

# **Napoleon High School**

## ***Student Handbook***

**Napoleon Community Schools**  
**P.O. Box 308**  
**Napoleon, Michigan 49261**

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<i>HS Asst. Principal/Athletic Director:</i>	<i>Mr. Tom Johns</i>	<i>905-5789</i>
<i>Middle School Principal:</i>	<i>Mr. Chris Adams</i>	<i>905-5718</i>
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<i>Dir. of Transportation/Maintenance:</i>	<i>Mr. Shawn Murphy</i>	<i>905-5709</i>
<i>Director of Food Service:</i>	<i>Ms. Andrea Haskell</i>	<i>905-5711</i>
<i>Adult &amp; Community Education</i>	<i>Mr. Zach Kanaan</i>	<i>905-5712</i>

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# **PHILOSOPHY**

*By considering the individual interests, experiences and capabilities of each student, Napoleon High School recognizes its responsibility to strive to help each student become a productive member of society.*

*By providing the individual with successful learning experiences in both academic and in extra-curricular settings, the student can develop a positive self-concept and a positive attitude toward other people.*

*Napoleon High School should provide a realistically structured, stable atmosphere in which the student's individual needs are met so that he or she can function in society. This handbook is intended to assist our students and their families in understanding our policies and procedures, as well as rights and responsibilities.*

\* \* \* \* \*

## ***MISSION STATEMENT***

***We,  
the staff, parents, community and students  
of Napoleon High School,  
are committed to providing  
an environment conducive to learning  
and  
meeting the academic and social needs  
of all students as they prepare for and encounter  
the challenges of high school.***

***Through our cooperative energies  
and  
on-going evaluations,  
students will demonstrate a knowledge  
of basic skills,  
develop self-esteem,  
and achieve individual excellence  
in order to attain  
their personal goals, become productive citizens and  
be successful in their future endeavors.***

**PLEASE NOTE THAT ALL POLICIES & PROCEDURES STATED WITHIN THIS HANDBOOK AND THE *K-12 CODE OF CONDUCT* ARE APPLICABLE TO ALL SCHOOL-SANCTIONED ACTIVITIES, BOTH HOME AND AWAY.**

## ***NAPOLEON FIGHT SONG***

***HAIL TO NAPOLEON,  
CHEER THEM ALONG THE WAY.  
ONWARD TO VICTORY,  
MAY WE WIN OUR GAME TODAY.  
WE'LL GIVE A CHEER FOR NAPOLEON.  
LONG MAY WE REIGN SUPREME.  
SHOUT! 'TIL THE ECHOES RING  
FOR THE GLORY OF OUR TEAM.  
FIGHT!***

### **WEATHER ANNOUNCEMENTS:**

The cancellation of school due to bad weather is made by the Superintendent or his designee. As soon as it is determined that school cannot convene, the announcement will be made on stations WKHM, WIBM, WUFN, WJR, and WILX-TV. In addition, most cancellations of scheduled events may be found on the website, [www.cancellations.com](http://www.cancellations.com).

## DAILY SCHEDULE

7:00	Main Office Opens - Secretary Reports
7:25	Buses Drop Off Students
7:30	Teachers Report to School
7:25	A.M. Career Center Bus Departs to Career Center
7:40 - 8:36	1 <sup>st</sup> Hour
8:40 - 9:37	2 <sup>nd</sup> Hour
9:41 - 10:37	3 <sup>rd</sup> Hour
10:25	A.M. Career Center Students depart from Career Center
10:41 – 11:12	E2 Class
10:45	A.M. Career Center Students Arrive at NHS and to directly to their E2 class
10:41 - 11:00	P.M. Career Center Students Have Lunch
11:05	P.M. Career Center Bus Departs to Career Center
11:15 - 11:42	<i>1<sup>st</sup> LUNCH</i>
11:16 – 12:10	(1 <sup>ST</sup> ) 4 <sup>th</sup> HOUR
11:46 – 12:39	(2 <sup>ND</sup> ) 4 <sup>TH</sup> HOUR
12:10 – 12:40	<i>2<sup>nd</sup> LUNCH</i>
12:43 - 1:37	5 <sup>th</sup> Hour
1:41 - 2:36	6 <sup>th</sup> Hour
2:25	P.M. Career Center Bus Returns to NHS (PMCC goes to Career Advisory til 2:36)
2:36	Classes Dismissed
2:36	Buses Pick-Up Students
2:36	Teachers Depart
3:30	Secretary Departs

# ATTENDANCE POLICY

## NAPOLEON HIGH SCHOOL

### ATTENDANCE

We believe good attendance is essential to successful learning. The early development of good attendance and punctuality are beneficial patterns in life so as to become an inherent characteristic in current and future educational and occupational endeavors. Students who have good attendance generally achieve at a higher rate, enjoy school more, and are much more employable after leaving high school.

### POLICY

To encourage the development of good attendance habits, the following policy has been formulated by parents, teachers, administrators, and with legal consultation. Attendance will be taken on an hourly basis and reported for accountability reasons. It is felt that good attendance will be reflected in academic achievement.

Absences will be broken down into three tiers:

#### **Tier 1: Prevention**

- Monitor absences, document absences, have a positive and engaging school climate, engage parents in attendance, identify any issues or barriers, and offer support to individuals and families

#### **Tier 2: Early Intervention**

- Step 1; 3 consecutive absences or 3 unexcused absences within a 45 day period
  - Contact parents, explore concerns, connect parents/students to appropriate resources to overcome any barriers
- Step 2; 10 total absences
  - Explore root causes, engage in problem solving and start goal setting conversations, schedule a meeting with caretakers or guardians, notify counselor, develop a plan to correct attendance
- Step 3; 10 unexcused absences or 15 total absences
  - Student is now considered truant, send a letter to family and outside agency, explore the need for a wellness check

#### **Tier 3: Support**

- Referral to the county attendance officer

### ILLNESS DURING THE SCHOOL DAY

If a student becomes ill during the school day, he/she must notify the office if the illness necessitates the missing of any regular class time. If the student is too ill to attend class, he/she may remain in the high school office until feeling better or until parents are able to make transportation arrangements. These absences do still count as excused absences.

### CHRONICALLY ABSENT

Means a student is absent for 10% or more of the enrolled school days in a school year, whether absenteeism is due to unexcused, excused, or disciplinary absences. (For instance, missing 3 days of school the first month of the year; 8 days in the first half of the year; or 18 days in the entire school year.) Note: All absences for the school year should be counted, even if they have carried over from a different school.

**Excused absences** include the following:

- *Student illness/injury with doctor's note, Medical appointments, Religious holidays, Extreme family emergencies, Lice (3 days), Funeral/death in family, Mandated court appearances (documented), Placement by Juvenile Court in detention, shelter care, foster care or residential placement, Educational opportunities approved by school officials, Homelessness, Approved School business, Approved School games/contests*

**Unexcused absence** is any absence not accounted for above, examples of unexcused absences include, but not limited to:

- *Staying home to baby-sit, Overslept, Travel, Needed at home, Weather, Missed bus, Child is not immunized, Sickness (not documented), Willful truancy (skipping)*

## School Business Absence Approval Form

School Business Days are excused absences. College visitation days, class-related field trips/events, and athletic contests are considered school business.

Students are responsible for the following guidelines:

- Speak to your teachers before the date of the School Business related absence. School Business forms must be approved prior to the date of the absence.
- Athletes, do not exceed the allowed number of official visits (5), it is your responsibility to keep track of those.
- Understand that Administration has the right to withhold approval of a School Business absence based on attendance, grades, and current class activity. If you choose to take the absence without teacher signatures, or approval by administration, you are accepting the unexcused absence(s).
- Return to school with proof of the School Business you attended (when applicable ex. College Visit materials)
- Have a conversation with your teachers about make-up work/completion

Students are to complete this form, and **return it to Mrs. Minix in the High School Office.**

Student Name: \_\_\_\_\_ Grade \_\_\_\_\_ Date(s) of Request \_\_\_\_\_  
 Reason for School Business \_\_\_\_\_

Class/Hour(s) to be absent	✓ Approval	Teacher's Signature	Class Homework, Test, Quiz, Preparation	Completed Before/After

**EMERGENCY CONTACT NUMBERS (2 required)**

1. Name \_\_\_\_\_ Relationship to Student \_\_\_\_\_  
 Day Phone# \_\_\_\_\_
2. Name \_\_\_\_\_ Relationship to Student \_\_\_\_\_  
 Day Phone# \_\_\_\_\_

## **PARENTAL CONTACT**

Parents are to contact the school by phone, email, or note when their child is absent. Parents should be giving the approximate length of absence, and reason for the absence. When no parental contact is established, the school will initiate contact, following our attendance protocol.

## **LEAVING THE BUILDING OR ARRIVING LATE**

Any student who arrives at school **more than five (5) minutes after** the school day has started must sign in at the attendance office. Any student who, because of illness or for any other reason, finds it necessary to leave the building during the day, must have parental permission, either written or via the telephone before signing out. This permission is to be given to authorized office personnel. A student who fails to sign out will be subject to appropriate disciplinary action.

## **MAKE-UP WORK FROM ABSENCES**

Any student who has arrived late is still held responsible to hand in any homework or projects that were due in any class, including those missed earlier that day. It is the student's responsibility to turn in that work, as well as make any necessary arrangements for quiz or test make-ups. Assessments and homework that have been previously announced must be taken and/or handed in the day the student returns to the school. The making up of tests and quizzes will be completed outside the scheduled instructional day. All tests, quizzes and homework that are missed because of an extended absence (two or more days) must be made up or handed in within two (2) days of the student's return to school. Individual teachers may not reduce the value of the work made up because of truant absences by more than one letter grade. Make-up work for any absence is the sole responsibility of the student to initiate during his/her first class period upon returning. Students are expected to participate in class activities upon their return regardless of the reason for the absence. A note from a physician is required if a student is not able to participate in a class activity.

## **SUSPENSION**

A student who is suspended **out of school** for disciplinary reasons for any number of days will have that number charged against their total absences. These days will not be considered excused absences.

## **TARDINESS TO CLASS**

Students are expected to be in class before the bell rings and return promptly from assigned breaks as directed by the teacher. Failure to do so will result in disciplinary action. A tardy will be issued to a student who arrives to the designated class after the tardy bell rings and up to fifteen (15) minutes after it starts. **On the fourth tardy**, a student will be issued a lunch detention. On subsequent tardies, the student will receive progressive discipline, or proceed with restorative justice.

## **Excused Tardies**

Tardiness caused by teachers, administrators, or office personnel, family matters/emergencies, medical/dental appointments, lawyer, funeral, etc. will be handled through office procedures of sign in/out and passes and *will not be counted as tardy*.

## **HOMEBOUND SERVICES**

1. If a student will not be in school for more than ten consecutive days due to hospitalization or illness, he/she is eligible for homebound services. It is the responsibility of the parents to contact the school regarding homebound services.
2. A note from a physician is required stating the approximate length of time the student will not be able to attend school and the nature of that illness.

## **EXTENDED ILLNESS AND/OR HOSPITALIZATION**

A student, upon meeting all requirements of the special program (such as homebound, tutoring, and educational support programs in hospitals), may earn course and/or graduation credit.

District personnel are to follow the state guidelines regarding student attendance accounting and reporting. The district's staff are to cooperate with attendance officers and law enforcement personnel when enforcing the compulsory attendance laws.

## **LUNCH PERIODS – CLOSED CAMPUS**

The Napoleon Community Schools Board of Education has mandated *Closed Campus* policy; therefore, students *are required to remain at school for lunch*. Only those students not assigned to a bus route may go home for lunch if a note is on file in the office stating permission from a parent or guardian to do so. Any abuse; i.e., being in the halls or not going home, will result in the revocation of this privilege. If students need to leave the cafeteria, they are to request permission from the administrative supervisor. Students wishing to leave the building during the scheduled lunch periods must have taken the necessary steps prior to the end of their **second hour class**. No one will be released on a sporadic or regular basis for purposes of circumventing the closed campus policy. No student will be permitted to use a motor vehicle during the lunch periods.

Students will be eating during two (2) separate lunch periods, each being 30 minutes in length:

Students will be required to stay in the lunch room the entire 30 minutes, in that the other students are to be in 4<sup>th</sup> hour period. To eliminate disruptions in the halls during scheduled classes, students may not be in other classes or in the Library unless specifically assigned there by a teacher's pass.

Students are to be in the cafeteria following the four (4) minute class change. They are not to leave until the next class change.

## **E2**

### **“Enrichment & Extension”**

The “E2” period is a class designed to allow students time for remediation, extra help from instructors, career pathway planning, and academic activities. It is also designed to decrease interruptions in the academic schedule due to activities/events that require students to be taken out of class; i.e., class meetings, college recruiters, etc. It is important that students do not miss instructional time, yet are allowed to participate in many worthwhile academic, social, and community-minded activities that make our school and student body great.

Students who attend Napoleon High School on a full-time basis will be required to complete twelve (8) E2 periods (one per semester) over four years to receive one unit of credit. Jackson Area Career Center and/or co-op schedule displaces E2 and will be dealt with on an individual basis.

Students must use Hall Passes to travel during E2. Napoleon High School will have traditional E2’s where students use that time to supplement their school day (with extra help, support, and class meetings). NHS will also offer elective E2’s where students will have the opportunity to participate in specialized elective periods such as; Robotics, Quiz Bowl, Bridge, Jazz Band, Photography etc. Elective E2’s will only be offered to students who are passing classes, and acting appropriately during the school day. Elective E2’s will rotate every 9 weeks (marking period).

#### **Attendance**

Although attendance for the E2 period is mandatory and the school policy for attendance will be adhered to, parents are encouraged to schedule their child’s doctor, orthodontist, and dentist appointments during this time. Leaving school during instructional time, to include the E2 period, requires signing out and in via parental consent by phone and/or note.

#### **Credit**

A Pass/Fail grade and credit will be granted to students based on attendance, behavior, and utilization of the class time according to building and classroom policy. *The following are minimal E2 course requirements:*

- Students complete all required Career Pathway planning and investigation activities as assigned.
- Students complete/update annually their online Educational Development Plan (EDP).
- Students are to complete all paperwork and preparation for the annual scheduling process.

# In School Suspension (ISS)

## **Purpose**

To maintain an academic environment for students in need of an escalated disciplinary consequence, while isolating those students from the social environment of the traditional high school day.

## **Responsibility of Staff**

- Refer all discipline to the High School office
  - All referrals to ISS will be done by Administration, and documented with a PowerSchool log entry
  - Teachers will not place students in ISS for disciplinary action

## **Responsibility of Administration**

- Follow the K-12 District Code of Conduct and decide if ISS is an appropriate consequence.
- Make contact with parents/guardian, noting; disciplinary action, length of action, and expectations
- Send homework request notices to teachers.

## **Responsibility of Student**

- Have books, materials, and assignments from instructors when you report to ISS
- Follow all general building and classroom rules, as well as all ISS rules
- Remain in the ISS room at all times, except for the allotted restroom and lunch breaks
- Be aware that a violation of **any** ISS room rules or general building and classroom rules constitutes a “no count” day; the time will not be counted toward the required time assigned in the ISS.
- Follow all of the ISS room rules:

## **Rules**

1. Report directly to the ISS
2. Bring all needed materials
3. Write one-half to one page, explaining the reason for being placed on in-school suspension.
4. Eat lunch and leave the room only upon direction from the ISS monitor
5. No sleeping, No phones, No talking to any other students in ISS
6. Students will report to extra-curricular practices, but may not participate in any extra-curricular competitions for the duration of the in-school suspension.
7. Turn in completed assignments to the ISS monitor before being dismissed by the final bell.
8. The ISS monitor will determine rules for classroom behavior, and students will be made aware of those rules upon entering the classroom.

## **Responsibility of ISS Monitor**

1. Take attendance and maintain attendance records.
2. Monitor and record any violation of ISS, building, or classroom rules that will constitute a “no count” day.
3. Accompany students to lunch outside of regular high school lunch periods.
4. Direct students to the restrooms nearest to the ISS and not during passing time between regular classes.
5. Assist students as needed in completion of classroom assignments.
6. Collect completed assignments from students before dismissal.

# **HOMEWORK**

The Napoleon Community Schools recognize that homework reinforces and supplements classroom experiences, eases time constraints on classroom instruction, and is an important part of each child's education. The school promotes student/student, parent/student, and parent/school interaction through homework.

## **Teacher Responsibilities**

1. Each teacher will make an effort to ensure that homework assignments are necessary and useful, appropriate to the ability and maturity levels of the students, well explained and clearly understood by the child.
2. Each teacher will consider the completion time for each assignment that is made, and take into consideration school calendar and/or conflicting school events.
3. Each teacher will evaluate the homework he/she assigns and include that evaluation in the student's grade. The teacher is responsible for returning the homework to the students in a timely manner.

## **Student and Parent Responsibilities**

1. Parents are to inform school authorities anytime that their child will be absent. This can be done by calling in the absence and sending in a note upon the student's return.
2. Parents are encouraged to provide a suitable work area with proper lighting, adequate supplies, and a quiet atmosphere free from interruptions.
3. Parents should be assertive, understanding, supportive, and positive during the student's homework time.
4. Students will be expected to follow the specific instructions given by the teacher assigning the homework.
5. Students will be expected to recognize the importance of their homework assignments and accept the responsibility of completing the assignments and returning them at the required time.

# MONITORING STUDENT PROGRESS

The Napoleon High School administration and staff believes that students' success comes from a working partnership among students, their parents, teachers, and other staff. To assure a means for this partnership to work, we establish clear course objectives and grading procedures, and a means of monitoring student progress.

Regular monitoring of academic progress is done about every six-(6) weeks. For the current school year, the following tentative schedule is planned (dates subject to change depending on teacher negotiations):

<i>Date Report Is Available</i>	<i>Name of Report</i>
October (at conferences)	Progress Report w/Grades
January (mailed)	1 <sup>st</sup> Semester Report Card
February (at conferences)	Progress Report w/Grades
June (mailed)	2 <sup>nd</sup> Semester Report Card

In addition, every teacher has a syllabus that describes the course objectives and a grading scale for each class. If you would like a copy of these, please request one from the teacher.

Also, every teacher has a planning period each day to prepare lesson plans, grade papers, and make parent contacts when necessary. If you wish to talk with a teacher, please call and leave a message on his/her voice mail. Most teachers will return your call the same day you call.

If you believe this monitoring system does not meet your family's needs, please utilize the PowerSchool Parent portal notifications.

Students progress best when they participate in this monitoring, and we ask that they utilize the PowerSchool Student Portal. We recommend that parents develop a reward system in connection with this type of monitoring. (For instance, one parent tied his son's driving privileges to the weekly completion of assignments.)

## **ADMINISTRATION OF MEDICATION TO STUDENTS**

Although school personnel are not required to administer medication, the Board of Education recognizes that employees are often requested to monitor the taking of medication during the school day by students.

Michigan law absolves school personnel from criminal and civil liability as the result of the administration of medication to a student if the following are satisfied:

1. A person, in good faith, administers medication to a pupil.
2. In the presence of another adult.
3. Pursuant to written permission from the pupil's parents or guardians.
4. In compliance with the instructions of a physician.

The Napoleon Board of Education has, in addition, a policy relating to the administration of medication. The specifics of that policy are available upon request in the high school main office. Prior to the request that this process be assumed by the school, it would be only prudent that an inquiry about the policy be made. The school personnel are **not allowed** to dispense pain relievers, antacids, cough medicine, or any other over-the-counter medications unless such medications are sent to the school in their original container, along with written instructions from parent or physician.

## **FIRE/TORNADO/LOCKDOWN DRILLS AND PROCEDURES**

These procedures will be practiced several times throughout the school year. Students should familiarize themselves with the areas or procedures they are to follow when in the different parts of the school building. During these drills, students are required to be quiet and follow the direction of their instructors or other school personnel.

Families are encouraged to discuss tornadoes and safety measures that should be taken in their homes if a Tornado "Watch" or "Warning" should be given by local public safety agencies. All students will be kept at school for the regular school day during tornado **watches** and **warnings**. In the event of a tornado **warning**, students will go to designated areas within the school building for shelter. If a tornado **warning** is in effect at the normal end of the school day, children will not be dismissed, but will remain at their emergency stations. Appropriate safety measures will be taken. All professional staff members will be given *Crisis Management Book* with written procedures to follow in compliance with said measures. Further information will be sent home during the season when a tornado is most likely to occur.

## **FIRST AID**

Any time a student is injured, he/she must report such an injury to his/her teacher or the school personnel in charge. If a student is in need of first aid treatment, the student should report to the school office.

## **INSURANCE**

Napoleon Community Schools does not provide medical or injury insurance for its students. A medical insurance policy may be purchased by all students for the school year. Information is available at the high school office.

# STUDENT GUIDELINES

## **MEDICAL EXCUSES FOR CLASSES**

If a student cannot participate in class for medical reasons for more than two consecutive days, an excuse from a physician is required.

## **OBJECTIONABLE LITERATURE**

A form provides the opportunity for parents to express their objections to their son or daughter reading any specific literature or any materials representing any of the themes or content deemed by the parents as objectionable. This form is available in the high school office.

## **MONEY & VALUABLES**

Money should never be left in lockers or in purses in restrooms. All students should check large sums of money in the office if it is necessary to bring money to school. Valuable items should be brought to the office for safekeeping if a student must bring them to school. The school will not be held responsible for the loss of such items. Should a loss occur, the student should fill out a lost/theft form in the office.

## **POSTERS DISPLAYED**

All posters put on the walls or lockers of the school should be appropriate and in good taste, and must be approved in the office. Students putting up posters will remove them after the event advertised has been completed.

## **TELEPHONES**

The school telephones are to be used for incoming calls and ***school business*** calls only.

***The only telephone messages that will be relayed to students are those from parents or legal guardians.*** The school must not disrupt the educational process by making announcements or messages to classes other than at the beginning of the E2 class and at the end of the school day.

## **VISITORS**

Anyone who is not a registered student of Napoleon High School or an employee of the Napoleon Community Schools MUST report to the principal's office when entering the building during regular school hours. Visitor cooperation and understanding of this request will be appreciated. Those who do ***not*** report and receive permission to visit will be asked to leave. Visitor permission will be given to persons who have purposeful reasons to be in the building as determined by the building administration. Students are requested to refrain from bringing fellow students or guests to the school during the instructional day. This practice causes disruption to the education process and has marginal merit for the guest or the host.

## **ASSEMBLIES**

Assemblies are a regularly scheduled part of the curriculum and, as such, are designed to be educational as well as entertaining experiences. Behavior of our student body at assemblies will play a large role in the determination of the number of assemblies held. All students are required to attend unless prior arrangements have been made with the principal.

## **ATHLETIC EVENTS**

Any unsportsmanlike activity by fans will result in removal from the athletic event. This will lead to disciplinary action and/or seasonal expulsion from all athletic events.

## **BUS COURTESY**

The primary responsibility of the bus drivers is to get the students safely to the school district. If a student is disrupting the bus driver's attention constantly, then the safety of the rest of the students is in danger. Warning will be given by the driver to the offending student. Suspension or expulsion from the bus will be in accordance with those procedures as prescribed by the transportation supervisor.

## **DETENTIONS**

Lunch detentions will be used during the school day to keep students in classes as much as possible. Prior to the use of any Saturday detentions, the district will use restorative justice practices as a source of disciplinary action. Saturday detention will be a last resort effort as a consequence of discipline.

## **DRESS & APPEARANCE**

Clothes should be worn which at no time will cause embarrassment or undue attention. Students should come to school without making spectacles of themselves. In general, dress and grooming that have approval of the parents will be permissible within the limits of health, modesty, and safety standards. However, the building administrators must assume the role of judges as to whether these standards are being met. Specific limitations and consequences are clarified in the Code of Conduct. Following are guidelines: Shorts must cover the bottom appropriately. No tank tops, halter-tops or spaghetti straps. No midriff baring tops are allowed, including those worn layered under an open shirt. In addition, pants and shorts shall rest at the waist, not sag below it. No over-sized pants or shorts shall be worn unbelted. No shirts with objectionable phrases or advertisements shall be worn. Hats/headgear and sunglasses are not to be worn inside the building during the school day. Clothing that is severely altered shall be considered objectionable and require that the student change such clothing.

## **CELL PHONES AND MUSIC**

Cell phones, devices, and technology will be allowed at teacher discretion. Students can be asked to not use their cell phones, devices, or listen to music at any time throughout the school day. If students refuse to stop using their cell phones or technology, they will be sent to the high school office. If devices are not turned in, students will be required to be picked up for the remainder of the school day.

## **RESTROOMS**

Restroom needs are to be taken care of before school, during the lunch period, or between classes. Students will be released from class to use the restrooms only for emergencies. Restroom needs will not be accepted as an excuse for tardiness.

## **DRIVING & PARKING**

All student-driven vehicles must be formally registered with the high school office. All students driving to school will do so only with the parents or guardian's permission. Driving to school is a privilege, not a right. As a result, the privileges can be withdrawn by the school administration if State and school driving policies are not followed. In addition, school properties are under the jurisdiction of the Township police; tickets may be issued for improper driving or parking. The administration reserves the right to search any car on school property at any time when violation of the law, safety, health or school welfare is in question.

## **LOCKER USE & CARE**

During the first E2 class annually, each student will be assigned a locker (with lock combination) within a designated area. Each student is expected to keep the locker he/she has been assigned for the entirety of the school year. Students assigned to a locker are responsible for any physical damage done to that locker. Fines and fees for such damage will be placed on students' records and must be paid. Locker decorations should reflect good taste and appropriate institutional standards. Decorations relating to alcohol, drugs, tobacco, or sexually explicit pictures are prohibited and will be considered inappropriate. Such materials will be removed from the lockers. Students must keep their lockers locked at all times when not in use.

## **HALL PASSES**

If a student wishes to see a teacher, visit the library, or guidance office he/she should make arrangements in advance. When students travel during E2, during lunch, or have appointments in the main/counseling office, they need to have a Hall Pass. Passes will not be issued to those students waiting to see a counselor unless they have a scheduled appointment.

## **UNNECESSARY AMOROUS BEHAVIOR**

There is a time and place for each activity in our lives. Excessive displays of affection, such as kissing and hugging are not appropriate in the school. Students should not place themselves, their parents, or the administration in an embarrassing situation by partaking in these types of activities during the school day. Violation of these standards will result in parental contact and/or an IIC assignment.

## **SCHOOL PERSONNEL**

All school personnel, including teachers, substitute teachers, student teachers, secretaries, cooks, and custodians are of fundamental importance to the safe and reasonable functioning of the organization. **All students are expected to respond to these people with the utmost respect at all times.** If a request is made of a student which he/she feels may be unfair, he/she must comply with this request. Failure to do so will result in appropriate consequences according to the district *K-12 Code of Conduct*. He/she may, upon complying, then discuss this matter with a counselor, the building principal, or assistant principal.

## **SMOKING/VAPING**

The Board of Education Policy on tobacco (or tobacco like products) usage or possession of tobacco applies to all students, regardless of age or marital status. The use and/or possession of tobacco in any form will not be permitted **on the school premises or at the site of any school sanctioned activity.** This Policy covers the Napoleon Schools property 24 hours a day, 365 days a year. Multiple occurrences of smoking will result in escalated consequences to include involvement of the judicial system (*K-12 Code of Conduct*).

## **ACADEMIC HONESTY**

Cheating, in any form, is never acceptable. A student who takes answer key materials without permission, copies work and represents it as his/her own, lends work for the purpose of copying, acts in a questionable manner during a testing situation, or plagiarizes is cheating. Plagiarism is using a verbatim quote or paraphrasing in writing without formally documenting the original source. Sources include, but are not limited to printed, audio, video, the Internet or other computer-generated material. The consequence for cheating or plagiarizing is loss of credit on the work or test and parental contact. Those students who are members of the National Honor Society will have their membership revoked.

### **Student Responsibilities:**

As a student, you have the responsibility to:

Be honest in all academic performances. Make certain that all submitted materials are genuinely yours. If you choose to be academically dishonest, you choose the consequence of loss of credit on the work and possibly loss of course credit. In addition, academically dishonest members of the National Honor Society will have their membership revoked.

### **Parent/Guardian Responsibilities:**

As a parent/guardian, you have the responsibility to:

Not only teach honesty at home, but to support the school district in teaching the importance of honesty, personal, integrity, and pride in academic performance.

## **TEXTBOOKS, LIBRARY MATERIAL, SCHOOL EQUIPMENT**

- Textbooks are supplied to all students attending Napoleon High School with the expectation that they are cared for by the students and
- Textbooks are numbered and issued by each teacher for each course and are to be returned to the same teacher at the end of the course or at the time the student drops the class. Please see “*Policy and Fee Assessment For District Materials*”, below.
- Students are responsible for the specific numbered text issued to them and will be liable for the cost of the book or any other school owned materials assigned to them including library materials.

A charge for damage to materials is made based on the age and condition when issued, and other pertinent information.

## **POLICY AND FEE ASSESSMENT FOR DISTRICT MATERIALS**

### **Students 9-11**

Failure to turn in a textbook, library materials and other school equipment, or pay a fine will result in one (or more) of the following:

a student:

- Will not be able to take the final exam in the class that the book has not been returned, or paid for.
- Will not be issued a report card.
- Will not be allowed to attend classes during the next trimester

### **Students 12**

Failure to turn in a textbook or pay a fine will result in one (or more) of the following:

- Will not be able to take final exam in the class that the book has not been returned or paid for
- Will not be issued a report card.
- Will not be allowed to attend classes during the next trimester.
- Will not be allowed to participate in senior activities, which include graduation ceremonies.
- Will not be issued a diploma.

**Students will be charged a replacement cost for any book that is not turned back in.**

### **Students will be charged a fee for damaging textbooks**

Minor Damage - \$10.00      Major Damage - Replacement Cost

- Writing in or on the textbook.
- Spilling liquids on the pages.
- Placing gum or other food items between the pages.

Broken binding - Cost assessed to school to rebind text.

A book that has been rebound, and the binding is broken again, may result in a replacement fee.

# BEHAVIOR AFFECTING SUBSTANCE & IMITATION CONTROLLED SUBSTANCE

*See the Napoleon Community Schools K - 12 Code of Student Conduct for a comprehensive listing and corresponding disciplinary steps.*

All prescribed and over-the-counter drugs and medications brought into school should be in the original container and in quantities not to exceed recommended dosages for the period of time the student is in school for one day.

The use, sale, or possession of controlled or illegal behavior-affecting substances, imitation controlled substances, over-the-counter stimulant concentrates and/or related materials is strictly forbidden. It shall be the policy of the Board of Education that positive action be taken in the handling of incidents which take place in the schools, on school property, during school hours, while en route to and from school, or at school sanctioned activities involving the possession, sale and/or use of behavior-affecting substances, imitation controlled substances, stimulate concentrates, and/or related materials.

These substances shall include, but not be limited to: marijuana, LSD, glue, alcohol, and barbiturates. Imitation controlled substances shall be as defined herein. Stimulant concentrates shall include but not be limited to: "YELLOW JACKET", "NO DOZ", "VIVRAN", "diet pills", caffeine concentrates, and similar products. Related materials shall include, but not be limited to: roach clips, pipes, vapes, cigarette wrapping paper, etc., or other paraphernalia utilized to facilitate the use of behavior-affecting substances or imitation controlled substances if it was marketed before the controlled substance that it physically resembles.

Whenever a student is suspected of possessing a behavior-affecting substance, imitation controlled substance, stimulant concentrates, and/or related materials, being under the influence of, or suspected of having sold same, the following procedures will be followed by the administration, if practical:

- 1) Hold the student involved in isolation,
- 2) Inform the superintendent,
- 3) Notify the parents involved,
- 4) Notify the police,
- 5) Conduct investigation as necessary.

If investigation discloses that the person is in possession of, using, or selling such behavior-affecting substances, imitation controlled substances, stimulant concentrates, and/or related materials, the following procedure will be followed:

1. ***First Offense*** - The student shall be automatically suspended by a building administrator from the school program for a period of ten (10) days. Parents must come in for a conference with the building administrator prior to the student's return and provide written verification that the student has received an assessment from a substance abuse program licensed by the Michigan Office of Substance Abuse Services. Should said violation occur within ten (10) days of the end of the school year, Board Policy #5190 takes effect. Should the student or his/her parent wish to appeal this action to the Superintendent, a written request must be made to the Superintendent within five (5) days of said action. The building administrator imposing the suspension shall have discretion to determine whether to hold the suspension in abeyance pending the appeal.

2. ***Second Offense*** - of this policy while attending the Napoleon Community Schools will result in automatic suspension from the school program for the remainder of the semester in which the offense occurred. No credit shall be awarded for said semester. Before returning to school the next semester, written verification must be provided that the student has received an assessment from a substance abuse program licensed by the Michigan Office of Substance Abuse Services.
3. ***Third Offense*** - policy will result in expulsion from the Napoleon Community Schools by the Napoleon Board of Education.

In cases of the second or third offense, should the student or his/her parents wish to appeal this action, said student and/or parent shall present written communication to the Superintendent of Napoleon Community Schools within five (5) days of the commencement of the suspension or expulsion, requesting a hearing with the Board of Education. The Superintendent will have discretion regarding whether to continue the student on suspension status pending the appeal to the Board of Education.

This policy will be in effect regarding all incidents of violation except in cases where the severity of the situation warrants (in the Board's opinion) that further action will be taken without a hearing of the Board of Education.

## **ELECTRONIC INFORMATION ACCESS & USE**

Napoleon Community Schools has developed a plan for the use of technology to support its mission statement and further the educational goals of the district. This technology is therefore made available to all affiliates of Napoleon Community Schools to use in the learning process.

Software, audio and video media, computers and hardware peripherals, network and telecommunications equipment including use of The Internet, and video and audio equipment, and other electronic resources, owned, purchased in the future, or leased by the Napoleon Community Schools, are included in, but shall not limit a definition of technology.

The use of such technology shall be for appropriate educational purposes, and the district can revoke the privilege of using it at any time. (Appropriate use shall be defined as use in furtherance of the goals and mission of the district.)

### User Responsibility

Individual users shall exercise reasonable care of technology. This includes hardware and software in the individual's possession or while being used by the individual.

All persons who wish to avail themselves of the technology must first learn how to use it, either through training provided, or other appropriate means.

Users also have a responsibility to report any misuse or problems that they become aware of, as users are responsible for the use and misuse of technology. Misuse can potentially be defined as anything which does not fall into the acceptable use category.

It is probably impossible to list all misuse, but it would likely include the placing of unlawful, inappropriate, or objectionable language into the technology system or any component part, the improper access of information, the inappropriate deletion, addition, or alteration of data of information, the deliberate destruction or diminishment in value or effectiveness of a computer system or information or the use of District technology for personal financial gain.

All material which may be accessed via the Internet such as pornography, inappropriate files, or files dangerous to the integrity of the school's network, equipment, or software is forbidden.

The misuse of technology may cause disciplinary consequences to occur. (Students are advised to see the "Student Code of Conduct".)

### District Responsibility

The District will provide training opportunities on the use and application of Information Technology, including training and information on new technologies, software, and media as they are acquired and put into use.

It is the District's responsibility to periodically maintain and provide for the repair of the District technology.

The District will also maintain a complete record of software and audio and video media licensing and legal agreements for the software and media it purchases.

All use of technology shall be reviewed by representatives of the District, and any questions, concerns, and/or violations are to be forwarded to the Director of Technology or District Designee.

The Office of Technology shall also monitor the technology need of the district, and its students and staff, and the need for new or upgraded technology. The object is to maintain the District on the "leading edge" of technology.

### Ethical and Legal Use of Technology

The use of District technology implies the understanding that such media and materials are protected by a variety of licensing agreements and copyright laws and that any misuse of these may subject the user as well as the District to a variety of legal liabilities.

Only those things which are legal to install and utilize on District technology shall be installed or utilized on District owned or operated technology. Staff may install software, audio, or video media if a valid license agreement exists for the installation and use. Students need the permission of their instructor to install software or media.

Users of technology are responsible for complying with all licensing agreements. All passwords are private and must not be published or discussed.

Due to the highly confidential nature of the material carried in the District's information system, including student records, employment and personnel information, medical information and records, transcripts, disciplinary actions and reports, and unlisted phone numbers and addresses, authorized persons using the system must agree to protect any and all confidential information, and take all reasonable precautions to prevent any other person from acquiring such information.

### Consequences

Any person who does not comply with the Information Use and Access Policy will lose their technology privileges (appropriate to their infraction).

Repeated or severe infractions of the policy may result in permanent termination of privileges.

Students are also advised that misuse of technology is covered in the *K-12 Code of Student Conduct*, as are the following consequences.

Technology offenses will receive the following consequences:

- |                         |   |
|-------------------------|---|
| 1 <sup>st</sup> Offense | Off system for marking period/semester                |
| 2 <sup>nd</sup> Offense | Off system for one calendar year from time of offense |
| 3 <sup>rd</sup> Offense | Off system for remainder of school career.            |

Students who have been put off the system for a 1<sup>st</sup> or 2<sup>nd</sup> offense may use the computer for computer classes only. The technology department will set up the system to allow the student access to the network for the hour of that class only. This is only true for 1<sup>st</sup> and 2<sup>nd</sup> offenses. Once students reach the 3<sup>rd</sup> offense and are off the system for the remainder of their school career they are completely off the system. If high school students are permanently put off the system and still require a computer credit they will have to take the class elsewhere and transfer the credit in.

### Non-Classroom Use of Technology

All District technology which is used for instruction must be available for instruction whenever students are present for instruction.

No District technology may be used for personal or private business, for product advertisement or political lobbying, or for making any financial gain.

**STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY  
AGREEMENT**

To access e-mail and/or the Internet at school, students under the age of eighteen (18) must obtain parent permission and must sign and return this form. Students eighteen (18) and over may sign their own forms.

Use of the Internet is a privilege, not a right. The Board's Internet connection is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation of this privilege.

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

The Board has the right to monitor, review and inspect any directories, files and/or messages residing on or sent using the Board's computers/networks. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

At Napoleon Community Schools, technological equipment will be used for curricular related projects under the supervision of teachers or staff. Students in grades 9-12 may be enrolled in online courses when deemed necessary to fulfill their graduation requirements.

**Please complete the following information:**

Student User's Full Name (please print): \_\_\_\_\_

School: \_\_\_\_\_ Year of Graduation: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

***Parent/Guardian***

As the parent/guardian of this student, I have read the Student Network and Internet Acceptable Use and Safety Policy and Guidelines, and have discussed them with my child. I understand that student access to the Internet is designed for educational purposes and that the Board has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate and/or harmful to minors. However, I recognize that it is impossible for the Board to restrict access to all objectionable and/or controversial materials that may be found on the Internet. I will not hold the Board (or any of its employees, administrators or officers) responsible for materials my child may acquire or come in contact with while on the Internet. Additionally, I accept responsibility for communicating to my child guidance concerning his/her acceptable use of the Internet – i.e., setting and conveying standards for my daughter/son to follow when selecting, sharing and exploring information and resources on the Internet. I further understand that individuals and families may be liable for violations.

To the extent that proprietary rights in the design of a web site hosted on the Board's servers would vest in my child upon creation, I agree to assign those rights to the Board.

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***I give permission for the following items:***

- for my child to use and access the Internet at school and for the Board to issue Internet/e-mail account to my child.
- for my child's image (photograph) to be published online, provided only his/her first name is used.
- Authorization and license to the Board to post my child's class work on the Internet without infringing upon any copyright my child may own with respect to such class work. I understand only my child's first name will accompany such class work.

**Student**

I have read and agree to abide by the Student Network and Internet Acceptable Use and Safety Policy and Guidelines. I understand that any violation of the terms and conditions set forth in the Policy and Guidelines is inappropriate and may constitute a criminal offense. As a user of the Board's computers/network and the Internet, I agree to communicate over the Internet and the Network in an appropriate manner, honoring all relevant laws, restrictions and guidelines.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

*Teachers and building principals are responsible for determining what is unauthorized or inappropriate use. The principal may deny, revoke or suspend access to the Network/Internet to individuals who violate the Board's Student Network and Internet Acceptable Use and Safety Policy and related Guidelines, and take such other disciplinary action as is appropriate pursuant to the Student Code of Conduct.*

# STUDENT SERVICES

Counseling is available in the Student Services Center for planning classes to meet vocational and career goals. Counselors are also available to talk with students regarding personal concerns. Other services included are testing and interest inventories, referrals, career books and pamphlets, information, and resource center and social security number applications.

## **WORK PERMITS**

Students under 18 years of age must obtain a work permit in order to obtain employment. The law has certain requirements concerning the type of work minors may do, the hours and under what conditions they may work. Applications may be obtained from in the High School Office.

## **COURSE CHANGES**

Any course change can and does have an impact on a student's planned program of study. Ultimately, the student is responsible to verify the effect of any change on such programs. Students must take an active role in the planning, selection, and consequences of course curricular changes

## **DROP/ADD POLICY**

Since students have had the opportunity to select their courses, changes will be kept to a minimum. If a student would like to drop or add a course, he/she must have a counselor's permission and circulate the required form. No change can be made unless this is done. Changes will be handled on an appointment basis only, first come, first served. The request for course changes must be made within the first five days of each semester. Parent's permission, along with sending and receiving teacher consideration, is required prior to a course change.

## **CONFIDENTIALITY**

Unless the office is notified, these services will be made available to each student as part of our total school program. Confidentiality will be kept, except in cases in which:

- 1) a student poses a clear and imminent danger to themselves or others,
- 2) a student or parent gives written consent that their records be released,
- 3) a court orders a counselor to release information to a specific court or judge, or
- 4) the student was/is a victim or perpetrator of child abuse or neglect.

# REQUIREMENT RECOMMENDATIONS BY PRESIDENTS OF THE STATE UNIVERSITIES OF MICHIGAN

The state universities have agreed that to be eligible for regular admission to a four-year degree program, a high school student graduating in 1995 and thereafter must successfully complete the following course requirements:

- English - four years required
- Mathematics - three years required, including intermediate algebra; four years strongly recommended
- Biological/Physical Sciences - two years required; three years strongly recommended to include one year of biological science and one year of physical science. At least one year of a laboratory course is also strongly recommended.
- History and Social Sciences - three required; one year of American history and one year of world history strongly recommended.

Prospective college students are also encouraged to complete courses in the following areas:

- Foreign language - three years strongly recommended.
- Fine and performing arts - two years strongly recommended.
- Computer literacy - one year of hands-on experience in using computers strongly recommended.

## NHS GRADING SCALE

100 - 93% A	4.00	76 - 73%	C	2.00
92 - 90% A-	3.66	72 - 70%	C-	1.66
89 - 87% B+	3.33	69 - 67%	D+	1.33
86 - 83% B	3.00	66 - 63%	D	1.00
82 - 80% B-	2.66	62 - 60%	D-	0.66
79 - 77% C+	2.33	59% < E		0.00

### MATH DEPARTMENT POLICY:

*Students must maintain a C- average (or better) in math in order to advance to the next course level.*

- Our Math Department, supported by NHS administration, believes strongly in skill mastery.
- Below-average grades in math (D+, D, D-, F) do not indicate a strong foundation of math skills and can be a forecast of failure at the next level.
- If a student is teacher-recommended to repeat a course, he/she has still earned credit for any passing grades.
- A student will earn additional math credit for repeating a math course as teacher recommended (No repeats for 70% average or higher)--for no more than one time.
- Students also have the option to expunge a lower grade if they repeat a course and earn a higher grade. In that case, credit would only be given once. (See the Course Description booklet.)
- **Three full years of math (9 units) are required to graduate.** However, NHS students, particularly those who plan to attend college, are strongly recommended to continue with higher math electives. Students need to consider their career pathways and post-graduate plans.
- Exceptions to recommended placement by the math department will only be granted after a parental conference with the current math teacher, counselor and a written waiver.

## **MATH DEPARTMENT POLICY:**

Students must maintain a C- average (or better) in math in order to advance to the next course level.

- Our Math Department, supported by NHS administration, believes strongly in skill mastery.
- Below-average grades in math (D+, D, D-, F) do not indicate a strong foundation of math skills and can be a forecast of failure at the next level.
- If a student is recommended to repeat a course, he/she has still earned credit for any passing grades.
- A student will earn additional math credit for repeating a math course as recommended (No repeats for 75% average or higher).
- Students also have the option to expunge a lower grade if they repeat a course and earn a higher grade. In that case, credit would only be given once. (See page 5 of the Course Description booklet.)
- Two full years of math (6 units) are required to graduate. However, NHS students, particularly those who plan to attend college, are strongly recommended to continue with higher math electives. Students need to consider their career pathways and post-graduate plans.
- Exceptions to recommended placement by the math department will only be granted after a parental conference with the current math teacher and a written waiver.

# **Proposed Policy to Implement P.A. 335 Sec. 1279b - “Testing-Out”**

March 23, 1995

The law states:

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

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

**“Pupil enrolled in high school”** refers to a student who is currently attending that high school or who is formally registered for the next trimester. (This includes: 8th graders and students from private or parochial school settings.)

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

**“Any course”** refers to any course curricular offering available to students enrolled at your school; not to be confused with a class taught by a specific teacher.

**“Any”** will be loosely interpreted. Exempted courses include civics/American government and basic physical education. Further recommended exemptions include all federally funded vocational programs.

The requirements for **“attaining a grade of C+ (77%) or better”** shall apply equally to all students attempting to test out of a course.

The **“final exam”** is a comprehensive course assessment. Final exams may have multiple components (demonstration, research papers, oral examinations, portfolios, written tests, etc.) as long as the same components are part of the final exam for students taking the course in the normal fashion.

**Policy to Test-Out:**

- A. Even though a student may plan to test out, that student must follow normal spring scheduling procedures and register for that class.
- B. Testing-out exams will be administered only once each school year.
- C. Students will be given only one opportunity to test out of each course offering.
- D. Successful testing out (77% or better) will be recorded on the transcript as a test-out course and a passing grade (P) recorded.

**Procedure to Implement:**

- A. Students must meet with a counselor to request and discuss testing out.
  - 1. Students will receive a checklist. (See sample.)  
395491504. The completed checklist must be returned to a counselor by May 31 to qualify for testing on staff days the following August.
- B. Before the end of the school year the student must arrange the August test date with a counselor.
- C. The test will be graded and reported to the Student Services Office by a teacher in the appropriate department.
- D. Counselor will notify student of results.

# Dual Enrollment Program

Napoleon Community Schools  
Patrick J. Dillon  
Principal  
Napoleon High School  
201 West St.  
Napoleon, MI 49261

*Congratulations on enrolling in Napoleon High School's Dual Enrollment program!* This letter outlines the student's and district's responsibilities for this program.

Complete the instructions in the next paragraph, sign and return this packet to the Student Services Office when dual enrolling in order to participate in the dual enrollment program offered by Napoleon High School.

You and your parent/guardian must **initial in the left hand margin that you both have read, understood and discussed each of the following numbered statements and conditions for dual enrollment. The end of this document must be signed and dated by the student and parent/guardian.**

\_\_\_\_\_ 1. The Postsecondary Enrollment Options Act 1650 (PSEO) provides for payment from district's; state aid foundation grants for enrollment of certain high school students in postsecondary courses of education. The bill establishes eligibility criteria for student, institutions, and courses; requires eligible charges (tuition, mandatory course fees, and registration fees) to be billed to a school district; establishes enrollment and credit requirements; requires school districts to provide information and post secondary advice to eligible students and their parents.

\_\_\_\_\_ 2. Students who are eligible to participate in postsecondary options are those who are in grades 9, 10, 11, or 12, are enrolled in at least one high school course, and who have qualified for dual enrollment with appropriate college readiness scores on MME, SAT, ACT< PSAT, or ACCUPLACER College Readiness Assessments. Any freshman without readiness scores would need to make arrangements at Jackson College to take the ACCUPLACER Assessment in the areas of Reading and Mathematics.

\_\_\_\_\_ 3. According to the PSEO ACT 160 language, school districts are required to pay tuition, registration fees, material fees, and required course fees for the postsecondary course(s) of the dually enrolled student. The payment for which the school district is responsible is based on the number of courses involved. However, the total amount of tuition and fee support shall not exceed the following:

- a. The total amount of the tuition and fees for the course(s)
- b. The sum of the state portion of the district's foundation allowance, per membership pupil, adjusted for the proportion of the school year that the student attends the post secondary institution.

\_\_\_\_\_ 4. Eligible charges do not include books, transportation, parking costs, activity fees, or lab fees.

\_\_\_\_\_ 5. Students may dual enroll in more than one course at a postsecondary institution. However, a student is limited to a total of ten college courses over their four year high school career.

\_\_\_\_\_ 6. Limitations regarding courses a student may take at a postsecondary institution: The language stipulates that a course which qualifies for tuition support must be a course that is not offered by the school district, or that is offered but is not available to the student because of a scheduling conflict, as determined by the board of the school district; an academic course as opposed to an "activity course", a course that is NOT a hobby, craft, or recreational course; and that is NOT in the area of physical education, theology, divinity or religious education.

\_\_\_\_\_ 7. Students do not have to "exhaust" the high school curriculum before they are eligible for postsecondary enrollment. The language states that the postsecondary courses eligible for tuition support must be courses not offered by the district, but does not require students to take all available high school courses before enrolling in postsecondary courses. However, if the district offers college level equivalent courses (Advanced PLacement), these courses have precedence over any entry level postsecondary course.

\_\_\_\_\_ 8. Students may elect to take college courses on or off campus. Courses can occur during the day, evening, or on weekends. They can be taken on the internet or through Interactive Television.

\_\_\_\_\_ 9. Courses taken during a Spring/Summer term DO NOT qualify for tuition/fee support through dual enrollment.

\_\_\_\_\_ 10. Currently, dual enrollment courses are designated as postsecondary credit only. Credits will be reflected on the college transcript only.

\_\_\_\_\_ 11. Students may not audit a college course under the Postsecondary Enrollment Options Act. Napoleon Schools does not cover remediation level college course work that would be required to qualify for the college course that would be taken for college program credit.

\_\_\_\_\_ 12. Students must earn a passing grade of 2.0 or higher. If the minimum standard of a 2.0 is not met for a course grade or the student is dropped from a course, the dual enrolled student will become disqualified from the privilege of continuing to dual enroll.

\_\_\_\_\_ 13. Students are responsible for reading and following the course syllabus, assignment deadlines, knowing start and end course dates, and holiday schedules. College calendars and high school calendars are *NOT* the same. For

example: The student will have college class when the high school is on Spring Break. The Student will still be responsible for doing the college course work that is given by the college at that time. No exceptions will be made.

\_\_\_\_\_ 14. It is the student's responsibility to contact their instructor directly with any questions or concerns. They will be given contact information from the instructor the first day of class. Napoleon High School *DOES NOT* have any supervisory capacity over the content or instructional methods for the course.

\_\_\_\_\_ 15. Students and parents need to be aware that once a course has started a "DROP" or "WITHDRAW" will NOT be possible.

\_\_\_\_\_ 16. Students will be allowed to reduce their class schedule by one hour for a two, three or four credit hour course. A four credit course with a lab or a five credit hour course will allow a schedule reduction of two hours.

\_\_\_\_\_ 17. As a dual enrolled student I have academic and social responsibilities which include, but are not limited to, the following:

- a. I understand that Dual Enrollment is a **FULL YEAR COMMITMENT**
- b. I must attend class at the designated institution/location and provide my own transportation if needed.
- c. I am expected to complete all assigned work.
- d. I will read each syllabus and adhere to attendance, assignment expectations, and deadlines according to the individual instructor.
- e. I will not place myself in any endangering situation. As a high school student I understand that I will be attending college courses with students who are older than I am. My parents and I have discussed their expectations for my social behavior in a postsecondary setting.
- f. I understand that I am building a College Transcript and establishing a college GPA that will be part of my postsecondary education. I also understand my grades earned in my dual enrolled courses will impact my ability to apply for Federal Student Aid after I graduate from Napoleon High School. Not passing 66% of college course work in a semester disqualifies a student.
- g. I understand that if i do not fulfill the above guidelines, do not complete the course(s), drop the course(s) after the drop/add dealing set my the college, or do not earn a 2.0 passing grade my parents and I will be responsible for reimbursing the school district for the lost funds.**

**\*If you have questions or concerns please contact Kim King at 517-905-5791 or by email at [kim.king@napoleonschools.org](mailto:kim.king@napoleonschools.org)**

**We have read, understood, discussed and initialed each numbered statement.**

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(Student Signature)

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(Date)

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(Parent Signature)

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(Date)

## Postsecondary Eligibility Letter

Dear Student:

Effective April 1, 1996, Public Act 160 and Public Act 258 of 2000, created the Postsecondary Enrollment Options Act, commonly referred to as dual enrollment. This law directs school districts to assist students in paying tuition and fees for courses at Michigan public or private colleges or universities. The following are some of the eligibility guidelines/standards:

1. Students in grades 8 through 12 may take up to ten postsecondary courses.
2. Students can qualify for dual enrollment by taking one of the following assessments: PSAT, PLAN, EXPLORE ACT, or MME.

This table shows the complete list of scores that help to qualify students for dual enrollment:

ACT	Mathematics	Mathematics	22
	Reading	Reading	22
	Science	Science	23
	English	English	18
COMPASS	Mathematics	Mathematics	52
	Reading	Reading	88
	English	English	77
MME*	ELA	ELA	2100
	Mathematics	Mathematics	2100
	Science	Science	2100
	Social Studies	Social Studies	2100
PSAT 8/9	Critical Reading	Evidence-Based Reading and Writing	460
	Mathematics	Mathematics	510
PSAT 10	Critical Reading	Evidence-Based Reading and Writing	460
	Mathematics	Mathematics	510
PSAT/NMSQT 11	Critical Reading	Evidence-Based Reading and Writing	460
	Mathematics	Mathematics	510
SAT	Critical Reading	Evidence-Based Reading and Writing	480
	Mathematics	Mathematics	530
ACCUPLACER**	Reading Comprehension	Reading	Check with IHE
	Sentence Skills	Writing	Check with IHE
	Mathematics	Mathematics	Check with IHE

3. 388.155 Rule 5 (2) The acts do not prohibit a district from supposing any pupil regardless of eligibility under these acts. A district may elect to support college level courses or career preparation courses for any pupil if it is in the best interest of the pupil.

4. Students must be enrolled in both the eligible school (public or private) and eligible postsecondary institution during the local school's regular academic year and must be enrolled in at least one high school class.
5. The college courses cannot be a hobby, craft, or recreation course or in the subject areas of physical education, theology, divinity, or religious education.
6. School Districts are required to pay an amount equal to the prorated percentage of the statewide pupil-weighted average foundation allowance, based on the proportion of the school year that the eligible student attends the eligible postsecondary institution. Eligible charges include tuition and mandatory course fees, material fees, and registration fees required by an eligible institution or enrollment in the course.  
***Eligible charges do not include transportation or parking costs or activity fees.***

# ACADEMIC AWARDS

The following awards are available to high school students for academic achievement:

## **VALEDICTORIAN AND SALUTATORIAN**

Students attaining these honors must have completed their junior and senior years in attendance at Napoleon High School. They will be honored with an engraved plaque at the annual awards assembly.

## **TOP TEN HONOR GROUP**

The “Top Ten Honor Group” of graduating seniors will have attended Napoleon High School their junior and senior years and will consist of the ten (10) students having the highest grade point averages.

## **BOARD SCHOLAR**

To become a Board Scholar, students must achieve a 3.66 grade point each trimester for five (5) consecutive trimesters for sophomores; eight trimesters or equivalent for juniors and eleven trimesters or equivalent for seniors.. Students who first achieve this honor will receive a plaque. To remain a Board Scholar, students must maintain a 3.66 grade point trimester average and will receive a certificate of recognition for each trimester Board Scholar status is attained thereafter. Awards will be presented at the annual awards assembly.

## **ACADEMIC SCHOLAR AWARD**

Recognition given to a students who have successfully met requirements of the College Preparatory Program and have maintained at least a 3.33 G.P.A. for two consecutive trimesters within current school year with no individual class grade being lower than a B- during the designated trimesters. Courses must be taken in residence at Napoleon High School during the designated trimesters. Eligibility for this award begins with the last trimester of the 9th grade and first two trimesters of the 10th grade and follows this pattern thereafter. Awards will be presented at the annual awards assembly. First time recipients will receive a patch; second time recipients will receive a medal, and third time recipients will receive a plaque.

*(It is understood that students with a modified curriculum, i.e. completing different or fewer Napoleon High School graduation requirements, are not eligible for the awards listed above: Valedictorian, Salutatorian, Top Ten Honor Group, Board Scholar or Academic Scholar.)*

## **OUTSTANDING STUDENT FOR YEAR IN A SPECIFIC AREA**

This award will consist of an engraved medal and be awarded to the outstanding student for the year in each course offered at the high school level, (i.e., in Social Studies, one medal would be given to the outstanding student in each course offered in that department). In a situation where more than one instructor teaches the same course, one medal may be given per instructor only after deliberation between instructors and principal if an agreement cannot be reached in regard to whom is the single outstanding student. This award will be presented at the annual awards assembly. There is no limit on the number of awards that an individual student may receive. This award may also be given to the outstanding member of an extra-curricular, academically oriented group that has engaged in interscholastic competition (debate, forensics, etc.)

## **CERTIFICATE AWARDS**

Will be presented at the annual awards assembly for outstanding performance in any area of school activity, excluding athletics.

## **HONOR ROLL**

To achieve honor roll status, students must have a 3.00 G.P.A. or better.

## **GRADUATING CLASS RANKING**

Class rank will be established by grade point average.

## **MARRIED and/or PREGNANT STUDENTS**

Students planning on marriage during the school year should see the principal or counseling center for the Board Policy in this area. Pregnant students are encouraged to continue their education and should contact the principal or counselor for the Board Policy on this matter. Pregnant students must provide the school with a medical permission slip from their doctor to continue attending school.

## **TRANSFERS OR DROPOUTS**

Students who, at any time during the year, are leaving the school district on a permanent basis, must circulate the required form. A note from the parent or the parent's signature on the form is also required. This form is available in the Student Services office. All books and school property must be returned and all outstanding bills paid prior to departure from school. Should a student fail to follow this procedure prior to leaving, he or she will continue to be marked absent in each class and subject to the rules of our attendance policy.

## **ACTIVITIES & ORGANIZATIONS**

Several extra-curricular activities are provided for student enjoyment. Every school organization shall have a constitution approved by the principal and have an advisor who is a member of the faculty, also approved by the principal.

## ATHLETICS

Rules and regulations governing athletics are found in the athletic handbook. A physical examination is required for all students participating in athletics.

### **Boys**

Varsity Football  
JV Football  
Cross Country  
Wrestling  
Varsity Boys Basketball  
JV Boys Basketball  
Varsity Baseball  
JV Baseball  
Track  
Golf  
Trap  
Co-Op Hockey

### **Girls**

Varsity Volleyball  
JV Volleyball  
Cross Country  
Golf  
Fall Cheerleading  
Varsity Girls Basketball  
JV Girls Basketball  
Competitive Cheerleading  
Varsity Softball  
JV Softball  
Track  
Trap  
Co-Op Gymnastics

## STUDENT GOVERNMENT

The Student Council is an organization through which the students may express their opinions, assist in the administration of the school, and participate in the management of school enterprises. The ever-expanding responsibilities and activities of the Student Council deserve the support and help of all students. Students, please, don't be critical of this organization unless you have done your part to help make it effective.

***Clubs & Organizations*** - National Honor Society, School Yearbook, Student Council, Drama, Leadership

***Community Education*** - Enrichment Classes, Boating Safety, Snowmobile Safety, Hunting Safety

***Music*** - Marching Band, Drum Major, Drum Majorette, Flag Corps, Twirler, Concert Band, Solo & Ensemble Festivals, Parade Performances, Game Performances

***Miscellaneous*** - Homecoming, Activity Nights, Dances, Professional Programs and Performances, Graduation Ceremonies, Senior Banquet, Junior/ Senior Prom, Honor Assemblies

***Note:*** *The Board of Education may alter program offerings due to financial and/or student interest and participation.*

**NAPOLEON HIGH SCHOOL**

**ATHLETIC DEPARTMENT**

**201 West St.**

**Napoleon, MI 49261**

**Napoleon Pirates**

**Dual Sport Contract**

**\*Dual Sport Requirements:**

- **Athlete and Parent(s) must agree on participation and primary/secondary choice**
- **Coaches must agree, and follow the contract guidelines**
- **Student must maintain 2.5 Cumulative GPA**
- **Athletic Director must sign and approve the contract**

**If any of these requirements are not met, the student athlete will not be able to continue with both sports. An athlete must declare a primary sport before the season begins. Students will not be allowed to dual sport after the season begins. Contracts must be turned in prior to the MHSAA season start date. Once a primary sport is chosen, the following guidelines must be met:**

- 1. With game day (or practice day) conflicts, the primary sport takes precedence**
  
- 2. With game day and practice conflicts, game day takes precedence**
  
- 3. An athlete may not quit the primary sport and then participate in the secondary sport**
  
- 4. If an athlete is ineligible at any time, the secondary sport will be dropped**
  
- 5. State tournaments may take precedence over the primary sport, only with mutual consent by both coaches ahead of time. (Ex: State track meet vs. Baseball Districts)**

**Primary:** \_\_\_\_\_ **Secondary:** \_\_\_\_\_

**Coach Signature:** \_\_\_\_\_ **Coach Signature:** \_\_\_\_\_

**Athlete Signature:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

**GPA:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**\*Athletes need to communicate with both coaches on a daily basis\***

## DANCES AND PLANNED EVENTS

High school students are entitled to invite one guest for each scheduled dance. The Napoleon student is considered the host and is responsible for the behavior and conduct of his/her guest at the dance. Dance passes must be obtained from the office secretaries and returned 3 days before the scheduled dance before or after school. Middle school students are restricted from high school dances. Persons from alternative education and those over 20 years of age may not attend Napoleon High School dances.

## EXTRA CURRICULAR PARTICIPATION DURING REGULARLY SCHEDULED VACATION PERIODS

1. It is recognized that band and athletic practices and/or events may be held during regularly scheduled vacation periods such as the month of August, winter recess, spring break and, possibly, weekends in addition to the regular after school or evening practices.
2. Students choosing to participate in these activities are expected to be in attendance for all such practices unless excused personally by the coach, teacher, or advisor of that specific activity.
3. Students will be excused without penalty for the following (but not necessarily only the following) reasons:
  - A. ***Personal Illness or Serious Problems*** - In these cases, the student in question or the parent, if requested, must talk to the coach or advisor of the given program personally to make him aware of the difficulty and alert him to the fact that the participant will be absent.
  - B. ***Family Vacations*** - It is strongly recommended that when a student is involved in a particular extra-curricular activity that every effort be made to schedule family vacations around the requirements of said activity. It is also understood that this is not always possible. When the latter is the case, the coach or advisor of the activity should be informed as far in advance of the beginning date of the vacation as the length of the vacation itself.
  - C. ***Involvement in Both Band and Athletics*** - In this case, the students face an automatic dilemma. Ideally, arrangements could be made so that the student could participate in both on a shared-time basis. If this is impossible, the student must decide between the two and make both the coach and the band director aware of the decision well in advance of its implementation. The administration will assist in this process when in the best interest of the overall school program.

# ATHLETIC CONTESTS ADMISSION

Paid admission will be required for all home athletic contests at the high school and middle school level except cross country and golf.

	<i>High School</i>	<i>Middle School</i>
Adults	\$5.00	\$5.00
Sec. Students (6 - 12)	\$5.00	\$5.00
Elementary Students (K-5)	\$5.00	\$5.00
Pre-School	Free	Free
Senior Citizens (62)	Free	Free

**Season Passes:**

- Family
- admit parents and dependent children
  - only two passes will be issued per family
  - passes are non-transferable
  - valid at home contests, excluding tournaments.

**All Sport Family:**

- PLAN A: All high school and middle school home contests excluding tournaments \$180.00
- PLAN B: All middle school home contests excluding tournaments \$ 90.00
- PLAN C: All high school home contests per season excluding tournaments \$ 60.00
- PLAN D: All middle school home contests per season excluding tournaments \$ 30.00

***STATEMENT OF POLICY PROHIBITING SEXUAL HARASSMENT IN THE  
LEARNING AND WORK ENVIRONMENT***

***Sexual Harassment and Intimidation:***

It is the policy of this district to maintain a learning and working environment that is free from sexual harassment. No board member, staff member, or student of this district shall be subjected to any form of sexual harassment or intimidation.

It shall be a violation of this policy for any board member, employee, or student to harass any member of the board, staff, or student body through conduct or communications of a sexual nature as defined in this policy.

Each administrator shall be responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws, and board policy and procedures governing sexual harassment within his/her building or office.

***Grievance Procedure:***

Any board member, employee, or student in the district who believes that he/she has been subjected to discriminatory and/or sexual harassment, insults, or intimidation shall report the incident(s): in the case of an employee, to the superintendent or immediate supervisor; in the case of a student, to the building principal or guidance counselor; in the case of board member, to the superintendent.

Upon the filling of a complaint, the superintendent or grievance officer shall conduct a prompt and complete investigation. The officer shall attempt to resolve the problem in an informal manner whenever possible.

**EQUAL OPPORTUNITY POLICY**

The Board of Education declares it to be the policy of the Napoleon Community Schools to provide equal opportunity for all students, regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence with the boundaries of the district, or social or economic background, to learn through the curriculum offered in the district and not discriminate on any basis in programs, practices and policies. Inquiries regarding this policy should be directed to:

***Mr. Jim Graham Superintendent  
P.O. Box 308  
Napoleon, Michigan 49261***

***Telephone: 517-905-5705***