

2010-2011

# Unionville-Sebewaing Area Schools

## High School Handbook



**USA High School  
2203 Wildner Rd.  
Sebewaing, MI 48759**

The Unionville-Sebewaing Area Schools, in its policies, programs, and practice, does not discriminate on the basis of race, color, religion, national origin or ancestry, sex, age, disability, height, weight, or marital status in all activities and employment.

# **Student (Parent) Handbook**

**for**

## **Unionville-Sebewaing Area High School**

*Welcome to USA 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 possible.*

**George Rierson, Principal—883-2534 Ext. 116**

**Laurie VanBevern, School Secretary—883-2534 Ext. 101**  
**Patricia Achenbach, School Secretary—883-2534 Ext. 102**  
**Cheryl Dewald, Guidance Secretary—883-2534 Ext. 171**

**John “Kip” Walker, Superintendent of Schools—883-2360 Ext. 117**

**School Year 2010-2011**

*Adopted by the USA Board of Education on August 09, 2010*  
*Discipline Code adopted by the Board on August 09, 2010*

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## FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the course of a school year. Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for you and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions, contact your principal, who you will find listed in the Staff Directory section of the handbook. This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook.

## **MISSION OF THE SCHOOL**

USA High School and Stakeholders (students, parents, staff and Community) will collaborate as a Professional Learning Community (PLC) to create and maintain an environment that enriches diversity, encourages all students to reach their unique potentials, and to become lifelong learners.

### *EQUAL EDUCATION OPPORTUNITY*

It is the policy of **Unionville-Sebewaing Area Schools** to provide an equal education opportunity for all students.

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

**John "Kip" Walker, Superintendent**  
**2203 Wildner Road**  
**Sebewaing, MI 48759**  
**(989) 883-2360 Ext. 117**

The complaint procedure is described on a form, which appears in the Appendix to this handbook. The complaint will be investigated and a response, in writing, will be given to the concerned person within ten (10) business days. Under no circumstances will the district threaten or retaliate against anyone who raises or files a complaint.

## **School Day**

The USA High School day begins at 7:55 a.m. and ends at 3:15 p.m. The typical school day consists of six (6) periods and a lunch break. The time schedule is as follows:

1 <sup>st</sup> Period .....	7:55 a.m. – 8:50 a.m.
2 <sup>nd</sup> Period .....	8:54 a.m. – 9:49 a.m.
3 <sup>rd</sup> Period.....	9:53 a.m. – 11:18 a.m.
Lunch .....	11:18 a.m. - 11:48 a.m.
4 <sup>th</sup> Period.....	11:52 a.m. - 1:17 p.m.
5 <sup>th</sup> Period.....	1:21 p.m. – 2:16 p.m.
6 <sup>th</sup> Period.....	2:20 p.m. – 3:15 p.m.

## **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 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.

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate.

Adult students (age eighteen (18) or older) are expected to follow all school rules. If residing at home, adult students should include their parents in their educational program.

## **STUDENT WELL-BEING**

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lock down and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, he/she 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, in writing and with proper documentation by a physician, to the school office.

## **INJURY AND ILLNESS**

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

A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. **No student will be released from school without proper parental or guardian 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 Principal. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

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

## **SECTION I - GENERAL INFORMATION**

### **A. Enrolling in the School**

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

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

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

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

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The Guidance 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.

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

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.

## **B. Scheduling and Assignment**

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

## **C. Early Dismissal**

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent or a person whose signature is on file in the school office or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without a permission note signed by the custodial parent(s).

**Class Passes:** Students must have a pass to be in the halls during class time. Passes will be issued by the teacher.

When the student returns to school, he/she must sign in and get a hall pass to return to class.

A student who becomes ill or is hurt during school hours must report to the office. Parents will be contacted in case of illness or injury.

Permission to leave the school grounds for any reason will be authorized through school administrative personnel.

## **D. Transfer Out of the District**

Parents must notify the principal about plans to transfer their child to another school. If a student plans to transfer from (the school), the

parent must notify the principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records, may not be released if the transfer is not properly completed. Parents are encouraged to contact the Guidance Secretary for specific details. ***School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.***

#### **E. Age of Majority**

Regardless if you are age 18 or a legal adult, you must remember while in school that the rules and regulations for anyone 18 or older are the same as for any other student. It can be stated unequivocally that rules and regulations for the discipline and control of pupils may be made by the state, USA Board of Education, teachers, and principals. These may be enforced reasonably against all who are in school. These rules may be "relative to anything whatever necessary for the proper establishment, maintenance, management, and carrying on of the public schools of such district, including regulations relative to the conduct of pupils".

If you are 18 years of age or older and would like to apply for an age of majority waiver, please see the Guidance Office for a description and application.

#### **F. Withdrawal from School**

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

#### **G. Immunizations**

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

#### **H. 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.

## **I. Use of Medications**

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

- A. Parents should, with their physician's counsel, determine whether the medication schedule could be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form 5330 F1, F1a, and F1b, must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the principal's office.
- D. Medication that is brought to the office will be properly secured.

Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended.

Medication **may not** be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.

- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
- G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

## **H. Asthma Inhalers and Epi-pens**

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

pen) is administered only in accordance with a written medication administration plan developed by the school principal and updated annually.

#### **I. Non-Prescribed (Over-the-Counter) Medications**

Parents may authorize the school to administer a nonprescribed medication. Parents must deliver the medication to school and provide written permission and instructions for use of the medication. A physician does not have to authorize such medication.

If a student is found using or possessing a nonprescribed medication without parent authorization, he/she will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received. The student may also be subject to disciplinary action.

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

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

#### **J. 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.

#### **K. Control of Non-Casual Contact Communicable Diseases**

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

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

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

#### **L. Special Education**

**USA High School** provides a variety of special education programs for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA).

A student can access special education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact **Brian Keim, Director of Special Services**.

#### **M. Americans With Disabilities Act--Section 504**

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

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

## **N. 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 are no longer needed; they shall be shredded by an employee who has authorized access to such records.

### **Directory information includes:**

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.

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 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).

## **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.***

## **O. Student Fees, Fines, and Supplies**

**USA High School** may charge specific fees for non-curricular activities

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

***The District will provide all basic supplies needed to complete the required course curriculum. The student and/or 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 as the use may be needed by others.

**P. Class Dues**

Money collected will be used for class activities and functions. Please pay promptly to your class Treasurer.

**Q. Student Fundraising**

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.

Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds.

A student will not be allowed to participate in a fund-raising activity for a group in which he/she is not a member without the approval of the student's counselor.

No student may 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.

**R. 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 safekeeping and will not be liable for loss or damage to personal valuables. Students are highly encouraged to purchase locks for lockers from the office. The price of the lock will be returned to the student once they have returned the lock to the office at the end of the school year. Students must use school issued locks.***

**S. 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.

**T. Meal Service - - Breakfast and Lunch**

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

Accounts can be maintained by depositing money in the principal's office by 9:30 a.m. A balance must be maintained in each student's account. Students without a balance will not be permitted to charge a lunch. Identification numbers must be entered at the time of purchase. Credit in student accounts will be maintained and carried over to the following year. Graduates will be refunded any remaining credit.

The school participates in the National School Lunch Program and makes lunches available to students for a fee of \$2.00 and breakfast for \$1.00. Ala Carte items are available. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the principal.

Applications for the school's Free and Reduced-Priced Meal Program are distributed to all students. If a student does not receive one and believes that he/she is eligible, contact **Jean Heck** at 883 2534 Ext. 163.

**U. 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. The alarm signal for tornadoes is different from the alarm signal for fires and lock down drills.

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. The alarm system for a school lock down is different from the alarm system for fires and tornadoes.

## **V. Daily and Special Announcements**

1. **Daily Announcement Forms**--Daily announcement forms are available in the principal's office, and the following applies:
  - a. Announcements must be written clearly.
  - b. They must be submitted before school starts in order to be announced on that specific day.
  - c. Student activity announcements must include the signature of that particular class sponsor.
2. **Special Announcements**--Special announcements may be made at other times, but must be approved by someone with administrative authority.

## **W. 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 and will post on the USA web site at [www.think-usa.org](http://www.think-usa.org):

WNEM	TV-5
WLEW	1340AM
WJRT	TV-12
WLEW	102.1 FM

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

**X. 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 Policy*** and asbestos management plan will be made available for inspection at the Board offices upon request.

**Y. Visitors**

Visitors, particularly parents, are welcome at the school. In order to monitor properly 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, he\she should call for an appointment prior to coming to the school in order to prevent any inconvenience.

Students may not bring visitors to school without first obtaining written permission from the principal.

**Z. Use of the Library**

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

In order to avoid late fees, all materials checked out of the library must be returned to the Media Center within two weeks.

**AA. 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 safekeeping of any equipment or facility they are allowed to use.

**BB. Lost and Found**

The lost and found area for students who have lost items is in the principal's office. Students should check there and may retrieve their

items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

**CC. Student Sales**

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

**DD. 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. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

It is recommended that students not bring to school a pocket pager, cellular telephone, or other electronic communication device. If brought to school, these devices may not be used except for health or other unusual reasons approved in advance by the principal. Use of such devices during the school day will result in confiscation and may result in additional disciplinary actions.

**EE. Advertising Outside Activities**

No announcements or posting of outside activities will be permitted without the approval of the principal. A minimum of twenty-four (24) hours' notice is required to ensure that the principal has the opportunity to review the announcement or posting.

## SECTION II – ACADEMICS

### A. Course Offerings

Please refer to the USA HIGH SCHOOL Course Description Booklet for a detailed list of current offerings.

### B. 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. All school guidelines are to be adhered to while on field trips.

### C. Grades

**USA High School** has a standard grading procedure as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. 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, he/she should ask the teacher.

The school uses the following grading system:

95% to 100% =	A = Excellent achievement
90% to 94% =	A-
86% to 89% =	B+ = Good achievement
83% to 85% =	B
80% to 82% =	B-
76% to 79% =	C+ = Satisfactory achievement
73% to 75% =	C
70% to 72% =	C-
66% to 69% =	D+ = Minimum-Acceptable achievement
63% to 65% =	D
60% to 62% =	D-
59% & Lower =	F = Failure
	I = Incomplete (turns into an "E" 7 days from the end of period if work has not been successfully completed)
	P = Acceptable achievement

Exceptions to this scale may include honors or advance courses such as FST and Pre-Calculus.

#### 1. Grade Change Policy

The following procedure is to be followed if a student and/or

- his/her parents request a change in a grade assigned by a teacher.
- a. The teacher is to be contacted by the student or parent to discuss the reasons the grade should be changed. If the teacher concurs, the grade change is made by the teacher and the principal is notified of the change.
  - b. If a teacher does not concur in the grade change, the student or parent may request a meeting with the principal. The principal shall arrange for the meeting, which will include the teacher, the student and his/her parents, and the principal. If the student or parent requests an attorney be present, the District's attorney may also be in attendance. If the student and/or parent comes to the meeting with an attorney without previously informing the principal that their attorney would be present, the hearing shall be rescheduled to a date when the School District's attorney can also be present.
  - c. The principal will chair the meeting and inform participants of the meeting guidelines:
    1. The student and/or parent will present reasons for the grade change.
    2. The teacher will present reasons for the continuance of the grade.
    3. The principal and attorneys (if present) may question both parties while both are in attendance.
    4. Upon completion of the questions, the meeting will recess while the principal (without the presence of the school attorney) deliberates.
    5. The principal will reconvene the meeting with all parties present and announce his/her decision.
  - d. The principal's decision may be appealed to the Superintendent in accordance with the procedure described in Policy 9130.

## **2. Grade Point Average**

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

## **3. Grading Periods**

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

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

#### **D. Promotion and Placement**

A student's progress toward graduation and receiving a diploma is determined by completing required coursework and earning the necessary credits. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (I.E.P.) 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 is available in the Guidance Office and a counselor will be pleased to answer any questions. The following number of total credits must be accumulated by the end of each year for a student to be on track to graduate in 4 years.

Freshman =	7 to 8 Credits
Sophomore =	14 to 16 Credits
Junior =	21 to 24 Credits
Senior =	28 or more Credits

#### **E. Graduation Requirements**

**28 credits are required to graduate.**

USA High School offers a modified block schedule. Through successful completion of all courses each year, students may accumulate 8 total credits. Students enroll in four (4) courses that meet for the entire year. Students earn one half credit (0.5) each semester for completing those courses. Additionally, students enroll in two (2) "block" classes that meet for a semester. Successful completion of these "block" classes results in one (1) credit each semester. Dropping a course after a two-week period of time has elapsed, and before completion, constitutes an automatic "E" grade. (Exceptions may be granted by the principal only.)

1. All students must complete at least four (4) years of high school (grades 9 through 12) regardless of the number of credits earned. Any senior wishing a waiver of this rule has to apply in writing before February 1st of the year of graduation.
2. In order for seniors to participate in the graduation ceremonies for **USA High School**, all credits must be completed and verified by the counseling office by 3:00 p.m. on the last scheduled day of classes for seniors. It should be further understood that failure to comply with all school requests and regulations could jeopardize a student's ability to participate in commencement ceremonies.
3. **Honor Graduate Selection:** Honor graduates will be selected on the basis of attaining a 3.0 or above grade point average over seven semesters. Students whose grade point average is close to a 3.0 at the end of the seventh semester will be reviewed at the end of the eighth semester and will be included for wearing honor cords if their G.P.A. averages 3.0 over eight semesters. Foreign Exchange students may qualify to graduate with honors if they earn a cumulative GPA of 3.0 or greater. Foreign Exchange students do not qualify for graduate recognition at any level beyond the "Honors" category.
4. **Graduation Recognition:** In accordance with our new Senior

Scholars achievement program, graduates will be recognized in the following manner:

- SENIOR SCHOLARS – (ACT + GPA formula - must equal at least 1700 points\*). Will receive a Medallion and gold cord to wear during the ceremony, be recognized in the local paper, stand and be recognized during the graduation ceremony and be noted in a special part of the graduation program. Students with the highest two scores will have the opportunity to address their class at commencement. Students may submit ACT retake scores up to, and including, the February national test date of their senior year.
- SUMMA CUM LAUDE – (3.9 and above GPA's). Will receive a gold cord to wear during the ceremony, stand and be recognized during the graduation ceremony and be noted in a special part of the graduation program.
- MAGNA CUM LAUDE – (3.7 up to 3.89 GPA's). Will receive a gold cord to wear during the ceremony, stand and be recognized during the graduation ceremony and be noted in a special part of the graduation program.
- CUM LAUDE – (3.5 up to 3.69 GPA's). Will receive a gold cord to wear during the ceremony, stand and be recognized during the graduation ceremony and be noted in a special part of the graduation program.
- HONORS – (3.0 up to 3.49 GPA's). Will receive a silver cord to wear during the ceremony, stand and be recognized during the graduation ceremony and be noted in a special part of the graduation program.

\*Formula to be used:  $(GPA \times 250) + (ACT \times 27.778)$  Decimal places will not be rounded up.

## F. Credit Requirements

Normally, a student will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student will need to meet the school requirements for basic course work and earn the total number of minimum credits. A student enrolled in special education may be exempted from the State mandated test. Such an exemption is made by the I.E.P.C. Team. The student may still need to earn the required credits indicated by the I.E.P or in a *personal curriculum*. Specific course requirements are:

### Beginning with the Class of 2011, students must meet the following requirements:

Language Arts	4 credits
Social Studies	3 credits
	American History
	World History
	Civics/Economics
Math	4 credits
	Algebra I
	Geometry
	Algebra II
	A math class senior year
Science	3 credits
	Biology
	Chemistry or Physics
	One additional class
Computer Literacy	1 credit
Physical Education	1 credit
Health	0.5 credit
Pathways	1.5 credit
	Freshman Focus
	Senior Success/Finance
Electives	10 credits
	Must include 1 credit
	from the visual
	performing and applied
	arts
Total Required.....	28 credits

## G. **Testing Out**

The board of a school district shall grant high school credit in any course to a pupil enrolled in high school, but who is not enrolled in the course, who has exhibited a reasonable level of mastery of the subject matter of the course by attaining a grade of not less than C+ in a final exam in the course, or, if there is no final exam, by exhibiting that mastery through the basic assessment used in the course which may consist of a portfolio, performance, paper, project, or presentation. For the purpose of earning credit under this section, credit shall be based on a "pass" grade and shall not be included in a computation of grade point average for any purpose. Credit earned under this section **shall** be counted toward graduation (per Michigan Merit Curriculum legislation), but the board's determination shall apply equally to all such credit for all pupils and credit earned under this section shall be counted toward fulfillment of a requirement for a subject area course and shall be counted toward fulfillment of a requirement as to course sequence. Once credit is earned under this section, a pupil may not receive credit thereafter for a course lower in course sequence concerning the same subject area.

For our purposes, we will define these terms from the law in the following manner:

**"Pupil enrolled in high school"** refers to a student who is currently attending that high school or who is formally registered for next semester. (This includes 8<sup>th</sup> graders and students from private or parochial school settings.)

**"Enrolled in the course"** refers to a student who has registered and begun attending class sessions.

**"Any course"** refers to any semester curricular offering available to students enrolled at **USA High School**, not to be confused with a class taught by a specific teacher.

**"Any"** may be loosely interpreted and does not include federally funded vocational programs.

The requirements for **"attaining a grade of not less than C+"** are to be identified by district practice and shall apply equally to all students attempting to test out of a course. These standards must be comparable to standards used for the regular course.

The **"final exam"** is a comprehensive semester assessment that includes the final student's learning of the course. In the past, a final exam had a variety of definitions, for example: the last test of the semester, a test covering half of the course, or a comprehensive assessment of the entire course. In the past and for the future, final exams may have multiple components (demonstrations, research papers, oral examinations, portfolios, paper/pencil, etc.) as long as the same components are part of

the final exam for students taking the course in the normal fashion.

1. **Procedures to Implement:**

a. **USA High School** will administer "**testing out**" finals twice a year--August being the primary time and December/January being a special case time.

b. **August "Testing Out" Requirements:**

- ✓ Students must request to test-out by June 1<sup>st</sup> or the last scheduled day of attendance, whichever is later.
- ✓ Departments must prepare a syllabus for each class to be given to students requesting to test-out by May 30th.
- ✓ Departments must have "test out" exams prepared by July 1st.
- ✓ The High School Counselor will proctor the tests by appointment or first assigned teacher day.
- ✓ Faculty must check exams between testing and the first day of school.

c. **December/January "Testing-Out" Requirements:**

- ✓ Students must request to test out by November 15th.
- ✓ Departments must prepare a syllabus for each class to be given to students requesting to test-out by December 1st.
- ✓ Departments must have "test-out" exams prepared by December 15th.
- ✓ The High School Counselor will proctor tests by appointment or during the December 15th-January 10th window.
- ✓ Faculty must check exams between testing and the end of the first semester.

2. Students will only be given one opportunity to "**test-out**" of any course.

3. Students who graduate prior to the Class of 2011 will not be allowed to apply credits earned by passing a course in this manner to be counted toward the total needed to graduate. These credits will satisfy distribution and sequence requirements. Beginning with the Class of 2011, students may apply such credit toward graduation requirements.

4. Credits earned in this manner will not impact G.P.A. and will be recorded on the transcript as "T.O. Course" for test-out

and a "P" grade will be recorded.

5. Teachers are not to provide any instruction to prepare students for these tests. Each department will provide a syllabus so that students know what the test will cover and what additional items (demonstrations, research papers, portfolios, etc.) will be required as part of the comprehensive evaluation. A textbook will be made available if desired with an appropriate deposit to check out the book. Students must return the book to take the test-out exam. The syllabus will include:
  - ✓ List of reading where appropriate.
  - ✓ A copy of the curriculum.
  - ✓ An outline of the make-up of the final exam and what part of the grade each part counts.

#### **H. Dual Enrollment**

Any student in 11th or 12th grade may enroll in a post-secondary program providing he/she meets the requirements established by law and by the district. Any interested student should contact their counselor to obtain the necessary information. Students wishing to dual enroll their 11<sup>th</sup> grade year need to register to take the PLAN Test in 10<sup>th</sup> grade. Students should be advised by their counselor.

#### **I. 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 principal.

#### **J. Computer Technology and Networks**

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

The technology of **Unionville-Sebewaing Area School District** has been established for educational purposes including classroom activities, career information, and limited self-learning activities. It is a privilege, not a right.

***The use of the Network is a privilege which may be revoked by the District at any time and for any reason. Appropriate reasons for revoking privileges include, but are not limited to, the altering of system software or the placing of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages. The District reserves the right to remove files, limit or deny access, and refer the student for other disciplinary actions.***

***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.***

#### **K. Student Responsibilities**

1. For your protection, do not share your password with anyone or post personal contact information (address, phone number, etc.) about yourself or other people. Do not agree to meet with someone you contacted on-line without your parent's approval. Let your teacher or other school employee know if any message you receive makes you feel uncomfortable. Any attempt by another to access your or the school's private files will be considered theft.
2. **Use appropriate language.** Do not use any language that could be determined as obscene, profane, rude, inflammatory, threatening, or disrespectful. Do not engage in personal attacks or harassment. If someone tells you to stop sending messages, you must stop.
3. **Do not access questionable materials.** You must respect the technology as an educational tool for collecting information. Our district extends its library selection policy to include internet sources. Questionable material includes, but is not limited to, pornography, documents encouraging violence or illegal acts, and racist tracts or hate speech. If you access this information by mistake, immediately tell your teacher or other school employee. This will protect you against a claim that you had intentionally violated this policy. Do not

use the system for commercial purposes. This means you may not offer, provide, or purchase products or services through the system.

4. **Respect the technology as school property.** Take precautions to avoid damaging systems or equipment, including computer hardware and software. Any software to be used in our district must be approved by the Technology Committee.
5. **Understand your limited right of free speech.** This system is a limited forum based on educational value, such as in the school paper. Criminal speech, such as instructions on breaking into computer systems, drug dealing, etc. are not allowed, as well as revealing personal information about others.
6. **Understand your limited right of privacy.** It is similar to the rights you have in the privacy of your locker. If there is reasonable suspicion that you have violated the policy, an investigation will occur. It is also possible that in routine maintenance of the system a violation could be discovered.
7. **Be aware of copyrights.** Do not plagiarize. It is unlawful to copy software unless permission has been obtained from its creator or to claim someone else's work as your own.
8. **The computer system must remain secure.** Do not attempt to gain unauthorized access to any part of our system or any other system. This includes attempting to login through another person's account or access another person's files. Do not make a deliberate attempt to disrupt the system or destroy data. **These actions are illegal and could result in serious consequences.** Any CD's or disks from outside must first be approved by the instructor and scanned for viruses.
9. **Respect limits of our system.** Check e-mail frequently, delete unwanted messages. **Chain letters are prohibited.**
10. **Be responsible for saving important data.** **USA High School** shall be held harmless in such events of lost data.
11. **Be aware that any violations of this policy could result in:**
  - a. **Loss of computer privilege.**
  - b. **Disciplinary actions.**
  - c. **Financial responsibility for damages.**

**d. Police report.**

**L. Student Assessment**

To measure student progress, students, will be tested in accordance with State standards and District policy.

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

This means that all 11<sup>th</sup> 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 education development and their ability to complete college-level work.

Students also will be able to use the MME to qualify for a Michigan Promise Grant to help pay for their costs in attending a state university, community college or a technical or trade school.

The MME is made up of 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 tests takes approximately one (1) hour and fifty-five (55) minutes.

**MME TEST DATES:**

**SPRING 2011**

<b>March 1</b>	<b>ACT Plus Writing</b>
<b>March 2/3</b>	<b>WorkKeys, Michigan Mathematics, Science and Social Studies</b>
<b>March 15-17</b>	<b>Make-up dates for Spring 2011 MME</b>

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.

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.

Any high school student who wishes to test-out of a course in which she/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.

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 might need to be obtained. USA High School will not violate the rights of consent and privacy of a student participating in any form of evaluation.

College entrance testing information can be obtained from the guidance office.

## SECTION III - STUDENT ACTIVITIES

### A. School-Sponsored Clubs and Activities

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

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

USA High School offers many authorized student groups. It is the district's policy that students participate only in authorized groups. Authorized groups are those approved by the Board of Education and sponsored by a staff member. *It should be further understood that participation in any school sponsored event or club can be removed by the school in the event a student would break a school rule or guideline or misrepresent the schools principals or ideals.* Authorized groups include:

**Academic Teams:** Teams of **USA High School** students compete against students of other schools in English, History, Math, Science and Technology quizzes.

**Quiz Bowl League:** Students compete in the Tuscola Area Quiz Bowl League. League and tournament champs advance to the Quiz Bowl State Championship.

**Drama:** A full-length stage play is presented annually and a community service play is presented at Christmas time.

**FFA:** Activities are centered around an interest in agriculture with an emphasis on leadership and public speaking opportunities.

**FCCLA (Family, Career, Community Leaders of America):** Individual development is a major outcome of working within the framework of the National FCCLA.

**Music:** Music consists of marching, concert, pep band, and choir.

**National Honor Society:** Candidates for NHS must have a G.P.A. of 3.25 (cumulative) and demonstrate leadership, citizenship, academic achievement and community service.

**People Helping People:** PHP was organized to provide opportunities for

students, grades 9-12, to participate in community service and develop leadership skills.

**Intramural Basketball:** Students can compete in a before school three-on-three intramural basketball league.

**SADD:** Students Against Drunk Drivers is an organization to increase student awareness of the dangers of drinking and driving.

**Sports:** USA High School provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. A student's use of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and participation. Sports for boys include co-ed soccer, co-ed golf, wrestling, football, basketball, baseball, track and cross-country, 9-12. Sports for girls include basketball, volleyball, softball, track, cross country and co-ed soccer and co-ed cheerleading.

**Student Council:** The Student Council is made up of two representatives from each class and organization and is helpful in developing school policies.

**Yearbook:** Students gather information, take pictures and help assemble the yearbook.

Anyone interested in any of these activities just needs to let someone in the principal's office know or simply respond when notices of meetings are announced.

Dances: Many dances are held here at **USA High School** throughout the year. They are put on by the different classes, clubs, and organizations. Each class is allowed one dance per semester, and this may be either an "all school" or "closed" dance. Students who wish to bring guests to the dance must have the **"Dance Guest Application Form"** completely filled out and submitted 1 week prior to the dance. Forms can be obtained in the High School Office.

**Guidelines for Dances:** Any group planning a dance must follow the following guidelines:

1. The date of the planned activity must be cleared through the principal's office.
2. Approval must be obtained during the first 3 weeks of school.
3. Guests must be registered at the principal's office.
4. All dances will end at **11:30 p.m.**, with the exception of the prom.

5. At least 2 sets of parents plus the sponsor & at least one additional staff member must be present.
6. Students leaving the dance will not be permitted to re-enter.
7. The sponsoring committee must assume responsibility for cleanup.
8. Middle School students **will not be allowed** to be invited as guests.

## **B. National Honor Society**

### **1. Nomination and Selection Procedure**

To be nominated, a student must have a cumulative 3.25 G.P.A. or better and have attended **Unionville-Sebewaing Area High School** for at least one full semester.

2. After the nomination list is completed, the selection procedure will be explained to those nominated at a meeting. A letter explaining the procedure will also be sent home to parents of nominated students.
3. At this meeting, those who do not wish to be a member will be allowed not to compete.
4. Those wishing to continue will submit signatures from five (5) high school or Tuscola Technology Center teachers supporting their nomination. Attached to the nomination form will be the student's personal evaluation of his/her character and a copy of the student's activities sheet (which includes a list of all extra-curricular activities and community organization involvement).
5. A list of nominated students will be given to all faculty members. Any teacher with a concern over a student's nomination should voice that concern to the principal.
6. The sponsor will publicize the selection process in the school handbook and/or the local newspaper for the general public.
7. A council of five (5) teachers appointed by the principal will convene to review rating sheets by staff as well as student leadership essays and letters of character reference. The council of 5 will then be polled. It will take a majority vote of the council for a student to be accepted and eventually inducted into the USA National Honor Society Chapter. The principal and National Honor Society sponsor will be non-voting members of this council.

### **C. School Non-Sponsored Clubs and Activities**

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

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

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

### **D. 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 he/she must maintain a job in addition to attending **USA High School**, he/she must first make contact with his/her counselor to discuss any legal requirements and obtain any needed documents.

## SECTION IV - STUDENT CONDUCT

### A. Attendance

**School Attendance Policy**--It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important learning's result from active participation in classroom and other school activities which cannot be replaced by individual study.

The school is also concerned about helping students develop a high quality work ethic which will be a significant factor in their success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the school wants to help students develop as early as possible in their school careers.

1. When a parent knows that his/her child will be absent from school, a call to the principal's office by 8:00 a.m., will save time and trouble (883-2534).
2. After each absence, the student will bring a note from home stating the dates of absence and the reasons for absence. This note is to be brought to the attendance secretary.
3. The parents will be notified in writing on the third (3rd) and sixth (6th) absences from class during a semester.
4. If the student's absences should reach seven (7) in a semester, the student's attendance record will be reviewed. This may include a conference with the student and parent.
5. If absences have been due to circumstances beyond the control of the student, extensions may be granted by the principal. (In such cases students may be required to make up all missed time on an hour for hour basis in order to receive credit.)
6. Should a student have more than nine (9) absences, during a semester in one or more classes, he/she may lose credit for those classes unless the student can prove the absences were beyond their control, i.e. serious medical condition that required the care of a physician.

7. No credit (NC) will be issued in each of the classes a student has failed to meet the attendance standard.
8. Expulsion of a student can occur after a hearing before the Board of Education.

**Homework Policy:** Upon returning to school from an absence of 1 to 3 days, the student shall have two (2) days to make up the work if the absences are properly excused. Long term absences over three (3) days will require the student or parent to make arrangements through the school office to pick up assignments and/or tests. The assignments may be turned in during the extended absence or upon returning to school, depending on the length of the absence. If students have questions about assignments, individual teachers may be contacted by school phone system or email system for assistance.

**Tardiness:** If you are late for school, you should report to the Principal's office for an admission slip to class. If you are tardy because a bus is late, you should go to your class as quickly and as quietly as possible. There is enough time to reach any classroom, so tardiness isn't necessary and disrupts the educational setting. If you are held back by a teacher, you must get a pass from the teacher. After the 2<sup>nd</sup> tardy, the student will be required to report to the Responsibility Room and parent contact will be made and the procedures for Responsibility Room referrals will be followed. After 3 Responsibility Room referrals within a marking period or quarter, a parent meeting will be required before a student may return to class. A pattern of tardiness will result in additional consequences including assignment to after school detention and in-school suspension.

## **B. Truancy**

Unexcused absence (no communication from the home) will be considered a truancy and is not acceptable. Students who are truant will receive no credit for schoolwork that is missed. After 9 days of truancy in any grading period, a student will be considered a "habitual truant" which can result in:

1. Assignment to an alternative placement with loss of participation in school activities and events;
2. A poor work-ethic grade which will become a part of the student's permanent record which may be sent to employers and post-secondary schools;
3. A hearing before a judge in a court of law;

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

Students who are excusably absent for more than nine (9) days in a grading period, regardless of the reasons, may be considered "frequently absent". If there is a pattern of frequent absence for "illness", the parents will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition. Without such a statement, the student's permanent attendance record will indicate "frequent unexplained illness", a possible sign of poor work ethic and irresponsible behavior.

During the next grading period, a "frequently-absent" student will be placed on "attendance watch" to monitor whether or not the pattern continues. If it continues, the student may be denied the opportunity to participate in non-curricular school activities and events and a notation made on his/her grading record and transcript concerning his/her frequent absence from school. Such a report may be provided post-secondary institutions and/or possible employers.

### **C. Vacations During the School Year**

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and the student's teacher(s) to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip. Deer hunting is not advised for students who have 3 or more absences or less than a **C** in any class.

### **D. Dress and Grooming**

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

Students should consider the following questions when dressing for school:

Does my clothing expose too much? (no)

Does my clothing advertise something that is prohibited to minors? (no)

Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (no)

Would I interview for a job in this outfit? (yes)

Am I dressed appropriately for the weather? (yes)

Do I feel comfortable with my appearance? (yes)

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

Specific dress styles or manners of dress restrictions which prohibit students from wearing distracting clothing includes, but is not limited to the following:

1. Tank tops.
2. Garments which expose the midriff area.
3. See-through clothing and/or low-cut upper garments.
4. A bottom garment (worn at the waist) if it does not cover at least to mid-thigh. This garment will be of acceptable length if it touches or is below the longest tip of the hand when the student stands erect and places arms and hands straight down at his/her side. (No short shorts allowed.)
5. Garments with holes or slots higher than the knees unless worn over another garment.
6. Garments that provoke or distract students or school employees.
7. Garments with profane, provocative, vulgar, or obscene suggestions, language, and symbols.
8. Garments, buttons, and patches which advocate the use of tobacco products, alcohol, or illegal drugs are prohibited.
9. Hats are prohibited within the school building. Exceptions include religious reasons, medical requirements, and special occasions (i.e., Homecoming).

**Dress Code for Health and Safety Reasons:**

1. Shoes are to be worn at all times.
2. Hair and wearing apparel shall be worn in such a way that it should not jeopardize health and safety of any individual.

Students who are representing **USA High School** at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, etc.

**E. 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. Additionally, plastic containers such as pop, juice, or water bottles shall not be allowed in the school. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

#### **F. Substitute Teachers**

It is frequently necessary for **USA High School** to seek the services of a substitute teacher. In order for students to get the most out of a class taught by a substitute teacher, it is imperative that the students respect that teacher and give him/her support in the form of cooperation, attentiveness, and helpful suggestions. If a substitute teacher files a disciplinary action form on a student, the first offense will call for an apology to the teacher and the class. The second offense will require the student to repeat the period after school (7th hour).

#### **G. Student Discipline Code**

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

### **USA HIGH SCHOOL STUDENT EXPECTATION GUIDELINES**

#### **Expectations**

##### **1. Be prompt and prepared**

- a. Come on time
- b. Come with planner and needed material
- c. Come with assignments completed

##### **2. Respect authority**

- a. Listen to authority
- b. Follow directions promptly
- c. Accept responsibility for behavior

##### **3. Respect rights of others**

- a. Use appropriate voice and language
- b. Listen to speaker
- c. Respect opinion and point of others
- d. Refrain from harassment/bullying

- 4. Respect property**
  - a. Respect property of others
  - b. Respect own property
- 5. Display a concern for learning**
  - a. Remain on task
  - b. Allow others to remain on task
- 6. Display appropriate character**
  - a. Display positive character
  - b. Display productive character

## **Consequences**

### Classroom Discipline

USA High School utilizes a Responsible Thinking program to create opportunities for students to reflect on behavior that is disruptive in the classroom and take responsibility for their actions. This builds an understanding that students have the ability to control their behavior and thus their consequences. This program includes a series of questions that are directed to students, from teachers, when a disruption occurs. Students have the opportunity to correct their behavior. If the behavior is persistent, then the student is assigned to the Responsibility Room where they must reflect on the incident and complete a plan to correct the behavior in the future. This plan must be signed by a parent and returned to the teacher. The teacher and student then discuss the behavior that led to the removal and explore alternatives in the future. A student will not be allowed to return to a class until they have met with the teacher and returned the Responsibility Room reflection worksheet.

### Responsibility Room Procedures

- **First Visit:** Student completes plan to use when meeting with teacher. Parent contacted by phone. Student returns to classroom after meeting with teacher to discuss plan for improved behavior. If the student does not meet with teacher, they will return to the Responsibility Room for the next day. If the student does not meet with the teacher after two days, they will be assigned a 1 hour after school detention and return to class. Detentions will continue until the student meets with the teacher. (In the event that a teacher is absent, the student will not be penalized for not having a meeting.)
- **Second Visit:** Same as first visit.
- **Third Visit:** In-School suspension until parent meeting and above.

- **Fourth Visit:** Out-of-School suspension, 1 to 3 days and parent meeting.
- **Fifth Visit:** Continued suspension days and meeting with student, parent(s), principal and teachers.

### **PROGRESSIVE DISCIPLINE PLAN**

Student behavior that is disruptive in nature and occurs outside of the classroom, is persistent or serious in nature will result in the application of the Progressive Discipline Plan. The purpose of this discipline system is to:

- Improve the educational environment for students, teachers, parents and staff. Inform students and parents of rules and policies.
- Record discipline violations in a systematic way.
- Predetermine disposition for violations, when possible.

Violations of the Student Discipline Code have been categorized into 3 levels according to the severity of the offense. The consequences assessed increase as the violations become more serious. Repeated offenses that exceed those listed, or offenses that may not be listed, will result in additional consequences to be determined by a building administrator. Offenses that occur within the last 15 days of school may have consequences applied to the following school year. Due to the individual nature of situations, the building administrator may use discretion in applying the consequences described for each offense.

#### **LEVEL 1**

Includes but not limited to:

- Personal displays of affection
- Dress code violations
- Littering
- Profanity
- Inappropriate use of the computer
- Disruptive/Disorderly behavior (In classroom, assemblies, hallways, etc.)
- Abusive language or gestures (profanity, inappropriate or vulgar material, etc.)
- Food in School (possession in halls or classroom without permission)
- Bus violation (minor)
- Possession of disruptive items (squirt guns, electronic devices, etc)
- Student in unauthorized area

#### **CONSEQUENCES**

- 1st Offense - 30 Minute detention
- 2nd Offense – 1 Hour detention
- 3rd Offense - 1 Day in-school suspension

- 4th Offense - 1-3 Days in or out of school suspension

### **LEVEL 2**

Includes but not limited to:

- Misuse of hall pass
- Skipping a detention
- Skipping a class
- Forgery
- Leaving class without permission

### **CONSEQUENCES**

- 1st Offense - 1 Hour detention
- 2nd Offense - 1 Day in-school suspension
- 3rd Offense - 3 Day in-school suspension

### **LEVEL 3**

- Insubordination or disrespect toward a teacher or staff member
- Bullying/Intimidation
- Sexual Harassment
- Verbal Threats
- Vandalism/Destruction of School Property (restitution and repair in addition to consequences below)
- Truancy (absence from school without parent knowledge)
- Closed campus violation (leaving campus without parent and administration knowledge)

### **CONSEQUENCES**

- 1st Offense - 1 Day in-school suspension
- 2nd Offense - 3 Day in-school suspension
- 3rd Offense - Minimum of 3 days out of school suspension

### **Additional violations not categorized above**

1. **Cafeteria rules violations** (Littering in cafeteria, not disposing of tray, cutting in line, etc.)

- 1st Offense - 1 week cafeteria duty or lunch detention
- 2nd Offense - 2 weeks cafeteria duty or lunch detention
- 3rd Offense – 1 Day In-school suspension

2. **Tardiness-** Students who are tardy to class are referred to the responsibility room as being unprepared for class.

### **3. Fighting**

- 1st Offense - 3 days out of school suspension (each individual involved)
- 2nd Offense - 10 days out of school suspension, enrollment in anger management or similar counseling program (each individual involved). Possible Expulsion.
- 3rd Offense - 10 days of out of school suspension, expulsion to be determined by the board of education.

### **4. Theft**

- 1st Offense - 3 days out of school suspension
- 2nd Offense - 5 days of out of school suspension
- 3rd Offense - 10 days of out of school suspension

### **5. Possession of tobacco**

- 1st Offense - 3 days of out of school suspension
- 2nd Offense - 5 days of out of school suspension
- 3rd Offense - 10 days of out of school suspension

### **6. Gross Misbehavior/Gross Insubordination**

- 1st Offense - 3 days out of school or in school suspension
- 2nd Offense - 5 days out of school suspension
- 3rd offense - 10 days out of school suspension, possible expulsion

### **7. Cheating**

- 1st Offense - 1000 word essay, parent conference, 1 day in-school suspension and loss of honor roll privileges.
- 2nd Offense - 1 day in school suspension, parent conference, possible loss of credit in class

### **8. Parking lot violation** - parking in unauthorized area, no visible parking tag, excessive speed, and vehicle not registered, etc.

- 1st Offense - 1 week cafeteria duty or lunch detention
- 2nd Offense - Saturday Detention
- 3rd Offense - 9 week loss of driving privileges
- 4th Offense - Permanent loss of driving/parking privileges on school property

### **9. Use or Possession of alcohol/drugs, look-alikes or unauthorized substances, use or possession of drug paraphernalia**

- 1st Offense - 10 day out of school suspension, possible reduction to 5 days if student is cooperative and enrolls in a substance abuse program
- 2nd Offense - 10 day out of school suspension and possible expulsion. Enrollment in substance abuse program prior to returning to school

## 10. Physical Assault

- 1st Offense - 10 day out of school suspension. Enrollment in anger management or similar counseling program. Possible Expulsion.
- 2nd Offense - 10 day out of school suspension. Expulsion to be determined by the Board of Education

## 11. Weapons/Arson

- 1st Offense - Expulsion to be determined by the Board of Education

## H. Explanation of Terms Applying to the Student Discipline Code

Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from school. It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the school's staff and administration. Due process ensures that disciplinary action is imposed only after review of facts and/or special circumstances of the situation.

The following chart provides examples of major areas that could result in disciplinary action. An explanation of each behavior and possible consequence follows the list. The absence of a behavior or any specific action from the list does not mean that such conduct does not violate the discipline code or cannot be punished.

### 1. Use of Drugs

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

The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is 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.***

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.

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

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever he/she 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, he/she 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.

## **3. 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 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 are also prohibited by this policy.

## **4. 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, he/she 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.

## **5. Possession of a Weapon**

A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. 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 he/she 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.).

## **6. 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.

**7. 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.

**8. 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.

**9. 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.”***

**10. 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 a 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.***

**11. 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 could result in suspension or expulsion.

**12. 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.

### **13. Falsification of School Work, Identification, or Forgery**

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

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

### **14. 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.

### **15. 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.

### **16. 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.

### **17. Theft**

When a student is caught stealing school or someone's property, he/she 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 their teacher. The school is not responsible for personal property. Theft may result in suspension or expulsion.

### **18. Disobedience**

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

**19. Damaging Property**

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

**20. Persistent Absence or Tardiness**

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

**21. 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. Violations of this rule could result in suspension or expulsion.

**22. Refusing to Accept Discipline**

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

**23. 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.

**24. Displays of Affection**

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

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

A student may possess a cellular telephone or other electronic communication devices (ECD's) and electronic storage devices (ESD's) in school, on school property, at after school activities, and at school related functions provided that the cell phone or other ECD/ESD remains off and out of sight. The unauthorized use of cellular phones and ECD/ESD to communicate or access information during classes or testing is prohibited.

Except as authorized under Board policy, use of cellular telephones or other electronic communication devices (ECD's) and electronic storage devices (ESD's) in school, on school property, at after school activities and at school-related functions will be subject to disciplinary action.

Also, during school activities when directed by the administrator or sponsor, cell phones and other ECD/ESD shall be turned off and stored away out of sight.

Possession of a cellular phone or other ECD/ESD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege. Violations of this policy may result in disciplinary action against the student which may result in confiscation of the cellular phone or ECD/ESD.

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

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 wireless communication device (WCD).

M.C.L.A. 380.1303

*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 suspension, loss of privileges, and may be recommended for expulsion.*

*Taking or transmitting images or messages during testing is also*

*prohibited. If a student is caught transmitting images or messages during testing, he/she will fail the exam. He/She also faces automatic withdrawal from the class depending on the severity of the incident. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense.*

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

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

## **27. Violation of Bus Rules**

Please refer to **Section V on Transportation** for bus rules.

## **28. Disruption of the Educational Process**

Any actions or manner of dress that interferes with school activities or disrupts the educational process is unacceptable. Further, any water devices such as squirt guns, water balloons, etc., shall be prohibited. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events.

## **29. 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. This would include such activities as stalking, bullying, name-calling, taunting, hazing and other disruptive behaviors.

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 who believes she/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 989-883-2360. Complaints will be investigated in accordance with AG5517.

Every student should, and every staff member must, report any situation that they believe to be 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. She/he should report it and allow the administration to determine the appropriate course of action.

### **Harassment**

- A. submission to such unwelcome conduct or communication is made either an explicit condition of utilizing or benefiting from the services, activities, or programs of the School District;
- B. submission to, or rejection of, the unwelcome 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 unwelcome conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

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

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

### **29a. 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.

### **29b. 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. unwelcome 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., myspace.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 he/she 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.

### **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 of names and allegations.

### **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.

### **30. Possession of a Firearm**

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 **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 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.

### **31. 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.

### **32. 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.

**STUDENT DISCIPLINE CODE\***

**BEHAVIOR**

**PROBABLE DISCIPLINARY ACTION**

	<b>DISCRETIONARY</b>	<b>RESTRICT</b>	<b>SUSPEND</b>	<b>EXPEL</b>
1. Use of Drugs. Possession Distribution Sale Use			5 to 10	X
2. Use of Breath Test Instruments	X			
3. Use of Tobacco Possession Use	X		X	
4. Disorder/demonstration	X		X	X
5. Possession of a weapon			5-10	X
6. Use of an object as a weapon				X
7. Knowledge of Dangerous Weapons or Threats of Violence	X	X	X	X
8. Purposely setting a fire			10	X
9. Physically assaulting a staff person, student, or other person			3-10	X
10. Verbally Threatening a staff person, student or other person	X	X	X	X
11. Extortion			5-10	X
12. Gambling or cheating	X		X	
13. Falsification of schoolwork, identification,and/or forgery.	X			
14. False alarms, false reports, bomb threats.			5-10	X
15. Explosives.			10	X
16. Trespassing.	X	X	X	X
17. Theft.	X		X	X
18. Disobedience.	X	X	X	X
19. Damaging property.		X	X	X
20. Persistent absence or tardiness	X	X		
21. Unauthorized use of school or private property	X	X	X	X

22. Refusing to accept discipline or interference with school official.	X	X	X	X
23. Aiding and abetting violation of school rules		X	X	X
24. Engaging in displays of affection.	X	X	X	
25. Possession of electronic equipment.	X	X	X	
26. Violation of individual school or classroom rules	X	X	X	X
27. Violation of bus rules.	X	X	X	X
28. Disruption of the education process.	X	X	X	X
29. Harassment.	X	X	X	X
30. Possession of a firearm, arson & criminal sexual conduct			X	X
31. Criminal Acts			5-10	X
32. Profanity	X	X	X	X
33. Misconduct	X	X	X	
34. Fight			1-3	X

**\*This list of unacceptable behavior is only a guide and is not intended to cover all behavior which may be disciplined. In addition, the school may vary from the stated disciplinary action as it deems necessary.**

**NOTE: The Board-adopted Code must spell out what action may ensue. The chart cannot be left black.**

***Teacher Initiated Suspension***

***A teacher may suspend a student from class, subject, or activity for up to one (1) full school day for certain conduct as specified in the Code of Conduct. The teacher shall immediately send the student to the principal and specify the reason for the suspension as specified in the Student Code of Conduct. As soon as possible after the suspension, the teacher shall schedule a parent-teacher conference regarding the suspension. If feasible, a counselor, psychologist, or social worker shall attend the conference. The principal may attend upon request of the teacher or parent. The student shall not be returned to the class, subject, or activity that school day without the consent of both the teacher and the principal.***

**I. Discipline**

It is important to remember that the school's rules apply going to and

from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

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

Two types of discipline are possible, informal and formal.

### **1. Informal Discipline**

Informal discipline takes place within the school. It includes:

- a. Writing assignments
- b. Change of seating or location
- c. Lunch-time/after-school detention
- d. In-school restriction
- e. Saturday school.

### **2. Detentions**

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents one (1) day's notice. The student or his/her parents are responsible for transportation.

### **3. In-School Discipline**

The Saturday school will be in session from 8 to 11.

Assigned students will attend a continuous three (3) hour period during which time they will be permitted one (1) fifteen (15) minute break at 9:30 a.m. Each student shall arrive with sufficient educational materials to remain busy during this three (3) hour study period.

### **4. The following rules shall apply to both in-school restriction and to Saturday school:**

- ✓ Students are required to have class assignments with them.

- ✓ Students are not to communicate with each other unless given special permission to do so.
- ✓ Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- ✓ Students shall not be allowed to put their heads down or sleep.
- ✓ No radios, cards, magazines, or other recreational articles shall be allowed in the room.
- ✓ No food or beverages shall be consumed.

Any student who has not passed all of the State mandated tests will be required to work on a study packet for one (1) or more of the unpassed tests.

***Transportation to and from detentions, including Saturday school, shall be the responsibility of the student.***

## **5. Formal Discipline**

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

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

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

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

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

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

## **6. Discipline of Students with Disabilities**

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

## **7. Due Process Rights**

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

## **8. Suspension from School**

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

The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. If the appeal is heard by the USA Board of Education, the hearing is governed by the Open Meetings Act. Under the Open Meetings Act, the hearing must be public unless the parents request that the meeting be conducted in a closed session.

When a student is suspended, he/she may make-up work missed while on suspension.

Any learning that cannot be made up such as labs, field trips, skill-practices, and the like or any learning that the student

chooses not to make-up may be reflected in the grades earned.

A student being considered for suspension of more than ten (10) days will be given due process as described in the expulsion section below.

## **9. Long-Term Suspension or Expulsion from School**

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

- ✓ The charge and related evidence;
- ✓ The time and place of the board meeting;
- ✓ The length of the recommended suspension or a recommendation for expulsion;
- ✓ A brief description of the hearing procedure;
- ✓ Statement that the student may bring parents, guardians, and counsel;
- ✓ A statement that the student may give testimony, present evidence, and provide a defense;
- ✓ A statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction.

Students being considered for long-term suspension or expulsion may or may not be immediately removed from school. A formal hearing is scheduled with the USA Board of Education during which the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice.

Within ten (10) days after notification of long-term suspension or expulsion, the long-term suspension or expulsion may be appealed, in writing, to the USA Board of Education. The appeal will also be formal in nature with sworn testimony before official(s) designated by the USA Board of Education. The appeal will be heard in an open session unless the student or the student's parent or guardian requests a closed session. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

**USA High School** makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the Superintendent.

## **J. 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 student, 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.

## **K. Student Rights of Expression**

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

All items must meet the following school guidelines:

1. A material cannot be displayed if it:
  - ✓ Is obscene to minors, libelous, indecent, or vulgar,
  - ✓ advertises any product or service not permitted to minors by law,
  - ✓ intends to be insulting or harassing,
  - ✓ intends to incite fighting or presents a likelihood of disrupting school or a school event.
  - ✓ 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.
  
2. 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.

#### **L. 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, he/she 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. As with 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 he/she 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.

This section adopted by the Board of Education. Date 8/14/2000

## SECTION V - TRANSPORTATION

### A. Bus Transportation to School

All students will demonstrate respect for others and their environment. Students will be responsible for their behavior. This means in school and on buses.

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

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

The following **minor infractions will not be tolerated** on buses:

1. Swearing, foul language, and inappropriate gestures.
2. Creating disturbances (yelling, etc.)
3. Changing seats while the bus is in motion.
4. Throwing things.

Bus drivers will use the following guidelines (steps) for **minor infractions** in order to enforce bus safety rules:

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

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

1. 1<sup>st</sup> suspension = 3 days
2. 2<sup>nd</sup> suspension = 10 days and a revision in the behavior contract
3. 3<sup>rd</sup> suspension = Removal from bus as follows:
  - i. Grades K-6<sup>th</sup> for one (1) month
  - ii. Grades 7<sup>th</sup>-12<sup>th</sup> for the semester or the year, depending on the infraction.

The school provides bus transportation for all students who live outside the village limits. The bus schedule and route is available by contacting the Bus Coordinator at 883-2360.

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

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

## **B. Bus Conduct**

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

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

The following behaviors are expected of all students:

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

- ✓ be on time at the designated loading zone five (5) minutes prior to scheduled stop
- ✓ stay off the road at all times while walking to and waiting for the bus;
- ✓ line up single file off the roadway to enter;
- ✓ wait until the bus is completely stopped before moving forward to enter;
- ✓ refrain from crossing a highway until the bus driver signals it is safe;
- ✓ go immediately to a seat and be seated.

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

During the trip, each student shall:

- ✓ remain seated while the bus is in motion;
- ✓ keep head, hands, arms, and legs inside the bus at all times;
- ✓ not litter in the bus or throw anything from the bus;
- ✓ keep books, packages, coats, and all other objects out of the aisle;
- ✓ be courteous to the driver and to other bus riders;
- ✓ not eat or play games, cards, etc.;
- ✓ not tamper with the bus or any of its equipment.

Leaving the bus, each student shall:

- ✓ remain seated until the bus has stopped;
- ✓ cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe;
- ✓ be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless he/she has proper authorization from school officials.

### **C. Self-Transportation to School**

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

The following rules shall apply:

**Driving & Parking:** Driving to school is a privilege. While on school property, students will follow all Michigan driving laws and the following school laws:

1. All vehicles that students drive to school must be registered with the office. A parking permit will be issued and must be placed in the left side of the front window where it can be seen from the outside.
2. Students will park in designated student parking areas only. This area does not include parking next to any sidewalk or in a fire lane.
3. Upon arriving at school a student must lock and leave their vehicle. No student will be allowed to remain in or around vehicles after arriving at school.

4. It is imperative that students operate their vehicles cautiously while on campus. This rule is especially important at dismissal when congestion in the lot is at its peak.

Parking lot speed limit is 10 mph.

If a student's permit is suspended, no fees will be refunded. Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for the student.

When the school provides transportation, students shall not drive to school-sponsored activities unless written permission is granted by their parents and approved by the principal.

No other students are allowed to be driven to a school-sponsored activity by the approved student driver without a note from parents of passenger students granting permission and approval by the principal.

**D. Driver Education**

Driver Education is being offered by Kars Driver Training. Anyone interested may contact them at 810-648-1772.

## PARENT NOTIFICATION/PERMISSION SLIP

Thank you for reading and using this publication.

Its purpose is to inform parents and students, and to ensure the safety of all students.

I have read the rules and policies in the Student/Parent Handbook. I understand these USA High School rules and policies apply to all students enrolled at USA High School.

1. USA HIGH SCHOOL HANDBOOK \_\_\_\_\_

2. ACCEPTABLE COMPUTER SYSTEM POLICY \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_ Grade \_\_\_\_\_

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Name \_\_\_\_\_

### STUDENT COMPUTER SYSTEM USE AGREEMENT

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

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

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

### RETURN THIS PAGE TO THE HIGH SCHOOL OFFICE

The USA School District uses a filtering system and students are monitored while on the internet. However, the possibility still remains that a student could access controversial materials.