



John Glenn High School
Student/Parent Handbook
School Year 2026-2027

Welcome to John Glenn High School. All the members of the staff are pleased to have you as a student and will do our best to help make your experience as productive and successful as you wish to make it.

The high school experience is something much more significant than another four years of school. It is a compilation of traditions and influences - of individual growth and collective spirit. The lessons learned in its classrooms and laboratories constitute only a small part of the education offered. We urge you to embrace all that John Glenn has to offer you. Use the information in this manual to help you get the most out of your time here. There are many dedicated adults here to assist in your success.

Adopted by the Board of Education on April 27, 2026.

The high school administrative staff can be reached during regular school hours (7:00 am-3:30 pm). If they are not immediately available, the secretary may be able to help you or a message may be left and your call will be returned. Generally, questions or concerns should be directed to:

Sarah Rivard, Principal, 989-684-7510, ext. 2272

Tony Bacigalupo, Assistant Principal, 989-684-7510, ext. 2204

Derrek Clyde, Athletic/Activities Director, 989-684-7510, ext. 2203

Elizabeth Elsesser, Guidance Counselor, 989-684-7510, ext. 2209

Charles Putnam, Guidance Counselor, 989-684-7510, ext. 2210

Angela Schlicht, Guidance Counselor, 989-684-7510

Sarah Zajac, Student Services Coordinator, 989-684-7510

Debbie Gubbins, School Secretary 989-684-7510, ext. 2201

TABLE OF CONTENTS

ANNUAL ACKNOWLEDGMENT OF HANDBOOK.....	7
FOREWORD.....	8
VISION OF THE DISTRICT.....	8
MISSION OF THE DISTRICT.....	8
EQUAL EDUCATION OPPORTUNITY.....	8
PARENT INVOLVEMENT.....	9
SCHOOL DAY.....	9
STUDENT RIGHTS AND RESPONSIBILITIES.....	9
SEXUAL HARASSMENT POLICY.....	9
STUDENT WELL-BEING.....	10
INJURY AND ILLNESS.....	10
SECTION I - GENERAL INFORMATION.....	11
ENROLLING IN THE SCHOOL.....	11
SCHEDULING AND ASSIGNMENT.....	12
COUNSELING SERVICES.....	12
LOCKERS.....	13
EARLY DISMISSAL.....	13
TRANSFER OUT OF THE DISTRICT.....	13
WITHDRAWAL FROM SCHOOL.....	14
IMMUNIZATIONS.....	14
EMERGENCY MEDICAL AUTHORIZATION.....	14
USE OF MEDICATIONS.....	15
Asthma Inhalers and Epipens.....	15
Non-Prescribed (Over-the-Counter) Medications.....	16
Secondary (Grades 6 to 12).....	16
CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS.....	16
CONTROL OF NON CASUAL-CONTACT COMMUNICABLE DISEASES.....	16
INDIVIDUALS WITH DISABILITIES.....	17
LIMITED ENGLISH PROFICIENCY.....	17
STUDENT RECORDS.....	17
Transcript Policy.....	19
ARMED FORCES RECRUITING.....	19
STUDENT FEES, FINES, AND SUPPLIES.....	20
DRIVING PRIVILEGES.....	20
VEHICLE SEARCHES.....	21
DRIVING TO BAY ARENAC CAREER CENTER.....	21
STUDENT PICTURES.....	21
STUDENT FUND-RAISING.....	21
STUDENT VALUABLES.....	22
REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES.....	22
MEAL SERVICE.....	22
School Lunch Program.....	22

FIRE, LOCK DOWN AND TORNADO DRILLS.....	22
EMERGENCY CLOSINGS AND DELAYS.....	23
PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS.....	23
VISITORS.....	23
USE OF THE STUDENT ACTIVITY CENTER.....	23
USE OF SCHOOL EQUIPMENT AND FACILITIES.....	24
LOST AND FOUND.....	24
STUDENT SALES.....	24
USE OF TELEPHONES.....	24
ADVERTISING OUTSIDE ACTIVITIES.....	24
SECTION II - ACADEMICS.....	24
COURSE OFFERINGS.....	24
FIELD TRIPS.....	24
GRADES.....	25
Grading Policy.....	25
Grades.....	25
Incomplete Grades.....	26
Grade Point Average.....	26
Grading Periods.....	26
PROMOTION, PLACEMENT, AND RETENTION.....	26
GRADUATION REQUIREMENTS.....	27
Regular Diploma.....	27
Course Requirements.....	27
Personal Curriculum.....	28
* Annual Notice of the Right to Request a Personal Curriculum (PC).....	28
Modifying Michigan Merit Curriculum (MMC) requirements for Graduation with a Regular High School Diploma.....	28
Accessing Grades.....	30
Grade Change Policy.....	31
Report Cards.....	31
EARLY MIDDLE COLLEGE.....	31
POSTSECONDARY (DUAL) ENROLLMENT OPTIONS PROGRAM.....	31
ONLINE/BLENDED LEARNING PROGRAM.....	31
WORK-BASED LEARNING PROGRAM.....	32
NATIONAL HONOR SOCIETY SELECTION.....	32
Eligibility for membership.....	32
Selection for Membership.....	32
GRADUATION WITH HONORS.....	33
RECOGNITION OF STUDENT ACHIEVEMENT.....	33
Marking Period Honor Roll.....	33
Athletic Awards.....	33
HOMEWORK.....	33
COMPUTER TECHNOLOGY AND NETWORKS.....	33
Use of Technology to Harass and/or Bully.....	34
Academic Fraud.....	34
Bring Your Own Device (BYOD).....	34

Device.....	34
Security and Damages.....	34
BRING YOUR OWN DEVICE RULES (BYOD).....	35
CONSEQUENCES FOR MISUSE/DISRUPTION.....	35
CHROMEBOOK ISSUANCE.....	36
STUDENT ASSESSMENT.....	36
TESTING OUT OF A COURSE.....	37
SECTION III - STUDENT ACTIVITIES.....	37
SCHOOL-SPONSORED CLUBS AND ACTIVITIES.....	37
Dances.....	38
NON SCHOOL-SPONSORED CLUBS AND ACTIVITIES.....	38
ATHLETICS.....	39
EXTRACURRICULAR CODE OF CONDUCT.....	39
SECTION I: RULES OF ELIGIBILITY.....	40
Academic Eligibility:.....	40
Attendance:.....	40
Concussion Information:.....	41
Insurance:.....	41
Limited team membership:.....	41
Physical exams:.....	41
Suspensions:.....	42
Transfer students:.....	42
SECTION II: USE OF TOBACCO, ALCOHOL, E-CIGARETTES, OR OTHER DRUGS OR VIOLATIONS OF LOCAL, STATE, AND/OR FEDERAL LAW.....	42
Athletic Penalties for Section II Violations.....	42
Fine Arts or other Extracurricular Penalties for Section II Violations.....	43
SECTION III: EQUIPMENT AND TRANSPORTATION.....	44
SECTION IV: PRACTICE SCHEDULES, GAME AND PRACTICE CANCELLATIONS.....	44
SECTION V: SPORTSMANSHIP/CONDUCT UNBECOMING OF AN ATHLETE OR SPECTATOR.....	44
Section VI: Concussion Information.....	45
Educational Material for Parents and Students (Content Meets MDCH Requirements)..	45
STUDENT EMPLOYMENT.....	47
STUDENT WORK PERMITS.....	47
SECTION IV - STUDENT CONDUCT.....	47
ATTENDANCE.....	47
School Attendance Policy.....	47
Truancy.....	48
Excused Absences.....	49
Suspension from School.....	49
Excusable, Non Approved Absence.....	49
Unexcused Absences.....	49
High School.....	49
Notification of Absence.....	50
Tardiness.....	50

Vacations During the School Year.....	50
Make-up of Tests and Other School Work.....	50
STUDENT ATTENDANCE AT SCHOOL EVENTS.....	51
CODE OF CONDUCT.....	52
Expected Behaviors.....	54
DRESS CODE.....	54
STUDENT DISCIPLINE CODE.....	55
EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE.....	56
Notification.....	65
Reporting.....	65
Implementation.....	65
Procedure.....	66
Non-Retaliation/False Reports.....	67
Definitions.....	67
POLICY FOR 18-YEAR OLDS.....	70
DISCIPLINE.....	70
DUE PROCESS RIGHTS.....	75
SEARCH AND SEIZURE.....	77
STUDENT RIGHTS OF EXPRESSION.....	77
STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES.....	78
SECTION V – TRANSPORTATION.....	78
BUS TRANSPORTATION TO SCHOOL.....	78
BUS CONDUCT.....	79
VIDEOTAPES ON SCHOOL BUSES.....	80
PENALTIES FOR INFRACTIONS.....	80
SELF-TRANSPORTATION TO SCHOOL.....	80
USE OF MOTORIZED UTILITY VEHICLES.....	81
Bangor Township School District.....	82
OPT-OUT FORM.....	82

NOTE:	This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in 2023. If you have questions or would like more information about a specific issue or document, contact your school principal or school secretary or access the document on the District's website: www.bangorschools.org by clicking on "Board Policies" and finding the specific policy or administrative guideline in the Table of Contents for that section.
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ANNUAL ACKNOWLEDGMENT OF HANDBOOK

I understand that it is my responsibility as a John Glenn High School student to be aware of the contents of this manual.

I understand that claiming ignorance of the information contained in the JGHS Student Manual and the Extracurricular Code of Conduct does not exempt me from consequences due to my choices and behaviors. I am responsible for my choices and behaviors.

By my name and signature below, I acknowledge in accordance with Public Acts 342 and 343 of 2012 that I have received and reviewed the Concussion Fact Sheets for Parents/guardians and Students provided by Bangor Township Schools.

Participation in Interscholastic Athletics carries an inherent risk of injury or death. By signing this consent form, you acknowledge and accept such risks. The school is not liable for expenses incurred for physical examinations or medical treatment of injuries. Parents/guardians are responsible for all insurance coverage of student athletes.

My signature below signifies that I have received, read, and agree to abide by the JGHS policies and procedures described in the JGHS Student Manual, Extracurricular Code of Conduct, and Concussion Awareness.

Online Signature: [Click Here](#)

FOREWORD

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

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

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of 2025. If any of the policies or administrative guidelines referenced herein are revised after May 19, 2025 the language in the most current policy or administrative guideline prevails.

VISION OF THE DISTRICT

Bangor Township Schools is committed to providing dynamic learning experiences that prepare students for the opportunities of tomorrow.

MISSION OF THE DISTRICT

Imagine, Inspire, Innovate

EQUAL EDUCATION OPPORTUNITY

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

Any person who believes that they have been discriminated against on the basis of their race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Compliance Officers listed below:

Jamie Doran
Director of Human Resources
989-684-8121

Kurtis Pake
Assistant Superintendent
989-684-8121

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

PARENT INVOLVEMENT

The Board of Education recognizes and values parents/guardians and families as children's first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents/guardians and family. Such a partnership between the home and school and greater involvement of parents/guardians in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism. Through Board Policy 2112, the Board directs the establishment of a Parental Involvement Plan by which a school-partnership can be established and provided to the parent/guardian of each child in the District. The plan must encompass parent/guardian participation, through meetings and other forms of communication.

SCHOOL DAY

John Glenn High School office is open from 7:00 a.m. – 3:30 p.m. on days school is in session. The student academic day begins at 7:30 a.m. and ends at 2:20 p.m.

STUDENT RIGHTS AND RESPONSIBILITIES

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

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

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

Adult students (age eighteen (18) or older) must follow all school rules.

If residing at home, adult students should include their parents/guardians in their educational program.

SEXUAL HARASSMENT POLICY

Definition:

Sexual harassment includes, but is not limited to, any unwelcome or unwanted sexual advances, request for sexual favors, or other verbal written or physical

conduct of a sexual nature that is unwanted by or unwelcome to the student and/or has the purpose or effect of substantially interfering with a student's educational environment. Such conduct or communications are illegal and will subject students, employees, or district volunteers to appropriate corrective action, including discipline when: Submission to sexually harassing conduct or communications is made, either explicitly or implicitly, a term or condition of a student's receipt of educational benefits, aids, services or participation in school activities. Submission to or rejection of such conduct or communications by a student is used as the basis for academic decisions affecting that student, or such conduct or communication has the purpose or effect of substantially interfering with the student's education or creates an intimidating, hostile or offensive educational environment. Sexual harassment of students may take many forms. Examples of conduct prohibited by the policy include, but are not limited to, the following: verbal harassment or abuse of a sexual nature, pressure for sexual activity, repeated remarks with sexual or demeaning implications to students, unwelcome touching of a sexual nature, suggestion or demands of sexual involvement that are accompanied by implicit or explicit threats concerning a student's grades, graduation or other school related matters, sexual name calling, gestures, jokes and spreading sexual rumors about students and staff.

Reports of Sexual Harassment: The district encourages any student who believes they have been subjected to sexual harassment to report their concerns directly to the building principal, guidance counselor or the district representative who is the Human Resources Director or the Director of Programs designed to receive such complaints. Complaints or reports of sexual harassment shall be handled as confidentially as possible. However, in certain circumstances, the district may be required by the Child Protection Law to report child sexual abuse to the Department of Social Services or other designated law enforcement agency.

STUDENT WELL-BEING

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

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

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

INJURY AND ILLNESS

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

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the

student should remain in school or go home. No student will be released from school without proper parental/guardian permission.

Homebound Instruction

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

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

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

SECTION I - GENERAL INFORMATION

ENROLLING IN THE SCHOOL

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

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

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

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

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

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

New students eighteen (18) years of age or older are not required to be accompanied by a parent/guardian when enrolling. When residing with a parent/guardian, these students are encouraged to include them in the enrollment

process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

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

SCHEDULING AND ASSIGNMENT

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

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

COUNSELING SERVICES

In high school the teachers, coaches, sponsors of other extracurricular activities, and administrators continue to have an important role in guiding each student's overall development. The classroom teacher's primary function, however, is to provide academic guidance and to promote learning in a subject-matter area whereas counselors support students' other academic and emotional needs.

Students are assigned a counselor that follows them throughout their high school careers. When students need assistance, they are encouraged to see their counselor. Students often want to see their counselors about the current school programs, schedule changes, test interpretations, school problems, improving achievement, personal, social or emotional concerns, educational planning, and obtaining vocational information. College information, college applications and scholarship information are also available in the counseling office. Students who wish to see their counselor should schedule an appointment with the counselors' secretary.

Counselors assist students in personal, social and academic concerns. The guidance counselor works with parents/guardians, teachers and administrators to provide the student with appropriate help relative to personal problems and with suitable counsel regarding life, educational purposes, and related decision-making. When appropriate, counselors make referrals to support personnel (school social worker, speech therapist, school psychologist, etc.) provided by Bangor Township Schools, the

Bay-Arenac Intermediate School District, or outside referral sources. While counselors are available at the student's own initiative, the department plans and carries out a program of individual and group contact with each student. Parents/guardians may contact the counseling office at 684-7510 concerning their student's progress and to request makeup work during a prolonged illness. Students may also be referred to the counselor by a teacher.

LOCKERS

School lockers are the property of JGHS and are assigned to students for the purpose of storing supplies, coats, or other essential school items. The administration has the right to search student lockers and the contents at any time, without notice, without student consent, and without a search warrant. State of Michigan House Bill 5233 states that students have no privacy expectations in the use of school lockers. The student is at all times responsible for material contained within the locker. Students have the responsibility of keeping their lockers clean and free of trash at all times and must be completely clean and empty out their locker at the end of the school year or upon the student leaving John Glenn High School. John Glenn High School cannot assume responsibility for lost or stolen items. It is advisable for students to leave valuable items and cash at home. Personal locks may not be used on school lockers. Each student is responsible for the condition of their assigned locker. Items are not allowed to be placed on the front of lockers. However, students may place magnets provided by the school on their lockers to display activities they participate in.

EARLY DISMISSAL

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

TRANSFER OUT OF THE DISTRICT

Parents/guardians must notify the Principal about plans to transfer their child to another school. If a student plans to transfer from John Glenn High School, the parent/guardian must notify the Principal and complete a withdrawal form from the counseling office. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. A "Request for Student Records" form must be received from the new school before records will be released from John Glenn High School. A minimum of 24 hour notice should be given. Parents/guardians are encouraged to contact the student's counselor for specific details.

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

WITHDRAWAL FROM SCHOOL

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

IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. A student enrolling in school in this district for the first time must submit one of the following:

- A statement signed by a physician that the student has been immunized or protected against diphtheria, tetanus, chicken pox, pertussis, rubella, measles, poliomyelitis and hepatitis B, and tuberculin tested to determine the presence of an infection of tuberculosis.
- A statement signed by a parent or guardian to the effect that the student has not been immunized and tuberculin tested because of religious convictions or other objections to the immunization.
- A request signed by a parent or guardian that the local health department gives the needed protective injections and diagnostic tests.
- Parents and guardians will no longer be able to submit an uncertified immunization waiver form to John Glenn High School.
- To obtain a certified nonmedical waiver a parent must contact their county health department to receive immunization waiver education and to obtain a certified State of Michigan Immunization Waiver Form.
- The certified State of Michigan Immunization Waiver Form, containing the county health department stamp and the signature of the authorizing agent completing parent/guardian immunization education, can then be submitted to John Glenn High School.

If a student does not have the necessary shots or waivers, the Principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the Principal.

EMERGENCY MEDICAL AUTHORIZATION

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by their parent/guardian in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. These forms will be handed out to students prior to any such event taking place.

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

USE OF MEDICATIONS

In those circumstances where a student must take prescribed medication during the school day, all medications must be in the original prescription bottles; correctly labeled with specific information including student's name, dosage, name of doctor, and pharmacy. Medications include over-the-counter medication (including aspirin, Tylenol, etc.), inhalers, and all prescription medications. The following guidelines are to be observed:

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

Asthma Inhalers and Epipens

Students, with appropriate written permission from the physician and parent/guardian, may possess and use a metered dose inhaler or dry powder inhaler

to alleviate asthmatic symptoms. Epinephrine (Epipen) is administered only in accordance with a written medication administration plan developed by the school principal and updated annually.

Non-Prescribed (Over-the-Counter) Medications

A note from the parent or guardian is necessary to allow students to take non-prescription medication at school.

Secondary (Grades 6 to 12)

Parents/guardians may authorize the school to administer a non-prescribed medication using a form which is available at the school office. A physician does not have to authorize such medication.

If a student is found using or possessing a non-prescribed medication without parent/guardian authorization, they will be brought to the school office and the parents/guardians will be contacted for authorization. The medication will be confiscated until written authorization is received.

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

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

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

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

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

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

CONTROL OF NON CASUAL-CONTACT COMMUNICABLE DISEASES

In the case of non casual-contact, communicable-diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have their status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and

those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

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

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

INDIVIDUALS WITH DISABILITIES

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

A student can access special education services through the proper evaluation procedures. Parent/guardian involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the Principal at 989-684-7510 to inquire about evaluation procedures and programs.

LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore, the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District. Parents/guardians should contact the Principal at 989-684-7510 to inquire about evaluation procedures and programs offered by the District.

STUDENT RECORDS

Bangor Township Schools maintains many student records including both directory information and confidential information.

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

The Board designates school-assigned e-mail accounts as "directory information" for the limited purpose of facilitating students' registration for access to various online

educational services, including mobile applications/apps that will be utilized by the student for educational purposes and for inclusion in internal e-mail address books.

The Superintendent or designee will also develop a list of uses for which the District commonly would disclose a student's directory information and develop an opt-out form that lists all of the uses or instances and allows a parent or legal guardian to elect not to have his or her child's directory information disclosed for one (1) or more of these uses.

The form is available to a parent or legal guardian upon request.

If an opt-out form is signed and submitted to the District by a student's parent or legal guardian, the District shall not include the student's directory information in any of the uses that have been opted out of in the opt-out form. A student who is at least age eighteen (18) or is an emancipated minor may act on their own behalf with respect to the opt-out form.

Parents/guardians and eligible students may also refuse to allow the District to disclose any or all of such "directory information" upon written notification to the District within ten (10) days after receipt of the District's public notice.

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

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

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

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

Parents/guardians and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent/guardian or adult student must request the amendment of a student record in writing and if the request is denied, the parent/guardian or adult student will be informed of their right to a hearing on the matter.

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

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpc

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

FERPA@ED.Gov; and
PPRA@ED.Gov.

Transcript Policy

Each senior will be provided with one official transcript at no cost. For the first year after graduation, alumni can receive transcripts at no cost. After that time, additional official transcripts will cost \$3.00 each. Official transcripts will only be mailed to colleges and universities.

Please request official transcripts from the counseling office at least 24 hours in advance.

ARMED FORCES RECRUITING

John Glenn High School must provide at least the same access to the high school campus and to student directory information as is provided to other entities offering educational or employment opportunities to those students. "Armed Forces" means the armed forces of the United States and their reserve components and the United States Coast Guard.

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

Annually the Board will notify male students aged eighteen (18) or older that they are required to register for the selective service. This will be done through announcements and other forms of communication.

STUDENT FEES, FINES, AND SUPPLIES

John Glenn High School charges specific fees for some non-curricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit.

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

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

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

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

Failure to pay fines, fees, or charges may result in the withholding of grades and credits and will result in students not being allowed to attend dances. If unpaid fees still exist at graduation, the student may not be allowed to walk in the ceremony.

DRIVING PRIVILEGES

Students (10th, 11th & 12th grade only) must purchase an annual \$10 student parking permit and display that permit on the lower left windshield. Failure to do so will result in loss of driving privileges.

Student drivers are expected to:

1. Drive in a respectful and safe manner. Careless driving will result in loss of driving privileges.
2. Park only in designated student parking spots. Violators will be towed at the owner's expense.
3. Sitting in cars during the school day is not permitted.
4. Arrive on time and follow signing out procedures if leaving John Glenn High School during the day.
5. Register the vehicle and display the John Glenn High School parking permit on the rearview mirror.
6. Wait patiently for all buses to exit once they have started to leave.
7. Follow all posted signs.

VEHICLE SEARCHES

High school students are permitted to park on school premises as a matter of privilege, not of right. John Glenn High School retains authority to conduct routine patrols of the student parking lot and inspections of the exterior of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school personnel has reasonable suspicion to believe that illegal or unauthorized materials are contained within. Such patrols and inspections may be conducted without notice, student consent, or a search warrant. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition. Administrative intervention may also occur.

DRIVING TO BAY ARENAC CAREER CENTER

Students who have authorization to drive to the Bay Arenac Career Center (BACC) must adhere to all rules and regulations set forth by BACC administration.

STUDENT PICTURES

A school-approved photographer comes early in the school year to take pictures of all students. The photographer provides each student with an identification (I.D.) card. All students must take a picture for their student ID. The student is not required to purchase a picture package of any kind.

STUDENT FUND-RAISING

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

1. Students involved in the fundraiser must not interfere with students participating in other activities when soliciting funds.
2. Students must not participate in a fund-raising activity for a group in which they are not members without the approval of the student's counselor.
3. Students who engage in fundraisers that require them to exert themselves physically beyond their normal pattern of activity, such as "runs for", will be monitored by a staff member in order to prevent a student from overextending themselves to the point of potential harm.
4. Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

STUDENT VALUABLES

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

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

Parents/guardians 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/guardian who wishes to review materials or observe instruction must contact the Principal at least 24 hours prior to coming to the John Glenn High School. Parents'/guardians' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

MEAL SERVICE

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

The school participates in the National School Lunch Program and makes lunches available to students for a fee. Ala carte items are available. Students may also bring their own lunch to school to be eaten in the school's cafeteria.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that they are eligible, contact the Food Services Director at 684-7510 ext. 2279.

School Lunch Program

The school lunch program is maintained as a vital part of the total educational program of the school. The following expectations are held for all students:

- Take care of all trash, leaving tables and surrounding floor areas clean.
- Remain in the cafeteria or commons area until lunch dismissal bell unless permission is given to leave the area. Campus is closed for freshmen and sophomores and open for juniors and seniors.

FIRE, LOCK DOWN AND TORNADO DRILLS

John Glenn High School complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. The alarm signal for fire drills consists of a constant alarm.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires and lock down drills and consists of a series of two alarm pulses.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year. The alarm system for a school lock down is different from the alarm system for fires and tornadoes and consists of notification over the PA system.

EMERGENCY CLOSINGS AND DELAYS

If John Glenn High School must be closed or the opening delayed because of inclement weather or other conditions, the Superintendent will notify parents/guardians via an all-call, as well as messages on the District's website.

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

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

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

VISITORS

Visitors, particularly parents/guardians, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the front entrance office upon entering the school to obtain a pass. Visitors must be prepared with their driver's license or another form of identification to enter the school grounds. Any visitor found in the building without a pass shall be reported to the Principal. If a person wishes to confer with a member of the staff, they should call for an appointment prior to coming to the School, in order to schedule a mutually convenient time.

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

USE OF THE STUDENT ACTIVITY CENTER

The student activity center is available to students throughout the school day. Passes may be obtained from a student's teacher or from the Student Support Specialist. Books on the shelves may be checked out for a period of three (3) weeks. To check out any other materials, contact the Student Support Specialist.

In order to avoid late fees, all materials checked out of the student activity center must be returned to the Student Support Specialist before or on the due date.

USE OF SCHOOL EQUIPMENT AND FACILITIES

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

LOST AND FOUND

The lost and found area is in the hallway near the office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of semesters and/or marking periods.

STUDENT SALES

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

USE OF TELEPHONES

Students may use the office telephone when necessary, such as contacting a parent/guardian due to illness, medication needs, or other school-related concerns. Office phones are not intended for personal use. Except in emergencies, students will not be called out of class to receive phone calls.

ADVERTISING OUTSIDE ACTIVITIES

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

The school has a central bulletin board located in the hallway which may be used for posting notices after receiving permission from the principal.

SECTION II - ACADEMICS

COURSE OFFERINGS

A list of course offerings is available on the school website, as well as in the counseling office.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may participate in any school-sponsored trip without parental/guardian consent.

GRADES

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

Grading Policy

The school year consists of two semesters of which each is divided into two nine-week marking periods. The final grade for any course will be the average of the two marking periods.

Grades

The following standard grading scale is used to calculate student cumulative grade point average:

A	100 – 93.5%	C	76.4 – 72.5%
A-	93.4 – 89.5%	C-	72.4 – 69.5%
B+	89.4 – 86.5%	D+	69.4 – 66.5%
B	86.4 – 82.5%	D	66.4 – 62.5%
B-	82.4 – 79.5%	D-	62.4 – 59.5%
C+	79.4 – 76.5%	E	59.4% and below

	Regular	Honors	AP, Dual Enrollment, & Early Middle College
GRADE EARNED	GRADE EQUIVALENT	GRADE EQUIVALENT	GRADE EQUIVALENT
A	4.0	4.5	5.0
A-	3.6	4.1	4.6
B+	3.4	3.9	4.4
B	3.0	3.5	4.0
B-	2.6	3.1	3.6
C+	2.4	2.9	3.4
C	2.0	2.5	3.0
C-	1.6	2.1	2.6
D+	1.4	1.9	2.4
D	1.0	1.5	2.0
D-	0.6	1.1	1.6
E	0.0	0.0	0.0

Advanced Placement (AP) classes are available to students based on an application process. Grades for AP courses are rated on a 5.0 grading scale for those students taking the AP exam. AP students not taking the AP exam will have their grade weighted using the Honors' scale.

If students/parents/guardians wish to appeal a grade or request a grade correction, they must do so in writing within ten days from the distribution of report cards.

Intervention classes do not receive a letter grade but will earn Credit or No Credit and count toward graduation requirements.

Incomplete Grades

Students receiving an incomplete in any class will have two weeks to make up the work unless other arrangements have been made with the teacher. If the work is not made up, the teacher will count the incomplete work as zero (0) points and calculate the final grade. Requests for a grade review by a teacher must take place no later than the end of the marking period immediately following the issuance of the grade.

Grade Point Average

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

Grading Periods

Students shall receive a report card at the end of each 9 week period indicating their grades for each course of study for that portion of the academic term.

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

PROMOTION, PLACEMENT, AND RETENTION

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

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

Freshman = 0 to 7 Credits

Sophomore = 7 Credits to 14 Credits

Junior = 14 Credits to 21 Credits

Senior = 21 or more Credits

GRADUATION REQUIREMENTS

Regular Diploma

Normally, a student will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student will need to meet the school requirements for basic course work, and earn the total number of minimum credits. A student enrolled in special education may be exempted from the mandated-tests. Such an exemption is made by the Individualized Education Planning Committee (IEPC) Team. The student may still need to earn the required credits indicated by the IEP or in a personal curriculum. For more information about the different methods by which credits can be earned, refer to Policy 5460 in the Board Policy manual, a copy of which is accessible electronically at www.bangorschools.org.

Course Requirements

To be eligible to participate in the graduation ceremony at John Glenn High School, a student must be in good standing with all building accounts and or fines and be enrolled as full-time high school student for four years during which time they must earn the number of credits indicated in the chart below:

	Class of 2027	Class of 2028	Class of 2029	Class of 2030
Graduation	23.5 Credits	22.5 Credits	21.5 Credits	21.5 Credits
Possible	26	25	24	24

A credit is earned for each subject during the school year in which the student earns a passing grade. Credits are earned at the end of each semester; thus, one-half credit is earned in each course each semester. Career Center courses earn up to 1.5 credits per semester.

To participate in Senior Sendoff and Commencement ceremonies, the graduate must be a full time student. The credits required for graduation are divided into two types:

- 1) "REQUIRED" courses are earned by passing subjects which are required by either the State of Michigan or the Bangor Township Board of Education.
 - Four credits in English: Credits are usually earned at the rate of one credit per year.
 - Four credits in Mathematics: Must successfully complete Algebra 1, Geometry, Algebra 2, and one additional Mathematics or Mathematics related credit in senior year.
 - Three credits in Science: Must successfully complete Biology, Chemistry, or Physics, and one additional science credit.
 - Three credits in Social Studies: Must successfully complete United States History, Civics (.5 credit), Economics & Personal Economics (1 credit), and World History.
 - One credit in Personal Wellness: Credit is usually earned in the freshman year and includes one semester of Fitness and one semester of Health.
 - One credit in Visual, Performing, Applied Arts: Credit can be earned in choir, band, drama, computer, film literature, or art class.

- One credit of World Language: Courses are offered in Spanish and French.
 - The State of Michigan still recommends two credits of Foreign Language
- 2) "ELECTIVE" credits are those which are earned by passing subjects which the student chooses because of interest.
- A maximum of 5 credits may be earned in the following non-traditional settings:
- Community service with a minimum of 180 hours. Only one community service credit will count towards graduation.
 - Summer school.

John Glenn High School accepts transfer credits from other accredited high schools.

Personal Curriculum

If a student is unable to meet the Michigan Merit Curriculum requirements, a parent/guardian may request a Personal Curriculum. For more information, please contact the students counselor at 684-7510 or see the following pages.



*** Annual Notice of the Right to Request a Personal Curriculum (PC)**

Modifying Michigan Merit Curriculum (MMC) requirements for Graduation with a Regular High School Diploma

The Personal Curriculum is a process to modify specific graduation credit requirements and/or content expectations based on the individual learning needs of a student. It is designed to serve students who want to accelerate or go beyond the MMC requirements and students who need to individualize learning requirements to meet the MMC requirements for high school graduation.

The parent or guardian of a student for whom a personal curriculum is sought, or the student (if age of majority) or an emancipated minor may request a personal curriculum.

Other potential requesters include a current teacher of the student who has expertise in the proposed area to be modified by the PC, or who is determined by the Principal to have qualifications otherwise relevant to developing a PC, or a school counselor.

According to Section 380.1278b amended of the Revised School Code regarding the Michigan Merit Curriculum and personal curriculum, If the request for a personal curriculum is made by the pupil's parent or legal guardian or, if the pupil is at least age 18 or is an emancipated minor, by the pupil, the school district or public school academy shall develop a personal curriculum for the pupil.

A personal curriculum may be requested prior to 9th grade for a student with an Individualized Education Program (IEP), with the earliest implementation at the start of 9th grade. For students without an IEP, a request for a PC is allowable after the student has completed 9th grade. To request a Personal Curriculum, please contact your local high school.

With the passing of House Bills 4465 and 4466 in June 2014 effective April, 2015, Graduation Requirements now include the following (plus any additional local requirements):

Mathematics	
Michigan Merit Curriculum	Personal Curriculum Options
4 credits of mathematics, including: 380.1278a (1,a,i)	3 ½ credits of mathematics, including: MCL 380.1278b (5,g)
Algebra I (may be granted prior to grade 9)	Algebra I (may be granted prior to grade 9)
Geometry	Geometry
Algebra II or - Algebra II over 2 years for 2 credits - Algebra II over 1.5 years for 1.5 credits - A MDE-approved CTE program such as machining, electronics, construction, welding, engineering, computer science, renewable energy if course includes same algebra II content assessed on the state high school test	Algebra II may be modified if the student meets one or more of the following : - One semester of algebra II - Algebra II over two years for 2 credits - MDE-approved CTE program or curriculum that completes the same content as algebra II benchmarks assessed on State HS Assessment - One semester of statistics, functions and data analysis or technical mathematics
An additional math credit (trigonometry, statistics, pre-calculus, calculus, applied math, accounting, business math, a retake of Algebra II, or financial literacy)	
Students must successfully complete at least one math course during final High School year	Students must successfully complete at least 1 math credit during his or her final 2 years of high school
English Language Arts (no modifications)	
At least 4 credits of English Language Arts MCL 380.1278b (1,a)	
Science (no modifications)	
At least 3 credits of science , including: MCL 380.1278b (1,b)	
Biology	
Chemistry, physics, anatomy, ag science, or MDE-approved program with the same chemistry or physics content	
One additional science credit or MDE-approved computer science or CTE program	
Social Science	
At least 3 credits in Social Science , including: MCL 380.1278a (1,a,ii)	At least 2 credits of social science, including ½ credit of civics MCL 380.1278b (5, h)
1 credit I United States history and geography	1 additional credit in ELA, mathematics, science, a language other than English, or a CTE program
1 credit in world history and geography	
½ credit in economics	
½ Credit in civics	
Health and Physical Education	
At least 1 credit that includes both health and physical education MCL 380.1278a (1,a,iii)	May substitute an additional credit in ELA, mathematics, science, a language other than English, or a CTE program MCL 380.1278b (5, i)
OR ½ credit in health, plus ½ credit for district-approved participation in extracurricular athletics or activities involving physical activity	

Visual, Performing or Applied Arts	
At least 1 credit of visual, performing, or applied arts MCL 380.1278a (1,a,iv)	May substitute an additional credit in ELA, mathematics, science, a language other than English, or a CTE program MCL 380.1278b (5, j)
World Languages	
Two world language credits, both in the SAME language other than English, Can be earned anytime, K-12, if grade-appropriate. MCL 380.1278a (2) (Effective class of 2016)	
For Graduating Classes of 2015 through 2020 only, may partially or fully substitute 1 world language credit with a MDE-approved CTE program or by completing an additional visual or performing arts course	
American Sign Language “counts” as a world language	
May be an online world language course	
Sub-section K – Students with Disabilities	
	Any modification not otherwise allowed but necessary because the pupil is a child with a disability and modification is consistent with both the students EDP and IEP MCL 380.1278b (5, k)
Sub-section L – Transfer Students	
	Student transfers in with at least 2 years of HS credits from an out-of-state or from nonpublic school MCL 380.1278b (5, l)
	The Personal Curriculum includes as much of the subject content as practicable.
	Must include at least 1 math class during final year of HS.
	If the transfer student is enrolled for at least one full school year: • Must take at least algebra I or • Must take a course normally taken after algebra I
	Must include civics course
Online Learning Requirement	
A separate online course or learning experience OR integrated online experience throughout each MMC course MCL 380.1278a (1, b)	

Accessing Grades

Students and parents/guardians may access up to date information using the web based Skyward portal at www.bangorschools.org

- Parents/guardians will have separate logins from their children, and will receive this information at registration.
- Students are encouraged to communicate directly with teachers with questions and/or concerns regarding grades.

Grade Change Policy

Bangor Township School teachers are authorized to review the official transcripts of the students they have taught. Furthermore, no school employee may alter a grade given by a certified and qualified teacher unless one of the following occurs:

- 1) The teacher approves of the change.
- 2) The change is approved by the grade review committee and the teacher involved does not appeal the panel's decision.
- 3) If the teacher is not satisfied with the decision of the Grade Review Committee, then a written appeal can be sent to the Bangor Township Board of Education.

*According to Public Act 232, the Bangor Township Board of Education authorized the establishment of a grade review committee. The committee consists of three teachers selected by the Bangor Township Education Association, one Board of Education member and the Superintendent or their designee. The purpose of the committee is to review written appeals by parents/guardians and/or students related to academic grades.

Report Cards

A report card is a progress report to students and parents/guardians. It is an indication of achievement as well as areas needing improvement. Report cards are issued at the end of the 9th and 18th week of each semester. Report cards will be available electronically at the end of the Marking Periods 1, 2, 3 & 4.

EARLY MIDDLE COLLEGE

Beginning their Junior year, the EMC gives students an opportunity to earn 30 college credits that satisfy the Michigan Transfer Agreement, an associate's degree, or a career certificate along with their high school diploma. Students will be able to save both time and money as they pursue a college degree, and they will have an additional year of high school (13th grade attending college full time) to complete their college program at Delta College or Davenport University. All classes and fees are paid for by the school district.

POSTSECONDARY (DUAL) ENROLLMENT OPTIONS PROGRAM

John Glenn High School students have the opportunity to dual enroll at Delta College and gain college credit during the academic school year. Interested students will meet with their counselor during the spring scheduling sessions to determine eligibility for the Fall and Winter sessions. For more information, please visit the **Forms** section on our District Website.

Note: Not all colleges/universities accept dual enrollment credit. Parents/guardians/students should check with colleges to determine dual enrollment acceptance policies.

ONLINE/BLENDED LEARNING PROGRAM

The District shall provide eligible students the option of participating in on-line or blended learning courses. The purpose of the program is to make instruction available to eligible students using on-line and distance education technology in both

traditional and nontraditional classroom settings. The District must make all eligible students and their parents or guardians aware of this program (Board Policy 2370.01). This will be communicated to students and parents through a handout from the counseling office.

WORK-BASED LEARNING PROGRAM

Work-Based Learning (WBL) provides students with real-world experiences through internships, job shadowing, and other career-connected opportunities that align with their academic and career goals. These experiences help students build essential skills and make informed decisions about their future. Learn more about WBL opportunities at John Glenn High School and how to get involved [here](#).

NATIONAL HONOR SOCIETY SELECTION

The National Honor Society was established in 1921 by the National Association of Secondary School Principals to recognize students demonstrating high standards of character, scholarship, leadership, and service. Today there are more than 15,000 chapters chartered with local chapters following the constitution established by the national organization. John Glenn's chapter was named in honor of Michael L. Wemple, a former teacher at this school. Membership in the National Honor Society is an honor granted by the faculty of a high school.

Eligibility for membership

Students must formally petition to be considered for membership in the National Honor Society. Only those students selected by the faculty council are inducted into the society. According to national rules, to be eligible for membership, students must meet the following three requirements. Students must have a documented record of community service, including 20 hours prior to application. All hours must be documented by non-family members and turned in to the JGHS counseling office prior to application. Eligibility for community service hours begins in June of the preceding school year. In order to apply for NHS, students must be Juniors or Seniors, have a minimum cumulative grade point average of 3.20, and have been a student at John Glenn High School for at least one semester. Students must submit a Student Activity Information Form, along with a form listing all classes that the student has taken while in high school, to the National Honor Society advisor by the established deadline. These forms can be obtained from the NHS advisor. Students must have five evaluation forms completed. At least three forms must be given to teachers of academic subjects, e.g. English, Mathematics, Science, Foreign Languages, and Social Studies. Preference should be given to teachers who know the students well. The remaining two evaluation forms may be completed by employers, coaches, clergy, and sponsors of extracurricular and community activities.

Selection for Membership

After the deadline established for the return of student information forms and evaluations, the faculty council will meet to select new members. Selection for membership will be made following these criteria: academic qualifications, including both grade point average and the level of difficulty of the classes taken, student's records of leadership and service, disciplinary record, and results of student evaluations. The same requirements will apply to both juniors and seniors and the higher the student's standards are in the above mentioned areas, the better the

student's chances for selection are. The members of the Faculty Council will follow the national guidelines for selection of new members and will make every effort to be consistent and fair in their decisions. Membership may be reviewed by the Faculty Council in the case of falling below the minimum GPA or community service hours and/or notification of disciplinary action.

GRADUATION WITH HONORS

A senior will graduate with honors if he/she maintains a cumulative GPA of 3.50 or above in his/her four years in high school. Students earning a GPA of 3.5 to 3.66 graduate with Cum Laude status. A GPA of 3.67 to 3.75 will award students Magna Cum Laude status. Summa Cum Laude status is earned with a GPA of 3.76 and above.

*Starting with the class of 2024, Honors scale will be recognized as follows: Summa Cum Laude is 4.0 and above, Magna Cum Laude will be 3.8-3.99, and Cum Laude will be 3.5-3.79.

RECOGNITION OF STUDENT ACHIEVEMENT

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

Marking Period Honor Roll

Each marking period two honor rolls are published; "High Honors" for students earning grade point averages of 3.50 or above. With "Honors" for grade point averages between 3.00 and 3.49.

Athletic Awards

Requirements for athletic awards are developed by each head coach with the approval of the Athletic Director. These requirements will be reviewed with interested students by the appropriate coach.

HOMEWORK

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the State mandated test and graduation. Homework will not be used for disciplinary reasons but only to enhance the student's learning.

COMPUTER TECHNOLOGY AND NETWORKS

Before any student may take advantage of the School's computer network and the internet, the student and their parents/guardian must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. Copies of the School District's *Student*

Network and Internet Acceptable Use And Safety Policy and the requisite student and parent agreement will be distributed yearly.

Students must complete, read and review the [Acceptable Use and Safety Policy](#) regarding the appropriate use of technology and online safety and security as specified in Policy 7540.03 – Student Network and Internet Acceptable Use and Safety before being permitted to access the Network and/or being assigned an email address.

Use of Technology to Harass and/or Bully

Students engaging in bullying and/or harassment against students or staff using technology during school hours or after school hours that can have a connection to the educational environment will be subject to the John Glenn Discipline Plan. It is the obligation of all members of the John Glenn High School Community to respond to situations of harassment and bullying. Penalties may include mediation, suspension, and police notification.

Academic Fraud

All forms of academic fraud, via electronic devices, plagiarism, submission of work that is not the student's, etc. will be handled by the classroom teacher. Consequences include: parental/guardian contact by teacher/administrator and a zero on the assignment. Documentation will be placed on file. For current members of the National Honor Society, or students considering applying: academic fraud is a violation of the pillar of leadership, and can result in a student not being admitted to or removed from NHS.

Bring Your Own Device (BYOD)

The availability of wireless Internet access and cloud based services in our schools makes it easier than ever for students to bring their own internet connected technology devices to school for educational purposes. In order to access the Bangor Township Schools' wireless network, students must comply with the District Acceptable Use Policy (AUP) as outlined in the BTS Student Code of Conduct and this BYOD Policy. It is important to understand that the students' opportunity to bring personal technology devices to school is a privilege and is solely at the discretion of Bangor Township Schools' staff.

Device

For the purpose of the BYOD policy, a personal technology device is a privately owned, wireless electronic device such as a laptop, Chromebook, tablet, or smartphone. Note that this is a district policy, and that the district BYOD program has minimum requirements for permitted devices.

Security and Damages

The individual owner is personally and solely responsible for the care and security of their Wireless Communication Device (WCD). The Board and school assumes no responsibility for theft, loss, damage, or vandalism to WCDs brought onto its property, or the unauthorized use of such devices including lost or corrupted data. However, some homeowner policies may cover loss or damage to personal devices.

BRING YOUR OWN DEVICE RULES (BYOD)

In order for an individual to bring their personal technology to a Bangor Township Schools' facility, the District Acceptable Use Policy and the following BYOD terms must be understood, agreed and adhered to:

- Devices must be placed in silent mode while on school campuses and buses.
- Devices may not be used to plagiarize or cheat.
- Devices may not be used to record, transmit, or post photographic images or videos of a person or persons on school property without prior approval by a staff member.
- No expectation of confidentiality will exist in the use of Wireless Connected Devices (WCDs) on school premises/property.
- Devices must not be used to transmit content of a bullying nature.
- Devices must not be used to send messages that violate federal, state, and local laws or any School Board policy.
- The school's network filters must be applied and may not be bypassed.
- Infecting any Bangor Township Schools property with a virus or program that damages, alters, destroys, or provides access to unauthorized data/information is a violation of School Board policy. This includes bypassing network security policies.
- The school district has the right to collect and examine any device.
- Games are not permitted without teacher permission.
- The student complies with the teacher's request to shut down the technology or close the screen.
- Devices must be charged prior to coming to school.
- Using any device at unauthorized times may result in the loss of privileges.

CONSEQUENCES FOR MISUSE/DISRUPTION

(One or more may apply):

- Device taken away for the period
- Device taken away and kept in the front office until parent picks it up
- Student is not allowed to use personal devices at school
- Disciplinary Referral

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

COMMUNICATION DEVICE POLICY: No Cell Bell to Bell

Students are not allowed to use cell phones or other personal electronic communication devices (smart watches, wireless earbuds, etc.) from the very beginning to the very end of each class period.

- Cell phones must be turned off or on silent and remain out of sight or in a student's locker.
- Students may use their personal communication devices during passing times, lunch, before and after school. Only one earbud should be used during these designated times due to safety concerns.

Consequences for Misuse

- **1st Offense:** Device is turned in to the main office and the student may pick it up at the end of the day. A formal discipline referral will be issued to the student.

- **2nd Offense:** Device is turned in to the main office and a parent must come to pick it up. A formal discipline referral will be issued to the student.
- **3rd Offense:** Device is turned in to the main office and the parent must come to pick it up. The student will not be allowed to bring/use a personal device at school. A parent meeting will be held with an administrator and/or the teacher.
- Additional offenses will be considered insubordination.
- Refusal to comply with a staff member's request to turn over a device will be considered insubordination and will result in disciplinary action that may include suspension.
- In the event that a student knowingly lends another student their phone, and that student is caught using the device in a manner that violates this policy, both students will receive consequences as outlined above.

Access to the Bangor Township Schools wired and wireless network is a privilege, not a right. Any use of the wireless network entails personal responsibility and compliance with all school rules. The use of the Bangor Township Schools networks grants permission to the Bangor Township Schools staff to conduct investigations regarding inappropriate Internet use at any time by administrator request. Bangor Township Schools cannot be held responsible for any possible device charges that might be incurred during use (e.g. texting fees, download costs, roaming fees).

CHROMEBOOK ISSUANCE

Every John Glenn student will be issued a Chromebook upon enrollment in the high school. For all the pertinent 1:1 information please visit our 1:1 Resource Page at <http://www.bangorschools.org/o/jghs/page/1-1>

STUDENT ASSESSMENT

The following assessments are administered at John Glenn High School. Assessments may include, but are not limited to:

- PSAT (9th Grade)
- PSAT (10th Grade)
- M-STEP (11th Grade) Science and Social Studies
- Workkeys
- SAT (11th Grade) ELA and Math
- Advanced Placement (10th, 11th and 12th Grade)

Students are still encouraged to take the ACT as they prepare for post-secondary.

For additional assessment information, please refer to the John Glenn High School website.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

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

TESTING OUT OF A COURSE

The provision to allow all students to test out of a course is designed to provide John Glenn High School students with an opportunity to accelerate their progress through a series of courses by demonstrating their knowledge and/or skills in a prescribed manner. This opportunity is an option that may be planned by a student, parent/guardian and counselor as they work together to develop an Employment/Education Development Plan. Tests will be administered in August and January, two weeks prior to the beginning of a semester. A student must score an 80% or higher on an assessment to test out of a course (Board Policy 5460).

Students may receive credit toward high school graduation who successfully completes, prior to entering high school, a State mandated curriculum requirement, provided the course meets the same content requirements as the high school course, and the student has demonstrated the same level of proficiency on the material as required of the high school students.

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

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

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

Depending on the type of testing and specific information requested, parent/guardian (or student) consent may need to be obtained. John Glenn High School will not violate the rights of consent and privacy of a student participating in any form of evaluation.

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

SECTION III - STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

John Glenn High School provides students the opportunity to broaden their learning through curricular-related activities in the belief that these activities increase a student's interest and pride in their school. In addition, such activities aid in the development of personality, character, and the ability to get along with peers.

A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

The Board authorizes many student groups that are sponsored by a staff member.

Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

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

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

Dances

John Glenn High School hosts dances which provide an opportunity for JGHS students to socialize in a safe, supervised environment.

In order to ensure the safety and orderly conduct at dances, the following guidelines have been established:

- Students must arrive at a dance no later than 60 minutes after the dance starts. Late arrivals will not be admitted unless permitted by a dance advisor or administrator. Once a student leaves, there will be no re-admittance to the dance. Students must have a ride at the conclusion of the dance.
- 9th grade students will not be allowed to attend prom.
- Parents, faculty members, and at least one administrator will act as chaperones.
- Chaperones will be stationed on the dance floor, in bathrooms, and in the commons area.
- Only guests who have been registered will be allowed in the dances. Registration forms are due by the deadline printed on the form.
- Any infraction of rules should be reported to an administrator.
- Any student asked to leave Prom will not be allowed to attend Post Prom.
- Students will dance face to face. Inappropriate dancing may result in the student being asked to leave the dance.
- All JGHS students grades 9-12 are able to attend our Homecoming dance. To bring a guest who is not a JGHS student a guest application must be completed and guests cannot be older than 19.
- 11th & 12th grade students are able to attend Prom. 10th grade students may attend as guests of an 11th or 12th grader. Guest applications must be completed and guests to Prom cannot be older than 20.
- 10th grade students may only attend Post Prom if they were an approved guest to Prom.
- Please see Guest Dance Application forms in the main office.
- Students may be prohibited from attending school dances for the remainder of the school year due to violations such as involvement in assault or fighting, excessive absences, or possession of illegal substances, at the discretion of building administration.

NON SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non School-sponsored student groups organized for religious, political, or philosophical reasons may meet during non instructional hours. The applicant for permission can be obtained from the Principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that nonschool persons do not play a regular role in the event.

All school rules will still apply regarding behavior and equal opportunity to participate.

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

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

ATHLETICS

John Glenn High School provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. A student's use of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and participation. For further information, contact the Athletic Director.

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

EXTRACURRICULAR CODE OF CONDUCT

Extracurriculars at Bangor Township Schools are an integral part of the educational process that offers a positive and meaningful experience. These opportunities enhance the growth and development of all young men and women who participate. As participants, students are expected to make a commitment to abide by the rules set forth and to live up to the high expectations of personal conduct in school and in the community throughout their school career. Participation in extracurriculars is a privilege, not a right. Bangor Township Schools enjoys a rich tradition of extracurricular excellence and students should be proud to be able to carry on that tradition with care.

Athletic eligibility rules governing transfers, grades, age, amateur status, etc. established by the MHSAA and adopted by the Bangor Township Schools Board of Education can be found on the MHSAA web site at www.mhssa.com. If you are uncertain or have any questions, please seek explanation or answers in the John Glenn High School Athletic Office or call (989) 684-7510 ext. 2202. For more Athletic Department information, please go to www.bangorschools.org/o/athletics.

The Bangor Township Schools Extracurricular Code of Conduct will be in effect starting from the students' first practice/tryout date of the sports' season or activity until the students' last day of the sports' season or activity. This Code of Conduct will be upheld regardless of the student's age and also regardless if the student signs it. Please note, 18 year old students and older will be held to the same standard of all high school students.

Bangor Township Schools uses the established MHSAA rules and regulations for all sports, including Pompon and Sideline Cheerleading (with the exception of limited team membership for Sideline Cheerleading), in addition to the following:

**The asterisk items apply to Athletics only.*

SECTION I: RULES OF ELIGIBILITY

Academic Eligibility:

Previous Academic Credit Record

A student must have passed at least 80% of a full time student credit load (typically 5 of 6 classes or 2 or more E's) during the previous high school semester in order to maintain academic eligibility at John Glenn High School (unless the student is an incoming freshman). Please note that the previous semester may be the previous school year. If a student does not meet this requirement, the student is not eligible to participate during in-season competitions/performances through and including the next 60 scheduled school days. Deficiencies can be made up during summer school, E2020, online, etc. and the student will regain eligibility when the grade/credit is posted on the student's transcript.

Current Academic Credit Record

Progress reports will be run every two weeks during any sports season. Any student who has two or more E's at any grade check (progress reports, marking periods, or semesters) will be considered ineligible for competition for the next Monday through Sunday or until the next progress report if it is the end of a semester or marking period. If a student has two or more E's during a progress report they are ineligible for the next Monday through Sunday and will receive recurring weekly grade checks for eligibility, until the student has one or fewer E's. Deficiencies can be made up during summer school, E20-20, online, etc. and the student will regain eligibility when the grade/credit is posted on the student's transcript. Please note, academically ineligible students will be allowed to practice and attend athletic events but will not be allowed to be dismissed from school early to attend events. Any student who has 3 or more E's will be put on academic probation, this means they will have their grades checked weekly and if they still have 3 or more E's in their classes for two consecutive weekly grade checks/reports they will be removed from their respective teams. As well, No Credit is considered not passing a class and the same as an E.

Amateur Status/Awards

A student may not accept money, gifts, or other valuables from any source for participating in athletics. Students may not have officiated in interscholastic contests or signed any professional athletic contracts. Students may not accept any awards for participation in athletics that exceed a value of \$40.00.

Attendance:

Students must be in attendance **ALL** day in order to be eligible to participate in the practice, event, performance, or contest that day unless a pre-excused absence before the start of the school day has been communicated to the attendance office. This includes full attendance on the final day of the week of school for the athlete to be eligible for weekend events.

In the case of any extenuating circumstances when the student arrives late to school without being pre-excused, the student and/or parent/guardian **MUST** contact the attendance office or building administrator as soon as possible on the date of the absence or the student may not be allowed to participate in the practice, event, performance, or contest on that day.

If there is a valid excuse as determined by the administration as to why the student missed part (or all) of the day **and** the student personally contacted the personnel mentioned above as soon as possible on the date of the absence, the student may be allowed to participate that day. In the event of all extenuating circumstances, the Administration will make the final decision regarding daily eligibility.

Extracurricular Directors consist of the following positions: Athletic/Drama/Music/Vocal/Band Directors, etc. If the Extracurricular Director is not available, the student should contact one of the following: Principal, Assistant Principal, Assistant Athletic Director, or main office secretary.

Concussion Information:

Public Acts 342 and 343 of 2012 requires concussion information to be provided to student athletes and their parents/guardians involved in athletics. Concussion information is provided at the end of this document and the CONCUSSION AWARENESS EDUCATIONAL MATERIAL ACKNOWLEDGEMENT FORM provided at the end of this document must be turned in to the Athletic Office before the first day of the student's first sports' season.

Insurance:

Bangor Township Schools assumes no responsibility for the medical attention resulting from an injury sustained while participating in extracurriculars.

Limited team membership:

A student who is a member of a high school athletic team may not compete in any "non-school" event, game, scrimmage, or tournament in the same sport during that same season. This includes local city or church leagues, etc. Summer activities do not count. Students are strongly discouraged from quitting a team once they have become a member.

Physical exams:

No student shall be eligible to represent a high school or middle school for whom there is not on file in the office of the Athletic Director, before the first practice/tryout, a physical for the current school year (given on or after April 15 of the previous school year) certifying that (1) the student has passed a physical examination and is physically able to compete in athletic practice and contests and (2) there has been consent for disclosure to the MHSAA of information otherwise protected by FERPA and HIPAA for the purpose of determining eligibility for interscholastic athletics.

Suspensions:

Students who are suspended from school or extracurriculars are not eligible to practice or compete during the suspension period (unless approval is given by Administration) and may not use school transportation (unless approval is given by Administration) and will not be dismissed early from school to attend a contest. School suspensions and Code of Conduct suspensions do not necessarily have to overlap. Administration reserves the right to determine the appropriate discipline for the suspension period.

Transfer students:

Please consult with the Athletic Director to determine athletic eligibility when transferring. Consider yourself ineligible until you have written documentation from the Athletic Director of your eligibility.

SECTION II: USE OF TOBACCO, ALCOHOL, E-CIGARETTES, OR OTHER DRUGS OR VIOLATIONS OF LOCAL, STATE, AND/OR FEDERAL LAW

Section II will be in effect starting from the students' first practice/tryout date of the sports' season or activity until the students' last day of the sports' season or activity.

Administration reserves the right to use discretion for violations in this category. This applies to, but is not limited to the following:

- Possession, use, sale, or distribution of intoxicating beverages.
- Possession, use, sale, or distribution of tobacco in any form.
- Possession, use, sale, or distribution of controlled substances, drugs, counterfeit drugs, look-alike drugs, e-cigarettes, look-a-like e-cigarettes, or prescription medication that is not issued to the individual in possession.
- Violations of local, State, and/or Federal laws (excluding minor traffic violations).

Athletic Penalties for Section II Violations

1st Violation:

Athletic discipline is within the sound discretion of the School's Athletic Director and Administration. Each case will be handled on an individual basis and will be based on all facts and information gathered by administration.

Students are strongly encouraged to self-report the violation to their coach or an Administrator. Self-reporting consists of the student personally contacting the coach or an Administrator before the coach or Administrator contacts the student. Individuals who self-report the violation could see his or her discipline reduced.

2nd Violation:

The student does not participate for the remainder of the school year in any sport. Self-reporting a 2nd violation will not change the discipline.

Additional Violations:

The student does not participate for the remainder of their high school or middle school career in any sport. Self-reporting the additional violations will not change the discipline.

Students and parent(s)/guardian(s) will be notified as soon as possible of the Section II violation. It is the responsibility of the parent/guardian to schedule a meeting in regards to the violation with the Athletic Director within two school days of notification of the violation if there are any questions regarding the suspension.

Appeals for Athletic Penalties for Section II Violations:

Students may appeal the suspension to the Athletic Director, in writing, within two days of being informed of the violation. Students will be suspended from competition during the appeal process until a determination is made by the Appeals Committee. The Appeals Committee will consist of three in-season coaches and one administrator, none of which will be involved in the incident(s) being reviewed.

Fine Arts or other Extracurricular Penalties for Section II Violations**1st Violation:**

Fine Arts discipline is within the sound discretion of the School's Athletic Director, Theater/Band/Choir Department Leadership, and Administration. Each case will be handled on an individual basis and will be based on all facts and information gathered by administration.

Students are strongly encouraged to self-report the violation to their coach or an Administrator. Self-reporting consists of the student personally contacting the coach or an Administrator before the coach or Administrator contacts the student. Individuals who self-report the violation could see his or her discipline reduced.

2nd Violation:

The student does not participate for the remainder of the school year in any extracurricular. Self-reporting a 2nd violation will not change the discipline.

Additional Violations:

The student does not participate for the remainder of their high school or middle school career in any extracurricular activity. Self-reporting the additional violations will not change the discipline.

Students and parent(s)/guardian(s) will be notified as soon as possible of the Section II violation. It is the responsibility of the parent/guardian to schedule a meeting in regards to the violation with the Athletic Director within two school days of notification of the violation if there are any questions regarding the suspension.

SECTION III: EQUIPMENT AND TRANSPORTATION

Equipment

Equipment/uniforms are issued for the use of team members only. It remains the property of the school district and is to be maintained and cared for. Equipment/uniforms that are damaged beyond normal wear and tear, or are lost or stolen, will be charged to the student at its replacement cost. Payment for equipment/uniforms not turned in must be made before the student is allowed to participate in his or her next sport or activity. Uniforms are not to be worn during gym classes.

Transportation

Athletic/Extracurricular teams will use school transportation to and from contests and all team members are expected to ride with the team unless otherwise preauthorized. When school transportation is not provided due to proximity of the contest or other reasons, students or parents/guardians may transport athletes to and/or from contests. A signed consent form must be turned in to the coach before players may ride separately from the team. Consent forms are located in the Athletic Office or online at www.johnglennathletics.com. Coaches have the right to deny a student permission to travel separate from the team if it is not deemed appropriate.

SECTION IV: PRACTICE SCHEDULES, GAME AND PRACTICE CANCELLATIONS

Practice schedules will be determined based on facility availability, with Varsity teams having first priority.

No required practices will be held on federal holidays. On days when school has been canceled due to inclement weather, practice may be authorized by Administration and will not begin until after 12:00 pm unless approved by Administration. No practices will be held without proper coach supervision.

Contests that are scheduled on days when school is canceled may or may not be canceled depending upon weather condition, safety factors, and other concerns. The decision to cancel and/or reschedule events will be made by Administration.

SECTION V: SPORTSMANSHIP/CONDUCT UNBECOMING OF AN ATHLETE OR SPECTATOR

Expectations

All members of all extracurriculars and their spectators are expected to conduct themselves in a manner that will reflect positively on the school and the community at both home and away contests. Poor sportsmanship and negative behaviors will be disciplined appropriately and immediately.

Penalty

The penalty for unsportsmanlike conduct or conduct unbecoming of a student athlete will be assessed by administration based on the severity of the violation for any in-season student athletes.

Section VI: Concussion Information

Educational Material for Parents and Students (Content Meets MDCH Requirements)

Sources: Michigan Department of Community Health. CDC and the National Operating Committee on Standards for Athletic Equipment (NOCSAE)

UNDERSTANDING CONCUSSION

Some Common Symptoms:

Headache	Double Vision	Haziness	Confusion	Sleep Problems
Pressure in the Head	Blurry Vision	Fogginess	"Feeling Down"	Sluggishness
Nausea/Vomiting	Sensitive to Light	Grogginess	Not "Feeling Right"	Memory Problems
Dizziness	Sensitive to Noise	Poor Concentration	Feeling Irritable	Slow Reaction Time
Balance Problems				

WHAT IS A CONCUSSION?

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven't been knocked out.

You can't see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a health care professional says they are okay to return to play.

IF YOU SUSPECT A CONCUSSION:

- 1. SEEK MEDICAL ATTENTION RIGHT AWAY** – A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don't hide it, report it. Ignoring symptoms and trying to "tough it out" often makes it worse.
- 2. KEEP YOUR STUDENT OUT OF PLAY** – Concussions take time to heal. Don't let the student return to play the day of injury and until a healthcare professional says it's okay. A student who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.
- 3. TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION** – Schools should know if a student had a previous concussion. A student's school may not know about a concussion received in another sport or activity unless you notify them.

SIGNS OBSERVED BY PARENTS:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Can't recall events prior to or after a hit or fall
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes

CONCUSSION DANGER SIGNS:

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, or jolt to the head or body they exhibit any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people/places
- Becomes increasingly confused, restless or agitated
- Has unusual behavior

- Loses consciousness (even a brief loss of consciousness should be taken seriously.)

HOW TO RESPOND TO A REPORT OF A CONCUSSION:

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, they should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion. During recovery, rest is key. Exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rest breaks, be given extra help and time, spend less time reading, writing or on a computer. After a concussion, returning to sports and school is a gradual process that should be monitored by a healthcare professional.

Remember: Concussion affects people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

To learn more, go to www.cdc.gov/concussion.

STUDENT EMPLOYMENT

The school does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes that they must maintain a job in addition to going to school, the student must first make contact with their counselor to discuss any legal requirements and obtain any needed documents.

STUDENT WORK PERMITS

Students under 18 years of age may not be gainfully employed without a work permit (Youth Employment Standards Act (P.A. 90 of 1978).) Permits are issued by school authorities and can be obtained through the main office.

SECTION IV - STUDENT CONDUCT

ATTENDANCE

School Attendance Policy

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important learnings result from active participation in the classroom and other school activities which cannot be replaced by individual study.

Education is the school's primary responsibility. Part of that education deals with the attainment of habits that will be beneficial to the individual for the duration of the student's life. Certainly, the habit of prompt and regular attendance is a prime

concern and an invaluable employability skill to develop. Students must understand that, in the world of work, consistent attendance is critical to success. In addition, it is an undisputed fact that regular attendance is a student's best assurance of academic success. The purpose of attendance requirements is to maintain academic standards for earning credit. Furthermore, it is imperative that students be regular and punctual in attendance during the instructional school year, in accordance with Michigan compulsory attendance laws. Extensive absenteeism keeps a student from taking full advantage of their educational opportunities. Being present in the classroom allows a student to engage in discussions with both teacher and peers, participate in lab activities and projects and observe presentations.

Students under the age of 18 must comply with state truancy laws. Once any student under the age of 18 has been absent 10 days, it will be determined by an attendance audit whether that student will be reported to authorities at Bay Arenac ISD as required by state law.

Students are expected to turn in appointment, court, pre-planned and/or funeral documentation to the attendance secretary. These documents will be considered during any attendance audit. All student absences have to be excused by their parent/guardian within 48 school hours of the absence.

Students who are habitually truant may be required, by administration, to participate in any of the following interventions:

- parent/guardian and/or teacher meetings
- closed lunches
- Keep track of online resources used by staff to post assignments and homework.
- Reduced student schedule

In addition there may be a loss of privileges at John Glenn High School (attending non-academic assemblies, dances, games, loss of driving permit, etc.) until a pattern of regular attendance is established.

If a student accumulates 2 unexcused absences they may not be allowed to attend field trips including those sponsored by the Career Center. A student who accumulates 7 absences in a semester may lose their driving permit for the remainder of the academic school year.

Truancy

Unexcused absence from school (truancy) is not acceptable. After 10 days of truancy in any grading period, a student will be considered an "habitual truant" which can result in:

- o assignment to an alternative placement with loss of participation in school activities and events;
- o a hearing before a judge in a court of law;
- o a report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child.

Excused Absences

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed school work and/or tests:

- A. illness;
- B. recovery from accident;
- C. required court attendance;
- D. professional appointments;
- E. death in the immediate family;
- F. observation or celebration of a bona fide religious holiday;
- G. such other good cause as may be acceptable to the Superintendent.

Students with a health condition that causes repeated absence are to provide the school office with an explanation of the condition from a registered physician.

Parents/guardians must provide an explanation for their child's absence by no later than within 24 hours of the absence. They are to call the attendance office at 684-7510 ext. 2206 and explain the reason for the absence. If the absence can be foreseen and the "good cause" must be approved by the Principal, the parent/guardian should arrange to discuss the matter as many days as possible before the absence will occur so that arrangements can be made to assist the student in making up for the missed school work.

Suspension from School

Absence from school due to suspension shall be considered an authorized absence, neither excused or unexcused.

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

Excusable, Non Approved Absence

If a student is absent from school because of suspension or vacation, the absence will not be considered a truancy, and they will be given the opportunity to make up the school work that is missed.

Unexcused Absences

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and their parents shall be subject to the truancy laws of the State.

High School

If a student, under the age of eighteen (18), is truant for more than ten (10) consecutive or fifteen (15) total days of truancy during a semester, they will be considered a "habitual" truant and will be reported to the proper authorities.

Notification of Absence

If a student is going to be absent, the parents/guardians must contact the school attendance office and provide an explanation. If prior contact is not possible, the parents/guardians should provide a written excuse as soon as possible. When no excuse is provided, the absence will be unexcused and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will try to help parents/guardians improve their child's attendance.

An excused absence allows the student to make up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of school work such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade.

The skipping of classes or any part of the school day is considered an unexcused absence. Disciplinary action will follow.

Tardiness

Secondary Level

Each student is expected to be in their assigned location throughout the school day. If a student is late in arriving at school, they are to report to the school office before proceeding to their first assigned location. Any student who is late after the bell shall be disciplined by the teacher. Students who are more than 10 minutes late during the 1st hour and 5 minutes late every hour after will be considered absent for that instructional period.

Vacations During the School Year

Parents/guardians are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents/guardians should discuss the matter with the Principal and the student's teacher(s) to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

Make-up of Tests and Other School Work

It is the student's responsibility to obtain, complete, and turn in missed work by the posted/ published due date during an absence. It is the student's responsibility to obtain and complete all make-up work upon their return to school. The nature of the make-up work will be at the discretion of the teacher.

Students who are excusably absent from school or who have been suspended shall be given the opportunity to make-up work that has been missed. The student should contact the teacher as soon as possible to obtain assignments. Students will be given the number of days of excused absence within which to make-up work.

If a student misses a teacher's test due to excused absence, they may make arrangements with the teacher to take the test. If the student misses a State mandated test or other standardized test, the student should consult with the counselor to arrange for taking the test.

ALL students must sign in and out of the building, when arriving late or having to leave early. Sign out sheets are located in the attendance/counseling office.

Notification letters will be sent to parents/guardians of students with **5, 7, and 10 absences**, included will be the associated consequences and next steps:

It is each student's responsibility to:

- Know and follow the attendance policy.
- Keep track of the number of his/her tardies and absences.
- Request and complete any missed assignments/alternate assignments ASAP, knowing that this may mean spending time at JGHS outside school hours.
- Participate in administrative intervention and be willing to problem solve.
- Accumulated absences will also warrant assignment of disciplinary points: 5 absences will be considered a Category 1 violation (no points assigned), 7 absences will be considered a Category 2 violation (14 points assigned), and 10 absences will be considered a Category 3 violation (17 points assigned). Accumulation of more than 10 absences will result in administrative intervention including (reduction of instructional day, loss of driving privileges, and inability to participate in prom or graduation).

Being on time is extremely important both during the high school years and later during employment. The habits students establish early have a direct impact on later performance.

If a student is tardy they will be issued a closed lunch. If the student fails to report to closed lunch, they will be issued an additional day of closed lunch. If they fail to report to the additional days, they will receive a one day suspension.

A student is tardy if they enter class any time after the bell. Tardiness of 10 minutes or more is considered an absence during the first hour only. Tardiness of 5 minutes or more is considered an absence for all remaining hours. However, the student should report to the class even if they are late. To excuse a tardy a student must have a note from the doctor or counseling appointment with the time and date of the appointment upon arriving at school. Not to report to class will be considered skipping. The teacher will notify the student when such incidences are recorded as absences and can be assigned a closed lunch.

STUDENT ATTENDANCE AT SCHOOL EVENTS

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

However, in order to ensure that students attending evening events as non-participants are properly safeguarded, it is strongly advised that students be accompanied by a parent/guardian or adult chaperone when they attend the event. The John Glenn High School staff will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

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

CODE OF CONDUCT

A major component of the educational program at John Glenn High School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards. Bangor Township Schools firmly believes that every student enrolled in the school should have an equal opportunity to learn to the best of their ability. In order for learning to take place, student conduct must be reasonable and appropriate. Responsible and respectful conduct is also necessary to ensure the safety and well-being of the entire student body and the staff. It includes appropriate verbal and non-verbal behavior, appropriate and respectful dress, conformance with accepted standards of the district, and noninterference with the learning processes of others. The responsibility for respectful, responsible conduct lies with the individual student, their parents/guardians, and John Glenn High School. This outline has been prepared in an effort to assist everyone in understanding his/her responsibility.

It is expected that student behavior on school property and at school sponsored events will contribute to a productive learning climate. Individual rights are to be honored and protected in all instances; however, the rights of one individual never take precedence over the responsibility to the activities in the classroom or functions held on school property. In all school and extracurricular activities, each student will be accorded that freedom which they expect, so long as they respect the freedom of others.

Students should be aware that any staff member may take any reasonable action toward any student for the purpose of maintaining discipline over the pupils in attendance at any school (section 340.756, Michigan School Code of 1955, as amended). This encompasses all the school districts until he/she is officially released (Section 34D, 614, Michigan School Code of 1955).

Section 340.614 of the Michigan School Code invests in the Board of Education the right to develop rules and policies to ensure the safety of all students while in attendance at school, or on route to or from school, or at any school related function. The Bangor Township Schools Board of Education has adopted policies from which the following procedures have been developed. The procedures describe the obligations of the individual student, their parents/guardians, and the school, when a violation of good conduct does occur.

Responsibility

A **student** has the responsibility:

1. To respect the rights and viewpoints of other students.
2. To attend school regularly and arrive to classes on time.
3. To care for school property and the property of others.
4. To work cooperatively with all members of the educational family to assure an environment conducive to learning and to follow school rules.
5. To appropriately respond to adult directives.
6. To participate in administrative intervention if necessary and be willing to problem solve.

A **parent/guardian** has the responsibility:

1. To teach their students to obey the law and follow the school rules.

2. To teach their student to respect the rights and viewpoints of other students and school personnel.
3. To discuss the school rules with their students.
4. To see that their student is in school every day unless they are ill and to see that their student gets to school and attends all classes on time.
5. To work cooperatively with school personnel in resolving discipline problems and promoting a positive attitude towards school and teachers.
6. To reinforce the importance of good citizenship and personal behavior while en route to and from school, and at all times while on school grounds and at school sponsored activities.
7. To keep the school informed of correct demographic information, especially changes of address, telephone number or family status.
8. To be aware of their student's attendance and academic status.

A **teacher** has the responsibility:

1. To maintain a classroom atmosphere that is conducive to learning.
2. To know and enforce the rules and policies of the school district fairly and consistently.
3. To emphasize that a student who disobeys clearly stated rules can expect corrective action.
4. To demonstrate effective classroom management skills.
5. To use instructional materials to teach, not to discipline or punish.
6. To show courtesy and understanding to each student equally.
7. To administer discipline in private, if possible.
8. To ensure that the discipline is appropriate to the offense and offender.
9. To utilize all available resources of the school district to accomplish positive behavior i.e.
Counselors, student assistance, school social worker, etc.
10. To post a copy of course grading procedures used in all classes and explain them to all students.
11. To understand that every John Glenn High School student is the responsibility of every John Glenn High School adult.

An **administrator** has the responsibility:

1. To support the curriculum and accompanying activities of teaching and learning.
2. To fairly and consistently enforce the policies of the school district.
3. To encourage participation by school personnel, parents, guardians, and students in the formulation of school policies.
4. To inform school personnel, parents/guardians, and students of these policies and clearly define responsibility.
5. To maintain communication with staff and students to promote favorable handling of problem situations.
6. To provide assistance or guidance when requested by a staff member, student, or parent/guardian as soon as possible.
7. To communicate with staff members and parents/guardians involved, regarding the action taken by the principal on disciplinary matters.
8. To work with staff, students, and parents/guardians to recognize and properly deal with any forms of prejudice or disrespect that interfere with positive human relations.
9. To offer problem solving opportunities and intervention when necessary.

Expected Behaviors

Organizational systems and procedures are in place to ensure a safe, organized and pleasant environment for all. We expect that John Glenn High School students understand this necessity and will cooperate by following the set procedures with a responsible, cooperative attitude. Administration has and will continue to seek student input while developing and revising John Glenn High School procedures.

Each student shall be expected to:

abide by national, State, and local laws as well as the rules of the school;

respect the civil rights of others;

act courteously to adults and fellow students;

be prompt to school and attentive in class;

work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background;

complete assigned tasks on time and as directed;

help maintain a school environment that is safe, friendly, and productive;

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

DRESS CODE

Purpose of the Dress Code

The purpose of the dress code is to support a safe, respectful, and distraction-free learning environment where all students can focus on their education. The school recognizes that clothing is a form of personal expression and aims to set reasonable standards that apply to everyone.

All items listed in the "must wear" and "may wear" categories below must meet this basic principle.

Students Must Wear:

- Shirt
- Bottom: pants/sweatpants/shorts/skirt/dress/leggings
- Shoes; activity-specific shoes requirements are permitted (for example for PE classes and sports)

Students May Wear:

- Hats, including religious headwear
- Hoodie sweatshirts (hoods must be down while in hallways)
- Fitted pants, including leggings, yoga pants and "skinny jeans"
- Midriff baring shirts
- Pajamas
- Ripped jeans, as long as underwear is not exposed.
- Tank tops, including tops with spaghetti straps
- Athletic attire
- Clothing with commercial or athletic logos provided they do not violate the section below.

Students Cannot Wear:

- Violent language or images.
- Images or language depicting drugs, alcohol, or sex (or any illegal item or activity).
- Hate speech, profanity, pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class.
- Visible underwear.
- Bathing suits.
- Headgear or masks that obscures the face (except as a religious observance)
- Coats, book bags, and purses are not permitted in the classroom and must be placed in the student's locker.

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.

STUDENT DISCIPLINE CODE

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

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. **Discipline is within the sound discretion of the School's staff and administration.** Due process ensures that disciplinary

action is imposed only after review of the facts and/or special circumstances of the situation.

This is an annual plan; each student will start out the school year with a new plan excluding expulsions. This plan is in effect for all school sponsored activities.

EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE

Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from school.

1. Use of drugs

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

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

- A. The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.
- B. The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs that have a negative effect on the school environment is prohibited. Attempted sale or distribution is also prohibited. This includes non alcoholic beers and wines, and the like. Many drug abuse offenses are also felonies. Sale also includes the possession or sale of over-the-counter medication to another student.

2. Use of Breath-Test Instruments

The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever they have individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

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

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

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

3. Use of tobacco

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco or electronic cigarettes or similar devices during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes, inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation (use of a tobacco product includes using an electronic smoking device). The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy. The term "tobacco" includes any product containing, made of, or derived from tobacco or nicotine (including synthetic nicotine) that is intended for human consumption or is likely to be consumed, whether inhaled, absorbed, or ingested by any other means including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus; any electronic smoking device and any substances that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine; an e-cigarette (including, but not limited to, "JUUL", "NJOY", "BREEZE", "Puff Bar," etc.), e-cigar, e-pipe, vape pen, or e-hookah; but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.

4. Student disorder/demonstration

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

5. Possession of a weapon

A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's

possession without their knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

Dangerous Weapons” are defined in the State of Michigan School Code 1313 as a firearm, a dagger, dirk, stiletto, and knife with a blade over three inches in length, a knife that opens by mechanical device, iron bar, or brass knuckles. Students may not carry instruments of the above nature to and from school. Discovery of the instrument on the person or property will be considered prima facie evidence of possession. The act of possessing, using or threatening to use any weapon, and/or ammunition, or look-alike weapon, BB gun, air gun, wallet chains, dog chains, or other instruments capable of inflicting bodily injury is prohibited. The intent of use and the type of weapon will be considered before disciplinary action is taken. The parents and authorities will be notified. The weapon will be confiscated. State Law (public Act 211) requires the school to expel the student for 180 days (knives three inches and over).

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

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

6. Use of an object as a weapon

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

7. Knowledge of Dangerous Weapons or Threats of Violence

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

8. Purposely setting a fire

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

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

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

10. Verbally threatening a staff member/student/person associated with the District

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

11. Extortion

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

12. Gambling

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

13. Falsification of school work, identification, forgery

Forgery of hall/bus passes and excuses as well as false IDs are forms of lying and are not acceptable.

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

14. False alarms, false reports, and bomb threats

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

15. Explosives

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

Fireworks/Explosives/Noxious Substances: Under the Michigan law, the term "fireworks" means a device made from explosive or flammable compositions used primarily for the purpose of producing a visible display or audible effect, or both, by combustion, deflation, or detonation. Michigan criminal law defines the term "explosive or incendiary device" as:

- Dynamite, gunpowder, or other similar explosive substance.
- Any bomb, grenade, missile, or similar device designed to expand suddenly and release internal energy resulting in an explosion (i.e. works bomb, etc.)
- Any incendiary bomb or grenade, fire bomb, or fire device designed to ignite, including any device which consists of or includes a breakable container containing flammable liquid or compound and a wick composed of any material which, if ignited, is capable of igniting the flammable liquid or compound; and which may be carried or thrown by a person.

16. Trespassing

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

17. Theft

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

18. Disobedience

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

19. Damaging property

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

20. Persistent absence or tardiness

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

21. Unauthorized use of school or private property

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

22. Refusing to accept discipline

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

23. Aiding or abetting violation of school rules

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

24. Displays of affection

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

25. Possession of Wireless Communication Devices (WCDs)

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

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

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

"Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or

possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.

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

26. Violation of individual school/classroom rules

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

27. Violation of bus rules

Please refer to Section V on transportation for bus rules (or please refer to bus rules provided by Transportation).

28. Disruption of the educational process

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

29. Harassment

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents/guardians, guests, contractors, vendors and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

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

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

Any student that believes they have been/or are the victim of harassment should immediately report the situation to the teacher, the Principal or Assistant Principal, or may report it directly to the District Compliance Officer at the Edison Administration Building, phone 989-684-8121. Complaints will be investigated in accordance with AG 5517.

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

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

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

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

Harassment

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

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

- A. verbal harassment or abuse;
- B. pressure for sexual activity;

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

29a. Hazing

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

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

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

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

29b. Bullying and Other Aggressive Behavior

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents/guardians, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property, if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Notification

Notice of this policy will be incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

Reporting

No later than May 30, 2015, the District shall submit to the Department of Education a copy of this Policy.

The District shall report incidents of bullying to the Department of Education on an annual basis according to the form and procedures established by the Department of Education.

Should this Policy be amended or otherwise modified, the District shall submit a copy of the amended or modified Policy to the Department of Education no later than thirty (30) days after adopting the modification.

Implementation

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the

right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

Procedure

Any student who believes they have been or are the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or Assistant Principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

A student may also submit a report or complaint to any of the above designated individuals through email, voicemail, regular mail or by leaving a sealed note addressed to the individual at that person's office or desk. The student may submit a report or complaint anonymously, but this may affect the ability to fully investigate the matter, when the complaining student is not available to provide additional information during the course of the investigation.

The identity of a student who reports bullying, hazing or aggressive behavior, as well as those students who provide information during an investigation will remain confidential to the extent possible and to the extent allowable by law. Only school personnel directly involved in the investigation of the complaint or responsible for remedying any violations will be provided access to the identity of the complaining student(s) and student witnesses, and then only to the extent necessary to effectively deal with the situation.

The identity of the student who files the report or complaint will not be voluntarily shared with the alleged perpetrator(s) or the witnesses unless the student (and their parent/guardian) give written permission to do so. Any investigation report will likewise not be voluntarily produced with the names of the reporting student(s) or witnesses. However, under certain circumstances, the District may be required by law to disclose the report and/or the student(s) names. Also, under certain circumstances, the identity of the reporting student may become obvious even without disclosure by school personnel.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. While reports may be made anonymously, formal disciplinary action may not be taken solely on the basis of an anonymous report without other corroborating evidence.

The Principal (or other designated administrator) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents/guardians, guests, volunteers and contractors, and removal from any official

position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy [5517](#) - Anti-Harassment.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

Non-Retaliation/False Reports

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The District shall provide, and all administrators, school employees, contracted employees and volunteers who have significant contact with students shall undertake annual training on preventing, identifying, responding to, and reporting incidents of bullying and other aggressive behavior.

Definitions

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

"Aggressive behavior" is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

"At School" is defined as in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

"Bullying" is defined as any written, verbal, or physical acts, including cyber bullying (i.e. any electronic communication, including, but not limited to electronically transmitted acts, such as internet, telephone or cell phone, personal digital assistant (PDA), or wireless handheld device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

	A.	substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
	B.	adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
	C.	having an actual and substantial detrimental effect on a student's physical or mental health; and/or
	D.	causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

	A.	Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
	B.	Verbal – taunting, malicious teasing, insulting, name calling, making threats.
	C.	Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

"Intimidation/Menacing" includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person's property; or to intentionally interfere with or block a person's movement without good reason.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents/guardians, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For further definition and instances that could possibly be construed as:

Harassment, see Policy [5517](#);

Hazing, see Policy [5516](#).

M.C.L. 380.1310B (Matt's Safe School Law, PA 241 of 2011), PA 478 of 2014
Policies on Bullying, Michigan State Board of Education
Model Anti-Bullying Policy, Michigan State Board of Education

30. Possession of a Firearm, Arson, and Criminal Sexual Conduct

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

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

Students shall be subject to disciplinary action (Suspension/Expulsion) as required by statute for such specified offenses as physical and verbal assault (see Policy 5610.01).

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to students with disabilities. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines which are available in the principal's office.

Criminal acts

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

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

Safety Concerns

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

Profanity

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

POLICY FOR 18-YEAR OLDS

Michigan School Law (Sec. 340, 614, MSA 15.361A) provides for establishment of rules and regulations for the discipline and control of pupils by local boards of education, teachers and principals. These rules and regulations may be enforced within reason against all who are in the school setting, regardless of age.

A student 18 years old and older may become responsible for their own behavior. The student may sign a release slip with the office stating their desire to be held responsible. Written acknowledgement must be returned to the school. Once signed, a copy will be sent to the parent/guardian, and the school will deal directly with, and only with, the young adult on matters concerning them. Policies governing the conduct of 18+ year olds will be the same as they are for all students at John Glenn High School.

DISCIPLINE

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

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

The educational process of the schools of the Bangor Township School district must assure the development of youth as citizens who have respect for self and others, respect for the law - the essence of good citizenship. Education must encourage responsible involvement in the resolution of the problems of our society. It must create within the school system an atmosphere of social justice and equality which will enable students to carry a positive attitude about human differences into their working and community relationships later in life. Education must recognize and protect the individual rights of all students as citizens. Together with these rights, students must accept responsibilities and disciplines essential to our society. All rules and regulations of the Board of Education, along with the rights of students as set forth herein, have been developed within the framework of the Constitution of the United States of America and the State of Michigan, court decisions, and the laws of the State of Michigan as they apply to local school districts.

Objective: The primary objective of student discipline and control is to produce a school environment in which complete attention may be concentrated on teaching-learning activities. Within the framework of established guidelines, discipline and control must apply to each individual pupil according to their age, maturity, experience, abilities, interests and values. School authorities must undertake to provide the student and their parents/guardians with knowledge of the behavioral expectations of the school.

Sanctions: On the basis of the present status of school law, a building administrator of any Bangor Township Public School is delegated and vested with the authority by the Board of Education to exclude a student from school and/or any activity under school sponsorship; and the Director of Transportation is delegated and vested with the authority by the Board of Education to exclude a student from a school bus. Students going to and from school and at school-sponsored off-campus events shall be governed by school district rules and regulations and are subject to the authority of school district officials. Exclusions from school for misconduct may vary in length depending upon the age of the student, the nature of the misconduct, the cumulative misconduct of the student. In some instances, law enforcement authorization may also investigate allegations of misconduct, which involve possible criminal law violations. Administration shall cooperate with law enforcement authorities, however, ordinarily shall make a reasonable attempt to contact a minor student's parents/guardians to advise of the investigation. Administration shall complete its own investigation and need not wait for the conclusion of law enforcement investigation or conclusion of the criminal law process, as law enforcement action is separate and independent from the student discipline process. Reasonable effort should be made by the staff 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 shall fall within the following categories:

- **Temporary Separation** is defined as exclusion of a student either from one class period or for up to a full day or for a period not to exceed ten (10) days, for the purpose of discipline to maintain immediate order in the class or school, or to protect persons or property.

- **Long-term Suspensions** is defined as exclusion of a student from school and/or school-sponsored activities for a specific period of time, exceeding ten (10) days, the remainder of the current semester, terminating at the end of the specific period for the rest of the school year, or upon fulfillment of a specific set of conditions.

Expulsion Procedures

Expulsion is defined as the permanent exclusion of a student from school and/or school-sponsored activities. The Principal or building administrator shall be responsible for documenting evidence to support any action of exclusion as well as efforts to solve the problem. Such documentation shall be in writing and kept in the student's discipline file. In the event of temporary separations, short suspensions, extended suspensions and expulsions, the Principal or administrator shall notify the Superintendent or designee in writing of the temporary separation, short suspension, extended suspension or the recommendation for expulsion and the justification for the action. Discipline files will be kept on every student referred to the office for disciplinary reasons. These files will be maintained separate from the student's academic file and shall be destroyed upon the student's graduation from high school. The files of those students who withdraw or transfer will be destroyed within two years of the date of withdrawal or transfer.

When it is necessary to consider excluding a student from school or school activities for alleged misconduct, the Principal or designee shall first advise the student orally or in writing of what he or she is accused of doing and the basis for the accusation, and the student shall be given an opportunity to explain his or her version of the facts and any other contributing factors. In the event that a student's presence poses a continuing danger to persons or property or an ongoing threat of disruption of the academic process, such a student may immediately be excluded from school. This can include incidents that occur off-campus, during the week or on the weekend if such causes direct threat or disruption of the educational environment. In such cases of immediate exclusion, the necessary notice and rudimentary hearing shall follow as soon as practicable. While the full range of procedures associated with the judicial process is not required in determining whether to exclude students from school, at the same time due process demands that procedures followed by the School Official conform to fundamental fairness. Thus, should exclusion be deemed necessary, the following procedure shall be followed:

- **Temporary Separation:** The student shall be informed of what he or she is accused of doing and the basis for the accusation and shall be given an opportunity to explain their version of the facts. If the administration concludes discipline is appropriate, then the student shall be informed of the action being taken, that they are excluded from attending classes and what must be done before they can return to classes. The parent or legal guardian will be notified immediately by telephone, if at all possible, by the administrator or designee and written notice will be mailed to the parent or guardian stating why the exclusion was made. Such notification shall occur within 24 hours of the student's exclusion.
- **Short Suspension:** The administrator will review the case to determine that Board of Education policies and procedures have been followed. The administrator will ascertain that reasonable means have been used in an effort to keep the student in school. The administrator will use reasonable

methods available in their office in attempting to solve the problem and return the student to school. These methods may include counseling and possible referral for testing and evaluation for special education. The student shall be informed of what he or she is accused of doing. The administrator will investigate and hear evidence of the misconduct forming the basis for the accusation. The student shall be given an opportunity to explain their version of the facts. The administrator will arrive at a determination of the appropriate disciplinary measures to be taken and inform the student that they are being excluded from school and/or school-sponsored activities and they shall be informed of the period of time of such exclusion and what must be done before they can return to school. The parent or legal guardian will be notified immediately by telephone, if at all possible, by the administrator or designee and written notice will be mailed to the parent or guardian stating why the exclusion was made. Such notification shall occur within 24 hours of the student's exclusion.

Rights of the student and their parents/guardians to appeal the exclusion to the Superintendent or designee: In the event of an appeal the above procedures will be followed by the Superintendent or his designee within 10 days after receipt of notice of appeal. A student serving a suspension is not eligible for any extracurricular activities for the period of suspension. If a suspension is being served at the end of a week and continues over the weekend or holiday to the next school day, the student is not eligible for any extra-curricular activities during that period. No student serving a suspension should be on school property without an administrator's permission. During the period of suspension, the student is responsible for finding out what work they will be missing and keeping up with the work. This will not include tests, quizzes, or major projects, etc. This may be made up upon the student's return at the teacher's convenience. If a test is given during the suspension over material previously covered, the student will be allowed to take the test by reporting to the counselors' offices at the time the test is to be given.

Expulsion or Long Term Suspension: Situations may arise whereby a school principal or duly authorized school official may find that the problems of a student are of such a nature that the student should be denied the right of attending school and/or the privilege of attending school sponsored activities for more than ten (10) days, the balance of the semester or the remainder of the school year. In the case of expulsion or long-term suspension, the administration is acting in a recommended way as determined by the Board of Education. In such cases, the following procedures shall be followed: Written notice shall be mailed to the parents/guardians notifying them of the charges. Written explanation of evidence and a brief summary of the testimony of witnesses shall be offered in support of the proposed disciplinary action. Parents/Guardians, on behalf of the student, or students under 18 have a right to counsel at their own expense. Parents/Guardians, on behalf of the student, or students under 18, have the right to request an open or closed meeting to review the administrator's recommendation before the Superintendent or their designee. The actual factual hearing will be completed before the Superintendent/designee. The student and parents/guardians shall receive a notice of their rights prior to the hearing. Following a decision by the Superintendent or designee, the student or parents/guardians will be advised of their right to a review by the Board of Education. Such review will determine (and is limited to) whether the action of the Superintendent was consistent with policies and procedures of the Board of Education.

Two types of discipline are possible, informal and formal.

Informal Discipline

Informal discipline takes place within the school. It includes:

- A. change of seating or location;
- B. lunch-time detention;
- C. in-school restriction.

A student missing any portion of their assigned time in in-school restriction may be given an additional restriction. Failure to timely serve in-school restriction may lead to a suspension from school for a period not to exceed 10 days. Any such suspension shall be in accordance with District guidelines on suspension and expulsion.

The following rules shall apply to in-school restriction:

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

Formal Discipline

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

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

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

When a student is being considered for expulsion, a formal hearing is scheduled with the Superintendent and the parents/guardians will be given written notice of the hearing and will be expected to attend. The Superintendent then takes testimony and determines if a recommendation to expel is to be made to the Board of Education. This decision may also be appealed. In the case of expulsion, the

student remains out of school during the appeal period. Work missed during an expulsion cannot be made up and usually results in a loss of credit.

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

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

Restorative Practices

If the District determines that it will utilize restorative practices in addition to or as an alternative to suspension or expulsion of a student, it will engage in restorative practices which emphasize repairing the harm to the victim and school community caused by the student's misconduct.

Discipline of Students with Disabilities

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

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 their 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, they and their parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed, within twenty-four (24) after receipt of the suspension notice, to the Principal. The request for an appeal must be in writing.

During the appeal process, the student is allowed to remain in school unless safety is a factor. If that is the case, the student shall be immediately removed under the Emergency Removal Procedure.

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

When a student is suspended, they may do make-up work after the return to school.

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 (more than ten (10) days) or expulsion, the student will receive a formal letter of notification addressed to the parents which will contain:

- * the charge and related evidence;
- * the time and place of the Board meeting;
- * the length of the recommended suspension or a recommendation for expulsion;
- * a brief description of the hearing procedure;
- * a statement that the student may bring parents, guardians, and counsel;
- * a statement that the student and/or parent may bring a translator or request a transfer for hearing impaired students or parents;
- * 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;
- * the ability of the student and/or parent to request, potentially at their own cost, a transcript of the hearing, if the Board/hearing officer approved.

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

Within 2 days 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. All opportunity to earn grades or credit ends when a student is expelled.

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

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.).

SEARCH AND SEIZURE

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

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

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

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

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

STUDENT RIGHTS OF EXPRESSION

John Glenn High 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.

STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES

John Glenn High School is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, they should feel free to offer them. Written suggestions may be presented directly to the Principal or to the student government.

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

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

SECTION V – TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

John Glenn High School provides transportation for all students who live within the boundaries of the District. The transportation schedule and routes are available by contacting the Transportation Supervisor at 684-6150.

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

The building principal may approve a change in a student's regular assigned bus stop to address a special need, upon the principal's approval of a note from the parent/guardian stating the reason for the request and the duration of the requested change.

BUS CONDUCT

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation. Infractions of these rules may result in the loss of the privilege of riding the bus.

The driver may assign seating or direct students in any reasonable manner to maintain that transportation safety.

Students must comply with the following basic safety rules:

- The bus driver is in charge of and responsible for students and the bus while in transit.
- Students must be on time at their bus stops. Drivers are on a very tight schedule and will not wait for riders.
- Students are to stay back off the roadway while waiting for buses.
- Students must cross in front of the bus when it is necessary for them to cross the roadway.
- The student should cross in front of the bus only after the driver has given a signal that the traffic is clear.
- Students are asked to wait until the bus has come to a complete stop before attempting to enter or leave the bus. Students should enter and exit the bus in a single file line.
- Riders must keep hands and heads inside the bus at all times.
- Students are to remain seated at all times. Moving around or changing seats could cause severe injury to someone if the driver has to make a sudden stop.
- In some cases it may become necessary for the bus driver to assign seats. Students will be expected to cooperate.
- It is required that students ride to and from school on the bus which they are assigned. In extreme cases, a student may get written permission from the building administration or Director of Transportation to ride an alternative bus. This is only done through contact with a parent.
- Students are asked to report any damage immediately.
- If, for whatever reason, a student causes distraction to the driver or an unsafe situation, the driver will speak to that person about their behavior. If poor behavior continues, it will be necessary for the driver to issue a written warning. This warning is to be taken home by the student and signed by a parent/guardian. The warning slip is then returned to the driver the next time the student rides the bus. Hopefully, this will be the only action necessary. If poor behavior continues, a progressive suspension from bus privileges will go into effect. It is believed that students at the secondary level will be responsible. Therefore, certain violations will warrant an automatic ten day suspension. These are such things as the use of or bringing on the bus of any illegal substances, destroying the school bus in any way, throwing objects at the bus such as snowballs, opening or going out of the emergency door and causing or using fire of any source.
- Should the school bus be late to school, the student will automatically be excused and a parent does not need to call in to excuse the student.
- The use of tobacco in any form is not permitted on the bus.

VIDEOTAPES ON SCHOOL BUSES

The Board of Education has installed video cameras on school buses to monitor student behavior. Actual videotaping of the students on any particular bus will be done on a random-selection basis.

If a student misbehaves on a bus and their actions are recorded on videotape, the tape will be submitted to the Principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal law.

PENALTIES FOR INFRACTIONS

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

SELF-TRANSPORTATION TO SCHOOL

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

The following rules shall apply:

- A. Students shall complete the Student Vehicle Form 5514 F1 and provide evidence of:
 - 1. driver's license;
 - 2. insurance certificate;
 - 3. vehicle registration.
- B. Parking lot speed limit is 15 mph.
- C. The student must obtain a permit from the school office and pay a fee of \$10 for the entire school year.
- D. If a student's parking permit is suspended, no fees will be refunded.

Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for the student.

When the school provides transportation, students shall not drive to school-sponsored activities.

- A. unless written permission is granted by their parents and approved by the Principal.
- B. Approved student drivers may not transport other students to a school sponsored activity without written permission from the

parents/guardians of passenger students and approval by the Principal.

USE OF MOTORIZED UTILITY VEHICLES

Because of the clear and present danger of accidents, the Board of Education prohibits the use of motorized utility vehicles by students on school grounds or for school activity purposes.

Operators shall participate in basic safety training for operation of motorized utility vehicles, as prescribed in the administrative guidelines, prior to operating any such vehicle(s). Individuals authorized to operate such utility vehicles may not allow anyone else to use the vehicle (e.g., other students, relatives, friends, etc.). The utility vehicle may only be used for the specific activity and function that has been assigned. (Board Policy 5515.01)

BANGOR TOWNSHIP SCHOOL DISTRICT

OPT-OUT FORM

NOTICE FOR RELEASE OF STUDENT DIRECTORY INFORMATION
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Valid for the 20____ - 20____ School Year

Student Name:

Last Name	First Name	MI	Student ID	Grade
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School: _____

In accordance with the Bangor Township School District's Public Notice Regarding Student Records (as published in the Student Handbooks and Board Policy 8330), I hereby request directory information from my child's education records not be released for use by the school district or outside organizations. *Note: Bangor Township School District limits the release of student directory information to entities with a legitimate educational purpose, such as companies that manufacture class rings or public yearbooks, colleges/universities and military recruiters.*

Please note that you have the choice to opt-out of releasing all directory information or only address and/or telephone listing. If you choose to opt-out from allowing all directory information to be released, your child's name, photograph and other information will not be made available in publications, including:

- A playbill showing your student's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as for wrestling, showing weight and height of team members
- District and school websites and videos

The following information is designated as directory information by FERPA and the Bangor Township School District.

- | | |
|--------------------------|--|
| - Student's name | - Grade Level |
| - Parent/Guardian's name | - Participation in officially recognized activities and sports |
| - Address | - Weight and height of members of athletic teams |
| - Telephone listing | - Degrees, honors, and awards received |
| - Photograph and images | - The most recent educational agency or institution attended |
| - Date of birth | |
| - Major field of study | |
| - Dates of attendance | |

Check options below:

- ☐ Do not release my child's address.
- ☐ Do not release my child's telephone listing.
- ☐ Do not release any of my child's directory information as defined above

Parent/Guardian Signature

Parent/Guardian Name (please print)

Date

This Opt-Out form will become part of the student's cumulative record. After you have read and signed the permission form, please return it to your child's school.