SCHOOLCRAFT

JR / SR HIGH SCHOOL



OFFICIAL STUDENT PUBLICATION

STUDENT HANDBOOK

2026 - 2027

13400 S. 14th St. • Schoolcraft, MI 49087

www.schoolcraftschools.org

CONTACT & DIRECTORY

SCHOOLCRAFT JR / SR HIGH SCHOOL

OFFICE CONTACTS

Main Office	(269) 488-7350
Athletic Office	(269) 488-7365
Guidance Office	(269) 488-7358 | (269) 488-7104

SCHOOL ADMINISTRATION

PRINCIPAL	Dr. Matthew Dailey
ASSISTANT PRINCIPAL	TBD
ATHLETIC DIRECTOR (interim)	Tim Rieman
GUIDANCE COUNSELOR	Brittany Hetrick
SUPERINTENDENT	Dr. Nate Ledlow

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PRINCIPAL'S MESSAGE:

August 7, 2026

Dear Schoolcraft Junior/Senior High School Students and Families,

Schoolcraft is on the brink of our next greatest accomplishments. We have a community that relentlessly supports our kids, our schools, and the shared vision we have for where we want our kids to be by the time they graduate. Our community functions differently than other places in that we have a collective pride in our school community's accomplishments, we first seek to understand before we criticize, we support all Eagles and celebrate their accomplishments, and we hold our commitment to our kids as our top priority. As we enter the 2026-2027 school year, we are all optimistic about the opportunities ahead and the great things we will experience together.

The junior/senior high school's chief ambition is creating experiences to ready our students for wherever their journey may take them as graduates. Given the multitude of pathways students can venture, this is a large task. However, as a Schoolcraft Eagle, students are equipped with the ability to effectively communicate, be agile and adaptable learners, become global thinkers and collaborators, become literate and technically adept leaders, strive for ethical citizenship, and grow as scientific and analytical problem-solvers. Through engaging all students in learning and meaningfully connecting our kids to future possibilities, our staff is proud of the contributions we make toward each student's pathway to potential.

The pages that follow outline the structure of our school community. As is the case with any organization desiring to evolve with the times in which they serve, we are always open for your feedback. The evolution of how cell phones and internet-connected devices are involved in our kids' education will constantly be under review. In an Internet-connected and, at times, information-overloaded world, taking time to reflect, grow, and put thought into action are essential elements to remain relevant. Just as we expect our students to think about the world around them, as educators, we must embody these expectations and model these habits of mind. The policies and procedures that follow establish the conditions for us to support our students to the greatest extent possible.

In their journey through the seventh to twelfth grades, our students are able to collect enriching opportunities. Whether students have a desire to explore the arts, pursue rigorous real-world relevant curriculum, complete with integrity on the athletic field, or engage in service to our school and community, the junior/senior high school has options for all students. As an Eagle, our students not only take flight, but soar above the rest of their peers.

On behalf of our teaching and support staff, I am thrilled to be a part of a school community that values the individual learning needs of each or our students. As proud as we are of what our school has accomplished, we are even more excited for our flight path in the future.

Working for each student, everyday,

Dr. Matthew J. Dailey, Principal

EXPECTED BEHAVIORS

Our expected behaviors are reinforced and summarized in the acronym, SOAR. Summarizing student behavior as Eagles SOAR allows us to promote universal expectations and acknowledgements all generated with input from those in our school community. Our expected behaviors are summarized and will be communicated via a matrix with foundational expectations for our school community.

Eagles SOAR
As a building, we adopted the SOAR acronym to summarize our expectations for students. We expect that our students, staff, and school community exhibit SOAR at all times, when entering and exiting the building, moving through and occupying common areas such as in the hallway and eating in the cafeteria, working in a classroom, while using technology, and while in the bathroom.

Eagles demonstrate:

- **SAFE**
- **OWN IT**
- **ALWAYS LEAD**
- **RESPECTFUL**

Statement of Non Discrimination
Title VI, Title IX, Section 504, and Title II

The Board of Education's intent is to provide an environment that fosters the respect and dignity of each person. To this end, the Board is committed to maintaining an environment free of harassment and intimidation in all areas including race, color, national origin, sex, and disability.

Title VI, Title IX, Section 504, and Title II Contacts

Matt Webster
Email: websterm@schoolcraftcs.org
Ph: 269-488-7350
Address: 13400 S. 14th, Schoolcraft, MI 49087
Location: Jr/Sr High School Main Office

TBD
Email: stephensm@schoolcraftcs.org
Ph: 269-488-7350
Address: 13400 S. 14th, Schoolcraft, MI 49087
Location: Jr/Sr High School Main Office

FOREWORD

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

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

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of August 2026. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2026, the language in the most current policy or administrative guidelines prevails.

By enrolling your student in Schoolcraft Community Schools, you are entering into an agreement that your student is subject to district policies and the expectations outlined in the current version of the Student Handbook and Student Code of Conduct.

SCHOOLCRAFT COMMUNITY SCHOOL DISTRICT

MISSION STATEMENT

Schoolcraft Community Schools empowers every student to achieve academic excellence through innovative teaching, authentic community engagement, and a steadfast commitment to inclusive educational practices that honor both tradition and growth.

VISION STATEMENT

A student-centered community creating opportunities for every **EAGLE** to discover their potential, grow with purpose, and develop the skills needed to **SOAR** as locally and globally empowered citizens.

VALUES

Accountability | **Collaboration** | **Communication** | **Creativity**

BOARD OF EDUCATION

Jennifer Gottschalk	PRESIDENT
Jason Walther	VICE PRESIDENT
Katie Redmond	SECRETARY
Wade Rutkoskie	TREASURER
Chris Blodgett	TRUSTEE
Adam Haley	TRUSTEE
Randy Blankenship	TRUSTEE

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JUNIOR/SENIOR HIGH SCHOOL
BELL SCHEDULE

9-12 BELL SCHEDULE				7-8 BELL SCHEDULE			
PERIOD	**START**	**END**	**MINUTES**	**PERIOD**	**START**	**END**	**MINUTES**
1	7:55 A.M.	8:48 A.M.	53	1	7:55 A.M.	8:48 A.M.	53
2	8:52 A.M.	9:44 AM	52	2	8:52 A.M.	9:44 AM	52
3	9:48 AM	10:41 AM	52	3	9:48 AM	10:41 AM	52
A Lunch	10:41 AM	11:11 AM	30	4	10:45 AM	11:37 AM	52
4 A	11:15 AM	12:07 PM	52	5	11:41 AM	12:33 PM	52
4 B	10:45 AM	11:37 AM	52				
B LUNCH	11:37 AM	12:07 PM	30	C LUNCH	12:33 PM	1:03 PM	30
5	12:11 PM	1:03 PM	52				
6	1:07 PM	1:59 PM	52	6	1:07 PM	1:59 PM	52
7	2:03 PM	2:55 PM	52	7 (INVEST)	2:03 PM	2:55 PM	52

THREE HOUR DELAY SCHEDULE

7-12 BELL SCHEDULE			
PERIOD	**START**	**END**	**MINUTES**
1	10:55 AM	11:26 AM	31
2	11:30 AM	12:00 PM	30
3	12:04 PM	12:35 PM	31
4	12:39 PM	1:09 PM	30
5	1:13 PM	1:44 PM	31
6	1:48 PM	2:18 PM	30
7	2:22 PM	2:55 PM	33

STUDENT RIGHTS AND RESPONSIBILITIES

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

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

Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from the Student Services Coordinator. Adult students (age eighteen (18) or older), like all students, must follow all school rules.

STUDENT WELL-BEING

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

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

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



INJURY AND ILLNESS

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

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

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

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

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

SECTION I - GENERAL INFORMATION

ENROLLING IN THE SCHOOL

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

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

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

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

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

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

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

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

EARLY DISMISSAL

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

TRANSFER OUT OF THE DISTRICT

Parents must notify the principal about plans to transfer their child to another school. If a student plans to transfer from 7-12 Campus, the parent must notify the principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the Central Office 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 his/her parents.

IMMUNIZATIONS

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

EMERGENCY MEDICAL AUTHORIZATION

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

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

USE OF MEDICATIONS

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

A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.

B. The Medication Request and Authorization Form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.

C. All medications must be registered with the principal's office.

D. Medication that is brought to the office will be properly secured.

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

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

E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.

G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

Asthma Inhalers and Epi-pens

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the school principal and updated annually.

Non Prescribed (Over-the-Counter) Medications

Note: A physician’s prescription or order is necessary to allow students to take non-prescription medication at school.

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

Individuals Qualified to Administer

Only a licensed, registered professional nurse employed or contracted by the District or a school employee who has successfully passed the required training shall be allowed to possess and administer Epi-Pen injections to students. The persons authorized to use the District maintained Epi-Pens will be maintained in each school by the Principal, and shall be available on an electronically accessible site for employees' reference.

Students shall be permitted to possess and self-administer U.S. Food and Drug Administration (FDA) approved, over-the-counter topical products while on school property or at a school-sponsored event provided the student has submitted prior written approval of his/her parent/guardian to the Principal.

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

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 his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

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

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

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

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

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 involvement in this procedure is important and required by Federal (IDEA) and State law. Contact Abby DeVisser at (269) 488-7307 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 should contact the *School Social Worker at 269-488-7350* to inquire about evaluation procedures and programs offered by the District.

STUDENT RECORDS

The School District 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.

Directory information includes:
Directory information can be provided upon request to any individual, other than a for profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board's annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found on the SCS website under Board Policy 8330-Student Records.

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

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

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

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

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

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

A. political affiliations or beliefs of the student or his/her parents;

B. mental or psychological problems of the student or his/her family;

C. sex behavior or attitudes;

D. illegal, anti-social, self-incriminating or demeaning behavior;

E. critical appraisals of other individuals with whom respondents have close family relationships;

F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;

G. religious practices, affiliations, or beliefs of the student or his/her parents; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

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

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

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

A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and

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

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

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

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

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

ARMED FORCES RECRUITING

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

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

STUDENT FEES, FINES, AND SUPPLIES

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

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

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

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

Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

STUDENT FUNDRAISING

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

- Crowdfunding activities are governed by Policy and Administrative Guideline 6605.
- Students involved in the fundraiser must not interfere with students participating in other activities when soliciting funds.
- 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.
- Students may not participate in fundraising activities off school property without proper supervision by approved staff or other adults.
- Students may not engage in house-to-house canvassing for any fundraising activity.
- 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 himself/herself to the point of potential harm.
- 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 safe-keeping and will not be liable for loss or damage to personal valuables.

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

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

MEAL SERVICE

The school participates in the National School Lunch Program and makes lunches available to students. The cost per lunch may be obtained by contacting Food Services Director, Sarah Dyer at (269) 488-7343. Ala carte items are available. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the principal.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that s/he is eligible, contact the Food Service Director.

FIRE, LOCK DOWN AND TORNADO DRILLS

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

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires and lock down drills and consists of an announcement over the Public Announcement System.

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 an announcement over the Public Announcement System.

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will provide notification of the closing by WWMT-Channel 3, WOOD- Channel 8, www.schoolcraftschools.org, via SCS social media pages (Facebook & Twitter). Voicemail and text will also be sent by the District.

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

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

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

VISITORS

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School, in order to schedule a mutually convenient time.

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

USE OF THE MEDIA CENTER

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

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 Main 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 the school year.

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

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Telephones are available in the school for students to use when they are not in class. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

USE OF PERSONAL COMMUNICATION DEVICES

(Including but not limited to: cell phones, tablets, Chromebooks, computers, and smart watches)

We value engagement across the educational experience in our building. With the data on the destruction posed by personal communication devices, chiefly internet-connected cell phones, our campus upholds a “No Cell, Bell to Bell” expectation. Students may not have their cell phones in use during class periods, eliminating outside distractions, and placing our students’ focus on the instruction in their classes, interpersonal interactions, and engagement with their learning.

As we have become more reliant on cell phones, we understand the need for families to be in touch with their child during the school day. However, if immediate messages are needed between a parent/guardian, families may contact our Main Office at (269) 488-7350 and we can deliver a message to a student. Students may, meanwhile, check their cell phones between classes and during their assigned lunch periods. Should a student have an emergency warranting the use of their cell phone, they may use their device from the Main Office.

Lastly, we believe technology and its use in people’s lives is an individual choice. Students have the right to select their level of engagement with social media platforms. But, peers, teachers, and other adults in our school community will not have any photo or video taken of them without their permission. A student, teacher, or other school district employee may not have a picture, video, audio clip, or by postings with their name posted to social media without their knowledge and permission (Board Policy 5136 - Personal Communication Device and Board Policy 5517.01 - Bullying and Other Aggressive Behavior Toward Students).

Technology has a place in modern-society, but our expectation is to annually revisit its role within our school community and ensure technology does not replace the premium we place on human interaction and interpersonal communication.

Students may be in possession of a personal communication device (PCD), however, students are subject to the terms of the policy outlined below and the district's acceptable use policy.

A. The use of PCDs are NOT permitted during instructional class time, including in classrooms, hallways, bathrooms, during assemblies, and other school spaces during class periods.
B. Ringers and speakers must be silenced or turned off during instructional periods and stored out of sight.
C. Exceptions for cell phone and personal communication device usage include medical or special needs accommodations (per Individualized Education Plans, 504 Plans, or medical care plans) and as approved by the Principal and in conjunction with the Educational Supports and Intervention (ESI) supervisor.
D. Cell phone use may be used per emergency use protocols or with approval by the Principal.
E. The district is not responsible for the loss, theft, or damage to a student's PCD.

Personal Communication Devices Enforcement

Violation of the school personal electronic device policy: ***No Cell, Bell to Bell***	• **1st Violation:** Verbal warning by staff member, reminding the student to put the device away for the class period.
	• **2nd Violation (in same class on the same day):** Student will take their device to the Main Office. The devices will remain in the office for the remainder of the school day and be able to be picked up by the student after the last class period (no earlier than dismissal time).
	  ○ *Note:* The student's device will be stored in a safe and secured location in the Main Office.
	• **3rd Violation or Persistent Violations:** Students violating the expectations across multiple classes will have a meeting with a building administrator The student's cell phone will be provided to the Main Office at the start of each school day (prior to the start of the student's first class) and will remain secured in the Main Office until after dismissal for ten school days.
	• **4th Violation or Continued Persistent Violations:** The student's cell phone will be provided to the Main Office at the start of each school day (prior to the start of the student's first class) and will remain secured in the Main Office until after dismissal for the remainder of the semester or for twenty school days if the semester is within twenty days of completion.
	• **Refusal to surrender phone:** If when directed by a staff member, teacher, or administrator (or an attempt to surrender a "burner" phone) a student refuses, the students will be considered **disobedience** and will result in consequences outlined below under the Code of Conduct section, including before/after school detentions, lunch detentions, in-school suspension, or out of school suspension.
	  ○ *Note:* School-issued reinforcement for behavior infractions to in-season student-athletes will be communicated to the Athletic Director and to the student-athlete's coach.

Violation of the acceptable use policy (per signed Acceptable Use Policy)	Possible consequences may include but are not limited to: • Detention • Suspension • Expulsion
The inappropriate recording or publishing of any photo, video, or audio	Possible consequences may include but are not limited to: • Immediate removal of material from device • Immediate removal of any posted material from social media • Detention

	• Suspension • 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 PCD.

A Frequently Asked Questions document on the “No Cell, Bell to Bell” may be viewed by clicking here.

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.

SECTION II - ACADEMICS

Our Guidance Department procedures and course offerings are found in our Curriculum Guide, accessible on the junior/seior high school section of the district's website under Guidance Department section or by clicking here.

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 consent.

GRADES

We believe grades are a form of feedback in providing a picture of each student's progress within their courses. As a snapshot of time, grades are fluid within a semester and serve as an external source of motivation for students. We are all life-long learners. Therefore, the acquisition of new knowledge and skills should serve as a far greater internal motivation for our students than the external motivation of grades. Grades, then, serve as a form of communication of how a student's progress in class aligns with our expectations for how they apply their habits as a learner and showcase their learning.

As Schoolcraft Community Schools engage our next contributors to our world, it is imperative we exercise our students' ability to think and showcase their best learning. Some teachers will individually assess course content by a specific teaching standard (via Standards-Based Grading (SBG) - see below) while other teachers will provide feedback as an aggregate of content standards during the semester.

Schoolcraft Jr/Sr High School utilizes a variety of ways to assess our students' progress with course content. Each teacher may place a different emphasis on how final grades are determined. Grades are derived from an aggregation of work done in class, practice with class content via homework, individual and group projects, and through assessments. Assessment will have the greatest impact on a student's final grade as we believe that assessments (tests, projects, and exams) must demonstrate a student's ability to apply information, synthesize and analyze multiple areas of study, find connections between courses at school, propose viable solutions grounded in real-world contexts, and may include student generating original research.

We believe learning is a journey and necessitates practice. Our expectation is that all students demonstrate proficiency in content covered in each class and will do so at their individual pace. As such, students will have multiple opportunities to demonstrate proficiency as they continue to learn more deeply in class content, hone class-specific skills, and develop as a learner.

Grades serve as a starting point for conversation between a student and their teacher about how their learning is progressing. If a student has a question about a grade, they are expected to first initiate the conversation with their teacher. For support in addressing performance concerns in class, students may talk with a Guidance Counselor, Student Services Coordinator, or building administrator to rehearse how to have these conversations with their teacher(s). But, we expect students to take the initiative in inquiring directly with their teachers if they want to know more about how to improve in a class.

As a guiding rubric, our grades represent the following levels of performance:

Grade	SBG	Description and Skill
A	4.0-3.7	High Depth of Knowledge (analyze, evaluate, and/or create) with application of content in drawing connections and developing relationships between information in and between classes. The student demonstrates no (or minimal) errors with content knowledge and skills.
B	3.69-3.0	The student has no errors in skills and content identified for a C/2.0 (see below), but is only partially successful with A/4.0 related skills and thinking (see above).
C	2.9-2.0	The student is able to remember, recall, understand, and apply key concepts and perform basic skills within the content area. The student is not yet able to apply knowledge and skills, but is able to recall information and skills from class. This grade represents a student being proficient in course content.
D	1.99-1.0	With help and partial success, the student can only demonstrate some knowledge and skills from class.
E	0.99-0.0	Even with assistance, the student is unable to demonstrate success with class content and skills.

Letter grades will be reported on a student's official transcript. The school uses the following grading system:

A= 100 - 93%	A- = 92 - 90%	B+ = 89 - 87 %
B = 86 -83%	B- = 82 -80%	C+ = 79 - 77%
C = 76 - 73%	C- = 72 - 70%	D+ = 69 - 67%
D = 66 - 63%	D- = 62 - 60%	E = BELOW 59.5%

Cumulative grades are rounded to the nearest whole number before converting to grades and posting.

Grade Point Averages:
Grade Point Average is calculated using a formula based on the semester Grade-Point earned in a course, the credit a course is worth, and the Honor Value of the particular course. Taking the sum of all Honor Points earned from all courses and dividing by the total number of Credits Attempted (CA) in all courses determines the Cumulative Grade Point Average (CGPA).

$$\mathbf{CGPA = \Sigma(HP)/Total\ CA}$$

Grade Points are determined by converting the final semester letter grade to a point value from the following table:

Grade Point Table

A= 4.0	A- = 3.67	B+ = 3.33
B = 3.0	B- = 2.67	C+ = 2.33
C = 2.0	C- = 1.67	D+ = 1.33
D = 1.0	D- = 0.67	E = 0.0

To calculate the Honor Points for a given course, we use the following formula:

Honor Points = Grade Point x Credit Earned x Honor Value

EX: If a student earns a B+ grade for 1st trimester in World History, they receive 1.67 HPs HP = 3.33 x 0.5 x 1.0 = 1.67

Weighted Grades:

Some courses will be “weighted” and will have a higher Honor Value. The following course categories will be “weighted” by having an Honor Value of 1.25:

- All bona fide Advanced Placement classes, including those taken online;
  ATYP IV: Literature, Philosophy and Media, taken through the Academically Talented Youth Program (ATYP);
- Credit-bearing college courses that extend the curriculum beyond the expectations of high school courses, and do not have a high school course equivalent. Exceptions that are not weighted are activity-based Physical Education courses, introductory fine arts performance courses, and other courses not allowable under state regulations for dual enrollment. A review team of professional staff will screen college course requirements to determine if a given course should be weighted;
- All honors core, AP, and college level honors elective courses at the Kalamazoo Area Mathematics and Science Center (KAMSC). Our Guidance Counselors will annually review offerings.
- Advanced courses (year two and beyond) in the Career Technical Education (CTE - formally Education for Employment (EFE)) and the Education for the Arts (EFA) program, sponsored through Kalamazoo Regional Education Agency (KRESA), that provide articulated college credit

To calculate the Honor Points for a weighted course, we use the following formula:

Honor Points = Grade Point x Credit Earned x Honor Value

EX: If a student earns a B+ grade for 1st Trimester in AP Calculus, they receive 2.08 HPs HP = 3.33 x 0.5 x 1.25 = 2.08

Honors Core Courses Qualifying for Weighted Status:

KAMSC Integrated Mathematics I/ Geometry (H)
KAMSC Integrated Mathematics II/ Algebra II (H)
KAMSC Integrated Mathematics III/ Pre-Calculus (H)
KAMSC Biology (H)
KAMSC Physics (H)
KAMSC Information Technology (H)

AP Courses Qualifying for Weighted Status:

AP Calculus AB
AP Calculus BC
AP Statistics
AP Computer Science
AP Environmental Science
AP Biology
AP Chemistry
AP Physics C Mechanics
AP Physics C Electricity & Magnetism

College Level Honors Elective Courses (not for college credit) Qualifying for Weighted Status:

KAMSC Bioethics (H)
KAMSC Advanced Calculus (H)
KAMSC Discrete Mathematics (H)
KAMSC Advanced Computer Science (H)
KAMSC Astronomy (H)
KAMSC Geology (H)
KAMSC Biochemistry (H)
KAMSC Biomedical Science (H)
KAMSC Cell Biology (H)
KAMSC Human Genetics (H)
KAMSC Microbiology (H)
KAMSC Organic Chemistry (H)

Senior Final Exams (Second Semester ONLY)

Any senior who has five (5) or fewer total absences and has a “B” average or higher (>=83%) in a given course for the second semester is exempt from having to take the second semester final exam for each such course. ONLY school-related absences are exempted from the count.

Grading Periods

Parents/guardians will be notified when final grades are viewable on ParentView at the end of each marking period indicating the grades for each course of study for that portion of the academic term.

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

Michigan Merit Exam

In order to be eligible for graduation, students are required to exhaust all opportunities, beginning in the spring of their junior year, and to put forth diligent effort on all sections of the high school proficiency test required by the State of Michigan, Department of Education (ACT or SAT, ACT WorkKeys, Michigan Merit Exam (MME) and/or M-Step test), unless waived by an administrator.

Class Rank
As some post-secondary institutions and some scholarship programs continue to utilize class ranking as a data point for making admissions and/or scholarship decisions, and to delineate class rankings for the purposes of determining graduation honors, Schoolcraft High School calculates Class Rank for all enrolled students. Class Rank is reported on the student transcript.

For the Class of 2021 and beyond, the student with the top GPA will earn recognition as the valedictorian while the student with the second highest GPA will be recognized as the salutatorian. Meanwhile, we will continue to honor students with the top ten GPAs while highlighting students earning summa cum laude, magna cum laude, and cum laude academic honors. Any ties for class ranking in the top ten students will be determined by highest SAT score.

GRADUATION REQUIREMENTS

Effective with the Class of 2030 and beyond, students will have an opportunity for a maximum of 28 credits with a minimum requirement of 20 credits. Students must pass and be awarded credit for all Michigan Merit Curriculum (MMC) required classes (20 credits total).

Specific Graduation Requirements include:

Subject Area	Required Credits
English	4 Credits
Mathematics	4 Credits
Science	3 Credits
Social Studies	3 Credits
World Language	2 Credits
Visual, Performing or Applied Arts, Online (Business Management)	1 Credit
Personal Finance (Class of 2028 and beyond)	0.5 Credit
Physical Education/Health/Freshman Focus	1 Credit
Electives	1.5 Credits
Total Credits Required	**20 Credits**

Modifications to these requirements, as mandated by the Michigan Merit Curriculum, may be made, provided they align with those explicitly allowed by the Michigan Department of Education.

Additional Requirements for Students in Early-Middle College (EMC) Program:
Students enrolled in the Early-Middle College Program must select and remain in an authorized EMC Program of Study. This program must be reviewed annually, and adjusted as appropriate. Additionally, students enrolled in the Early-Middle College Program, who enroll for classes in their fifth year of high school, must take and complete a Mathematics or Mathematics-related course in their fifth year, in order to be eligible for graduation. EMC students who did not earn four credits in Mathematics during their first four years in high school must complete and pass a Mathematics or Mathematics-related course in their fifth year.

Graduation Honors:
The following awards are given to seniors who demonstrate outstanding academic merit while attending Schoolcraft High School. Honoraria is given at the Senior Recognition Ceremony the week prior to the commencement ceremonies.

Senior Scholars
Graduates with class rank 1 to 10; will wear a gold cord at the graduation ceremony.

Summa Cum Laude
Maintain a 3.9 CGPA or higher throughout their high school career; will also wear gold cords at the graduation ceremony.

Magna Cum Laude Maintain
Maintain a 3.7 to 3.899 CGPA during high school; will wear silver cords at the graduation ceremony.

Cum Laude Maintain
Maintain a 3.5 to 3.699 CGPA throughout high school; will wear bronze cords at the graduation ceremony.

Honor Roll
Maintain a 3.0 to 3.499 CGPA throughout high school; will be recognized at Senior Honors Night and will be noted in the commencement program.

Valedictory Speaker
The Valedictory Speaker will be the student who has the highest Class Rank Score (CRS).

Salutatorian Speaker
The Salutatorian Speaker will be the student with the second highest Class Rank Score (CRS).

No student will be considered for the Graduation Honors of Senior Scholars, Valedictorian or Salutatorian who has not been enrolled at Schoolcraft High School for their last six consecutive semesters, prior to commencement.

TESTING OUT

In some very special cases, a student may have gained exceptional competency in an academic area without the traditional classroom experience. A student who can demonstrate mastery in a high school course should do the following things to “Test Out” of a class.
Request an application from the Guidance Office. When the application is completed and turned in, a syllabus and textbook will be given on loan to the student. When the student is ready for the exam, a time and place for testing will be set by the Guidance Office.

Students will not be allowed to test out of a class if:

1. The class has been failed.
2. The student is already enrolled in the class.
3. The student began the class, then subsequently withdrew

Students who wish to test out of a class must make the request in writing no later than Memorial Day of the preceding year. Test-out exams will be held the third week in June. A scheduled time for each testout exam will be provided to students who sign up for testing out of a class. Forms for applying for test-out opportunities can be obtained from the Guidance Counseling office.

To successfully test out of a class, a student must demonstrate proficiency at a C+ level. Credit earned shall be reflected on the student's high school transcript as a "CR" and will not be included in a computation of grade point average for any purpose.

VIRTUAL COURSES IN HIGH SCHOOL

Schoolcraft High School students may have the opportunity to take Virtual Learning courses for high school credit. The classes must be formally requested and approved through the principal's office before the start of the new semester. Late requests may not be granted. The school will pay for courses taken during the school year to meet the needs of scheduling conflicts or classes not offered at SHS. Students may not be offered a virtual course if they have failed a previous virtual course in the same subject in two most recent academic years.

Students in virtual courses must complete all graded assignments and receive a passing score to obtain credit for their virtual course.

DUAL ENROLLMENT/EARLY COLLEGE

Students may dual enroll in a postsecondary institution or career and technical preparation program if they are enrolled in at least one high school class. The definition of "eligible student" also now requires that the student have at least one parent or guardian who is a resident of the State of Michigan.

Students who plan to enroll in college level courses must meet the standards set by the State of Michigan Department of Education, the Schoolcraft Jr/Sr High School, and the college the student plans to attend. Students should speak with their guidance counselor for more information. College credits vary upon the college or university you wish to attend.

The student must meet with a Guidance Counselor before enrolling at any post-secondary institution for the purpose of dual enrollment. Enrollment in a Dual Enrollment course will be contingent upon the Guidance Counselor's recommendation and an audit of the class(es) for alignment between the student's academic needs, their Education Development Plan (EDP), and post-secondary plans. Please see our Curriculum Guide (available on our website) for additional details.

HOMEWORK

The assignment of homework can be expected. Homework is also part of the student's preparation for the Michigan Merit Exam/ACT and graduation. Homework will not be used for disciplinary reasons, but only to enhance the student's learning. Students are expected to complete all assignments given when absent.

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with State standards and District policy. Students will be expected to participate in the following throughout their high school career at SHS.

Northwest Evaluation Association (NWEA) for 7th and 8th grade, three times a year.

Eighth, ninth, and tenth grade students will have the opportunity to take the PSAT 8/9 and PSAT 10, a preparatory assessment primarily used to help students prepare for the SAT. Taken usually during the freshman and sophomore years, the test includes four (4) sections: English, math, reading, science.

All eleventh grade students will be expected to participate in the Michigan Merit Exam (MME) in the spring. This test consists of the SAT with Essay college entrance exam, the WorkKeys, the M-STEP Science and the M-STEP Social Studies Tests. The MME is given in April to all juniors in the State of Michigan. The MME will be used to determine whether students are meeting or exceeding the Michigan Curriculum Standards. Students will also be able to submit their SAT test score for admission to colleges and universities.

All students will participate in classroom assessments 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.

Depending on the type of testing, specific information and/or parent consent may be needed and obtain. Schoolcraft High School will not violate the rights of consent and privacy of a student participating in any form of evaluation.

SECTION III - STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

The Schoolcraft 7-12 Campus provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

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

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

Student Council
National Honor Society
DECA
Art Club
Common Bond
Table Top Game Club
Robotics Club
Ski Club
Prom

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.

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

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.

Groups Included:

FCA - Varsity Club

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

The Schoolcraft 7-12 Campus 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. The following is a list of activities currently being offered. For further information, contact Jeff Clark, the Athletic Director, at 269-488-7365.

The current Athletic Handbook is available by clicking on the link below:

Schoolcraft High School Athletic Handbook

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.

The school district supports and promotes an interscholastic athletic program as an integral part of the educational program of the school district, as it is recognized that participation in athletics encourages the development of an ethical system of values, sportsmanship, dependability, cooperation, leadership, honest, and a sense of fair play. The school district recognizes that the primary aim of the athletic program is for:

- Physical, mental, and emotional growth and development.
- Acquisition and development of special skills in activities of each student's choice.
- Team play with the development of loyalty, cooperation, and fair play.
- Directed leadership and supervision that stresses self-discipline, self-motivation, excellence and the ideals of good sportsmanship.
- A focus of interest on activity programs for the student body, faculty, and community that will generate a feeling of unity.
- Achievement of initial goals as set by the school in general and the student as an individual.
- Provisions of worthy use of leisure time in later life.

All students participating in athletics shall abide by Schoolcraft High School Athletic Code. The Athletic Code will be in effect from August 1 to July 31 for students who participate in athletics during that school year.

Any student, who has a substantiated violation of the Athletic Code within one year prior to their participation in any athletics at Schoolcraft Community Schools, will be subject to the conditions and consequences outlined in the Athletic Code.

Schoolcraft High School is a member of the Southwestern Athletic Conference (SAC) and will offer the following sports this coming school year:

Baseball	Basketball	Bowling	Competitive Cheer	Cross Country
Football	Golf	Soccer	Softball	Tennis
Track	Volleyball	Wrestling		

The following schools are members of the SAC:

Constantine (Falcons) Delton-Kellogg (Panthers) Galesburg-Augusta (Rams) Gobles (Tigers) Saugatuck (Indians) Kalamazoo Christian (Comets) Kalamazoo Hackett (Irish) South Haven (Rams)	Lawton (Blue Devils) Schoolcraft (Eagles) Coloma (Comets) Martin (Clippers) Fennville (Blackhawks) Watervliet (Panthers) Parchment (Panthers) Allegan (Tigers) Holland Black River (Rats)

STUDENT EMPLOYMENT

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

SECTION IV - STUDENT CONDUCT

ATTENDANCE AND TARDIES

We believe being physically present enriches the learning environment. Collaboration is an essential skill for wherever our students go after graduation. Our learning is predicated on being physically and in attendance as class periods involve interaction between students. We believe that learning is enhanced by connecting with peers as facilitated by our teaching team. In-class learning will involve activities that students are unable to complete on their own outside of the school day and are greatly enhanced through connection and collaboration with their peers and teachers. Therefore, students are expected to be in attendance for all assigned classes and on campus.

We believe school is an ideal venue to develop life habits that our students will retain well after they graduate. Punctual attendance, being present, and coming prepared are expectations for any occupation and are fostered through our school's expectations. We reinforce these habits through closely monitoring attendance and tardy patterns and continually strive to reinforce our students' in-person attendance.

Life experiences and illness occur and may impede a student's in-person attendance at school. However, we believe that it is our students' responsibility to arrange for collecting missing work when they cannot make it to school. Our teachers communicate assignments and due dates in a variety of ways electronically. Students are expected to check first with their teacher on any and all assignments, notes, and learning activities completed in class and make any and all arrangements for completing what is done during the school day. If students need support connecting with their teachers, they may connect with our Student Support Team (including our Student Services Coordinator and Guidance Counselors) to initiate conversations with their teachers.

We believe in the value of in-person learning that families should be mindful of the school calendar when they plan occasions (vacations) taking their children out of school. Scheduling conflicts should be avoided to the greatest extent possible. Any extended period of time where a student will not be reporting to school must be done in collaboration with the Building Principal.

Student attendance is a joint responsibility between the student, parent/guardian, and adults at school. Should attendance and on-time arrivals to class become an issue, we will rely on this team to reinforce our school community's expectations, remove any and all barriers, and continually support and acknowledge an improvement in our students making corrections.

Regarding Absences

A. An absence shall mean that the student was not present for a class period.
B. Parents must contact the office to notify the school that a student is absent or will be late to school. This contact is preferred before school begins, but should be no later than the following day.
C. Teachers will assist students in making up any work missed due to an absence, if such work can be made up. Students must initiate this effort on the day in which they return to school and make arrangements with their teacher(s) to complete the work. When an absence is anticipated, students should see the teacher in advance regarding any work that will be missed.
D. Early dismissal must be done through the school office.
E. A student is considered to be skipping class when he/she fails to report to the school's assigned class or activity without prior permission, knowledge, or excuse by the school or parent/guardian. A student who leaves class without permission may also be considered as skipping class.
F. Students leaving campus before the end of our school day must sign out in the main office. After signing out, students must leave campus unless given authorization by an administrator to remain on campus.

G. A student must be present all day during the day of an extracurricular activity in which he/she plans to participate in order to be eligible for practice, games, contests, and/or other performances. Exceptions: 1) Pre-excused absence approved by the principal; 2) doctor/dental note excusing the absence.
H. The school will monitor attendance weekly and will notify parents/guardians when a student reaches 5, 10, 15, and 20 totalling absences in a school year.
I. The school may enlist the resources of the county truancy officer who works in conjunction with KRESA and the Kalamazoo County Juvenile Court in the event a student is chronically absent.

Regarding Tardiness

A. A student is tardy when he/she arrives to class after its scheduled start time. A student may also be considered tardy if he/she must return to their locker after the start of class to retrieve required class materials.
B. A student who arrives more than 10 minutes late to class may be considered skipping and subject to skipping enforcement rules.
C. A student arriving to class and is missing or gone without permission or is gone from class for over ten minutes may be considered skipping and subject to skipping enforcement rules.
D. Students who arrive late for their first class of the day, MUST report to the office and receive a tardy slip to enter class.
E. Students who arrive late to a subsequent class MAY be asked to report to the office to receive a tardy slip to enter the class.
F. Teachers are encouraged to be outside their classroom doors as much as possible to greet students, note students on-time arrival to class, and promote focused hall passing behaviors.
G. Tardiness to class is not allowed and repeated offenders may face disciplinary action if they are repeatedly tardy to the same class (see Attendance Enforcement below).

Attendance Enforcement

Skipping

1st violation	Before/after school detention (60 minutes) AND parent notified. May impact student's participation in extracurricular activities and/or ability to attend after school events.
2nd violation	Before/after school detention (60 minutes) AND required meeting with parent, student, and administration. Will impact student's participation in extracurricular activities and/or ability to attend after school events.
3+ violations	In-school suspension (ISS) or out-of-school suspension (OSS).

Tardiness (tardies reset every 9 weeks)

1 tardy in a class	Warning
2 tardies in a class	Warning AND parent notified
3 tardies in a class	Before/after school detention (30 minutes) AND parent notified. May impact student's participation in extracurricular activities.
4 tardies in a class	Before/after school detention (60 minutes) AND parent notified. May impact student's participation in extracurricular activities.
5 tardies in a class	Before/after school detention (60 minutes) AND required meeting with parent, student, and administration. Will impact student's participation in extracurricular activities and/or ability to attend after school events.
6 or more tardies	In-school suspension (ISS) or out-of-school suspension (OSS). Will impact student's participation in extracurricular activities and/or ability to attend after school events.

ABSENCES

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:

1. Illness
2. Recovery from accident
3. Required court attendance
4. Professional appointments
5. Death in the immediate family
6. Observation of a celebration of a bonafide religious holiday
7. Such other good cause as may be acceptable by 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 must provide an explanation for their child's absence by no later than 3:00 pm on the day of the absence or by the following day. They are to call 269-488-7350 or email hs-attendance@schoolcraftcs.org 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 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 the missed school work.

Students who are excusably absent for more than 10 days in a grading period, regardless of the reasons, will be considered "frequently absent". If there is a pattern of frequent absence for "illness", the parents will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition. Without such a statement, the student's permanent attendance record will indicate "frequent unexplained illness", a possible sign of poor work ethic and irresponsible behavior.

During the next grading period, a "frequently-absent" student will be placed on "attendance watch" to monitor whether or not the pattern continues. If it continues, the student may be denied the opportunity to participate in non curricular school activities and events.

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 his/her return from school. Assignments may be obtained from the Main 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 s/he may 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 his/her parents shall be subject to the truancy laws of the State.

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 school year, s/he 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 must contact the school 269-488-7350 or email at hs-attendance@schoolcraftcs.org by 3:00 pm and provide an explanation. If prior contact is not possible, the parents 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 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 and no make-up of class work will be permitted. Disciplinary action will follow.

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

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

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

Make-up of Tests and Other School Work
Students who are excusably absent from school or who have been suspended shall be given the opportunity to make-up missed work. The student should contact their teacher as soon as possible to obtain assignments. Make-up work due to suspension must be completed within *2 days after returning to school*. 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, s/he may make arrangements with the teacher to take the test. If s/he misses a State mandated test or other standardized test, the student should consult with the Guidance Office to arrange for taking the test.

STUDENT ATTENDANCE AT SCHOOL EVENTS

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

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

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

CODE OF CONDUCT

A major component of the educational program at the 7-12 Campus is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

Expected Behaviors
Each student shall be expected to:

- 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.

Closed Campus

Schoolcraft High School operates on a “Closed Campus” basis. Students are to remain on school property after their arrival at school until the end of their normal school day. Lunch hours off campus are not permitted. Additionally, students may not have food from outside vendors delivered to the school unless prior permission has been granted by administration. Students who leave school grounds during the day and are not returning prior to the end of the school day shall not be on school property until after 3:00 PM unless special permission is obtained from the administration. Students who leave the grounds without permission will be considered truant and having displayed insubordinate behavior. Student parking areas and cars are “off limits” to all students during the entire day.

Students who travel to and from off-campus educational programming (EFE, KVCC, Co-op, KAMSC, and related courses/activities) and Schoolcraft High School are to travel directly to and/or from the site of the school related program/course/activity without stopping at any other location, unless prior permission has been granted by administration. Students must sign in/out in the main office daily when leaving the building for off campus instruction.

DRESS AND GROOMING

We believe one of our responsibilities as a school community is preparing our students for life beyond high school. This belief permeates into our view of dress and grooming expectations while on school campus, during school events, and engaging in after school-related activities. How one dresses is as much a symbol of the freedom of individual expression as it is about how they want to portray themselves as a representative of our school and community.

How a member of our school community presents themselves cannot be a distraction to others and interfere with their opportunity to learn. Our school emphasizes the importance of

academics. Students must dress in a manner allowing others to focus on learning that is inclusive of all students regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body size. Our dress and grooming expectations allow for individual expression for all students while still preparing them for the expectations of the professional world. The final determination of the appropriateness of a student's attire is subject to the administration's assessment and keeping in line with current fashion trends.

Just as fashion trends change, innuendoes, political messaging, and symbols develop a variety of multiple meanings. As our political and social context change, we will review and support the continuation of a learning environment that is inclusive to all, remains distraction-free, and prepares our students for engaging with post-secondary learning and professional environments. If opting to wear clothing in support of a cause or issue, a student's attire must be "for" something, rather than "against" something.

We believe any dispute over how a student is dressed will be done while preserving the integrity of the student and done so appropriately and individually. Application of the dress code will not result in unnecessary barriers to school attendance, unless other student conduct must be applied. Our teacher's roles are to focus on engaging our students within the learning environment without the additional burden of enforcement of this policy.

Must Wear	● A non-see-through shirt (that has fabric that covers the front, back, sides and under the arms) with straps or sleeves. ● Non-see through pants or equivalent (for example sweatpants, leggings, a dress, skirt, or shorts) ● Shoes
May Wear	● Hats that allow the face to be visible to staff and not interfere with the line of sight of any student or teacher ● Religious headwear ● Hoodies (wearing the hood overhead is allowed, but ears and face must be visible) ● Ripped jeans as long as underwear and buttocks are not exposed
Cannot Wear	● Any clothing that reveals visible undergarments (waistbands and straps allowed) ● Shorts or skirts that allow others to see their buttocks ● Shirts that allow others to see their chest/torso above the belly button or below the armpit ● Violent language or images ● Images or language depicting/suggesting drugs, alcohol, vaping or paraphernalia, or other illegal items or activities ● Hate speech, profanity, pornography, or political or social or sexual innuendo ● Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups ● Swimsuits ● Any items that obscures the face (except for a religious observance or as personal protective equipment - PPE) ● Clothing or accessories that have the potential to cause harm

	to students or staff

Dress and Grooming Code Enforcement

To ensure equitable enforcement of the dress code, the decision about a situation involving inappropriate attire lies with the building administrators. If a student is found to be in violation of the dress code, the following two options are available to remedy the situation,

1. The student will be requested by a building administrator to put on their own alternative clothing, if available at school, to be aligned with the dress code expectations for the remainder of the day.
2. If a solution does not exist at school, the student's parent or guardian will be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.
3. Student refusal to be in compliance with the dress and grooming expectations will elevate the school disciplinary considerations to defiance or insubordination and have application within the Student Code of Conduct.

Backpacks/Book Bags

Students may carry a small purse, wallet, backpack or bookbag during the school day under the following conditions. Backpacks and bookbags must be used for the sole purpose of transporting books and other school related items to and from class. Additionally, such bags may not impede the educational process. Students who fail to comply with this requirement will be subject to further disciplinary action. The final decision in any situations involving a backpack or bookbag will rest with the building administrator(s).

GANGS

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

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

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

CARE OF PROPERTY

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

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

TITLE IX SEXUAL HARASSMENT

The Board of Education of the Schoolcraft Community School District (hereinafter referred to as “the Board” or “the District”) does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

The Board prohibits Sexual Harassment that occurs within its education programs and activities. When the District has actual knowledge of Sexual Harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.

Pursuant to its Title IX obligations, the Board is committed to eliminating Sexual Harassment and will take appropriate action when an individual is determined responsible for violating this policy. Board employees, students, Third Party vendors and contractors, guests, and other members of the School District community who commit Sexual Harassment are subject to the full range of disciplinary sanctions set forth in this policy. The Board will provide persons who have experienced Sexual Harassment ongoing remedies as reasonably necessary to restore or preserve access to the District’s education programs and activities.

Title IX Coordinator(s)

The Board of Education designates and authorizes the following individual(s) to oversee and coordinate its efforts to comply with Title IX and its implementing regulations:

Matt Webster
Assistant Superintendent
269-488-7350
13400 South 14th Street
Schoolcraft, MI 49087
websterm@schoolcraftcs.org

Abby DeVisser
Education Supports and Intervention Supervisor
269- 488-7307
13300 South 14th Street
Schoolcraft, MI 49087
devissera@schoolcraftcs.org

The Title IX Coordinator shall report directly to the Superintendent. Questions about this policy should be directed to the Title IX Coordinator. Please see Board adopted policy 2266 for additional information.

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.

EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE

(Organized by Rule Number)

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. 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.

2. Use of Breath-Test Instruments

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

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

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

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

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 to the use or possession of tobacco products by students in District buildings, on District property (owned or leased), on District buses, and at any District-related event and when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes. The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy. The term “tobacco” includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including but not limited to "JUUL's"), 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, s/he is encouraged to contact the Principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.

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 his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

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

A. any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item

B. any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle

C. any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.)

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.

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 I.D.'s are forms of lying and are not acceptable.

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

14. False alarms, false reports, and bomb threats

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

15. Explosives

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

16. Trespassing

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

17. Theft

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

18. Disobedience

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

19. Damaging property

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

20. Persistent absence or tardiness

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

21. Unauthorized use of school or private property

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. 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 Personal Communication Devices (PCDs)

Reasonable suspicion that a communication device has been used to violate District policies or administrative guidelines shall be subject to disciplinary action and may result in the communication device being confiscated. A student may possess a personal communication devices (PCDs) 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 the device is powered off or silenced during instructional hour - "No Cell, Bell to Bell."

The of PCDs and electronic storage devices in school, on school property, at after school activities and at school-related functions will be subject to disciplinary action (as outlined in the PCD section of the Student Handbook on page 20-21).

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 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 PCD.

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

26. Violation of individual school/classroom rules

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

27. Violation of bus rules

Please refer to Section V on transportation for bus rules.

28. Disruption of the educational process

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

29. Harassment

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

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national

origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students.

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 s/he has been/or is the victim of harassment should immediately report the situation to the teacher, school administration, or may report it directly to the anti-harassment compliance officers Dr. Matthew Dailey at 269-488-7360, or Maddy Stephens at 269-488-7350. Complaints will be investigated in accordance with AG 5517.

Every student should, and every staff member **must** report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.
If the investigation finds harassment occurred it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employee, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members.

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

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

Harassment

A. submission to such 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, 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 annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires 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.

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 s/he has been or is 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.

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. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

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

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, 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.

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.

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 will utilize restorative practices that emphasize repairing the harm to the victim and school community in the correction of bullying behavior, which may include victim-offender conferences that:

A. are initiated by the victim;

B. are approved by the victim's parent or legal guardian or, if the victim is at least fifteen (15), by the victim;

C. are attended voluntarily by the victim, a victim advocate, the offender, members of the school community, and supporters of the victim and the offender (the "restorative practices team";

D. would provide an opportunity for the offender to accept responsibility for the harm caused to those affected, and to participate in setting consequences to repair the harm, such as requiring the student to apologize; participate in community service, restoration of emotional or material losses, or counseling; pay restitution; or any combination of these. The selected consequences and time limits for their completion will be incorporated into an agreement to be signed by all participants.

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, s/he 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 gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. 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, 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)
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.

31. 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.

32. Profanity

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

DISCIPLINE

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

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

Two types of discipline are possible, informal and formal.

Informal Discipline

Informal discipline takes place within the school. It includes:

- writing assignments;
- change of seating or location;
- lunch-time after-school detention;
- in-school restriction

Detentions

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

In-School Discipline

The following rules shall apply to in-school restriction

- Students are not to communicate with each other unless given special permission to do so.
- Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- No food or beverages shall be consumed, unless given permission.

Formal Discipline

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

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

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

When a student is being considered for expulsion, a formal hearing is scheduled and the parents 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, s/he 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)

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 his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed, within two (2) school days after receipt of the suspension notice, to the building Principal. The request for an appeal must be in writing.

During the appeal process, the student shall not be allowed to remain in school.

The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. If the appeal is heard by the 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, s/he may make-up work while on suspension.

Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make-up may be reflected in the grades earned.

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

Long-term suspension or expulsion from school
When a student is being considered for long-term suspension (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 his/her parents, legal counsel, and/or by a person of his/her choice.

Within more than 1 day but not more than 10 days (as in AG 5610) after notification of long-term suspension or expulsion, the long term suspension or expulsion may be appealed, in writing, to the building Principal. 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.

The 7-12 Campus makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the building 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 his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

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

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

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions

contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

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

The District also has the right to enlist the aid of an outside agency equipped with detection equipment and/or detection canines.

STUDENT RIGHTS OF EXPRESSION

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non sponsored, 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, pervasive, 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 building Principal twenty-four (24) hours prior to display.

STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES

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

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

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

SECTION V - TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

The transportation schedule and routes are available by contacting the Transportation Department, Director Marc Fox at 269-488-7395.

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 a parent 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.

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:

<u>Previous to loading (on the road and at school)</u>

Each student shall:

- line up single file off the roadway to enter;
- wait until the school transportation is completely stopped before moving forward to enter;
- refrain from crossing a highway until the driver signals it is safe to cross;
- go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. The bus will not wait. Drivers will not wait for students who are not at their designated stops on time.

<u>During the trip</u>

Each student shall:

- remain seated while the school transportation is in motion;
- keep head, hands, arms, and legs inside the school vehicle at all times;
- not litter in the school vehicle or throw anything from the vehicle;

- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other riders;
- not eat or play games, cards, etc.;
- not tamper with the school vehicle or any of its equipment.

Leaving the bus

Each student shall:

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

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

VIDEO RECORDINGS ON SCHOOL BUSES

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

If a student misbehaves on a bus and his/her actions are recorded, the recording will be submitted to the principal and may be used as evidence of the misbehavior. Since these recordings 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 assume full responsibility for any transportation to and from school not officially provided by the school.

The following rules shall apply:

1. Students shall complete the Student Vehicle Form 5514 F1 and provide evidence of:
    - driver's license
    - insurance certificate
    - vehicle registration
2. Parking lot speed limit is 15 mph.

3. The student must obtain a permit from the Main Office which are free of charge.

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

When the school provides transportation, students shall not drive to school-sponsored activities unless written permission is granted by their parents and approved by the principal. Approved student drivers may not transport other students to a school sponsored activity without written permission from the parents of passenger students and approval by the principal.

Student Drivers

Student Motor Vehicle Operations:
Driving to school is a privilege that can be revoked at any time. Eligible students are encouraged to use school provided transportation. Students and their parents assume full responsibility for any transportation to and from the school unless transportation provided by the school is used.

Students driving to school must follow these regulations:

- Reckless driving, speeding or any other careless use of the vehicle will result in disciplinary actions including suspensions and loss of driving privileges.
- Park on school property at your own risk. The school is not responsible for your vehicle while parked on school property.
- Vehicle must be registered with the school office.

Failure to register a vehicle with the office will not deny the school jurisdiction: For the purpose of this policy, the jurisdiction of the school shall extend to all school property and extra-curricular activities held after the close of the regular school day.

1. General Regulation: No student shall operate a motor vehicle or be a passenger in a motor vehicle operated by a student while under the jurisdiction of the school, except as herein expressly set forth. The driving to and from school during school hours, including approved extra-curricular activities, of motor vehicles and cycles is a privilege and shall be permitted with the approval of the Administration, under the following provisions:

   a. A student driver must possess a valid driver's license,proof of registration, and insurance. Stickers may be assigned.

   b. Students wishing to drive for special purposes such as consortium, co-op, work experience, and any emergency that might occur, must have written permission from a parent and the Administration.

   c. Any student involved in an accident on school property must report the incident to the high school office.

2. Operation on school premises: Appropriate areas shall be designated for parking of student vehicles. A student vehicle shall not be operated during school hours except as the administration shall expressly allow.

3. Student Passengers: A student shall not be a passenger in a motor vehicle operated under the provisions of this policy without the prior approval of the Administration.

Driving Policy -- High School:

1. All vehicles driven to school by students must be properly parked within designated parking areas.

2. Students are not to sit in cars in the parking lot at any time during the school day. The parking lot is off limits (See Closed Campus).

Student Motor Vehicle Operations Violations

1. Parking in Unauthorized Area:

- All vehicles must park in student designated parking areas only. Vehicles found parked in staff or visitor parking designated areas will be subject to the following:

1st offense – warning may be given, move your vehicle, before/after school detention assigned. 2nd offense – loss of driving privileges for 1 week.
3rd offense – your vehicle may be ticketed and/or towed and your driving privilege revoked.

- Failure to comply with these regulations may result in police issued tickets, possible towing, and loss of driving privilege.

- Deadline for parking permit stickers to be located on your vehicle is FRIDAY, SEPTEMBER 22, 2023. Students without proper stickers will be subject to disciplinary action and loss of the driving privilege.

Bicycles

Students riding bicycles to school must park them in the bike rack at the West end of the building. Students are urged to lock their bikes. The school cannot be liable for lost bicycles.