

# MARTIN HIGH SCHOOL



## STUDENT HANDBOOK

2011 - 2012

**Martin High School  
1556 Chalmers  
Martin, MI 49070  
(269) 672-5554**

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## **Student/Parent Handbook**

for

MARTIN JR./SR. HIGH SCHOOL

*Welcome to Martin Jr./Sr. High School! All the members of the staff and I are pleased to have you as a student and will do our best to help make your experience as productive and successful as you wish to make it.*

Richard Okoniewski, Principal (269-672-5554)

, Athletic Director (269-672-5554)

Holly Cravino, Guidance Counselor (269-672-5554)

Peggy Eastman, School Secretary (269-672-5554)

Bill Miller, Superintendent of Schools (269-672-7194)

Website: [www.martinpublicschools.org](http://www.martinpublicschools.org)

# Martin Jr./Sr. High School

## 2011-2012 Calendar

### AUGUST

Tuesday, 8/30

Open House 5:30-7:00pm

### SEPTEMBER

Tuesday, 9/6

First Day for Students

### OCTOBER

Monday, 10/10

NO SCHOOL – Staff Only – Professional Development Day

### NOVEMBER

Friday, 11/4

End of first marking period; half day (am) for students and staff

Monday, 11/21

Parent/Teacher Conferences (4:30 – 7:30 p.m.)

Tuesday, 11/22

Parent-Teacher Conferences (3:30 – 6:30 p.m.)

Wednesday, 11/23

NO SCHOOL

Thurs. & Fri., 11/24-25

NO SCHOOL – Thanksgiving Break

### DECEMBER

Monday, 12/19

NO SCHOOL – Winter Break begins (through Mon., 1/2)

### JANUARY

Tuesday, 1/3

Classes Resume

Friday, 1/20

Students and staff half day only (8:00 – 11:00 a.m.), End of the 2<sup>nd</sup> Marking Period; first semester

### FEBRUARY

Wednesday 2/15

Parent/Teacher Conferences (4:30 – 7:30 p.m.)

Thursday 2/16

Parent-Teacher Conferences (3:30 – 6:30 p.m.)

Friday, 2/17

NO SCHOOL – Mid-Winter Break begins (through Mon., 2/20)

Tuesday, 2/21

Classes Resume

### MARCH

Tuesday, 3/6

NO SCHOOL – Michigan Merit Exam (ACT) testing

Thursday, 3/15

(Juniors – mandatory attendance), Staff – Professional Development Day

Friday, 3/23

National Honor Society Induction 7pm

Friday, March 30

End of the 3<sup>rd</sup> Marking Period; half day (am) for students and staff

Spring Break begins – NO SCHOOL (through Fri., 4/6)

### APRIL

Monday, 4/9

Classes Resume

Tuesday, 4/24

Academic Showcase (5:30 – 7:00pm)

Saturday, 4/28

Prom (6:30 – 11:30pm)

### MAY

Tuesday, 5/15

Senior awards night 7pm

Wednesday, 5/16

Awards assemblies; (HS – 9am)(Jr. High 2pm)

Thursday, 5/17

Seniors last day; Slide show 2:15pm

Friday, 5/25

Graduation – 7:30pm

Monday 5/28

NO SCHOOL – Memorial Day

Friday, 5/30

Students and staff half day only (8:00 –

11:00 a.m.), End of the 4<sup>th</sup> Marking Period; second semester

## **FOREWORD**

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

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

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of August 15, 2011. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2012 the language in the most current policy or administrative guideline prevails.

### **MISSION OF MARTIN HIGH SCHOOL**

The staff of Martin Middle/High School believes that our school's purpose is to provide the opportunity for all students to master fundamental skills required for living in a complex society. We believe that all students can demonstrate measurable progress in academic performance. We also believe that all students can grow socially, emotionally, and physically as a result of the opportunities provided by the school. It is the responsibility of the school, family and community to cooperatively work toward the development of the maximum potential of all students.

### **EQUAL EDUCATION OPPORTUNITY**

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

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Compliance Officer listed below:

**Mr. Bill Miller**  
Superintendent  
P.O. Box 241, 1619 University Street  
Martin, MI 49070  
269-672-7194

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

## **SECTION I – ACADEMICS**

### **SCHOOL DAY**

**DAILY SCHEDULE:** The normal schedule for the 2011-12 school year is as follows for the high school:

8:00-8:52	1 <sup>st</sup> Hour
8:54-10:26	2 <sup>nd</sup> Hour
10:30-11:22	3 <sup>rd</sup> Hour
11:26-11:56	4 <sup>th</sup> Hour
11:56-12:26	Lunch
12:30-1:26	4 <sup>th</sup> Hour
1:30-3:00	5 <sup>th</sup> Hour

### **Course Offerings**

#### **MARTIN HIGH SCHOOL COURSE LIST, 2011-12**

##### **Art**

- 750 General Art**
- 760 Advanced Art**
- 765 Traditional Arts**
- 766 Drawing & Animation**
- 767 Art History**

##### **Computer Education**

- 800 Online class**
- 801 Yearbook**

##### **English**

- 100 English 9**
- 110 English 10**
- 120 English 11**
- 130 English 12**
- 135 AP English**
- 145 Creative Expressions**

##### **Foreign Language**

- 180 Spanish I**
- 190 Spanish II**

##### **Industrial Arts**

- 510 Woods**
- 515 Advanced Woodworking**

##### **Life Management**

- 820 Junior Focus**
- 831 Work Experience**
- 998 Dual Enrollment**

## Math

- 315 Algebra A
- 316 Algebra B
- 320 Algebra I
- 322 Algebra II
- 330 Geometry
- 345 Algebra II B
- 350 Pre-Calculus
- 355 Personal Finance

## Music

- 700 Senior Band

## Physical Education

- 610 Physical Education/Health
- 611 Advanced Physical Education
- 612 Life Sports

## Science

- 205 Biology
- 215 Chemistry
- 220 Physical Science
- 230 Ecology
- 235 Forensic Science
- 236 Anatomy and Physiology

## Social Studies

- 405 World History
- 420 U.S. History
- 435 Psychology
- 445 Economics
- 450 Government
- 455 Law
- 460 Sociology

## Tech Center

- 911 Early Childhood Education
- 912 Information Technology
- 913 AIS-Diesel Technology
- 914 Business Management/Finance
- 915 New Media
- 916 Computer Assisted Design
- 917 Building Trades
- 918 Machine Tool Technology
- 919 Criminal Justice
- 920 Culinary Arts
- 921 Welding
- 922 Auto Technology
- 923 Health Care Science Foundations

- 924 Medical Assisting**
- 925 Veterinary Technical Sciences**
- 926 Cosmetology**
- 927 Renewable Energy Tech: Wind and Solar Power**
- 928 Small Business Operations**

**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 extra-curricular program. No student may participate in any school-sponsored trip without parental consent.

Attendance rules apply to all field trips.

**GRADES**

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

Parents of high school students may access their child’s current grade and attendance information on-line through our Pinnacle Gradebook program. Parents may access Pinnacle Gradebook from the Martin Public Schools website. Parents click on the Pinnacle Website link to log on using their login and password information. Login and password information is sent to parents/guardians or can be given at the high school office.

The school uses the following grading system:

**STANDARD GRADING SCALE:**

100 – 95 . . . A	82 – 80 . . . B-	69 – 67 . . . D+
94 – 90 . . . A-	79 – 77 . . . C+	66 – 63 . . . D
89 – 87 . . . B+	76 – 73 . . . C	62 – 60 . . . D-
86 – 83 . . . B	72 – 70 . . . C-	59 – . . . E

Grading procedures for each class will be maintained on file in the Principal's office. Semester credit is based on the student passing 60% of the work. Each marking period will account for 40% of the final grade for the semester. The semester exam grade will account for the remaining 20%

***Grading Periods***

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

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

## Promotion, Placement, and Retention

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

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

Freshmen = 0 Credits  
Sophomore = 7.00 Credits  
Junior = 15.00 Credits  
Senior = 22.00 Credits

## Graduation Requirements

In order to graduate from Martin High School, students must have met the requirements set forth by the Board of Education of Martin Public Schools in addition to those set forth by the Michigan Merit Curriculum in Public Acts 123 & 124 of 2006. These requirements include an academic component, a state-mandated testing component, and a community service component.

**Academic Credit Component** – Due to the adoption of a five period modified block day and the corresponding increase in the number of credits available to students, the number of credits required to graduate will also be adjusted according to the following schedule:

Class of 2012	26 credits (out of 29 possible)
Class of 2013	27 credits (out of 30 possible)
Class of 2014	28 credits (out of 31 possible)
Class of 2015 and after	28 credits (out of 32 possible)

**Specific departmental/course requirements are as follows for the class of 2012:**

- ENGLISH (includes: English 9,10,11,12) 4
- MATH (includes: Algebra I, Geometry, Algebra II, or equivalents, plus one additional math credit) 4
- SCIENCE (includes: Biology, Chemistry, .5 credit Physical Science or Physics, and .5 additional science credit) 4
- SOCIAL STUDIES (World History, U.S. History, .5 credit Government, .5 credit Economics) 3
- PHYSICAL EDUCATION/HEALTH 1
- VISUAL/PERFORMING/APPLIED ARTS 1
- ELECTIVES 10

**Specific departmental/course requirements are as follows for the class of 2013:**

- ENGLISH (includes: English 9,10,11,12) 4
- MATH (includes: Algebra I, Geometry, Algebra II, or equivalents, plus one additional math credit) 4
- SCIENCE (includes: Biology, Chemistry, .5 credit Physical Science or Physics, and .5 additional science credit) 4
- SOCIAL STUDIES (World History, U.S. History, .5 credit Government, .5 credit Economics) 3
- PHYSICAL EDUCATION/HEALTH 1
- VISUAL/PERFORMING/APPLIED ARTS 1
- ELECTIVES 12

One credit of mathematics must be completed in the senior year. Modifications of the mathematics requirements will be permitted according to the personal curriculum guidelines established by the Michigan Merit Curriculum. No other modifications of these graduation requirements are allowed, except in rare circumstances for students with disabilities. Parents of those students should contact the Special Education Office for more information.

Students must also complete an online learning experience as defined by the Michigan Department of Education and as determined by Martin High School. All of the specific courses designated above must meet the Michigan Merit Curriculum course requirement guidelines as developed by the Michigan Department of Education.

**State-Mandated Testing Component**—Students must complete the Michigan Merit Examination during their junior year in order to qualify for graduation.

**Community Service Component**—Prior to April 30 of the year in which the student graduates from high school, the student must have fulfilled 20 hours of community service for a person or persons not related to the student, or for an organization engaged in community service. Such service need not be performed in a concentrated block of time, but may be spread out over the student’s entire high school career. Students must submit written verification (dated & signed by recipient of service) of service hours completed to the high school office.

Many community service organizations welcome the voluntary service of a high school student. Such organizations include but are not limited to AmeriCorps, Habitat for Humanity, Hospice, Meals on Wheels, and United Way. Local hospitals, faith-based organizations and other local volunteer organizations routinely welcome student volunteers.

Eligible activities must be separate and distinct from regular classroom or extra-curricular activities (athletics, band, choir, etc.). The student must perform volunteer service that directly benefits at least one other person not related to the student and for which the student does not receive monetary compensation. Further information, including a list of suggested activities, is available in the high school office.

## **EXAMS**

High school students are required to take a semester exam in each course at the end of each semester, with the exception of those seniors who qualify to have one-half of their exams waived in the second semester. Senior students have the opportunity to waive one-half of their second semester final exams provided they meet the academic, attendance, and behavior requirements described below:

**Grade Requirement**—B (3.0) in the class, all work completed. A senior student must have a B (3.0) average for the semester in a class to be eligible. All course-related work for the semester must have been completed (assignments, homework, tests, quizzes, projects, presentations, etc.).

**Attendance Requirement**—2 Absences, 2 Tardies. A senior may not miss more than two (2) days in a class during the semester. This includes excused and unexcused absences. School-related absences do not count toward the two-absence requirement. A student may not have acquired more than two (2) tardies in a class during the semester.

**Behavior Requirement**—No Detentions, No Suspensions, No Wednesday School. A senior must exhibit exemplary behavior in class and in school in order to be eligible. Exemplary behavior is intended to mean that the senior has not been issued a detention, Wednesday school, or suspension during the second semester.

**Teacher Option**—Teachers have the option of giving their seniors a second semester exam. If a teacher decides to give all seniors a second semester exam, it must be communicated to students with the teacher's course requirements at the beginning of the second semester.

**Student Option**—Seniors who meet all of the requirements may still choose to take exams in an effort to improve their grade for the semester.

## **DUAL ENROLLMENT**

Any student in 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade may enroll in a postsecondary program providing she/he meets the requirements established by law and by the District. Any interested student should contact the high school guidance counselor to obtain the necessary information.

## **RECOGNITION OF STUDENT ACHIEVEMENT**

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

### **Honor Roll**

The honor roll will be posted at the end of each marking period. The honor roll is posted in the school display case, posted on the school's website, published in the school

newsletter, and given to local newspapers (Kalamazoo Gazette Hometown Section, Penasee Globe, and Allegan County News).

### **School Pride Assembly**

School pride assemblies will take place after each marking period. Students will be recognized for a variety of accomplishments. Those accomplishments may include academic, athletic, performing arts, citizenship, and recognition of extra-curricular groups and their accomplishments.

### **End of Year Awards Assembly**

At the end of the year high school students will be recognized for the accomplishments that have done throughout the year. Such awards could be academic, athletic, citizenship, and performing arts.

### **Student of the Month**

At the beginning of each month, two seniors will be recognized by the faculty and staff as students of the month. Criteria that are considered are academic, social/affective, and volunteerism.

## **ACADEMIC RECOGNITION FOR GRADUATING SENIORS**

The grade point average used in determining the academic awards will be calculated on a 4.0 scale and will be rounded to the nearest thousandth place. Final determination of class rank and of the recipients of senior awards will be made following the completion of the third marking period of the senior year. Results will not be released prior to one week before graduation. All eighth-semester grades will be reported to colleges and universities. Students transferring to Martin High School from another high school will have their academic grades counted when determining awards. Transfer students must be in attendance for their entire senior year in order to qualify for the Valedictorian and Salutatorian awards. Honors will be conferred upon graduating seniors as follows:

**Valedictorian:** The student having the highest grade point average in the graduating class shall be declared the class Valedictorian.

**Salutatorian:** The student having the second highest grade point average in the graduating class shall be declared the class Salutatorian.

**Gold Cords:** Students graduating with a cumulative grade point average of 3.5 or greater shall be awarded a Gold Cord.

**Silver Cords:** Students graduating with a cumulative grade point average of 3.0 through 3.499 will wear a silver cord. Grade point averages will not be rounded up.

## **HOMEWORK**

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

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

## **COMPUTER TECHNOLOGY AND NETWORKS**

Before any student may take advantage of the School's computer network and the internet, 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 as outlined in the Student Code of Conduct or referral to law enforcement authorities. Copies of the School District's *Student Network and Internet Acceptable Use And Safety Policy* and the requisite student and parent agreement will be distributed at the high school office.

## **REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES**

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

## **CURRICULUM AND ALTERNATIVE ASSIGNMENTS**

To obtain general information regarding the curriculum or the content of a class, parents should contact the high school principal. More specific information may be obtained from the classroom teacher. Should a parent find the content of a particular lesson objectionable, they must state the nature of their objection in writing and request an alternative assignment be given to their child. The parent must contact the classroom teacher to initiate the procedure. Either the parent or the teacher may suggest material for the alternative assignment. The determination of the alternative assignment shall be mutually agreed upon by the parent and the teacher, and submitted to the building Principal to review. Selection of alternative assignments shall be based on the following criteria:

- The assignment must be of a similar degree of difficulty.
- It must satisfy the same curricular objectives.
- It must involve the use of similar skills.

## **SCHEDULING AND ASSIGNMENT**

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

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

## **STUDENT ASSESSMENT**

The Michigan Merit Exam (MME), which will include the American College Test (ACT) for high school juniors, will replace the Michigan Educational Assessment Program assessments at the high school level.

This means that all 11th graders will take this state assessment test in March of each year. It will provide students with a regular American College Test (ACT) score report that they can use to apply to a college or a university. ACT scores are used during the college admission process to assess high school students' general educational development and their ability to complete college-level work.

The MME is made up of the national ACT and Work Keys tests in mathematics and reading, plus additional assessments in the areas of mathematics, science, and social studies.

MME testing is divided into three parts. The ACT will be administered in a full day session and the Work Keys and Michigan mathematics tests will be administered on a later day. The Michigan science and social studies tests will be given in one session at times scheduled by the District Testing Coordinator with make-up sessions for these tests scheduled for exactly two (2) weeks later.

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

Sophomores will have the opportunity to take the ACT/PLAN. A preparatory assessment primarily used to help students prepare for the ACT. Taken usually during the sophomore year, the test includes four (4) sections: a thirty (30) minute English; a forty (40) minute math; a twenty (20) minute reading; and a twenty-five (25) minute scientific reasoning section. The entire test takes approximately one (1) hour and fifty (55) minutes. Students interested in ACT/PLAN should contact the principal early in their sophomore as the test is administered in the fall of the student's sophomore year.

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.

Any high school student who wishes to test-out of a course in which s/he is not enrolled may do so by taking the final examination for the course and receiving a grade of at least C+ or by demonstrating mastery of the subject matter as determined by the assessment used in lieu of a final examination. Credit for a course earned by a student through this process may be used to fulfill a course or course-sequence requirement and be counted toward the required number of credits needed for graduation but may not be used to determine the student's GPA.

Students may receive credit toward high school graduation who successfully completes, prior to entering high school, a State mandated curriculum requirement, provided the course meets the same content requirements as the high school course, and the

student has demonstrated the same level of proficiency on the material as required of the high school students.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the guidance staff.

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

Students will not be required, as part of the school program or District curriculum, to submit to or participate in any survey, analysis, or evaluation that reveals information of a personal nature in accordance with Board policy and Federal guidelines.

Depending on the type of testing and specific information requested, parent (or student) consent may need to be obtained. [the 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.

## **SECTION II - ACTIVITIES**

### **SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

**Student Council and Class Officers:** The Student Council is the student governing body of the school. It provides an opportunity for the students to participate in government and serves as a means by which the students may express their opinions to the faculty and administration. It is the duty of the Student Council to accept suggestions and criticism and to consider them with their advisor as they deem appropriate.

**Athletics:** Boys and girls who are physically and academically eligible, and who are willing to follow the guidelines developed by Martin Public Schools and the MHSAA (Michigan High School Athletic Association), are encouraged to participate in any sports offered through the Athletic Department. Athletes are informed of the athletic regulations and expectations at the beginning of each sports season.

For further information, contact the Athletic Director.

#### **General Guidelines for High School Events**

1. All high school events must end by 11:30 p.m.
2. No one will be allowed to leave the building and return during the event.
3. All school rules are in effect.
4. Any room used must be left in as good a condition as it was before use.
5. Two sets of parent chaperones must be present for dances to be held.
6. Class sponsor(s) or a school employee must be present at the activity approved by the class sponsor.
7. Junior high school students may not attend high school dances or parties.
8. High school students may not attend junior high school dances and parties.

9. Guests at dances must be registered **in advance** according to the guidelines established by the building administration. Guest dance forms can be obtained in the high school office.

## **PARENT INVOLVEMENT**

### **Parent/Guardian Involvement Policy**

Martin Public Schools encourages parent/guardian participation in educational programs.

The Board directs that the following actions be implemented to insure compliance with state & federal law:

- The involvement of parents/guardians in planning, implementation and evaluation, through participation on building School Improvement Teams;
  - *parent participation serving on the NCA team.*
- Invitations to parents/guardians to attend an annual meeting, with additional meeting opportunities being available as needed, designed to provide information about program and services, and to solicit parent/guardians' suggestions on program development, planning, evaluation and operation.
  - *Annual Open House*
  - *Athletic parent/athlete meetings by season*
- Distribution of information regarding student achievement and progress.
  - *Report Cards quarterly and parent internet viewer*
  - *Progress reports mid-term and upon request*
  - *Standardized test results published in Annual Report*
- Provide regularly scheduled parent/guardian teacher conferences and any additional communication as requested by the staff or parent/guardian.
  - *Parent/Teacher conferences held twice each year*
  - *Additional contacts available upon request*
- Opportunities to enhance parent/guardians' capacity to work with children in the home on school learning.
  - *Playgroups*
  - *Strengthening Families program*
  - *Parents as Teachers program*
- Professional development opportunities for teachers and staff to enhance their understanding of effective parent/guardian involvement strategies.
  - *Component added to staff In-Service programming*
- Ongoing communication between the school and parent/guardian.
  - *Building Newsletter*
  - *Ship To Shore district newsletter*
- Other appropriate activities (i.e. Family Math Nights, parenting/guardian sessions, science, theatre, etc.)
  - *Family Math Night*
  - *Family Science Night*
  - *Academic Showcase*
- Assure that the policy contains a compact that outlines how parents/guardians, the school staff and students will share the responsibility of improved student achievement.
  - *Available in Student Handbooks for each building*

- To distribute the district plan to parents/guardians of participating children.
  - *District Plan distributed on first day of school with enrollment materials*

**Parent Volunteer Program:** The Clipper Parent Club provides an opportunity for parents to contribute to the work of the school. Volunteers help students and staff in many important areas at Martin High School. Additional help is always welcome! For more information please contact the high school office.

## **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 make contact with his/her counselor to discuss any legal requirements and obtain any needed documents.

## **SECTION III - ATTENDANCE**

Michigan law mandates school attendance. Children below the age of sixteen (16) are required to attend school each day. Regular attendance at school is vitally important. Developing critical thinking skills requires that students be continuously exposed to the instructional process. Positive attendance habits also help to prepare students for life after high school.

**Procedure for Reporting an Absence:** In the event that student will be absent from school for a reason other than a school-related absence, the parent or guardian is asked to call the Jr./Sr. High School office at **672-5554 between 7:30 and 8:15 a.m.** to report the absence. On the next day the student attends school, please send a written excuse verifying the absence. The absence will be considered excused if the **note is received within two school days of the absence.** Absences not verified within this time limit will be considered unexcused and will result in a Wednesday School makeup. The student may call the parent and obtain an excuse for the absence; however, **the school will make final determination whether an absence is excused.**

### **Required Note Information:**

- |                          |                       |
|--------------------------|-----------------------|
| 1. Date(s) of absence(s) | 2. Student's name     |
| 3. Reason for absence    | 4. Parent's signature |

**Types of Absences:** All absences will be categorized as excused, unexcused, truant, school-related, or prearranged. These absences are defined as follows:

**EXCUSED:** An absence will be considered excused if reported to the office by the parent or guardian for one of the following reasons:

- Personal illness
- Medical/dental Appointments
- Family emergencies
- Pre-excused Absences
- Religious Observances

It is also important to note that certain types of absences cannot be considered excused. These include such reasons as: oversleeping, transportation problems (missed the bus, etc.), and shopping trips. The school reserves the right to determine if an absence is to be considered excused or unexcused.

**UNEXCUSED:** Absences will be considered unexcused if the absence is not cleared in the office within two (2) school days by the parent or guardian or if the absence does not meet the guidelines for excused absences listed above.

**Truancy:**

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed. After ten (10) days of truancy in any grading period, a student will be considered an "habitual truant" which can result in:

1. A report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child.

A student will be considered truant if one or more of the following applies:

- The student is absent without the consent of the parent.
- The student is absent without the consent of the school.
- The student is in the school building but not in his/her assigned class or location.

**School-Related:** Absences that occur as a result of school-sponsored activities are treated as excused absences, with the exception that no extra make-up time is given for one day field trips – regular deadlines apply.

**Pre-Arranged:** Absences may be pre-arranged for family trips involving two or more school days by completing a Pre-Arranged Absence Form. This form must be signed by the parent/guardian and all of the student's teachers. It must be returned to the office a minimum of five (5) school days prior to the absence.

**Make-Up Work:** It is the school's expectation that all assignments, quizzes, and tests that are missed due to excused, school-related, and pre-arranged absences will be made up. It is the **student's responsibility** to make arrangements with his/her teacher for the completion of class work. One day for each day of absence is allowed for make-up, up to a maximum of five (5) days. For a one day field trip or school related absence, no extra make-up time is given – regular deadlines apply. For field trips of two or more days, 1 day of make-up time will be given for each day missed up to a maximum of five (5) days.

Students planning a pre-arranged absence of two days or greater in length are required to complete a Pre-Arranged Absence Form and should turn in all assignments prior to the absence unless other arrangements have been made with the teacher.

**Student Sign-In/Sign-Out:** Students are not to leave the building without permission. Students must sign in or sign out in the office when arriving or leaving school at any time other than the normal start or end of the school day. Failure to do so will result in an unexcused absence and/or possible disciplinary actions. Dual enrollment and work experience students must sign in and out at the office.

**Early Dismissal**

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent. 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.

**Tardiness to School:** Tardiness to school must also be verified by a parent or guardian as in the case of an absence. A tardy to school of more than ten (10) minutes after the start of the school day will be considered an absence for first hour. Students arriving to school after 8:10 a.m. must report directly to the office to sign in before going to their respective classroom.

**Tardiness to Class:** A four (4) minute passing time is provided for students to travel from class to class. A tardy will be assigned for students who arrive late to class without a signed pass from a teacher or staff member. Students tardy more than ten (10) minutes to class without a pass will be considered to have an unexcused absence.

**The following actions will be taken when students are tardy to class:**

<b>1<sup>st</sup>/2<sup>nd</sup> Offense:</b>	<b>Recorded as a warning</b>
<b>3<sup>rd</sup> Offense:</b>	<b>Warning to student and notice sent home to parents.</b>
<b>4<sup>th</sup>/5<sup>th</sup> Offense:</b>	<b>½ hour detention. Detention assigned and served with the teacher. Notice sent home to parents.</b>
<b>6 or more offenses:</b>	<b>Wednesday School assigned for each offense. Possible referral to Principal</b>

**ATTENDANCE POLICY:** The following regulations apply to ALL excused, unexcused, pre-arranged, and truancy absences. These regulations **do not** apply to school related absences.

If a student exceeds **ten (10) absences per semester** in any class, the student will receive no credit (N/C) in the class. Credit, or passing grade, **will not** be issued unless the student:

- Makes up the time for classes where there are excessive absence (see Buy Back Program below), and
- Satisfactorily completes all assignments by the end of the semester in which the absences occurred. (Excessive absences must be made up by the last day of the semester final exams.)

If a student exceeds ten (10) absences per semester in a class, and the student is failing the course, the student will receive an “E” for that class. Ten absences per semester are more than adequate to cover the legitimate needs of the vast majority of students most of the time. Every effort should be made to schedule necessary appointments after school.

**Buy Back Program:** Students may “buy back” time because he/she has exceeded the maximum number of ten (10) chargeable absences on an hour by hour basis in Wednesday School or a comparable alternate consequence solely approved by the attendance committee. The attendance committee shall be made up of the teachers involved with the student and the principal. No make-up time for the days exceeding the limit will be allowed after the end of the semester when chargeable absences were accumulated.

**Parent/Student Notification:** The administration will communicate with parents regarding their students’ attendance in the following manner:

**Fourth Absence:** Upon the fourth absence in any class during a semester, a letter will be sent home to inform the parent/guardian of the number of absences in each class. Parents are requested to contact the school to confirm receipt of the letter.

**Seventh Absence:** Upon the seventh absence in any class during the semester, a letter will be sent home to inform the parent/guardian of the number of absences in each class. The parent/guardian will be encouraged to monitor the student's attendance and remain in close contact with the school.

**Tenth Absence:** Upon the tenth absence in any class during a semester, notification will be made by the school to the parent/guardian to communicate that the student has totaled ten absences in a class and that credit may be withheld if the student exceeds ten (10) absences in that class.

**Eleventh Absence:** The student and the parent/guardian will be notified by a telephone call and/or a letter when a student exceeds ten (10) absences in a class and stands to lose credit.

**Student/Parent Appeal:** A student or his/her parent/guardian who has lost credit by exceeding ten (10) absences may appeal the loss of credit. The initial appeal must be made in writing to the principal within three (3) school days of the notification of loss of credit. The principal and the attendance committee (made up of the student's teachers) will consider the appeal. The committee may request documentation regarding absences, including proof of medical appointments, hospitalization, court appearances, family emergencies, religious observances, and the like. If the appeal is granted, the following expectations may be enforced by the attendance committee:

- All subsequent absences due to illness may require a doctor's verification confirming that the student was too ill to attend school.
- The parent/guardian must notify the school regarding the absence before 8:00 a.m. on the day of the absence.
- Non-illness related absences must be of a religious or emergency nature.
- Any other stipulations the attendance committee deems appropriate for the individual case.

If the appeal is not granted, the student and/or parents/guardians may appeal to the superintendent within three (3) school days; if they are not satisfied with the decision of the superintendent, they may appeal to the Board of Education at the regular meeting of the Board.

### **Suspension from School**

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused.

A suspended student will be responsible for making up school work lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return from school. Assignments may be obtained from the high school office beginning with the first day of a suspension. Make up of missed tests may be scheduled when the student returns to school. The student will be given credit for properly-completed assignments and a grade on any made-up tests.

## **STUDENT ATTENDANCE AT SCHOOL EVENTS**

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

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

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

### **Section IV - Discipline**

It is the responsibility of the Martin Public Schools to provide a safe and orderly environment for students and staff that is conducive to the learning process. Student behaviors disruptive to the learning environment may require disciplinary action. This discipline policy is intended to deal with those behaviors that cause disruption to the educational process, or which pose a threat to the safety and security of students, staff, parents, school, and property. 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.

#### **CODE OF CONDUCT**

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

#### **Expected Behaviors**

Each student shall be expected to:

1. Abide by national, State, and local laws as well as the rules of the school;
2. Respect the civil rights of others;
3. Act courteously to adults and fellow students;
4. Be prompt to school and attentive in class;
5. Work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background;
6. Complete assigned tasks on time and as directed;
7. Help maintain a school environment that is safe, friendly, and productive;

8. Act at all times in a manner that reflects pride in self, family, and in the school.

**This Discipline Code is applicable as follows:**

- During the school day
- At all school-sponsored activities and trips
- At student dances and activities
- To all school district property

Teachers are authorized to immediately remove and suspend a student from a class, subject, or activity when the student engages in conduct prohibited by law, Board of Education policy, or the school's code of conduct. The student will not return to class on the day of suspension except by mutual agreement of the teacher and the administrator. It should also be noted that some offenses may warrant immediate referral to the Board for expulsion.

***THIS HANDBOOK DOES NOT CLAIM TO CONTAIN EVERY RULE OR POLICY OF THE SCHOOL.*** Rules, policies, and/or activities are subject to change during the school year, with sufficient notification to the students.

**DISCIPLINE RELATED TO SPECIFIC MISBEHAVIOR/INFRACTIONS**

The items listed below are the most common major violations of school discipline. This list is not intended, nor is it possible for any list, to be all-inclusive. Additional violations may result in disciplinary action and violations of a more serious nature will result in more severe action. Consequences will be administered as deemed appropriate to the specific offense. Repeated violations will also result in more severe disciplinary actions.

**MAJOR OFFENSES – CLASS ONE**

Class one offenses are considered to be the most serious infractions. These infractions will result in an Out-of-School Suspension for up to ten (10) days and/or a recommendation for expulsion. **Disciplinary action regarding Class One offenses includes notification of law enforcement as required by law and/or as appropriate.** Action may also include placement on probation for a minimum of sixty days and loss of privilege to be involved in or attend extra-curricular activities during the probationary period. **State law requires expulsion for the use or possession of weapons.** These infractions include, but are not limited to:

- Assault or threats made to students or staff
- Being under the influence of, use, or sale of alcohol, controlled substances, substances purported to be illegal or purported to have the effects of illegal drugs, or drug paraphernalia.
- Extortion
- Gross disruption
- Harassment (verbal, physical, or sexual)
- Hazing by any school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be.
- Possession, use, sale of weapons or explosive devices (including firecrackers and smoke bombs.)
- Vandalism, defacing, or destruction of school property or of a staff member's personal property, on or off school premises (Disciplinary action will be taken will also include restitution in the form of reconditioning or replacing as the situation may warrant.)
- Violation of civil or criminal legal codes including rape, sexual misconduct, arson, or abuse of fire alarms and safety equipment.
- Violation of the district Technology Code of Ethics

## **MAJOR OFFENSES – CLASS TWO**

Class two offenses are serious infractions that will result in an Out-of-School Suspension as follows:

1<sup>st</sup> Offense: Up to three (3) days Out-of-School Suspension

2<sup>nd</sup> Offense: Up to five (5) days Out-of-School Suspension

Additional Offenses: To be treated as Class One offenses

**PLEASE NOTE: A police report may be filed with certain appropriate violations.**

These infractions include, but are not limited to:

- Fighting: ***Includes promoting, spectating, filming, encouraging, inciting. You will be considered an active participant in the fight and will be disciplined accordingly.***
- Insubordination
- Profanity directed at a staff member
- Skipped Wednesday School
- Theft or possession of stolen goods (Disciplinary action taken will also include restitution or replacement as the situation warrants.)
- Unacceptable behavior for a substitute teacher
- Possession or use of tobacco products (including chewing tobacco)

## **CLASS THREE OFFENSES**

Class Three offenses include disruption to the proper functioning of school activities and will result in sanctions as follows:

1<sup>st</sup> Offense: Up to Wednesday School detention

2<sup>nd</sup> Offense: Up to two (2) days Out-of-School Suspension

3<sup>rd</sup> Offense: Up to five (5) days Out-of-School Suspension

4<sup>th</sup> Offense: Suspended up to ten (10) days, possible recommendation to the school board for expulsion.

**PLEASE NOTE: A police report may be filed with certain appropriate violations.**

These infractions include, but are not limited to:

- Aiding and abetting a violation of school rules
- Being in an unauthorized or restricted area
- Cameras are not allowed ***or to be used*** in school unless prior permission given by a teacher or the high school office. ***This includes cell phone cameras. In addition, all cameras are specifically prohibited from rest rooms and locker rooms.***
- Cheating, plagiarism
- Chronic tardiness
- Classroom/hallway disruption or in possession of a disruptive article. (squirt gun, snowball, etc.)
- Driving in restricted areas
- Forgery
- Improper sign-in or sign-out
- Violation of the school dress code
- Inappropriate corridor conduct
- Inappropriate display of affection
- Inappropriate/Obscene materials
- Leaving class without permission
- Littering
- Loitering
- Parking violations
- Possession of ipods, ipod nanos, or products resembling an ipod, laser pointers, cell phones, or other electronic devices during school hours.
- Skateboarding on school property
- Skipped detention
- Violation of closed campus policy
- Violation of driving regulations

## **DRESS CODE**

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

- Student dress should be modest, clean, and neat.
- Student dress is not to endanger their health or the health of others
- Shoes or foot apparel are mandatory
- Shorts may be worn provided that they are mid-thigh in length
- Coats and other items normally worn as outerwear are not to be worn in the classroom without permission.

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

Within this framework, the following examples shall be considered unacceptable:

- Bare midriff, halter-tops or clothing which is sexually suggestive, or which infringes on the rights or freedoms of other students.
- Biker shorts unless covered by loose shorts.
- Clothing derogatory in nature or with profanity, vulgar or obscene suggestions.
- Clothing that suggests or promotes violent/anti-social behavior.
- Clothing with a name or logo referring to tobacco, drugs, alcohol, or sexual products.
- Clothing typically used as sleepwear (pajamas, slippers, etc.) unless approved in advance by the administration.
- Hats/Bandanas/Sweatshirt hoods worn as head coverings.
- Jewelry or accessories that is potentially harmful or dangerous.
- Mutilated clothing, torn shirts/T-shirts. **Shirts must be unaltered**
- Spaghetti strapped tops and/or dresses must be worn with another acceptable top or shirt in an acceptable manner.
- Tank tops with straps less than two inches in width and/or those that are low cut.
- Tops with large arm openings
- Tops and bottoms that do not overlap (midriff showing).
- Torn jeans are approved if the unpatched tears are below the allowable shorts length.
- **Undergarments must not be visible.**

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

Students with inappropriate dress, or who violate the dress code, shall be required to modify their appearance by removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including contacting parents for out of school suspension.

## **EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE**

### ***Aiding or abetting violation of school rules***

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

### ***Assault***

A physical attack on another person

### ***Bullying***

The Board will not tolerate any gestures, comments, threats, or actions to a student which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation.

This policy applies to all activities in the District, including activities on school property and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business.

Bullying – intimidation of others by acts, such as but not limited to:

- A. threatened or actual physical harm;
- B. unwelcomed physical contact;
- C. threatening or taunting verbal, written or electronic communications;
- D. taking or extorting money or property;
- E. damaging or destroying property;
- F. blocking or impeding student movement;
- G. electronically transmitted acts – i.e., internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) for text messaging, instant messaging, blog web sites or online bullying through social networking sites (e.g., my space.com, facebook.com) to harass through unpleasant or aggressive messages.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as bullying, hazing, stalking, intimidating, menacing, coercion, name-calling, taunting, making threats.

Any student who believes s/he has been or is the victim of aggressive behavior including bullying or hazing, should immediately report the situation to the building principal or assistant principal, or the Superintendent.

### **Care of Property**

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

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or 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.

### **Cheating**

Copying the work (print or electronic) of another source, with or without permission, and presenting it as one's own work. Knowingly permitting another student to use one's work as his or her own. Using "cheat sheets" or other unauthorized notes during tests or other assessment activities. Cheating includes the offense of plagiarism, or the presentation of published material by another author, regardless of its source (print or electronic) as one's own.

Action: The student may receive a grade of "0" on the work and/or disciplinary action may be taken. A written referral will be recorded. A second offense may result in loss of credit from the class.

### **Closed Campus Policy**

Because of our commitment to student safety, Martin Jr./Sr. High School operates a "closed campus". This means that students are to remain in the school building or in designated areas after their arrival in school grounds until the end of the normal school day. Juniors and Seniors may be allowed to leave campus during the lunch period. Students **MAY NOT** leave campus in vehicles.

### **Controlled Substance**

Alcohol, intoxicants, drugs, look-a-like drugs, non-alcoholic beer, steroids, inhalants, and the distribution/sale or misuse of drugs prescribed by a physician.

### **Damaging property**

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

### **Explosives**

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

### ***Extortion***

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

### ***False alarms, false reports, and bomb threats***

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

### ***Fighting***

A physical altercation between two or more students.

### ***Forgery***

The fraudulent use of the name of another person, or falsifying times, dates, grades, addresses, signatures, or school data and information.

### ***Gambling***

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

### ***Gangs***

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

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

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

### ***Gross Disruption***

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

### ***Harassment***

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors,

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

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

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

Any student that believes s/he has been/or is the victim of harassment should immediately report the situation to the teacher, the principal or assistant principal, or may report it directly to the superintendent at 672-7194. Complaints will be investigated in accordance with AG 5517.

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

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

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

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

### **Harassment**

- A. submission to such unwelcomed conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;

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

### **Notification**

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

### **Hazing**

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

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

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

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

Note: If the school club or organization does not have an official and approved initiation procedure, and if no school staff are involved in the activity, there is a significant likelihood that the activity may result in violation of this policy.

**Inappropriate Attire**

Student dress or clothing determined to be indecent, disruptive, obscene, or not in accordance with the school dress code.

***Inappropriate Displays of affection***

Students demonstrating affection between each other is personal and not meant for public display. During the school day, classrooms, hallways, etc., are not considered proper places for expressing affection. This includes touching, petting, or any other contact that may be considered sexual in nature. Any physical contact beyond holding hands and hugging is considered unacceptable.

***Inappropriate Language or Gestures***

The use of offensive language or gestures in verbal, written, picture, or caricature form (including student attire).

***Insubordination***

School staff is acting "in loco parentis," which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. This also is intended to include students who are willfully dishonest with a staff member.

**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.

**Physically assaulting a staff member/student/person associated with the District**

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

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

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

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

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to students with disabilities. A student who has been expelled under this policy may

apply for reinstatement in accordance with guidelines which are available in the principal's office.

### ***Possession of Wireless Communication Devices (WCDs)***

A student may not possess a wireless communication device iPod, MP3 or similar electronic storage device during the instructional day unless given specific instruction by a teacher. Such devices must be kept in the locker and powered off.

A student may possess and use a wireless communication devices (WCDs) or other electronic communication devices (ECDs) and electronic storage devices (ESDs) in school during lunch time, on school property, at after school activities, and at school related functions provided that during school events, and on a school vehicle its use is not disruptive or distracting.

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

The school prohibits the use of any video device from any restroom, locker room or other location where students and staff “have a reasonable expectation of privacy.” A student improperly using any device to take or transmit images will face disciplinary action up to and including a ten (10) day suspension, loss of privileges, and may be recommended for expulsion.

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

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, s/he will fail the exam and is also considered a Class Three offense in the student code of conduct.

### **Possession of a weapon**

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

State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement if s/he brings onto or has in his/her possession on school property or at a school-related activity any of the following:

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

### **Profanity**

Any behavior or language, which in the judgment of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane and/or violates community held standards of good taste will be subject to disciplinary action.

### ***Purposely setting a fire***

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

**Sexual Harassment**, may include, but is not limited to:

- A. verbal harassment or abuse;
- B. pressure for sexual activity;
- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;
- E. sexual jokes, posters, cartoons, etc.;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, or safety,;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

Note: An inappropriate boundary invasion by a District employee or other adult member of the School District community into a student's personal space and personal life is sexual harassment. Further, any administrator, teacher, coach, other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State law. M.C.L.A. 722.621 et. seq.

### ***Student disorder/demonstration***

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

### ***Tardy***

Arriving late to class without a signed pass from a teacher or staff member.

### ***Theft***

When a student is caught stealing school or someone's property, s/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 principal. The school is not responsible for personal property.

### ***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.

### ***Unauthorized Areas***

The following areas are off limits to Junior and Senior high school students during the school day without staff permission: elementary school hallways and classrooms, outside entrances and exits, and all parking lots and other outdoor areas.

### ***Unauthorized use of school or private property***

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the internet and communication networks in a manner not sanctioned by policy and administrative guideline. Violations of this rule could result in suspension or expulsion.

### ***Use of drugs***

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

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

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

The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs that has a negative effect on the school environment is prohibited. Attempted sale or distribution is also prohibited. This includes nonalcoholic beers and wines, and the like. Many drug abuse offenses are also felonies. Sale also includes the possession or sale of over-the-counter medication to another student.

### ***Use of Breath-Test Instruments***

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

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

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

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

### ***Use of tobacco***

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco or electronic cigarettes or similar devices during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes. The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy.

### ***Use of an object as a weapon***

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

### ***Verbally threatening a staff member/student/person associated with the District***

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

### ***Violation of bus rules***

Please refer to Section VI on transportation for bus rules.

## **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.

### **TYPES OF DISCIPLINARY ACTION:**

**Detention:** Students may be required to serve detention after school for violation of the established rules. A missed detention will result in further disciplinary action.

**Wednesday School:** Wednesday school requires that the student appear on the assigned Wednesday to serve a three-hour period of detention. Wednesday School guidelines stipulate the following:

1. Students must arrive **on time** and remain for the entire session unless noted on the assignment sheet to receive credit for attending.
2. All students must have **school** work to do while in Wednesday School. No comic books, magazines, games, radios, or other non-academic materials will be permitted. If work is not brought, the student will not be admitted.
3. All students will be assigned a seat by the supervisor. Students must remain in their seats at all times unless the supervisor determines otherwise.
4. There is **no** talking at any time. If students have a question, they must raise their hand to be recognized.
5. Failure to appear or complete an assigned Wednesday school will result in an out-of-school suspension.

6. All other school rules will be enforced. Violations of Wednesday School rules will result in further disciplinary action.
7. A five (5) minute break will be given to students who are serving a continuous 3 hour period of Wednesday School.

**Out of School Suspension:** On the basis of the present school law, the administration of Martin High School is delegated the authority to temporarily suspend a student from school. During this period, a student may not attend school for a specified period of time, nor may the student enter upon school premises, nor attend or participate in any related school activities including graduation exercises. In such actions, the following precepts shall be adhered to:

1. A student shall be fully informed of the charges brought against him/her including the rationale for the action and the conditions of time and determination. If charges are denied, opportunity shall be given to the student to present his/her version prior to taking action.
2. The parents shall be notified as soon as possible by phone or personal contact if the student is to be temporarily suspended from school. A written communication to the parent/guardian, stating the charges, reasons, and conditions shall follow.
3. The Superintendent, or other administrative officer designated by the Superintendent, shall be notified of any suspension.
4. The hearing and appeal procedure shall follow that set forth in the Hearing and Appeal Procedure section.

Any student may be given an extended suspension or expulsion on the first, second, or third offense if, in the opinion of the administrator, the student's presence is disruptive or hazardous to other student's, employees, or the educational process.

**Extended suspension:** A suspension as outlined above for a period of more than 10 days as approved by the Board of Education.

**Re-entry Contract:** As a condition of reinstatement, a suspended student may be required to enter into a contract that sets forth terms and conditions of reinstatement. Any violation of the re-entry contract will result in additional suspension or expulsion from school.

**Expulsion:** The student is permanently excluded from school. Expulsion will result in a loss of credit. The recommendation for a hearing regarding the expulsion of a student shall be made by the Superintendent to the Board of Education. Such action is generally taken upon recommendation of the principal. The principal's recommendation shall be considered to the superintendent in writing, signed by the principal, and accompanied by the student's cumulative file. Except in cases stemming from extreme overt behavior, it is expected that parental conferences would have been held at the building level prior to the expulsion recommendation. The procedures listed below shall be followed:

1. The Superintendent's recommendation to the Board shall be in writing and shall include the essential elements which form the basis for the hearing.
2. A copy of the recommendation shall be transmitted to the parent or guardian of the student being considered for expulsion.
3. The student shall be under suspension pending the recommendation of the Superintendent to the Board of Education.

4. The Board of Education shall set the date, time, and place of the hearing and shall transmit written notice of the same to the parent or guardian at least five school days before the date of the hearing.
5. The hearing and appeal procedure shall follow that set forth in the Hearing and Appeals Procedure section.

Efforts shall be made by the school, but is not guaranteed, to provide alternative means by which a student under an extended suspension or expulsion may continue his/her education. Such opportunities may include evening classes, online courses, special programs, or transfer to another school or school system.

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

1. **The Board shall convene an expulsion hearing for any student who commits criminal sexual conduct, arson, or possesses a weapon at a school sponsored activity or within any school or other educational facility, or on the grounds thereof, including school buses and other school transportation. A “weapon” for the purpose of this section, includes, but it not limited to, any knife or other cutting, stabbing or slashing instrument, blackjack, metallic knuckles, bludgeon, club, chain, gas-ejecting devices, explosives, fireworks, whether legal or otherwise, martial arts weapon, or any firearm, including pistol, revolver, rifle, shotgun, slingshot, air gun, zip gun, flare gun, pellet gun, BB gun, or the like. The term “firearm” is also defined as: a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of the explosive; b) the frame or receiver of any such weapon; c) any firearm muffler or firearm silencer; or d) any destructive device. Such term does not include an antique firearm. “Weapon” shall also include a belt, comb, file, compass, or other object if adapted as a weapon and/or if used in a threatening or assaulting manner.**
2. **In compliance with State law, the Board shall permanently expel any student who commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation. State law defines a dangerous weapon 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”.**

The Board need not expel if the student can establish to the satisfaction of the Board that:

- A. The object or instrument was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon;
  - B. The weapon was not knowingly possessed
  - C. The student did not know or have reason to know that the object or instrument possessed constituted a dangerous weapon.
  - D. The weapon was possessed at the suggestion, request, or direction of, or with the express permission of, a District administrator or the police.
3. Disabled students under IDEA or Section 504 shall be expelled only in accordance with Board policy 2461 and Federal due process rights appropriate to these students.

4. The Superintendent shall ensure that the weapons expulsion is duly noted in the student's record and that the student has been referred to the County Department of Social Services or Mental Health Department within three (3) school days after the expulsion and the parents informed of the referral. In compliance with Board policy 5772, the Superintendent shall also notify the appropriate law enforcement agency if the expulsion is for possession of a dangerous weapon.
5. A student who has been expelled under this policy may apply for reinstatement in accordance with the following guidelines:
  - a. If the student is in grade 5 or below at the time of the expulsion and was expelled for possessing a firearm or threatening another person with a dangerous weapon, the parents, legal guardian, the adult student, or the emancipated minor may submit a request for reinstatement after sixty (60) school days from the date of expulsion, but the student may not be reinstated before ninety (90) school days from the expulsion date.
  - b. If the student is in grade 5 or below at a time of the expulsion and was expelled for a reason other than possessing a firearm or threatening another person with a dangerous weapon, the parents, legal guardian, the adult student, or the emancipated minor may submit a request for reinstatement at any time, but the student may not be reinstated before ten (10) school days from the expulsion date.
  - c. If the student is in grade 6 or above, the parents, and adult student, or emancipated minor may submit a request for reinstatement after 150 school days from the date of the expulsion, but the student may not be reinstated before 180 days from the expulsion date.
  - d. The parent, adult student, or emancipated minor shall submit the request for reinstatement to the Superintendent on District for 5601.01 F1.
  - e. The superintendent shall, within ten (10) days after receiving the form, submit the request, together with any other information s/he deems pertinent to the requested reinstatement, to a Board-appointed committee consisting of two (2) Board members, a District administrator, a teacher, and a parent of a district student.
  - f. The committee shall, within ten (10) school days after being appointed, review all pertinent information, and submit its recommendation to the Board. The recommendation may be for unconditional reinstatement, or non-reinstatement, based on the committee's consideration of:
    1. The extent to which reinstatement would create a risk of harm to students or school personnel;
    2. The extent to which reinstatement would create a risk of District or individual liability for the Board or District personnel;
    3. The age and maturity of the student;
    4. The student's attitude concerning the expulsion incident;
    5. The student's school record before the expulsion incident;
    6. The student's behavior since the expulsion and the prospects for remediation;
    7. If the request was filed by a parent, the degree of cooperation and support the parent has provided and will provide if the student is reinstated, including, but not limited to, the parent's receptiveness toward possible conditions placed on the reinstatement. Such conditions may, as an example, include

written agreement by the student and/or the parent who filed the reinstatement to request to:

- a. Abide by the behavior contract which may involve the student, his/her parents, and an outside agency;
- b. Participate in an anger management program or other counseling activities;
- c. Cooperate in processing and discussing periodic progress reviews;
- d. Meet other conditions deemed appropriate by the committee;
- e. Accept consequences for not fulfilling the agreed-upon conditions.

The committee may also allow the parent, adult student, or emancipated minor to propose conditions as part of the request for reinstatement.

The Board shall make its decision no later than the next regular Board meeting following the committee's submission of its recommendations. The Board's decision shall be final and not subject to appeal.

6. In the event that a student who has been permanently expelled from another school district requests admission to this District, he/she must appear before the Board at an admission hearing.
  - A. Follow the same procedure it has established in paragraphs A-F above for the reinstatement of a District student.
  - B. Rely upon the recommendation of the Superintendent.
7. The Superintendent shall ensure that Board policies and District guidelines regarding a student's rights to due process are adhered to when dealing with a possible expulsion under this policy.

**End of Year Activities:** Any student that has received two or more minor suspensions (two days or less) or one major suspension during the year will not be allowed to take part in end-of-year activities as determined by the building principal.

**Persistent Violations:** Any student who is suspended from school and whose prior suspensions during the same school year total fifteen (15) or more days shall be required to attend a parent/guardian conference with the Superintendent of Schools and the building principal. At this meeting, the future status of the student will be determined. Students reaching this fifteen (15) day total may be subject to an extended suspension or expulsion and will return to the regular school program only under a behavior contract. A behavior contract will define the parameters under which a student must function to successfully complete the year. This contract may include provisions placing a student on probation and restricting attendance at, or participation in, extra-curricular activities.

**Reservation of Rights:** The school reserves the right to set forth, as part of the Code of Conduct, those rules and regulations necessary and proper for the carrying into execution the educational program of the school which are not specifically stated herein as the need arises. When in the judgment of the administration, the student's behavior reaches such proportion or is of a nature that it tends to influence others adversely and/or interferes with the educational process or infringes on the rights of others, this behavior is grounds for suspension.

## **Confidentiality**

***Every reasonable effort will be made to maintain confidentiality during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure names and allegations.***

## **Criminal acts**

Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated.

Students should be aware that state law requires that school officials, teachers and appropriate law enforcement officials be notified when a student of this District is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.

## **HEARING AND APPEAL PROCEDURE**

Efforts shall be made by the school, but not guaranteed, to provide alternative means by which a student under an extended suspension or expulsion may continue their education. Such opportunities may include evening classes, online classes, special programs, or transfer to another school or school system.

Parents shall be notified in writing of appeal procedures that shall include:

1. Parents may request in writing a conference with the principal. Such requests shall be made within the period of separation or suspension. The conference will be scheduled within three (3) days of the request. The principal shall affirm or modify the terms of his action within two (2) school days from the date of the conference. The principal's decision in cases of temporary separation shall be final.
2. Within three (3) school days from the principal's decision, the parent may appeal in writing such decision to the superintendent of schools or his/her designee. A conference with the parent will be scheduled within three (3) school days of the request. The superintendent shall affirm or modify the decision of the principal within two (2) school days of such decision.
3. The superintendent's decision may be appealed in writing to the Board of Education within five (5) school days of such decision.
4. The Board of Education shall schedule a hearing within ten (10) school days and shall notify the parents that the hearing shall be conducted under the following rules and procedures, namely:
  - A. Written notice shall be given of the time, date, and place of the hearing at least five (5) school days prior to the hearing date.
  - B. The student or parent may be represented by an attorney or other advisor of the student's or parent's choosing.

- C. Witnesses may be presented at the hearing and the student or his representative may question witnesses testifying against the student.
- D. The hearing is not a court proceeding and court rules of evidence shall not be enforced at such hearing.
- E. There may be present at the hearing the Principal, the Board of Education's attorney, and such other persons as the President of the Board of Education deems essential to the proper adjudication of the case.
- F. The Board of Education shall render a written opinion of its determination within two (2) school days from the date of the hearing. Such written opinion shall be forwarded to all parties concerned.

### **Discipline of Students with Disabilities**

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

## **SECTION V - GENERAL INFORMATION**

### **ADVERTISING OUTSIDE ACTIVITIES**

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

### **AGE OF MAJORITY**

Students who have attained the age of majority (18 years of age) may notify the school district of their intention to exercise their rights under the Family Educational Rights and Privacy Act by completing an appropriate form in the high school office. A copy of the completed form will be sent to the parents of such students for their information. A student's ability to become age of majority does not take place until the building principal has approved it. Martin Jr./Sr. High School reserves the right to continue to send any and all information concerning such student to the parents without that student's permission. Regardless of age, as long as a person is a student of Martin Public Schools, they shall be governed by the rules, regulations, and policies as set forth by the Martin Board of Education, its administration, and staff.

### **ANNOUNCEMENTS**

Announcements are read in class each day at the beginning of first hour and at the end of the day when needed. Students are encouraged to listen carefully for important information. Each teacher also has a paper copy of the announcements that are available for students. Student organizations wishing to have announcements included should submit them by 3:00 p.m. in order for them to be included in the following days announcements. These announcements must be in written form and approved by the appropriate staff member.

### **ARMED FORCES RECRUITING**

The School must provide at least the same access to the high school campus and to student directory information as is provided to other entities offering educational or

employment opportunities to those students. "Armed forces" means the armed forces of the United States and their reserve components and the United States Coast Guard.

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

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

### **BOOK DEPOSIT**

A book deposit shall be collected from students in grades 7-12 at the rate of \$20 per student or \$50 per family. Receipts for all deposits will be available in the high school office. This money, minus any charges, will be available after school is out or after graduation or if a student moves out of the district. For those who prefer, a check will be written for the deposit and may be picked up at the office with the student's report card.

### **CARE OF TEXTBOOKS AND OTHER SCHOOL MATERIALS**

Textbooks, school-owned musical instruments, and other similar class-related materials become the responsibility of the student **to whom they are issued.** While reasonable wear is expected, books and other materials must be returned in good condition. Damaged, lost, or stolen books and other materials must be paid for by the students to whom they are issued. Students may not be allowed to participate in certain school activities until the bill is paid.

### **CITIZENSHIP RIGHTS AND RESPONSIBILITIES**

Students have the rights and guarantees under the Constitution of the United States and the State of Michigan.

### **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 NONCASUAL-CONTACT COMMUNICABLE DISEASES**

In the case of noncasual-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.

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

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

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

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

## **DRIVING REGULATIONS**

**The following regulations apply to all student drivers, regardless of age.** All motor vehicles should be driven in a safe manner, observing at all times all traffic laws and signs on or around the school grounds. All motor vehicles must be parked in the designated student parking area when the student first arrives in the morning. The vehicle shall remain parked until the student leaves at the end of the day. Should a student have a reason to drive during the day (dual enrollment, work experience, CTE internship, etc.) the Principal (or his designee) shall grant permission on a case by case basis. **Students may not sit in their own or another student's vehicle at any time during the school day.** Failure to observe the driving rules and regulations will result in the loss of driving privileges.

To comply with the Level I and Level II driving regulations, new drivers have a driving curfew from 12:00 midnight to 5:00 a.m. In support of this State of Michigan statute, any student driving and/or parking on school property during this time will incur a Class Three Offense of the school behavior code with consequences assigned accordingly.

## **DRUG FREE SCHOOLS – MESSAGE TO STUDENTS AND PARENTS**

Martin Jr./Sr. High School has a “drug Free” zone that extends 1,000 feet beyond the school boundaries as well as to any school activity and transportation. ***This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.***

## **EMERGENCY CLOSINGS AND DELAYS**

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

TV – Fox 17, WOODTV 8, WWMT 3, WZZM 13

Radio – WBCM FM 93.7, WKZO AM 590, WKFR FM 103.3

A Honeywell alert may also be sent out by district administration to parents/guardians.

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

## **EMERGENCY MEDICAL AUTHORIZATION**

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

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

## **ENROLLING IN THE SCHOOL**

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides.

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

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

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

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

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

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

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

### **FIRE, LOCK DOWN AND TORNADO DRILLS**

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

Tornado drills will be conducted during the tornado season using the procedures provided by the State.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year.

### **IMMUNIZATIONS**

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

### **INDIVIDUALS WITH DISABILITIES**

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

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the superintendent's office at 269-672-7194 to inquire about evaluation procedures and programs.

### **INJURY AND ILLNESS**

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

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

### **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 district administration. 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 instruction; present evidence of the student's ability to participate in an educational program.

### **INSURANCE**

The school does not purchase student health insurance. We will, however, offer you the opportunity to purchase student insurance. The office will provide you with a brochure describing the insurance and costs. If you wish to purchase the insurance, please complete the form on the brochure and return the form, including payment, to the High School office.

### **LIMITED ENGLISH PROFICIENCY**

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District. Parents should contact the superintendent's office at 269-672-7194 to inquire about evaluation procedures and programs offered by the District.

## **LOCKER USAGE**

A student's locker is a place to keep personal belongings and school supplies. The lockers remain the property of Martin Public Schools; announced and unannounced inspections and clean-outs will occur from time to time. Such items as library books, textbooks, and other materials assigned to the student may be removed. The student to whom the locker is assigned is responsible for the condition of the locker. **Lockers are to be used by only those students assigned to them.** The Martin School District **cannot and will not be responsible for lost or stolen articles. YOU ARE STRONGLY URGED NOT TO KEEP VALUABLES AND MONEY IN YOUR LOCKER.** Valuables can be kept in the high school office during the day.

Lockers are not to be used for illegal or dangerous purposes, harboring stolen property, drugs or alcohol, or materials that might create health or fire hazards. Locker displays (photos, drawings, words, etc.) must be appropriate for school display. A student's locker may be opened and searched at any time by school authorities. This statement is "prior notice" of locker searches.

**Physical Education Lockers:** Each student will be assigned an individual locker for his/her use while in physical education class only. Students are requested to keep this locker locked at all times when they are not in the immediate area of the locker. Students are requested to furnish their own lock for this locker. Students are required to remove all items from the locker (including the lock) at the end of the physical education class **each day.**

## **LOST AND FOUND**

The lost and found area is in the high school office. 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 each semester during the school year.

## **MEAL SERVICE**

Martin Jr. /Sr. High School participates in the National School Lunch Program and makes lunches available to students for a fee of \$2.50 to \$2.75. Milk is 50 cents. Students may also bring their own lunch to school to be eaten in the school's cafeteria. Breakfast is available before the start of the school day in the cafeteria for a fee of \$1.50.

Applications for the school's Free and Reduced-Price Meal Program are distributed to all students. If a student does not receive one and believes that she/he is eligible, contact the high school office.

## **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.

## **SAFETY CONCERNS**

Students should not use roller blades, bicycles, skateboards scooters, or any other form of personal transportation device in school hallways or District pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

## **SEARCH AND SEIZURE**

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

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

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

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

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

## **STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES**

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

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal

for the proper expression of a legitimate concern. Any suggestions, concerns, and grievances may be directed to the principal or to the student government.

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

### **STUDENT FEES, FINES, AND SUPPLIES**

The District will provide all basic supplies needed to complete the required course curriculum. The student and/or his/her family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes. (See Policy 6152)

Fees may be waived in situations where there is financial hardship.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit.

Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others.

### **STUDENT FUND-RAISING**

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

1. Students must not participate in a fund-raising activity for a group in which they are not members without the approval of the student's advisor.
2. Students may not participate in fund-raising activities off school property without proper supervision by approved staff or other adults.
3. Students may not engage in house-to-house canvassing for any fund-raising activity.
4. Students who engage in fund raisers that require them to exert themselves physically beyond their normal pattern of activity, such as "runs for .....", will be monitored by a staff member in order to prevent a student from over-extending himself/herself to the point of potential harm.
5. Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

## **STUDENT RECORDS**

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

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

Directory information includes:

- Name, address, and telephone number;
- Date 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 and awards received;
- Other information the District considers would not be harmful or an invasion of privacy, if disclosed;

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

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

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

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

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a

student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

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

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

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

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

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

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

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for

selling that information for otherwise providing that information to others for that purpose); and

- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

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

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

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

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

## **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, nonsponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- A. A material cannot be displayed if it:
  - 1. is obscene to minors, libelous, indecent and pervasively 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 or a school event.
  - 5. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

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

## **STUDENT RIGHTS AND RESPONSIBILITIES**

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of 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 student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from the guidance counselor.

## **STUDENT SALES**

No student is permitted to sell any item or service in school without the approval of the building principal. The principal will try to respond to requests for approval within twenty-four (24) hours of their receipt. Violation of this may lead to disciplinary action.

## **STUDENT WELL-BEING**

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lock down and tornado drills and accident reporting procedures. 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 School office. A student may be excluded from school until this requirement has been fulfilled.

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

## **TRANSFER OUT OF THE DISTRICT**

If a student plans to transfer from Martin Jr./Sr. High School, the parent must notify the high school 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 high school office for specific details.

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

## **ADMINISTRATION OF MEDICATION**

1. ADMINISTRATION BY SCHOOL
  - A. Necessity. No medication shall be administered unless it shall appear that the administration of such medication during the school hours is necessary for the health and well-being of the student.
  - B. Authorization (Prescription Medication). Medication may be administered only on the written authorization of a student's parents or guardian. The authorization shall include a written statement from the prescribing doctor stating the student's name, date of prescription, name of medication, dosage, and frequency taken (including date and time when medication shall be terminated) together with special instructions.
  - C. Non-prescription medication, such as non-aspirin pain reliever, non-prescription cold/sinus medication, cough drops, etc., may be administered only on the written authorization of a student's parents or guardian. The authorization shall include the student's name, name of medication, dosage and frequency taken, as well as any special instructions.
  - D. Preparation of medication. All medication shall be in its original container and shall bear the name of the medication, instructions for the administration of the medication, and the name and telephone number of the pharmacy. Non-prescription medication must be in a factory-sealed container. The preparation of the medication shall not require any special skills.
  - E. Administration. When the student and the medication have been properly identified, it shall be administered in the presence of another adult, by a school administrator, teacher, or other employee designated by the administrator.
  - F. Security. All medications shall be kept under such security as the superintendent shall determine necessary.
  - G. Medication Supply. It shall be the responsibility of the person authorizing the medication to provide the school with such medication as shall be required from time to time without the prior request of the school. Unless the authorization and the prescription shall otherwise expressly provide, the administration of medication shall cease at the end of thirty (30) calendar days. We prefer that all medication be brought to the school by the parent(s) or guardians. It is necessary for a parent to pick up any unused medication – it cannot be sent home with the student.
2. ADMINISTRATION OF MEDICATION
  - A. Administration by student or others. Medication may be administered to or by a student while under the jurisdiction of the school in accordance with the following guidelines, namely:
    - SELF ADMINISTRATION. A student shall not administer any prescription drug to themselves, except on the written authorization of the student's parents or guardian and the written authorization of the superintendent.
    - ADMINISTRATION TO OTHER STUDENTS. A student shall not administer any prescription drug to any other student except on the written authorization of the parents or legal guardian of both students and the written authorization of the superintendent.
3. RECORDS

The record of any medication administered by the school shall be placed in the student's school record together with a copy of the prescribing doctor's instructions.

4. DEFINITIONS

The term "medication" as used herein shall refer to a substance recognized as a drug as defined in Section 105 of the Public Health Code, as amended, and for the purpose of this policy shall be defined further to include acetylsalicylic acid, commonly known as aspirin.

5. ASTHMA INHALERS

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms.

**Look - Alike and Non-Prescription Drug Policy**

1. It is against school policy to deliver, attempt to deliver or cause to be delivered a non-controlled substance which the person delivered:
  - A. Represents to be a controlled substance; or
  - B. Represents to be of a nature, appearance of effect which will allow the recipient to display, sell, distribute, or use the substance as a controlled substance.
2. Proof of any one of the following is prima facie evidence of the above:
  - A. The substance substantially resembles a controlled substance (Black Cadillac, Black Beauty, Yellow Jacket, Blue and Clear, Brown Bombers, White Cross, Purple Heart, Valium, Librium, cocaine, etc.)
  - B. The substance is not packaged or is packaged in a manner normally used for illegal delivery of a controlled substance (baggie, envelope, gum wrapper, etc.)
  - C. The substance is not labeled as required by the FDA.
  - D. The person states that the substance may be resold at a price that substantially exceeds the value of the substance (50 cents per hit, for example.)
3. Sale of any drug that is or is not in a properly labeled, sealed package is against school policy.
4. No person may advertise a non-controlled drug:
  - A. If the ad contains any untrue, deceptive, or misleading representation regarding the effect of the drug.
  - B. Promoting sale of a drug which has not been approved for human consumption for its physical or psychological effects; or
  - C. Which the person knows is manufactured to resemble a controlled substance, or which the person represents to be of a nature, appearance of effect that will allow the recipient to display, sell, distribute, or use the drug as a controlled substance.
5. Non-prescription drugs. Sale, distribution or possession of any non-prescription drugs such as, but not limited to, the following are not allowed:
  - A. Aspirin
  - B. Diet pills
  - C. Capsule
  - D. Stimulants

**OFFENSE:** First offense will be considered a Class One offense of the student conduct code.

## **USE OF SCHOOL EQUIPMENT AND FACILITIES**

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

## **USE OF TELEPHONES**

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

## **STUDENT VALUABLES**

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

## **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 schedule a mutually convenient time.

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

## **VOLUNTEERS**

Martin High School welcomes parents and community members who serve as volunteers for many school sponsored activities and events. For the protection of our students, each volunteer is asked to complete a "Volunteer Release Form." Forms are available and to be turned in completed at the high school office.

## **WITHDRAWAL FROM SCHOOL**

No student under the age of sixteen will be allowed to withdraw from school without the written consent of his/her parents.

## **SECTION VI - TRANSPORTATION**

### **Code of Conduct**

Since riding a school bus or any other school provided transportation is an extension of the school day, the basic behavior guidelines and expectations as specified in the "Student Code of Conduct" are in effect. The definition of the terms "Minor" and Major" violations when used in this code are the same as that listed in the "Student Code of Conduct". Riding the bus is a privilege. To safely convey the students to and from school, proper behavior must be observed at all times. The safety of the riders cannot be jeopardized by the misbehavior of any individual.

## **Minor Violations**

The bus driver is charged with the responsibility of maintaining a safe atmosphere and environment for those students that are being transported. It is understood that the primary individual responsible for and in the best position to maintain discipline on the bus is the driver. The bus driver will impose corrective action whenever a student's conduct is inappropriate and/or jeopardizes the safety of the riders. If the student has not responded to the previous corrective action, the driver has the option of referring the student for further intervention. When a student is involved in a minor violation that warrants documentation, the general procedure that will be followed is as follows:

### First Offense Warranting Documentation

1. The bus driver informs the student that the behavior displayed is unacceptable and violates the code of conduct. The driver explains what expected behavior is and issues a warning.
2. The bus driver calls the parents of the student and explains the student's violation and the expected behavior. Assistance of parents in having the student comply with the code of conduct is requested.
3. The bus driver sends written notification to the student's building principal that identifies the student's violation and the basic contents of the parent discussion. Earlier infractions and previous acts of intervention are to be noted.

### Second Offense Warranting Documentation

1. The bus driver informs the student that the behavior displayed is unacceptable and violates the code of conduct. The driver explains what expected behavior is.
2. The bus driver completes a disciplinary referral form and hand-delivers it to the student's building principal.
3. The principal will hold a conference with the student.
4. The student will be warned that further violation may mean loss of bus privileges.
5. Parents will be notified.

### Third Offense Warranting Documentation

1. The bus driver informs the student that the behavior displayed is unacceptable and violates the code of conduct. The driver explains what expected behavior is.
2. The bus driver completes a disciplinary referral form and hand-delivers it to the student's building principal.
3. The principal will hold a conference with the student.
4. The student's bus riding privileges may be suspended for up to three (3) days.
5. Parents will be notified.

### Fourth Offense Warranting Documentation

1. The bus driver informs the student that the behavior displayed is unacceptable and violates the code of conduct. The driver explains what expected behavior is.
2. The bus driver completes a disciplinary referral form and hand-delivers it to the student's building principal.
3. The principal will hold a conference with the student.
4. The student's bus privileges may be suspended for up to ten (10) days.
5. Parents will be notified
6. A conference must be held before the student's bus riding privileges are reinstated.
7. The superintendent will be notified of the principal's disciplinary action.

#### Fifth Offense Warranting Documentation

1. The bus driver informs the student that the behavior displayed is unacceptable and violates the code of conduct. The driver explains what the expected behavior is.
2. The bus driver completes a disciplinary referral form and hand-delivers it to the student's building principal.
3. The principal will hold a conference with the student.
4. The student's bus riding privileges may be suspended for up to thirty (30) days.
5. Parents will be notified.
6. A conference must be held before the student's bus riding privileges are reinstated.
7. The superintendent will be notified of the principal's disciplinary action.

#### Sixth Offense Warranting Documentation

1. The bus driver informs the student that the behavior displayed is unacceptable and violates the code of conduct. The driver explains what the expected behavior is.
2. The bus driver completes a disciplinary referral form and hand-delivers it to the student's building principal.
3. The principal will hold a conference with the student.
4. The student's bus riding privileges may be suspended for the remainder of the school year.
5. Parents will be notified
6. A conference must be held before the student's bus riding privileges are reinstated.
7. The superintendent will be notified of the principal's disciplinary action.

#### **Major Violations**

A student involved in an incident where a major violation occurs will immediately progress to the Fourth Offense Level Violation.

#### **General Comments**

Based on the type, severity, frequency, and/or extent of the violation, the principal may increase the length of suspension, or may place the violation on any step of the code. The principal has the authority to repeat a discipline step at his/her discretion.

Parents of students who have lost their bus riding privilege for the school year must attend a conference involving the principal, transportation supervisor, and the bus driver before that student will be permitted to ride the school bus in future years.

#### **Videotapes on School Buses**

There are video cameras installed on every district bus for the purposes of monitoring student behavior. Actual videotaping of the students on any particular bus will be done on a random-selection basis.

If a student is reported to have misbehaved on a bus and his/her actions were recorded on 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.

#### **Bus Rules**

- A. Expect to conform promptly to suggestions of the bus driver. Help him/her to assure safety at all times. Remember, the bus driver has the same jurisdiction over children on the bus as teachers have in the classroom.

- B. Be on time at bus stops. The bus cannot wait.
- C. Expect to walk at least a ½ mile to bus stops if necessary. Stops will be made on a regular schedule only. This is a state ruling and not a local ruling. Bus stops are to be determined by the bus supervisor and to be made in a clear vision area. The bus supervisor has the final decision.
- D. Stay off the roadway at all times while waiting for the bus.
- E. Cross in front of the bus when crossing the highway, not in back of the bus and at least 20 feet in front to assure adequate vision.
- F. Wait until the bus has come to a full stop before attempting to enter or leave the bus. Stay seated until the bus stops.
- G. Do not leave the bus without the bus driver's consent except at home or at school.
- H. Occupy seat assigned by driver. Keep feet out of aisles.
- I. Take books and instruments to your seat and keep them out of the aisle at all times.
- J. Keep head and hands inside the bus at all times.
- K. Avoid all unnecessary disturbing voices. Do not shout at passing persons or vehicles.
- L. Do not use profane or vulgar language.
- M. Help keep bus clean, orderly, and sanitary.
- N. Be considerate of small children.
- O. Inform the driver when absence is expected from school.
- P. Report all injuries occurring due to bumps immediately to the driver so proper action can be taken.
- Q. The Safety Law states that the driver must stop where he/she has 500 feet of clear vision before and behind. Stops will not be made on curves.
- R. Students must ride their assigned bus both to and from school. A written request signed by parents and/or guardian to ride another bus must be given to the driver after it has been approved and signed by the principal and/or his/her designee.
- S. Absolute quiet must be maintained at railroad crossings and other danger areas.
- T. If you are planning to ride the bus to a friend's house, both you and your friend must bring a written request signed by your parents and the building principal and/or his/her designee.

Violation of bus rules will not be permitted. Any student guilty of improper behavior on the bus may be denied bus transportation by the superintendent. Violations will be handled as per our disciplinary policy.

**BUILDING DIRECTORY**

**SCHOOL BOARD MEMBERS**

<b>President</b>	Tom McLaughlin	<b>Trustee</b>	Scott Dill
<b>Vice President</b>	Jennifer Harrison	<b>Trustee</b>	Jim Schipper
<b>Secretary</b>	Jason Moored	<b>Trustee</b>	Sara Brenner
<b>Treasurer</b>	Vince Tuinstra		

**ADMINISTRATION**

Superintendent.....	Mr. Bill Miller
High School Principal.....	Mr. Rich Okoniewski
Athletic Director.....	Mr. Jeremy Palmitier

**TEACHING STAFF**

Caryn Blackburn	Language Arts
Damon Blackburn	Social Studies
Pete Boyd	Science
Holly Cravino	Guidance Counselor
Dani Lemmer	Science
Adam Noaeill	Band
Nikkia Robinson	Language Arts, Spanish
Kristi Schneider	Math
Roberta Seiss	Art
Nan Townsend	Math
Kyle Tremblay	Physical Education
George Williston	Industrial Arts

**SECRETARY**

Peggy Eastman

