the end of each semester.

### Athletic Awards

Requirements for athletic awards are developed by each head coach with the approval of the Athletic Director. These requirements will be reviewed with interested students by the appropriate coach.

### Special Awards

Student of the Month

Student of the Week - *The Alpena News*

## Homework

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the State mandated test and graduation.

Homework will not generally be used for disciplinary reasons but only to enhance the student's learning.

## Network Internet and Access Use Agreement

Please refer to our Student Device Handbook at  
[http://www.alconaschools.net/downloads/all\\_sites/student\\_device\\_handbook.pdf](http://www.alconaschools.net/downloads/all_sites/student_device_handbook.pdf)

## Student Assessment

All students will take the Michigan mandated assessment(M-Step), which will include the SAT for juniors, at the high school level. This means that all 11th graders will take the state assessment test in the spring of each year. It will provide students with a regular SAT score report that they can use to apply to a college or a university. SAT scores are used during the college admission process to assess high school students' general educational development and their ability to complete college-level work.

Testing is divided into three parts. The SAT will be administered in a full day session, the Work Keys on a separate day and Michigan tests on a third and/or fourth day.

8th through 10th grade students will take the PSAT, a preparatory assessment primarily used to help students prepare for the SAT. Assessment schedules will be provided to students.

All 3rd through 8th graders will take the mandated Michigan assessment in the spring of each grade level.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Parents and students should watch school newsletters and the local press for announced testing times.



# Section III – Student Activities

## School-Sponsored Clubs and Activities

Alcona Community Schools provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

A student's use of a performance-enhancing substance is a violation that will affect the student's extracurricular participation.

The Board authorizes many student groups that are sponsored by a staff member. Authorized groups may include:

Student Council, FFA, Yearbook, Broadcasting, WAMIT, National Honor Society, Knowledge Bowl, Bass Fishing Club, National Junior Honor Society, and Robotics

Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

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

## Non-School-Sponsored Clubs and Activities

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The applicant for permission can be obtained from the principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

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

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

## Athletics

Alcona Community Schools provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. A student's use of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and participation. The following is a list of activities currently being offered. For further information, contact the Athletic Director.

JV & Varsity Football  
JV & Varsity Boys' Basketball  
JV & Varsity Baseball  
Varsity Soccer  
JV & Varsity Girls' Basketball  
Varsity Golf  
JV & Varsity Volleyball  
JV & Varsity Softball  
Varsity Boys' & Girls' Track  
7<sup>th</sup> & 8<sup>th</sup> Grade Basketball (Boys and Girls)  
Boys/Girls Cross Country  
Boys/Girls Bowling  
Boys/Girls Swimming and Diving  
7th and 8th Grade Volleyball  
6th-8th Grade Track  
6th-8th Grade Cross Country  
7th-8th Grade Football  
5th Grade School Leadership Team

All athletic programs of the District shall comply with the concussion protocols of the Michigan High School Association, the requirements of state law, and Department of Community Health guidelines regarding concussion awareness training and protection of youth athletes.

## Student Employment

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

# Section IV – Student Conduct

## Attendance

### School Attendance Policy

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. When your child is absent, he/she will miss material which cannot be recreated just for him or her. If a student is going to be absent, the parents must contact the school by calling 736-8534 (high school) or 736-8146 (elementary) by 9:00 a.m. the day of the absence or providing a written excuse to the building office upon the student's return.

### Early Dismissal

To arrange an early dismissal, the student or parent should bring a written parental request which includes the reason for the early dismissal to the school office before school on the day of the dismissal. In emergency situations, the parent may call the school office to arrange the early dismissal. Seven early dismissals will result in 1 (one) day absence.

### Excused Absences

Student may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed school work and/or tests.

- Illness
- Medical/dental appointments (please make every effort to schedule appointments outside of the school day)
- Death/serious illness in the immediate family

A "frequently-absent" student will be placed on "attendance watch" to monitor whether or not the pattern continues. If it continues, the student may be denied the opportunity to participate in non-curricular school activities and events.

### Excusable, Non Approved Absence (Suspension/Vacation)

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

Absence from school due to suspension shall be considered an authorized absence, neither excused or unexcused. A suspended student will be responsible for making up school work lost due to suspension.

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

## Unexcused Absences

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and their parents shall be subject to the truancy laws of the State. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of school work such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade.

## Tardiness

A student who is not in their assigned location by the start of class. Seven tardies are counted as 1 (one) absence.

At the middle/high school if a student is more than ten minutes late, they are considered absent.

## Truancy

Absence from school (truancy) is not acceptable. Absences are counted the same regardless if they are excused or unexcused.

Parents will receive attendance letters from the School Success Liaison and Principal at:

- Five absences
- Eight absences
- Ten absences - required meeting with School Success, Principal, and representative from the Alcona County Court System
- Further absences result in a referral to prosecutor.

Students that reached the fifteen absence threshold in the previous year may be on an accelerated intervention plan the following year to ensure school attendance is improved.

## Make-up of Tests and Other School Work

A student who is excusably absent from school or who has been suspended shall be given the opportunity to make-up work that has been missed. In the event of an unexcused absence, classroom students will seek out classroom teacher to make up tests and other school work. The student should contact their classroom teacher as soon as possible to obtain assignments.

## Student Attendance at School Events

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

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

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

Nonparticipants who stay after school must remain in designated areas and comply with the student code of conduct.

# Code of Conduct

A major component of the educational program is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

## Expected Behaviors

Each student shall be expected to:

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

## Dress and Grooming

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

Students should consider the following questions when dressing for school:

- Does my clothing expose too much? (no)
- Does my clothing advertise something that is prohibited to minors? (no)
- Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (no)
- Would I interview for a job in this outfit? (yes)
- Am I dressed appropriately for the weather? (yes)
- Do I feel comfortable with my appearance? (yes)

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

The following styles or manners of dress are examples of what is prohibited:

1. Hoods, beanies, and hats may not be worn on the head during school hours.
2. No article of clothing may be worn that advertises alcohol, weapons, tobacco, drugs, suicide, displays or insinuates profanity, sexual innuendo, or inappropriate messages.
3. A bottom garment will be of acceptable length if it touches mid-thigh or is below the longest tip of the hand when the student stands erect and places arms and hand straight down at their side. This also applies to pants with holes above the knee.
4. No undergarments may be showing. Sagging is not allowed.
5. Bibs/straps are to be fastened. They may not hang loose.
6. Tops that are too low. General rule of thumb will be: tops must not be lower than a line that runs between the top of the armpits.

Students who are representing the school at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

## Gangs

Gangs which initiate, advocate or promote activities which threaten the safety or well-being of persons or which are disruptive to the school environment are not tolerated.

Incidents involving initiations, hazing, intimidation or related activities which are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the building principal.



## Care of Property

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

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

## Discipline

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

When students display inappropriate behaviors, consequences may include: verbal reminders, teaching and re-teaching of school wide expectations, contact with parent(s)/guardian(s), written reflection, restorative justice strategies, conflict mediation/resolution, exclusion from school privileges, and/or suspension or expulsion.

Restorative Justice may be defined as a way of thinking and responding to conflict and problems that involve all participants determining what took place and how to create a logical and balanced resolution which is aligned with the Code of Conduct and Law. Restorative Justice strategies are problem-solving interventions done with the offender. The focus is on the harm caused and how it will be repaired.

Two types of discipline are possible, informal and formal.

## Informal Discipline

Informal discipline takes place within the school. It may include:

- parent contact
- writing assignments
- change of seating or location
- lunch-time/after-school detention
- in-school restriction
- restorative justice strategies
- After-school detention
- In-school suspension (ISS)

### Detentions

A student may be detained after school or during lunch time after giving the student and their parents one day's notice. The student or their parents are responsible for transportation.

### In-School Discipline

Assigned students will attend a continuous 35-minute period during lunchtime. They will retrieve their lunch and head to the assigned location with school work to complete. There also is the chance of ISS which will be conducted in a variety of locations through the school.

## Formal Discipline

Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, short-term suspension for up to ten (10) school days, long-term suspension for more than ten (10) school days but less than a permanent expulsion, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed.

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

If a student is suspended, the parents may appeal the suspension, in writing, to the building principal and a formal appeal hearing will be held.

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

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

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

## Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

If a student with a disability reaches 10 days of suspension they will be provided access to a curriculum and classroom recourses which may include tutoring outside of the normal school day.

## Due Process Rights

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

## Suspension from School

In accordance with Section 1310d Disciplinary Factors, MCL 380.1310.d the following factors shall be considered when suspension or expulsion is being considered (with the exception of possession of a firearm): The student's age, the student's disciplinary history, whether the student has a disability, the seriousness of the violation or behavior, whether the violation or behavior committed by the student threatened the safety of any student or staff member, whether restorative practices will be used to address the violation or behavior and whether a lesser intervention would properly address the violation or behavior.

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain their side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, the student and parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed, within two (2) school days after receipt of the suspension notice, to the superintendent. The request for an appeal must be in writing.

## Long-term Suspension or Expulsion from School

When a student is being considered for long-term suspension (more than ten (10) days) or expulsion, the student will receive a formal letter of notification addressed to the parents which will contain:

- the charge and related evidence;
- the time and place of the Board meeting;
- the length of the recommended suspension or a recommendation for expulsion;
- a brief description of the hearing procedure;
- a statement that the student may bring parents, guardians, and counsel;
- a statement that the student and/or parent may bring a translator or request a transfer for hearing impaired students or parents;
- a statement that the student may give testimony, present evidence, and provide a defense;
- a statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction;
- the ability of the student and/or parent to request, potentially at their own cost, a transcript of the hearing, if Board/hearing officer approved.

## Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

## Search and Seizure

Search of a student and their possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the principal.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

## Student Rights of Expression

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons,

badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- A. A material cannot be displayed if it:
  - a. is obscene to minors, libelous, indecent and pervasively or vulgar,
  - b. advertises any product or service not permitted to minors by law,
  - c. intends to be insulting or harassing,
  - d. intends to incite fighting or presents a likelihood of disrupting school or a school event,
  - e. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal twenty-four (24) hours prior to display.

## Student Concerns, Suggestions, and Grievances

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

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

A student may have the right to a hearing if the student believes they have been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

# Student Discipline Code

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list. It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the School's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

## Explanation of Terms Applying to the Student Discipline Code

Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from school.

### Use of Drugs

A student's use or sale of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and extracurricular participation.

The Department of Community Health periodically distributes to the District the list of banned drugs based on bylaw 31.2.3.1 of the National Collegiate Athletic Association. Use of any drugs or substances appearing on this list will affect the student's athletic and extracurricular participation.

- The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.
- The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs that has a negative effect on the school environment is prohibited. Attempted sale or distribution is also prohibited. This includes nonalcoholic beers and wines, and the like. Many drug abuse offenses are also felonies. Sale also includes the possession or sale of over-the-counter medication to another student.

## Use of Breath-test instruments to determine alcohol use

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever they have individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

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

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

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

## Use of Tobacco

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco or electronic cigarettes or similar devices during school time or at any school activity. This prohibition also applies to the use or possession of tobacco product by students in District buildings, on District property (owned or leased), on District buses, and at any District-related event and when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes. The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy. The term "tobacco" includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including, but not limited to, "JUUL's"), but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.



## Student Disorder/Demonstration

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

## Possession of a Weapon

A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without their knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement if they bring onto or have in their possession on school property or at a school-related activity any of the following:

- any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item
- any cutting instrument consisting of a sharp blade over three (3) inches long.
- any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.)

## Use of an Object as a Weapon

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion.

## Knowledge of Dangerous Weapons or Threats of Violence/Lying/Cheating

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

### **Purposely Setting a Fire**

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.

### **Physically Assaulting a Staff member/Student/Person Associated with the District**

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

### **Verbally Threatening a Staff Member/Student/Person Associated with the District**

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

### **Extortion**

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

### **Gambling**

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

### **Falsification of School Work, Identification, Forgery**

Forgery of hall/bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable.

Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion.

## **False Alarms, False Reports, and Bomb Threats**

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

## **Explosives**

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

## **Trespassing**

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

## Theft

When a student is caught stealing school or someone's property, they will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the principal. The school is not responsible for personal property. Theft may result in suspension or expulsion.

## Disobedience

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

## Damaging Property

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

## Persistent Absence or Tardiness

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world-of-work. Excessive absence could lead to suspension from school.

## Truancy

Parents will receive attendance letters from the School Success Liaison and Principal at:

- Five absences
- Eight absences
- Ten absences - required meeting with School Success, Principal, and representative from the Alcona County Court System
- Further absences result in a referral to prosecutor.

## Unauthorized Use of School or Private Property

Any unauthorized use shall be subject to disciplinary action. This includes use of the Internet and communication networks in a manner not sanctioned by policy and administrative guideline. Violations of this rule could result in suspension or expulsion.

## Refusing to Accept Discipline

The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.

## Aiding or Abetting Violation of School Rules

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

## Displays of Affection

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

## Inappropriate use of Personal Communication Devices (PCDs)

A student may possess a personal communication devices (PCDs) 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, provided that the PCD or other ECD/ESD remains in compliance with the school BYOD policy.

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

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

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

Additionally, it is against school policy for any individual to video tape, or similar action, on school property without prior written consent of a school administrator. In the case of classroom activities, video recording maybe allowed by the classroom teacher after consulting with the building principal.

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, they will fail the exam and receive an Alternate Day Assignment or be suspended. They also face automatic withdrawal from the class depending on the severity of the incident. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense.

## **Violation of Individual School/Classroom Rules**

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. Persistent violations of rules could result in suspension or expulsion.

## Violation of Bus Rules

Please refer to Section V on transportation for bus rules.

## Disruption of the Educational Process

Any actions or manner of dress that interferes with school activities or disrupts the educational process is unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events.

## Harassment

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students.

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless hand held device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Any student that believes they have been/or is the victim of harassment should immediately report the situation to the teacher and/or principal. Complaints will be investigated in accordance with AG 5517.

Every student should, and every staff member **must** report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

If the investigation finds harassment occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employee, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members.

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

The following definitions are provided for guidance only. If a student or other individual believes there has been harassment, regardless of whether it fits a particular definition, they should report it and allow the administration to determine the appropriate course of action.

#### Harassment

- A. submission to such unwelcomed conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;
- B. submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District;
- C. the unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

#### Sexual Harassment

May include, but is not limited to:

- A. verbal harassment or abuse;
- B. pressure for sexual activity;
- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;
- E. sexual jokes, posters, cartoons, etc.;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, or safety,



- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

## Hazing

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Hazing – any type of initiation procedure for any school related activity, which involves conduct such as but not limited to:

- A. illegal activity, such as drinking or drugs;
- B. physical punishment or infliction of pain
- C. intentional humiliation or embarrassment;
- D. dangerous activity;
- E. activity likely to cause mental or psychological stress;
- F. forced detention or kidnapping;
- G. undressing or otherwise exposing initiates

## Bullying and Other Aggressive Behavior

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

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

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers,

is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

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

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

### **Notification**

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

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

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

### **Implementation**

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

## **Procedure**

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

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The Principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

## **Non-Retaliation/False Reports**

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports will result in disciplinary action as indicated above.

## **Definitions**

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, they should report it immediately and allow the administration to determine the appropriate course of action.

"Aggressive behavior" is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

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

"Bullying" is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant

(PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

"Intimidation/Menacing" includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person's property; or to intentionally interfere with or block a person's movement without good reason.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For further definition and instances that could possibly be construed

as: Harassment, see Policy 5517;

Hazing, see Policy 5516.

M.C.L. 380.1310B (Matt's Safe School Law, PA 241 of 2011)

Policies on Bullying, Michigan State Board of Education Model  
Anti-Bullying Policy, Michigan State Board of Education

## Possession of a Firearm, Arson, and Criminal Sexual Conduct

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

A dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

Students shall be subject to disciplinary action (Suspension/Expulsion) as required by statute for such specified offenses as physical and verbal assault (see Policy 5610.01).

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to students with disabilities. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines which are available in the principal's office.

## Criminal Acts

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

A dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

Students shall be subject to disciplinary action (Suspension/Expulsion) as required by statute for such specified offenses as physical and verbal assault (see Policy 5610.01).

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to students with disabilities. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines which are available in the principal's office.

## Alcona Elementary Continuum of behavior Intervention / Consequences

Behavior Refer to Alcona Community School Handbook for further explanation	MINOR (TIER I Universal intervention)	MAJOR (TIER 2 intervention) Incident Referral	MAJOR (TIER 3 intervention) Office managed Principal /Designee assigns consequence
Recording	Teacher does not need to enter anything into Synergy (Teacher may want to keep records for themselves)	Teacher should enter the incident into Synergy	Staff will enter the incident into Synergy if sent by them. If common area, office will enter discipline.
Intervention:  Interventions for Major Behavior referrals may vary depending on individual student needs.	Restorative language/impromptu meeting  Classroom Managed Warning/Reteach Teacher handled Other classroom strategies Document/Parent notification	Loss of privileges, Buddy Room, Restorative Reflection Room/ Meeting with Principal or designated ROAR coach, Informal Restorative Conference, Restorative Action Plan, Other as determined by Administration	Loss of privileges, Restorative Inclusion Room, Formal Restorative Conference, OSS, Saturday School, Referral to Problem Solving Team, Other as determined by Administration
Language Use of Respectful language Use polite language with others Use conversational voice	Use of offensive remarks to others	Repeated pattern of Offensive language	Swearing used to intimidate, show defiance, create an unsafe environment/ Other referred by ROAR coach
Property Misuse/ Vandalism/Theft	Teasingly taking the property of	Thoughtlessly or “accidentally”	Theft/purposely damaging the property of others/



<p>Use behavior that Respects the property of others. Use behavior that</p>	<p>others/return in same condition Misuse without damage</p>	<p>damaging property of others/school</p>	<p>Other referred by ROAR coach Restitution by offender</p>
<p>Disruption Use of behavior that allows others to stay on task. Show safe behavior Follow classroom and school behavior expectations</p>	<p>Noise making Attention getting behaviors Bothering others Use of cell phones during school hours</p>	<p>Repeated use of disruptive behavior Behavior that stops the learning in class/defiant use of disruptive behavior after correction Use of cell phones during school hours/refusal to put phone away</p>	<p>Severe disruptive behavior/ other referred by ROAR coach</p>
<p>Disrespect Defiance Non-Compliance Follow classroom and school expectations. Show respect for yourself and others</p>	<p>When asked for compliance: Argumentative, talking back, disrespectful remarks to others Defiant behavior Refusal to complete task</p>	<p>Repeated use of disrespectful/defiant behavior Disregard of others that includes inappropriate language or minor aggressive behavior Insubordination (ignoring reasonable request to stop)</p>	<p>Blatant disregard of others that includes inappropriate language or aggressive behavior/unsafe environment/ Other referred by ROAR coach</p>
<p>Teasing/Demeaning behavior/harassing/ bullying  Make others feel safe by respecting them. Treat others as you want to be treated.</p>	<p>Annoying on purpose/ altering names/"put downs"</p>	<p>Threatening and/or disrespectful body language/targeted insults</p>	<p>Threat/extortion/racist /socio-economic status/sexual/religious/ disability/ethnicity/sexual orientation/cultural remarks/repeated minor behavior/proximity after separation/cyber bullying/intimidation</p>

			(see verbal threat/harassment/bullying section in District Level Behaviors)
Physical roughness Fighting Aggression  Always use safe behavior so you and others do not get hurt.	“Horse play” / Rough play Pre-fight posturing Bumping into each other Not respecting the personal space of others	Repeated rough play after correction, Hitting/kicking/encouraging others to fight/retaliating	Fighting/Aggression resulting in harm to others/ Other referred by ROAR coach (see physical assault section in District Level Behaviors)
Dress Code	Per student handbook	Repeated dress code violation	When Tier 2 interventions have not been successful
Academic Dishonesty	Copying another student’s work, plagiarism	Use of academically dishonest behavior after correction/ denial of behavior when discovered	When Tier 2 interventions have not been successful

Buddy Room: Buddy Room-A prearranged place in another teacher’s room (generally a grade higher in order to maximize positive role models and minimize shaming )

Restorative Impromptu Meeting: Classroom Teacher/Staff During/after/other class period.

Restorative Reflection Room: ROAR coach will meet with student when referred by staff.

Informal Restorative Conference: Informal Conference with ROAR coach or Principal

Action plan is developed to address target behavior

Restorative Inclusion Room: Assigned by Principal/designee per incident referral by staff. Student is assigned to one or more days. Behaviors targeted for intervention.

Formal Restorative Conference: Formal conference scheduled by Principal

Offender/Victim/Supporters per RJ practices (action plan, follow up, etc)

## Alcona Community MS/HS Continuum of Behavior Intervention / Consequences

Behavior Refer to Alcona Community School Handbook for further explanation	MINOR (TIER 1 Universal intervention)	MAJOR (TIER 2 intervention) Incident Referral	MAJOR (TIER 3 intervention) Office managed Principal /Designee assigns consequence
Recording	Teacher does not need to enter anything into Synergy (Teacher may want to keep records for themselves)	Teacher should enter the incident into Synergy	Staff will enter the incident into Synergy if sent by them. If common area fill out paper form, office will enter discipline.
Intervention:  Interventions for Major Behavior referrals may vary depending on individual student needs.	Restorative language/impromptu meeting,  Classroom Managed, Warning/Reteach, Teacher handled, PRIDE, Document/Parent notification	Restorative Reflection Room, Meeting with principal/ FIERCE coach, Informal Restorative Conference, Restorative Action Plan, FIERCE coach	Restorative Inclusion Room, Formal Restorative Conference, Referral to PST (Problem Solving Team), OSS, Saturday School, Other as determined by Administration
Language	Offensive remarks to others	Repeated pattern of Offensive language	Swearing used to intimidate, show

			defiance, create an unsafe environment
Property Misuse/ Vandalism/Theft	Teasingly taking the property of others/return in same condition Misuse without damage	Thoughtlessly or “accidentally” damaging property of others/school	Theft/purposely damaging the property of others
Disruption	Noise making Attention getting behaviors Bothering others Misuse of cell phones in class	Repeated use of disruptive behavior Behavior that stops the learning in class/defiant use of disruptive behavior after correction Misuse of cell phones in class/refusal to put phone away	Severe disruptive behavior
Disrespect Defiance Non-Compliance	When asked for compliance: Argumentative, talking back, disrespectful remarks to others Defiant behavior Refusal to complete task	Repeated use of disrespectful/defiant behavior Disregard of others that includes inappropriate language or minor aggressive behavior Insubordination (ignoring reasonable request to stop)	Blatant disregard of others that includes inappropriate language or aggressive behavior/unsafe environment
Unexcused Tardy Each classroom tardy	Teacher keeps accurate records/ office managed every week	2 tardies/ Warning Slip 3 tardies/ PRIDE/parent notification	More than 4 tardies Admin. will determine consequence

		4 tardies/meeting with PST	
Skipped Classes Each classroom skip	1 Skipped Class-PRIDE	2 skipped classes/PRIDE/parent notification/meeting with PST	More than 2 skipped classes in a week/ Assigned by Principal
Teasing/Demeaning behavior/harassing/bullying	Annoying on purpose/ altering names/"put downs"	Threatening and/or disrespectful body language/targeted insults	Threat/extortion/racist /socio-economic status/sexual/religious/ disability/ethnicity/sexual orientation/cultural remarks/repeated minor behavior/proximity after separation/cyber bullying/intimidation (see verbal threat/harassment/bullying section in District Level Behaviors)
Physical roughness Fighting Aggression	"Horse play" / Rough play Pre-fight posturing Bumping into each other Not respecting the personal space of others	Repeated rough play after correction, Hitting/kicking/encouraging others to fight/retaliating	Fighting/Aggression resulting in harm to others / FIERCE coach (see physical assault section in District Level Behaviors)

Public Display of Affection	Per student handbook 1 -2 Incidents	Repeated PDA behaviors More than 2	Referred by Dean of Students/FIERCE coach
Dress Code	Per student handbook Hats: Ask to remove Clothing: Inform student that clothing does not meet dress code. Call home/change clothing if needed If student refuses/Move to Tier 2	Repeated dress code violation	Referred by Dean of Students/FIERCE coach
Academic Dishonesty	Copying another student's work, plagiarism	Use of academically dishonest behavior after correction/denial of behavior when discovered	Referred by Dean of Students/ FIERCE coach

PLEASE REFER TO SECTION ON DISTRICT LEVEL MAJOR BEHAVIORS THAT MAY LEAD TO SUSPENSION OR EXPULSION

PRIDE: Assigned by classroom teacher/during student lunch period

Restorative Impromptu Meeting: Classroom Teacher/Staff During/after/other class period.

Restorative Reflection Room: FIERCE coach will meet with student when referred by staff. Staff must contact principal/FIERCE coach and have exhausted universal or Tier 1 Interventions/consequences. Student will attend meeting during student lunch period or during class period sent. Student will be sent back to class after contact and plan has been made with Dean of Students/FIERCE coach. Action plan will be developed.

Informal Restorative Conference: Informal Conference with Dean of Students/FIERCE Coach

Action plan is developed to address target behavior

Restorative Inclusion Room: Assigned by Dean of Students/Principal per incident referral by staff. Student is assigned to one or more days. Behaviors targeted for intervention.

Formal Restorative Conference: Formal conference scheduled by Principal/Dean of Students

Offender/Victim/Supporters per RJ practices (action plan, follow up, etc)

## Alcona Community Schools District Level Major Behavior Continuum

In accordance with Section 1310d Disciplinary Factors, MCL 380.1310.d the following factors must be considered when suspension or expulsion is being considered (with the exception of possession of a firearm): The student’s age, the student’s disciplinary history, whether the student has a disability, the seriousness of the violation or behavior, whether the violation or behavior committed by the student threatened the safety of any student or staff member, whether restorative practices will be used to address the violation or behavior and whether a lesser intervention would properly address the violation or behavior.

<p>Behaviors listed below are Major Behaviors Referred Directly for Office/Principal determination</p> <p>These behaviors may also include the knowledge of or aiding and abetting such offenses.</p>	<p>PLEASE REFER TO STUDENT HANDBOOK FOR FURTHER DEFINITION OF SPECIFIC BEHAVIOR</p>	<p>Consequences may vary depending on offense/ May include: Parent Meeting/Restorative Inclusion Room/OSS/Counseling/Referral to law enforcement/Expulsion/Other as determined by Administration</p>
<p>Physical/Verbal Assault/Harassment/Bullying as determined in student handbook</p>		<p>Intent to harm Refer to student handbook for further explanation</p>
<p>Drugs/Alcohol</p>		<p>Under influence/possession/distribution</p>

Use/Possession of Alcohol		Student is in possession of or is using alcohol.
Use/Possession of Drugs		Student is in possession of or is using illegal drugs/substances or imitations.
Use/Possession of Tobacco		Student is possession of or uses tobacco.
Use/Possession of Weapons		Any object that is used to threaten, harm, or harass another may be considered a weapon(real or look-a-like). This includes but is not limited to padlocks, pens, pencils, laser pointers, and jewelry. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion.
Arson		Student plans and/or participates in malicious burning of property.
Gang Affiliation Display		Student uses gestures, dress, and/or to speech to display affiliation with a gang.
Bomb Threat/False Alarm		Student delivers a message or possible message of explosive materials being on-campus, near campus and/or pending explosion.
Use/Possession of Combustibles		Student in possession of substances that are capable of causing bodily harm or property damage(matches, lighters, firecrackers, gasoline, lighter fluid, or similar materials).



Gambling		Any game of chance that involves exchange of money or property and any activity that involves betting.
Trespassing		See student handbook
Truancy		See student handbook
Inappropriate use of Wireless Communication Device		See handbook: In addition to above consequences, student may have device removed.
Violation of bus rules		See student handbook

# Section V – Transportation

## Bus Transportation to School

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

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

## Bus Conduct

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain that transportation safety.

Students must comply with the following basic safety rules:

1. Be on time at the regular designated bus stop, ready to board the bus.
2. Wait until the bus comes to a stop before attempting to get on or off.
3. Walk to the bus stop facing traffic. You should stay off the road at all times while walking to and from the bus or while waiting for the bus.
4. Always cross at least ten feet in front of the bus.
5. Do not fight or bully other students at the bus stop or on the bus.
6. Keep arms, hands, legs, feet, and head inside the bus at all times.
7. Do not engage in shouting, loud talking, whistling, etc. The driver must concentrate on driving.
8. Do not throw anything inside the bus or out the bus window.
9. Food and drink beverages on the bus are at the discretion of the District. (Glass jars and containers are prohibited)
10. Profane or vulgar language and obscene signs or gestures will not be tolerated.

11. Broken window, cut or damaged seat and other equipment broken must be paid for by the person causing the damage.
12. Always remain seated until the bus stops to unload.
13. The driver is in full charge of the bus and has the right to demand order and good discipline. Pupils are to follow the driver's directions.
14. Do not light matches on bus.
15. Do not damage personal property.
16. Smoking, use of drugs, gambling, alcoholic possession or consumption or any illegal activities are prohibited.
17. Never tamper with emergency equipment.
18. Remain in the assigned seat.
19. Be courteous to others and safety conscious at the bus stops. Stay out of the roadways and line up in an orderly manner when boarding the bus.
20. If your child is suspended off the bus he/she will not be allowed to ride the bus until this citation has been signed by their parent or guardian and returned to the driver the day following the disciplinary action.
21. If a student is suspended off the bus they are not allowed to ride **any** other Alcona school bus to or from school. If a student is suspended from the bus they are still expected to attend school.

The school code of conduct also applies to students at their bus stop, while riding on a bus and as they get off their assigned bus. The school district reserves the right and discretion to impose more severe disciplinary action, up to and including expulsion for unacceptable behavior regardless of whether it is the first offense.

Infractions of bus rules will follow the high school discipline code with coordination with the Transportation Supervisor.

## Video Monitoring and Recording on School Buses

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

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

## Penalties for Infractions

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

## Self-Transportation to School

Parking on school property is a privilege which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school.