

Whitefish Township Community Schools

2017-2018 Student Handbook

EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students. Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, age, ancestry, national origin or other protected characteristics as well as place of residence within district boundaries, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the school district's compliance officer, Mr. Thomas O. McKee, Superintendent at (906) 492-3353.

ROCKETS

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General School Information

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website at whitefish.eup.k12.mi.us or at the Main Office, located at: **7221 North M-123, Paradise, MI 49768**

The School Board governs the school district, and is elected by the community.
Current School Board members are:

David Moore, President	(Term Ends 2018)
Tammy Bedell, Vice-President	(Term Ends 2018)
Wednesday Skeans, Secretary	(Term Ends 2020)
Jamie DeRuischer, Treasurer	(Term Ends 2020)
Teresa Biehl, Trustee	(Term Ends 2020)
Normand Hutchinson, Trustee	(Term Ends 2018)
Kim Kirby, Trustee	(Term Ends 2018)

The School Board has hired the following staff to operate the school:

Principal/Superintendent – Mr. Thomas McKee	Secretary – Mrs. Terry Clark
Elementary School Teacher – Mrs. Roberta Bourque	Elementary School Teacher – Ms. Carole Beck
Elementary/Special Education Teacher – Ms. Heidi Kuehne	Math Department – Mr. Colin Freel
English Language Arts Department – Mrs. Mikal Doke	Social Studies Department – Mr. John Griebel
Science Department – Mrs. Peggy Imhoff	Food Service Director – Mr. Sonny Skeans

Visitors

All visitors, including parents and siblings, are required to enter through the **NORTH** door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school. Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in an appropriate manner will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

Policy/Legal Backing: NEOLA 9150 School Visitors

Equal Opportunity/Nondiscrimination Statement

Whitefish Township Community Schools does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, age, or religion in its programs and activities. The following person has been designated to handle inquiries regarding the School District's non-discrimination policies:

Thomas O. McKee, Superintendent
7221 North M-123
Paradise, MI 49768
tmckee@eupschools.org
(906) 492-3353

The School District's complaint procedure may be obtained from Mr. McKee, Superintendent. For further information, you may also contact:

Office for Civil Rights
U.S. Department of Education
1350 Euclid Avenue, Suite 325
Cleveland, OH 44115
Telephone: 216-522-2668

Policy/Legal Backing: NEOLA 2260 Nondiscrimination and Access to Equal Educational Opportunity

Animals on School Property

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a disability. This rule prohibiting animals on school property may be temporarily waived by the building principal in the case of a unique educational opportunity for students, provided that: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

Policy/Legal Backing: NEOLA 8390 Animals on District Property
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School Volunteers/Chaperons

All school volunteers must complete the "Volunteer/Chaperone Information Form" (available in the school office) and be approved by the school principal before assisting at the school. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer/chaperone opportunities, please contact the building principal. Volunteers/chaperones are required to check in and out at the main office and receive a visitor badge before going to their destination. According to Michigan State Law, volunteers and/or chaperones are required to pass a background check before you are allowed to help. Please have this handled before the day of the event due to the turnaround time that is needed to ensure everyone's safety.

Policy/Legal Backing: NEOLA 3120.09 Volunteers

Emergency School Closings

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify parents via School Messenger, and on the following television stations: 9&10 News and 7&4 News. Parents and students are responsible for knowing about emergency closings and delays. Information will also be posted on our social media page. **It is the responsibility of the parent/guardian to keep all contact information up to date. Please contact the building secretary if you need to update your information.*

Policy/Legal Backing: NEOLA 8420 Emergency School Closing

Video Monitoring Systems

A video monitoring system may be used on school busses and a video monitoring system may be used in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on videotape, that recording may be used as the basis for imposing student discipline. Since the tapes are considered part of a student's record, they can be viewed only in accordance with Federal Law. If criminal conduct is recorded, a copy of the tape may be provided to law enforcement personnel.

Policy/Legal Backing: NEOLA 7740 – Security and Video Surveillance

Accommodating Persons with Disabilities

Persons with disabilities will be provided an opportunity to participate in all school sponsored services, programs, or activities. Persons with disabilities having questions about accessibility or needing accommodations should contact the Superintendent/Principal. Notification of the need for accommodation should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Policy/Legal Backing: PRESS 8:70, Accommodating Individuals with Disabilities

Student Fundraising

Fundraising activities by school organizations must follow Board of Education policies. This requires completion of Form #5830F1. The form is to be turned into and approved in advance by the Superintendent/Principal. Organization sponsors assume the responsibility for supervising the project, accounting for funds, making reports, and any other details involved in the project.

Policy/Legal Backing: NEOLA 5830 Student Fundraising

Crowd-Funding Pages

Any group that would like to set up a crowd-funded page like "GoFundMe" or "KickStarter" need to have prior approval from the Board of Education. All pages will be terminated if this approval is not gained before starting of the page(s).

Policy/Legal Backing: NEOLA 6605 Crowdfunding

Attendance

Michigan law requires that whoever has custody or control of any child between ages 6 and 18 (unless the child has already completed high school graduation requirements) shall assure that the child attends public school during the entire school year. Michigan law requires that the student's attendance be continuous and consecutive for the school year fixed by the school district.

Michigan law includes the following exceptions to the mandatory school attendance requirement:

- (1) The parent/legal guardian of a child who is at least age 16 has provided to school officials a written notice that the child has the permission of the parent/legal guardian to stop attending school.
- (2) The child is attending a state approved nonpublic school, which teaches subjects comparable to those taught in the public schools to children of corresponding age and grade.
- (3) The child is less than 9 years of age and does not reside within 2-1/2 miles by the nearest traveled road of a public school. If transportation is furnished for pupils in the school district of the child's residence, this subdivision does not apply.
- (4) The child is age 12 or 13 and attends confirmation classes conducted for a period of 5 months or less.
- (5) The child is regularly enrolled in a public school while attending religious instruction classes for not more than 2 class hours per week, off public school property during public school hours, upon written request of the parent/legal guardian.
- (6) The child is being educated at the child's home by his or her parent/legal guardian in an organized educational program in the subject areas of reading, spelling, mathematics, science, history, civics, literature, writing, and English grammar.

Policy/Legal Backing:

NEOLA 5200 Attendance NEOLA 5223 Absences for Religious Instruction NEOLA 5230 Late Arrival/Early Dismissal MCL 380.1561

Student Absences

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, or other reasons as approved by the principal. All other absences are considered unexcused. The principal must approve pre-arranged excused absences. When a student accumulates ten or more unexcused or excused absences, the school will require documentation from the parent or guardian to show written verification of absences.

In the event of any absence, the student's parent or guardian is required to call the school before 10:00 AM to explain the reason for the absence. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence.

Students who have more than 10 absences during the semester, **regardless of the reason**, will be considered "frequently absent" and truancy officers will be informed. At that time, parents will be expected to provide verified documentation explaining the reasons for the absences. The Chippewa County Truancy Protocol will be followed.

Policy/Legal Backing:

NEOLA 5200 Attendance NEOLA 5223 Absences for Religious Instruction NEOLA 5230 Late Arrival/Early Dismissal Chippewa County Truancy Protocol

Truancy

ENDORSED BY CHIPPEWA COUNTY PROSECUTOR'S OFFICE, CHIPPEWA COUNTY 50TH CIRCUIT COURT FAMILY DIVISION AND 91st DISTRICT COURT

There are three ways in which the Prosecutor's Office and 50th Circuit Court Family Division can become involved with your child:

1. The Compulsory Education law requires that "every parent, guardian, or other person in this state having control and charge of a child from the age of six to the child's sixteenth birthday, shall send that child to the public schools during the entire school year. The child's attendance shall be continuous and consecutive. . . ." Violation of this law is a misdemeanor punishable by up to 90 days in jail, a fine of up to \$50.00, probation for up to 2 years, or some combination of jail, fine and/or probation. These cases are handled in District Court of the jurisdiction where the offense occurs. A violation of this law occurs "if a child is repeatedly absent from school without valid excuse" or the adult responsible for the child does not make EVERY attempt possible to get the child to school.
2. Chippewa County Ordinance #94-1 (Parental Responsibility) states that parents are responsible "to require the minor to attend regular school sessions and to prevent the minor from being absent from school without parental or school permission". Violation of this ordinance is a misdemeanor punishable by up to 90 days in jail and/or a fine of up \$500.00. A violation of this ordinance occurs when a parent, by any action, or lack of action, encourages, causes or allows his/her child to be truant, OR when a parent knew or should have known that his/her child was likely to be truant and failed to take timely and appropriate steps to prevent it.
3. The Juvenile Code also gives the Family Division of the Circuit Court jurisdiction over children and their parents when a "child willfully and repeatedly absents himself or herself from school or other learning program intended to meet the child's educational needs..."MCL 712A.2(a) (4). However, to take jurisdiction under this provision we must be able to show "The juvenile willfully and repeatedly absents himself or herself from school or other learning program intended to meet the juvenile's educational needs, or repeatedly violates rules and regulations of the school or other learning program, and the court finds on the record that the juvenile, the juvenile's parent, guardian, or custodian, and school officials or learning program personnel have met on the juvenile's educational problems and educational counseling and alternative agency help have been sought. As used in this sub-subdivision only, "learning program" means an organized educational program that is appropriate, given the age, intelligence, ability, and psychological limitations of a juvenile, in the subject areas of reading, spelling, mathematics, science, history, civics, writing, and English grammar."

DEFINITIONS

Days absent – Days absent are simply (school defined) absences, and do not include behavioral suspensions or preapproved absences. Days counted are cumulative. A count is taken from the beginning of the year to the end of the year, not semester by semester.

Parents/guardian – Custodial parent or guardian the child currently resides with at the time of the truant behavior.

Truancy – When a child is repeatedly absent from school without a valid excuse and a parent, guardian, or other person in parental relation fails to send a child under his or her control to the public school or other school listed under MCL 380.1561, the child is truant.

Complaint – A criminal petition, filed by school officials, indicating truant behavior by a child, child's parent, or guardian. The petition is forwarded to the county prosecutor for review and authorization. If the petition is completed appropriately and the truancy protocol has been followed, the petition will be authorized and forwarded to the 50th Circuit Court Family Division or 91st District Court for disposition.

Tardies – Defined by each school as "minutes late" will count toward absences in the protocol. Three (3) tardies equal one absence.

In accordance with the State of Michigan Compulsory Attendance Law, and in cooperation with the Chippewa County Prosecutor's Office, our school will follow the procedures listed below when students age six to 16 years of age accumulate excessive absences.

After the 6th Absence

When a student reaches his 6th absence in one or more of his/her classes, a school official will contact the parent and/or student regarding the excessive absences. The purpose of the contact, will be to discuss the Attendance Policy, Chippewa County Truancy Protocol and the consequences if the student continues to be absent from school.

After the 9th Absence

A school official will attempt to contact the parent/guardian to discuss the student's ongoing attendance issue. If the parent/guardian cannot be contacted by phone, a restricted certified letter will be mailed to the adult responsible for the student, along with a copy of the schools attendance policy, student's attendance record and the Chippewa County Truancy Protocol.

After the 12th Absence

An attendance-planning meeting will be held at the school. The student and parent/guardian will be required to attend this meeting. Failure to attend the meeting will result in a Complaint being filed with the Chippewa County Prosecutor's Office.

Further Absences

A complaint will be forwarded to the Chippewa County Prosecutor's Office.

****In accordance with the Chippewa County Truancy Protocol, any student receiving a 3rd unexcused tardy recorded in a given semester, will have an absence recorded in the student attendance record which will be counted toward the six (6) day limit. For subsequent tardies, absences would only be recorded after each time 3 additional unexcused tardies have accumulated and so on.*

IF YOUR CHILD MISSES MORE THAN 10 DAYS IN A MARKING PERIOD, THEY WILL NOT RECEIVE CREDIT. IF THEY MISS MORE THAN 20 IN A SEMESTER WE WILL DROP THEM FROM OUR SCHOOL.

Policy/Legal Backing:

NEOLA 5200 Attendance NEOLA 5223 Absences for Religious Instruction NEOLA 5230 Late Arrival/Early Dismissal MCL 380.1561

Release Time for Religious Instruction/Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s). Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

Policy/Legal Backing: NEOLA 5223 Absences for Religious Instruction

Make-Up Work

If a student's absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers. Students who are unexcused from school will not be allowed to make up missed work.

Policy/Legal Backing: NEOLA 5200 Attendance

Homebound and Hospital Instruction

A student who is absent from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital. For information on homebound or hospital instruction, contact the building principal.

Policy/Legal Backing: NEOLA 2412 Homebound Instruction Program

School Breakfast and Lunch Program

Breakfast and Lunch is served every school day. Costs for Breakfast and Lunch are free.

Policy/Legal Backing: NEOLA 8531 Free and Reduced-Price Meals

Bus Transportation

The district provides bus transportation to and from school. A list of bus stops will be published at each building approximately (1) week prior to the start of the school year. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the school office. These notifications for changes to bus routes need to be made prior to 2:30 pm each day to ensure time to make appropriate arrangements on the school's end. Students must be at their designated bus stop (5) minutes prior to the estimated pick up time to ensure the bus routes maintain route schedules.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the bus drivers, transportation supervisor and/or building principal. **Riding the school bus is a privilege that can be revoked if the student does not comply with the bus safety rules.**

Parents/guardians will be informed of any and all inappropriate student behavior on a bus. Parents/guardians are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year. Students will receive bus safety training and parents/guardians are encouraged to discuss these events with their children as they occur.

In the interest of the student's safety, students are expected to observe the following rules:

1. Be courteous and respectful: No profane/vulgar language or gestures.
2. The bus driver is authorized to assign seats as deemed necessary. Students are expected to cooperate.
3. Remain seated while the bus is in motion.
4. Sit facing forward. Keep feet on the floor and out of the aisle.
5. Keep the bus clean. Do not be destructive.
6. Keep hands, head, feet, etc. inside the bus.
7. Do not throw objects on, at, or out of the bus.
8. Refrain from yelling or screaming. Use quiet voices.
9. Hitting, fighting, or horse playing is not tolerated.
10. Students are not allowed to leave the bus without driver consent.
11. Respect all bus drivers and any other school personnel.
12. No distractions at any railroad crossings.

13. No tobacco products, drugs, or weapons allowed on the bus. This includes look-a-like.
14. Electronic equipment is allowed on the bus, i.e. radios, Walkman's, cd players, headphones, cell phones, however the district is not responsible for lost, stolen, or damages of electronic equipment or other personal items.

Bus transportation is a privilege and students are expected to cooperate at all times with school authorities and bus drivers, and to follow the school bus rules. It is necessary that students observe all bus rules and regulations for everyone's safety. Students may be suspended from riding the school bus for engaging in misconduct. Video cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus. For questions regarding school transportation issues, contact: (906) 492-3353.

Policy/Legal Backing: NEOLA 8600 Transportation
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Immunizations

All students must be properly immunized at the time of registration or not later than the first day of school pursuant to Michigan Health Department regulations. A required vaccine may be waived or delayed in the following circumstances:

- A. A valid medical contraindication exists to receiving the vaccine. The child's physician must provide written certification of the contraindication.
- B. The student's parent/guardian holds religious or philosophical beliefs against receiving a vaccination. The parent/guardian must submit provide a written statement before a waiver is granted.
- C. The child has received at least one (1) dose of each immunizing agent and the next dose(s) are not due yet.

Policy/Legal Backing: NEOLA 5320 Immunization
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Medication Policy

Medications are prescription, non-prescription and/or homeopathic drugs/remedies. Medications will be given only with a written order from the physician/licensed prescriber and written permission from a parent/guardian. A "Medication Administration" form can be picked up from the office and must be completed prior to bringing the medication to the school. Medication, whether or not it is prescription or over-the-counter, **must be delivered to school by an adult.**

The physician/licensed prescriber's order should include:

- Name of student
- Name of medication
- Specific dosage
- Time(s) medication is to be given

- Date of authorization and termination of administration
- Possible side effects of the medication
- Special instructions pertinent to the child or medication
- Name, address, phone number and signature of physician

New authorization is needed at the beginning of each school year. Any change in medication, dosage or time(s) will require a new authorization from the parent/guardian and new instructions from the physician/licensed prescriber. All medications will be counted together by the parent and staff, and recorded in the student medication record when received. No more than a 26 school day supply will be kept at the school. Students may be authorized to carry their medication with them and self-administer it (Inhalers, Epi-Pens, and Diabetic Supplies) if the following are met:

- Both the parent/guardian and the physician/licensed prescriber have completed the “Medical Authorization form for self-administration” form
- The parent/guardian, physician/licensed prescriber and the building administration have determined that the student is capable and responsible to self-administer his/her medication(s) and have provided instructions for this.
- It is understood that the school staff will not supervise, monitor, or maintain records of self-administered medication.
- Any misuses of medication that violates district policies, such as the selling or giving away of medication, will result in the revocation of self-administration privileges and may result in referral to law enforcement officials.
- Building administration may disallow self-administration if they deem it necessary for the safety of the student population.

All medication will be administered only from containers properly labeled by a pharmacist or other licensed dispenser of medicine (most pharmacists will provide an extra labeled bottle on request). Unused medication will be picked up by the parent/guardian. Empty containers shall be promptly returned to the parent via the student. No medication will remain in the building over the summer. Unused medication not picked up by the parent/guardian or contaminated medication will be disposed of properly.

Policy/Legal Backing:

NEOLA 5330 Use of Medications

MCL 380.1178

MCL 380.1179

Student Medication Authorization Form

(Required when a student needs to take prescription and non-prescription medication to be taken at school.)

_____/_____/_____
Student's Name Birth Date Grade Date

School medications and health care services are administered following these guidelines:

- Physician/prescriber signed and dated authorization to administer the medication
- Parent/guardian signed and dated authorization to administer the medication
- The medication must be in the original labeled container as dispensed or the manufacturer's labeled container
- The medication label must contain the student's name, name of the medication and directions for use and date
- Annual renewal of authorization and immediate notification of changes is required.

Medication/ Treatment Dosage Time to be administered Other Medication Student takes

May the student self-administer the medication under the supervision of a school designee? ____ Yes ____ No

Administration Instructions: _____

Date to Discontinue, Reevaluate or Follow Up: _____

Physician's Signature Date Signed Physician's Emergency Phone Number

Parent Authorization:

I acknowledge that I am primarily responsible for administering medication to my child. In the event that I am unable to do so or in the event of a medical emergency, I authorize Whitefish Township Community Schools and its employees and agents, on my behalf and stead, to administer or to attempt to administer to my child or to allow my child to self-administer while under the supervision of an employee or agent of the School District, lawfully prescribed medication in the manner described above. I acknowledge that it may be necessary for the administration of medication to my child to be performed by an individual other than a school nurse and I specifically consent to such practices. I further acknowledge and agree that when lawfully-prescribed medication is so administered or attempted to be administered, I waive any claims that I might have against the School District, its employees and agents arising out of the administration of said medication.

Parent's Signature Date Signed

Parent's Phone Number Parent's Emergency Phone Number

Authorization for Student Self-Medication Form

(Required if student has authorization to self-administer asthma medication and/or an Epinephrine Auto-Injector)

School Year: _____

Student's Name: _____ Birth Date: _____

Physician, Physician Assistant or Advanced Practice RN Authorization

I certify that this student has been instructed in the use and self-administration of their emergency asthma medication and/or Epinephrine auto-injector (or EpiPen®). He/she understands the need for the medication and the necessity to report to school personnel any utilization of the medication and/or any unusual side effects. He/she has been given instructions and is capable of using this medication independently.

1. Will this student self carry medication? _____ Yes _____ No

2. Will a second set of medication be kept in the health office at school? _____ Yes _____ No

Prescriber's Signature

Date Signed

Prescriber's Emergency Phone Number

Prescriber's Address

Parent Authorization

I authorize my son/daughter, to self administer the above-referenced medication at school, school-sponsored activities, while under the supervision of school personnel, and before/after normal school activities such as before/after school care on school operated property. (We recommend that you provide an additional dose of the medication to be kept at school in the event that your child forgets or loses his/her medication.)

Parent Signature: _____ Date: _____

Student Authorization - I agree to:

- Demonstrate correct use of the inhaler or Epinephrine auto-injector using a trainer/demonstrator to the designated school personnel.
- Never share the inhaler or Epinephrine auto-injector with another person.
- Notify a teacher or other responsible adult if there is not marked improvement in my breathing within several minutes after two puffs of the inhaler.
- Immediately notify a teacher or another responsible adult if I use my Epinephrine auto-injector.

Student Signature: _____ Date: _____

Policy/Legal Backing:

NEOLA 5330 Use of Medication

MCL 380.1178

MCL 380.1179

Safety Drill Procedures and Conduct

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. Each year our school shall conduct at least six (6) fire drills, two (2) tornado drills, and two (2) lock-down drills. At least four (4) of the fire drills shall occur in the fall. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students. A minimum of (3) emergency evacuation drills will be required on each bus route. The school has worked with the Michigan State Police Department in establishing a Emergency Operation Plan that takes into consideration most emergency situations that a school could face in a year. Staff are informed of their roles and responsibilities during emergency events.

Policy/Legal Backing:

NEOLA 8420 Emergency Evacuation of Schools

MCL 29.19

Communicable Diseases

The school will observe recommendations of the Michigan Department of Community/Public Health regarding communicable diseases.

1. The student's parent/guardian is required to notify the school office if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent/guardian.
3. The school will provide written instructions to the parent/guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent/guardian provides the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Policy/Legal Backing:

NEOLA 8450 Control of Casual-Contact Communicable Diseases

NEOLA 8453 Direct Contact Communicable Diseases

Head Lice

The school will observe the following protocols regarding head lice.

1. The student's parent/guardian is required to notify the school office if their child is suspected of having head lice.
2. Infested students will be sent home following notification to the parent/guardian.
3. The school will provide written instructions to the parent/guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent/guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

Policy/Legal Backing:

NEOLA 8450A Head Lice Policy

Emergency Medical Authorization

The student's parent/guardian should complete the school district's emergency medical treatment authorization form to indicate their preference of hospital, doctor, and dentist for emergency treatment. Of course, in an emergency situation the child should be transported to the nearest medical facility able to render appropriate care, regardless of parental preference. Typically, this decision is made by an EMT (emergency medical technician) or other first responder. Parents are asked to please keep emergency medical forms up to date.

Policy/Legal Backing:

NEOLA 5341 Emergency Medical Authorization

Due Process Rights

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

Suspension from School: When a student is being considered for a suspension of ten (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.

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, 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.

Long-Term Suspension or Expulsion from School: When a student is being considered for long-term suspension of 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 expulsion;
- A brief description of the hearing procedure;
- A 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 during which the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice.

After notification of long-term suspension or expulsion, the long-term suspension or expulsion may be appealed, in writing, to the Superintendent. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. 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. The opportunity to earn grades or credit ends when a student is expelled.

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.).

Policy/Legal Backing:

NEOLA 5611 Due Process Rights

Bullying, Intimidation, Harassment and Threatening

Bullying, intimidation, harassment and threatening are not acceptable in any form and will not be tolerated at school or any school-related activity. The school will protect students against retaliation for reporting incidents of bullying, intimidation, harassment or threatening, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate bully or threat another based upon race, color, national origin, sex, sexual orientation, disability, age, or religion. The school and district will not tolerate harassing, intimidating conduct, bullying or threatening whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe they are victims of bullying, intimidation harassment and threatening or have witnessed such activities are encouraged to discuss the matter with the student nondiscrimination coordinator, building administrator or a complaint manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation, harassment or threatening will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

Policy/Legal Backing:

NEOLA 5517.01 Bullying and Other Aggressive Behavior towards Students

NEOLA 3362 Anti-Harassment

Sexual Harassment

Sexual harassment has no place in school setting and will not be tolerated. Sexual harassment consists of unwelcome sexual conduct, either verbal or physical, which unreasonably interferes with a student's educational right, privilege, advantage or opportunity or which creates an intimidating, hostile or offensive educational environment. The Board of Education's policy prohibiting sexual harassment and related grievance procedures may be obtained from the building principal. Reports of sexual harassment should be made to the school's building principal or Superintendent.

Policy/Legal Backing:

NEOLA 5517 Harassment of Students

MCL 380.1300a

Physical Assault

Physical assault is defined as: "intentionally causing or attempting to cause physical harm to another through force or violence." Any student in grade 6 or above who physically assaults a school district employee, volunteer, or contractor shall be permanently expelled, subject to reinstatement after 180 school days. A student in grade 6 or above who physically assaults another student on school property, at any school-sponsored activity, or on any school-related vehicle shall be suspended or expelled for up to 180 days.

Policy/Legal Backing:

NEOLA 5610.01 Permanent Expulsion

MCL 380.1310

MCL 380.1311a

Hazing

Hazing activities of any type are inconsistent with the educational process, a violation of Michigan criminal law, and are prohibited at all times. Hazing means an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition.

Policy/Legal Backing:

NEOLA 5516 Student Hazing

MCL 750.411t

Student Discipline Code Point System

The purpose of the disciplinary policy of Whitefish Township Community Schools has two goals:

1. To help promote self-discipline in the individuals.
2. To promote and maintain an atmosphere conducive to learning and education.

After exhausting general discipline rules and consequences within the classroom the student is referred to the administrator. Upon reaching the level of persistent misbehavior, the administrator has the discretion of involving juvenile court through the filing of a petition charging the student with incorrigibility within the school. Any points assessed during the final two weeks of school will be held over to the following school year on the individual's point record. Students referred for discipline for (a) possession of weapons, (b) sale of drugs, (c) arson, (d) unprovoked assault or (e) other violations in accordance with the State of Michigan School Code will be immediately suspended and expulsion proceeding before the Board of Education will be initiated.

Procedure for classroom insubordination:

1st offense- A warning by the teacher

2nd offense- Disciplined by the teacher (Lunch Detention, Removal from classroom for extended period)

3rd offense- Referral to administrator by the teacher

Point Assessment

The list below is NOT all-inclusive or limited to the following.

The school administrator has discretion to make exceptions in extreme circumstances

Point Value	Actions	Consequence
Half (1/2) Point	<ul style="list-style-type: none"> Cell phone violations First and Second Tardies 	<ul style="list-style-type: none"> Parents/Guardians will be notified by phone Electronic Privileges revoked for a period of time
One (1) Point	<ul style="list-style-type: none"> Loitering in any area for other than intended purposes (lavatory, etc.) Inappropriate displays of affection. Second and Third Cell Phone violations 	<ul style="list-style-type: none"> Parents/Guardians will be notified by phone Electronic Privileges revoked for a period of time
Two (2) Points	<ul style="list-style-type: none"> Third, Fourth, Fifth Tardies Insubordination 	<ul style="list-style-type: none"> Up to five Lunch Detentions assigned Personal Electronic Devices turned into office in morning
Three (3) points	<ul style="list-style-type: none"> Insubordination - refusal to comply with reasonable request of school authorities. Skipping/cutting class The act of swearing or cursing on school property during the day or at a school event 	<ul style="list-style-type: none"> Parents/guardians will be notified by mail and contacted by phone. 1-3 After School Detentions assigned
Four (4) Points	<ul style="list-style-type: none"> Disorderly conduct – Any behavior that infringes on the rights and/or safety of others (snowballs, unauthorized demonstration, careless driving, etc. in or on school property, or at any school event.) 	<ul style="list-style-type: none"> Electronic Privileges revoked for a period of time Up to five Lunch Detentions assigned
Five (5) Points	<ul style="list-style-type: none"> Cheating/Misuse of permits – the act of illegally using, writing, or displaying in writing the names of another person, or falsifying times, dates, grades, addresses, or other information, or being in an unauthorized area without a permit. 	<ul style="list-style-type: none"> Personal Electronic Devices turned into office in morning
Six (6) Points	<ul style="list-style-type: none"> Bullying behavior which includes teasing, threats, stalking, cyberstalking, cyberbullying, sexual harassment, religious harassment, public humiliation, and/or destruction of property. 	<ul style="list-style-type: none"> Parents/guardian will be contacted by phone and mail. 1-3 After School Detentions assigned.
Seven (7) Points	<ul style="list-style-type: none"> Obscene and/or lewd behavior and/or language or obvious suggestive sexual gestures exhibited in view of students or staff members (anything not decent); profane language 	<ul style="list-style-type: none"> 1-3 Saturday Detentions Assigned. Up to 10 days of Lunch Detention assigned.
Eight (8) Points	<ul style="list-style-type: none"> Possession of property not belonging to the student Damage less than \$100; restitution required Gross disrespect to school personnel 	<ul style="list-style-type: none"> Electronic Privileges revoked for a period of time Personal Electronic Devices turned into office in morning
Nine (9) Points	<ul style="list-style-type: none"> False Fire Alarms Gross disrespect/Verbal Damage \$100 or over; restitution will be made 	<ul style="list-style-type: none"> Student will serve in school suspension until a Discipline Committee meeting is held. Discipline Committee consists of: School personnel, Parent/Guardian and/or other referral service agencies.
Ten (10) Points	<ul style="list-style-type: none"> Use of, under the influence of, or possession of alcohol or illegal drugs on school property, school related functions, etc. A substance abuse assessment will be required as a condition to return to school. 	
Eleven (11) Points	<ul style="list-style-type: none"> Fighting or provoking a fight Extortion or physical threats Possession of firecrackers and all other incendiary devices 	<p>***Automatic 3-day suspension. Referral to Chippewa County Sheriff Department for Minor in Possession.</p>
Twelve (12) Points	<p>***Use of/distribution of/ or possession with intent to use tobacco.</p>	
Thirteen (13) Points	<ul style="list-style-type: none"> False Fire Alarms Gross disrespect/Verbal Damage \$100 or over; restitution will be made Use of, under the influence of, or possession of alcohol or illegal drugs on school property, school related functions, etc. A substance abuse assessment will be required as a condition to return to school. 	<ul style="list-style-type: none"> Student will be suspended from school up to 10 days. Parents and /or student and school personnel will work out the problems at hand. Police, courts, and/or other referral services may be involved. Parents may accompany students to class in lieu of suspension for the total length of the suspension.
Fourteen (14) Points	<ul style="list-style-type: none"> Fighting or provoking a fight Extortion or physical threats Possession of firecrackers and all other incendiary devices <p>***Use of/distribution of/ or possession with intent to use tobacco.</p>	<p>***Automatic 3-day suspension. Referral to Chippewa County Sheriff Department</p>
Fifteen (15) Points	<ul style="list-style-type: none"> Sale/distribution of drugs Arson (defined as deliberately setting a fire) Unprovoked physical assaulting of a teacher, student, school employee, or any other person on school property Unauthorized sale, possession, or use of illegal or dangerous weapons (knives, pipes, clubs, firearms, or an object which can cause bodily harm or which may be used as a weapon which could inflict bodily harm) Bomb threats and willful destruction or defacement of school property. Breaking and entering 	<ul style="list-style-type: none"> Student will be suspended from school until an expulsion hearing will be held by the Board of Education.
<p align="center"><i>Students who do not accumulate additional points for 30 school days of attendance will have this point total reduced by three (3) points.</i></p>		

Discipline of Students

Lunch Detention

Students will be served their lunch in the main office where they will sit in silence and eat. Upon completing their lunch, they may be asked to complete simple tasks around the office.

After School Detention

Students will report to the office once school has been dismissed. They will serve 90 minutes of detention. They will bring school work to complete. If they do not bring school work with them, cleaning and sanitizing classroom duties will be utilized. Arrangements for a ride home is the responsibility of the students' Parent/Guardian.

Saturday Detention

Students will report to the school at 8:00 am sharp on Saturday morning. The responsibility of getting them to school falls on the Parent/Guardian of the student. Saturday Detention will last from 8:00-11:00 am. During this time students will bring school work to complete. All school work requiring technology is not allowed. If they do not have school work to complete, cleaning and sanitizing of classrooms will be utilized. Failure to report on time or any infractions committed during Saturday Detention will result in harsher consequences.

In-School Suspension

A student may be assigned in-school suspension as a consequence of actions. While serving in-school suspension, students are expected to do their assigned daily work. They may also be required to do community service. All work must be completed without access to technology. Arrangements will need to be made with teachers for alternative assignments if technology needs to be used.

Out-of-school Suspension

Out-of-school suspension may be assigned as a consequence for more serious offense. While serving an out-of-school suspension, a student must not participate in any school activities and are not permitted on school grounds. They are expected to make up all work missed for a reduced percentage that will be determined by the individual teachers.

Code of Conduct for Students

Students are expected to conduct themselves in a reasonable, orderly manner at all times. It will be also expected that they will display the highest level of respect for all members of the school community. The commission of, or participation in, activities that are among those defined as criminal under the laws of the State of Michigan is prohibited. This includes activities in school buildings, on school property, or at school sponsored events. Disciplinary action may be taken by the school regardless of whether or not criminal charges result.

To establish the best possible learning atmosphere for the student, as well as to provide for the health, safety and welfare of all students and employees of the Whitefish Township Community Schools, the Board of Education has adopted the following regulations along with guidelines for consequences when these regulations are violated. These regulations apply to all students for all activities of Whitefish Township Community Schools. This list is not intended to be exhaustive, and included, but is not limited to the following:

Definitions: Every effort will be made to solve disciplinary problems within the school setting and without excluding a student from school. If this cannot be done, exclusion may be necessary. These exclusions may fall in the following categories:

General Misconduct Offenses

- A. *Forgery, falsifying excuses, or other school related documents.
- B. Refusing to identify self to school personnel, insubordination, refusal to follow reasonable instructions of school personnel, or suggesting that others defy reasonable instructions or directions.
- C. *Obscene or vulgar language, profanity or obscene gestures, use of (1) against a staff member (2) against a student.
- D. Insubordination, defiance of authority, taunting or provoking others.
- E. Misuse of books, materials, and equipment.
- F. Hitting, pushing, or grabbing others with the willful intention to harass or to cause minor discomfort.
- G. Action in the halls that creates distraction or disruption during school.
- H. Gambling – the term “gambling” is defined as directly or indirectly taking, receiving, or accepting any money or other valuable object contingent upon the result of an uncertain event.
- I. Unsafe and disorderly behavior – “Unsafe and disorderly behavior” is defined as meaning (as example, but not limited to) running in the halls, undue noise in the halls – particularly during class time, throwing snowballs, consumption of food or beverages in other than designated areas, or other behavior destructive to the educational process.
- J. Poor behavior for substitute teachers.
- K. Dress code
- L. Tardies

First tardy in any class– Students will be issued a warning and asked the appropriate questions. Teachers will record this tardy in the attendance program. Any further tardies during that semester will trigger the following:

First incident –	Warning
Second incident –	1 lunch detention
Third incident –	2 lunch detentions or work crew
Fourth incident –	3 detentions or 2 hour work crew
Fifth incident –	After-School Detention
Sixth incident –	Saturday school

The tardy procedure starts over at the beginning of each semester.

Students will be considered absent (not tardy) if they miss more than fifteen minutes of the first class period of the student's day. All other periods of the student's scheduled day, missing more than five minutes is considered skipping. A tardy is defined as not being in the room when the bell rings or as defined by the individual teacher.

- M. *Skipping will include being in the building and on campus but not in the proper class or area, as well as leaving the school campus without proper permission. (* Administration reserves the right to supersede the first five steps depending on the indiscretion which may range from Saturday School to Expulsion.)
- N. Cell phones & other electronic devices: The use of cell phones, portable radios, recorders, players; including but not limited to, Walkmans, Ipods, MP3 players, iPads, and cameras can be disruptive to the educational process; such devices are **NOT** to be used in the school building.
- O. Book Bags/Gym Bags/Duffel Bags: These items are not to be allowed in the classroom unless permissible by the teacher.
- P. Food/Candy/Pop/Gum: Only water will be allowed in the classrooms by individual teachers.
Food, candy and pop are **ONLY** allowed in the cafeteria area. Failure to comply will result in the following disciplinary action being taken.
- Q. Disposing of food and beverages – the consuming and disposing of food and beverages shall be confined to the school cafeteria unless prior approval is obtained from the school administration.
- R. Public Display of Affection (PDA)
- S. *Posting a video or picture to the Internet or social Media website, i.e. Facebook.

Penalties for General Misconduct Offense

1 st offense	Lunch detention.
2 nd offense	Two (2) lunch detentions or work crew.
3 rd offense	Three (3) lunch detentions or work crew and/or social probation.
4 th offense	After-School Detention
5 th offense	Saturday school 8 am – 12 pm.
6 th offense	Saturday school 8 am – 12 pm.
7 th offense	1-3 days ISS and work crew
8 th offense	2-4 days ISS and work crew
9 th offense	3-5 days ISR and work crew
10 th offense	5-10 days ISR, work crew.
11 th offense	1-3 days OSS.
12 th offense	3-5 days OSS.
13 th offense	4-6 days OSS.
14 th offense	7-9 days OSS.

Each offense thereafter is 10 days OSS.

More than one violation of school rules within a school day will result in an immediate OSS until a parent meeting is held. Persistent and repeated violation of rules will result in a petition filed to probate court and/or long-term suspension and/or recommendation to the Board of Education for expulsion from school.

Gross Misconduct Offenses

- A. Arson – setting of fire
- B. Assault and/or battery – The term assault is defined as “A threat or attempt to inflict bodily injury where the victim has reason to believe the injury may be inflicted. The term battery as, “The wrongful physical touching of a person”.
- C. Bomb threats, false fire alarms, abuse of fire extinguishers and false police reports
- D. Breaking and entering unauthorized entry into school property, including but not limited to school buildings and school vehicles.
- E. Bullying – either physical or psychological
- F. Explosives – explosives are not permitted on school property or at school sponsored activities. This includes fireworks, smoke devices, incendiary devices as well as caustic or noxious substances.
- G. Extortion, blackmail, or coercion – obtaining money or property by violence or forcing someone to do something against his/her will by force or threat of force.
- H. Illicit substances – the manufacture, distribution, sale, possession, use, or being under the influence of the following substances is prohibited:
 1. Alcohol or any alcoholic beverage, including “non-alcoholic malt beverages”
 2. Illicit drugs
 3. Any glue, aerosol or other chemical substance, including but not limited to petroleum distillates, lighter fluid, and reproduction fluid for inhalation.
 4. Any prescription or non-prescription drug, medicine, vitamin or other chemical including, but not limited to aspirin, other pain relievers, stimulants, diet pills, multiple or other type vitamins, pep pills, no-doze pills, cough medicines, and syrups, cold medicines, laxatives, stomach or digestive remedies, depressants and sleeping pills not taken in accordance with school District’s authorized use of medication procedures.
 5. Steroids, human growth hormones, or other performance enhancing drugs
 6. Substances purported to be illegal, abusive or performance enhancing i.e., “look-a-like” drugs. It shall not be a violation of this policy for a student to use or possess a prescription or patent drug when taken pursuant to a legal prescription issued by a licensed physical for which permission to use in school has been granted pursuant to School District Policy. These standards of conduct apply to all students while on school property or in school sponsored transportation, as well as to all student participants in any school sponsored activity or function regardless of location, date or time.
- I. Indecent exposure
- J. Larceny – theft or aiding and abetting a larceny or theft
- K. Malicious mischief – property damage
- L. Other violations of federal, state or local ordinance
- M. Interference with school authorities – interfering with or encouraging others to interfere with administration or teachers by intimidation with threat of force or violence
- N. Intimidation of school authorities – interfering with or encouraging others to interfere with administration or teachers by intimidation with threat of force or violence

- O. Vandalism – damage to school property of others. The commission of or participation in any of the foregoing activities in the school building or on school property or at school-sponsored activities is prohibited. Disciplinary action will be taken by the school regardless of whether or not criminal charges result. Any student who is an accessory or withholds information or hinders an investigation may be subject to disciplinary action.
- P. Weapons as described in the Weapons Free Schools policy.

Criminal Acts – Any criminal acts taking place 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 involved.

Penalties for Gross Misconduct Offense

The principal or his/her designee will:

- A. Investigate offense and allow the student the opportunity to defend himself/herself
- B. Notify police when appropriate
- C. Notify the parents of those involved
- D. Notify the office of the Superintendent

Penalty

One of more of the following may apply as determined by the principal or his/her designee:

- A. Suspension – one to ten days
- B. Suspension of more than ten days
- C. Recommendation for expulsion
- D. Restitution of property (if applicable)
- E. Conference with parents before readmitting students

Note: To ensure compliance with Title IV, Subpart 4, Section 4155 of the No Child Left Behind Act, all discipline records with respect to suspensions or expulsions will be placed in the student's permanent records (CA 60 File).

OTHER MISCONDUCT VIOLATIONS

1. Tobacco (in any form) use or possession of on school property or at school activities Use, sale, distribution and or possessions of tobacco, smokeless, look-alike, etc.; lighter, matches and other fire-starting instruments; and or paraphernalia.

First offense – three-day ISS and work crew.

Second offense – six-day ISS and work crew.

Third offense – nine-day ISS and work crew.

Fourth offense – refer to INCORRIGIBILITY/PERSISTENT DISOBEDIENCE IN VIOLATION OF SCHOOL RULES AND REGULATIONS

Those minor students who possess tobacco in school will be subject to having it confiscated by school officials and the infraction turned over to the police.

2. Fighting – is defined as the act of quarreling involving bodily contact. A student may also be held responsible for statements and/or actions, which directly provoke aggressive actions, by another student.

First offense – May be sent home the day of the fight and up to five additional days and parent notification.

Second offense – Seven days OSS and parent notification

Third offense – Ten days OSS and parent notification

3. Threatening Behavior, Bullying, Intimidation & Harassment - Behavior, which intimidates or interferes with other students, up to and including threats of violence or physical harm is prohibited.

First Offense: Three days OSS/parent notification

Second Offense: Five days OSS/parent notification

Third Offense: Ten days OSS/parent notification, recommendation for expulsion

4. Dress Code: Although no dress code can itemize every item that is unacceptable for school, the following guidelines will be expected and enforced by all staff at Whitefish Township Community Schools:

- The Administration will make the final determination regarding dress and grooming.
- Students are not allowed to wear their coats to class. Lockers are provided for the storage of these items.
- Students are not permitted to wear clothes i.e. jeans with holes or rips of any size in any locations.
- Shoes, sandals, or appropriate boots must be worn at all times (no slippers or house shoes).
- All students wearing shorts/skirts must be covered to point on their thigh so when the student is standing with arms in a relaxed position, fingertips will still rest two inches above the bottom edge of the shorts.
- All pants and shorts are required to be worn at the waistline.
- Spandex/tights, yoga pants and leggings are not permitted by themselves and only to be worn with proper approved attire. Tops, dresses, and shorts must be long enough to be at least 2" past fingertips at all times without making adjustments.
- Tops must be long enough to tuck in at waistline; no skin on the torso should be exposed.
- Undergarments should never be exposed.
- Sleeveless shirts, blouses and dresses are permitted as long as the shoulders are covered-by at least three inches of material-and the shirt is closely tapered around the armpits. Girls' tops should not expose cleavage.
- Clothing, jewelry or any other items that promote gang, cult or racist activities are prohibited.
- Clothing which advertises, promotes, or contains alcoholic beverages, tobacco products/promotions, illegal substances, weapons, inappropriate adult themes or obscene matter in print, pictures, or symbols are not permitted.
- Heavy chains or belt/pocket chains are not to be worn.

- Hats and head garments can only be worn in the building before and after school. (Exceptions may be made for special occasions, i.e., homecoming activities). Hats and head garments will be confiscated. Students who are representing our school at an official function or public event may be required to follow the specific dress requirements.
- Sagging is not permitted.
- Pajama pants are not permitted. Pajama pants are **NOT** to be worn to school. No sweat pants, pajama pants or other pants are to be worn inside out, including pockets.
- Du-rags, sunglasses or picks and combs are not to be worn in the hair.

For Penalties and Offenses please see General Misconduct.

5. Cell Phones and other electronic devices

First incident – Warning; device confiscated and may be picked up at the end of the day.

Second incident – 1 lunch detention; device may be picked up by parent.

Third incident – 2 lunch detentions or work crew; device may be picked up by parent/guardian after one week.

Fourth incident – 3 detentions or 2 hour work crew; device confiscated – picked up by parent/guardian after two weeks.

Fifth incident – After School Detention; device confiscated – picked up by parent after twice the amount of previous time.

Sixth incident – Saturday school; device confiscated – picked up by parent after twice the amount of previous time.

6. Cheating

1st Offense – warning – retake/redo assignment

2nd Offense – Student receives a Zero “0”

3rd Offense – Student fails for the semester

The above categories have been identified as types of conduct, which interfere with the good order of the school system and the proper functioning of the educational process. The list is not all-inclusive and does not limit the authority of school personnel to deal appropriately with other types of conduct. Additional rules and regulations may be needed from time to time to insure the safety and rights of individuals and the good order of the school system. Adequate notification of such additional rules shall be made by the administration to the faculty, staff, and student body. This code shall be reviewed and revised, if needed, each year by a committee

Gum and Candy

Gum chewing is based on individual classrooms. Candy or snacks are not to be eaten outside the lunchroom unless it is a teacher-sponsored activity. Students are not allowed to have “energy drinks” on school grounds.

Field Trips

Field trips are a worthwhile part of a student’s education and are designed to be entertaining and educational. Students and parents are expected to exhibit proper and acceptable behavior during each field trip. If improper behavior is exhibited, those students and parents may lose the privilege of being included in the next field trip. All students must ride the school bus to and from the field trip. No student may participate in any school-sponsored trip without parental consent. Attendance rules apply to all field trips.

We have limited space for field trip chaperones. Chaperones may not bring younger siblings or friends on field trips. As a chaperone, your help is needed in supervising students. The use of tobacco products, alcohol, or display of physical affection at any time during a field trip – even out-of-sight of students is prohibited. Your cooperation is greatly appreciated.

Student Fees and Charges

Students using school property and equipment can be fined for excessive wear and abuse of the property or equipment that may result in the loss of these privileges. The fine is used to pay for the damage, not to make a profit. Late fines can be avoided when students return borrowed materials promptly, as others may need their use. The school may establish fees and charges to cover the costs for certain extracurricular and noncredit activities. Materials for clubs, independent study, or special projects, as well as transportation costs and admission/participation fees for District-sponsored trips and activities may be included. Fees will not be charged for any mandatory school activity or required curriculum activity. Extra-curricular activities for which fees are charged may not be used in determining credit or grades in any course. A fee shall not exceed the combined cost of the service(s) provided and/or materials used. When school property, equipment, or supplies are damaged, lost, or taken by a student, whether in a regular course or extra-curricular offering, a fine may be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred. The late return of borrowed books or materials from the school libraries will be subject to appropriate fines. Failure to pay the fines may result in loss of privileges. A student whose parent/guardian is unable to afford these fees may request a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment. Applications for fee waivers may be submitted by a parent/guardian of a student who has been assessed a fee. The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

Policy/Legal Backing:

NEOLA 5513 Care of District Property

NEOLA 6152 Student Fees, Fines, and Supplies

NEOLA 9160 Charges for Industrial/Technical Projects

Internet Acceptable Use

All use of the school district's electronic network must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Unacceptable Use - The user is responsible for his/her actions and activities involving the network. Some examples of unacceptable uses are:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- b. Unauthorized downloading of software;
- c. Downloading copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.

Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

No Warranties - The school district makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school district is not responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The school district specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - The user agrees to indemnify the school district for any losses, costs, or damages, including reasonable attorney fees, incurred by the school district relating to, or arising out of, any violation of these procedures.

Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Any user identified as a security risk may be denied access to the network.

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Copyright Web Publishing Rules - Copyright law prohibits the republishing of text or graphics found on the Web without express written permission.

- a. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
- b. Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
- d. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Electronic Mail - The E-mail system is owned and controlled by the school district. E-mail is provided to aid students in fulfilling their duties and responsibilities, and as an education tool.

- a. The school district reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an e-mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the school district's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the school district. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school and district. Users will be held personally responsible for the content of any and all e-mail messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- e. Use of the District's e-mail system constitutes consent to these regulations.

Policy/Legal Backing:

NEOLA 2531 Copyrighted Works

NEOLA 7540.03 Student Network and Internet Acceptable Use and Safety

NEOLA 7540.01 Technology Privacy

NEOLA 7540.05, 7550 Electronic Mail

Internet Acceptable Use Sign Off

ACKNOWLEDGMENT

Any user who violates the Internet Acceptable Use Policy shall be subject to disciplinary action including, but not limited to, revocation of access privileges. Additionally, if a user's conduct constitutes a violation of copyright laws, the user and/or the user's parent or guardian may be subject to prosecution under such laws. Any user who intentionally or negligently damages or destroys district hardware and/or software will also be responsible for all costs associated with repair and/or replacement parts and services.

In consideration for using the school district's network/Internet connection and/or email and having access to public networks, I release the school district and its board members, employees, and agents from any claims and damages arising from my use, or inability to use the network/Internet. I recognize and accept that I may be subject to discipline for any inappropriate use of the district's network/Internet connection and/or email.

Student Name (Please print)

Date

Student Signature

I have read the school district's Internet Use policy. I give my permission for my child to use the school district's internet, and I understand that I may be liable for any and all misuse of the internet perpetrated by my child. I hereby grant permission for my child to participate in the school's internet and internet-based educational programs.

In consideration for using the school district's network/Internet connection and/or e-mail and having access to public networks, I release the school district and its board members, employees, and agents from any claims and damages arising from my use, or inability to use the network/Internet. I recognize and accept that I may be subject to discipline for any inappropriate use of the district's network/Internet connection and/or e-mail.

Parent/Guardian Name (please print)

Date

Parent/Guardian Signature

Education of Students with Disabilities

It is the intent of the school district to ensure that students who are disabled within the definition of the Individuals with Disabilities Education Act ("IDEA") or Section 504 of the Rehabilitation Act of 1973 ("Section 504") are identified, evaluated, and provided with appropriate educational services.

The school district provides a free appropriate public education in the least restrictive environment and necessary related services to all students with disabilities enrolled in the school.

For the provision of special education programs and services under the IDEA, the term "student with a disability" means a person between ages 3 and 26 for whom it is determined that special education services are needed. A student who reaches age 26 after September 1 is a "student with a disability" and entitled to continue a special education program or service until the end of that school year.

For the purposes of complying with Section 504, a "student with a disability" is a person who:

- (1) Has a physical or mental impairment which substantially limits one or more of such person's major life activities;
- (2) Has a record of such an impairment; or,
- (3) Is regarded as having such an impairment.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

Policy/Legal Backing:

NEOLA 2460 Special Education

NEOLA 2460.02 Least Restrictive Environment Position Statement

Discipline of Students with Disabilities

The school will comply with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 when disciplining students. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education of Section 504 student will be expelled if the student's misconduct is a manifestation of his/her disability as determined through a manifestation hearing. Any student with a disability whose misconduct is not a manifestation of his/her disability may be suspended or expelled pursuant to school disciplinary procedures.

Policy/Legal Backing:

NEOLA 5605 Suspension/Expulsion of Students with Disabilities

Student Privacy Protections

Surveys by Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a school official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

Surveys Requesting Personal Information

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

Instructional Material

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

Policy/Legal Backing:

NEOLA 2416 Student Privacy and Parental Access to Information

20 USC 1232h

MCL 380.1137

Student Records

School student records are confidential and information from them will not be released other than as provided by law. A federal law known as the "Family Educational Rights and Privacy Act" ("FERPA") gives parents and eligible students (age 18 and older) the following rights with respect to their student records.

1. **RIGHT TO INSPECT:** You have the right to inspect and review substantially all of your education records maintained by or at the school district. This right extends to the parent of a student under 18 years of age and to any student age 18 or older.
2. **RIGHT TO REQUEST AMENDMENT:** You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if a designated school official decides not to alter the education records according to your request. If no change is made to the education record after the hearing, you have a right to place a written rebuttal in the record.
3. **RIGHT TO PREVENT DISCLOSURES:** You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of the Board of Education to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.
4. **RIGHT TO COMPLAIN:** You have the right to file a complaint with the U.S. Department of Education concerning the alleged failure of the school district to comply with FERPA. Your complaint should be directed to:

Family Policy and Compliance Office
U.S. Department of Education
600 Independence Ave, SW
Washington, DC 20202-4605

5. **RIGHT TO OBTAIN POLICY:** You have the right to obtain a copy of the policy adopted by the Board of Education in compliance with FERPA. A copy may be obtained in person or by mail from the Superintendent.
6. **RIGHT TO OBJECT TO RELEASE OF DIRECTORY INFORMATION:** Generally, school officials must have written permission from the parent of a student or an eligible student before releasing any information from a student's record. However, FERPA allows school districts to disclose, without consent, "directory" type information the Board of Education of the has designated the following personally identifiable information contained in a student's education record as "directory information:" student's name; address, telephone number; date and place of birth; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; honor rolls; scholarships; and, bus surveillance video tape for disciplinary use only.

You have 20 days from the receipt of this notice to advise the school district in writing of any or all of those types of information about the student which you refuse to permit the school district to designate as directory information. Your objections should be addressed to the building principal.

Policy/Legal Backing: NEOLA 2416 Student Privacy and Parental Access to Information	NEOLA 5780 Student/Parent Rights	NEOLA 8330 Student Records
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TITLE IX: DISCRIMINATION AND SEXUAL HARASSMENT

Pursuant to Title IX of the Education Amendments of 1972, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving of federal financial assistance." Using the guideline of Title IX, Whitefish Township Community Schools Board of Education is committed to providing students with a learning environment free from sexual harassment or gender discriminatory behavior.

It shall be a violation of policy for any student, teacher, administrator, school personnel, agents, volunteers, or third parties subject to the supervision and control of the school board to harass or discriminate against a student based upon sex. Acts of sexual harassment or inappropriate employee-student relations or student-peer relations are prohibited at all times during the school day including while on school-sponsored transportation, during observation or participation in after-school activities, and during school-related functions such as sporting events, social activities or field trips.

Sexual Harassment Defined:

Sexual harassment is any unwelcome conduct of a sexual nature that is sufficiently severe, persistent, or pervasive as to create an intimidating, hostile or abusive educational environment; or substantially or unreasonably interferes with an individual's education; or limit an individual's ability to participate in or benefit from the education program. Such conduct includes but is not limited to:

- ...verbal harassment or abuse; pressure for sexual activity; sexually motivated or inappropriate hugging, kissing, patting, massaging or pinching; sexual behavior or words, including demands for sexual favors; implied or overt threats accompanied with demand for sexual favors; remarks of a sexual nature about a person's clothing or body; fondling or grabbing; spreading sexual gossip; subjecting someone to sexual materials; and sexual assault or rape.

Gender Discrimination Defined:

Gender discrimination occurs when different treatment or consideration takes place due to the sex or gender of the individual rather than individual merit. The behavior complained of must be directed toward a specific gender and free from any reasonable justification. Under the regulation of Title IX, the Whitefish Township Community Schools Board of Education prohibits gender discrimination in areas including but not limited to: educational assistance, i.e. tutoring, after-school learning; counseling services; receiving college preparation materials; receiving preparatory materials for school testing; physical education and athletics; student rules and policies; and extracurricular activities.

The Whitefish Township Community Schools Board of Education is committed to providing both genders with a positive learning environment and will enforce that all individuals, regardless of gender, receive equitable treatment and benefits. Any student who believes he or she has been the victim of harassment or discriminatory behavior must immediately report such behavior to the Title IX Coordinator. The Title IX Coordinator will then notify the school principal of the alleged acts. Complaints should be directed to Mr. Thomas O. McKee, (906) 492-3353.

Reporting and Investigating of Harassment or Discriminatory Behavior

A. Reporting

Any student who believes he/she has been the victim of harassment or discriminatory behavior by another student, teacher, administrator, school personnel, agent, volunteer or third party is to immediately report the alleged conduct. A student need not fill out a formal complaint when reporting alleged harassment or discriminatory behavior. The reporting of harassment or discriminatory acts can be informal or made orally to the Title IX Coordinator or another designated authority. Generally, a report should be made within 45 days of the conduct or act giving rise to the complaint.

B. Investigation

The Whitefish Township Community Schools Board of Education will act to investigate all complaints, formal or informal, verbal or written of sexual harassment or other discriminatory acts and will discipline or take appropriate action against any student, teacher, administrator, school personnel, agent, volunteer, or a third party who is found to have violated this policy. The Whitefish Township Community Schools Board of Education will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Whitefish Township Community Schools Board of Education's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. Before the commencement of any investigation, the parent(s) or guardian(s) of each student involved in the allegations, including witnesses, will be contacted.

The investigation may include, but is not limited to reviewing documentation, conducting phone conferences, on-site observations, or personal interviews with the complainant, the individual(s) against whom the complaint is filed, individuals who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. Parents or guardians may only be present for interviews involving their child.

In determining whether alleged conduct constitutes a violation of this policy, the Whitefish Township Community Schools Board of Education should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances. A preponderance of evidence standard of proof will be applied to all situations involving complaints and grievances alleging harassment and discriminatory acts.

The investigation by the Whitefish Township Community Schools Board of Education will be completed within 10 school days. If the investigation should take longer than the allotted 10 days, all parties involved will receive written notice of the estimated date for the investigation to be completed. At all times during the investigation, the Whitefish Township Community Schools Board of Education designee will keep all matters confidential when applicable. At the conclusion of the investigation, the Whitefish Township Community Schools Board of Education designee will provide a written report to the Superintendent. The report shall include a determination of whether the allegations have been corroborated and found to be factual. Generally, the report will be submitted to the Superintendent within a period of 15 days.

If at any time during the investigation the complaint is deemed to include false reports provided by a student or any school employee, the individual will be subjected to disciplinary action that includes, but is not limited to suspension, expulsion, or termination of employment.

All students subjected to sexual harassment or discriminatory behavior will be provided all available support services from counselors, school psychologists, and school social workers to receive adequate emotional and physical support. No reprisals will be taken against any complainant on account of any complaint made in good faith and subsequently decided as a result of an investigation.

2. Student Grievance Policy

Procedures and Timelines

The party asserting the grievance may elect to have an informal or formal grievance.

A. Informal Grievance

Alleged Acts not involving the principal or member of Whitefish Township Community Schools Board of Education.

The student may elect to have an informal grievance when the nature of the grievance concerns the behavior of any peer or school employee (other than the principal or member of the Whitefish Township Community Schools Board of Education). It is not required that a student have an informal grievance.

Step One: Within five days following the event or condition that is the basis for the grievance, the complainant may request a meeting with the student or employee with whom they disagree, members of the grievance committee, and the Title IX Coordinator (the principal may or may not be present during this first meeting of the informal grievance process).

Step Two: Within five days following the conference request, the student or employee may elect to confer with the complainant under the supervision of the Title IX Coordinator and attempt to resolve the grievance through an oral response.

Step Three: If the complainant is not satisfied with the student or employee's oral response, the informal grievance will advance to the principal in the event that the original grievance did not involve the principal. The principal will take the notes provided by the Title IX Coordinator and schedule another meeting in an attempt to resolve the conflict between the complainant and the student or the employee. At the conclusion of the meeting, the principal shall then consider the informal grievance and provide an oral or written response to the complainant within five days.

Step Four: In the event that the complainant is still not satisfied with the outcome of the grievance, he/she must file a formal grievance within five days of the oral or written response of the principal or the grievance will be deemed abandoned.

2) Alleged Acts Involving the principal or member of the Whitefish Township Community Schools Board of Education.

If the nature of grievance involves the misconduct of the principal or any board member of the Whitefish Township Community Schools Board of Education, the complainant must first contact the Title IX Coordinator.

Step One: The complainant has five days to request an appointment with the Title IX Coordinator following the event or condition.

Step Two: Serving as mediator, the Title IX Coordinator will then schedule an appointment with the complainant, the principal or board member designee. Before the conclusion of the meeting, the principal or the board designee must attempt to resolve the

grievance verbally. If the complainant is not satisfied with the verbal response, he/she must file a formal grievance within five days of the verbal response or the grievance is deemed abandoned.

B. Formal Grievance

A student may elect to first participate in the formal grievance procedure.

Step One: Under the formal grievance, generally, the complainant should submit his/her complaint in writing within 45 days. The Formal Grievance form (copy of the form is located in the administrative office of each school) may be used, but is not required. The student should address the form to the principal or his/her designee, who will then present a copy of the form to the person who is the nature of the grievance. The complainant must provide the following information in order to be considered complete:

- 1) name of the person against whom the grievance is against;
- 2) the specific nature of the grievance;
- 3) date, time, and place of the event or condition that caused the grievance;
- 4) witnesses present during the alleged act(s);
- 5) the name and title of the third party representative (if applicable) of the complainant;
- 6) the action requested to resolve the grievance;
- 7) the signature of the complainant.

Step Two: The principal may schedule a meeting with the complainant and the person who is the subject matter of the grievance. The person(s) who the grievance is against shall respond to the complainant in writing within five days of the meeting and present it to the principal. The principal will make a copy of the response and submit it to the complainant.

Step Three: In the event that the complainant is not satisfied with the response, the principal will begin an investigation and will schedule another meeting with the complainant where the principal will explain the nature of the investigation and provide an approximate timeline for the investigation. At the conclusion of the investigation, the principal may schedule a meeting with the complainant, the person whom the grievance is against, and a Board designee. The Board designee will serve as mediator and attempt to resolve the conflict. Within five days of the meeting, the Board designee will provide the complainant with a written response outlining his/her decision about the complainant's grievance.

3. Student Appeals Process

If the complainant is still not satisfied with the result of the formal grievance process, he/she may appeal the decision with 30 days of receipt.

Step One: The complainant must direct all notifications of appeal to the attention of the Formal Grievance Form. Within 10 days of receiving the Formal Grievance Form, the Superintendent will then review any documentation leading to this event, and present his/her response in writing to the complainant.

Step Two: If the complainant is not satisfied with the response of the Superintendent, he/she has five days to submit a written request to the members of the Whitefish Township Community Schools Board of Education to schedule a grievance hearing. The Whitefish Township Community Schools Board of Education will provide the complainant with a least two days' notice of the grievance hearing. The complainant, parents/guardians third party representative (if applicable), and the person whom the grievance is against are asked to be present at the hearing.

Step Three: The complainant or any party representing the complainant, as well as the opposing party, will be allowed to present a five-minute opening statement. Each side will then have no more than 30 minutes to present their position. Following the presentation of positions, each side will have no more than five minutes to present a closing statement. During any part of the presentation, each party may present the Whitefish Township Community Schools Board of Education with any copies of documentation to aid the Board in its review. It is required that each board member receive at least three copies of all materials presented.

Step Four: Upon the conclusion of the presentations, Whitefish Township Community Schools Board of Education will convene privately to make a decision and verbally present the decision to the parties. Each party will also receive a written response from the Whitefish Township Community Schools Board of Education within five days of the grievance hearing.

This completes the Whitefish Township Community Schools Board of Education's formal grievance process.

Policy/Legal Backing:

Title VI, Civil Rights Act of 1964; Title VII, Civil Rights Act of 1964; as amended by the Equal Opportunity Act of 1972; Executive Order 11246, as amended by E.O. 11375; Title IX, Education Amendments of 1972; 34 C.F.R. 106.41 of the Title IX Regulation; Section 504, Rehabilitation Act of 1973; Education for all Handicapped Children Act of 1975; Age Discrimination Act of 1975; P.L. 94-135; 15CFR8.a

Teacher Qualifications

Parents may request information about the qualifications of their child's teachers and paraprofessionals, including: ***Whether the teacher has met State certification requirements; is teaching under an emergency permit or other provisional status by which the State licensing criteria have been waived; The teacher's college major; Whether the teacher has any advanced degrees and, if so, the subject of those degrees; and the educational background of any paraprofessionals or other instructional aides that provide services directly to your child.*** Questions outside of these above will need to be documented and formally submitted. Responses to these questions are up to the leadership of the school district.

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.

NOTE: The following forms are available in the school office as referenced in the Student Handbook.

- Title VI, IX, 504 Grievance Form 2260 F2
- Notice of Nondiscrimination and Grievance Procedures for Title II, Title VI, Title VII, Title IX, Section 504 and ADA Form 2260 F8
- Memorandum to Parents Regarding School Board Policy on Drug-Free Schools Form 5530 F2
- Notification to Parents Regarding Student Records Form 8330 F9
- Notification to Parents on Blood-Borne Pathogens Form 8453.01 F5
- Authorization for Prescribed Medication or Treatment Form 5330 F1
- Authorization for Non-prescribed Medication or Treatment (Secondary Version) Form 5330 F1a
- Authorization for Non-prescribed Medication or Treatment (Elementary Version) Form 5330 F1b
- Authorization for Use of Asthma Inhalers, Epi-pens or Prescribed Emergency Medication Form 5330F1c
- Parent Request to Inspect Materials Used in Conjunction with any Survey, Analysis, or Evaluation Form 2416 F2

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

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

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the school rules as of December 31, 2004. If any of the policies or administrative guidelines referenced herein is revised after December 31, 2004, the language in the most current policy or administrative guideline prevails.

Standardized Testing

Students and parents/guardians should be aware that students will take standardized tests. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials, including number 2 pencils;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

Policy/Legal Backing:

NEOLA 2623 Student Assessment

Communications

The Student Agenda and other important school notices, especially those requiring parent signature or response should be signed and returned promptly. This is a very important part of the communication between teachers, parents, and students. Everyone needs to make communication a priority.

Parent Involvement in the School

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

- A. Developing and implementing appropriate strategies for helping their child achieve the learning objectives that lead to accomplishing desired learning outcomes.
- B. Providing a mutually supportive school and home environment which encourages learning.
- C. Establishing meaningful learning outcomes which support the development of responsible members of society.
- D. Supporting a consistent and shared approach to child guidance and discipline.
- E. Providing proper health, safety, and well-being for their child.

The Board is committed to communicating with parents at a level and in a language they can understand, where practicable. The Board, through this policy, directs the establishment of a parent involvement plan, which can be communicated to the parent of each child in the District. The plan must encompass parent participating, through meetings and other forms of communication. The Parental Involvement Plan shall be distributed to all parents and students through publication in the Student/Parent Handbook or other suitable means.

The Superintendent shall direct the development of a Parent Involvement Plan for the District, which may include, among others, the following strategies:

- A. Provide parents with their child’s individual assessment results, reading results, progress reports, report cards, and parent conferences.
- B. Provide a description and explanation of the curriculum being used in the District, the form of assessment used to measure student progress and the proficiency levels students are expected to meet.
- C. Provide parents with each school’s Code of Conduct.
- D. Arrange flexibly scheduled parent/teacher conferences and parent requested conferences.
- E. Post general parent/teacher meetings and special parent involvement planning meetings on the District website and/or via-email.
- F. Published in the District’s school newsletter(s) information regarding the parent involvement plan and parent involvement opportunities.
- G. Schedule meetings and brainstorming sessions periodically to provide parents the opportunity to share concerns and desires, and to improve the school environment and student achievement.
- H. Maintain a consistent district-wide effort to communicate regularly with parents.
- I. Schedule parent/teacher conferences to inform parents of student’s progress.
- J. Distribute periodic newsletters from teachers informing parents of upcoming District events and curriculum being taught.
- K. Make calls, use e-mail letters as needed for teachers and administrators to communicate with parents.
- L. Encourage parental involvement in ongoing reading tutorial programs throughout the school year.
- M. Encourage the development of after school academic clubs or activities to provide students additional opportunities to develop skills.
- N. Have older students provide tutoring services to younger students.
- O. Encourage active faculty participating in PTO or similar school parent groups.
- P. Have students perform for parents and community.
- Q. Encourage parents to serve as chaperones for class field trips and other school activities.
- R. Recognize parents and volunteers who have helped throughout the year.
- S. Have school administration and staff provide test data and interpretation meetings allowing parents to ask questions.
- T. Provide opportunities for discussions between parents, administrators, and staff to address problems and find solutions for students having difficulties, either academically or socially.
- U. Place current and accurate announcements on the school’s marquis.
- V. Form an advisory council which consists of District staff, parents, and students to assure they are involved in an organized, ongoing and timely way, in the planning, review and improvement of the schools Parental Involvement Plan.

Relations with Parents

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

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

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

Mandated Reporters

School teachers, counselors, social workers, and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Michigan Family Independence Agency.

Policy/Legal Backing:	NEOLA 8462 Student Abuse and Neglect	MCL 722.621 et seq.
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Grading and Promotion

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher. The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing.

93-100 = A	83-87 = B	73-77 = C	63-67 = D
90-92 = A-	80-82 = B-	70-72 = C-	60-62 = D-
88-89 = B+	78-79 = C+	68-69 = D+	59 or less = E
O = Outstanding	S = Satisfactory	P = Progressing	U = Unsatisfactory

Honor Roll

Honor roll is determined after each term. A student must earn a straight “B”, 3.00, average in order to achieve recognition on the honor roll. No “D” or “F” grades may be received in that card marking for this recognition. Students earning all “A’s” will be given special recognition.

Graduation Requirements

To graduate from high school with a high school diploma, each student must:

1. Complete all District graduation requirements.
2. Successfully complete all of the following credit requirements of the Michigan Merit Standard, which includes:
 - (a) At least 4 credits in English language arts that are aligned with state subject area content expectations.
 - (b) At least 3 credits in science that are aligned with state subject area content expectations.
 - (c) At least 4 credits in mathematics that are aligned with state subject area content expectations, including completion of at least algebra I, geometry, and algebra II, or an integrated sequence of this course content that consists of 3 credits, and an additional mathematics credit, such as trigonometry, statistics, pre-calculus, calculus, applied math, accounting, business math.
 - (i) A student may complete algebra II over 2 years with 2 credits awarded or over 1.5 years with 1.5 credits awarded for the purposes of this section and section 1278b.
 - (ii) A student also may partially or fully fulfill the algebra II requirement by completing a department-approved formal career and technical education program or curriculum that has appropriate embedded mathematics content, such as a program or curriculum in electronics, machining, construction, and welding, engineering, or renewable energy.
 - (iii) Each student must successfully complete at least 1 mathematics course during his or her final year of high school enrollment.
 - (d) At least 3 credits in social science that are aligned with state subject area content expectations, including completion of at least 1 credit in United States history and geography, 1 credit in world history and geography, 1/2 credit in economics, and a civics course.
 - (e) At least 1 credit in subject matter that includes both health and physical education aligned with state guidelines.
 - (f) At least 1 credit in visual arts, performing arts, or applied arts aligned with state guidelines.
 - (g) At least 2 credits in a language other than English, based on state guidelines.
3. A personal curriculum may be requested for the student that modifies certain of the Michigan Merit Standard requirements. If all of the requirements for a personal curriculum are met, then a high school diploma may be awarded to a student who successfully completes his/her personal curriculum even if it does not meet the requirements of the Michigan Merit Standard. All of the following apply to a personal curriculum:
 - (a) The personal curriculum shall be developed by a group that includes at least the student, at least 1 of the student's parents/legal guardian, a teacher, and the student's high school counselor or another designee qualified to act in a counseling role and selected by the high school principal. In addition, for a student who receives special education services, a school psychologist should also be included in this group. The teacher included in the group developing the personal curriculum shall be a teacher who is currently teaching the student, who currently teaches in or whose expertise is in a subject area being modified by the personal curriculum, or who is determined by the principal to have qualifications otherwise relevant to the group.
 - (b) The personal curriculum shall incorporate as much of the subject area content expectations of the Michigan Merit Standard as is practicable for the student; shall establish measurable goals that the student must achieve while enrolled in high school and shall provide a method to evaluate whether the student achieved these goals; and shall be aligned with the student's educational development plan.
 - (c) Before it takes effect, the personal curriculum must be agreed to by the student's parent/legal guardian and by the Superintendent or his/her designee.
 - (d) The student's parent/legal guardian shall be in communication with each of the student's teachers at least once each calendar quarter to monitor the student's progress toward the goals contained in the student's personal curriculum.
 - (e) Revisions may be made in the personal curriculum if the revisions are developed and agreed to in the same manner as the original personal curriculum.
 - (f) The English language arts credit requirements and the science credit requirements are not subject to modification as part of a personal curriculum under this subsection.
 - (g) The mathematics credit requirements may be modified as part of a personal curriculum only after the student has completed, without necessarily having attained a passing grade in, at least 1-1/2 credits of the mathematics credits required and only if the student successfully completes at least 3-1/2 total credits of the mathematics credits before completing high school. The requirement that a student must successfully complete at least 1 mathematics course during his/her final year of high school enrollment is not subject to modification as part of a personal curriculum. The algebra II credit requirement may be modified as part of a personal curriculum only if the student meets 1 or more of the following:
 - (i) Has successfully completed the same content as 1 semester of algebra II.
 - (ii) Elects to complete the same content as algebra II over 2 years, with a credit awarded for each of those 2 years, and successfully completes that content.
 - (iii) Enrolls in a formal career and technical education program or curriculum and in that program or curriculum successfully completes the same content as 1 semester of algebra II.
 - (h) The social science credit requirements may be modified as part of a personal curriculum only if all of the following are met:
 - (i) The student has successfully completed 2 credits of the social science credits, including the civics course.
 - (ii) The modification requires the student to complete 1 additional credit in English language arts, mathematics, or science or 1 additional credit in a language other than English.
 - (i) The health and physical education credit requirement may be modified as part of a personal curriculum only if the modification requires the student to complete 1 additional credit in English language arts, mathematics, or science or 1 additional credit in a language other than English.
 - (j) The visual arts, performing arts, or applied arts credit requirement may be modified as part of a personal curriculum only if the modification requires the student to complete 1 additional credit in English language arts, mathematics, or science or 1 additional credit in a language other than English.
 - (k) If the parent/legal guardian requests as part of the student's personal curriculum a modification of the Michigan Merit Standard requirements that would not otherwise be allowed under this section and demonstrates that the modification is necessary because the student is a child with a disability, the school district may allow that additional modification to the extent necessary because of the student's disability if the group determines that the modification is consistent with both the student's educational development plan and the student's individualized education program.

Normally, a student will complete graduation requirements in four years. In order to receive a diploma and graduate, a student will need to pass all proficiency tests, meet the school requirements for basic course work, and earn the total number of minimum credits. Specific course requirements are the following:

Required classes	Credits Needed	Traditional Diploma
English	1	English 1
	1	English 2
	1	English 3/ World Lit, College Eng.
	1	English 4, AP English, College English
4 total		
Math	1	Algebra
	1	Geometry
	1	Algebra II
	1	Additional Math/Related
4 total		
Science	1	Earth Science, Physics A, Chemistry A
	1	Biology
	1	Chemistry B, Physics B
3 total		
Social Science	1	World History and Geography
	1	American History and Geography
	1	Economics and Civics
3 total		
Fine Arts/Performing Arts	1 or 2 credits	Art, Graphic Arts, Band
Health Education	1	PE and Health (1/2 credit each)
Online Experience	1	
Foreign Language	1 or 2 credits	
4 total		
Electives	6 or more	
24 credits		

Policy/Legal Backing: NEOLA 2221 Mandatory Courses	NEOLA 5460 Graduation Requirements	MCL 380.1278a	MCL 380.1278b
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Education Development Plans (EDP)

The Revised School Code (380.1278b(11)) from the State of Michigan states that “An educational development plan shall be designed to assist pupils to identify career development goals as they relate to academic requirements”

Receiving A Failing Grade

Any student failing to receive credit in a class will have to repeat that class as soon as the schedule permits, most often the next school year.

Homework

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student’s teacher, ability and grade level.

All homework assigned will be directly related to the curriculum of the class it was assigned from and will be included in the assessments and final grades of that class. Individual class policies are described in the syllabi of that class and/or in a separate document given to the students at the beginning of each course. All other aspects of administrative guideline and board policy 2330 will be followed.

The purpose of homework is:

- To improve the learning process;
- To aid in the mastery of skills;
- To create and stimulate interest on the part of the student; and
- To develop self-discipline

Policy/Legal Backing:	NEOLA 2330
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Guidance and Counseling

The school provides a guidance and counseling program for students. The school’s counselors are available to those students who require additional assistance. The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student’s career objectives. High school juniors and seniors have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

Students Rights of Expression

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

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

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

Gangs

Gangs which initiate, advocate, or promote activities which threaten the safety or well-being of persons or which are disruptive to the school environment are not tolerated. Incidents involving initiations, hazing, intimidations, or related activities which are likely to cause harm or personal degradation are prohibited. Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the building principal.

Non-School-Sponsored Publications/Websites

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language; or
4. Is primarily intended for the immediate solicitation of funds.

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

Policy/Legal Backing:	NEOLA 2531	NEOLA 7540.05, 7550	NEOLA 7540.01 Technology Privacy	NEOLA 7540.03
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Search and Seizure

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment, Personal Effects of Students

School authorities may inspect and search school property and equipment owned or controlled by the school (i.e., lockers, desks), as well as personal effects left in those locations by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially-trained dogs.

Students

School authorities may search a student and/or the student's personal effects in the student's possession (e.g., purses, wallets, knapsacks, book bags, lunch boxes, cell phones) when there is a reasonable suspicion that the search will produce evidence that the particular student has violated or is violating either the law or the school district's rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

Seizure of Property

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

Policy/Legal Backing:	NEOLA 5771 Search and Seizure	MCL 380.1306	MCL 380.1313
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Athletic Rules and Code of Conduct

The Athletic Code applies to all students who want to participate in athletics. Athletics includes competitive sports, extracurricular activities, cheerleading and pom-poms. This code applies in addition to other rules and regulations concerning student conduct and imposes additional requirements on student athletes and cheerleaders. Participation in athletics is a privilege. Those who participate in athletics have a responsibility to favorably represent the school and community. Student athletes are expected to conduct themselves both in and out of school in a manner appropriate

to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate in athletics may be lost in accordance with the terms of this Athletic Code.

MHSAA

Eligibility for most athletics is also governed by the rules of the Michigan High School Association and, if applicable, these rules will apply in addition to this Athletic Code. In a case of a conflict between MHSAA and this Athletic Code, the most stringent rule will be enforced.

Eligibility

Any student that wants to participate in athletics needs to pass each and every one of their classes.

Requirements for Participation

An athlete must have the following fully executed documents on file at the school office before the athlete's first participation in any activity. Athletic equipment should not be issued and students must not be allowed to try out or practice until an acceptable signed statement of physical examination and consent has been provided.

1. A current physical examination report (given on or after April 15 of the previous school year) completed by the M.D., D.O., Physician's Assistant, or Nurse Practitioner who administers the physical examination and which finds that the athlete has passed a physical examination and is physically able to participate in athletic tryouts, practices and contests; and
2. A permission slip to participate in the specific sport in which the athlete intends to participate signed by the athlete's parent or guardian; and
3. Proof the athlete is covered by medical insurance; and
4. A receipt showing the athlete and his/her parents received a copy of the Athletic Code, understand the terms of the Athletic Code and agree to abide by its terms and conditions.

Behavioral Conduct

Behavioral misconduct by student-athletes will not be tolerated. Behavioral misconduct shall include but shall not be limited to:

- a. Insubordination; or
- b. Any behavior or action which is negligently or intentionally injurious to a person or property or which places a person or property at risk of injury or damage; or
- c. Any behavior which disrupts the appropriate conduct of a school program or activity; or
- d. Hazing, bullying, or harassment of any kind; or
- e. Use of profanity; or
- f. Exhibition of bad sportsmanship; or
- g. Violation of any school rules or regulations or law.

Coaches and school officials will impose disciplinary measures appropriate to the offenses committed. The discipline imposed for any particular offense shall be at the sole and exclusive discretion of the coaching staff and school officials.

Drugs, Alcohol and Tobacco

Except for prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor, the possession, use, distribution, purchase or sale of any alcoholic beverage, drug, drug paraphernalia, controlled substance, look-alike, tobacco or tobacco product or any other substance which, when taken into the human body is intended to alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the foregoing, regardless of the true nature or appearance of the substance, is prohibited in school buildings, on school buses and on all other school property or school-related events at any time. This prohibition shall include all school-sponsored or school-related activities, whether held before or after school, evenings or weekends and shall additionally include a prohibition of use by a student athlete in any instance where the school can demonstrate a reasonable connection to the school program or school athletic program. For purposes of this procedure, students who are under the influence of prohibited substances shall be treated in the same manner as though they had prohibited substances in their possession.

Rules in Effect

The rules set forth in this Athletic Code are in effect throughout the calendar year and twenty-four hours a day, whether or not school is in session and including vacation periods, and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale. The rules apply from the beginning of the athlete's first tryout or practice in the first sport which the athlete attempts until the completion of the athlete's athletic eligibility in all sports.

[or]

The rules set forth in this Athletic Code are in effect throughout the school year from the first practice session for any particular sport during a particular school term until the last day of that sport or until the last day of the school term whichever comes last and 24 hours a day, whether or not school is in session and including vacation periods, and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale. The rules apply to an athlete from the beginning of the athlete's first tryout or practice in the first sport which the athlete attempts until the completion of any school year or the completion of the athlete's season whichever comes last.

Absence from School on Day of Activity

An athlete who is absent from school after noon on the day of an activity is ineligible for any activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the coach: (1) for a medical absence pre-arranged with the coach, or (2) for a death in the athlete's family. An athlete who has one or more truancies or who has been suspended from school may be suspended from participation in athletic activities by administration. An athlete who is absent from school on a Friday before a Saturday event may be withheld from Saturday activities at the sole discretion of the coach.

Travel

All athletes shall travel to athletic events and return home from athletic events with the team on which the athlete competes by use of school-approved means of transportation. A written waiver of this rule may be issued by a coach or administrator upon advance written request of an athlete's parent or guardian and provided the parent or guardian appears and accepts custody of the athlete. In no case shall a waiver be issued unless

the alternate means of transportation anticipated by the waiver will be provided by the parent. Oral requests shall not be honored and oral permissions shall not be valid. Any student athlete found to be in violation of this policy shall be subject to discipline in accordance with the school district's athletic discipline policies, rules and regulations as provided herein.

Policy/Legal Backing:

NEOLA 2431 Interscholastic Athletics

Attendance at School Dances

Attendance at school-sponsored dances is a privilege. Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. A guest must be "age appropriate," defined as under the age of twenty-one at time of event. All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances. In particular, students shall not:

1. Use, possess, distribute, purchase, or sell tobacco materials, alcoholic beverages, or any illegal substance or paraphernalia;
2. Use, possess, buy, sell, barter, or distribute any object that is or could be considered a weapon or any item that is a "look-alike" weapon;
3. Vandalize or steal;
4. Haze other students;
5. Behave in a manner that is detrimental to the good of the school; or
6. Be insubordinate or disrespectful toward teachers and chaperones.

Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

Equal Access for Non-School Sponsored Student Clubs

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

The principal shall grant the group's request and first determining that:

- A. the activity has been initiated by students
- B. attendance at the meeting is voluntary
- C. no agent or employee of the District will promote, lead, or participate in the meeting
- D. the meeting does not materially and substantially interfere with the orderly conduct of educational activities in the school
- E. nonschool persons do not direct, conduct, control, or regularly attend the activity.

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

Policy/Legal Backing:

NEOLA 5730 Equal Access for Non district-Sponsored Student Clubs and Activities

MCL 380.1299 20 USC 4701 et seq.

Age of Majority

Although 18-year-old students are recognized as adults under the Age of Majority Act, school officials are nonetheless committed to the equal treatment in application of school policies and procedures to all students. With the exceptions noted below, school district policies and procedures set forth apply to all students, regardless of their attainment of the age of majority. Students 18 years and older may:

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

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

Policy/Legal Backing:

MCL 722.52

Requests from Military or Institutions of Higher Learning

Upon request, military recruiters and institutions of higher learning will be given access to students' names, addresses and published telephone numbers. Parents/guardians who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the building principal.

Policy/Legal Backing:

MCL 380.1139

MIDDLE/HIGH SCHOOL SCHEDULE	
Hour	Time
1	8:30-9:25
2	9:27-10:22
3	10:24-11:19
Lunch	11:19-11:49
4	11:51-12:46
5	12:48-1:43
6	1:45-2:35
7	2:37-3:20

ELEMENTARY SCHEDULE	
Hour	Time
Morning Classes	8:30-10:50
Lunch	10:50-11:19
RECESS	11:20-11:49
Afternoon Classes	11:48 -3:20

WHITEFISH TOWNSHIP COMMUNITY SCHOOLS

2017-2018 School Calendar

August '17						
Su	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
0						

September '17						
Su	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
19						

October '17						
Su	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
22						

November '17						
Su	M	T	W	R	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
19						

December '17						
Su	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	15					

January '18						
Su	M	T	W	R	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
21						

February '18						
Su	M	T	W	R	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			
15						

March '18						
Su	M	T	W	R	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
17						


April '18						
Su	M	T	W	R	F	S
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
20						

May '18						
Su	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
21						

June '18						
Su	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
11						

July '18						
Su	M	T	W	R	F	S
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

 School Closed/ Holidays

 Teacher in-Service Day (no school for students)

 Board Meetings @ 6
Staff Meeting @ 3:20

 Community Nights

School Day – 8:30 – 3:20
180 Full Days at 6.1333 Hours per day = 1104.00

Date	Event
Monday, August 28	Teacher Professional Development @ WTCS
Tuesday, August 29	Teacher Professional Development @ WTCS
Tuesday, August 29	Community Night – Open House 5:00-7:00
Wednesday, August 30	Teacher Professional Development @ St. Ignace Schools
Thursday, August 31	Teacher Professional Development @ WTCS
Tuesday, September 5	First Day of School
Monday, September 18	School Board Meeting @ 6:00
Monday, September 25	Community Night – School Improvement Goals 5-7
Monday, October 16	School Board Meeting @ 6:00
Wednesday, October 25	Community Night – Parent Teacher Conferences 5-7
Friday, November 3	End of First Marking Period
Friday, November 10	Veteran’s Day Program at 10:00
Monday, November 20	School Board Meeting @ 6:00
Tuesday, November 21	Last day of school before Thanksgiving Break
Wednesday, November 22 - Friday, November 24	NO SCHOOL – Thanksgiving Break
Monday, November 27	School resumes
Monday, December 18	School Board Meeting @ 6:00
Tuesday, December 19	Community Night – Holiday Program @ 7:00
Thursday, December 21	Last Day of School before Holiday Break
Friday, December 22	Teacher Professional Development @ WTCS
Friday, December 22 -Tuesday, January 2	NO SCHOOL – Holiday Break
Wednesday, January 3	School resumes
Monday, January 15	School Board Meeting @ 6:00
Friday, January 19	End of First Semester
Thursday, January 25	Community Night – Parent Teacher Conferences 5-7
Monday, February 19 – Friday, February 23	Mid-winter Break
Monday, February 19	School Board Meeting @ 6:00
Monday, February 26	School Resumes
Wednesday, March 14	Community Night – Emergency Services 5-7
Monday, March 19	School Board Meeting @ 6:00
Friday, March 23	End of Third Semester
Friday, March 23	Last Day of School before Spring Break
Monday, March 26- Monday, April 2	NO SCHOOL – Spring Break
Tuesday, April 3	School Resumes
Monday, April 16	School Board Meeting @ 6:00
Tuesday, May 22	Community Night – Honor’s Banquet K-6 (4:00 pm)
Wednesday, May 23	Community Night – Honor’s Banquet 7-12 (6:00 pm)
Monday, May 21	School Board Meeting @ 6:00
Friday, May 25	No School
Monday, May 28	No School – Memorial Day
Saturday, June 9	Graduation at 1:00
Friday, June 15	LAST DAY OF SCHOOL
Monday, June 18	School Board Meeting @ 6:00

5 Professional Development Days offered by WTCS
180 Full Days of School at 6.1333 hours per day of instruction
1104.00 Hours of Instruction

PARENT/STUDENT ACKNOWLEDGEMENT OF STUDENT HANDBOOK

Parent/Guardian Name & Student Name

Have received the Whitefish Township Community Schools 2017-2018 Student Handbook.


- We understand that it is our responsibility to familiarize ourselves with this handbook.
- We understand that we will clarify our understanding of the handbook through discussion with the school Principal/Superintendent.
- We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of the School District.
- We also understand that this handbook supersedes all prior handbooks and other written material on the same subjects.

Parent/Guardian Signature

Student Signature

Date

Please return this signature page to the school office. Thank you.



Thomas O. McKee, Superintendent