

UNIONVILLE-SEBEWAING AREA SCHOOLS

HIGH SCHOOL &
MIDDLE SCHOOL
PATRIOT
HANDBOOK

2019-20



UNIONVILLE-SEBEWAING AREA SCHOOLS
2019-2020
STUDENT/PARENT HANDBOOK

Dear Parents and Students:

On behalf of the faculty and staff, we are pleased to welcome you. Unionville-Sebewaing Area High School's primary focus is to provide an effective learning experience for all students who attend our school. It is important for us in this quest to pursue a quality education experience for each of our students. From the core academics to the innovative electives and extracurricular programs, Unionville-Sebewaing Area High School offers challenges and opportunities for each student.

A collaboration of caring by parents, teachers, staff, families, and community is vital for the success that we wish to attain for each student. The information in this handbook is designed to familiarize students and parents with key school policies and procedures. We encourage you to read through the handbook carefully now and refer to it as needed throughout the year. Please sign the last page and return it with all other required paperwork to the office as soon as possible.

Whether you are returning this fall or joining us as a new student, it is my hope that your 2018-2019 school year begins a great learning experience and enthusiasm for learning. We hope you will find Unionville-Sebewaing Area High School an ideal environment to advance your educational and personal development. A positive attitude creates positive results. When you believe in yourself, anything is possible.

Unionville-Sebewaing Area High School begins with you. Have a positive and rewarding school year.

Sincerely yours,

Josh Hahn
High/Middle School Principal

Message from the Superintendent

Dear Parents and Students:

Greetings and welcome to a new school year.

Student handbooks answer most of the day-to-day questions students and parents have regarding school operations. Occasionally, there are issues not covered in the handbook. If this is ever the case, you can refer to our School Board Policy and/or administrative guidelines. We encourage parents and students to refer to these whenever questions arise that the handbook does not cover. You can access Board Policy guidelines and forms as follows:

1. Log onto www.think-usa.org
2. Scroll over the district tab.
3. Click on the Board of Education link.
4. Click on the Neola link.

School Board Members, administrators, all employees, and students are expected to follow Board policy. Should you have any questions regarding Board policy, accessing the website, or any other questions related to Unionville-Sebewaing Area Schools, please email me (supt@think-usa.org). We also encourage you to visit our website regularly for district news and calendar events.

Sincerely,

George Rierson
Superintendent
Unionville-Sebewaing Area Schools

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FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the course of a school year. Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for you and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact the Dean of Student, Guidance Counselor or Principal. This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook.

MISSION OF THE SCHOOL

The Mission of Unionville-Sebewaing Area High School is to collaborate with Stakeholders (students, parents, staff and community) as a Professional Learning Community (PLC) to create and maintain an environment that enriches diversity, encourages all students to reach their unique potential, and to promote learning and personal success for all students.

PHILOSOPHY

We believe that each student can learn and achieve personal success through opportunities, which are appropriate to his/her ability level and his/her future plans. We recognize the need to educate the total child so each student has the opportunity to achieve his/her maximum potential.

We understand that students use high school as a stepping-stone to their future. We must meet the needs of all students to prepare them for higher education, immediate employment, or to pursue a specific trade or vocation. Our curriculum will have a course of study to meet these needs.

The teaching staff implementing the curriculum is the cornerstone of a successful school experience. However, a quality educational program requires an active partnership between the school, parents, and community. We believe that parental involvement in the child's education is essential.

OBJECTIVES

In applying our Mission Statement and Philosophy, our action and interaction with the people in and outside of the Unionville-Sebewaing Area is as follows:

Towards Students:

1. Free public education will be available to all youth of our community, regardless of family background, socioeconomic status, race or gender.
2. Diversified school programs will be offered to:
 - a. Prepare a student to go on to higher education,
 - b. Prepare a student for employment after high school graduation,
 - c. Prepare a student to pursue a specific trade by attending a specialized school after high school graduation.
3. Quality career guidance programs will be offered to all students.
4. Opportunities will be offered for students to equip themselves with a sense of responsibility for their behavior and activities.
5. Exit objectives will be communicated to students for each class.
6. High academic standards will be maintained. Successful performance will be rewarded through support and recognition.
7. Opportunities will be provided for students to develop employability skills such as teamwork, critical thinking and reliability.

Towards Staff:

1. With a curriculum designed to fulfill our mission, staff members will stress decision-making and critical thinking skills.
2. Staff members will help develop a child's healthy self-concept, which includes:
 - a. The ability to take responsibility for actions,

- b. Improving communication with others, and
- c. Working cooperatively with others.
3. Communication with and among staff should be open, free flowing, meaningful, and timely. Networking opportunities will be provided. The staff will have opportunities for shared decision-making throughout the school organization.
4. Continuing professional development will be encouraged.

Towards Parents:

1. Parents will be welcome in the building by all staff.
2. Parents will be given honest answers to questions regarding their child's progress or behavior.
3. Parents will be informed as to exit objectives for each class in which their child is enrolled.
4. Regular opportunities for parents to meet with each teacher to discuss progress and behavior will be provided.
5. The school will provide opportunities for parental involvement in school programs.
6. Parents will be given access to both scheduling guidance and career guidance being given to their children.
7. Information will be provided to parents about school events and programs.
8. Parents will be informed of any significant change in their child's academic or social performance or behavior.
9. In cases of suspected substance abuse, parents will be informed and supported in the treatment process.
10. Parental involvement in the child's education will become a high priority.

Towards Community:

1. The community should have knowledge about Unionville-Sebewaing Area High School through its activities, accomplishments of students and faculty.
2. The school will show cooperation with the community realizing that there may be valuable resources that can be shared with the school.
3. The Unionville-Sebewaing Area High School facilities will be available to members of the community whenever possible.
4. The school organizations will support and participate in community activities such as parades, festivals, etc. whenever possible.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this district to provide an equal education opportunity for all students.

Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, age, ancestry, national origin, or other protected characteristics as well as place of residence within district boundaries, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the school district's Compliance Officer listed below:

George Rierson
Superintendent
(989) 883-2360

The complaint will be investigated and a response, in writing, will be given to the concerned person within five (5) days. Under no circumstances will the district threaten or retaliate against anyone who raises or files a complaint.

PARENT INVOLVEMENT

[District Parent Involvement and Family Engagement Policy](#)

See NEOLA Policy 2112 in Special Update of November 2004.

STUDENT SUPPORT SERVICES

Tuscola ISD staff members and district personnel may periodically visit Unionville-Sebewaing Area Schools to observe students and consult with teachers for the purposes of improving teaching practice and designing academic and behavioral interventions for students.

SCHOOL DAY

The school is open at **7:15 A.M.** The first class begins at **7:55 A.M.** and the last class ends at **3:05 P.M.**

<u>Regular Schedule</u>		<u>Half Day Schedule</u>	
1 st Period	7:55 – 9:05	1 st Period	7:55 – 8:35
2 nd Period	9:09 – 10:19	2 nd Period	8:39 – 9:19
3 rd Period	10:23 – 11:33	3 rd Period	9:23 – 10:03
Lunch	11:33 – 12:03	4 th Period	10:07 – 10:47
4 th Period	12:07 - 1:17	5 th Period	10:51 – 11:30
5 th Period	1:21 - 2:31		
OT	2:35 - 3:05		

<u>Assembly Schedule</u>		<u>3 Hour Delay</u>	
1 st Period	7:55 – 8:52	1 st period	10:55– 11:36
2 nd Period	8:56 – 9:53	Lunch	11:36- 12:06
3 rd Period	9:57 – 10:54	2 nd period	12:10-12:51
Lunch	10:54- 11:24	3 rd Period	12:55-1:36
4 th Period	11:28 – 12:25	4 th Period	1:40– 2:21
5 th Period	12:29 – 1:26	5 th Period	2:25-3:05

OVERTIME (OT) PERIOD EXPECTATIONS

OT period is an extra 30 minutes for each class, once per week. The “OT” period is a 30 minute period at the end of the day that will allow teachers to teach specific skills that are not necessarily covered in many of the core classes, however, are important and critical to a student’s success during and after high school.

Student performance in the OT period will be reflected within their corresponding class schedule.

RIGHTS AND RESPONSIBILITIES

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

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

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from the building principal.

Adult students (age 18 or older) are expected to follow all school rules. If residing at home, adult students should include their parents in their educational program. An 18 year old student electing to take responsibility for him or herself must sign an acceptance of Rights and Responsibilities form. In signing this form, the student realizes that all code of conduct rules apply.

STUDENT WELL-BEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the Principal's office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician to the school office.

INJURY AND ILLNESS

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

A student who becomes ill during the school day should request permission from the teacher to go to the office. 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 parent/guardian contact with the high school office staff. Students must call from High School Office.

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 administration regarding procedures for such instruction. Applications must be approved by the Principal. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

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

SECTION I -- GENERAL INFORMATION

ENROLLING IN THE SCHOOL

Students that are new to the Unionville-Sebewaing Area Schools are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:

- A birth certificate or similar document,
- Custody papers from a court (if appropriate),
- Proof of residency (lease/rental agreement, phone bill, utility bill, tax bill, driver's license), and
- Proof of immunizations.

In some cases, a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to make the enrollment complete.

Adult students (18 years of age or older) may enroll themselves, but if residing with their parents, then they are encouraged to include them in the process. Adult students do carry the responsibilities of both the student and parent.

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

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

SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the Guidance Office. It is important to note that some courses may be denied because of available space or the need to take prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

Student schedules are developed by the Guidance Department to:

1. Meet requirements of the Michigan Merit Curriculum (MMC),
2. Meet the requirements of the Unionville-Sebewaing Area High School School Board for graduation, and
3. Match the classes to a student's interest.

Students will sometimes discover they do not enjoy an elective class as much as they initially thought they might. In this case, the schedule may be changed to accommodate the student request up to the 5th school day from the start of the class. After this time has expired, the student must remain enrolled in the class. No students may have less than a full schedule unless an exception is granted by the Principal.

EARLY DISMISSAL

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

TRANSFER OUT OF THE DISTRICT

If a student plans to transfer from Unionville-Sebewaing Area Schools, the parent must notify the Guidance Office. 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.

WITHDRAWAL FROM SCHOOL

No student under the age of 18 will be allowed to withdraw from school without the written consent of his/her parent or guardian.

IMMUNIZATIONS

Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with state law. Any questions about immunizations or waivers should be directed to the Attendance Secretary at (989) 883-2534 ext. 38105. For a complete list of required immunizations, visit https://www.michigan.gov/documents/mdhhs/school_req_for_schools_553547_7.pdf.

EMERGENCY MEDICAL AUTHORIZATION FORM

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

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

USE OF MEDICATIONS

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

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

Asthma, Inhalers, and Epi-Pens

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

Non-prescribed (Over the Counter) Medications

Parents may authorize the school to administer a non-prescribed medication using a form which is available at the school office. A physician does not have to authorize such medication, but all of the other conditions described above for prescribed medications will also apply to non prescribed medications. The student may be authorized on the request form by his/her parent to self-administer the medication in the presence of a school staff member. A student may not carry non-prescription medication on his/her person. No exceptions will be made to these requirements.

CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice.

Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the local and state health departments.

Any removal will only be for the contagious period as specified in the school's administrative guidelines.

CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES

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

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human-immunodeficiency), Hepatitis B, and other diseases that may be specified by the state board of health.

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

INDIVIDUALS WITH DISABILITIES

Unionville-Sebewaing Area Schools provides a variety of special education programs for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA).

A student can access special education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact the Special Education Coordinator at 989-883-2534.

Limited English Proficiency

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extracurricular 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 extracurricular program offered by the District. Parents should contact the Josh Hahn at 989-883-2534 to inquire about evaluation procedures and programs offered by the District.

Individuals with Disabilities Education Act:

Rules & Regulations 34 CFR 300 347 Content of IEP Transfer of Rights. The State of Michigan transfers rights at the age of majority, beginning at least one year before a student reaches the age of majority. Under state law, the student's IEP must include a statement that the student has been informed of his or her rights under Part B of the act, if any, that will transfer to the student upon reaching the age of majority, consistent with 300.517.

Rule 340.1701a Definitions I to P: I "Parent" means the mother, father, or legally designated guardian of the handicapped person. "Parent" also means the affected handicapped person when the person reaches 18 years of age if a legal guardian has not been appointed by the appropriate court proceedings.

AMERICANS WITH DISABILITIES ACT - SECTION 504

The American's with Disabilities Act (A.D.A.) requires the school to ensure that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals.

Students with disabilities may be served within the regular education program with an accommodation plan developed by school staff. Parents who believe their child may have a disability that substantially limits the child's ability to function properly in school, should contact the High School Principal.

The district shall make reasonable accommodations for a disabled person to be able to participate in a school activity upon request to the Superintendent prior to the event. Board Policy 9160.

STUDENT RECORDS

The teachers, counselors, and administrative staff keep many student records. There are two basic kinds of records: directory information and confidential records.

Directory Information: The district has established the following information about each student as "directory information" and will make it available upon a legitimate request unless a parent, guardian, or adult student notifies the Guidance Office in writing within ten days from the date of this notification that s/he will not permit distribution of any or all of such information.

A student's name; address, telephone number; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; or any other information which would not generally be considered harmful or an invasion of privacy if disclosed.

Confidential Records: These documents contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Michigan law. This information can only be released with the written consent of the parents/guardians, the adult student, or a surrogate. The only exception to this is to comply with state and federal laws that may require release without consent.

Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions, and communications with the family and outside service providers. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent only with the permission of the originator. Such records shall be placed in a student's file only with the knowledge of the parent. Parents may obtain such records from the originator and should maintain them in a home file. Parents may also provide the school with copies of records made by non-school professional agencies or individuals.

Information on former students also falls into directory and confidential information categories and will be made available on the same basis as enrolled students.

Students and parents have the right to review all educational records generated by the school district, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requester. If a review of records is desired, please contact the building principal in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions there may be.

STUDENT FEES, FINES, AND CHARGES

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

Each student is responsible for paying his/her class dues each academic year. Class dues are used to pay for class activities, such as prom. Senior class dues are used to pay for caps and gowns.

Freshman- \$10	Junior- \$15
Sophomore- \$10	Senior- \$35

When school property, equipment, or supplies are damaged, lost, or taken by a student, whether in a regular course or extra-curricular offering, a fine may be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred. The late return of borrowed books or materials from the school libraries will be subject to appropriate fines. Failure to pay fines may result in loss of privileges. A student whose parent/guardian is unable to afford these fees may request a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment. Questions regarding the fee waiver process should be addressed to the building Principal.

Failure to pay fines, fees, or charges may result in the withholding of report card and/or participation in extracurricular activities.

STUDENT FUNDRAISING

Fundraising activities by school organizations must be approved in advance by the Principal. Organization sponsors assume responsibility for supervising the project, accounting for funds, making reports, and any other details involved in the project. Fundraisers by students may only be community based; car washes, chili/spaghetti dinners, etc. No door to door sales or crowd funding are permitted. The student fundraising form is available in the high school/middle school office.

STUDENT VALUABLES

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

COMMUNICATING WITH TEACHERS

Voicemail, email, and Skyward are available for every teacher and parents are encouraged to call and leave a message or email. The teachers' email addresses and the school's phone number can be found at www.think-usa.org. We encourage parents to use Skyward to gain access to their child's current progress, attendance, and homework information as well as contacting teachers.

REVIEW OF INSTRUCTIONAL MATERIALS

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the Principal and schedule a time that must be at least 24 hours notice prior to coming to the school.

MEAL SERVICE

Unionville-Sebewaing Area Schools Food Service Department is dedicated to providing nutritious meals to all customers in a safe, friendly environment that promotes education, healthy lifestyles, and character development. We will ensure financial self sufficiency by managing resources effectively and with innovation.

Upon enrollment, all students are assigned a cafeteria account in our computerized debit system. Parents may send in deposits daily, weekly, or monthly. Every time a child makes a purchase, the amount is automatically debited from the account. When a student makes a purchase, our system recognizes whether a student is full price, reduced, or free and charges the account accordingly. This system is completely confidential and provides total anonymity to free and reduced price students.

For more information on meal prices and free and reduced meal applications, please visit our website at www.think-usa.org/hot-lunch/.

The cafeteria/lunch policy is as follows:

1. Students may not use another student's accounts.
2. Beverages brought to the school for lunch must not be opened for any reason until they are taken to the cafeteria.

Closed Campus Lunch: Students may not leave campus during lunch, except with permission granted by administration or authorized staff. During lunch, students must proceed directly to the cafeteria or designated lunch area. This rule applies to students that have a notarized Age of Majority form on file with the office.

Food and beverages are not allowed in the Auditorium at any time.

FIRE AND TORNADO DRILLS

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

Tornado drills will be conducted during the tornado season using the procedures provided by the Tuscola County Office of Emergency Preparedness. The alarm system for tornadoes is different from the alarm system for fires and consists of A STORM TONE signal. Students are required to be silent and shall comply with the directives of school officials during emergency drills. Each school shall conduct five (5) fire drills, two (2) tornado drills, and three (3) lockdown drills each school year. Drills may not be preceded by a warning to the students.

EMERGENCY CLOSINGS AND DELAYS

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

TELEVISION STATIONS WITH CABLE CHANNEL IN UNIONVILLE AND SEBEWAING

WNEM	TV-5
WJRT	TV-12

RADIO STATIONS

WLEW	1340 AM
WLEW	102.1 FM

You can also log onto www.wnem5.com for school closings.

Parents and students will also be notified via the Skylert message system. For more information on how to sign up, please contact the high school office at 989-883-2534.

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

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

VIDEO AND AUDIO MONITORING SYSTEMS

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

VISITORS

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the Principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school in order to prevent any inconvenience. Student visitors must be approved prior to visiting. One must have approval of the Principal and each teacher one week prior to any student visitor. A student visitor must have the approval in writing of their principal and parent. Student visitors that are not in session the day of the scheduled visit will not be approved. Students may not bring visitors to school without first obtaining written permission from the Principal and parents. All school rules apply to the visitor and the host student will accept responsibility if the visitor fails to follow school rules.

LOCKERS AND LOCKS

Students are assigned lockers as a place of security for outdoor clothing, books, and supplies. Money and other valuable items are not to be left in lockers. The security of stored items can only be possible if lockers are properly closed and locked and the lock combination is kept confidential. All student lockers are the property of the Unionville-Sebewaing Area Schools. They are loaned to students to use. Therefore, lockers are subject to search at any time. All students are to report any problems with their locker to office personnel. It is recommended that you leave any cash or valuables at

home. If a student does have any of these items in their possession we recommend that you turn them into the office for safekeeping or leave items locked in your vehicle.

If items are hung on the interior of the locker, the item must be school appropriate and must be hung using painter's tape or magnets only. The use of markers inside the locker is also prohibited. Fines will be assessed based on damage.

USE OF THE LIBRARY

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

All materials checked out of the library must be returned to the library by the end of the school year.

USE OF THE SCHOOL EQUIPMENT AND FACILITIES

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

LOST AND FOUND

The lost and found area is by the doors leading out to the bus line on the south end of the building. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

STUDENT SALES

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

USE OF TELEPHONES

Office phones are available for student use with permission from office staff. Students will be called to the office to receive a telephone call if it is a parent/guardian. If a student is seeking to leave school, the office staff must speak with a parent.

Telephones/Cell Phones/Wireless Communication Devices

Students using a cell phone or other electronic device during school hours without permission will be asked to turn the device over to a staff member. **Failure to turn an electronic device over to the adult making the request, will result in an automatic in-school suspension.** In addition, any student using a device in a bathroom or locker room may be subject to suspension.

Possession of a cell phone or other device by a student is a privilege, which may be forfeited by any student who engages in misuse of this privilege. Misuse will also be subject to disciplinary action.

Cell phones and other electronic devices, like all other personal items brought by a student into a school zone, may be subject to search upon reasonable suspicion that a student may have engaged in conduct that is illegal or in violation of school rules or board policy. The outcome of that search may result in school sanctions and referral to police authorities.

The audio or video recording capacity is not used to capture the image, likeness, voice, or work of an individual(s) without their knowledge and consent.

The audio or video recording capacity is not used to distribute and/or post an individual(s)' image, likeness, voice, or work publicly (via flyer's, Internet, web pages, social networking sites, etc.) without the individual's knowledge and consent.

Unionville-Sebewaing Area High School is **not** responsible for the loss, damage, or theft of personal electronic devices at school or school events.

Examples of electronic devices, outside of cell phones include: iPad, tablet, e-reader, laptop.

During school activities when directed by the administrator or sponsor, cell phones and electronic devices shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight.

The purpose of this electronic communication device policy is:

- Protect the individual student from distractions during normal class hours,
- Protect the classroom from disruptions during class, and
- Provide protect of students while in bathrooms and locker rooms.

High school students may use electronic devices before school, during passing times, and after school. They may also be used in the classroom with teacher permission.

Middle school students may use their electronic devices after school, and in the classroom with teacher permission. Please note that middle school students may not use their electronic devices once they arrive to school before the start of the school day.

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the Principal.

The school has a central bulletin board located outside of the High School Office, which may be used for posting notices after receiving permission from the Principal.

SECTION II -- ACADEMICS

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. All students who wish to attend a field trip must have a "Field Trip" form signed by parent or guardian. Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. Students may be prohibited from attending field trips for any of the following reasons:

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

GRADES

All courses of study will be counted in the computation of grade point averages with the exception of: (1) pass/fail courses, (2) work study.

Each course of study will be granted .5 units for a trimester course.

GRADING SYSTEM

High school students are graded on trimester marking periods. A student must receive a grade of "D-" or better in order to receive credit toward graduation. Scholarship is evaluated in terms of letter grades:

A/A-	Work of outstanding quality; Excellent
B+/B/B-	Good work; Well above average
C+/C/C-	Ordinary work; Average
D+/D/D-	Poor work; Below average
E	Failure; No credit
INC	Incomplete- A student that has been given an incomplete has two weeks

to successfully change the incomplete to a grade or credit, which is to be agreed upon by the teacher and student.

**CR Credit
**NC No Credit

** Courses taken on a credit/no credit basis must be approved by the Principal before commencement of the course and are not used in GPA calculations.

USA High School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. All classes will have the following grade book breakdown:

<u>Grade 6-7</u>	<u>Grade 8-12</u>
Daily work: 30%	Daily work: 20%
Quizzes: 30%	Quizzes: 30%
Tests: 40%	Tests: 50%

All teachers use the following grading system:

Grading Percentage	Letter Grade
93.50 % to 100%	A
89.50% to 93.49%	A-
86.50% to 89.49%	B+
82.50% to 86.49%	B
79.50% to 82.49%	B-
76.50% to 79.49%	C+
72.50% to 76.49%	C
69.50% to 72.49%	C-
66.50% to 69.49%	D+
62.50% to 66.49%	D
59.50% to 62.49%	D-
59.49% & Lower	E

All trimester final examinations grades will be weighted 20%.

GRADE POINT AVERAGE

A student's grade point average (GPA) is calculated in the following manner:

1. Each letter grade is assigned a point value.
 - a. (A = 4 points, B = 3 points, C = 2 points, D = 1 point, E = 0 points).
2. Divide the sum of all letter grade values by the total number of credits earned.
3. For partial-credit courses, use the fractional value of the grade.
 - a. For example, a half credit course with an earned grade of C would be $.5 \times 2 = 1$.

This can be done by grading period, semester, year, or for a series of school years.

A weighted grading scale will be used for Advanced Placement (AP) courses. The scale will be A = 5 points, B = 4 points, C = 3 points, D = 2 points, E = 0 points. The weighted scale accounts for the increased rigor and challenge that is a part of AP courses.

GRADE CHANGES

The following procedure is to be followed if a student and/or his/her parents request a change in a grade assigned by a teacher:

1. The teacher is to be contacted by the student and/or parent to discuss the reasons the grade should be changed. If the teacher concurs, the grade change is made by the teacher and the Principal is notified of the change.
2. If a teacher does not agree with the grade change, the student and/or parent may request a meeting with the Principal. The Principal shall arrange for the meeting which will include the teacher, the student, his/her parents, and the principal. If the student and/or parent requests an attorney be present, the District's attorney may also be in attendance. If the student and/or parent comes to the meeting with an attorney without previously informing the principal that their attorney would be present, the hearing shall be rescheduled to a date when the School District's attorney can also be present.
3. The Principal will chair the meeting and inform participants of the meeting guidelines:
 - a. The student and/or parent will present reasons for the grade change.
 - b. The teacher will present reasons for the continuance of the grade.
 - c. The Principal and attorneys (if present) may question both parties while both are in attendance.
 - d. Upon completion of the questions, the meeting will recess while the Principal (without the presence of the school attorney) deliberates.
 - e. The Principal will reconvene the meeting with all parties present and announce his/her decision.

The Principal's decision may be appealed to the Superintendent in accordance with the procedure described in Policy 9130.

TEST POLICY

Students will only be allowed to retake a test or large assessment up to the discretion of the teacher, if the classroom teacher believes the student has made significant effort and has attended remediation or review sessions before a retest will be given.

CREDIT RECOVERY

Credit recovery is accomplished by attending summer school with a pre-negotiated plan with a specific teacher. It may be possible for students wishing to recover credit for a course in which they failed during the course of the current school year. Credit recovery grades are taken as Pass/Fail. At a minimum, the following must be met:

1. Students need to have earned 59.5% or better in the course.
2. The reason for failure must not have been an attendance related failure.
3. Students must complete missing work at summer school under the supervision of a teacher.
4. Students must complete a plan with teacher and complete all portions by determined deadline.

TRANSFER STUDENT GRADES

Unionville-Sebewaing Area High School will grant credit toward the high school diploma and compute grade point averages for transfer students according to the following procedure:

1. Credits earned at another high school will be converted to the Unionville-Sebewaing Area High School system and included on the student transcript.
2. Letter grades will be transferred to Unionville-Sebewaing Area High School using the grading system in accordance with Unionville-Sebewaing Area High School's G.P.A. computation system.

GRADING PERIOD

Students shall receive a report card at the end of each twelve (12) week trimester indicating their grades for each course for that portion of the academic term. The decision to grant credit is based on successful completion of the curriculum and performance on standardized tests and other testing. When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

TESTING OUT

A student at Unionville-Sebewaing Area High School may earn credit in any course by passing the final cumulative exam in that course. Credit earned will be a "pass" grade and will not be included in a computation of grade point average for any purpose. Credit earned may or may not be counted toward graduation, as the board may determine, but the board's determination shall apply equally to all such credit for all pupils and credit earned under this section shall be counted

toward fulfillment of a requirement for a subject area course and shall be counted toward fulfillment of a requirement as to course sequence. Once credit is earned under this section, a pupil may not receive credit thereafter for a course lower in course sequence concerning the same subject area.

PROMOTION, PLACEMENT, AND RETENTION

Completing required coursework, earning the necessary credits, and passing the M-Step tests determine a student’s progress toward graduation and receiving a diploma. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (I.E.P.). Information about credit and course requirements is available in the Guidance Office.

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

Freshman	0 to 7.5 credits	Junior	15.5 to 22.5 credits
Sophomore	8 to 15 credits	Senior	23 or more credits

UNIONVILLE-SEBEWAING AREA HIGH SCHOOL GRADUATION REQUIREMENTS

1. USA High School operates on a trimester schedule. As a result of the trimester schedule, students that successfully pass all courses will earn seven and a half (7.5) total credits annually. Students earn one-half credit (0.50) each trimester for successful completion of a course. Dropping a course after five (5) school days, constitutes an automatic “E” grade. (Exceptions may be granted by the Principal only.)
2. All students must complete at least four (4) years of high school (Grades 9 through 12) regardless of the number of credits earned. Any senior wishing a waiver of this rule has to apply in writing before February 1st of the year of graduation.
3. Beginning in the 2019-2020 school year
Specific course requirements are:

English	4 credits total <i>Must include: English 9 A and B, English 10 A and B</i>
Health	.5 credit
Phys. Ed.	.5 credit
Mathematics	4 credits total <i>Must include: Algebra 1 A and B, Algebra 2 A and B</i>
Science	3 credits total <i>Must include: Biology A and B</i>
Social Studies	3 credits total <i>Must include: American History A and B, World History A and B</i>
Visual/Performing Arts	1 credit
Foreign Language	2 credits

Total	28 credits
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4. In order for seniors to participate in the graduation ceremonies at USA High School, all credits must be completed and verified by the counseling office on the last scheduled day of classes for seniors. It should be further understood that failure to comply with all school requests and regulations could jeopardize a student’s ability to participate in commencement ceremonies.

5. **State Assessment:** Students must take the required state assessment “SAT/M-STEP” as determined by USA High School in order to graduate.
6. **Job Shadows:** All seniors must complete two (2) job shadows in order to graduate.
7. **Honor Graduate Selection:** Honor graduates will be selected on the basis of attaining a 3.0 or above grade point average over seven semesters. Students whose grade point average is close to a 3.0 at the end of the winter trimester during their senior year will be reviewed at the end of the spring semester and will be included for wearing honor cords if their grade point average is 3.0 upon completion of high school (12 trimesters). They will also be recognized during the graduation ceremony, but may not be recognized as an honor graduate in the graduation program due to the deadline for printing the graduation program.
8. **Graduation Recognition:** In accordance with our Senior Scholars achievement program, graduates will be recognized in the following manner:
 - a. **Senior Scholars:** (SAT + GPA formula; must equal at least 1700 points*). Senior Scholars will receive a medallion and gold cord to wear during the ceremony, be recognized in the local paper, stand and be recognized during the graduation ceremony, and be noted in a special part of the graduation program. Students with the highest two scores will have the opportunity to address their class at commencement. Students may submit SAT or ACT retake scores up to, and including the March/April national test date of their senior year.
 - i. **SUMMA CUM LAUDE** – (3.9 and above GPA) Will receive a gold cord to wear during the ceremony, stand and be recognized during the graduation ceremony, and be noted in a special part of the graduation program.
 - ii. **MAGNA CUM LAUDE** – (3.7 up to 3.89 GPA) Will receive a gold cord to wear during the ceremony, stand and be recognized during the graduation ceremony, and be noted in a special part of the graduation program.
 - iii. **CUM LAUDE** – (3.5 up to 3.69 GPA) Will receive a gold cord to wear during the ceremony, stand and be recognized during the graduation ceremony, and be noted in a special part of the graduation program.
 - b. **Honors:** (3.0 up to 3.49 GPA) Will receive a silver cord to wear during the ceremony, stand and be recognized during the graduation ceremony, and be noted in a special part of the graduation program.
9. For students who transfer into Unionville-Sebewaing Area High School from homeschool or from any accredited or non-accredited high school to be considered for Highest or High Honors or Senior Scholars, the student must attend three trimesters at Unionville-Sebewaing Area High School and complete all course requirements for consideration for graduation honors. A student in a home school program must present grades from the program they have completed to be considered for Highest Honors. A student transferring in from another high school must complete all course requirements for graduation honors to be considered for Highest and High Honors if attendance is less than three trimesters.
10. Unionville-Sebewaing Area High School does not rank our graduates. If a college registrar requests a ranking, one will be provided.

** Formula to be used: (GPA x 250) + (SAT x .625). Decimal places will not be rounded up.*

For more information on graduation and course requirements, please visit the Guidance Office website: <http://www.think-usa.org/our-schools/high-school/guidance-office/graduation-requirements/>

HONOR ROLL

A scholastic Honor Roll will be announced at the end of each trimester. The Honor Roll will be calculated using a standard letter grade to a 4.0 scale. Students on the Honor Roll must have a GPA of 3.0 or better for that trimester.

A student will not be included if s/he has a grade below a “B- or “I” letter grade on his/her report card. No Credit (NC) grades are not used in determining honor roll membership.

EDUCATION DEVELOPMENT PLAN (EDP)

An EDP documents the ongoing process in which a learner identifies both career goals and plan of action to achieve them. The purpose is to provide every student with ongoing record of career planning that will guide them in selecting careers that align with their aptitude, interests, and strengths.

The EDP process begins in seventh grade and is reviewed each year by student, parent, and counselor. The EDP contains personal information, career goal(s), educational/training goals, assessment results and plan of action. Students will be able to access Career Cruiser from computers at school and home that creates your EDP. Contact your counselor for more information on the EDP and Career Cruiser.

DUAL ENROLLMENT

Historically, school districts have allowed their students to attend courses at local colleges or universities, in addition to their own high school in an effort to meet students' needs and interests. This is called "dual enrollment." High School credit may be granted to students who successfully complete a course of instruction offered by an eligible postsecondary institution. The following requirements apply to such courses of instruction:

1. Students are in grade 9, 10, 11, or grade 12.
2. Students must meet the requirements for a USA High School diploma in all four subject areas of the High School MMC: communication skills, mathematics, reading and science; a student in grade 12 is eligible for courses in the subject area in which he or she has earned endorsements, computer science or foreign language courses not offered by the school, and fine arts programs as permitted by the district.
3. Students must be enrolled in both the school district and post secondary institution for the local school district's regular academic year and must be enrolled in at least one high school class.
4. An exception to this could occur if the Unionville-Sebewaing Board of Education or the Superintendent determines that a scheduling conflict exists, which is beyond the student's control.
5. The college courses cannot be a hobby craft or recreation course, or in the subject area of physical education, theology, divinity, or religious education.

Public Act 160 created the Post Secondary Enrollment Options Act, which directs school districts to assist students in paying tuition and fees for courses at Michigan public or private colleges or universities, if all of the following conditions are met:

1. School districts are required to pay the lesser of:
 - a. the actual charge for tuition, mandatory course fees, material fees, and registration fees; or
 - b. the state portion of the students' foundation allowance, adjusted to the proportion of the school year they attend a post secondary institution.

If you believe you are eligible for dual enrollment, that you qualify for tuition and fee support, and you wish to participate, contact either the Guidance Counselor or High School Principal.

HOMEWORK

The goal at Unionville-Sebewaing Area High School is to prepare our students for life after graduation, whether that is higher education or the working world. As such, late work will be accepted with a 50% grade reduction until the chapter assessment, at which point late work for that chapter is no longer accepted. Deadlines are a life skill and promote accountability and responsibility. Homework is due on the day/time assigned by the teacher.

If a student is absent, s/he will be allowed one (1) day to make up work per one (1) day absent. If absent multiple consecutive days, students will have the same number of consecutive school days to turn in work.

In Skyward, for a missing assignment, the teacher will enter a "0" in the grade book indicating the assignment can still be made up. Students are encouraged to speak to their teachers on an individual basis if extenuating circumstances arise. All students with IEP or 504 accommodations giving extended time will be accommodated by all teachers.

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with state standards and district policy. Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

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

Vocational and interest surveys may be given to identify particular areas of student interest or talent. The Guidance Office often gives these.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

Depending on the type of testing, specific information and/or parent consent may need to be obtained. Unionville-Sebewaing Area High School will not violate the rights of consent and privacy of a student participating in any form of evaluation.

College entrance testing information can be obtained from the Guidance Office.

All students will be expected to take student surveys unless their parent excuses them in writing. Students are not identified individually on these surveys.

SECTION III -- STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

The school has many student groups that are authorized by the school. It is the district's policy that the only authorized groups are those approved by the Board of Education and sponsored by a staff member. Authorized groups include:

Band	FFA	Student Council	National Honor Society	People Helping People
Robotics	Youth in Government		Drama	

National Honor Society Nomination and Selection Procedure:

1. To be nominated, a student must have a cumulative 3.25 G.P.A. or better and have attended Unionville-Sebewaing Area High School for at least one full trimester.
2. After the nomination list is completed, the selection procedure will be explained to those nominated at a meeting. A letter explaining the procedure will also be sent home to parents of nominated students. At this meeting, those who do not wish to be a member will be allowed not to compete.
3. Those wishing to continue will submit signatures from two (2) high school or Tuscola Technology Center teachers supporting their nomination. Attached to the nomination form will be the student's personal evaluation of his/her character, and a copy of the student's activities sheet (which includes a list of all extra-curricular activities and community organization involvement). Students are required to turn in verification of at least five (5) service hours.
4. A list of nominated students will be given to all faculty members.
5. Any teacher with a concern over a student's nomination should voice that concern to the Principal.
6. The sponsor will publicize the selection process in the school handbook.
7. A council of at least (3) teachers will convene to review rating sheets, student leadership essays, verify academic integrity, and letters of character reference. The council will use the NHS Selection Rubric to make sure all aspects of the application process have been met. The Principal and National Honor Society sponsor will be non-voting members of this council.

EQUAL ACCESS FOR NON-SCHOOL SPONSORED STUDENT CLUBS

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

The Principal shall grant the group's request, if it has been determined that:

1. The activity has been initiated by students.
2. Attendance at the meeting is voluntary.
3. No agent or employee of the District will promote, lead, or participate in the meeting.
4. The meeting does not materially and substantially interfere with the orderly conduct of educational activities in the school.
5. Non-school persons do not direct, conduct, control, or regularly attend the activity.

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

ATHLETICS

Unionville-Sebewaing Area High School provides a variety of athletic activities in which students may participate provided they meet any eligibility requirements that may apply. The following is a list of activities currently being offered. For further information, contact the Athletic Director. Log onto www.think-usa.org/ for a complete listing of all sport activities.

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Cross Country (Boys)	Basketball (Boys)	Baseball
Cross Country (Girls)	Basketball (Girls)	Trap
Equestrian	Bowling (Boys)	Golf
Football	Bowling (Girls)	Soccer (Girls)
Soccer (Boys)		Softball
Volleyball		Track (Boys)
		Track (Girls)

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

STUDENT EMPLOYMENT

The school does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes that s/he must maintain a job in addition to going to school, s/he must first obtain a work permit. Work permits may be obtained in the High School Office from 7:30 am - 4:00 pm Monday through Friday, August through June. During the month of July, permits are available in the Central Office from 8:00 am - 4:00 pm.

Students by law may not work more than 18 hours per week while school is in session.

SECTION IV-- STUDENT CONDUCT

ATTENDANCE POLICY

Unionville-Sebewaing Area Schools promotes positive attendance by encouraging all students and staff to, "Make Every Day Count." We believe that there is a direct correlation between academic achievement and regular, prompt attendance. A student's success in school and future career activities depends on positive attendance habits. Regular and consistent school attendance helps to develop responsibility and self-discipline; it also prepares students for the world of work. The attendance policy is in place to promote and encourage positive attendance habits for each student. Students are expected to be in school and on time to class every day. Students should be fully aware that the interactions in the classroom constitute a valid and critical part of the coursework that cannot be duplicated. Students should be attentive and prepared with proper materials to be actively involved in the class.

ATTENDANCE PROCEDURES

DEFINING ABSENCES

Our policy is in accordance with Tuscola County's Truancy Policy. As a result, we will define all absences as either "Documented" or "Undocumented." For the purpose of the following policies and procedures, these definitions will be used:

- **Documented Absence:** A documented absence is an absence from school in which the family is able to provide documentation citing the reason for the missed class time. Forms of documentation may include, but are not limited to a note from a physician, a program/memorial from a funeral, or court summons. Please note local appointments (within 30 miles from school) will only be given up to a half day documented absences unless specific instructions given by a physician. Again, these are absences ordered and documented, with signature, by a licensed healthcare professional, with specific dates school must be missed for medical necessity.
 - Examples of "Documented" absences and required documentation include:
 - Child's illness/medical reason as documented by a professional health official
 - Medical appointments (including but not limited to medical, counseling, dental, or optometry)
 - Child's observance of a religious holiday
 - Death in the student's family
 - Mandated court appearances
 - Extraordinary educational opportunities pre-approved by district administrators and in accordance with the Michigan Department of Education guidance
 - Absences related to parent or guardian's military service
 - Homelessness
- **Undocumented Absence:** Undocumented absences include absences from school in which the family is unable to provide the appropriate documentation. A handwritten note from a parent "excusing" his/her student will not be considered a documented absence. Examples include, but are not limited to absences due to personal illness where a student does not see a health professional, oversleeping, and family vacations.
 - **Disciplinary Absence:** Students who are absent due to disciplinary actions (In-school suspension, Out-of-school suspension) will be allowed to earn credit for missed work, however, these absences would be considered undocumented.
- **Tardy:** A tardy is defined as a student not being in the classroom prepared by the completion of the bell. If a student is late for any period, there is no need to stop in the office for a pass. Students will report directly to class regardless of time. Teachers will honor another teacher's written pass explaining why the student is late.

SCHOOL NOTIFICATION

The following information defines the steps a family should take if their son or daughter is absent from school at Unionville-Sebewaing Area Schools. We appreciate families that contact us when their son or daughter will be absent.

1. When a student is absent from school, his/her guardians should notify the appropriate school office by telephone or by email before 9 a.m. on the day of the absence. Elementary families should contact the elementary office staff at 989.883.9147 ext. 38202. Middle and High School families should contact the main office at 989.883.2534 ext. 38105. Parents may also email attendance notifications to usaattend@think-usa.org. If no contact has been made with the school by 9 a.m., an automated phone call will go out to notify parents of the undocumented absence. If we have yet to hear from a parent/guardian by the conclusion of the school day, another automated phone call will be made.
2. If your child will not be riding the bus to school in the morning, please let your child's bus driver know the day before or by 6:00 a.m. the morning of the absence.
3. Students arriving to school after 7:55 a.m. must first sign in with the school office before going to class. Signing in helps us to account for all individuals in the building, in addition to updating the student's attendance in Skyward.

4. Please refer to the definitions at the beginning of this section if you have questions regarding documented and undocumented absences.
5. If your son or daughter's absence fall under the "documented category", please provide documentation of their absence to the main office upon their return.

PARENT NOTIFICATION

1. Once a student has reached five (5) undocumented absences in a school year, a letter will be sent to the recorded student's address indicating the days missed and the attendance policy.
2. At eight (8) undocumented absences, an email will be sent, as well a phone call from administration be made to discuss the attendance policy.
3. Once a student has reached ten (10) undocumented absences in a school year, a telephone call will be made to parents to set up an attendance meeting to discuss attendance concerns.
4. Once a student has reached 15 undocumented absences in a school year, another phone call will be made and a letter will be sent home indicating the days missed, a reminder of the attendance policy, and notification that the student has three (3) school days to submit documentation for absences before his/her case is referred to the county truancy officer.

TRUANCY

Undocumented absence from school (truancy) is not acceptable. Students who are truant may receive no credit for schoolwork that is missed, upon the discretion of teachers and/or administration. After 15 days of undocumented absence in a school year, a student will be considered a "habitual truant" which may result in:

- Assignment to an alternative placement with loss of participation in school activities and events
- Referral to the county truancy officer
- A hearing before a judge in a court of law
- A report to local authorities concerning lack of parental responsibility in providing the proper care and supervision of a child.

If a student was referred to truancy the previous school year or if the student's absences exceed 10% of the school year up to that point in time, the process may be expedited upon administrative discretion.

MAKE-UP TIME

Make-up time is meant to give middle school and high school students the opportunity to retain credit, and does not prevent a student from being referred to truancy. A student who exceeds five (5) absences/tardies in a given trimester will lose credit if the student does not make-up the required time or meet the test criteria listed below:

- When a student is between 6-9 absences, they have the option to not make up the time in a given class, but rather must earn a 76.5% or better on the trimester final exam for the class in question. However, if the student does not earn 76.5% they must make up the time or they will lose credit.
- When students exceed 10 absences, they must make up time to get to 9 or less absences to have the test out option.

Students will have selective opportunities to make-up time. Make-up time dates will be determined at the beginning of each trimester and be listed in the daily bulletin. School sponsored activities and documented absences are exempt from this 5-day maximum.

ATTENDANCE INCENTIVE—THIRD TRIMESTER (SENIORS ONLY)

Seniors with a grade of B- and three (3) or fewer absences for the spring term will not be required to take the final exam. School-related absences and absences due to a death in the immediate family will not be counted in this total and are not calculated in this exam exemption. Medical absences and suspension days will be counted in the total when determining

exam exemption. A senior who does not have to take the exam may do so to try to better his/her grade. It will not be averaged if it does not help the grade. The Principal will make the final decision on any student in question.

CODE OF CONDUCT

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

STUDENT CONDUCT

Respect for the law and for those persons in authority shall be required of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property, pride in one's work, achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this district.

The superintendent shall establish procedures to carry out Board policy and philosophy, and shall hold all school personnel, students, and parents responsible for the conduct of students in school, on school property and on school vehicles.

No student is to be detained after the close of the regular school day unless the parents of the student have been contacted and informed that their child is to be detained.

DANCE POLICY

1. All school rules apply, including the Dress Code listed below.
2. All guests must be registered in the High School Office, and must have a Dance Permission Form on file. If the guest is in high school, the Dance Permission Form must be signed by the guest's high school principal. If bringing a guest to the dance, school rules apply to them and one must accept the consequences of their behavior.
3. No sexually explicit dancing. Failure to abide by this rule will result in warning. Parents will be notified at the 2nd offense. If there is a 3rd offense, one will not be allowed to attend any dances for the remainder of the school year.

The rules and provisions of the Student Code of Conduct shall govern student conduct. This Code of Conduct shall be reviewed periodically.

PROPOSED STUDENT DRESS CODE

Students shall not wear clothing or accessories which interfere with the operation of the school or which impinges upon the general health, safety and welfare of other students and school employees.

The intent of the Board of Education in enacting a dress code is to promote a good academic environment, maintain discipline, and prevent disruption of the educational process. While the Board of Education recognizes that each student's mode of dress and grooming may be a manifestation of personal style and individual taste, any hairstyle or apparel that is disruptive, distracting, unsanitary, or unsafe is prohibited.

1. Students are prohibited from wearing distracting clothing that is disruptive to the educational setting. Examples of such clothing include, but are not limited to:
 - i. "Fish net" or other "see-through" clothing;
 - ii. Clothing that exposes the midriff, pubic or genital area;
 - iii. A bottom garment (worn at the waist) if it does not cover at least to mid-thigh. A bottom garment will be of acceptable length if it touches or is below the longest tip of the hand when the student stands erect and places arms and hands straight down at his/her side; and

- iv. Garments that provoke or distract students or school employees.
- 2. For safety and health reasons, students are required to wear shoes or soled footwear.
- 3. Clothing, patches, or buttons displaying profane, provocative, vulgar, or obscene suggestions are prohibited, including but not limited to descriptions or representations of sexual acts, excretory functions, or nudity and swear words, expletives, or offensive language or symbols.
- 4. Hair or wearing apparel that substantially interferes with the educational process, creates classroom or school disorder, or distracts the attention of another student in any class from the lesson being presented or from any assigned classroom activity will not be permitted.
- 5. Hair or wearing apparel that constitutes a threat to health or safety is prohibited.
- 6. Coats and hats shall not be worn indoors unless as necessary to fulfill religious obligations.
- 7. It is the policy and obligation of the School Board to encourage a drug-free environment in the school setting, to reduce the pressures to use drugs, and to promote respect for rules and laws prohibiting drugs. Drug use among students creates a climate that is destructive to learning and disrupts the maintenance of an orderly educational environment. Therefore, garments, buttons, and other items that promote tobacco, alcohol, or illegal drugs are prohibited.
- 8. Sunglasses are not to be worn in a classroom unless prescribed by a doctor.
- 9. **Other dress related decisions are at the discretion of the Principal.**

If a student violates the dress code, the student will be given an opportunity to correct the violation. School personnel will communicate with the student and his/her parent/guardian about the violation. A student who continues to violate the dress code will be subject to appropriate disciplinary measures.

When dressing for school, students should consider the following questions:

- 1. Is my clothing revealing or distracting?
- 2. Does my clothing advertise a product or service prohibited to minors?
- 3. Does my clothing contain messages that are inflammatory, obscene, profane, offensive, drug-related, or gang-related?
- 4. Is there anything about my clothing that would be offensive to others at school?
- 5. Would I interview for a job in this outfit?
- 6. Am I dressed appropriately for the weather and today's activities?

Inappropriate Attire Consequences:

1st Offense: Correct attire, Log entry in Skyward

2nd Offense: Call/email home, Correct attire, Log entry in Skyward

3rd Offense: Call/email home, Correct attire, Detention, Log entry in Skyward

4th Offense: Call/email home, Correct attire, (2) 1 Hour After School Detentions, Log entry in Skyward

5th Offense: Call/email home, Correct attire, Parent meeting, Suspension (ISS up through OSS 10 days), Log Entry in Skyward

The dress code applies to all school functions: games, dances, sporting events home and away. Students attending any school functions as a spectator, the dress code applies at all times.

**Pending school board approval in September*

CARE OF PROPERTY

If a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

CLASSROOM MANAGEMENT AND OFFICE REFERRALS

The primary goal at Unionville-Sebewaing Area High School in regards to discipline is not to assign negative consequences, but to provide positive support for consistently good school behavior. However, there will be consequences for bad behavior choices. Unionville-Sebewaing Area High School identifies behavior violations with two (2) categories:

Minor Behavior Violations:

- 1st Minor Violation: verbal correction
- 2nd Minor Violation: verbal correction, lunch detention/loss of recess, staff documents behavior in Google Form

Major Behavior Violations:

- 3rd Minor Violation: verbal correction, student reports to office for the remainder of class, after school detention, staff completes discipline referral in Skyward, staff makes a phone call home
OR
- 1st Major Violation: student reports to office (for the remainder of class if needed), principal or dean of students calls home, consequence assigned according to handbook

If a student receives 3 minor referrals from any teacher, a phone will be made to the student’s parent/guardian from the principal or dean of students.

If a student receives 3 minor referrals from a particular teacher, that teacher will make a phone call home to the student’s parent/guardian.

Once a student receives 3 minor referrals, he/she will begin automatically receiving after school detentions for minor referrals.

All decisions regarding consequences for student misbehavior will be made at the discretion of the administration with the best interests of the individual student in mind, while considering the serious obligation to provide a safe, orderly learning/teaching environment for all students and staff.

SCHOOL POLICY ON VIOLENCE PREVENTION

Purpose of the Policy

The Safe and Civil process was adopted by the Board of Education to give students, parents, staff, and the community at large a clear statement concerning the school district’s stand against violent behavior and the consequences that will follow violation of the policy.

Our Philosophy Statement

We respect and protect our students, their parents, our staff, and our community.

Definition of Violence/Disrespect

Violence/Disrespect is any word, look, sign, or act that hurts a person’s feelings, body, or things.

Statement of Policy

We believe no one is entitled to be violent in any form. **No** form of violence will be tolerated in school, on school-sponsored transportation, or at school-sponsored activities away from school.

No student, staff member, or any other person shall be allowed (any time, for any reason, whether in the school building, on school grounds, on school buses, or anywhere else during school-sponsored events) to intimidate, threaten to harm, or cause harm to any person or property.

The school administration will determine appropriate consequences for violating this policy. **SEE DISCIPLINE CODE CHART.**

STUDENT DISCIPLINE CODE

The Board of Education has adopted the following Student Discipline Code. The code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with the words "safe" and "orderly." Discipline is within the sound discretion of the school's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation. These rules and policies apply to any student who is on school property, who is in attendance at school or any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school, students, and staff.

Elastic Clause

The administration reserves the right to establish fair and reasonable rules and regulations for circumstances that may arise and require actions that are not covered in this handbook. In all cases, rules, regulations, and possible consequences shall be as consistent as possible with previously established rules, regulations, and consequences for similar incidents. Matters omitted from this handbook should not be interpreted as a limitation to the scope of the school's responsibility and, therefore, the school's authority in dealing with any type of infraction that may not be in the best interest of the safety and welfare of the students.

The following chart provides a list of major areas that could result in disciplinary action. An explanation of each behavior and possible consequence follows the list. The absence of a behavior or any specific action from the disciplinary list does not mean that such conduct will be accepted or tolerated. The list is not all-inclusive but acceptable behavior and conduct must occur at all times. The Principal may also adjust consequences of any offense to be more or less severe based on mitigating or aggravating circumstances. In most instances, they refer to school hours, school grounds and school activities. However, community violations that interfere with school purposes may be addressed in the same manner.

USA HIGH SCHOOL DISCIPLINE CODE

Level 3 Violations

Alcohol/drug possession, distribution, sale, use, under the influence: The school has a "DRUG FREE" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity - sale, use, possession, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look alike drugs is prohibited. This includes non-alcoholic beers and wines and the like. If caught, the student could be suspended or expelled and law enforcement officials will be contacted. Many drug abuse offenses are also felonies.

- **1st offense**
 1. Parents will be notified upon verification of the violation.
 2. The student will be placed on O.S.S. for a minimum of 10 days and be excluded from all extracurricular activities (rehearsals, practices, contests, meets, and as a spectator, etc.) Agreeing to attend an abuse program reduces suspension to 5 days O.S.S. or I.S.S.
- **2nd offense**

Recommend expulsion.

* This offense may warrant law enforcement notification.

Alcohol/drug look-alike possession, distribution, sale, use: The school has a "DRUG FREE" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity - sale, use, possession, distribution, or use of fake drugs, or look alike drugs is prohibited. This includes non-alcoholic beers and wines. If caught, the student could be suspended or expelled and law enforcement officials may be contacted.

- Offense can be treated the same as actual drug use; punishment may be reduced if it can be verified that the substance wasn't real, etc. suspension may be reduced.

Tobacco, vapor devices or paraphernalia, lighters, possession, use, delivery, transfer while in school or on school property, such as parking lots, school buses, field trips, or at school sponsored events: Smoking and other tobacco uses are a danger to a student's health and the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco during school time or at any school activity. "Use of tobacco" shall mean all uses of

tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes. The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy. This prohibition also applies at school bus stops. Violation of this rule could result in suspension or expulsion.

- **1st offense**
 1. 3 days O.S.S.
 2. Notification of police and parents for underage possession.
 3. Possible fine by courts.
- **2nd offense**
 1. 5 days O.S.S.
 2. Notification of police and parents for underage possession.
 3. Possible fine by courts.
- **3rd offense**
 1. 10 days O.S.S.
 2. Notification of police and parents for underage possession.
 3. Possible fine by courts.
- **Possession of lighter or part of a vapor device/e-cigarette, including a charger will result in:**
 - 1st offense: 1 day I.S.S.
 - 2nd offense: 1 day O.S.S.
 - 3rd offense: 3 days O.S.S.

Possession of a weapon and/or use of an object as a weapon: A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any look-alike toy that is presented as a real weapon or reacted to as a real weapon or an object converted from its original use to an object used to threaten or injure another. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action. This includes, but is not limited to padlocks, pens, pencils, chairs, jewelry, etc. Criminal charges may be filed for this violation. Possession of a weapon will subject a student to expulsion. Refer to Board Policy 5772.

- **All offenses:**
 1. Confiscation of weapons.
 2. Notification of police and parents.
 3. 3-5 days O.S.S and expulsion depending on the nature of the incident in accordance with State Law.
- **Use of an object as a weapon:** Any object that is used to threaten or harm another may be considered a weapon. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion.

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

Purposely setting a fire: Purposely setting a fire Anything involving fire that endangers school property and/ or its occupants will not be tolerated. Arson is a felony and will subject the student to expulsion.

- **All offenses:**
 1. 10 days O.S.S. or expulsion.
 2. Notification of police and parent.
 3. Restitution.

Physical assault: Physical assault on a staff member, student, or other person associated with the district which may or may not cause injury is strictly prohibited. Injury to another person may result in charges being filed and subject the student to expulsion.

- **1st offense:**
3-5 days O.S.S. or expulsion depending on the nature of the incident in accordance with State Law.
- **2nd offense:**
10 days O.S.S. or expulsion up to 180 school days of any student in grade 5 or above who physically assaults another student on school property, at a school activity, or on any school vehicle. *The assault must be reported to an administrator.*

Verbal threat: Any statement or non-contact action that a staff member, student, or other person associated with the district feels to be a threat will be investigated as a verbal assault as will profanity directed toward a staff member in a threatening tone. Verbal threats may result in suspension and expulsion.

- **1st offense:**
3-5 days O.S.S.
- **2nd offense:**
Requires suspension or expulsion up to 180 school days of any student in grade 5 or above who verbally assaults a school employee, volunteer, or contractor, or who makes a bomb threat or other threat toward school property or activities.

Extortion: Extortion is the use of threats, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule could result in suspension or expulsion.

- **1st offense:**
 1. 5 to 10 days O.S.S.
 2. Parent contact.
- **2nd offense:**
 1. 10 days O.S.S. or possible expulsion.
 2. Parent contact.

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

- **1st offense:**
Parents notified, confiscation, and 1 hour detention.
- **2nd offense:**
3 days O.S.S.
- **3rd offense:**
Suspension up to 10 days.
- **4th offense:**
Possible expulsion.

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

Harassment: The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students or members of staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Harassment could result in suspension or expulsion from school. Conduct constituting harassment may take different forms, including but not limited to the following:

- **Sexual Harassment**
 - **Verbal:** The making of written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the District.

- **Non-verbal:** Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the District.
- **Physical Contact:** Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the District.
- **Gender/Ethnic/Religious/Disability Harassment**
 - **Verbal:** Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the District.
 - **Non-verbal:** Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the District.
 - **Physical:** Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the District.

Any student who believes that s/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the District should take immediately the following steps:

1. If the alleged harasser is a student, staff member, or other person associated with the District other than the student's principal, the affected student should, as soon as possible, after the incident, contact his/her principal.
2. If the alleged harasser is the student's principal, the affected student should, as soon as possible after the incident, contact the superintendent.

The student may submit a report in writing, by telephone, or in person. The reporting student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s).

The report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved will discuss the subject outside of the investigation. If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence.

Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges.

Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which will require that the student-abuser be reported to proper authorities.

- **1st offense**
 1. I.S.S
 2. Parent contact
- **2nd offense**
 1. 1-10 days OSS with possible expulsion
 2. Parent Conference

* Referral to Law Enforcement may be necessary depending on the nature of the incident.

** Depending on the severity of the act, if deemed Sexual Harassment, the punishment may not have a first offense.

Bullying: Bullying is a form of harassment. The repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It

may include, but not be limited to, actions such as verbal taunts, name-calling and put-downs, including ethnically-based or gender based verbal put downs, extortion of money or possessions, and exclusion from peer groups within school. Students who engage in any act of bullying while at school, at any school function, in connection to or with any District sponsored activity or event, or while en-route to or from school are subject to disciplinary action, up to and including suspension or expulsion. As may be required by law, law enforcement officials shall be notified of bullying incidents.

- **1st offense:**
 - Warning by administration
 - All reports of bullying will be documented by staff
- **2nd offense:**
 - Lunch detention.
- **3rd offense:**
 - One day I.S.S.
- **4th offense:**
 - 1-10 day OSS with possible expulsion
 - *Referral to law enforcement may be necessary depending on the nature of the incident.

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

- **All offenses**
 1. Parents contact
 2. 1-10 days O.S.S.
 3. Possible expulsion based on explosive device
 4. Notification of police
 5. Restitution

False alarms and false reports: A false emergency alarm or report endangers the safety forces that are responding, the citizens of the community and the persons in the building. Violations of this rule could result in suspension or expulsion.

- **1st offense**
 1. One day I.S.S.
 2. Parent contact
- **2nd offense**
 1. 1-3 days O.S.S.
 2. Parent notification
- **3rd offense**
 1. 1-10 days with possible expulsion
 2. Parent conference

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

- **All offenses**
 1. Parents notified
 2. 1-10 days O.S.S. and/or possible expulsion
 3. Notification of police
 4. Restitution

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

- Administrators, faculty members, and other employees of the District shall be particularly alert to possible situations, circumstances, or events, which might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy, and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law.
 - **All Offenses**
 1. Suspension up to 10 days, up to and including expulsion, even permanent.
 2. Conference with parent(s)/guardian(s) Referral to appropriate law enforcement agency.

Fighting: Fighting is defined as two persons actively involved in the activity of doing physical harm to each other. If both persons had an active role in the fight then both parties will be considered at fault. Fighting may lead to suspension or expulsion and police action.

- **1st offense**
 1. 1-3 days of OSS
 2. Parent contact
- **2nd offense**
 1. 3-5 days O.S.S. and possible Expulsion
 2. Parent contact

Provoking, Promoting or Obstructing a Fight

Provoking: Verbal participation short of physical action or physical action including teasing, intimidation, harassment.

Promoting: Promoting a fight or confrontation. The carrying of information or making arrangements that results in hostility between other individuals.

Obstruction: Spectator interference with staff efforts to control or end a fight, students not directly involved in a fight but laughing at or encouraging from the sidelines, or running to the scene of a fight that interferes with staff efforts to control the situation

- **1st offense**
 - 1. 1 days I.S.S
 - 2. Parent notification
- **2nd offense**
 - 1. 2-5 days I.S.S

Damaging school property, personal property, willful destruction or vandalism: Vandalism and disregard for school property will not be tolerated. Violations could result in suspension or expulsion and full restitution for damages will be required.

- **1st offense**
 1. 1-5 days I.S.S. or O.S.S.
 2. Parent contact
 3. Full restitution
- **2nd offense**
 1. 6-10 days O.S.S.
 2. Police and parent notification
 3. Full restitution
 4. Possible expulsion

Level 2 Violations

Skipping: An unauthorized absence from school.

- **1st offense**
 1. 1 day I.S.S.
 2. Parent notification
- **2nd offense**

1. 2 day I.S.S.
 2. Parent notification
- **3rd Offense**
 1. 3 day I.S.S.
 2. Parent notification

Cutting class: A student remains in the school building but fails to attend his/ her scheduled class. Excessive cutting of class could result in suspension, removal from the class, up to expulsion.

- **1st offense**
 1. Zero for any in class assignments & unexcused absence charged
 2. Detention
 3. Parent notification
- **2nd offense**
 1. Zero for any in class assignments & unexcused absence charged
 2. I.S.S
 3. Parent conference
- **3rd Offense**
 1. Zero for class & unexcused absence charged
 2. 2 Days I.S.S.
 3. Parent conference

Use of obscene/profane language in verbal, written form, drawings, caricatures or gestures

Violations of this rule could lead to suspension or expulsion.

- **1st offense**
 1. Warning
- **2nd offense**
 1. Detention
- **3rd offense**
 1. Parent notification
 2. Multiple detentions
- **4th offense**
 1. ISS
 2. Parent contact

Disruption of the educational process: Any actions or manner of dress that interfere with school activities disrupt the educational process and are unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic and performing arts events. Violations of this rule could result in suspension or expulsion. Depending on the severity of the act, the punishment may not have a first offense.

- **1st offense (after level 1 Intervention by teacher)**
 1. Detention
 2. Parent contact
- **2nd offense**
 1. Multiple detentions
 2. Parent contact
- **3rd offense**
 1. 1-3 days ISS
 2. Parent conference
- **4th offense**
 1. 1-10 days OSS
 2. Parent contact/Administrative meeting

Physical Aggression: Hitting, kicking, or pushing to the extent that a person could be hurt or is hurt.

- **1st offense**

1. 1 day O.S.S.
2. Parent notification
- **2nd offense**
 1. 1-3 day O.S.S
 2. Parent notification
- **3rd offense**
 1. 3-5 day O.S.S
 2. Parent notification

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

- **1st offense**
 1. 1 day I.S.S
 2. Parent notification
- **2nd offense**
 1. 2 days I.S.S
 2. Parent notification
- **3rd offense**
 1. 3-5 days I.S.S.
 2. Parent conference

Failure to serve detention: Continued failure to serve assigned detention could lead to suspension from school up to expulsion.

- **1st offense**
 1. 2 detentions
- **2nd offense**
 1. I.S.S.
 2. Parent notification
- **3rd offense**
 1. 2 days I.S.S. full day
 2. Parent conference

Violation of bus rules: Please refer to Section V on page 47 on transportation for bus rules.

Damaging property unintentionally: The act that damaged the property was done with no malice. Full restitution will be required.

- **All offenses**
 1. Parent contact
 2. Restitution
 3. Detention

Misuse of Technology/Violation of Network Agreement: Before any student may enhance his/her school career through participation in the school's computer network, s/he and his/her parents must sign an agreement, which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action up to and including suspension from school or referral to law enforcement authorities.

- **1st offense**
 1. Detention or I.S.S. depending on severity of incident
 2. Parent contact
- **2nd offense**
 1. No access until the computer is disabled or the time to remove illegal items.
 2. 1-3 days I.S.S.

- **3rd offense**
 1. 1-3 days O.S.S.
 2. Parent contact
 3. Lose access to technology for the remainder of the school year. An access review will be held before access again.
- **4th offense**
 1. 3-5 days O.S.S.
 2. Loss of Technology for remainder of school career.
 3. Parent conference

If you are in the system in unauthorized areas and damage occurs, the following consequences will apply:

1. Criminal charges will be filed for any damages over \$100.
2. Suspension or expulsion from school.
3. Pay all damages. Basic charges for repair start at \$100 per hour.

The consequences can be any combination of the three or all of them. Students must sign and return the Computer System Use Agreement (see page 78) to receive computer access.

Level 1 Violations

Unauthorized leaving of building (not signing out and contacting parent and/or school official or going to vehicle without permission): School officials must speak with the parent before a student under the age of 18 will be allowed to sign out. Eighteen- year-olds with a properly documented Age of Majority form on file may sign out without parent permission, but must have a school official's permission to sign out and leave. Failure to follow this procedure could result in suspension and up to expulsion.

- **1st offense**
 1. Detention
 2. Parent contact
- **2nd offense**
 1. Multiple detention
 2. Parent contact
- **3rd offense**
 1. 1-3 days I.S.S.
 2. Parent contact

Violation of dress code: Continued violation of the dress code will be considered persistent disobedience and could lead to suspension and/or expulsion for chronic offenders. See page 27 for dress code consequences.

Inappropriate behavior: All behaviors deemed unacceptable in the school.

- **1st offense**
 1. Warning-conference with administration
- **2nd offense**
 1. Parent contact
 2. Detention
- **3rd offense**
 1. Multiple detentions
 2. Parent contact
- **4th offense**
 1. 1-3 days ISS
 2. Parent conference

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

- **1st offense**

- 1. Warning
- **2nd offense**
 - 1. Detention
 - 2. Contact parents and subsequent consequences.
- **3rd offense**
 - 1. Multiple detentions or I.S.S.
 - 2. Parent contact
- **4th offense**
 - 1. 1-3 days I.S.S.
 - 2. Parent conference

Insubordination/Disobedience/Defiance of Authority: School staff is acting "in loco parentis," which means law allows them, to direct a student, as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience can result in expulsion.

- **1st offense (After a level 1 intervention by teacher)**

If the teacher refers the student to the principal for corrective action for insubordination, the following list of consequences **may be used:**

- 1. Detention
- 2. Parent contact
- 3. Entire week of lunch detention
- 4. One day I.S.S./O.S.S.

Falsification of schoolwork, cheating, identification, forgery: See proposed Academic Integrity Policy on page 49. Forgery of hall passes and excuses are forms of lying and are not acceptable. Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion.

- **1st offense in a course:** A grade of "E" (without recovery) on the assignment/test. The student and parents/guardians will receive an email notification of the offense and penalty, signed, dated, and filed by the office. The notification will advise the student of the consequences of a second offense.
- **2nd offense in the same course:** A grade of "E" (without recovery) on the assignment/test and an ISS. The student and parents/guardians will receive an email notification of the offense and penalty, signed, dated, and filed by the office. The notification will advise the student of the consequences of a third offense.
- **3rd offense for the remainder of the year:** A grade of "E" for the course and ineligibility for academic honors upon graduation. The student and parents/guardians will email a written notification of the offense and penalty, signed, dated, and filed by the Guidance Office. This notification will explain the action taken. The student shall be removed from the class where the third offense occurred.

Possession of electronic equipment: Students using a cell phone or other electronic device during school hours without permission will be asked to turn the device over to a staff member. Failure to turn an electronic device over to the adult making the request, will result in an automatic in-school suspension. In addition, any student using a device in a bathroom or locker room may be subject to suspension. See **Telephones/Cell Phones/Wireless Communication Devices on page 16.**

- **1st offense:** Device is confiscated and held in office until the end of the day.
- **2nd offense:** Device is confiscated, held in the office, and a parent must pick up the device. The student will also receive a lunch detention.
- **3rd offense:** Device is confiscated, held in the office, and a parent must pick up the device. The student will also receive a one day in-school suspension.
- **4th and subsequent offenses:** Device may not be returned to school. The issue has become persistent disobedience and the consequences escalate up to and including expulsion.

Cafeteria Rule Violations: Examples include, but are not limited to littering in the cafeteria, not disposing of tray, cutting in lines.

- **1st offense**
 1. One week cafeteria duty or detention
- **2nd offense**
 1. Two weeks cafeteria duty or 2 lunch detentions
- **3rd offense**
 1. One day ISS

RECOMMENDATION FOR ADMINISTRATIVE DISCIPLINE HEARING

If a student receives excessive discipline during the same school year, the administration reserves the right to recommend the student appear before the Board of Education for an expulsion hearing.

DISCIPLINE

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

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

Two types of discipline are possible: informal and formal.

1) Informal Discipline

Informal discipline results in consequences within the school. It includes change of seating or location, lunchtime detention, detention, or Snap suspension.

Students' assigned detentions will sign in with staff in their room/office. Any early exit results in no detention credit. Students must report to the teacher's room or high school office 10 minutes after the dismissal bell. Detention concludes 60 minutes later. Student is to turn in electronic device or cell phone, remain seated, silent, and working on school work or reading.

Snap Suspension by State Law – Teacher may suspend a student from class for one day for behavior that is disruptive to the classroom-learning environment. The student will be sent to the I.S.S. room in the office with schoolwork to complete and the student will receive a zero for the day.

2) Formal Discipline

Formal discipline removes the student from school. It includes, but is not limited to emergency removal for up to 72 hours, suspension for up to 10 school days, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for less than one school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed.

Students being considered for suspension or expulsion are entitled to an informal hearing with the building administrator, prior to removal, at which time the student will be notified of the charges against him/her and given an opportunity to make a defense. If a student is suspended, the parents may appeal the suspension, in writing, to the superintendent and a formal appeal hearing will be held.

Suspension from co-curricular and extracurricular activities may also be appealed. Refer to the Grievance Procedure on page 44 for details.

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

Students involved in co-curricular and extracurricular activities such as band and athletics can lose their eligibility for violation of the school rules. This is especially true for infractions involving drugs, alcohol, and tobacco use or harassment.

Criminal Acts/Behavior

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

Acts, which the law defines as criminal, are prohibited on school property or at school sponsored events. The commission of such acts may result in police action and/or disciplinary action up to and including expulsion. Some examples of such criminal acts, although by no means an inclusive list, are:

Arson, assault, battery, extortion, blackmail or coercion, burglary, larceny, trespass, robbery, explosives, weapons, and/or possession of other dangerous objects, damage done to the property of school personnel whether on or off of school grounds.

Discipline of Students with Disabilities

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

DUE PROCESS RIGHTS

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

Suspension from school

When a student is being considered for a suspension of ten days or less, the administrator in charge will notify the student and parent of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified, in writing within one day, of the reason for and the length of the suspension.

Suspension of one (1) school day or less will not be subject to appeal. Suspension of more than one (1) school day but not more than ten (10) school days may be appealed in writing to the principal within two (2) school days of the parent's receipt of the written suspension notice. The written appeal must contain the reason(s) that the suspension is being appealed.

1. The student shall be reinstated during the appeal process unless it is determined that the student's attendance would jeopardize the safety of others.
2. Upon review, the principal may uphold the suspension, establish an alternative suspension of lesser severity, or reverse the suspension in its entirety. The review may include, but not be limited to, a meeting with the parent if, in the Principal's opinion, this is appropriate.
3. The principal will reach the decision and inform the parent in writing within ten (10) school days after the receipt of the written request.
4. The decision of the principal may be appealed in writing to the superintendent within two (2) school days of the parent's receipt of the decision. The superintendent will reach a decision and inform the parent in writing within ten (10) school days after the receipt of the written request.
5. The superintendent's decision shall be considered final. The parent may appeal to the Board of Education only in cases of alleged violation of due process (Policy 5611) by the superintendent. In such cases, the appeal shall be made in writing to the Board president within two (2) school days after the parent's receipt of the decision and shall include a statement of the alleged violation of the policy. The Board shall notify the parent of its decision within ten (10) school days of receipt of the written request.

Expulsion from school

When a student is being considered for expulsion, the student will receive a formal letter of notification addressed to the parents, which will contain:

1. The charge and related evidence;
2. The time and place of the Board meeting;
3. The length of the recommended expulsion;
4. A brief description of the hearing procedure;
5. A statement that the student may bring parents, guardians or counsel;
6. A statement that the student may give testimony, present evidence, and provide a defense;
7. A statement that the student may request attendance of school personnel whom was party to the action or accused the student of the infraction.

Students being considered for expulsion may or may not be immediately removed from school. A formal hearing is scheduled with the building principal and the student may be represented by his/her parents, legal counsel and/or by a person of his/her choice.

Within ten days after notification of expulsion, the expulsion can be appealed in writing to the superintendent. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. Again, the right to representation is available. The opportunity to earn grades or credit ends when a student is expelled.

Unionville-Sebewaing Area High School makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not able to be appealed. Should a student or parent has questions regarding the propriety of an in-school disciplinary action, they should contact the building principal.

In compliance with state law, the Board may permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or rape in a district building or on district property, including school buses and other school transportation.

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

Suspension of co-curricular and extra curricular

See page 44 under Student Concerns, Suggestions, and Grievances.

SEARCH AND SEIZURE

Search of a student and his/her possessions, including, purses, wallets, knapsacks, book bags, lunch boxes, cell phones, and vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

Students are provided lockers, desks and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

No strip searches will be conducted by any employee of the district, but may be conducted by law enforcement officials, if deemed necessary.

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

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

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

The district, as part of our Zero Tolerance Policy, conducts canine sniff searches. In the high school: lockers, hallways, classrooms without students, and/or parking lots will be searched.

STUDENT RIGHTS OF EXPRESSION

The school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, non-commercial written material and petitions, buttons, badges, or other insignia, clothing, insignia, banners, audio/video materials. All items must meet the following school guidelines:

A material cannot be displayed if it:

1. Is obscene to minors, libelous, indecent or vulgar;
2. Advertises any product or service not permitted to minors by law;
3. Intends to be insulting or harassing;
4. Intends to incite fighting or presents a likelihood of disrupting school purposes.

Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper ingress and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines, may present them to the building principal 24 hours prior to display.

STUDENT CONCERNS, SUGGESTIONS AND GRIEVANCES

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

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

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

Age of Majority

Although 18-year-old students are recognized as adults under the Age of Majority Act, school officials are nonetheless committed to the equal treatment in application of school policies and procedures to all students. With the exception noted

below, school district policies and procedures set forth apply to all students, regardless of their attainment of the age of majority. Students 18 years and older may:

1. Have the same privilege as their parents/guardians as it relates to access or control of their student records;
2. Represent themselves during disciplinary conferences and be the addressee for their grade reports
3. Sign themselves in and out of school and may verify their own absence with the proper emancipation paperwork on file. NOTE: All attendance standards continue to apply.
4. Provide reason(s) for their absences and tardies, but are held to the same attendance requirements as other students, including the acceptable reason(s) for an excused absence.

Eligible students who wish to assert these rights should register their intent on the Age of Majority form, which may be obtained in the high school office. Until such time as the eligible student registers this intent, school officials will not apply the above exceptions to school policies and procedures.

Public Complaints and Grievances

Any person or group having a legitimate interest in the operations of this district shall have the right to present a request, suggestion, complaint, or grievance concerning district personnel, the program, or the operations of the district. At the same time, the Board of Education has a duty to protect its staff from unnecessary harassment. It is the intent of this policy to provide the means for judging each public complaint and grievance in a fair and impartial manner and to seek a remedy where appropriate.

It is the desire of the Board to rectify any misunderstandings between the public and the district by direct discussions of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences, shall more formal procedures be employed.

Any requests, suggestions, complaints, or grievances reaching the Board, Board members, and the administration shall be referred to the Superintendent for consideration according to the following procedure:

Matters regarding a professional staff member:

A. First Level

If it is a matter specifically directed toward a teaching staff member, the matter must be addressed, initially, to the concerned staff member who shall discuss it promptly with the complainant and make every effort to provide a reasoned explanation or take appropriate action within his/her authority and district administrative guidelines.

As appropriate, the staff member shall report the matter and whatever action may have been taken to the building principal.

B. Second Level

If the matter cannot be satisfactorily resolved at the first level, the complainant, with the building principal shall discuss it.

At this level the principal shall make a written record of the incident and provide the complainant with the appeal process outlined. The administrator shall also have the complainant sign a form (developed by the superintendent) to acknowledge receipt of the appeal procedure. The written record shall be maintained by the building administrator and submitted to the superintendent if the complainant appeals.

C. Third Level

If a satisfactory solution is not achieved by discussion with the building principal, a written request for a conference shall be submitted to the superintendent by the complainant with a copy to the board. This request should include:

1. The specific nature of the complaint and a brief statement of the facts giving rise to it.
2. The respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely

3. The action, which the complainant wishes taken and the reasons why it is felt that such action be taken.

Should the matter be resolved in conference with the superintendent, the Board shall be advised of the resolution. The superintendent will reach a decision and inform the parent in writing within five (5) school days after the meeting with the complainant.

D. Fourth Level

Should the matter still not be resolved, or if it is one beyond the superintendent's authority and requires a Board decision or action, the complainant shall request, in writing, a hearing by the Board.

The Board after reviewing all material relating to the case, may refuse to hear the appeal, or may hear the appeal at a properly called regular or special meeting of the entire Board.

The complainant shall be advised, in writing, of the board's decision within a reasonable time frame.

Matters regarding an administrative staff member:

In the case of a complaint directed toward an administrative staff member, the general procedure specified in "Matters Regarding a Professional Staff Member" shall be followed. The complaint shall be discussed, initially, with the person toward whom it is directed and if a satisfactory resolution is not achieved at this level, the matter shall be brought, as required, to higher levels terminating with the Board.

Matters regarding a support staff member:

In the case of a complaint directed toward a support staff member, the complaint is to be directed, initially, toward the person's superior, and the matter then brought as required to higher levels in the manner prescribed as for Professional Staff Members.

Matters regarding district services or operations:

If the request, suggestion, complaint, or grievance relates to a matter of district procedure or operation, it should be addressed, initially, to the area supervisor and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding Professional Staff Member."

Matters regarding the educational program:

If the request, suggestion, complaint, or grievance relates to a matter of district program, it should be addressed, initially, to the building principal and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding Professional Staff Member."

Matters regarding instructional materials:

If the request, suggestion, complaint, or grievance relates to instructional materials such as textbooks, library books, reference works, and other instructional aids used in the district, the following procedures shall be followed:

- A. The criticism is to be addressed to the superintendent, in writing, and shall include:
 - a. Author;
 - b. Title;
 - c. Publisher;
 - d. The complainant familiarity with the material objected to;
 - e. Sections objected to, by page and item;
 - f. Reasons for objection.
- B. Upon receipt of the information, the superintendent shall, after advising the Board of the complaint, appoint a review committee consisting of:
 - a. One or more professional staff members;
 - b. A Board member;
 - c. One or more lay persons knowledgeable in the area.

- C. The superintendent shall be an ex-officio member of the committee.
- D. The committee, in evaluating the questionable material, shall be guided by the following criteria:
 - a. The appropriateness of the material for the age and maturity level of the students with whom it is being used;
 - b. The accuracy of the material;
 - c. The objectivity of the material;
 - d. The use made of the material.
- E. The material in question may not be withdrawn from use pending the committee's decision.
- F. The committee's decision shall be reported to the superintendent in writing within ten (10) school days following the formation of the committee. The superintendent will advise the complainant, in writing, of the committee's decision and advise the Board of the action taken or recommended.
- G. The complainant may appeal this decision to the Board through a written request to the superintendent, who shall forward the request and all written material relating to the matter to the Board.
- H. The Board shall review the case in committee session and advise the complainant, in writing, of its decision within ten (10) school days.

No challenged material may be removed from the curriculum or from a collection of resource materials except by action of the Board, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any board action to remove material will be accompanied by the Board's statement of its reasons for the removal.

Grievances Procedure

The Student Grievance Procedure encourages students and/or parents to discuss their grievances informally with the faculty member, coach or administrator against whom the grievance is directed prior to utilizing the more formal grievance procedure outlined below. It is expected that the majority of grievances will be settled in this manner. If not, the following procedure shall apply.

Student grievances generally involve academic matters, disciplinary action, and/or student social, physical, or operational conditions:

1. If a student, parent representative, or group of students feels s/he is not being treated fairly with respect to academic matters, such as scheduling, examinations, marks, etc., and cannot resolve the question with the employee involved, s/he may appeal in writing to the principal.
2. If the Principal's decision is still unsatisfactory to the student, s/he may appeal step-by-step to the superintendent and then to the Board of Education. The Board, after reviewing all material relating to the case, may refuse to hear the appeal or may hear the appeal at a properly called regular or special meeting of the entire Board.
3. Whenever an appeal is made at or beyond the Principal's level, it shall be made in writing.
4. At the principal and superintendent level of appeal, a written response will be provided within five working days.

Disciplinary

If a student (or a group of students) feels that disciplinary action applied to him/her is unfair, s/he may file a written request with the principal, asking for a review of the action.

If the decision is unsatisfactory to the student, the student may follow the steps of appeal described above.

Social, Physical, or Operational

If a student (or group of students) feels that a particular social, physical, or operational condition in the school should be modified or provided, s/he should follow the same procedure used to grieve a disciplinary matter.

SECTION V -- TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

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

A change in a student's regular assigned bus stop may be granted for a special need, if parent contact is made with the school office via phone call or handwritten note stating the reason for the request and the duration of the change. The secretary will write the student a bus pass that is to be presented to the bus driver.

The bus schedule and route is available by contacting the Bus Transportation Office at 989-883-2360.

BUS CONDUCT

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

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following behaviors are expected of all students:

Prior to loading (on the road and at school), each student shall:

1. Be on time at the designated loading zone;
2. Stay off the road at all times while walking to and waiting for the bus;
3. Line up single file off the roadway to enter;
4. Wait until the bus is completely stopped before moving forward to enter;
5. Refrain from crossing a highway until the bus driver signals it is safe;
6. Go immediately to a seat and be seated.

It is the parent's responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.

During the trip, each student shall:

1. Remain seated while the bus is in motion;
2. Keep head, hands, arms, and legs inside the bus at all times;
3. Not litter in the bus or throw anything from the bus;
4. Keep books, packages, coats, and all other objects out of the aisle;
5. Be courteous to the driver and to other bus riders;
6. Not eat or play games, cards, etc.;
7. Not tamper with the bus or any of its equipment.

Leaving the bus, each student shall:

1. Remain seated until the bus has stopped;
2. Cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe;
3. Be alert to a possible danger signal from the driver.

The drivers will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials and/or the parents.

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 becomes a behavior problem on the bus shall be disciplined in accordance with the Student Discipline Code and may be deprived of the privilege of riding on the bus.

The following major infractions will result in immediate suspension. Note: Weapons/arson violations are covered under the student code of conduct and are grounds for expulsion.

1. Weapons, alcohol, illegal drugs, tobacco, matches, lighters.
2. Fighting.
3. Spitting.
4. Disrespect to driver.
5. Destruction of property.

The driver will use the following guidelines (steps) for minor infractions will be used in order to enforce bus safety rules:

1. Review the rules with the student.
2. Warn the student, reinforcing the rule.
3. The student must complete a written behavior plan (cover letter sent home explaining the purpose of the behavior plan) and a courtesy call may be made by the bus driver to parent/guardian.
4. Written bus conduct to principal with a copy given to the transportation supervisor and parents which includes the suspension dates if behavior warrants suspension at this step.
5. Removal from bus (3 days minimum) and a parent meeting prior to reinstatement. At the end of each semester, the student will have a clean slate (unless the student is suspended for the year).

The following suspension guidelines (steps) for minor infractions will be used and principals will communicate suspensions to bus drivers:

1. 1st suspension = 3 days
2. 2nd suspension = 10 days and a revision in the behavior contract
3. 3rd suspension = Removal from bus for the trimester or the year, depending on the infraction.

SELF-TRANSPORTATION TO SCHOOL

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

Students may park their vehicles in the lot located at the north end of the building between the hours of 7:00 a.m. and 10:00 p.m. Vehicles must be parked between the painted lines, and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

The lots designated "Staff" are for school staff, personnel, and others designated by administration. These lots MAY NOT be used by students at any time. Student vehicles parked in these lots may be ticketed or towed at the discretion of administration.

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

Students have no reasonable expectation of privacy in vehicles parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to view by others. Based on the reasonable suspicion standard, vehicles parked on school

grounds may be subject to search. Prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school, as well as referral to law enforcement.

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

Video cameras may be active in parking lots and may be used for the purposes of investigations into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

The following rules shall apply:

1. Students under age eighteen (18) are to have a Parking Permit on file, with a copy of his/her driver's license, in the Principal's office.
2. Parking lot speed limit is 10 mph.
3. When the school provides transportation, students shall not drive to school-sponsored activities unless their parents grant written permission and approved by the principal/superintendent.
4. No other students are allowed to be driven to a school sponsored activity by the approved student driver.
5. Always lock your car. Do not leave expensive equipment in your car in the school parking lot. The school cannot assure the security of such items.
6. Students may not go to their car during the school day without permission from the principal.

STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY AGREEMENT

To access and use the District's Education Technology, including a school-assigned email account and/or the Internet at school, students must obtain parent permission and sign and return this form.

Use of the Education Technology is a privilege, not a right. The District's Education Technology, including its Internet connection and online educational services, is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation of this privilege and possibly further disciplinary action.

The Board has implemented technology protection measures, which protect against (e.g. block/filter) Internet access to visual displays/depictions/materials that are obscene, constitute child pornography, or are harmful to minors. The Board also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication, and/or services on the Internet that the Board has not authorized for educational purposes and/or that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Students accessing the Internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

The Board has the right, at any time, to access, monitor, review and inspect any directories files and/or messages residing on or sent using the Board's Education Technology. Messages relating to or in support of illegal activities will be reported to the appropriate authorities. Individual users have no expectation of privacy related to their use of the District's Education Technology.

MEMORANDUM TO PARENTS REGARDING SCHOOL BOARD POLICY ON DRUG FREE SCHOOLS

In accordance with federal law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, and dangerous controlled substance as defined by state statute, or substance that could be considered a "look-alike" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by state law, the district will also notify law enforcement officials.

The district is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which he/she receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

NOTIFICATION TO PARENTS ON BLOOD-BORNE PATHOGENS

Dear Parents/Guardian:

The Unionville-Sebewaing Area Schools is subject to federal and state regulations to restrict the spread of hepatitis B virus (HBV) and human immunodeficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the district who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties. Because of the very serious consequences of contracting HBV or HIV, the district is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment. Part of the mandated procedures includes a requirement that the district request the person who was bleeding to consent to be tested for HBV and HIV. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the district to request that consent. Although we expect that incidents of exposure will be few, we wanted to notify parents of these requirements ahead of time. That way, if the situation does develop, you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases and we sincerely hope that through proper precautions and cooperation, we can prevent them from spreading.

If you have any questions or concerns, please contact
George Rierson
Superintendent of Schools
989-883-2360

Academic Integrity Policy Proposal

Policy

It is important to us that all Patriots uphold the ideals of honesty, trust, fairness, respect, and responsibility. Academic misconduct disrupts learning opportunities and includes but isn't limited to:

Misconduct	Examples (but not limited to)
1. Commits plagiarism	See description below
2. Submits falsified or invented work/information instead of completing the work, research, or task themselves	Changing or creating data in a lab experiment Writing up a fake interview
3. Uses unauthorized tools or materials in any academic work	Using notes, programmable calculators, or other electronic devices on an assessment when it is not allowed Stealing or selling tests or course materials

	Using an online translator for more than words or phrases Electronic sharing of coursework with other students
4. Misuses or falsified academic documents	Altering a transcript or report card Signing another person's name to an official document Forging a hall pass or other school document
5. Purposefully damages or hinders the work of others	Hiding books or reference materials needed to complete an assignment Tampering with a lab experiment, art project, or electronic files of another student
6. Assists other students in any of these acts	Allowing a person to use your notes on a test Sending electronic documents of assigned work

Plagiarism is the practice of taking another's work or ideas and passing it off as one's own. This is a form of academic misconduct. This includes not citing an original author's work in an essay or project. The teaching of how to properly cite research will be taught within the appropriate courses.

Cooperative Learning/Group Work is an important component of the learning process. Working in a group and failing to complete one's own task or expecting another group member to complete his/her part is considered academic misconduct. Group members who complete their tasks should not be subject to consequences of misconduct because of the failure of one student.

Teacher Responsibilities:

- Teach citation techniques within the appropriate courses or have available materials for students to refer to when in need.
- Provide clear deadlines and expectations in terms of the citation style expected and communicate clear deadlines.
- Oversee and coach students through group work activities.
- Review the academic integrity process with students at the beginning of each school year.

Student Responsibilities:

- Completing and submitting original work in accordance with the expected standards (MLA, APA, Chicago, etc.).
- Asking for clarification early in an assignment when experiencing difficulty.
- Reading and understanding the academic integrity policy as stated in the handbook and teacher syllabi.

Anytime misconduct is suspected, the teacher/staff will investigate the misconduct and present evidence to the student, dean of students/principal, or other administrative figure. If it is determined that academic misconduct took place, the following consequences will occur:

Consequences for Academic Misconduct/Plagiarism:

Level of Violation	Examples	Consequences
Level A	Submit a purchased paper (either online or elsewhere) Copy another student's work (writing,	Zero on assignment - no chance for revision Discussion with student Administrative contact

	photographs, sound/video recording, musical composition, project, etc.) Word for word Plagiarism - 100%-50% work is the same as the original source	Parent Contact In or out of school suspension Incident recorded in Skyward May affect extracurricular activities
Level B	Mix of word for word plagiarism and student's own work (less than 50% the same as the original source) Multiple incidents of level C	Zero on the assignment until revisions are made/possible alternative assignment Reduction on resubmitted assignment (up to 50%) Discuss with student Parent contact Administrative contact Incident recorded in Skyward May affect extracurricular activities
Level C	Patchwork paraphrasing/patch level plagiarism Student uses own words but not own ideas and does not offer citations Student uses quotations with no citations Student uses published images without citation One major citation omitted	Zero on the assignment until revisions are made Reduction on submitted assignment (up to 30%) Discuss with student Incident recorded in Skyward

Consequences for Other Academic Misconduct: Other areas of academic integrity aside from plagiarism will be referred to administration investigation and determination of consequences.

Appeals Process: If a student or parent wishes to appeal the consequence that is assigned or feels the findings of an investigation are unjustified, the student or parent may make a written appeal to an ad hoc Academic Integrity Committee composed of the principal/dean, school counselor, and/or faculty member (not involved).

UNIONVILLE-SEBEWAING AREA SCHOOLS

Athletic Director: Kiersten Gascho

Email: AD@think-usa.org

Phone: 989-883-2534

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THE PATRIOT ATHLETIC CODE AND POLICY

2019-20



Approved by the Unionville-Sebewaing Area School Board of Education on July 13, 2015

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THE PATRIOT ATHLETIC CODE AND POLICY

MISSION STATEMENT

The mission of the Unionville-Sebewaing Area Schools' Athletic Department is to develop each student's athletic ability to excel physically, mentally, and socially as an individual and as part of a team.

A PHILOSOPHY OF ATHLETICS

UNIONVILLE-SEBEWAING AREA SCHOOL DISTRICT

INTRODUCTION

The USA School District believes that each student benefits by participating in extracurricular activities. The USA School District also believes that each student's experience should be connected to learning. These learning experiences should develop character and cooperation, and bring about a sense of quality in all scholastic, artistic, and interscholastic endeavors. The guidelines and philosophies may differ based on the level of participation (high school, middle school, elementary school).

Philosophy Statement

The philosophy of the athletics at USA Schools is that all athletes are considered an integral part of the school's educational program. Participation in athletics, both as a player and a spectator, is an important aspect of the total educational experience. Participation is a privilege that carries with it the responsibility of the individual, the team, the school and the community. Students are stimulated to compete at the highest levels without compromising the integrity of sportsmanship. All program participants will represent the USA School district in an honorable, competitive manner and it is our hope that these experiences will mold our athletes into positive role models for others to follow. During each season of competition sanctioned by the Michigan High School Athletic Association, the USA Schools will sponsor competitive teams, provided that the funds and facilities are available, coaches are in place, and sufficient numbers of students athletes are available to participate.

ATHLETE'S CODE OF CONDUCT

Not everyone is fortunate enough to have the opportunity in their life to participate in athletics. Since the conduct of athletes is closely observed in many areas of life, a very important responsibility of the student athlete is to act in a mature, respectful, and responsible manner **AT ALL TIMES**. **The following rules and regulations are in effect every day of the calendar year, even if the athlete is not in season or if school is not in session.**

- A. **The student-athlete is also expected to abide by all rules and regulations set forth in the Unionville-Sebewaing Area Schools' Student Handbook and by the Michigan High School Athletic Association.** A violation of the rules and regulations set forth in the Unionville-Sebewaing Area Schools Handbook and/or the Michigan High School Athletic Association requirements will be considered as a violation of this Athletic Code and Policy.
- B. **On the field** of competition, the student-athlete's behavior must always be beyond reproach: always showing respect for the opponent and the officials.
- C. **In the classroom**, the good athlete is also a good student. Student-athletes at Unionville-Sebewaing Area Schools are expected to put forth their best effort in the classroom as well as on the practice field. Classroom behavior and performance are important responsibilities for all students, including athletes.
- D. **In the community** and at school, the way student-athletes look and act is of great importance. Student-athletes should be leaders and fellow students must be able to respect and follow them.
- E. The student-athlete must also **demonstrate respect** and take pride in the equipment and facilities by helping to properly maintain and care for school property.

Finally, the student-athlete is expected to put forth **physically and intellectually his/her best effort to win**. In this endeavor to win, however, the student-athlete must realize that it is honorable to lose and must learn from and accept defeat. The student-athlete must always adhere to the rules of the game; fair play should always supersede his/her desire to win. The student-athlete must realize that s/he represents not only himself/herself but also the coaches, teachers, parents, community, and the school.

REGULATIONS

General Eligibility

1. Enrollment - You must have been enrolled in Unionville-Sebewaing Area High School not later than the fourth Friday after Labor Day to be eligible for the 1st or 2nd Trimester or the fourth Friday of February to be eligible for the 3rd Trimester. Exceptions may be made by the MHSAA through appeal.
2. Age - You must be under nineteen (19) years of age, except for a student whose nineteenth (19) birthday occurs on or after September 1 of the current school year.
3. Trimesters of Competition - You must not have competed for more than four (4) first and four (4) second and four (4) third trimester seasons in a sport in a four (4) year high school.

4. Trimesters of Enrollment - You must not have been enrolled in grades nine to twelve (9-12) for more than twelve (12) trimesters.

Physical Eligibility

1. A complete physical examination must be signed and dated after April 15th of the previous school year. The physical must be completed on an approved MHSAA physical card. These are available in the main office or online at the following link:

<https://www.mhsaa.com/portals/0/Documents/health%20safety/physical2page.pdf>.

Academic Eligibility

1. Student-athletes are required to pass all of their classes. Academic eligibility will follow these guidelines to determine whether a student-athlete is academically eligible:
 - a. Grades will be checked **every week throughout the school year, beginning with the Monday following the third Friday of each trimester.**
2. If a student-athlete is failing one class at a grade check, s/he will be placed on academic probation until the next grade check.
 - a. Academic probation is limited to once per trimester. Once a student-athlete has been ineligible during a trimester, academic probation is no longer obtainable.
 - i. When on academic probation, student-athletes are allowed to practice and compete in contests. At the next grade check, the student-athlete must be passing **all** classes or that student is ineligible until the next grade check.
 - ii. A student-athlete who is ineligible may practice, but may not compete.
3. If a student-athlete is failing two or more classes during an eligibility check, s/he is automatically ineligible until the next grade check, regardless of if the student-athlete has been on probation.
4. Once a student-athlete has been marked ineligible twice, s/he is required to attend tutoring two days a week until eligible. If the student-athlete fails to attend the mandatory tutoring, s/he may be dismissed from the team.

Trimester Eligibility

1. If a student-athlete fails one class from the previous trimester, s/he will serve a suspension in the next sport in which s/he participates. The number of contests missed is based on the maximum number of permissible contests per sport.

Baseball/Softball	8	Basketball/Cheer	4
Football	2	Soccer/Volleyball/Track	4
Cross Country	3	Golf	3
Bowling	5	Equestrian	TBD
Clay Target	TBD		

2. Failing more than one class from the previous trimester will result in a suspension of all sports for the entire next trimester. During his/her suspension, the student-athlete must attend tutoring twice a week. Exceptions may be made for the student-athlete by completing a credit recovery course approved by the athletic director and high school principal (i.e. attending summer school).

Attendance

- A. On the day of an athletic contest or practice, and school is in session, the athlete must attend school for at least one half of the day and have an excused absence for the other half of the day to participate in that contest or practice.
 - a. A student must be present **three out of five** class periods to be considered in attendance for one half of the day.
- B. If a student is going to be absent for more than one half of the day due to extenuating circumstances, prior approval is needed from the Athletic Director. Decisions will be made on a case by case basis.
- C. If a student-athlete is not required to be at school, s/he does not need to attend in order to participate.
 - a. Examples would include days when the Tuscola Technology Center is not in session, or after seniors have been dismissed for the year.

Athletic Handbook

- A. The Unionville-Sebewaing Area Athletic Code must be signed by both the parent/guardian and the student. **The requirements and standards set forth in the Athletic Code are in effect for the entire 12 months of each year, starting with the last day of athletic participation for the spring season of the previous year and continuing until the last day of athletic participation for the spring season during the current year, during the middle school and high school career of the athlete.** Failure to do so will forfeit the athlete's right to participate in contests. Revisions or changes made in the athletic code will require additional signatures. The purpose of requesting that each parent/guardian and student sign the Athletic Code is to help ensure that they have read and understood the code's contents.
 - a. **Note: The Athletic Code is now a part of the Student Handbook and any student that participates at USA is immediately bound by the code upon signature of the Student Handbook. A student may not participate in an Athletic Contest until the Athletic Code and Student Handbook have been signed.**

Personal Appearance

1. Exemplary personal appearance is considered important and is encouraged. A consistent uniform or dress policy may be established by individual coaches on game days. Athletics is a privilege, and you must adhere to the standards set forth by the coach.

Travel

1. Athletes must travel to and from an away contest on authorized, school-approved transportation.
 - a. If a parent would like his/her student-athlete to ride home with them, the parent will check-out the student with the coach.
 - b. If the student-athlete will be riding home with someone other than his/her parent, a note must be brought in that is signed by the parent and the Athletic Director or Principal. This note is then given to the coach.

- i. This policy applies to both middle school and high school.
- c. In the event that the school is unable to provide bus transportation, student-athletes will be required to submit a Private Transportation Form signed by the student-athlete and a parent/guardian. A student may not participate in an athletic contest until this form has been submitted, should the team be required to utilize non-school transportation.

Sportsmanship

1. The athlete must exhibit good sportsmanship both on and off the field. S/he is to show respect for all other people s/he may come in contact with, including teammates, coaches, teachers, officials, opponents, etc. The athlete will be expected to attend and participate in all practices and team meetings and carry out the directives of his/her coach.

Equipment

1. Equipment and uniforms issued by Unionville-Sebewaing Area Schools are only to be worn for practice and contests. It is the athlete's responsibility to properly maintain, clean, and secure all equipment issued to him/her and return all equipment to the coach at the conclusion of the season or pay the replacement cost for items not returned.
2. A student will not be allowed to participate in the next sport season until s/he has returned the uniform from the previous sport in which s/he participated. If the student-athlete has lost the uniform, a fee will be assessed to the student's account equivalent to the cost of purchasing a replacement.
3. In some cases, diplomas may be withheld until all uniforms and equipment are returned.

Pre-Season Meeting

1. All coaches will conduct a pre-season parent meeting to review team rules, expectations, practice/game schedules, team requirements, and athletic code. **Attendance of this meeting is essential for all parents to gain an understanding of the team rules and expectations.**

Limited Team Membership

1. An athlete of Unionville-Sebewaing Area Schools may not participate in any outside competition in that sport during that season.

Quitting a Sport

1. Any athlete who quits a sport without informing his/her coach is not allowed to participate in another sport within the same season.
 - a. Furthermore, that same athlete will be suspended $\frac{1}{4}$ of the next season he/she participates in.
 - b. Athletes who are cut from a sport have a one week period to join another sport in the same season, upon agreement of the coach of the new sport.
 - i. After the first week of practice no junior or senior players may be added to any roster unless it is an extenuating situation. Freshmen and sophomore players will be granted on additional week. However, it is the decision of each individual coach to allow players to come out late in these slotted time periods. This rule is not cumulative and effective for one school year.

- c. Student-athletes who have open dialogue with their coaches prior to quitting will not be penalized.
2. Any student-athlete who is removed from a team due to disciplinary issues is not allowed to participate in another sport within the same season.

Team Membership

1. Since team membership may vary from sport to sport, it may become necessary to reduce the number of athletes per team. This will be done at the discretion of the coaching staff, in communication with the athletic director.
 - a. Middle School Participation
 - i. An emphasis will be made on playing time for each team member during each contest. The teaching of fundamentals, team, and sportsmanship are a priority at this level.
 - b. High School Participation
 - i. At the freshman level, fundamentals, team, and sportsmanship continue to be emphasized. Some playing time should be allotted for each team member.
 - ii. At the Junior Varsity and Varsity level, fundamentals, team, and sportsmanship continue to be emphasized. Athletes are expected to earn their playing time by their performance in practice. Coaches will consider the athlete's practice attendance, attitude, physical ability, and the athlete's ability to work together with his/her teammates and the coach.
 1. Student-athletes are not guaranteed playing time at these levels.

Dual Sport Participation

1. Athletes may participate in more than one sport in a current sport season. In order to be a dual sport participant, however, the athlete must complete the following requirements:
 - a. **The athlete must meet with both coaches before the season begins.**
 - b. The athlete must declare a primary sport.
 - c. Conflict of same day events or weather related rescheduling will be resolved by the coaches. If the conflict cannot be resolved, the athletic director will make the determination.

Injured Athletes

1. The head coach or his representative shall take whatever steps necessary to protect the care of an injured athlete. Parents/guardians are responsible for all expenses incurred for ambulance, doctor, hospital, etc. Under no circumstances will an athlete who has been seriously injured be allowed to return to practice without written permission from his/her parent/guardian and a medical release from a licensed physician. If a student-athlete has a doctor's note placing restrictions on his/her participation, the student-athlete must also acquire a doctor's note granting clearance to return to full participation.

Varsity Letter

1. Student-athletes participating at the varsity level have an opportunity to earn a varsity letter. Individual head coaches will determine how a student-athlete may earn said letter. After a student-athlete earns his/her first letter, each consecutive letter will be represented by a pin for a particular sport. Lost letters or pins may be replaced for a fee.

- a. If a student-athlete quits at any point during a season, he/she forfeits the opportunity to earn a varsity letter in that sport for that season.

RESOLUTION OF PARENTAL CONCERNS

Coaches are special people who play an extremely important role in the lives of athletes. Most coaches coach for two reasons: 1) they love the game, but more importantly, 2) they love working with kids. Please keep the above items in mind when issues arise.

Parents should use the 24 hour rule. Please do not approach the coach during or directly after the game.

Appropriate Issues

The following issues are considered appropriate issues to discuss with coaches:

- Expectations during practices and games
- Strategies for the student athlete to improve
- Availability of academic support
- The treatment of your child, mentally, and physically
- Concerns about your child's behavior
- Playing time, but only with athlete present at the meeting

Inappropriate Issues

The following are inappropriate items to discuss with coaches:

- Team strategy
- Play calling
- Other student athletes

Problem Solving Procedure

When an issue arises that is appropriate for discussion, the coach will welcome the chance to discuss it with you. ***However, the following chain of communication must be followed.***

Step 1: Athlete and Coach - The player will speak directly to the coach. This meeting should be done in private, away from practice sites and game arenas, and should be conducted face to face. Students who do not feel comfortable speaking solely to the coach may request a parent to be present; however, the meeting should be conducted by the athlete.

Step 2: Move to Program Head Coach - This step is necessary only if the issue is in regards to a sub-varsity or assistant coach. If going to the sub-varsity or assistant coach does not resolve the problem, then the head of the program should be notified and s/he should attempt to facilitate a solution. If the coach is the head of the program, move to step three.

Step 3: Contact Athletic Director - If an agreeable solution is not reached, the parent/guardian may request a meeting with the Athletic Director/Principal, coach affected, varsity coach of that sport, and athlete in an attempt to find resolution.

Step 4: Athletic Council - If the Parent/Guardian is still not satisfied with the results, s/he should request in writing (within five (5) days of prior meeting) a meeting with the Athletic Council.

CONDUCT UNBECOMING OF A STUDENT-ATHLETE

Information related to a possible violation of the Athletic Code must be presented to the Athletic Director or his/her designee. The information will be used to investigate the alleged violation. Information presented anonymously, that cannot be confirmed will be shared with the athlete and his/her parents/guardians for informational purposes only.

If an incident warrants further investigation, the Athletic Director and/or High School Principal will inform the athlete of the charge or violation. The athlete will be given opportunity to contact his/her parents/guardians before offering information or evidence in his/her defense. If it is found that the student has violated the athletic code, an email will be sent to the parent/guardian describing the violation and the action taken by the Athletic Director.

The following discipline chart will be used to determine appropriate consequences should a student-athlete be found guilty of violating the Athletic Code. All members of athletic teams (players, student managers, and/or student trainers) are bound by the above-mentioned training rules.

Note: The intent of these policies are to restrict our athletes from gatherings, parties or situations where forbidden activity is occurring. (If an athlete is at a location and discovers the violation but leaves immediately, he/she is not in violation of the policy.) This policy does not apply to parent/guardian activity in the privacy of the athlete's home.

Classification A	Classification B
<p>1. Any athlete violating team rules shall be subject to discipline under the discretion of the coach and in coordination with the Athletic Director.</p> <p>2. Any athlete violating the “code of conduct” or “regulations” shall be subject to the following disciplinary action.</p> <p>3. Any decision rendered may be appealed through the appeals process procedure.</p>	<p>1. Any athlete committing violations of this code which are serious in nature or are in violation of criminal laws will be subject to discipline from the Athletic Director and/or Athletic Council.</p> <p>2. Being under the influence of, use of, possession of, or distribution of tobacco products, alcohol, controlled substances, performance enhancing or behavior altering drugs, steroids, or banned substances by an athlete is strictly prohibited. In addition, any athlete who, having become aware of a violation and remains “in the presence of” the violation shall be deemed to have committed a violation.</p>

Classification A	Classification B
<p>First Offense - The minimum action shall be determined by the discretion of Coach/Athletic Director. The maximum action shall be for fourteen (14) calendar days and up to four (4) contests.</p> <p>Second Offense - The minimum action shall be fourteen (14) calendar days. The maximum action</p>	<p>Self Reporting - Minimum suspension will be one-sixth of the remaining contests of the sport the student-athlete is currently participating in/or if between seasons, the next sport in which he/she participates. Note: An athlete may only use self-reporting one time during his/her high school career to reduce his/her discipline.</p>

<p>shall be for one-half (½) of the current season's contests.</p> <p>Third Offense - Suspension for the remainder of the current season with loss of all awards.</p>	<p>To self-report, the student-athlete must report:</p> <ul style="list-style-type: none"> ● on Monday for an offense that happened over the weekend. ● Within two days for any offense that happened within the middle of the week. ● On or before the first day of practice for fall sports for any offense that happened during the summer. <p>First Offense - Minimum suspension will be one-third of season currently participating in/or if between seasons, the next sport in which he/she participates.</p> <p>Second Offense - One calendar year exclusion from sports. the time will commence on day of decision through the same date of the next year.</p> <p>Third Offense - The maximum penalty is no participation in sports for the remainder of his/her high school career.</p>
<p>Classification (A) offenses are not cumulative from one year to the next. For example, a first offense in one school year will not be carried beyond the last day of that same school year, resulting in a second level offense next year.</p> <p>If an athlete fails to complete a suspension, that suspension will be completed at the beginning of the next sport in which the athlete participates.</p>	<p>Classification (B) offenses are cumulative throughout that athlete's athletic career.</p> <p>If an athlete fails to complete a suspension, that suspension will be completed at the beginning of the next sport in which the athlete participates.</p>

APPEAL PROCEDURE

In instances where an appeal is filed, the following procedure is to be used:

- A. A written communication from the parent/guardian must be sent to the Athletic Director within five (5) school days for a review after a decision has been made on the first level.
- B. The Athletic Director will respond to the appeal within five (5) school days. If dissatisfied, the parent/guardian must ask for a hearing with the Athletic Council within five (5) school days following the decision of the Athletic Director. The request for a hearing must be submitted in writing.
- C. A meeting of the Athletic Council with the athlete and the parent/guardian will be scheduled within five (5) school days following the request for a hearing. A written summary of the decision of the Athletic Council will be forwarded to the athlete, the parent/guardian, and the Superintendent of Schools within five (5) school days following the meeting of the Athletic Council. **The decision of the Athletic Council is final.**

The Athletic Council

The Athletic Council shall consist of:

- A. The Athletic Director
- B. The coach of the player affected.
- C. The Principal.
- D. One member of the coaching staff not involved with the dispute.
- E. One member of the Athletic Committee from the Board of Education.



Unionville-Sebewaing Area Schools Patriot Athletic Code and Policy 2019-20

I, the undersigned athlete, have read and understand the rules and regulations of The Patriot Athletic Code and Policy of the Unionville-Sebewaing Area Schools. I further understand that I must comply with the rules in order to participate in athletics at USA.

I also understand the requirements and standards set forth in The Patriot Code and Policy, which is included in the Student Handbook, are in effect for the full twelve (12) months each year starting with the last day of athletic participation for the spring season of the previous year and continuing until the last day of athletic participation for the spring season during the current year, of my entire middle school/high school career.

I also acknowledge that by signing the MHSAA physical card, permission has been given for medical treatment to be administered on an emergency basis to my student.

Printed Name of Athlete

Signature of Athlete

Date

Signature of Parent/Guardian

Date

Please sign and return this form to the Unionville-Sebewaing Area High School Athletic Department.

The mission of the Unionville-Sebewaing Area Schools' Athletic Department is to develop each student's athletic ability to excel physically, mentally, and socially as an individual and as part of a team.

The Unionville-Sebewaing Area Schools, in its policies, programs, and practice, does not discriminate on the basis of race, color, religion, national origin, or ancestry, age, sex, disability, height, weight, or marital status, nor toward qualified handicapped individuals, in all activities and employment.

**ACKNOWLEDGEMENT OF STUDENT HANDBOOK
& COMPUTER SYSTEM USE AGREEMENT**

I have read the Unionville-Sebewaing Area High School Handbook. I understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of the Unionville-Sebewaing Area School District. I also understand that this handbook and code supersedes all prior handbooks/codes and other written material on the same subjects.

I have read the District Computer System Use Agreement. I understand that the technology is designed for educational purposes, and guidelines have been established for acceptable use. I understand that a violation could result in disciplinary action on the part of the district.

I will instruct my child regarding any restrictions set forth in the District Acceptable Use Agreement. I will emphasize to my child the importance of following the rules for personal safety.

I give permission to issue an account for my child and certify that the information is correct.

Student's Grade _____

Student's Printed Name _____

Date _____

Student's Signature _____

Date _____

Parent's Printed Name _____

Date _____

Parent's Signature _____

Date _____