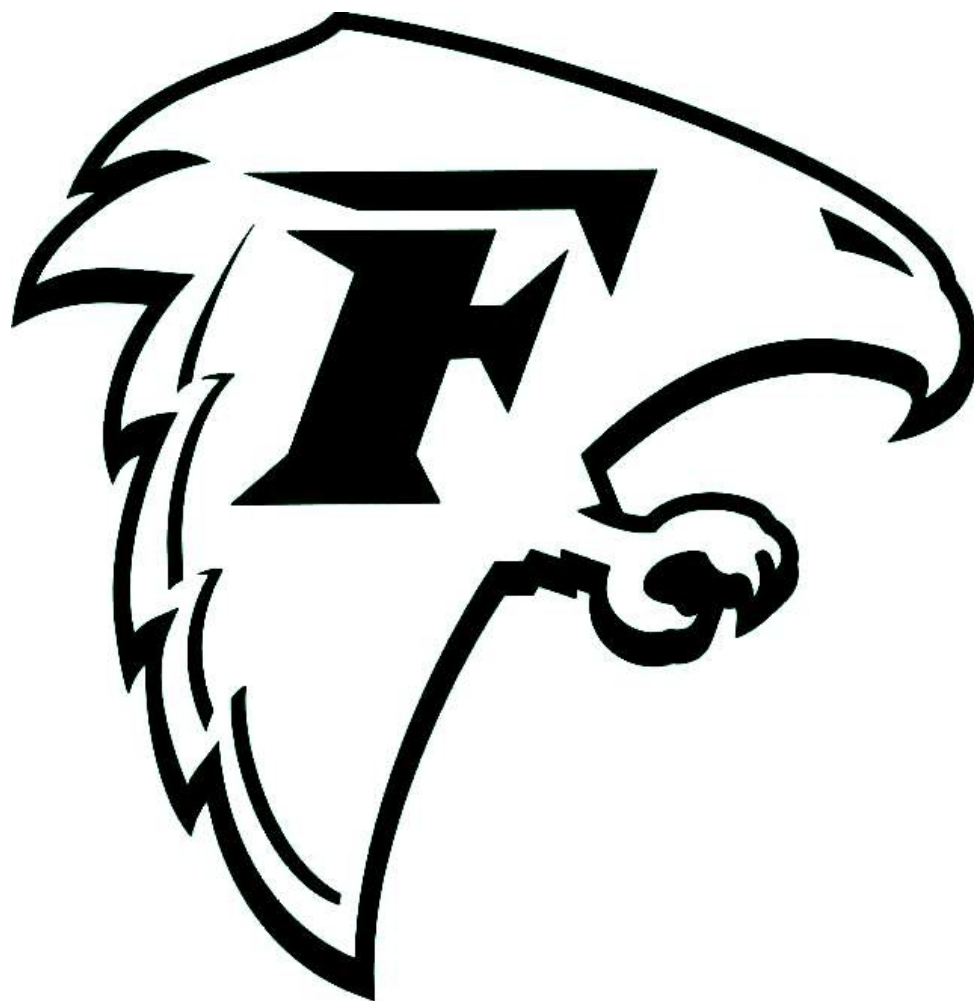


**FREELAND MIDDLE/HIGH SCHOOL**  
**STUDENT HANDBOOK**



**2020 - 2021**

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**BOARD POLICY ACCESS**

Board Policy may be accessed at the following address: <http://www.neola.com/freeland-mi> or through the Freeland Community School District Website at: [www.freelandschools.net](http://www.freelandschools.net).

**FREELAND COMMUNITY SCHOOL DISTRICT MISSION STATEMENT**

The Freeland Community School District will prepare students to be successful adults by providing a challenging curriculum that connects students’ lives to their future in a safe and supportive environment.

**FREELAND MIDDLE/HIGH SCHOOL MISSION STATEMENT**

It is the mission of the Freeland High School to provide the best possible educational opportunities to all its students. We will provide a secure, caring environment within which students begin to realize their academic, physical, occupational and emotional potentials while becoming lifelong learners within a democratic society.

**WELCOME FROM THE ADMINISTRATION**

We are pleased to welcome you to a new school year. It is your responsibility to make the most of your school career. Success is for those who are willing to work for it. This handbook has been prepared to aid you in becoming acquainted with the behavioral expectations as well as some of the procedures established to allow for the orderly operation of our school. Take time to read this handbook and ask questions if you are uncertain of the established expectations. Any questions about the student handbook should be directed to the High School Principal at [smith@freelandschools.net](mailto:smith@freelandschools.net) or by calling 695-2586 or the Middle School Principal at [wulffr@freelandschools.net](mailto:wulffr@freelandschools.net) or by calling 692-4032.

**FREELAND HIGH SCHOOL PERSONNEL**

**Administration**

Superintendent of Schools ..... Matthew Cairy  
High School Principal..... Traci Smith  
High School Assistant Principal.....Jacque Chislea  
Middle School Principal ..... Renee Wulff  
Athletic Director .....Jeff Bell

**Board of Education**

Kristin A. Anderson, Dennis Argyle, Matthew Phaner, Jeff Kipfmiller  
Lisa Knoerr, Holly M. Roenicke, Peter R. Wiltse

**Counselor's Office**

High School Counselor ..... Heather Essex  
College and Career Advisor.....Michelle Wells  
Middle School Counselor.....Pete Duley

**Secretarial Staff**

High School Building Secretary.....Sally Williams  
Guidance Secretary ..... JoDee Phillips  
Attendance/Athletic Secretary.....Brandi Vasold  
Middle School Building Secretary.....Barb Starr

**High School Staff**

Mr. Byrne	Mr. Guentert	Mrs. Kostrzewa	Mrs.Roberson
Mrs. Chisek	Mrs. Hintz	Ms. Krygier	Mr.Schmidt
Mrs. Clark	Mrs. Hoffmann	Mrs. Miller	Mr.Shaw
Mr. Drown	Mrs. Howson	Mrs. Neal	Mrs.Short
Miss Eckerd	Mrs. Keefer	Mr. Nixon	Mr.Short
Mr. Fattal	Mrs. Kilda	Mrs. Peters	Mrs.Wheatley
Mrs. Granberry	Mr. Kostrzewa	Mr. Peterson	Mrs. Worth

**Middle School Staff**

Mrs. Bain	Mrs. Furst	Mr. LaFond	Mr. Schwedler
Mrs. DeShone	Mrs. Gotts	Ms. Mehnert	Mr. Townsend
Mrs. DeLong	Mrs. Hannon	Mrs. Meitler	Mrs. Williamson
Miss Foy	Ms. Heckman	Ms. Ruffertshofer	

**FREELAND COMMUNITY SCHOOL DISTRICT  
NON-DISCRIMINATORY POLICY**

It is the policy of the Freeland Community School District that no person shall, on the basis of race, color, national origin, sex, handicap, or English speaking ability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any of its educational programs, activities or employment practices. In order to facilitate the evaluation of current practices, to investigate complaints, to answer inquiries, and to guide the implementation of compliance efforts, the superintendent has been appointed the local Title VI and Title IX Coordinator, and the special education supervisor has been appointed Section 504 Coordinator. All questions, requests for information, or complaints relating to discrimination on the basis of race, color or national origin (Title VI), sex (Title IX), or handicap (Section 504 of the Rehabilitation Act of 1973) in the Freeland Community School District should be directed to the superintendent at the following address: Superintendent of Schools, 710 Powley Drive, Freeland, Michigan 48623 Phone (989) 695-5527. The following persons will assist the Superintendent in coordination efforts to comply with Title VI, Title IX, and Section 504: Building Principals, District Curriculum Council Members, Building and Grounds and Transportation Supervisor, Food Service Supervisor, and Athletic Director. Inquiries concerning the non-discrimination policy may also be directed to Director, Office for Civil Rights, Dept. Of Health, Education and Welfare, Washington, DC 20201.

**CHILD FIND**

It is the responsibility of the Freeland Community School District to find and identify any child with a suspected disability residing within the district boundaries. As a result, the Freeland Community School District works cooperatively with the Saginaw Intermediate School District to conduct Special Education evaluations for any child ages 0-26 who is suspected of having a disability. If a student is found eligible for Special Education through the evaluation process, it is the school districts responsibility to offer a Free and Appropriate Public Education that meets the educational needs of the student. If you believe your child is in need of a Special Education evaluation, please contact Marnie Malacara, Special Education Supervisor at (989) 625-2218.

**PARENT INVOLVEMENT IN THE SCHOOL PROGRAM**

The Freeland 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. See Freeland Board of Education bylaws and policies 2112.

**SECTION ONE  
GENERAL INFORMATION**

**AGE OF MAJORITY**

The Michigan Legislature, recognizing the possibility of conflict between 18 year old students and school rules, has explicitly spelled out the rights of schools by enacting a law that states: It can be stated unequivocally that rules may be made by the state, local boards of education, teachers, and principals, and these may be enforced reasonably against all who are in the school setting, below or above the age of 18. Having recognized the Michigan Legislature and its laws, a student attending Freeland High School, regardless of age, is expected to adhere to all school policies. A student’s responsibility does not change upon reaching the age of majority.

### HIGH SCHOOL BELL SCHEDULE

7:40-8:30.....	First Hour
8:45-9:35.....	Second Hour
9:50-10:40.....	Third Hour
10:40 – 11:10.....	A Lunch
11:25 – 12:20.....	A Fourth Hour
10:55-11:15.....	B Fourth Hour
11:15 – 11:45.....	B Lunch
11:45 – 12:20.....	B Fourth Hour
10:55 – 11:50.....	C Fourth Hour
11:50-12:20.....	C Lunch
12:35 – 1:25.....	Fifth Hour
1:40-2:30.....	Sixth Hour

### MIDDLE SCHOOL BELL SCHEDULE

7:40-8:30.....	First Hour
8:45-9:35.....	Second Hour
9:50-10:40.....	Third Hour
10:40-11:25.....	Lunch
11:25-12:20.....	Fourth Hour
12:35-1:25.....	Fifth Hour
1:40-2:30.....	Sixth Hour

### BUS TRANSPORTATION TO / FROM SCHOOL

Student transportation is the responsibility of the parents or guardians. However, safe, economical transportation will be furnished to eligible students of the district from designated bus stops near their homes to and from their schools. Student transportation shall be considered a privilege to be enjoyed by a student only as long as he/she accepts responsibility for his/her own conduct, carefully follows all rules and regulations, and positively responds to the directions and requests of the bus driver. All transportation personnel will do their best to build and maintain good relationships between students, parents, and the school. For students who misbehave while riding the bus, disciplinary action will be taken. The following bus rules and student responsibilities must be followed by students:

#### Bus Conduct

##### A. At the bus stop:

1. Be at the designated bus stop at the scheduled time ready to board the bus.
2. Observe the same conduct as required in the classroom.
3. Be courteous to others and safety conscious at the bus stop.
4. Stand back 10 feet from the road until the bus comes to a complete stop.
5. Wait until the bus comes to a complete stop before attempting to get on or off.
6. Refrain from bringing a guest to board the bus.

##### B. On the bus: Students are required to use hand cleaner upon boarding and sit in assigned seats.

1. Observe the same conduct as required in the classroom.
2. Be courteous - use no profane language or threatening language.
3. Refrain from eating and drinking on the bus.
4. Keep the bus clean by picking up after yourself and others.
5. Occupy the seat assigned by the driver (if so assigned).
6. Remain seated while the bus is in motion.
7. Keep your head, hands, feet, and body inside the bus.
8. Refrain from smoking or having any source of fire on the bus.
9. Refrain from ALL disruptive or destructive conduct.
10. Cooperate with the bus driver.
11. Enter and leave the bus only at the front door, unless there is an emergency.
12. Report at once, to the driver, any damage to the bus that is observed.
13. Participate in required emergency drills.
14. Observe safety precautions such as maintaining a reasonable noise level in the bus and keeping the aisles clear.
15. **Backpacks and instruments must fit on the student's lap.**
16. Refrain from throwing any materials out the bus window.

Other bus policies and procedures are available on line on the school website. Students and/or parents can contact the Transportation Supervisor by phone at 695-5101.

**NOTE: These bus rules apply to any student riding any school bus at any time including field trips, athletic events, and any other bus riding.**

### **Videotapes on School Buses**

The Board of Education has installed video cameras on school buses to monitor student behavior. Actual videotaping of the students on any particular bus will be done on a random-selection basis. If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal law.

### **Penalties For Infractions**

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

### **CAFETERIA RULES**

Students must maintain mature behavior in the Cafeteria. Failure to comply with the following rules will result in disciplinary action:

- A. Students are required to sit at assigned tables, no more than 4 to a table. Students may not get up from table during lunch except to use the restroom individually. Groups may not visit the restroom together.
- B. Social Distancing is required in lunch lines and through the duration of each lunch period. Lunch lines will be one way in and one way out. Students cannot return to the lunch line to purchase additional items after they have been through the line, so all items wanted should be purchased when going through the line at once.
- C. Students will be dismissed by tables to dispose of trash at the end of the lunch period, and line up in designated locations to be dismissed from lunch.
- D. Students will be required to purchase breakfast and lunch using a bar code student ID card only
- E. Masks may be removed once a student is seated at their assigned table, and put back on when they get up to use the restroom or are dismissed from lunch.
- F. No food, beverage, or any other items are to be thrown.
- G. Excessive noise is prohibited.
- H. Students should dispose all trash when dismissed to do so. Failure to do so will result in disciplinary action.
- I. Horseplay is prohibited.
- J. Food, trays, dishes, and silverware must remain within the cafeteria.
- K. Students must have lunch supervisor's permission to leave the cafeteria or to report to a teacher's classroom.

### **CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES**

The Board of Education recognizes that control of the spread of communicable disease spread through casual contact is essential to the wellbeing of the school community and to the efficient District operation. For more information, please refer to Board Policy.

### **DIRECT CONTACT COMMUNICABLE DISEASES**

The Board of Education seeks to provide a safe educational environment for students and staff. This can best be accomplished by assuring that all persons with the school community understand the method of transmission and prevention of diseases that are not contracted through airborne pathogens, but rather, through direct contact with body fluids and excretions, especially blood, vomit, feces, or urine. The Board is also committed to assuring the confidential status of individuals who may have been diagnosed with a blood borne communicable disease. For more information refer to Board Policy.

### **PREPAREDNESS FOR TOXIC HAZARD AND ASBESTOS HAZARD**

The Board of Education is concerned for the safety of the students and staff members and will attempt to comply with all Federal and State statutes and regulations to protect them from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos material used in previous construction. For more information refer to Board Policy.

## **DISTRICT SPONSORED CLUBS AND ACTIVITIES**

The Board of Education believes that the goals and objectives of this District are best achieved by a diversity of learning experiences, including those that are not conducted in a regular classroom but are directly related to the curriculum. The purpose of curricular related activities shall be to enable students to explore a wider range of individual interests than may be available in the District's courses of study but are still directly related to accomplishing the educational outcomes for students. Students who are involved in clubs and activities must attend school all day to participate in after school and evening events, similar to the attendance policy for athletes.

## **DRESS CODE POLICY**

It is the belief of this administration that any code written to set a standard for student dress should allow for as much freedom of expression as modesty, safety, and community values will allow. The following guidelines represent an attempt to create a rational approach to guide students in their clothing decisions. As always, the administration reserves the right to determine what clothing is appropriate to the school environment. Clothing and grooming shall be considered unacceptable if it creates a potentially disruptive influence on the educational process.

If a student is referred to the office for a possible dress code violation, the student will be asked to change the clothing which prompted the violation and into clothing that is acceptable under the Freeland Middle/High School Student Dress Code. If the student cannot produce acceptable clothing either by themselves or via their friends/parents, then the office may provide acceptable clothing that must be worn by the student for the remainder of the day. Persistent violations of the Freeland Middle/High School Dress Code may result in further disciplinary action.

1. Students must dress in a manner acceptable to community standards. Obscene or indecent attire may result in removal from school.
2. Shorts/skirts that have a finished appearance and extend below the length of the fingertips when arms are hanging at sides in a relaxed state may be worn. Spandex, cut offs and jogging shorts are prohibited during school hours.
3. It is never appropriate to wear anything that allows for undergarments to be visible. This includes bra straps. Sagging pants that allow undergarments to show are not allowed.
4. Shirts which are cut too low in the front, back or arm holes are not allowed. Spaghetti straps and strapless shirts and gowns are prohibited and may not be worn. Modesty and neatness will determine which shirts can be worn.
5. Shirts that leave the midriff bare are not allowed.
6. Clothing which advertises, glorifies or promotes drug use (including tobacco and alcohol) is not allowed. Clothing and accessories which have slogans or printed material deemed to be crude, obscene or suggestive are prohibited.
7. Clothing which is ripped, unpatched, shredded, or torn must not allow skin to be exposed higher than the length of the fingertips when arms are hanging at sides in a relaxed state. Additionally, clothing which is excessively ripped, unpatched, shredded, or torn is not considered appropriate dress for school.
8. Hats, coats and wearing a hood on sweatshirt are discouraged and may be prohibited by teachers in their classrooms.
9. Footwear must be worn at all times.
10. Sleepwear, including pajama pants, slippers, robes and blankets are not allowed during the school day.
11. For the 2020-2021 school year, backpacks will be utilized in the classrooms at the middle and high school until the building determines lockers will be back in use.
12. Middle School students are permitted to wear hats every Friday if they would like. A teacher may request that you take your hat off in class, however, they will be permitted in the halls and during lunch. Wearing the hoods on a hooded sweatshirt is not permitted any day of the week.
13. Masks will be required every day for all middle and high school students who are indoors. Masks may be taken off once a student is seated at their table for lunch or leaves the building and is outside, but remains 6 feet apart from others. Masks need to be cleaned each night.



## **ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS**

The Board of Education establishes the following residency policy for determining eligibility to attend the schools of this District:

The Board will educate, tuition-free, students who are legal residents of the District. Proof of residency will be required for registration in the District. Legal residency means a student is residing with his/her parents, legal guardians, or a resident relative with power of attorney over the student. A student may attend school in this District tuition free if a parent or legal guardian is a legal resident of the District, regardless of whether the parent or legal guardian has actual custody of the student. Legal residency, when living with a relative, must be based on the need for a suitable home and not for educational purposes. For more information, refer to Board Policy.

## **EMERGENCIES**

**Fire/Evacuation:** The steady sounding of the fire siren is a signal for a fire/evacuation drill. Classes must evacuate the building in an orderly and safe fashion. This means to walk at a good pace without shoving or pushing. Teachers will take their classes at least 100 feet away from the building, and then take roll to make sure everyone is accounted for. Each of the classrooms will have a map to show which way to evacuate from that classroom. The teacher will review the fire procedure with everyone.

**Lock down or secure mode:** Students are restricted to the interior of the school building. The building will be secured a minimum of three (3) times each school year. Notification of lock down/secure mode is given by public announcement (PA).

**Tornado:** Teachers will review tornado warning and alert procedures. Each room in the building has a poster showing the students where to go during tornado weather and how to protect themselves.

## **EMERGENCY SCHOOL CLOSING**

In the event school must be canceled because of severe weather conditions, a public announcement will be made as early as possible over local radio and television stations. You will also be notified by School Messenger.

## **EQUAL ACCESS FOR NONDISTRICT-SPONSORED STUDENT CLUBS/ ACTIVITIES**

The Board of Education will not permit the use of school facilities by nondistrict sponsored, student clubs and activities or District sponsored, extracurricular clubs and activities during instructional hours. During noninstructional time, however, no group of students, regardless of the size of the group, will be denied an opportunity to meet on the basis of the religious, political, philosophical, or other content of the activity.

An application for permission for nondistrict sponsored, student clubs and activities to meet on school premises shall be made to the building principal. For more information, refer to Board Policy.

## **FIELD AND OTHER DISTRICT-SPONSORED TRIPS**

The Board of Education recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. For more information, refer to Board Policy.

## **FOREIGN EXCHANGE STUDENTS**

The Board of Education recognizes the positive cultural benefits to the students, staff, and the community in meeting students from other countries and in having foreign exchange students as members of the student body of this District. The Board will permit the admission of foreign-exchange students (from recognized and accredited student exchange programs) who are residing in this District. All nonresident students in this category shall be eligible for admission on the same basis as other nonresident students.

### HIGH SCHOOL GRADING POLICY

The purpose of grades in a school is to inform parents of the relative work accomplished within a class. The intent of Freeland High School is to have students be successful and to insure that the success is shown in the form of grades. The intent of the grading system is not to punish students, rather, to show the relative success of the student. Teachers will formulate their grading systems allowing the maximum opportunity for success, however grades will not be rounded. It is believed that success breeds success. A class syllabus will be handed out at the beginning of each semester in each class which will outline the grading procedure along with pertinent information for students to be successful in that class. In the event of any emergency school shutdown, when remote learning is provided, students will be expected to complete this work and it will be calculated in the final semester grade. The grading scale and semester grade breakdown is as follows:

100 - 94%	A	Below 77%-73%	C	1 <sup>st</sup> Quarter = 40%
Below 94% - 90%	A-	Below 73%-70%	C-	2 <sup>nd</sup> Quarter = 40%
Below 90% - 87%	B+	Below 70%-67%	D+	Exam = 20% for final semester grade
Below 87% – 83%	B	Below 67%-63%	D	
Below 83% – 80%	B-	Below 63%-60%	D-	
Below 80%– 77%	C+	Below 60%	E	

### MIDDLE SCHOOL GRADING POLICY

Students are required to complete all assigned work. In the event of any emergency school shutdown, when remote learning is provided, students will be expected to complete this work and it will be calculated in the final semester grade. In case of absence, students will have the same number of days they were absent to make up work. **Please call the office by 8:00 a.m. to request homework due to absences.** Students who are suspended from school will be supplied with homework in the timeliest manner possible. Suspended students are expected to complete all homework assignments upon return. IF the suspended student does not complete all assignments upon return, the assignments may not be made up for points at a later date. If questions arise on homework assignments, please contact the teacher for clarifications.

Freeland Middle School assigns homework that is purposeful and necessary. All homework assignments are expected to be completed on time. Any student who does not complete a homework assignment on time will be required to participate in the Homework is Priority (HIP) program. This lunch program provides students additional time to finish missing and/or late work in their classes. Students who participate in the HIP program will have a chance to earn up to 75% of the grade they would have received if the assignment was not late/missing. Students have up to 5 school days to complete their HIP assignments for credit. If a student does not complete their assignment within this time period, they are still required to complete the assignment; however, they may receive no credit for the assignment. Additionally, excessive HIP assignments will result in a HIP letter being sent home to parents informing them of a student's excessive missing/late assignments. Teacher discretion for individual assignments will be given in regards to the following:

1. How long a student has to complete assignments within the HIP program.
2. For larger projects, assessments, and task the teacher may opt the student out of participating in the HIP program, and will adjust deadlines and expectations appropriately.

**Exams:** Students at FMS are required to take exams at the end of each semester in their core content classes. The exams are calculated as a test score within the 2<sup>nd</sup> and 4<sup>th</sup> marking period grade. The purpose of the exams is to prepare the students for high stakes testing at the high school level.

### VIRTUAL LEARNING

Students are expected to engage in instruction and complete learning tasks on the days they are not physically attending school, whether that is on their alternating day or if our building is placed in full virtual learning. Daily attendance will be taken whenever students are not in the building, instruction will occur, learning will be monitored and all work will be graded and assessed throughout the entire school year in both of these scenarios.

### **ACADEMIC LETTERS**

Academic letters will be awarded to any high school student who is able to achieve a semester cumulative grade point average of 3.5 or better. After receiving the letter, students will receive a medal for each successive semester in which a 3.5 or better cumulative grade point is achieved.

### **HONOR ROLL**

Students with a high academic standing are eligible for the honor roll. To be an honor student, a student must earn a "B" average (3.00). In addition to honor roll recognition, seniors will be recognized for Valedictorian, Salutatorian and Class Top Ten following the guidelines stated in the Curriculum Guide.

### **GRADUATION REQUIREMENTS**

Beginning with the Class of 2016, FCSD has made the MME a graduation requirement. Students must have a valid reportable score on all three tests including the SAT, Work Keys, and MStep. Freeland High School will administer these tests to students in the spring of their junior year and to seniors who need re-testing. Information regarding the tests is available in the Guidance office or at the Michigan Department of Education website: [www.michigan.gov](http://www.michigan.gov). In order to participate in Commencement exercises, a student of senior status must have completed **all** requirements for graduation. Students are directed to their respective curriculum guide for specific course requirements. Appropriate dress guidelines must be followed to participate in the commencement ceremony. Students must wear a green cap and gown over their clothing. The cap and gown may not have additional embellishments.

### **PERSONAL CURRICULUM**

The personal curriculum (PC) is a process to modify specific Michigan Merit Curriculum (MMC) high school credit requirements and/or content expectations based on the individual learning needs of a student. It is designed to serve students who want to accelerate or go beyond the MMC requirements and students who need to individualize learning requirements to meet the MMC requirements. The parent or guardian of a student, staff, or the student if the student is of the age of majority or is an emancipated minor may request a PC. For more information on the PC option, please contact the High School Principal at 989-695-2586.

### **MIDDLE SCHOOL PROMOTION AND RETENTION**

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

Each student shall be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development. Such pattern should coincide with the system of grade levels established by this Board and the instructional objectives established for each. Freeland Middle School places, promotes, and retains students in accordance with District Policy 5410.

### **GUIDANCE AND COUNSELING**

Students are encouraged to make use of the counseling services available to them in the high school. These services may relate to both your present and future planning. This help and assistance may include:

1. Career counseling, information and planning.
2. College information and planning. College visits must be approved by the guidance counselors prior to the visit to be school excused.
3. Scholarship/Financial Aid information.
4. Course selection/class scheduling.
5. School records review.
6. Personal counseling on individual matters and concerns.
7. Job placement information.
8. Information on special training programs.

We emphasize that counseling should provide the individual time and attention that each student deserves and needs in making the best of their high school education. Use these services and feel free to call on us when we can be

of help to you. Any student grade 9 through 12 may sign up for an appointment to the Counseling Office during the regular school day. (Do not use class time to sign up for an appointment.)

### **SCHEDULING AND ASSIGNMENT**

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 guidance office and must be made within the first 5 days of the semester. 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. **Enrollment in middle school band is a year-long commitment. Students will not be able to drop the course once enrolled and assigned. All schedule requests for middle school students should be made through the principal's office.**

### **STUDENT RECORD POLICY**

The high school administration is the custodian of high school student records and is responsible for the supervision of student records at the school. Each student's records will be kept in a confidential file located in the Guidance office at 8250 Webster Rd. The information in a student's records will be available for review only by the parents or legal guardian of a student, the adult student (18 years or older), and those authorized by federal law and state and district regulations. Parents and students at least 18 years old may request a conference to review their student's records by calling the guidance Office at 989-695-5526 to get the appropriate request form and to schedule an appointment within two weeks. Records will be reviewed in the presence of the principal or designated individual.

### **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 Freeland High 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 guidance office for specific details.

### **HOMEBOUND INSTRUCTION**

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability. Parents should contact the school guidance office regarding procedures for such instruction.

### **HOMELESS STUDENTS**

The Superintendent will appoint a Liaison for Homeless Children who will perform the duties as assigned by the Superintendent. Additionally, the Liaison will coordinate and collaborate with the State Coordinator for the Education of Homeless Children and Youth as well as with community and school personnel responsible for the provision of education and related services to homeless children and youths.

### **INCOMPLETE POLICY**

The Guidance Office will supervise this policy and approve any exceptions to it in consultation with the teacher involved. Any conflicts left unresolved will be resolved by the Principal.

1. All Incompletes at the end of each marking period or semester must be made up within **two (2) weeks** of the end of the marking period. All work that is not made up by this date will be averaged into the final grade as E work.
2. Students receiving Incompletes for second semester courses will be encouraged to make up work during the teachers' record days. They **must** make up work within two weeks of the conclusion of the second semester, at which time the rules stated in #1 will apply. This makeup work may be graded during the summer or upon the teacher's return to work for the next school year.
3. Each student receiving an Incomplete will have his or her parents notified of this grade deficiency.
4. At the end of the two week period (in the case of first semester grades) or when the teacher returns to work for the subsequent school year (in the case of second semester grades), the supervisor in charge of Incompletes will circulate among the teachers a list of all students who received Incompletes. At this time, all grades must be final.
5. Cases involving extenuating circumstances (such as extended illnesses) will be granted additional makeup time **only** after a meeting of the teacher, student and supervisor involved.

## IMMUNIZATIONS

The Board of Education believes that immunization is one of the most cost effective measures to protect children from vaccine preventable diseases. Accordingly, the Board requires that all students be properly immunized at the time of registration or not later than the first day of school pursuant to the provisions of the State Health Department regulations. Students must meet the immunization requirements set by the State for attendance at school in order to enroll or attend. Students who do not meet the immunization requirements on the opening day of school shall be admitted in accordance with District administrative procedures. Transfer students shall not be admitted without proof of immunization as required by the State.

## STUDENT ACCIDENTS/INJURIES

The Board of Education directs that all reasonable efforts be made to ensure a safe learning environment for all students of this District. Any and all accidents or 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 and a parent will be notified.

## STUDENT PUBLICATIONS & PRODUCTIONS

The Board of Education sponsors student publications and productions as a means by which students learn, under adult direction/supervision, the rights and responsibilities inherent when engaging in the public expression of ideas and information in our democratic society. Failure to follow Freeland Community School District Policies and Administrative Guidelines may result in disciplinary actions.

## STUDENTS WITH LIMITED ENGLISH PROFICIENCY (LEP)

It is the policy of the Board of Education that all students be provided a meaningful education and access to the programs provided by the District. 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 programs offered by the District. For more information, refer to Board Policy.

## MEDICATION POLICY

Students may not medicate themselves in school. Medication will not be administered to any student in the Freeland Middle/High School by a district employee without prior written permission from the child's parent/guardian. This includes both prescription and non-prescription drugs. Medication permission forms are available in all FCSD offices. **In addition, a doctor slip must be provided for any prescription medications to be administered at school.** Medications must be transported to and from school by a parent/guardian and not by means of school busing. Medications not picked up at the end of a school year will be discarded.

## PARENT SUPPORT ORGANIZATION

The Parent Support Organization is a group of concerned parents who work with the staff to promote our school and assist with several fund raising activities during the school year. The PSO meetings are scheduled generally on the second Tuesday of the month at 6 pm, and all parents are encouraged to join.

## HIGH SCHOOL DANCES

Many dances are offered to Freeland students. Dances will end by 11:45 p.m. Hours for special dances (Homecoming and Prom) may be extended.

- A. No admission will be allowed after 9:30 p.m. for regular dances and 45 minutes after an athletic contest.
- B. Guests will be permitted at only two (2) Freeland High School dances. They are Homecoming and Prom. Students are allowed one guest, and all guests must have a guest form submitted by the deadline. Ninth grade students may not be a guest at our Prom. Guest passes are always subject to the approval of the Principal. All guests are the responsibility of the Freeland student who brought them and must abide by Freeland High School rules or be subject to removal from the dance. Any guest removed from the dance is the responsibility of the Freeland student who brought them and may result in the removal of the Freeland student from the dance as well.
- C. Once a student has paid his/her admission, he/she may not leave the building and then re-enter the dance.

- D. Middle School students will not be allowed to attend any high school dances. There will be no exceptions made to this rule.
- E. A Personal Breath Test (PBT) may be administered randomly as a condition of entry to any school dance. If you or your guest refuses, you or your guest will not be admitted to the dance.
- F. Any inappropriate or sexually suggestive dancing is not allowed and you or your guest may be asked to leave the dance. Dress that is deemed inappropriate is not allowed and you or your guest will be asked to change clothing or asked to leave the dance.

### **MIDDLE SCHOOL DANCES**

Seventh and eighth grade students may have three (3) dances per school year. Two additional special dances may be added if approved by the principal. The Student Council arranges most dances. **Only Freeland Middle School students may attend.** Once a student has been admitted to the dance, he/she may not leave and then return.

### **STUDENT ASSESSMENT**

The Board of Education shall, in compliance with law and rules of the State Board of Education, assess student achievement and needs in designated subject areas in order to determine the progress of students and to assist them in attaining District goals.

Each student's proficiencies and needs will be assessed by staff members upon his/her entrance into the District and annually thereafter. Procedures for such assessments will include, but need not be limited to, teacher observation techniques, cumulative student records, student performance data collected through standard testing programs, student portfolios, and physical examinations. For more information, refer to Board Policy.

### **STUDENT/PARENT RIGHTS**

The Board of Education recognizes that students possess not only the right to an education but the rights of citizenship as well. The Superintendent shall, in consultation with parents, develop a procedure addressing the rights of parents and procedures to assure timely response to parental requests to review instructional material. The procedure shall also address reasonable notification to parents and students of their rights to review these materials. See AG 9130A and Form 9130 F3.

This policy shall not supersede any rights under the Family Education Rights and Privacy Act. For more information, refer to Board Policy

### **TESTING OUT POLICY**

In accordance with PA335, Freeland High School will provide eligible students with the opportunity to test out of high school courses. Testing out is the student's demonstration that his/her acquired knowledge meets the state's and school's required standards for completion of the course. As a result, students will be provided with general information about the course content. Students who take coursework during their senior year at Bay Arenac or the Saginaw Career Complex will be required to complete a senior project in place of the Electronic Research Class. For complete information, refer to the Freeland High School Curriculum Guide.

### **DUAL ENROLLMENT**

Historically, school districts have, in an effort to meet students' needs and interests, allowed their students to attend courses at local colleges or universities, in addition to their own school. Effective April 1, 1996, Public Act 160 and Public Act 258 of 2000, created the Postsecondary Enrollment Options Act, commonly referred to as dual enrollment. This law directs school districts to assist students in paying tuition and fees for courses at Michigan public or private colleges or universities. The following are some of the eligibility guidelines/standards:

1. Students in grades 9 through 12 may take up to ten postsecondary courses.
2. Students can qualify for dual enrollment by taking one of the following assessments: PSAT, SAT, or MStep. Additionally, according to P.A. 160, eligible students may take courses for which there are no endorsements, such as computer science, foreign language, history, political science or psychology, as long as they have taken all sections of the MStep or other qualifying assessment. State endorsement is not required in any specific area for this participation. Your guidance counselor can help you determine if you are eligible to participate based on your scores.

\*If a student fails to complete a college course with a passing grade for which the district has paid for, the student will reimburse the district for the full amount of the tuition paid for the course, and the district will not reimburse the student for any textbooks purchased for that course.

## **ONLINE LEARNING**

Effective January 1, 2014, Public Act 60, Section 21F, students enrolled in a public local district in grades 5-12 are eligible to enroll in up to two online courses during an academic term. These are independent courses, and students must be self-motivated to complete courses as scheduled. Teacher assistance is limited to an online instructor or an in-house mentor. Students must be prepared to find answers and learn through websites including Lincoln Learning, APEX, MIVU, Google, Edmodo, and Khan Academy as well as through email correspondence. The following guidelines are effective during the normal school year:

1. Students in grades Y5-12 may take up to two online courses each term, or will elect to participate in a seat time waiver status if more than two courses are taken online per term.
2. Students must complete an application form as well as an online readiness survey with their parents. These must be submitted to the guidance office prior to enrollment.
3. Students may only apply and register for online courses up to and during the first week of the semester. No student/parent requests can be fulfilled after that week.
4. Online classes will follow a cumulative grading procedure.
5. Athletic eligibility applies.
6. Students may be denied enrollment in online courses if they have previously failed the same online course or an online course of the same subject (math, science, etc.).

\*If a student wishes to complete an online course which they have previously failed or failed in the same subject for which the district has paid, the students and parents will have the option of paying for the course which will also need to be completed outside of the school day.

\*\*These guidelines do not apply to summer school online courses.

## **VISITORS**

The practice of allowing non FM/HS student visitors during school hours is prohibited. Until further notice, no visitors will be allowed in the building. If we should move to a different Phase in the State of Michigan and visitors are allowed, the following rules apply:

1. Parents are always welcome.
2. Former students will not be permitted to visit during the school day without prior approval.
3. Visitors during lunch hours are also prohibited due to the closed campus policy.
4. Visitors between the hours of 7:40 am and 2:30 pm must be properly identified before they will be admitted to the building. Picture ID may be required.
5. All visitors must sign in at the office and obtain a visitor's badge before entering other areas of the building.

## **SECTION TWO STUDENT CONDUCT**

The following pages represent an effort by the administration to establish a code of behavior which will ensure that every student is given an opportunity to benefit to the maximum from the services of Freeland Middle/High School. The ultimate goal of this institution is to provide learning experiences necessary to the growth and development of Freeland's young people. It is vital that all students familiarize themselves with their rights and responsibilities so that they may avoid any disruption in their extremely important preparation for the challenges of the future.

### **GENERAL RULES AND RECOMMENDATIONS**

1. Familiarize yourselves with the classroom expectations posted in each room. Pay special attention to protocols that are unique cleaning procedures for each particular classroom and the room equipment. The administration is aware of and supports each of the teacher's special classroom rules.
2. Students are required to get permission to leave the classroom to use the restroom and sign out on the form by the classroom door.
3. Tobacco, alcohol and other drugs (those not prescribed by your personal physician) are illegal for student use, damaging to students, and strictly forbidden. Please refer to the section specifically dealing with these offenses.
4. We have a closed campus. There is a clearly outlined policy in this handbook which should be reviewed closely.
5. Insubordination is failure to follow a reasonable request and is a serious offense.
6. Intentional destruction of property is serious and will be dealt with accordingly. Consequences will include restitution.

7. Lockers are school property and are subject to random inspection at any time. Until further notice, no lockers will be used in school, so students should bring a backpack to carry personal items and school supplies.
8. School rules apply to students on the way to and from school, at all school related functions and anywhere on school property. This includes away athletic or other school sponsored activities and school sponsored clubs or activities.
9. Threats or gross disrespect against any employee of the Freeland Schools will result in suspension and a possible recommendation for expulsion.
10. Students guilty of gross misbehavior, persistent disobedience or having habits detrimental to the school will be suspended or excluded from Freeland Schools.
11. Any student using profane, indecent or immoral language in the school building or on school property will be subject to disciplinary action.
12. Any student suspended for the third time during a school year may be referred to the Freeland Board of Education for further action.
13. Fighting at any time for any reason is prohibited on school grounds or at school sponsored events. Discipline could result for one or all parties involved in the fighting.
14. After school detentions are held Tuesdays, Wednesdays, and Thursdays from 2:40 to 3:20 pm. Failure to make up a detention within 3 weeks since issued will result in a referral and possible suspension. More than seven detentions in a semester is considered excessive and will warrant a parent conference. Students will receive more severe consequences if they receive their eighth detention.
15. Handheld music devices may be brought for use on buses, during lunch time and during athletic practices. The use of such devices during class time is determined by the individual teacher conducting class during that time and may be prohibited. The school is not responsible for the theft of these items, and they should be kept in the student's backpack on silence during class times.
16. Excessive displays of affection between students in public are inappropriate and will not be tolerated in the school setting and may result in disciplinary action. Students are only allowed to hold hands or have their arm around one another. All other displays of affection are not allowed.
17. Confrontations and/or inappropriate contact between high school and middle school students is a serious offense and will receive special disciplinary considerations.
18. Squirt guns, skateboards, roller blades, water balloons, laser pointers, et al. are considered nuisance items and are not allowed at school and may result in disciplinary action. They will be confiscated for parents to pick up in the office.
19. Disruption of school:
  - A. A student shall not engage in any conduct causing the substantial and material disruption or obstruction of any lawful mission, process, or function of the School or District.
  - B. Neither shall he/she engage in such conduct for the purpose of causing the disruption or obstruction of any lawful mission, process, or function of the school if such a disruption or obstruction is reasonably certain to result.
  - C. Neither shall he/she urge other students to engage in such conduct for the purpose of causing a disruption or obstruction of any lawful mission, process, or function of the school if a disruption or obstruction is reasonably certain to result from hi/her urging.
  - D. While this list is not intended to be all-inclusive, the following acts, when done for the purpose of causing a disruption or obstruction of any lawful mission, process, or function of the school, illustrate the kinds of offenses encompassed here: (1) occupying any school building school grounds or part thereof with intent to deprive others of its use; (2) blocking the entrance or exit of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building or corridor or room; (3) setting fires to or damaging any school building or property; (4) firing, displaying or threatening use of firearms, explosives or other weapons on the school premises for any unlawful purpose; (5) preventing or attempting to prevent by physical act the convening or continued functioning of any school, class or activity or of any lawful meeting or assembly on the school campus; (6) preventing from attending a class or school activity; (7) except under the direct instruction of the Principal, blocking normal pedestrian or vehicular traffic on a school campus; (8) continuously and intentionally making noise or acting in any manner so as to interfere with the teacher's ability to conduct his classes; (9) appearing in the nude on the school grounds, in any attendance center, or at any school sponsored activity in the presence of members of the opposite sex; and (10) possessing or using any weapon or implement capable in inflicting bodily harm.
20. When out of school misconduct creates a situation that threatens to disrupt the order within school or presents a



- threat to student safety, the offending student may be excluded from the school program.
21. Students who issue threats or employ intimidation tactics with others may be subject to disciplinary action up to and including suspension from school or expulsion.
  22. The Freeland Board of Education has adopted anti-bullying, anti-hazing, and anti-harassment policies that will be enforced as needed. See board policy for more information.
  23. Academic dishonesty (cheating) is considered a serious matter. These types of behavior will result in a zero for the assignment/test involved and the student(s) will be subject to disciplinary action. Cheating includes copying homework assignments, and all students involved will receive no credit and be subject to disciplinary action.
  24. Forgery is considered a serious matter. Students who use the name of another person or falsify documents, including date, time, grade or signatures will result in disciplinary action.
  25. Students may carry a water bottle to classes, and breakfast may be eaten in first hour classrooms. Middle School lunch will be in the classroom until further notice. The high school vending machines are not available for middle school student use during the school day.

### **ASSAULT (VERBAL & PHYSICAL) & BOMB THREATS**

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

The Board shall permanently expel a student in grade six or above if that student commits physical assault at school against a District employee, volunteer, or contractor. Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence. The Board shall suspend or expel a student in grade six or above for up to 180 school days if the student commits physical assault at school against another student.

The Board shall suspend or expel a student in grade six or above for a period of time as determined at the Board's discretion if the student commits verbal assault at school against a District employee, volunteer, or contractor or makes a bomb threat or similar threat directed at a school building, property, or a school-related activity. 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. Refer to section 5610.01 for complete District Policy.

### **TECHNOLOGY/ACCEPTABLE USE POLICY**

Computer, network, and Internet access is a privilege available to students in the Freeland Community School District. Our goal in providing this service is to encourage learning and promote educational excellence by facilitating resource sharing, innovation, and communication. These guidelines are provided so students are aware of the responsibilities required to use this technology. Please read this document carefully.

**1. Acceptable Use:** The use of Chromebooks, computers, the Internet, technology devices and the school network must be in support of education and research within the educational goals and objectives of the Freeland Community School District. Transmission of any material in violation of any U.S., state, or school regulations is prohibited. This includes copyrighted material, threatening or obscene material, or material restricted by school policy or staff. The school network includes the use of school computers, Chromebooks, tablets, and computer peripherals such as scanners, printers, cameras, as well as the use of school network services such as the Internet, school email accounts, and network file folders. Students should have no expectation of computer privacy, as the school may monitor computer, email, and Internet use. Students may also request permission to use personal technology devices on the school's network at appropriate times. The Freeland Community School District expects each student to follow the Acceptable Use Policy for technology. Failure to follow any of the technology expectations in the district could result in disciplinary action, including suspension or expulsion.

**2. Personal Responsibility Guidelines:** As a student at Freeland Community School District, you have a responsibility to take care of all equipment that is utilized for educational purposes in the district. This includes, but is not limited to, Chromebooks, iPads, video cameras, and desktop computers. Below are a set of guidelines the district expects you to follow when it comes to technology use.

*As a responsible technology user I will...*

- Accept responsibility for proper use of school technology.
- Report any misuse of technology immediately to my teacher, principal, or other staff member.
- Respect the privacy and dignity of students and teachers at all times.
- Only use my login and password information. I will not use another user's login information as my own.
- Use appropriate language by refraining from the use of profanity or insulting language. Offensive messages that originate outside of school, but disrupt the school's educational process, may be subject to school consequences.
- Respect school equipment. I will not vandalize or maliciously use school equipment.
- Only use software that is pre-approved by the Freeland Community School District. I will not attempt to add software to the computer.
- Refrain from overriding the web filters that the district utilizes.
- Engage in academic integrity when using my device. I will refrain from any academic dishonesty (cheating, copying, sharing when not appropriate etc.).
- Chromebooks may only be used with the student's Freeland email account. Personal email accounts are not allowed.

Freeland Community School District currently provides every student in 1st-12th grade with a Chromebook that can be used at home and at school. All Young 5 and Kindergarten students will have access to an iPad each day. If you have a district-issued device, you are responsible for the same device every year while attending Freeland Community School District. What follows is a set of expectations for those students who have been assigned an electronic device.

*As an electronic device user I will...*

- Bring my device to school fully charged every day.
- Use my time productively when I am on my device.
- Use internet resources appropriately.
- Store my device safely and securely in a designated location whenever it is not in use during class.
- Inform my teacher if there are any concerns with my device.
- Be prepared to be held accountable for my actions and for disciplinary action if I fail to follow the expectations outlined in the Acceptable Use Policy and Chromebook user guidelines.
- Only use my device in the approved school spaces.
- Use of the device is prohibited in the following areas/circumstances:
  - Locker rooms
  - Restrooms
  - Any private area used for the purpose of changing clothes
  - Playgrounds
  - Cafeterias (unless pre-approved by a teacher or administrator)
  - Any other areas determined inappropriate by administration

**3. Internet and Email Safety:** The Internet provides opportunities to access new resources, but it also provides unique risks to students. Additionally, electronic mail (e-mail) provides new opportunities for students, but it too requires careful use. The Freeland Community School District provides filtered access to the Internet on all school computers, but to ensure my safety on the Internet, I will follow the internet and email safety guidelines below:

*I will...*

- Only access or download sites appropriate for school classes or activities.
- Immediately report any technology use that makes me uncomfortable or violates school policies.
- Only use a school provided email account for school related purposes. A school email account should not be used for personal purposes.

- Adhere to all Acceptable Use Policy expectations. The Freeland Community School District actively filters and monitors school provided student email accounts regardless of whether the account is accessed from school or another location, and may view messages sent through school provided email accounts.

*I will not...*

- Give out personal information on the Internet such as my full name, phone number, or address.
- Give out information on the Internet about someone else, such as his or her name, phone number, or address.
- Correspond or meet with someone through the Internet without the pre-approval of a teacher.

4. **Taking Care of Your Electronic Device:** Below are general recommendations for the care of your device. The device care is the student's responsibility at school and home. Please follow all recommended care guidelines.

*General Care*

- Do not place food or drink next to your device.
- Devices must remain free of any writing, drawing, or stickers.
- Clean the keyboard and outer surface with a damp, soft microfiber cloth. Never spray any liquid directly on the device.

*Carrying your Electronic Device*

- Never transport your device with the power cord plugged in.
- Chromebook lids should be closed tightly and securely when moving. Always support a Chromebook from its bottom with the lid closed.

*Screen Care*

- Chromebook and iPad screens are very sensitive to damage. Below are the guidelines for screen care for your Chromebooks/iPads
- Do not lean or put pressure on the top of the iPad or Chromebook when it is closed.
- Do not store the Chromebook with the screen in an open position.
- Do not place anything near the Chromebook or iPad that could put pressure on the screen
- Do not place anything in a carrying case or backpack that will press against the cover.
- Do not poke the screen with anything that will mark or scratch the screen surface.
- Do not place anything on the keyboard before closing the lid (ex. Pens, pencils, or paper clips).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.

5. **Insurance Plan:** Parents and students can opt-in for an insurance plan. The insurance plan will cost \$25.00, and will cover replacement for one accidental breaking or damaging of the device during the school year. The insurance plan will cover damage to the device including, but not limited to: broken screens, cracked plastic, inoperability, etc. If the parents decide not to purchase the \$25.00 insurance plan, parents will be required to pay the full replacement cost of the device if it is broken and cannot be repaired, or the actual repair cost of the damaged device if it can be fixed. Chargers are not covered by the insurance policy. If a charger is lost or damaged the replacement cost will be \$35.00 (Chromebook) or \$19.00 (iPad). If a student loses their device, they will be responsible for the replacement of that device. The insurance policy does not cover the replacement of a lost device. The full replacement cost of a district Chromebook is \$194.00. The full replacement cost of a district iPad is \$299.00. iPads will come with a district owned hard case protector.

A student is responsible for damage to their school owned device that is considered blatant neglect or willful harm to the machine, or if damages become chronic (more than one repair needed for the same issue). The parent will be

held responsible for repaying the full cost of the damages or replacing the Chromebook at \$194.00 or I-Pad at \$299 if this is the case. There is a significant difference between accidental damage and blatant neglect or willful harm. Please take care of your devices.

As a reminder, your electronic device is the property of Freeland Community School District and any damage to the device must be repaired by the Freeland IT Department, whether you have insurance or not.

**6. Electronic Device Distribution and Collection:** Chromebooks will be distributed in the fall in each building. The process of distributing Chromebooks will be outlined in building communication documents sent home prior to the start of the school year. Parents have the ability to not allow their child to take possession of an electronic device outside of the school day. Parents choosing this option will indicate so on this AUP, and the child will be assigned a Chromebook each school day. iPads will be utilized for Young 5 and kindergarten students. iPads will remain at school unless the building goes into a full remote learning situation.

If a student is not permitted to take home his/her device on a daily basis, they will store and charge their device in a designated spot. The student is responsible for plugging in the device to the designated spot every day. The student must pick up the device prior to the start of the school day every day. Once school is in session, the student will not be permitted to access the device without permission from the homeroom teacher first. Device care is the student's responsibility.

The last week of school electronic devices will be turned in to the student's homeroom teacher to prepare for summer storage. Please return both the device and the charger. Your child's assigned device will be returned at the beginning of the next school year.

**7. Theft:** Students will be held responsible for their device if it is stolen. Stolen devices must be reported immediately to the building principal. Involvement of the authorities will be at the discretion of the building principal. The Freeland Community School District may assist in locating the stolen item. However, if the device cannot be found, the student will be responsible for replacement of the device.

**8. Technology Misuse Discipline Procedures for Freeland Middle/High School:** If a student is found to engage in technology misuse at Freeland Middle or High School the following disciplinary procedures will be utilized. Technology misuse is defined as a student not following or disregarding the expectations explained in the Technology Acceptable Use Policy.

- **1st offense** - Student sent to office with misuse ticket filled out. Student will serve ONE after-school detention.
- **2nd offense** - Student sent to office with misuse ticket filled out. Student will serve TWO after-school detentions.
- **3rd offense** - Student sent to office with misuse ticket filled out. Student will serve THREE after-school detentions, and a parent meeting will take place with the student, parent, and principal.
- **4th offense** - Student sent to office with misuse ticket filled out. Student will serve ONE in-school-suspension and a parent meeting will take place to prevent additional offenses.

Any questions in regards to the technology misuse discipline procedures should be directed to the building principals.

### **SOAR**

SOAR is an acronym for the words: Show respect, On task, Always safe, & Responsible. SOAR is our attempt to help all of our students understand the importance of how we treat others. We have put this program in place to be proactive against aggressive behavior. Discipline rubrics are available in each building and on our website.

## **MIDDLE SCHOOL PBIS**

Freeland Middle School is a PBIS school. PBIS stands for Positive Behavior Interventions and Support. This program is designed to focus on expectations of behavior in all spaces of the school. As a school, we focus on teaching students how to behave, provide positive feedback, and reteaching to students when necessary. A matrix will be provided to each student providing students and parents with a guideline for the general expectations for each area of the building. As a staff, we will focus on teaching the expectations throughout the year to provide students with a safe, open, accepting, and respectful environment. For more information on this program please feel free to contact the building principal.

## **HARASSMENT OF STUDENTS**

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 school sponsored activities whether on or off school property and includes online activity targeting another student or staff member. There will be consequences for harassment of students via on line sites and social media posts, which starts with a three day Out of School Suspension.

Any student that believes s/he has been or is the victim of harassment should immediately report the situation to the teacher or the principal. Complaints will be investigated. For more information, refer to Board Policy.

### **Sexual Harassment**

The administration is committed to providing an educational environment which is free of discrimination, intimidation, and sexual harassment. Sexual harassment of students by other students or district employees is unlawful under both Michigan and Federal laws. This District will not tolerate any sexual harassment of students.

Sexual harassment includes making unwelcome sexual advances, engaging in improper physical contact, improper sexual comments, and otherwise creating an intimidating, hostile, or offensive educational learning environment. "Pants-ing" and similar actions resulting in the removal of an individual's clothing is strictly prohibited and will not be tolerated. Actions of this nature may be construed as sexual harassment and punishable under the parameters outlined under the said policy. All students are expected to conduct themselves with respect for the dignity of others.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, that fails to respect the rights of others, that lowers morale and therefore, interferes with work effectiveness. Sexual harassment may take different forms. One specific form is the demand for sexual favors. Other forms of harassment include:

1. Verbal innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, and threats.
2. Non-verbal sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling and obscene gestures
3. Unwelcome physical contact, including touching, pinching, brushing the body, coerced sexual intercourse, and assault.

All students will be expected to comply with this policy and take appropriate measures to ensure that such conduct does not occur. Appropriate disciplinary action will be taken against any student who violates this policy. Based on the seriousness of the offense, disciplinary action may include expulsion.

## **SEARCH AND SEIZURE**

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, desks and vehicles and may seize any illegal, unauthorized or contraband materials discovered in the search. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. Refer to section 5771 for complete District Policy.

## **VIDEO SURVEILLANCE**

The school district reserves the authority to place cameras in the hallways, cafeteria, gymnasium or other public areas. Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action. Any information obtained from video surveillance systems may be used to support the orderly operation of the school district facilities and for law enforcement purposes. Such recordings may become a part of a student's education record. If deemed necessary by administration metal detectors may be used for the detection of inappropriate material. Refer to section 7440.01 for complete District Policy.

### **WEAPON FREE SCHOOL POLICY**

The Board of Education prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle without the permission of the Superintendent.

The term “weapon” means any object which, in the manner it is used, is intended to or is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of others. The policy also encompasses such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition. Refer to section 5772 for complete District Policy.

### **STUDENT COMPLAINT POLICY**

Any student may file a complaint with the Principal against any school employee or any school rule and regulation. Said complaint must be in writing, and it must be filed within 10 days following the act or event about which the complaint arose. Said complaint must be specific and in reasonable detail as to the who, what, where, and when of the complaint. Any complaint not filed within the 10 days shall be deemed to have been waived. Complaints or grievances shall be filed with the Principal. Any complaint fulfilling the requirements of this rule shall be acted upon by the appropriate administrator.

### **SUSPENSION AND EXPULSION POLICY**

The Board of Education recognizes that minor disciplinary difficulties will sometimes occur even in well-ordered and well controlled classrooms. However, when any pupil deviates from acceptable standards of student behavior so as to be guilty of a gross misdemeanor or persistent disobedience, the Board shall order or authorize the suspension or expulsion of any such pupil from school whenever the interests of school demand it. This authority is granted in the State of Michigan General School Laws, Section 340.613 and 340.614.

The reasons stated for suspension or expulsion are general in nature and are not deemed to be all inclusive. Violations which could result in suspension or expulsion include, but are not limited to, the following: arson, assault, larceny or burglary, explosives, weapons, extortion, blackmail and coercion, vandalism, alcoholic beverages and/or illegal drugs, trespassing, forgery, demonstrations, possession or use of tobacco, false alarm and bomb threat, truancy, emotional relationships between students, inappropriate language, improper dress and grooming, closed campus violation, harassment, threats, hazing, or bullying.

**Suspension from school** is exclusion of a student, by administrative action. Students suspended from school for disciplinary reasons are not permitted involvement in or attendance at extra-curricular activities, are not permitted on school grounds or at school functions, but will be allowed to make up school work. Students who are suspended from FHS who also attend Bay Arenac or the Saginaw Career Complex are not allowed to attend classes at those locations for the duration of the suspension. Students on suspension will be expected to turn in all homework assignments to the teacher on the day they return to school. If work is not submitted on the day students return to school, the student may receive no credit for the work missed. At that time, arrangements to take any missed tests may be made with the individual teachers.

**Expulsion from School** is the removal of a student from the Freeland Community School District for a designated period of time.

#### **Procedures for Suspension**

1. A student shall be fully informed of the charges brought against him/her including rationale for the action and the conditions necessary for reinstatement.
2. The parents or guardians shall be immediately notified by phone or in person if the student is to be suspended.
3. Parents or guardians will be notified by letter. Such written communication shall state the charges, reasons and conditions of the suspension.
4. Suspensions may be appealed using the following steps:
  - Step 1** Parents or guardians may request a conference with the Principal. Such request shall be within the period of suspension.
  - Step 2** Within five (5) school days of the Principal/parent conference, the parents or guardians may appeal the Principal's decision to the Superintendent, and he shall affirm or modify the decision of the Principal within two (2) school days from hearing the appeal.
  - Step 3** The Superintendent's decision regarding a suspension will be final.

### **Procedures For Expulsion of a Student**

Recommendation for the expulsion of a student from school shall be made to the Superintendent by the Principal. The Principal's recommendation shall be communicated to the Superintendent in writing and accompanied by the student's accumulative file. The following procedure shall be followed:

1. The Principal's recommendation shall be in writing. It shall include the essential elements which form the basis of the charge to the guardian of the student being considered for expulsion.
2. The Superintendent shall set the date, time and place of the hearing and shall transmit written notice of same to the parent or guardian at least three (3) school days before the date of the hearing.
3. The student shall be under suspension pending the Superintendent's decision.
4. The hearing procedure: Superintendent shall schedule a hearing within ten (10) school days and shall be conducted under the following rules and procedures:
  - A. Written notice shall be given of the time, date and place of hearing.
  - B. The student or parents may be represented by an attorney or advisor.
  - C. Witnesses may be present at the hearing. These witnesses may be questioned by either party.
  - D. The hearing is not a court proceeding and court rules of evidence shall not be enforced at such hearing.
  - E. The Superintendent may request any resource persons deemed essential to the proper adjudication of the case.
  - F. A student charged with a violation shall have the right at any step in the proceedings to:
    - (1) Refrain from testifying against himself; and
    - (2) Remain silent without prejudice.
  - G. The Superintendent shall render a written decision within two (2) school days from the date of the hearing. Such written decision shall be forwarded to all parties concerned.
5. Permanent Expulsions may be appealed to the Board of Education.

### **CODE OF CONDUCT- CRIMINAL ACTS**

A commission of or participation in activities that are among those defined as criminal under the laws of the State of Michigan are prohibited. This includes activities in school buildings, on school property or at school sponsored events. Disciplinary action may be taken by the school regardless of whether or not criminal charges result.

1. Alcoholic Beverages, Illegal Drugs or Prescription Drugs not prescribed to the student:
  - A. The sale, use or possession of alcoholic beverages or illegal drugs on school property or at school related activities will result in an automatic out of school suspension of 10 school days and a possible recommendation for expulsion and referral to the proper authorities.
  - B. Personal Breathalyzer (PBT) may be used if there is reasonable suspicion of alcohol use.
  - C. Sale, use, or distribution of any over the counter drug is prohibited. Students found to be in violation of this section will be subject to suspension and/or expulsion.
  - D. Counseling may be a requirement for reinstatement after any infraction that is outlined in this section.
2. Tobacco Violations: Use or possession of tobacco is prohibited in school and on school property. This includes all smoking products such as lighters, e-cigarettes and all other paraphernalia. No exception is made in this policy for students. Students may be referred to the proper authority.
  - A. **First offense:** Automatic three (3) day out of school suspension.
  - B. **Second offense:** Automatic five (5) day out of school suspension.
  - C. **Third offense:** Automatic ten (10) day out of school suspension.
  - D. **Subsequent offenses** will result in an expulsion from school.
3. The lighting of an explosive of any kind on school property will result in suspension and possible expulsion from school.
4. Deliberate vandalism will result in suspension and possible expulsion from school. Restitution may be a requirement.
5. Theft will result in suspension, possible expulsion, and will be reported to the local law enforcement agency. Restitution may be a requirement.
6. Daily attendance of all who are enrolled in Freeland High School is required in accordance with State law and Board of Education rules. Excessive truancy may result in disciplinary and/or legal action.

### **DISCIPLINE OF STUDENTS WITH DISABILITIES**

This policy shall be applied in a manner consistent with the rights secured under federal law to pupils who are determined to be eligible for special education programs and services. 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.).

### **DRIVING AND PARKING LOT RULES AND REGULATIONS**

1. All students who drive to school are required to register any vehicles driven to school and must park in the student designated parking lot in their reserved space only.
2. Careless or reckless use of automobiles or other motor vehicles will result in disciplinary action which may include suspension and/or revocation of driving rights.
3. This administration will not hesitate to revoke the driving privileges of anyone who fails to follow the above rules.

### **CLOSED CAMPUS POLICY**

No student may leave school at any time without permission of the Principal. This permission will be granted only in case of emergency.

1. When students know ahead of time that they will have to leave school (as in the case of doctor appointments, etc.), it is recommended that parents contact the school in advance.
2. When a student wishes to leave due to illness, a parent must be contacted by a school representative.
3. Students are required to eat lunch on campus. Until further notice, no visitors may be on campus at lunch. Only parents may drop off food for their student. Students are not permitted to bring fast food into the building for other students.
4. During the school day, students may not order food from local restaurants to be delivered.
5. Each infraction of this policy may result in disciplinary action.
6. Access to the parking lot is prohibited unless given permission from the principal's office.

### **HIGH SCHOOL CELL PHONES AND ELECTRONIC COMMUNICATION DEVICES (ECD) (including, but not limited to iPods, iPads and the like)**

The use of cell phones and other ECD's in classrooms, locker rooms and restrooms is prohibited. When students are required to have their backpacks in the classrooms, cell phones are permitted in the classrooms but must be turned completely off prior to the start of the school day and stored in the backpack. This includes all wearable devices (ex. AirPods and Apple Watches) that utilize bluetooth capabilities, the internet or use wi-fi. Bluetooth headphones are permitted with teacher permission. All cell phones and ECD's shall remain off and out of sight during class time and in unauthorized areas. This will ensure no digital pictures, text messages, or e-mails will be sent during class time. Possession of a cellular telephone or other ECD's by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

If a child needs to call home for any reason that child may use their personal device. The student will ask permission from the teacher to walk to the main office and will call home using a personal device. If the student does not have a personal device, the building secretary will call home for the student

The student who possesses a cellular phone or ECD shall assume responsibility for its care. At no time shall the district be responsible for preventing theft, loss or damage to cell phones or ECD's brought onto its property.

#### **Cell Phone/ECD Violations:**

- 1<sup>st</sup> Offense - Confiscation of phone/ECD to the office and returned to parent/guardian at the end of the day and one detention.
- 2<sup>nd</sup> Offense - Confiscation of phone/ECD to the office and returned to parent/guardian at the end of the day and two detentions.
- 3<sup>rd</sup> Offense - Confiscation of phone/ECD to the office and returned to parent/guardian at the end of the day and one day Out of School Suspension (OSS).
- 4<sup>th</sup> and subsequent Offenses - Confiscation of phone/ECD to the office and returned to parent/guardian at the end of the day and progressive suspension for persistent disobedience and failure to follow the cell phone/ECD policy.



\* Any cell phone/ECD device confiscated and returned to the parent/guardian may not be returned to the student during that school day.

**MIDDLE SCHOOL  
CELL PHONES AND ELECTRONIC COMMUNICATION DEVICES (ECD)  
(including, but not limited to iPods, iPads and the like)**

If a child needs to call home for any reason that child may use their personal device. The student will ask permission from the teacher to walk to the main office and will call home using a personal device. If the student does not have a personal device, the building secretary will call home for the student. We do not accept phone calls from students through the office except in extreme cases of emergency or by permission of the principal. Please remember that we cannot deliver messages to students unless absolutely necessary. Please make sure your child knows who is picking them up from school, other after school plans, etc. before leaving home in the morning. Thank you for your cooperation in this matter.

**Cell phones are permitted on campus. The use of cell phones and other ECD's in locker rooms and restrooms is prohibited. When students are required to have their backpacks in the classrooms, cell phones are permitted in the classrooms but must be turned completely off prior to the start of the school day. This includes all wearable devices (ex. AirPods and Apple Watches) that utilize bluetooth capabilities, the internet or use wi-fi. Bluetooth headphones are permitted with teacher permission. Cell phones are not permitted during lunch or during exploratory hours. Cell phones brought to school must be turned off, and stored in your locker or backpack until the school day has ended. In addition, tablets are encouraged during class time, when appropriate and with teacher permission. Cell phone/ECD violations and consequences will follow the High School violation policy.**

Freeland High and Middle School students who utilize a 1:1 district owned device are expected to follow all district and school expectations in regards to the 1:1 technology provided to students. These devices are used as a tool for learning, and all students are expected to use them respectfully and responsibly.

This is a FCSD policy and can be found by referencing Policy 5136 (Wireless Communication Devices).

Consequences for violation of this policy are listed under High School Cell Phone/ECD Violations.

**SECTION THREE  
ATTENDANCE AND TARDY POLICIES**

**HIGH SCHOOL ATTENDANCE POLICY**

**PHILOSOPHY:** Freeland Middle/High School is committed to helping students become responsible adults. Part of this commitment is helping them to realize the importance of attendance as it pertains to their education. As a school system we must help to ensure that our students receive the most that they can from school. It takes teachers, administrators, parents, and students, all working together to realize this commitment.

1. Regular attendance at school is vitally important to each student as it directly affects academic progress and development of attitudes and habits crucial to success in the future. In the event of any emergency school shutdown, when remote learning is provided, attendance will be monitored and absences during this time will also count towards course completion. It is not reasonable for a student to expect to receive credit in classes unless they have met minimum requirements. It is, therefore, required that students who have been absent eight (8) or more times from a given class during the semester must pass the course with a minimum of 60%, which includes two marking period grades, (40% each) and the final exam (20%). This rule applies to all absences accumulated during a suspension from school as well. If the student passes the course with a minimum of 60%, s/he will receive the earned grade and credit.
2. While keeping records of student attendance is a school function, the primary responsibility for regular attendance at school rests with the parents and the student.
3. School excused absences include the following:
  - a. Approved school related activities
  - b. Doctor's excuse (must be signed by physician and submitted within 2 days of the absence)
  - c. Court subpoenas (with court documentation and submitted within 2 days of the absence)Documentation submitted beyond the 2 days for a doctor's excuse or a court appearance will mean that a

senior must count these absences at the end of the spring semester – which means the senior must take a final exam for the course if they have 4 absences or more.

- d. Funerals for immediate family members. Number of days excused will be determined by the principal.
4. **Excused absences:** Parents have an obligation to validate any student absence with the school. We request that parents call the school to verify the student's absence on the day the absence occurs. If a call is not received within 2 school days, the absence is unexcused. If a student is required to remain at home for an extended time due to COVID, these absences are considered excused for the duration of the quarantine. Homework requests will be accepted for 2 or more consecutive day's absence and must be called in by 8:00 a.m. in order to be processed on that day. Any **Unexcused absence** may result in disciplinary action and credit for assignments may be withheld.
5. 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.
6. If a student must leave the building during school hours, or enters the building after the first hour bell rings, they **must** report to the office and follow the sign in/out procedure.
7. Pre-arranged absences should be dealt with in the following manner: Parents should send in a permission slip with the student at least (5) days before the planned absence; the student should present it to the High School office for approval and then notify all his/her teachers. It should then be turned in to the office for the student file.
8. It is the student's responsibility to secure all available make up work. **It should be anticipated that students will be required to use out of school time to make up missed tests or quizzes as well as other in class assignments. A student who does not make timely arrangements to do this will receive a zero for the assignments involved. Students will be given as many days for make-up work as the number of days they were absent, except in the case of suspensions (see suspension policy). Students are expected to meet the announced deadline for major assignments and projects such as research papers or notebooks and are also expected to take quizzes and tests given provided that they were aware of the date and were present for the explanation and review when the absence does not prohibit them from taking the test as scheduled.**
9. Students absent four (4) or more consecutive days may require verification; (ie- dr. note on letterhead, obituary/funeral information, evidence of long term vacation).
10. Absences documented after ten (10) days are marked as Unexcused pending interventions and communication with administration, unless the absences are due to COVID quarantine.
11. Absences in excess of ten (10) days are subject to parent notification and interventions by administration unless the absences are due to COVID quarantine. Interventions may include meetings, improvement plans, attendance agreements, support plans, etc.
12. The County Truancy Officer will be notified of excessive unexcused absences (ten (10) or more days cumulative for the entire year) unless the absences are due to COVID quarantine, only after interventions have occurred at the school level and the Unexcused absence code is used no less than ten (10) times.
13. Every effort will be made by the attendance office to contact parents regarding chronic attendance problems. Parents will have the opportunity to view their student's attendance through our web based Skyward system.
14. Students who are under sixteen years of age are subject to truancy laws set by the Juvenile Court and the State of Michigan. The Freeland Community Schools will adhere to all relevant laws.

#### **TARDY POLICY**

1. Students who are not seated in their classrooms on the bell are tardy. Random hall sweeps will be conducted following the tardy bell and during closed lunch periods. Students caught in a hall sweep will be assigned to a detention.
2. Procedure to be used when tardies become excessive:
  - A. After the third, fourth and fifth tardies, students will be assigned a detention by their teacher.
  - B. Three tardies to a class will count as one full absence from that course, and these absences will count towards the cumulative attendance for the course including the policy for exam exemption at the end of the semester.
  - C. Every tardy starting with the sixth will result in a referral to the support principal for appropriate disciplinary action. A sixth tardy will result in two detentions, a seventh tardy will result in three detentions, and subsequent tardy referrals will result in Out of School Suspension (OSS).
  - D. Students who are ten (10) or more minutes late for a class are recorded as absent from that class. A student

who intentionally enters a class ten or more minutes late to avoid the tardy policy may be subject to the provisions of both the attendance and tardy policies.

### **EXAMS (Semester & Final)**

All students will be required to take first and second semester exams with the following exception: 2<sup>nd</sup> semester seniors will be exempt from taking their final exams if they have 3 or fewer absences in the 2<sup>nd</sup> semester. Student absences that do not count toward the 3 days mentioned above, are the same as those listed in the attendance policy in #3. Some seniors may still need to take final exams to pass the class regardless of absences. Students who are not exempt from exams are expected to remain in the examination room for the entire exam period as the building will be in “lockdown” mode. This provides all students an optimal examination period free from interruptions in the classroom.

### **MIDDLE SCHOOL ATTENDANCE**

A parent should call in between 7:00am and 8:00am any time a student is going to be absent from school. **Homework requests need to be called in my 8:00am in order to be processed on that day.** If parents cannot contact the school on the day of absence, the parents may send a note explaining the absence the day the student returns.

If you get sick, injured, or must leave school for any other reason, notify your teacher and then come to the office. **Your parent/guardian or authorized designee and a school administrator must give permission before you can leave school during the day for any reason.** Parents must come to the school office to sign out. Students will not be permitted to leave school grounds without parental sign out (or parental designee). If a student arrives late to school, the parent must accompany the student to the office and sign them in. Parental signing in and out of students provides accountability and serves as measure of safety for students.

If you know ahead of time that you will be missing several days of school, have your parent/guardian call or come into see office personnel. Prior arrangements will allow teachers time to prepare homework for the student. By law, the State of Michigan requires school attendance, and frequent absences are considered truancy. We uphold these laws at Freeland Middle School and will report frequent absences to the proper authorities. When you return to school after being absent these are the steps to follow:

1. If your parent/guardian did not call the school, bring a note telling why and when you were absent. Make sure your parent or guardian signs the note.
2. If you forget to bring a note, bring it the next day and you will still be allowed to make up the work you missed. Any time a student must miss school for a doctor or dentist appointment, it is necessary that a doctor's verification form be turned in to the Office.
3. **VACATIONS:** Please contact the main office a week before your child is to miss school for a vacation. It is imperative that the office receive this message to accurately record attendance, but also to coordinate homework with staff.

### Truancy

1. Students absent four (4) or more consecutive days may require verification; (ie- dr. note on letterhead, obituary/funeral information, evidence of long term vacation).
2. Absences documented after ten (10) days are marked as Unexcused pending interventions and communication with administration.
3. Absences in excess of ten (10) days are subject to parent notification and interventions by administration. Interventions may include meetings, improvement plans, attendance agreements, support plans, etc.
4. The County Truancy Officer will be notified of excessive unexcused absences (ten (10) or more days cumulative for the entire year) only after interventions have occurred at the school level and the Unexcused absence code is used no less than ten (10) times.
5. In the event of any emergency school shutdown, when remote learning is provided, attendance will be monitored and absences during this time will count towards course completion.

### Tardiness

The general definition of tardiness is not being in the classroom when the teacher begins class. Each teacher will stand at the classroom door before class. Students not in the classroom when the teacher closes the door will be marked tardy. Each teacher will keep track of tardiness and notify the administration if it becomes excessive.

When tardiness becomes excessive (three or more):

1. After the third, fourth, and fifth tardies, students will be given a 30-minute detention by their teacher. Parents will be informed of tardy detentions. The tardy detention must be served the day of the infraction or with teacher permission the following day.
2. If a student fails to serve a tardy detention after a parent has been called, the student will be assigned to a detention by the office.
3. Every tardy, starting with the sixth, will result in a conference with the principal, who will assign an in-house suspension. During the in-house suspension, the student will develop a plan to arrive to class on time. Students tardy the seventh and eighth time will receive in-house suspensions from the principal. Tardiness beyond this will result in out-of-school suspension.
4. Each semester or term signifies a renewal in the tardy accounting procedure for the staff of Freeland Middle School.

Students who are ten (10) or more minutes late for a class are recorded as absent from that class. They will be admitted to class and parents will be notified if the absence is not excused. Students who leave a class ten (10) or more minutes early due to an appointment, illness, etc. are recorded as absent from that class.

NOTE: If you ride a school bus to school and it arrives after the tardy bell rings, you will not be counted tardy or absent.

#### **HIGH SCHOOL AND MIDDLE SCHOOL BEFORE & AFTER SCHOOL SUPERVISION**

Students should not arrive to school prior to 7:25 A.M., as there is no supervision. Students are asked to leave the building immediately after school at 2:30 PM, and only remain after school if:

1. The student is supervised by a staff person.
2. The student has athletic practice or a school sponsored meeting and/or event.

If the event, practice, meeting, etc. is scheduled later than 2:30 p.m. it is the parent's responsibility to transport the student back to school. In the event Freeland MS/HS maintains after school programming, reasonable efforts will be made to communicate these opportunities to both students and parents.