

Marlette Junior/Senior
High School

Student/Parent Handbook
2017-2018
School Year

“Educating, Inspiring, and Preparing
Individuals for Their Future”

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This Student/Parent Handbook is based in significant part on policies adopted by the Marlette Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was approved by the Marlette Board of Education on June 13, 2011. If you have questions, or would like more information about a specific issue or documents, contact Principal, Garnett Kohler, Superintendent, Sarah Barratt, or access the document on the District's website: www.marletteschools.org by clicking on Board of Education, then Marlette Community Schools By-Laws and Policies to find a specific policy or administrative guideline.

Furthermore, during the course of the year, situations that arise that are not specifically covered in this handbook. In these cases, the administration will use its best judgment in carrying out the Marlette Board of Education policies, resolving conflicts and answering questions. These guidelines apply anytime a student is on school property or attending a school function. The administration and staff of the high school are committed to the principle of fair and equal treatment of all students within the school, as well as uniform and equal enforcement of all school policies. In the event an individual feels the District is not fulfilling this commitment, he/she is encouraged to contact the Principal.

TO THE STUDENTS OF MARLETTE JR/SR HIGH SCHOOL AND THEIR PARENT/GUARDIANS

- The administration and staff would like to take this opportunity to welcome you to Marlette Junior/Senior High School. It is our wish that you have a successful, productive and active school year. The teachers, counselor, principal and support staff are here to assist you with your education. We believe that working in an atmosphere of cooperation and trust promotes a positive school experience. This handbook has been developed in the interest of providing information about our school that will be helpful to you. Please take the time to look through this handbook using the index for easy reference. If you have any questions or concerns, please let us know. Best wishes for a successful school year.

MISSION OF THE SCHOOL

- Marlette Community Schools, united with the community, inspires lifelong learners who value diversity, adapt to change, and are responsible, respectful citizens.

NOTICE OF NONDISCRIMINATION AND GRIEVANCE PROCEDURES FOR TITLE VI, TITLE IX, SECTION 504, AGE ACT AND ADA

NONDISCRIMINATION

- The Board of Education declares it to be the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District or social or economic background, to learn through the curriculum offered in this District.

COMPLAINT PROCEDURE

- If any person believes that the Marlette Community School District or any of the District's staff has inadequately applied the principles and/or regulations of (1) Title II, Title VI, and Title VII of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) The Age Act, and (5) The Americans with Disabilities Act, she/he may bring forward a complaint, which shall be referred to as a grievance, to the District's Civil Rights Coordinator.

Sarah Barratt, Superintendent, Marlette Community Schools, 6230 Euclid St., Marlette, MI 48453

The person who believes she/he has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the District's Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant. She/he may initiate formal procedures according to the following steps:

A written statement of the grievance (See Appendix Form 2260 F2) signed by the complainant shall be submitted to the District's Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

If the complainant wishes to appeal the decision of the District's Civil Rights Coordinator, she/he may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion and respond in writing to the complainant within ten (10) business days.

If the complainant remains unsatisfied, she/he may appeal through a signed written statement to the Board of Education within five (5) business days of his/her receipt of the Superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

If at this point the grievance has not been satisfactorily settled, further appeal may be made to the U.S. Department of Education, Office of Civil Rights, 600 Superior Avenue, Room 750, Cleveland, Ohio 44114. Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, Department of Education, Washington, D.C. 20201. The District's Coordinator, on request, will provide a copy of the District's grievance procedure and investigate all complaints in accordance with this procedure. A copy of each of the Acts and the regulations, on which this notice is based, may be found in the District Coordinator's office (Form 2260 F8).

PARENT INVOLVEMENT POLICY

-The District has implemented several activities to provide parents and community members with the opportunity to be actively involved with their children's educational process, including, but not limited to: open houses, parent/teacher conferences, volunteer programs, reviews of Special Education Individualized Education Plans (IEP), after-school tutoring programs, orientation programs, Project Graduation Parent Committee, Human Reproduction and AIDS Advisory Committee, Athletic Advisory Committee, and Sanilac County Special Education Advisory Board.

-The District provides parents and community members with information via the following sources: report cards, progress reports, the District's website, annual report/calendar, building newsletters, press releases, community access television channel, public school board meetings and periodic surveys.

SCHOOL DAY

-The school day for students at Marlette Jr/Sr High, begins at 8:10 a.m. and concludes 3:04 p.m.

STUDENT RIGHTS AND RESPONSIBILITIES

- The rules and procedures of the School are designed to allow each student to obtain a safe, orderly and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teacher directions and obey all school rules. Disciplinary procedures are designed to insure due process (a fair hearing) before a student is removed because of his/her behavior. Parent/guardians have the right to know how their child is succeeding in school and will be provided information on a regular basis as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the mail or hand delivery may be used to insure contact. Parent/guardians are encouraged to build a two-way link with their student's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals. The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from Mr. Kyle Wood, Principal. Adult students (age 18 or older) are expected to follow all school rules. If residing at home, adult students should include their parent/guardians in their educational program. Eighteen year-old students are legally recognized as adults. Except as noted below, policies and procedures set forth in the Student Handbook will apply to all students, regardless of their attainment of the age of majority.

Students 18 years and older: May have the same privilege as their parent/guardians as it relates to their student records; may represent themselves during disciplinary conferences and be the addressee for their grade reports; may sign themselves in and out of school and may verify their own absences. **Eligible students who wish to assert these rights should register their intent in the main school office. Until such time as the eligible student registers this intent, school officials will not apply the above exceptions to school policies and procedures.** NOTE: All school attendance standards continue to apply to students regardless of their age.

STUDENT WELL-BEING

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

INJURY AND ILLNESS

- **All injuries must be reported to a teacher or the office.** If the injury is minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures. **A student who becomes ill during the school day should request permission from the**

teacher to go to the office. The office will contact a parent/guardian who will then determine whether or not the student should remain in school or go home. **No student will be released from school without proper parent/guardian permission.**

HOMEBOUND INSTRUCTION

-When an enrolled student becomes homebound or hospitalized for a medical condition which will extend beyond five (5) school days, the District must be notified. The District will require written certification from the attending physician of the student's condition and any limitations that will affect the student's ability to benefit from instruction. Upon verification, a homebound instructor will be provided for the student. The student's regularly-assigned teacher(s) is responsible for assigning the content of the instruction, reviewing the results of the homebound or hospitalized instruction, and assigning a grade. The homebound/hospital teacher is to work with the regularly-assigned teacher(s) to assure the student receives the instruction, provide basic assistance to the student, and identify any problems or accommodations that may need the regularly-assigned teacher(s) attention. The student will receive a minimum of two (2) forty-five (45) minute periods of instruction per week until the student is released to return to school. All instructional materials and supplies will be furnished by the school in which the student is registered.

-If the student is enrolled in special education, arrangements will be made regarding the student's IEP and the objectives to which homebound instructional efforts should be addressed. The student will receive a minimum of two (2) nonconsecutive hours of instruction per week until the student is released to return to school. (AG 2412)

SECTION I – GENERAL INFORMATION

ENROLLING IN THE SCHOOL

- Students are expected to enroll in the attendance district in which they live, unless they are exercising the Sanilac I.S.D. Schools of Choice option. (Schools of Choice information may be obtained from the Superintendent's Office.) Students that are new to Marlette Jr/Sr High School are required to enroll with their parent/guardians or legal guardian. When enrolling, the parent/guardians must bring in: 1) State certified birth certificate (**not a hospital certificate or "Cradle Roll"**); 2) Proof of Residency; 3) Proof of Immunizations (**must be up-to-date**); 4) Custody papers from a court (if appropriate).

-In some cases, a temporary enrollment may be permitted. If that is done, the parent/guardians will be told what records are needed to make the enrollment complete. Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. The Guidance Counselor will assist in obtaining the transcript, if not presented at the time of enrollment. Adult students (18 years of age or older) may enroll themselves, but if residing with their parent/guardians, are encouraged to include them in the process. Adult students do carry the responsibilities of both the student and parent.

SCHEDULING AND ASSIGNMENT

- Schedules are provided to each student at the beginning of the school year, or upon enrolling. The schedule is based upon the student's needs, ability levels, appropriate electives, requirements and available class size. It is important to note that some courses may be denied because of available space or the need to take prerequisites. Students are expected to follow their schedules. Schedule changes may be made at the beginning of each semester and must be approved by way of a Schedule Change Form signed by the Counselor, the student's parent/guardians and the student's teachers.

TRANSFER OUT OF THE DISTRICT

- If a student plans to transfer from Marlette Jr/Sr High School, the parent must notify the Principal's office. **Transfer will be authorized only after the student has completed the arrangements, returned all school materials and paid any fees or fines that are due.** School records may not be released if the transfer is not properly completed. Parent/guardians are encouraged to contact the Principal's office for specific details.

WITHDRAWAL FROM SCHOOL

- No student under the age of 18 will be allowed to withdraw from school without the written consent of his/her parent/guardians.

REVIEW OF INSTRUCTIONAL MATERIALS

- Mr. Garnett Kohler, Principal, is responsible for coordinating inspections of instructional materials in the school. He can be reached at 989-635-4935. Parent/guardians have the right to inspect, upon request, any instructional materials used as part of the educational curriculum of the student. The parent will have access to the instruction material within a reasonable period of time and includes instructional content provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Parent/guardians will be notified prior to any instruction regarding sex education and/or AIDS. Any parent/guardian who wishes to review materials or observe instruction should contact the principal prior to coming to the school.

STUDENT RECORDS

- The District is responsible for maintaining records of all students attending schools in the District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by staff. Mr. Kyle Wood, Principal, is the Custodian of Records, and is responsible for the supervision of student records. His office is located in Marlette Jr/Sr High School, 3051 Moore Street, Marlette, MI 48453. He can be reached by calling 989-635-4935. Each student's records will be kept in a confidential file. The information in a student's record file will be available for review only by the parent/guardians of a student, adult student (eighteen (18) years of age or older), and those authorized by Federal law and State and District regulations. A parent or adult student has the right to inspect and review the student's education records within forty-five (45) days after receipt of the request; request amendments if the parent or adult student believes the record is inaccurate, misleading, or otherwise in violation of the student's rights; consent to disclosures of personally-identifiable information contained in the student's education records, except to those disclosures allowed by law (Guideline 8330 describes those exceptions and is available upon request); challenge District noncompliance with a parent's request to amend the records through a hearing (If the Custodian of Records decides not to amend the record, the parent or adult student will be so notified and provided the opportunity for a hearing); sign a written request to the Board that indicates that the student/parent/legal guardian does not want the student's directory information (including name, address, and phone number, regardless of the District's definition of student directory information) to be accessible to official recruiting representatives of the armed forces or institutions of higher learning, then the officials of the school board shall not allow that access to the student's directory information. Form 8330 F13 (see Appendix) can be completed to deny release of directory information; file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., S.W., Washington, DC 20202-4605 if they believe their rights have been violated under the Family Educational Rights and Privacy Act (FERPA) or the Protection of Pupil Rights Amendment (PPRA); obtain a copy of the District's Policy 8330 and AG 8330 on student records.

-The District has established the following information about each student as "**directory information**": student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, height and weight if a member of an athletic team, dates of attendance, date of graduation, awards received, honor rolls, or scholarships. The District will make the above information available upon legitimate request unless a parent, guardian or adult student notifies the School in writing within 10 days (refer to Policy 8330) from the date of this notification that she/he will not permit distribution of any or all such information. **Parent/Guardians can request the release of student records using Form 8330 F4 which is available from the Principal's office. NOTE: Annually, the Board of Education is required to notify all male students age eighteen (18) or older that they are required to register for the selective service.**

-**Confidential records** contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Michigan law. This information can only be released with the written consent of the parent/guardians, the adult student or a surrogate. The only exception to this is to comply with State and Federal laws that may require release without consent. Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions and communications with the family and outside service providers. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent only with the permission of the originator. Such records shall be placed in a student's file only with knowledge of the parent. Parent/guardians may obtain such records from the originator and should maintain them in a home file. Parent/guardians may also provide the school with copies of records made by non-school professional agencies or individuals. Information on former students also falls into directory and confidential information categories and will be made available on the same basis as enrolled students. Students and parent/guardians

have the right to review all educational records generated by the school district, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requester. If a review of records is desired, please contact the Principal's office in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions there may be.

STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION

- The District respects the privacy rights of parent/guardians and their children. No student shall be required as a part of the school program or the District's curriculum, without prior written consent, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning: political affiliations or beliefs of student or family; mental or psychological problems of the student or family; sex behavior or attitudes; illegal, anti-social, self-incriminating or demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships, legally-recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers; religious practices, affiliations or beliefs of the student or family; 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.) The District shall ensure that procedures are established whereby parent/guardians may inspect any materials used in conjunction with any survey, analysis or evaluation. Further, parent/guardians 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. (Policy 2416)

IMMUNIZATIONS

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

Immunization requirements - Unless given a waiver, students must meet the following requirements:

DIPHTHERIA-Four (4) or more doses of DTP or DT (pediatric) vaccine or any combination thereof, is the minimum acceptable. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry. One (1) TDAP dose for children 11 years of age or older upon entering 7th grade or higher.

TETANUS-Four (4) doses of any appropriate tetanus vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry. One (1) TDAP dose for children 11 years or older or when entering 7th grade.

PERTUSSIS-Four (4) doses of any appropriate pertussis vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry. One (1) TDAP dose for children 11 years or older or when entering 7th grade.

POLIO-Three (3) doses of any appropriate polio vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.

MEASLES-Two (2) doses of live measles virus vaccine on or after 1st birthday at least thirty (30) days apart with one (1) of the doses given after fifteen (15) months of age. A physician's certification of laboratory evidence of immunity in the blood will satisfy these requirements.

RUBELLA-Two (2) doses of live rubella virus vaccine after 1st birthday at least thirty (30) days apart with one (1) of the doses given after fifteen (15) months of age. A physician's certification of laboratory evidence of immunity in the blood will satisfy these requirements.

MUMPS-Two (2) doses of live mumps virus vaccine after 1st birthday at least thirty (30) days apart with one (1) of the doses given after fifteen (15) months of age. A physician's certification of laboratory evidence of immunity in the blood will satisfy these requirements.

HEPATITIS B-Three (3) doses are required.

VARICELLA-Two (2) doses required if received on or after the 1st birthday but prior to the 13th birthday OR 2 doses required, administered at least 28 days apart, if the child received the 1st dose on or after the 13th birthday OR proof of the chicken pox disease.

MENINGOCOCCAL-One (1) dose for children 11 years of age or older upon entry into 7th grade or higher.

EMERGENCY MEDICAL AUTHORIZATION

- State law requires that all students must have an emergency medical card completed, signed by a parent or guardian and filed in the main office. **A student may be excluded from school until this requirement has been fulfilled.** Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the main office. The Board has also established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities and co-curricular activities. The School has made the Form available to every parent at the time of enrollment.

USE OF MEDICATIONS

- Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the main office. **All medications, prescribed and non-prescribed, are to be delivered to the main office and taken only with adult supervision.** The office staff is available to discuss the procedure for medications and treatments. **No medications or medical treatments are to take place in school without approval. There is one exception to this rule. Public Act 10 allows students, with appropriate written permission from the physician and parent, to possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms.** In those circumstances where a student must take prescribed medication during the school day, parent/guardians should determine with their physician's counsel whether the medication schedule can be adjusted to avoid administering medication during school hours. **The Medication Request and Authorization Form 5330 F1, available from the Principal's office, must be filed with the Jr/Sr High School Principal before the student will be allowed to begin taking any medication during school hours. All medications must be registered with the principal's office.** 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. A two 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. 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. The parent/guardians 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. 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 request and the parent's written release. **No staff member will be permitted to dispense non-prescribed, over-the-counter (OTC) medication to any student.**

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.**

Bloodborne Pathogens - Marlette Community Schools' staff receive yearly training to effectively eliminate or minimize student's exposure to bloodborn pathogens. Universal precautions are practiced, including the covering of open wounds, wearing protective equipment (gloves, masks, etc.), proper disposal of contaminated items, cleaning contaminated surfaces and practicing good hygiene. Furthermore, employees are provided with washing facilities or antiseptic hand cleaner, latex gloves and disposable cleaning towels for use as needed. The District's Bloodborne Exposure Control Plan is on file in the Superintendent's Office. Parents wishing to review the plan can contact the office at 989-635-7429.

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 insure 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. The District is subject to regulations from the Occupational Safety and Health Administration (OSHA) to restrict the spread of Hepatitis B virus (HBV) and human immune deficiency virus (HIV) in the workplace. **Part of the Federally-mandated procedures include a requirement that the District**

request the person who was bleeding to consent to be tested for HBV and HIV. This information would then be provided to both the exposed person and the treating physician to determine proper medical treatment. **The law does not require parent/guardians to grant permission for the examination of their child's blood, but it does require the District to request the consent.** The District expects that incidents of exposure will be few, but advance notification will help parent/guardians understand the reason for such requests if the situation should arise. (Form 8453.01 F5)

HEALTH SERVICES

- In compliance with the law, students may be required to submit to periodic health examinations to protect the school community from the spread of communicable disease, determine that each student's participation in health, safety and physical education courses meets his/her individual needs and determine that the learning potential of each student is not lessened by a remediable, physical disability. The District shall specify the need for services which may include, but not be limited to: student physical examinations, athlete physical examinations, dental examinations, tests for communicable diseases, vision screening, audiometric screening, and scoliosis tests. Parent/guardians shall be notified when any non-emergency, invasive physical examination or screening is scheduled. (Policy 5310)

RESPIRATOR USE

- If it has been determined that a student must use a respirator as part of their vocational training at school, authorization from a parent/guardian and physician will be necessary. Forms can be obtained in the Principal's Office. Staff will also be trained in the proper use of respirators. (Forms 7430-F1/2/3)

PESTICIDE APPLICATIONS

- As part of the Marlette Community Schools pest management program, pesticides are occasionally applied. Postings of any pesticide applications will be placed at the entrance of the affected school building. You also have the right to a contact by mail prior to any pesticide application made to the school grounds and buildings. In certain emergencies, pesticides may be applied without prior notice. If you wish prior notification, please send the information listed below to: *Marlette Community Schools, Attn: Superintendent, 3197 Sterling St., Marlette, MI 48453* Pesticide Prior Notification Requests should include: Parent/Guardian name, student's name, home address, telephone numbers (day and evening); and indication of whether prior notification is requested for treatment inside the building, on building grounds, or both. The request should be signed and dated. Requests must be filed annually.

AMERICANS WITH DISABILITIES ACT

SECTION 504

- The American's with Disabilities Act (A.D.A.) requires the School to ensure that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals. Students with disabilities may be served within the regular education program with an accommodation plan developed by school staff. Parent/guardians who believe their child may have a disability that substantially limits the child's ability to function properly in school, should contact the Superintendent's Office at 989-635-7429.

SPECIAL EDUCATION

- Marlette Community Schools provides a variety of Special Education programs for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA). A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the District wants the parent to be an active participant. To inquire about the procedure or programs, a parent/guardian should contact the Superintendent's Office at 989-635-7429.

MEAL SERVICE AND LUNCH PARAMETERS

- The School participates in the National School Lunch Program and makes breakfast and lunches available to students. Breakfast is available for \$1.60 from 7:50 a.m. until 8:10 a.m. Basic and Sub Lunches are available for \$2.60. Milk is available for 40¢. A la carte items are also available. **All meals are served on a cash basis. Student debit cards are used for recording purchases. Students will be informed when their account drops below \$10.00.** If a student reaches a \$20.00 deficit, they will no longer be allowed to charge lunches and will be provided another option. Delinquent payment could result in referral to a collection agency and possible reporting to Family Independence Agency for neglect. The school reserves the right to provide alternative meal options. Students may also bring their own lunch to school to be eaten in the school cafeteria. In order to insure the best possible atmosphere during lunch, students will adhere to the following guidelines:

- **Trays and silverware are to be properly disposed of.** All waste is to be deposited in the trash containers and tables are to be left clean.
- **Food is to be eaten in the cafeteria** unless approval is given by the lunch supervisor or the principal. Permission is usually granted when the weather is nice and students go immediately outside.
- **No food or drink is to be taken into the gym area.**
- It is assumed that reasonable table manners will be followed and normal conversation is appropriate.

During each of the lunch periods, students are not to be in the West end of the building or in the upstairs hallway. Students are asked to exit the north doors of the cafeteria and move outside or into the East hallways near the gym. Once outside, students are to remain on campus and are not allowed in the parking lot or the area directly beyond the gym. **No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the Principal or his designee.** 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 she/he is eligible, contact the main office for a form. Questions or suggestions regarding food services should be directed to the Superintendent's Office at 989-635-7429.

FIRE, TORNADO, LOCK DOWN AND OTHER EVACUATION 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 system for tornadoes is different from the alarm system for fires and consists of a PA announcement, or if the electricity is out, the use of a coach's whistle in the hallways.

Lock Down drills will be conducted throughout the school year using the procedures provided by the State. The alarm system consists of a PA announcement.

Other Evacuation Procedures: Based on the situation students may be evacuated from the building to an area deemed to be the safest for all students.

UNUSUAL SITUATIONS: It is impossible for the handbook to identify every situation that could take place. Regardless of the situation, student safety will be our number one priority when dealing with difficult and rare situations.

EMERGENCY CLOSINGS AND DELAYS

- If school must be closed early, be closed for the entire day, or have a delayed opening because of inclement weather or other conditions, the following radio and television stations will be notified:

WMIC/WTGV-Sandusky 660 AM 97.7 & 92.5 FM

WHNN - Saginaw 96.1 FM

WNEM-TV Chanel 5

WXYZ-TV Channel 7

WJRT-TV Channel 12

WEYITV Channel 25

Marlette Community Cable Channel 6

Parents can also be notified of school closings via texts or emails by signing up Remind and Sky Alert. **Parent/Guardians and students are responsible for knowing about emergency closings and delays.**

PREPAREDNESS OF TOXIC AND ASBESTOS HAZARDS

- The Board of Education is concerned for the safety of the students and staff members and will attempt to comply with all Federal and State statutes and regulations to protect them from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos material used in previous construction. The District has developed the following plans which are on file in the Superintendent's Office: Hazard Communication Program, Asbestos Plan and Emergency Safety Response Plan.

VISITORS

– Parent/guardians and other adults are welcome to visit the school at any time. They must check into the main office upon arrival. **Jr/Sr High School age visitors ARE NOT permitted in the building at any time during the normal school day.** This allows for the least amount of interruption from our intended purpose. Exceptions may be granted for educational reasons, such as a student exchange day, or a guest speaker.

USE OF THE LIBRARY

- The library is available to students throughout the school day. Passes may be obtained from a student's teacher. Books on the shelves may be checked out for a period of three weeks. Books may be renewed. To check out any other materials, check with the library para-pro. **All materials checked out of the library must be returned on time.** Overdue notices are sent twice to remind students to return or renew library materials. After that, report cards may be held in the office for students with overdue library materials at the end of each marking period.

USE OF THE SCHOOL EQUIPMENT AND FACILITIES

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

HALL PASSES

– When classes are in session, no student is to ever leave a room without a hall pass.

LOST AND FOUND

- The lost and found area is in the Main Office or Cafeteria. 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 FEES, FINES AND CHARGES

- Marlette Jr/Sr High School charges specific fees for Band and 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. **Fees may be waived in situations where there is financial hardship.** The school and staff do not make a profit. Yearly class dues are also assessed. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine is used to pay for the damage, not to make a profit. Library late fines can be avoided when students return borrowed materials promptly. Failure to pay fines, fees or charges MAY RESULT IN THE WITHHOLDING OF GRADES AND CREDITS.

STUDENT FUND-RAISING

- Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members and members of the community in accordance with school guidelines. The following general rules will apply to all fund-raisers. Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds. A student will not be allowed to participate in a fund-raising activity for a group in which she/he is not a member without the approval of the fund-raising activity supervisor. No student may participate in fund-raising activities off school property without proper supervision by approved staff or other adults. No student will be allowed to do house-to-house canvassing for any fund-raising activity. Any fund-raisers that require students 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 over-extending himself/herself to the point of potential harm.

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. This includes locker room areas.

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. No student may participate in a fund-raising activity conducted by a parent group, booster club or community organization on school property without the approval of the principal.

USE OF OFFICE TELEPHONE

– The office telephone will be available for student use. Students are not to use telephones to call parent/guardians to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

CELL PHONE USE POLICY (Adopted 8/14/17)

-Marlette Community Schools has developed guidelines to comply with state law and district policy concerning the possession of wireless communication devices. Marlette Jr/Sr High School will use the following "zone" guidelines when monitoring student wireless device (MP3 players, cell phones, etc.) use:

- Green Zones: these are times/areas when students may use their wireless devices
 - Before or after school
 - During the student's assigned lunch period
 - Passing Time: traveling between class periods (students must have their cell phone placed out of sight prior to their next class beginning)
 - On the school bus, unless directed otherwise by a bus driver, coach, sponsor, teacher, or other adult in a position of authority.
 - At school-sponsored after-school activities, unless otherwise directed by an adult in a position of authority.
- Yellow Zones: these are times/areas in which the student may only use their wireless device if permission is granted by a teacher/authority figure
 - Instructional time (if the teacher/authority figure grants prior permission for academic purposes)
 - Jr./Sr. High Main Office (if the secretary/authority figure grants prior permission to the student)
- Red Zones: these are times/areas in which students **shall not** use their wireless device
 - In bathrooms, locker rooms, or any other place that requires privacy.
 - For purposes of recording audio/video of any individual without their consent.
 - Outside of the classroom (hallway) during class/instructional periods regardless of what color the class is under.

It should be understood that using wireless communication devices requires students to abide by all other related school rules concerning appropriate use of technology. Furthermore, any cell phone usage that violates district policy on bullying, harassment, and or hazing will not be tolerated and will result in additional disciplinary action as noted in the Student Code of Conduct.

Consequences for violations of this policy are as follows:

Violations of the Policy shall be as follows and is cumulative for the school year:

1. **First Offense** – Phone is taken away and may be picked up in the Principal's Office at the end of the day by the student.
2. **Second Offense** – Phone is taken away and must be picked up in the Principal's Office at the end of the day by the parent/guardian; student will be issued an after-school detention.
3. **Third Offense** – Phone is taken away and must be picked up in the Principal's Office at the end of the day by the parent/guardian; student will be issued an in-school restriction at a future date.
4. **Fourth Offense** – Phone is taken away and must be picked up in the Principal's Office at the end of the day by the parent/guardian; student will be issued a one (1) day out-of-school suspension.
5. For any additional policy violations a one day out-of-school suspension will continue to be added to match the offense number with the parent/guardian picking up the phone in the principal's office.

If a student refuses to forfeit their phone to a staff member, when instructed to do so, the student will be sent to the office and sent home for the rest of the day. If a parent cannot be reached, the student will spend the rest of the day in an In-School Suspension. The cell phone violation will be recorded.

ADVERTISING OUTSIDE ACTIVITIES

- No announcements or posting of outside activities will be permitted without the approval of the principal. A minimum of 24 hours' notice is required to ensure that the Principal has the opportunity to review the announcement or posting. The School has two bulletin boards. One is located outside the library and the other is located by the main office. Either may be used for posting notices after receiving permission from the Principal or his designee.

SECTION II – ACADEMICS

COURSE OFFERINGS - *The following are available to 9-12 students (CC-Career Center), (FSU – Concurrent Enrollment Course through Ferris State Univ.)*

<i>English 9</i>	<i>English 10</i>	<i>English 11</i>	<i>Honors Eng. 11</i>	<i>English 12</i>	<i>Honors Eng. 12</i>	<i>English 150 (FSU)</i>
<i>Yearbook</i>	<i>Algebra I</i>	<i>Algebra II</i>	<i>Geometry</i>	<i>Personal Finance</i>	<i>Math 115 (FSU)</i>	<i>Math 120 (FSU)</i>
<i>Math 130 (FSU)</i>	<i>Math 220 (FSU)</i>	<i>Intro to Engineering</i>	<i>AP Biology</i>	<i>Biology</i>	<i>Chemistry</i>	<i>Honors Chemistry</i>
<i>Forensic Science</i>	<i>Integrated Science</i>	<i>Physics</i>	<i>Archaeology</i>	<i>US History</i>	<i>Civics</i>	<i>Economics</i>
<i>AP US History</i>	<i>Accounting</i>	<i>Intro to Business</i>	<i>Technology I</i>	<i>Technology II</i>	<i>Spanish I</i>	<i>Spanish II</i>
<i>CARE 102 (FSU)</i>	<i>Music of the World</i>	<i>Marching Band</i>	<i>Concert Band</i>	<i>Art</i>	<i>Lifetime Fitness</i>	<i>Health</i>
<i>CC Auto Service</i>	<i>CC Biotechnology</i>	<i>CC Careers in Ed</i>	<i>CC Construction</i>	<i>CC Cosmetology</i>	<i>CC Culinary Arts</i>	<i>CC Digital Media</i>
<i>CC Engineering & Design</i>	<i>CC Graphics & Design</i>	<i>CC Health Occ.</i>	<i>CC Network Administration</i>			

FIELD TRIPS

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

PROMOTION, PLACEMENT AND RETENTION

GRADES

- Marlette Jr/Sr High School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, she/he should ask the teacher. Students shall receive a report card at the end of each nine week period indicating their grades by using a numerical system for each course of study for that portion of the academic term. Final exams are part of the semester averages.

-The grading code is as follows:

B+ = 3.3 (87-89%)	A = 4.0 (93-100%)	A- = 3.7 (90-92%)	Excellent Achievement
C+ = 2.3 (77-79%)	B = 3.0 (83-86%)	B- = 2.7 (80-82%)	High Achievement
D+ = 1.3 (67-69%)	C = 2.0 (73-76%)	C- = 1.7 (70-72%)	Average Achievement
E = 0.0 (59% and below)	D = 1.0 (63-66%)	D- = 0.7 (60-62%)	Low Achievement
			Unacceptable Achievement – Failure
CR = Credit	NC = No Credit	I = Incomplete	W = Withdrawal/No Credit

A grade of an "I" (Incomplete) must be made up within two weeks. If the work is not completed within the two week period the "I" becomes an "E", unless the student has made special arrangements with their teacher. Academic progress reports are sent during each marking period to the parent/guardians of students in difficulty, or not passing at that time. A student's progress toward graduation and receiving a diploma is determined by completing required course work, earning the necessary credits and passing the State proficiency tests. It is the student's responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the Guidance office and the counselor will be pleased to answer any questions.

CREDIT/NO CREDIT

- A class will only be allowed to be taken for a credit/no credit option when a letter grade would be impractical or extenuating circumstances is present for the course. Students will not be allowed to take a course credit/no credit in order to not have the class counted in their GPA.

GRADUATION REQUIREMENTS

- Normally, a student will complete graduation requirements in four years. In order to receive a diploma and graduate, a student will need to participate in all proficiency tests, must take the appropriate Michigan state assessment tests prior to graduation, must meet the school requirements for basic course work, must earn the total number of minimum credits and must enroll in six (6) classes each semester for a total of two (2) semesters per school year. A student enrolled in special education may be exempted from the State proficiency tests. Such an exemption is made by the I.E.P. Team. The student may still need to earn the required credits indicated by the I.E.P. Specific course requirements are:

Subject	Credits Needed	Subject	Credits Needed
English	4	**Computer Technology	1
Math	4	Visual/App/Performing Arts	1
Science	3	World Language	1
*Social Studies	3	Electives	3
PE/Health	1	Total Credits for Class of 2017 & beyond	22

*The above noted Social Studies credits include, but are not limited to World History/Geography, US History, Government and Economics.

**When the rigor of the Michigan Merit Curriculum warrants additional Academic Support classes for a student with an individualized Education Plan, in order to progress and access in the curriculum, an Academic Support shall be taken in lieu of Technology I and/or Technology 2; which is a Marlette Board of Education graduation requirement. Basic technology components are embedded throughout many core classes that will give an understanding of today's technology. Technology education is a valuable component of a student's knowledge base and this provision will be examined on a case-by-case manner by the Special Education Director, Case Manager, School Counselor, Principal, Student and Parent.

TESTING OUT OF A COURSE

- There may be occasions when a student requests the opportunity to demonstrate reasonable mastery in a semester or year-long course offered at the high school, as authorized by the School Code. Students can test out of a course for credit recovery or for advancement purposes. A student wishing to test out of a class must complete the following items:

1. It will be the responsibility of the student to complete the testing out of a class form in the office and submit it to the principal 30 days before the start of the new semester.
2. If the request is approved by the principal, the counselor will contact the teacher to let them know a student wishes to attempt to test out of that class. To demonstrate mastery, the teacher will get ten (10) assignments and the final exam to the counselor. Mastery will be demonstrated by completing all

- the necessary assignments with a seventy-five (75%) or higher (on each assigned assignment) and only then will the student be eligible to take the final exam. To demonstrate mastery on the final exam a seventy-five (75%) or higher must be achieved.
3. The student will have until one week prior to the start of the next semester to get the ten (10) assignments completed and the final exam taken. If mastery is demonstrated the student will receive credit for that graduation credit requirement, but not towards their graduation credit requirements set by the district/state.
 4. Students can only take one test at a time and cannot test out of government or physical education. They may not test out of a class they are currently enrolled in or that they have previously taken.

ONLINE COURSES

-Online course request guidelines effective January 1, 2014. Public school students in sixth through twelfth grades may enroll, with parental/guardian approval, in up to two online courses per academic session. Students may choose to request an online course offered at the local school district level or a course which is listed in the Statewide Catalog posted on the Michigan Virtual University website. (<http://micourses.org>)

-State approved specific reasons for denial:

- o The student has previously gained the credits provided from the completion of the online course.
- o The online course is not capable of generating academic credit.
- o The online course is inconsistent with the remaining graduation requirements or career interests of the student.
- o The student does not possess the prerequisite knowledge and skills to be successful in the online course or has demonstrated failure in previous online coursework in the same subject.
- o The online course is of insufficient quality or rigor. If a district denies a student because the online course is of insufficient quality or rigor, the district shall make reasonable effort to assist the student to find an alternative online course in the same subject area or similar subject that is of acceptable rigor and quality.

-Students interested in online classes should fill out the online request form in the office

PERSONAL CURRICULUM

-The personal curriculum (PC) is a process to modify specific Michigan Merit Curriculum (MMC) high school graduation requirements and/or content expectations based on the individual learning needs of a student. It is designed to serve students who want to accelerate or go beyond the MMC requirements and students who need to individualize learning requirements to meet the MMC requirements.

-The parent or guardian of the student for whom a personal curriculum is sought, or the student if the student is the age of majority or an emancipated minor, may request a personal curriculum. Other potential requesters include, a teacher who is currently teaching the student, or a school counselor or school employee qualified to act in a counseling role. If the request for a PC is made by the student's parents or legal guardian or, if the student is at least age 18 or an emancipated minor, by the student, the school district shall develop a PC for the student pursuant to the parameters outlined in the 380.1278b(5).

-If the student has an Individualized Education Program (IEP), the personal curriculum request may be submitted prior to 9th grade. The earliest submission timeline for all other PC requests is after the student has completed 9th grade. If a parent/guardian/student is interested in more information on the PC option, or would like to make a request for a PC, please contact Joan Helwig at (989) 635-7425 ext. 44916 or visit the district's website at marletteschools.org.

8th Grade Algebra I

-Students who take Algebra I as an 8th grader will have the class included on their high school transcript as proof that they passed Algebra I, which is a Michigan high school graduation requirement. The grade earned will not be included in their high school grade point average and students will still be required to complete four high school math credits in grades 9-12. This means students will be expected to take Geometry in ninth grade, Algebra 2 in tenth grade, one credit of math their junior year and one credit of math their senior year.

CREDIT RECOVERY

-Marlette Jr./Sr. High School will not offer credit recovery courses during the traditional school calendar; however, parents/students do have the option of investing in correspondence courses. Furthermore, Marlette Community Schools will accept credit recovery courses provided from other Michigan school districts, provided those courses are deemed accredited by the state of Michigan. Credit will be awarded if/when students have received prior approval for the course from the Marlette Jr./Sr. High School Administration Office, and upon successful completion of the approved course.

CONCURRENT/DUAL ENROLLMENT

-The Board of Education recognizes the value in allowing students to participate in programs offered by accredited colleges, universities and post-secondary institutions in Michigan. Concurrent/Dual enrollment is available to eligible 9th - 12th grade students who meet the following qualifying score requirements on the last test taken by the student:

PSAT	Critical Reading	42	ACT	English	18	SAT	Critical Reading	500	MME	A level 1 or 2 score
	Writing	41		Math	22		Writing	500		in each content area
	Mathematics	44		Science	24		Mathematics	500		
				Reading	21					

Please Note that qualifying scores are subject to change as the information becomes available.

-In addition to the qualifying score requirement, students interested in Dual Enrollment must be enrolled as a full-time Marlette High School student in order to be eligible for dual enrollment reimbursement. The course/class must be an academic or vocational class not offered by the district and cannot be a hobby, craft, recreational, physical education, theology, or religious education course. Only courses with 3-5 college credits can be taken as dual enrollment.

-Marlette Community Schools will pay tuition costs for post-secondary classes that meet the criteria above. Participating students will be responsible for travel and textbook costs and other applicable costs associated with the class. Dual enrolled students who are receiving district financial support are required to take enough classes to fill their schedule at the high school for full time equivalency status.

-All concurrent/dual enrollment classes that a student enrolls in will appear on their high school transcript and each class will earn .5 credits towards graduation upon successful completion. Students who do not earn college credit (C- or below) will then be responsible for paying for the class.

-Courses that meet multiple hours a day and would cause conflict attending regular classes must meet the criteria above and the following criteria to enroll. The class/classes missed at the high school cannot be a graduation requirement. The teacher(s) whose class is missed has to agree and sign off. The student and parent shall sign an agreement that the student is responsible for all makeup work.

-Students interested in dual enrollment can obtain additional information from the high school counselor.

-The school will not pay for college classes taken during summer semesters.

PARTICIPATION IN COMMENCEMENT EXERCISES

-A student who has met all requirements for graduation by graduation day and has paid all fees and fines may participate in the Commencement services. Any student who lacks the required number of credits or copies of transcripts to verify correspondence or summer school will not be allowed to participate. These students will receive their diploma upon completion of all requirements.

RECOGNITION OF STUDENT ACHIEVEMENT

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

Honor Roll - All students who earn a 3.0 GPA for the semester will be listed on the honor roll which will be published after each said semester. No student will be eligible for the honor roll should they receive an "incomplete" or a "no credit" grade during that semester.

Graduation Honors - Graduation honors will be computed on the basis of academic grades earned from the beginning of 9th grade through the end of 1st semester of 12th grade. Grade Point will be figured to four (4) decimal places. (Some college level classes may count toward graduation honors after administrative and departmental review.)

Senior Honors - Any senior who maintains a 3.5 grade point average for 9th, 10th & 11th grade, plus first semester of 12th grade will be designated an "honors" student at commencement and issued a silver cord or, if a senior maintains a 3.00 grade point average and completes at least three (3) Advanced Placement classes or three (3) college courses or some combination of the two, he or she will be designated an "honor" student and issued a silver cord.

Senior High Honors - Any senior who maintains a 3.5 grade point average for 9th, 10th & 11th grade, plus first semester of 12th grade and completes at least three (3) Advanced Placement classes, or three (3) college courses or some combination of the two will be issued a gold cord. The "high honors student" with the highest computed grade point average will be designated "Valedictorian" and the "high honor student" receiving the second highest grade point average will be designated "Salutatorian".

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

HOMEWORK

- The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the High School **SAT/WorkKeys/M-Step tests** and graduation. Homework will not generally be used for disciplinary reasons but only to enhance the student's learning. Parent/guardians are expected to check with their students for daily homework. Parent/guardians are also expected to provide their children with an appropriate place to study and supervision when necessary.

INTERNET ACCEPTABLE USE POLICY

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

-Network Home Directory Use Policy - A Home Directory on the MARLETTE JR/SR HIGH SCHOOL NETWORK server will be provided for all students, but managed by the Jr/Sr High School Technology Administrator. This Home Directory will serve to provide students' space to store all school related documents. Non-document files may not be kept on a student's Home Directory. Occasional scans of the Home Directories will be scheduled and students with unapproved files will receive appropriate discipline.

STUDENT TESTING/ASSESSMENT

-The following standardized tests are given at Marlette Jr/Sr High School:

- Michigan Student Test of Educational Progress (M-Step)
- SAT/WorkKeys/M-Step – measures student achievement in core subjects, the WORKKEYS assessment measures job skills such as applied math, informational reading, business writing, locating information and teamwork.
 - 7th Grade M-Step English/Language Arts, Math, Writing, Science
 - 8th Grade M-Step English/Language Arts, Math, Science
 - 9th Grade PSAT
 - 10th Grade PSAT
 - 11th Grade SAT/WorkKeys/M-Step Science, Social Studies

-Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives. Vocational/interest surveys may be administered to identify particular areas of student interest or talent. If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests and other special testing services are available to students needing these services. Depending on the type of testing, specific information and/or parent consent may need to be obtained. Marlette Jr/Sr High School will not violate the rights of consent and privacy of a student participating in any form of evaluation.

SENIOR EXAM EXEMPTION

- In order to motivate students to finish their senior year strong. Seniors who meet the following criteria for the second semester, up to the day before exams are scheduled to begin for seniors, will be exempt from taking their second semester exams.

All three of the following criteria must be met for a student to be exempt from taking the exam for a class if:

1. Nine (9) or fewer absences for the second semester. To clarify, what would count towards the nine (9) absences would be the same as the rest of the student body. Doctor's notes, funeral of immediate family member, school related trips/absences and college visits would not count towards the nine (9) absences. Excused absences from a parent or unexcused absences would count towards the nine (9) absences.
2. Zero detentions or suspensions, no exceptions.
3. A minimum semester average of a B (80%) in class by the day before each class exam is scheduled. To clarify, seniors typically take exams in 4, 5, 6 hours on Wednesday and end with a half day on Thursday taking exams in hours 1, 2, 3. The day before exams for hours 4, 5, 6 would be Tuesday and for hours 1, 2, 3 would be Wednesday. All students are expected to attend on Wednesday. Students absent on Wednesday would count towards their attendance totals. Also, if a student earns an 80% in 1st hour and a 75% in 2nd hour, they would be exempt from their 1st hour exam, but would be required to take their 2nd hour exam. If a student earns above an 80% in all classes and meets the other two requirements, they are dismissed after third hour on Wednesday. If exempt, the exam hour absences would not count towards their semester totals.

NOTE: Seniors who are in AP classes will take their AP exam regardless of their grade in the class, but if they meet all the criteria above, they would only need to come in for that exam.

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 the 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 building principal at 635-4935 to inquire about evaluation procedures and programs offered by the district.

SECTION III – STUDENT ACTIVITIES

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

STUDENT ACTIVITIES / SCHOOL-SPONSORED CLUBS

- Space does not permit a full description of all student activities and organizations, but the list below will guide you. If you find an interest, please follow up by obtaining information from fellow students or teachers. Marlette Jr/Sr High School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter. The School has many student groups that are authorized by the School. It is the District's policy that the only authorized groups are those approved by the Board of Education and

sponsored by a staff member. Marlette Jr/Sr High School provides a variety of athletic activities in which students may participate providing they meet eligibility requirements that may apply see athletic code available from the athletic department. Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities.

Student Leadership Activities: Athletics, Student Council, National Honor Society, Class Officers.

Interest Clubs: Business Professionals of America, Quiz Bowl, Rocket Club, Plays, Marlette Out-of-Doors Club and **other activities as approved.**

School Day Extension Activities: Band

National Honor Society - Membership in the Marlette Jr/Sr High School Chapter of the National Honor Society is both an honor and a responsibility. Only sophomores, juniors and seniors are open to selection to National Honor Society. Membership is granted only to those students selected by the MHS faculty council. Students potentially selected for membership must demonstrate scholarship (minimum 3.2 GPA), service, leadership and character. Selection for NHS is initiated early in the second semester of the school year. Students who are eligible to join NHS will have their application reviewed by the executive committee. If the executive committee denies entrance the student can appeal the decision. The following guidelines will give further help in the definition of leadership, service and character.

Leadership - *The student who exercises leadership: Is resourceful in proposing new problems, applying principles, and making suggestions; Demonstrates initiative in promoting school activities; Exercises influence on peers in upholding school ideals; Contributes ideas that improve the civic life of the school; Is able to delegate responsibilities; Exemplifies positive attitudes; Inspires positive behavior in others; Demonstrates academic initiative; Successfully holds school offices or positions of responsibility, conducting business effectively and efficiently, and without prodding, demonstrates reliability and dependability; Is a forerunner in the classroom, at work, and in school or community activities; Is thoroughly dependable in any responsibility accepted*

Service - *The student who serves: Is willing to uphold scholarship and maintain a loyal school attitude; Participates in some outside activity: Girl Scouts; Boy Scouts; church groups; volunteer services for the aged, poor, or disadvantaged; family duties; Volunteers dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance; Works well with others and is willing to take on difficult or inconspicuous responsibilities; Cheerfully and enthusiastically renders any requested service to the school; Is willing to represent the class or school in inter-class and interscholastic competition; Does committee and staff work without complaint; Shows courtesy by assisting visitors, teachers, and students.*

Character - *The student of character: Takes criticism willingly and accepts recommendations graciously; Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability); Upholds principles of morality and ethics; Cooperates by complying with school regulations concerning property, programs, office, halls, etc.; Demonstrates the highest standards of honesty and reliability; Shows courtesy, concern, and respect for others; Observes instructions and rules, punctuality, and faithfulness both inside and outside the classroom; Has powers of concentration and sustained attention as shown by perseverance and application to studies; Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others; Actively helps rid the school of bad influences or environment.*

For more information please contact the main office.

SCHOOL DANCES

- Note: Students who are suspended cannot attend school events during the suspension – School dances are encouraged as an important part of a student's Jr/Sr high school experience. The following guidelines will be followed for any school dances. Dances are for Marlette Jr/Sr High School students and their guests only. All requests for dances must be approved by the building principal. An appropriate number of chaperones must be present at each dance. Students may request a guest pass on the day of the dance. Jr. High students will not be issued a pass to a high school dance. Guest passes are issued at the discretion of the principal. If a sporting event is scheduled, dances will be held on Friday from approximately 9:45 p. m. (or soon after the conclusion of the sporting event) to 11:30 pm. If a sporting event is not scheduled, dances will be held on Friday from approximately 8:00 p.m. – 11:30 pm. All school policies and procedures are in place during dances, including but not limited to, smoking, use of drugs and/or alcohol, possession of electronic devices and public displays of affection. In addition, any student leaving the building for any reason, unless authorized by an adult chaperone, may not re-enter and no refund of the admission cost will be granted. Students must remain in the designated areas. There will be no admittance to the dance after 11:00 p.m. The parking lot and school grounds will be patrolled by local law enforcement during the dance. If drug and/or alcohol use is suspected, the local law enforcement and parent/guardians will be contacted.

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 application for permission can be obtained from the Principal. The application must verify that the activity is being initiated by students, attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate. Membership in any fraternity, sorority or any other secret society as 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.

ELIGIBILITY REQUIREMENTS FOR STUDENT ACTIVITIES

-Eligibility for Student Leadership roles are as follows:

1. Maintain a 2.00 GPA as determined by his/her grades of the previous marking period. During the first marking period, the grade point average of the **last** marking period from the previous school year will be used to determine eligibility. If a student does not meet the GPA standard, that student will be ineligible to participate in group activities for one week until which time that the student can provide his/her immediate supervisor with a progress card that meets the 2.00 standard. A school week starts Monday and ends Saturday. Athletes are still expected to participate in daily practices.
2. Refrain from committing any severe inappropriate behavior as outlined by the Student Handbook. If a student involved in a student leadership activity should demonstrate severe inappropriate behavior, that student will not be permitted to participate in the student leadership activities for a minimum of one week. The principal may permanently remove a student from any student leadership organization if the severity of the offense warrants.
3. Maintain an acceptable attendance rate as outlined by the Student Handbook.

Special Note: National Honor Society standards are higher than those of the above-mentioned extra-curricular policy. See **National Honor Society**.

-Eligibility for Interest Clubs is as follows: Since these are clubs, any student will be permitted to be a member as long as that student is a positive impact on the organization as determined by the immediate supervisor and principal.

-Eligibility for School Day Extension Activities: Since these activities are an extension of the school day, the students will be expected to attend the performances that take place after school hours. The student's classroom grades will be affected by the after-school hour performances.

STUDENT ACTIVITY SCHOLARSHIP

– Any student that is in need of funds in order to participate in club, organization, and other school related activities may complete an application for assistance through the Student Activity Scholarship Fund. The student activity fund has been established by the staff to assist students in need so that they may participate fully in student activities. **Interested students may contact the counseling office for an application.**

ATHLETICS

– The following sports are offered at MHS provided minimum participation numbers are met:

FALL
Cross Country – Varsity
Soccer, Boys – Varsity
Football – Varsity & JV
Volleyball, Girls – Varsity & JV

WINTER
Wrestling – Varsity & JV
Basketball, Boys – Varsity & JV
Basketball, Girls – Varsity & JV
Cheer – Varsity

SPRING
Softball – Varsity & JV
Baseball – Varsity & JV
Track – Varsity
Soccer, Girls – Varsity

All students wishing to participate in athletics must have a current physical card on file and meet the eligibility requirements that are listed in the Athletic Code. Marlette is a member of the Greater Thumb Conference.

Western Division
Bad Axe
Cass City
Elkton-Pigeon-Bayport
Reese
Unionville-Sebewaing
Vassar

Eastern Division
Brown City
Harbor Beach
Marlette
Memphis
Sandusky
Uby

The following guidelines reflect MHSAA guidelines.

MARLETTE COMMUNITY SCHOOLS - INTERSCHOLASTIC ATHLETICS SPORTSMANSHIP STANDARDS

The mission of the Marlette Community Schools, united with the community, inspires lifelong learners who value diversity, adapt to change, and are responsible, respectful citizens. **“Inspiring an Educational Journey”**

STATEMENT OF PHILOSOPHY

- The ideals of good sportsmanship, ethical behavior and integrity permeate our culture. The values of good citizenship and high behavioral standards apply equally to all activity disciplines. In perception and practice, good sportsmanship shall be defined as those qualities of behavior, which are characterized, by generosity and genuine concern for others. Further, an awareness is expected of the impact of an individual's influence on the behavior of others. Good sportsmanship is viewed by Marlette Community Schools as a concrete measure of the understanding and commitment to fair play, ethical behavior and integrity. Athletics at the varsity level place a higher emphasis on winning. The goal of every varsity program is to not only develop quality individuals with outstanding character, but also to produce a winning team. The coaches are responsible for discerning which players meet the standards to lead their team to victory. In addition to athletic skills, practice efforts, attitudes and leadership qualities are taken into consideration when making decisions regarding varsity sports. The student's work ethic and observation of the athletic code of conduct are critical factors in an athlete's playing time.

Examples of Good Sportsmanship: Exhibiting a spirit of genuine concern for the opponent; Accepting results gracefully and acting fairly and courteously toward opponents and fans at all times; Maintaining self-control in all circumstances; Refusing to cheer/jeer at an opponent's failure; Helping up a fallen opponent; Patting an opponent on the back in a gesture of “nice play” or “way to go”; Courteously hand the ball to or getting the ball for the official; Refusing to be drawn into any inappropriate physical conflict; Accepting the decision of officials when they make a call that is against you or your team.

Expectations of the School Board: Adopting policies that promote the ideals of good sportsmanship; Remaining a policy-making body and allowing the administration to do its job; Establishing standards for athletic participation, which reinforce that activities are a privilege, not a right; Attending and enjoying school activities, serving as a positive role model, and expecting the same from parent/guardians, fans, participants, coaches and other school personnel; Supporting and rewarding participants, coaches, school administrators and fans who display good sportsmanship; Recognizing the value of school activities as a vital part of education.

Expectations of Administration: Providing appropriate evaluation of Athletic Director and coaches; Developing and implementing a program for teaching and promoting the ideals and fundamentals of good sportsmanship; Providing appropriate supervisory personnel for each interscholastic event; Supporting student athletes, coaches and fans who teach and display good sportsmanship; Enforcing the Athletic Code; Recognizing exemplary behavior and actively discouraging undesirable conduct by student athletes, coaches and fans; Attending events whenever possible and function as a model of good sportsmanship.

Expectations of Coaches: Providing appropriate supervision before, during and after events; Always setting a good example for student athletes and fans to follow by exemplifying the highest moral and ethical behavior; Instructing student athletes in proper sportsmanship responsibilities and demanding that they make sportsmanship their number one priority; Teaching student athletes the proper fundamentals for participation in a given sport; Respecting the judgment of contest officials and abiding by the rules of the event; Treating opposing coaches, participants and fans with respect. Publicly shaking hands with officials and opposing coaches; Developing and enforcing consequences for student athletes who do not abide by good sportsmanship standards; Keeping abreast of the game techniques, strategies, and physical conditioning requirements through attending annual conferences, etc.; Conducting a pre-season parent/guardian, student athlete information meeting; Guarding actions and speech so as to never encourage or incite unsportsmanlike conduct on the part of the student athletes or fans; Using language and behavior befitting an educator; Being loyal to fellow staff coaches, school, and community; Demonstrating the attributes of an outstanding teacher and leader; Enforcing the Athletic Code.

Expectations of Student Athletes: Accepting the Coaches decisions; Following Athletic Code; Treating opponents with respect, shaking hands prior to and after contests; Respecting judgment of contest officials, abiding by rules of the event and displaying no behavior that could incite fans; Cooperating with officials, coaches and fellow student athletes to conduct a fair contest; Accepting seriously the responsibility and privilege of representing school and community displaying positive public actions at all times; Living up to high standards of Good Sportsmanship.

Expectations of Cheerleaders: Encouraging positive crowd response using only appropriate cheers, signs and praise, never antagonizing or demeaning opponents; Treating opposing spirit groups and fans with respect; recognizing outstanding performances on either side of the playing field or court; Maintaining enthusiasm and composure. Serving as a positive role model; Abiding by the Athletic Code.

Expectations of Booster Groups: Serving on behalf of the sports program; actively participating in fund-raising projects to underwrite the Athletic Program; supporting the coaches' decisions.

Expectations of Parent/guardians, Students and Fans: Modeling good sportsmanship at games and in discussions; Representing your group and school with class, never publicly criticizing a player, coach, or program; Realizing that a ticket is a privilege to observe a contest and support school activities; not a license to be verbally abusive; Respecting decisions made by contest officials; Respecting decisions made by coaches, even though you would not have made the same decision if you were coach; Being an exemplary role model by positively supporting teams in every manner possible; Respecting fans, coaches and student athletes. **CHEER...DO NOT BOO!**

Acceptable Behavior: Applauding during introduction of players, coaches, and officials; Players shaking hands with opponents who may foul out, while both sets of fans recognize player's performance with applause; Graciously accepting all decisions of the officials; Cheerleaders leading fans in positive school cheers; Handshakes between participants and coaches at the end of the contest, regardless of outcome; Treating competition as a game, not a war; Coaches/players searching out opposing student/athletes to recognize them for outstanding performance; Showing concern for injured players regardless of team; Encouraging surrounding people to display good sportsmanship; Following lead of cheerleaders.

Unacceptable Behavior: Yelling or waving arms during opponent's free throw attempts; Disrespectful or derogatory yells, chants, songs, or gestures; Booing or heckling an official's decision; Criticizing officials in a sarcastic or antagonistic manner, or using a display of temper because of a call; Yells which antagonize opponents; Refusing to shake hands or give recognition for good performance; Using profanity, displaying angry, aggressive behavior or fighting; Throwing objects onto the floor/field or at an opponent; Entering the floor/field while the game is in progress or if a fight or skirmish breaks out; Refusing to comply with school officials' directives when they are enforcing principles of Good Sportsmanship. Displays of such behavior will be addressed as deemed appropriate by game supervisors and district administrators.

MARLETTE CHAIN OF COMMAND FOR CONFLICT RESOLUTION

- All complaints must be heard by the lowest possible level BEFORE intervention of a higher authority can be heard.
- A 24 hour “Cooling Off” period must be granted before any complaints are initiated

- Complaints must be made within 10 days of the incident, and the entire process must be concluded within 30 days of the incident.

Step 1: Start with the Source

The player will speak directly to the coach. A cooling off period for all parties will be utilized before resolution is sought. This meeting should be done in private, away from practice sites and game arenas, and should be conducted face-to-face. Students who do not feel comfortable speaking solely to the coach may request a parent to be present, however the meeting should be conducted by the athlete.

Step 2: Move to the Program Head

This step is only necessary if the issue is in regards to a subordinate or assistant (i.e. assistant coach, JV coach, freshman coach, etc...). If going to the source does not solve the problem, then the head of the program should be notified and he/she should attempt to facilitate a solution. If the "source" is the head of the program, move to step three.

Step 3: Contact Athletic Director

If an agreeable solution is not reached, then the athletic director will conduct a meeting between the parties in an attempt to find resolution.

Step 4: Contact Principal

If an agreeable solution is still not reached, then the principal will conduct a meeting between the parties in an attempt to find resolution.

Step 5: Appeal to the Athletic Board

At this point in the process, individuals who still believe their disputes have not been resolved adequately can submit a written narrative of their complaint to the Athletic Board. A copy of this will be given to all of the concerned parties, who will be afforded the option of a written rebuttal. After all members of the board have reviewed the documents, they can conduct a meeting in a final attempt to resolve the dispute.

Step 6: Request School Board Mediation

This final step is appropriate only in extremely rare and unusual circumstances. The school board has discretion on whether or not to hear an appeal.

THE ATHLETIC BOARD

The purpose of the Athletic Board is to guide and direct the Athletic Department in making sound judgments on decisions concerning policy, rules, and regulations, in accordance with school and state regulations. The end result shall be to maintain a sound, wholesome athletic program with educational objectives for Marlette Community Schools. Membership of the Athletic Board shall consist of the following:

1. Superintendent
 2. High School Administrator
 3. Athletic Director
 4. One Male Coach
 5. One Female Coach
 6. Community Member
 7. Teacher (non-coach)
- *Note: 3, 4, 5, & 7 shall be appointed by the Athletic Director for a period of one year.

- Meetings, if at the request of the person being disciplined, shall be a private or closed hearing. The decisions of the Athletic Board shall be reached by a majority vote or opinion handed to the Athletic Director. Decisions involving the interpretation of policy shall be made by the Athletic Director.
- General meetings will be held as necessary. Annually, the Athletic Policy shall be reviewed prior to start of each school year and revised if needed.
- In all meetings, a quorum of the board shall be required for any decision.
- It shall be understood in all meetings concerning the abuse of the policy and/or discipline that all parties should be present.

PRIMARY FUNCTIONS OF THE ATHLETIC BOARD

- To promote coordination of policy between staff members and also between the school administration.
- To settle disputes arising from new situations not covered by previous department policy.
- To aid a coach in determining discipline for infractions of rules of a nature and for eligibility.
- To work for the constant, overall improvement of the athletic program in general.
- To review disciplinary action taken by the Board after an appropriate period of time.

THE FOLLOWING IS A LIST OF NUMBERS YOU MAY WISH TO KEEP HANDY.

Athletic Director	Kurt Welchner	989-635-4904
Jr/Sr High School Principal	Garnett Kohler	989-635-4935
Elementary School Principal	Jason Vislosky	989-635-4925
HEAD COACHES		
Baseball	Dave Hayden	810-688-3632
Basketball-Boys	Chris Storm	989-635-5424
Basketball-Girls	Cathy Storm	989-635-5424
Cheer	Jill Bell	989-635-4698
Cross Country	Chris Titus	989-635-2056
Football	Denny Lester	989-635-7407
Soccer-Boys	Dave Hayden	810-688-3632
Soccer-Girls	Chris Titus	
Softball	Sarah Kady	
Track-Boys	Chris Storm	989-635-5424
Track-Girls	Cathy Storm	989-635-5424
Volleyball	Josie Bliss	
Wrestling	Cal Hayward	989-635-8416

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 she/he must maintain a job in addition to going to school, she/he must first make contact with his/her counselor to discuss any legal requirements and obtain any needed documents from the main office.

SECTION IV – STUDENT CONDUCT

ATTENDANCE

- It is imperative that students be in attendance each school day in order to not miss a significant portion of their education. Many important lessons result from active participation in classroom and other school activities, which cannot be replaced by individual study. The school is also concerned about helping students develop a high quality work ethic which will be a significant factor in their success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the School wants to help students develop as early as possible in their school careers. The attendance policy is based on the premise that students can best learn when they regularly attend school. **In carrying out the shared responsibilities of maintaining student attendance:** Students have an obligation to attend school on a regular basis; Parent/Guardians have an obligation to require their students to attend school on a regular basis and they also share the responsibility, along with their student, to explain all absences to the attendance officer within 48 hours; Teachers and administrators have an obligation to make efforts on a regular basis to inform parent/guardians of student absences; Administrators are obligated to inform authorities of truant minors as defined by state statute.

Goal Statement – A student will receive credit for a Marlette Jr/Sr High School class when the student has a passing grade and has attended a minimum of 90% of the class sessions.

ATTENDANCE POLICY

– In order to promote the highest possible academic standards, we will be following the steps below. This policy will cover excessive absences, whether excused, unexcused or pre-excused in the semester setting.

- A student will be allowed nine (9) absences each semester.
- If a student has between ten (10) and twelve (12) absences in a semester, the student will be required to achieve at least a 75% (rounded) on the final exam to have his/her grade calculated for the semester.
- If the student does not attain a 75% on the exam. The student will receive no credit for the course.

- If a student accumulates thirteen (13) or more absences, whether excused, unexcused or pre-excused, the student will not receive credit in that course

Students who miss more than ten (10) minutes of a class period will be considered absent for that instructional period.

Students wishing to appeal their attendance can fill out an attendance appeal form found on the districts website under the Jr/Sr High School tab. Attendance appeal forms should be turned into the building principal.

Excused/Unexcused absences

- Students who are absent from school will be given the opportunity to make up their missed work. (See Make-Up Work Policy). Parent/guardians are required to notify the school of absences by phone, or in writing, within forty-eight (48) hours of the absence. Phone calls can be made twenty-four (24) hours per day at (989) 635-4903. If a phone call is not made, a written excuse, signed by the parent/guardian is required; giving the student's name, date(s) of absence and reason for absence. If the reason of absence is not provided, the absence will stay as an unexcused absence. Students without a legitimate excuse shall be considered truant and the student and his/her parent/guardian 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 semester, she/he will be considered an "habitual" truant and will be reported to the proper authorities and to the Bureau of Motor Vehicles for suspension of his/her driver's license. Random calls will be made to verify legitimacy of phone calls received and written notices. Suspicious excused absences will be investigated by the office.

-Students who are excusably absent for more than ten (10) days in a semester, regardless of the reasons, will be considered "frequently absent". If there is a pattern of frequent absences for "illness", the **parent/guardians 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 a possible sign of poor work ethic and irresponsible behavior. We encourage the scheduling of medical, dental, and court appointments for after school hours. However, if you must be excused for a parent-approved appointment, a note or appointment card must be presented to the office before school begins and a Permit to Leave the Building obtained. You must sign out before leaving the building. If you return to school that day, you must sign back in. 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 parent/guardians improve their child's attendance. A list of possible intervention strategies are as follows: warning letters; personal student contact; parent contacts; refer to counselor; refer to a county alternative education program; student receives 1 = incomplete grade; recommend loss of driver's license. It is the responsibility of the student to obtain missed assignments. Juniors and seniors who wish to go on a college visit(s), job interview, or a job shadow will be allowed to do so without penalty, if it has been **pre-arranged and proper documentation is brought back;** otherwise the absence will be counted.

-Parents are encouraged not to take their child out of school for vacations. If a vacation is scheduled, it is the student's responsibility to obtain all homework prior to leaving. The absences will count towards the semester absent count.

Make-up of Tests and Other School Work

- Students who are absent from school shall be given the opportunity to make-up work that has been missed. When a student is absent from school, it is his/her responsibility to obtain their make-up work. One day per absence will be allowed to complete assignments, unless prior knowledge or arrangements have been made. For example, if a student is absent on Monday, they will be responsible for getting their work Tuesday, and it would be due Wednesday. If a student misses a teacher's test, she/he may make arrangements with the teacher to take the test. If a test was scheduled or an assignment due on the day of the absence, the student will be expected to take the test or hand in the assignment the next day they are in school. If she/he misses a MEAP/MME Test or other standardized test, the student should consult with the counselor to arrange for taking the test.

Suspension from School

- Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused. A suspended student will be responsible for making up school work due to suspension. It will be the student/parent responsibility to contact the school and request missed assignments no later than 3:15 p.m. The assignments can be picked up from the main office at the end of the day. The work will be due when the student returns from suspension. Students are expected to return from suspension ready to take any quizzes and tests. Make up of missed tests may be scheduled with the teacher during the suspension or when the student returns to school. All tests and quizzes need to be made up within two days of returning to school. The student will be given credit for properly-completed assignments and a grade on any make-up tests.

-In the event school is cancelled on the day of an issued suspension, the student will serve his suspension on the next day that school is in session for students.

Tardiness

- Each student is expected to be in his/her assigned location throughout the school day. If a student is late in arriving at school, she/he is to report to the school office to sign in before proceeding to his/her first assigned location. The Tardy Policy is as follows: First and second unexcused tardy – Teacher warning to student; Third and subsequent unexcused tardies – One (1) hour detention to be issued by teacher. Frequency of tardies will result in parent meeting, loss of driving privileges, or other corrective measures.

-Students who are tardy will receive the following: 1st and 2nd Offense-Warning; 3rd and subsequent tardies – one (1) hour detention. Excessive tardies may result in parent meetings, loss of driving privileges or other corrective measures. Tardies will reset at the start of each new semester.

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 non-participants 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. Students who are suspended cannot attend school events during the suspension.

CODE OF CONDUCT

- A major component of the educational program at Marlette Jr/Sr High School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

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, 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. Students who lie to an administrator will be subject to disciplinary action.

Dress and Grooming

- While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory or hairstyle) that disrupts the educational process, or presents a safety risk, will not be permitted. The intent of this dress code is to create unity, pride, promote good behavior, improve self-respect and self-esteem, help eliminate stereotypes, and focus attention on learning and limit distractions. Personal expression is permitted within these general guidelines. **Students should consider the following questions when dressing for school:** Does my clothing expose too much? **(no)**; Does my clothing advertise something that is prohibited to minors? **(no)**; Is there an obscene, profane, suggestive, drug related, gang related or inflammatory message on my clothing? **(no)**; Is my clothing "sleepwear"? **(no)**; Would I interview for a job in this outfit? **(yes)**; Am I dressed appropriately for the weather? **(yes)**. If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process, or presents risk to themselves or others, they may be removed from the educational setting.

The following styles or manners of dress are prohibited:

- All learners shall be covered from the shoulder to the mid-thigh
- A learner's top & bottom garments must "overlap" and pants/shorts must be worn about the natural waist line (this may require the use of a belt for some)
- Learners are not allowed to wear clothing that is considered too revealing (applies for tops and bottoms)
- Learners shall not wear jeans/pants with skin-revealing holes above the mid-thigh.
- Learners must wear tops containing sleeves and shirts are not to expose a midriff or cleavage of any kind.
- Learners are not allowed to wear shirts, jackets, or other garments that have writing on them containing sexual connotations, suggestive, obscene, profane, drug related, gang related or inflammatory messages, the advertising of alcohol or cigarettes, or behavior that violates the student handbook
- Learners shall not wear clothing considered "sleepwear".
- Learners may not wear hats, caps, scarves, sweatbands or have a sweatshirt hood up. **Hats/caps must be removed immediately upon entering the building and be kept in their lockers during the school day. Hooded shirts are allowed; however, the hood is not to be worn inside the building.**
- Learners may not wear non-jewelry chains, chain wallets, and spiked accessories.
- Learners are not to wear jackets and coats in the classroom, unless permitted by the teacher for comfort purposes.
- Learners are not to take backpacks in the classroom.

-Should a student choose not to follow these guidelines, they will be required to change clothes. If they do not have alternative clothes, they remain in the office until proper clothing can be located. Students violating the dress code will receive a warning and their parents will be notified for the first offense. A detention will be issued for the second offense and a one (1) day in school suspension will be issued for the third offense.

-Students who are representing Marlette Jr/Sr High School at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic and academic teams, cheerleaders, band and other such groups.

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. Skateboards are not allowed on school property. The school may confiscate such items and return them to the student's parent/guardians. 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 parent/guardians 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.

DISCIPLINE

- The Board of Education shall require each student of this District to adhere to the Code of Conduct created by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students: Conform to reasonable standards of socially-acceptable behavior; Respect the person and property of others; Preserve the degree of order necessary to the educational program in which they are engaged; Respect the rights of others; Obey constituted authority and respond to those who hold that authority (Policy 5600). 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 detention; After-school detention; In-school restriction.

Detentions

A student may be detained after school, or asked to come to school early, by a teacher or administrator after giving the student and his/her parent/guardian one (1) day notice. The student and his/her parents/guardians are responsible for transportation. Detentions are to be served on Tuesdays and Thursdays after school from 3:10pm - 4:10pm. Staff members will write detentions for basically two purposes: 1) a major infraction; 2) repeated behavior that continues after the teacher/school has attempted some other intervention (detentions for tardies will continue to be written). In order to make this effective in changing behaviors, students will **serve the detention on either of the next two available detention dates. If a student does not show for an assigned detention, the student will be assigned to ISS. If assigned to ISS, the student will serve the ISS at the next available opportunity. (Students may be assigned to OSS at the discretion of the building principal.) Students who fail to show up for ISS will be marked absent.** Our hope is that students will not receive many detentions, but when they are given they will take them seriously. The following rules shall apply to detention and ISS: Students are required to have class assignments with them; Students are not to communicate with each other unless given special permission to do so; Students are to remain in their designated seats at all times unless permission is given to do otherwise; Students shall not be allowed to put their heads down or sleep; No radios, cards, magazines, or other recreational articles shall be allowed in the room; No food or beverages shall be consumed (except for lunch in ISS which will be eaten in the ISS room).

- **Students who fail to show up for ISS will be required to attend a meeting with their parents and the school principal before returning to school.**

- **Students who fail to show up a second time for ISS are subject to a hearing with the Superintendent and/or the Board of Education (at the principal's discretion) for further discipline.**

Formal Discipline

- Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, suspension for up to ten (10) school days, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed. Suspension from the Career Center may result in suspension from the home school. Students involved in co-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, she/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 provide the student with the evidence supporting the charges. After this informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, she/he and his/her parent/guardians will be notified, within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed, within ten (10) days after receipt of the suspension notice, to the district superintendent. The request for an appeal must be in writing. During the appeal process, the student is allowed to remain in school unless safety is a factor. If that is the case, the student shall be immediately removed under the Emergency Removal Procedure. The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. If the appeal is heard by the Board of Education, the hearing is governed by the Open Meetings Act. Under the Open Meetings Act, the hearing must be public unless the parent/guardians request that the meeting be conducted in a closed session. When a student is suspended, she/he may make-up work. Any learning that cannot be made up such as labs, field trips, skill-practices, and the like, or

any learning that the student chooses not to make-up, may be reflected in the grades earned. A student being considered for suspension of more than ten (10) days will be given due process as described in the expulsion section below.

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 parent/guardians which will contain: The charge and related evidence; The time and place of the Board meeting; The length of the recommended suspension or expulsion; A brief description of the hearing procedure; A statement that the student may bring parents, guardians, and counsel; A statement that the student may give testimony, present evidence, and provide a defense; A statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction. Students being considered for long-term suspension or expulsion may, or may not, be immediately removed from school. A formal hearing is scheduled with the Board of Education during which the student may be represented by his/her parent/guardians, legal counsel, and/or by a person of his/her choice. Within ten (10) days after notification of long-term suspension or expulsion, the long-term suspension or expulsion may be appealed, in writing, to the Superintendent. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. The appeal will be heard in an open session unless the student or the student's parent or guardian requests a closed session. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

Discipline of Disabled Students

- 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.).

Factors To Be Considered Before Suspending or Expelling a Student

- Prior to suspending or expelling a student for any of the statutorily mandated reasons, except as noted below, the Board (*Superintendent*) shall consider the following factors:

- a. the student's age
 - b. the student's disciplinary history
 - c. whether the student has a disability
 - d. the seriousness of the violation or behavior
 - e. whether the violation or behavior committed by the student threatened the safety of any student or staff member
 - f. whether restorative practices will be used to address the violation or behavior
 - g. whether a lesser intervention would properly address the violation or behavior
- The Board (*Superintendent*) will exercise discretion over whether or not to suspend or expel a student for the statutorily mandated reasons. In exercising that discretion for a suspension of more than ten (10) days or expulsion, there is a rebuttable presumption that a suspension or expulsion is not justified unless the Board (*Superintendent*) can demonstrate that it considered each of the factors listed above. For a suspension of ten (10) days or fewer, there is no rebuttable presumption, but the Board (*Superintendent*) will still consider the factors.
 - A student may not be expelled or excluded from the regular school program based on pregnancy status.
 - Exception: If a student possesses a firearm in a weapon free school zone, the student will be permanently expelled without considering the above factors, unless the student can establish mitigating factors by clear and convincing evidence.

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. The chart in the Appendix provides examples of major areas that could result in disciplinary action. An explanation of each behavior and possible consequence is explained in the following section. The absence of a behavior or any specific action from the list does not mean that such conduct does not violate the discipline code or cannot be punished. *These rules apply to any student who is on school premises, on a school related vehicle, at a school sponsored activity, or whose conduct at any time or place directly interferes with the operating, discipline or general welfare of the school.

PLAGIARISM AND CHEATING POLICY

- **Plagiarism:** Given the seriousness of plagiarism, it is important to know exactly what it is and what you can do to avoid it. **Simply put, plagiarism is the act of taking someone else's work and representing it as though it were your own.** If you get information from a source outside your own knowledge and do not give credit to the source from which you took the information, you will be committing **plagiarism**, the dishonest presentation of someone else's ideas as your own. Furthermore, you cannot copy information directly from a website and use it in your paper. You cannot copy information directly from a website, change a few words and claim it for your own. The only material you do not need to credit is common knowledge—information that many people have—and your own unique thoughts and ideas.

-**Cheating:** Collaboration (unless permitted by the teacher), copying, or sharing answers (with or without the other person's consent), violating teacher-specified test-taking procedures, and plagiarism are considered cheating.

-If a student is caught falsifying any assignment, the Marlette Schools Board of Education has mandated the following discipline procedure. **Please remember, this plan will also apply to any student who knowingly participates in such plagiarism/cheating.** (IE: The student who is giving his/her answers/work to a person for the purpose of cheating.)

- 1st Offense**
1. Student earns a 0 on the assignment.
 2. Parents are contacted by the teacher.
 3. Student is placed on academic probation.

- 2nd Offense - in any class after the first offense and as a first offense in following years**
1. Student earns a 0 on the assignment.
 2. Parents are contacted and meeting is scheduled where parents are informed that the next offense will result in the loss of credit in whichever class the offense occurs.
 3. Students are assigned an In-School Suspension.

- 3rd Offense**
1. Loss of credit in the class.
 2. Parent contacted and meeting is scheduled.

-**These discipline steps will be cumulative for the student's career at the high school. A student will be allowed only one first offense and will start any following years with a "first strike" (meaning the 2nd offense penalty will be applied as a first step the following years). To monitor these offenses, a listing will be made in the student record software.**

-Further offenses will result in referral to administration for disciplinary action, **in addition** to the above penalties, and may be grounds for removal from special programs like on-line classes and Advanced Placement courses.

EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE

- Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from school. 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 assaults.
- 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.
- 1. Use of Drugs** - In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs, including drug paraphernalia and performance enhancing drugs for athletes*, by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Students found in possession of drugs will be issued a minimum 5 day suspension up to expulsion for the first offense. A second offense will result in a hearing with the Board of Education which will lead to long term suspension or expulsion. When required by State law, the District will also notify law enforcement officials. The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which she/he receives help through programs and services available in the community. Students and their parent/guardians should contact the school principal or counseling office whenever such help is needed (Form 5330 F2). *A list of performance enhancing drugs can be obtained from the District Athletic Director.
- 2. Use of Breath-Test Instruments** - The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever he 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 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.
- Substance Abuse Policy** - Any student possessing, using or transferring any substance which produces abnormal behavior will face the following consequences:
 1st Offense: Minimum Five (5) days out-of-school suspension to expulsion, parental conference, and referral to an outside agency if necessary.
 2nd Offense: Parental conference, the student will receive an out-of-school suspension until the next scheduled board meeting for a long term suspension/expulsion hearing.
- 3. Use of Tobacco/Electronic Cigarettes/Nicotine/Vaporizers** - Smoking and other tobacco/electronic cigarettes/nicotine/vaporizers 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/electronic cigarette/nicotine/vaporizers during school time or at any school activity or on school grounds. This prohibition also could apply when going to and from school and at school bus stops. Any student found in violation of this guideline will be subject to a criminal misdemeanor penalty, punishable by a fine of not more than \$50.00. This legislation affects all persons— students, employees and visitors. Any student found in violation of the law will be issued a Marlette City Ordinance Violation.
- Students found in possession of tobacco will be issued a 5 day suspension for the first offense. A second offense will result in a hearing with the Board of Education which will lead to suspension or expulsion.**
- 4. Student Disorder/Demonstration** - Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is need to organize some form of demonstration, she/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 conventional objects like guns, pellet guns, knives (including those under 3" in length), or club type implements. It may also include any toy that is presented as a real weapon, or reacted to, as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed, that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action. State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement if she/he brings onto or has in his/her possession on school property or at a school-related activity any of the following: any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or devices that can be converted into such a destructive item; any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle or 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. Possession of a Firearm or Other Dangerous Weapon.** - 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 rape 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.
- 9. Purposely Setting a Fire** - Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and will subject the student to expulsion
- 10. Physically Assaulting/Fighting A Staff Member/Student/Person Associated With The District** - Physical assault on a staff member, student, volunteer, or other person associated with the District which may or may not cause injury can result in charges being filed and subject the student to expulsion. Those who instigate or escalate the situation will be subject to similar disciplinary action. Depending on the severity of the incident, students who violate this policy will receive a minimum of five (5) to ten (10) day out of school suspension or expulsion for the first offense. A minimum of a 10 day out of school suspension or expulsion will be issued for the second offense.
- 11. Verbally Threatening A Staff Member/Student/Person Associated With The District** - Any statement or non-contact action that a staff member, student, or other person associated with the District feels to be a threat will be considered a verbal assault. Verbal threats or assault may result in suspension and expulsion.
- 12. Extortion** - Extortion is the use of threat, intimidation, force or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule could result in suspension or expulsion.
- 13. 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.
- 14. Falsification of School Work, Identification, or Forgery** - Forgery of hall/bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable. Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion.
- 15. False Alarms, False Reports and Bomb Threats** - A false emergency alarm, report or bomb threat endangers the safety personnel who are responding, the citizens of the community and the persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule could result in suspension or expulsion.

16. **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.
17. **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 where the student may not be. Violations of this rule could result in suspension or expulsion and/or contact with law enforcement.
18. **Theft** - When a student is caught stealing either school or someone's property, she/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.
19. **Disobedience** - School staff are 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.
20. **Damaging Property** - Vandalism and disregard for school property will not be tolerated. Violations could result in suspension or expulsion.
21. **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. (See Attendance Policy).
22. **Leaving School Grounds/Skipping School/Not Signing Out of School Properly** - The school has the responsibility and the community expects that students will be on school grounds at all times during the school day unless specifically released as part of a school program or activity. Any student found off school grounds, without permission, will receive a one-day in-school suspension for the first and second offense. Students will receive a one (1) day Out of School Suspension for the third offense.
23. **Unauthorized Use of School or Private Property** - Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. Violations of this rule could result in suspension or expulsion.
24. **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.
25. **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.
26. **Displays Of Affection** - Students demonstrating affection between each other are personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Holding hands is acceptable, kissing is not. Students' parents will be notified and a detention will be issued for the first offense. Students will receive a one day in school suspension for second offense and a one day out of school suspension for the third offense.
27. **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.
28. **Violation Of Bus Rules** - Please refer to Section V on transportation for bus rules.
29. **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.
30. **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. This applies to all activities on school property and to all school sponsored activities 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 is not, however, limited to these categories and includes harassment that would negatively impact students, such as stalking, name-calling, taunting and other disruptive behaviors. Aggressive behavior also includes, but is not limited to, such behaviors as bullying, hazing, intimidating, menacing, coercion and making threats. Any student that believes she/he has been, or is, the victim of harassment, or other aggressive behavior including bullying or hazing, should immediately report the situation to a teacher or principal. (Policy 5517/Policy 5517.01)

Sexual Harassment

Verbal - The making of written or oral sexual innuendoes, suggestive comments, and jokes of a sexual nature, sexual propositions or threats to a fellow student, staff member or other person associated with the District.

Nonverbal - Causing the placement of sexually suggestive objects, pictures or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling and the like to a fellow student, staff member, or other person associated with the District.

Physical Contact - Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the District.

Gender/Ethnic/Religious/Disability Harassment

Verbal - Written or oral innuendoes, comments, jokes, insults, threats or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the District. Conducting a "campaign of silence" toward a fellow student, staff member or other person associated with the District by refusing to have any form of social interaction with the person.

Nonverbal - Placing objects, pictures or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the District.

Physical - Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the District.

Bullying/Cyber Bullying - It is the policy of the District to provide a safe educational environment for all students. Bullying/Cyber Bullying of a student at school is strictly prohibited. This policy shall be interpreted and enforced to protect all students and to equally prohibit bullying/cyber bullying without regard to its subject matter or motivating animus.

A. Prohibited Conduct:

1. Bullying/Cyber Bullying. Bullying/Cyber Bullying of a student at school is strictly prohibited. For the purposes of this policy, "bullying/cyber bullying" shall be defined as:

Any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

- a. Substantially interfering with educational opportunities, benefits or programs of one or more students;
- b. Adversely affecting a student's ability to participate in our benefit from the 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; or
- d. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.
- e. Repeated actions that are unprovoked, one person has greater status, control, or power over another

2. Retaliation/False Accusation. Retaliation or false accusation against a target of bullying/cyber bullying, anyone reporting bullying/cyber bullying, a witness, or another person with reliable information about an act of bullying/cyber bullying is strictly prohibited.

B. Reporting an Incident.

If a student, staff member, or other individual believes there has been an incident of bullying/cyber bullying in violation of this policy, s/he shall promptly report such incident to the appropriate principal or designee, or the Responsible School Official(s), as defined below.

C. Investigation

All reported allegations of a policy violation or related complained about bullying shall be promptly and thoroughly investigated by the building principal or designee. A description of each reported incident, along with all investigation materials and conclusions reached by the principal or designee shall be documented and filed separately with similar materials in the District's central administrative office.

D. Notice to Parent/Guardian

If the principal or designee determines that an incident of bullying/cyber bullying has occurred, s/he shall promptly provide written notification of same to the parent/guardian of the victim of the bullying/cyber bullying and the parent/guardian of the perpetrator of the bullying/cyber bullying.

E. Annual Reports

At least annually, the building principal or designee, or the Responsible School Office shall report all verified incidents of bullying/cyber bullying and the resulting consequences, including any disciplinary action or referrals, to the Board of Education. The annual Board report may be given in writing, in person at a regular Board meeting, or as otherwise requested by the Board of Education.

F. Responsible School Official

The Superintendent ("Responsible School Official") shall be responsible for ensuring the proper implementation of this policy throughout the District. The foregoing appointment shall not reduce or eliminate the duties and responsibilities of a principal or designee described in this policy.

Posting/Publication of Policy

Notice of this policy will be: (a) posted in conspicuous locations in all school buildings and departments within the District, (b) annually discussed with students, and (c) incorporated into the student and parent/guardian handbooks.

G. Definitions

1. "At school" means 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. "At school" also includes any conduct using a *telecommunications access device* or *telecommunications service provider that occurs off school premises if the device or provider* is owned by or under the District's control.
2. "Telecommunications Access Device" means that term as defined in Section 219a of the Michigan Penal Code, 1931 PA 328, MCL 750.219a, as may be amended from time to time. As of January 2012, "Telecommunication Access Device" is defined to mean any of the following:
 - a. Any instrument, device, card, plate, code, telephone number, account number, personal identification number, electronic serial number, mobile identification number, counterfeit number, or financial transaction device defined in MCL 750.157m (e.g., an electronic funds transfer card, a credit card, a debit card, a point-of-sale card, or any other instrument or means of access to a credit deposit or proprietary account) that alone or with another device an acquire, transmit, intercept, provide, receive, use or otherwise facilitate the use, acquisition, interception, provision, reception, and transmission of any telecommunications service.
 - b. Any type of instrument, device, machine, equipment, technology, or software that facilitates telecommunications or which is capable of transmitting, acquiring, intercepting, decrypting, or receiving any telephonic, electronic, data, internet access, audio, video, microwave, or radio transmissions, signals, telecommunications, or services, including the receipt, acquisition, interception, transmission, retransmission or decryption of all telecommunications, transmissions, signals, or services provided by or through any cable television, fiber optic, telephone, satellite, microwave, data transmission, radio, internet based or wireless distribution network, system, or facility, or any part, accessory, or component, including any computer circuit, security module, smart card, software, computer chip, pager, cellular, telephone, personal communications device, transponder, receiver, modem, electronic mechanism or other component, accessory, or part of any other device that is capable of facilitating the interception, transmission, retransmission, decryption, acquisition, or reception of any telecommunications, transmissions, signals or services.
3. "Telecommunications Service Provider" means that term as defined in Section 219a of the Michigan Penal Code, *supra*, as may be amended from time to time. As of January 2012, "Telecommunications Service Provider" is defined to mean any of the following:
 - a. A person or entity providing a telecommunications service, whether directly or indirectly as a reseller, including, but not limited to, a cellular, paging, or other wireless communications company or other person or entity which, for a fee, supplies the facility, cell site, mobile telephone switching office, or other equipment or telecommunications service.
 - b. A person or entity owning or operating any fiber optic, cable television, satellite, internet based, telephone, wireless, microwave, data transmission or radio distribution system, network or facility.
 - c. A person or entity providing any telecommunications service directly or indirectly by or through any distribution systems, networks, or facilities.

The Marlette Community Schools are committed to providing a safe, positive learning environment and working environment for students and staff. In order to achieve this, our school district has adopted the following measures:

Definition of Bullying/Cyber Bullying: A student is being bullied when another student or several students:

- Say mean and hurtful things to, or about, them, or make fun of them
- Completely ignore, or exclude, them from their group of friends, or leave them out of things on purpose
- Hit, kick, push, shove or lock them inside a room
- Tell lies or spread false rumors about them, or send mean notes/email and try to make other students dislike them
- Horseplay, pranks or other hurtful things which are said to be just joking around

First Offense: Range from student meeting to expulsion

Second Offense: Range from student meeting to expulsion

Any student who believes that she/he is the victim of any of the above actions or has observed such actions or has observed such actions taken by another student, staff member, or other person associated with the District, should contact a staff member immediately. The student may make contact either by a written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom she/he believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report will be prepared promptly and a copy forwarded to the principal. Each report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation. If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence. Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges. Some forms of sexual harassment of a student by another student may be considered a form of child abuse which will require that the student-abuser be reported to proper authorities. Hazing by any school group, club or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Under no circumstances will the School threaten or retaliate against anyone who raises or files a harassment complaint.

31. Improper Use of Liquid – Students are allowed the privilege of carrying drinking water in some areas of the school. Those who abuse this privilege by the improper use of the liquid will receive a detention for the first offense; a one (1) day in school suspension for the second offense and a one day out of school suspension for the third offense.

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.

SEARCH AND SEIZURE

- The Board of Education has charged school authorities with the responsibility of safeguarding the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student, in accordance with policy. A student's failure to permit searches and seizures as provided per board policy will be considered grounds for disciplinary action. A student's person and/or personal effects (e.g. purse, book bag, and athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

School Property

- The Board acknowledges the need for in-school storage of student possessions and shall provide desks and lockers for that purpose. Where locks are provided, students may lock them against incursion by other students, but in no such places shall students have an expectation of privacy as to prevent examination by a school official. The Board directs the principal to conduct a routine inspection at least annually of all such storage places, or in the event that there is reason to believe something illegal/improper has been concealed within the locker(s). In the course of any search, student's privacy rights will be respected regarding any items that are not illegal or against Board policy. The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices, when the administration has reasonable suspicion that illegal drugs may be present in a school. This means of detection shall be used only to determine the presence of drugs in locker areas and other places in the school where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities and is not to be used to search students unless either a warrant or parental permission has been obtained prior to the search.

Student Person and Possessions

- The Board recognizes that the privacy of students or his/her belongings may be violated by unreasonable search and seizure and directs that no students be searched without reasonable suspicion or in an unreasonable manner. The extent of the search will be governed by the seriousness of the alleged infraction, the student's age and the student's disciplinary history. This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board. Administrators are permitted to conduct a random search of any student's locker and its contents at any time. Administrators are authorized to arrange for a breath-test instrument, according to the Superintendent's guidelines, for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use. A request for the search of a student or a student's possessions will be directed to the principal. He shall attempt to obtain the freely-offered consent of the student to the inspection; however, provided there is reasonable suspicion, he may conduct the search without such consent. Whenever possible, a search will be conducted by the principal in the presence of the student and an additional staff member. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property. The principal shall promptly record in writing each student search, including the reasons for the search, information received that established the need for the search, name of the informant, if any, persons present during the search, substances or objects found and the disposition of them, as well as any subsequent action taken. The principal shall be responsible for the custody, control and disposition of any illegal or dangerous substance or object taken from a student. (Policy 5771)

VIDEO SURVEILLANCE/ELECTRONIC MONITORING

- In order to promote student and staff safety, and deter unauthorized access and destructive acts (e.g., theft and vandalism), the Board of Education authorizes the use of video surveillance and electronic monitoring equipment on school property, and in school buildings and school buses. Information obtained through video surveillance/electronic monitoring may be used to identify intruders and persons breaking the law, Board policy, or the Student Code of Conduct (i.e., it may be used as evidence in disciplinary actions and criminal proceedings)

-The Superintendent is responsible for approving where and when to install and operate fixed-location video surveillance/electronic monitoring equipment in the District. Video surveillance/electronic monitoring equipment may be placed in common areas in school buildings (e.g., school hallways, entryways, the front office where students, employees and visitors are permitted to freely come and go, gymnasiums, cafeterias, libraries), the school parking lots and other outside areas, and in school buses. Except in extraordinary circumstances and with the written authorization of the Superintendent, video surveillance/electronic monitoring equipment shall not be used in areas where persons have a reasonable expectation of privacy (e.g., restrooms, locker rooms, changing areas). The Superintendent shall carefully consider and consult with District legal counsel before authorizing placement in, private offices (unless there is express consent given by the office occupant), or conference/meeting rooms, or in individual classrooms during instructional times.

-Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action.

-The Board shall maintain video surveillance/electronic monitoring recordings for a limited period. Any request to view a recording under this policy must be made within fifteen (15) days of the event/incident. Unless an investigation is being conducted, recordings shall be destroyed after twenty (20) days. If, however, action is taken by the Board/administration, as a result of a formal complaint or incident, recordings shall be kept for a minimum of one (1) year from the date of the action taken. Recordings may also be kept beyond the normal retention period if they are going to be utilized for training purposes. (Policy 7440.01)

STUDENT ASSISTANCE PROGRAM

- The Marlette Community Schools have established a comprehensive student assistance program that deals with district wide substance abuse issues. This policy deals with prevention, intervention, treatment and aftercare. Students and parent/guardians that feel a need to talk to someone about the services available within this program can contact the school counselor or the principal for more information. Students are encouraged to refer themselves, or any other student they feel is at risk and needs help. At Marlette Jr/Sr High School we believe that it is healthy to get help with any issue or concern in our lives. This wellness is essential in order to maintain positive student outcomes.

CORE TEAM

- The Marlette Jr/Sr High School Core Team is made up of teachers, the counselor and administrators that work with students having academic, behavior and/or other problems that interfere with their education. The committee meets on a regular basis in order to accomplish the following: follow up on student; gather information and look at possible solutions; make recommendations to the administration regarding prevention and intervention strategies for the student.

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 school guidelines. Material cannot be displayed if it: Is obscene to minors, libelous, indecent or vulgar; Advertises any product or service not permitted to minors by law; Intends to be insulting or harassing; Intends to incite fighting or presents a likelihood of disrupting school or a school event; Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building. Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal twenty-four (24) hours prior to display.

STUDENT CONCERNS, SUGGESTIONS AND GRIEVANCES

- The School is here for the benefit of the students. The staff is here to assist a student in becoming a responsible adult. If a student has suggestions that could improve the school, she/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. As with suggestions, concerns and grievances may be directed to the principal or to the student

government. A student may have the right to a hearing if the student believes she/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard.

SECTION V – TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

- Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal. A change in a student's regular assigned bus stop may be granted for a special need, if a note from a parent is submitted to the building principal stating the reason for the request and the duration of the change and the principal approves. **If a student is transported to school by bus, and after arriving leaves school grounds/skips school, the student will not be allowed to ride the bus home.**

Bus Conduct

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

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

The following rules are for the safety of all riders:

- ❖ A substitute driver has the same authority as a regular driver.
- ❖ All bus rules apply to the student while at the bus stop.
- ❖ Students are to be at the bus stop five minutes prior to bus arrival. Drivers will not wait for tardy students. Students are to stay 10 feet back from the loading zone.
- ❖ Students should be courteous and respectful to the driver and other passengers and use a normal tone of voice when speaking. No name calling, no spitting, etc.
- ❖ Dangerous conduct is unacceptable. Students should not fight, get out of their seat, throw objects, trip others getting on or off the bus, put any part of their body out of a window (including hair). Remain seated and keep the aisle clear.
- ❖ Students should not use profane language or obscene gestures.
- ❖ Students must be silent at all railroad crossings.
- ❖ Destruction or stealing of property (another student's or the schools) will require restitution.
- ❖ Students should not spray anything.
- ❖ The following items are not permitted on the bus for safety reasons: hard candy, suckers, glass, animals, tobacco products, water, shaving cream, student radios, matches, lighters, balloons, rakes, illegal substances, etc.
- ❖ The emergency door and windows must stay closed except in an emergency situation.
- ❖ By state law, students must always cross in front of the bus, watching for the driver to give the school's hand signal.
- ❖ Students are not permitted to bring any object which is too large to be held on their lap.
- ❖ No cell phone usage is permitted during the regular routes. They are to be turned off and put away. Cell phones will be permitted on athletic or field trips to call for a ride home.
- ❖ If a student will not be riding the bus in the morning, please call your driver, or the bus garage at 989.635.4927.
- ❖ Any bus change for the day needs a note from the parent or guardian with the student's name, a phone number to reach the person writing the note and directions to where the child needs to go.
- ❖ The above rules apply to all field trips and athletic events.

Videotapes on Bus

- In accord with Board policy, the transportation assistant may install the appropriate equipment for video-taping the interior of the buses while transporting students.

-Any disciplinary action resulting from the use of the video tapes shall be determined by the appropriate principal who shall ensure that due process is provided to the students involved, in accordance with Board policy and administrative guidelines relating to discipline. Any use of photographs obtained through the use of video tapes shall be in accordance with Federal and State law.

-The bus driver shall be responsible for reviewing the tapes for the purpose of assuring that bus safety procedures are being followed properly and the buses are being operated in accordance with District guidelines and State law. (AG 8600)

Discipline

- | | |
|-------------------------|---|
| 1 st Offense | Notify the parent, bus driver will write a bus conduct form and give to principal. |
| 2 nd Offense | Write a second bus conduct form, notify principal and three (3) day suspension. |
| 3 rd Offense | Loss of bus privileges for ten (10) school days. |
| 4 th Offense | Loss of bus privileges for thirty (30) school days. |
| 5 th Offense | Loss of bus privileges for remainder of school year. Loss of bus privileges may affect field trips. |

Gross Misbehavior

Any offense in the following list will automatically be a three (3) day suspension:

1. Fighting
2. Disrespect exhibited toward the driver
3. Dangerous behavior
4. Destruction of school property
5. Emergency door violation.

AUTOMOBILES AND PARKING LOT

- Driving to school is a privilege. If it is abused, it may be revoked at any time. **Students are to park only in the designated parking lot and not in staff or restricted areas.** No parking is allowed on Moore Street. Students driving to school are to park their vehicles immediately upon arrival and not remain in them, or return to them, until it is time to depart from school for the day. Use of autos during lunchtime is prohibited. Loitering in the parking lot is prohibited. Students found sitting in their vehicle during the school day will be subject to disciplinary action.

-Cars are to be locked during the school day and not used except with parent permission and principal notification. The District will not assume any liability for damage, loss, or theft.

- Students must register their primary vehicle, that of which they commute to school with, at the Jr./Sr. High Main Office. The student must complete the required registration form, and the student must pay a \$3 vehicle registration fee. Upon completion of the registration, the student will be issued a parking permit, which must be visible from the exterior of the vehicle while the vehicle is parked in the parking lot during each school day. Any student who refuses to register their primary vehicle may lose their driving-to-school privilege.

-Students shall not drive to school-sponsored activities. In specific cases, permission may be granted by the principal with permission by their parent/guardian. No other student(s) are allowed to be driven to a school sponsored activity by the approved student driver without a note from parent/guardians granting permission and approved by the principal. Motor vehicles must be operated in a safe and legal manner on, and around, school property. Speed should not exceed 10 miles per hour. **Failure to follow proper procedures will result in disciplinary procedures including, but not limited to, forfeiture of driving privilege and/or disciplinary action.**

APPENDIX

REQUEST THAT DIRECTORY INFORMATION NOT BE RELEASED TO RECRUITERS WITHOUT PRIOR WRITTEN CONSENT

Student Name _____ Birthdate _____ Age _____ Grade _____

Street Address _____ City _____ Zip Code _____

I hereby request that the above named student's name, address and telephone listing **NOT** be released without my prior written consent to:

- _____ Recruiters from the United States Armed Forces who request such information
 _____ Recruiters from institutions of higher education who request such information

I understand by not checking one of the options listed above, that the Board of Education may release, without my prior written consent, the above-named student's name, address, and telephone listing in accordance with Federal and State law. I also understand that if I authorize the release of information to a recruiter from the United States Armed Forces, that such recruiter will be required to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces." Finally, I understand that the Board of Education may contact me to seek my consent if specifically requested by a recruiter, but then I am not required to provide such consent.

Date _____ Signature of Parent/Guardian/Student* (*Student must be eighteen (18) years or older)

This form only needs to be completed and returned if a parent/guardian/student* does not want the Board of Education to release information without his/her prior written consent.

STUDENT DISCIPLINE CODE & PROBABLE DISCIPLINARY ACTION

Behavior		Discretionary	Restrict	Expel	Suspend
Drugs/Alcohol	Use/Possession			x	x
Drugs/Alcohol	Distribution/Sale			x	x
Tobacco	Use/Possession	x	x	x	x
Weapon	Possession		x	x	x
	Use of object as		x	x	x
	Knowledge of dangerous weapon or threats of violence	x	x	x	x
Explosives	Use/Possession			x	x
Fire	Purposely setting			x	x
Harassment		x	x	x	x
Assault	Physically assaulting a person			x	x
	Verbally threatening a person		x	x	x
Extortion		x	x	x	x
Gambling		x		x	x
Falsification of	Schoolwork, identification and/or forgery	x	x	x	x
Theft		x		x	x
Trespassing		x		x	x
Unauthorized	Use of school or private property	x	x	x	x
Property damage		x	x	x	x
Absence/tardiness	Habitual	x			
Leaving school grounds		x		x	x
Disorder/Demonstration	Disruption of education process	x	x	x	x
Disobedience		x	x	x	x
Insubordination	Refusing to accept discipline	x	x	x	x
Violation of school rules	Individual school or classroom rules	x	x	x	x
Displays of affection		x	x	x	x
Electronic equipment	Possession of	x	x	x	x

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

ATHLETIC CODE FOR MARLETTE COMMUNITY SCHOOLS

1. This Athletic Code, in effect for all twelve (12) months, applies to all athletes of Marlette Community Schools.
2. ATHLETE DEFINED: Is, or has been, a member of any interscholastic athletic team. Is, or has been, a member of any support group of interscholastic athletes, such as cheerleaders, team managers, student athlete trainers, wrestlerettes, etc.
3. Athletes must maintain a passing grade in ALL their classes to remain eligible.
 - Eligibility will be pulled Bi-Weekly on every other Friday. Beginning the second Friday of the school year.
 - Any student athlete who is failing one or more classes will receive a warning sheet on Monday showing the classes they are failing. They will have one week (Monday-to-Monday) to improve their grade to a passing status.
 - If they feel there are any discrepancies on the warning sheet, they have until the end of the school day on Monday to return the sheet to the Athletic Director with an updated grade signed by the teacher.
 - After the warning week, if the student is still failing, they will be ineligible and will NOT be able to compete in any competitions for a minimum of one week (Monday-to-Monday), when their grades will be checked again.
 - The student may also be required to attend after school tutoring sessions if the athletic department deems necessary.
 - Fall sport athletes will be ineligible during the 1st week of their sport if their GPA is below a 2.0 at the end of the last marking period of the previous school year. *Note: This does not apply to incoming freshman.*
 - Students who are ineligible at the end of a marking period will not be able to regain their eligibility until after one week into the new marking period.
 - A student who is ineligible will not be allowed to leave school early should their team have an early dismissal time. Also, the school will not provide transportation to or from the event for these students.
 - Michigan High School Athletic Association rules will be followed for any rules not covered above.
4. Any athlete who wishes to participate in athletics must have a physical examination card on file before he/she can participate.
5. Any athlete who wishes to participate in athletics must have a signed Athletic Code on file before he/she can participate.
6. An athlete cannot participate in the 1st contest of each season until their participation fee has been paid: \$30/season-HS; \$20/season-JH
7. An athlete may participate in more than one sport per season upon the approval of the coaches and parent/guardians involved. **The athlete must complete a Dual Sports Request Form and turn in to the Athletic Director.** The athlete must identify their primary sport prior to the beginning of the season. The coaches involved will develop a written agreement regarding expectations of the athlete.
8. No athlete may participate in a scheduled activity if a known unexcused absence occurs for any part of that day. An athlete must attend three (3) **full classes** that day to be eligible to participate. Friday's attendance will govern all weekend competitions. The only exception will be the athlete who is excused **with a statement from one of the following: funeral, doctor, dentist, and orthodontist or school-related.**
9. All athletes must return all equipment that is issued. It is expected that the athlete will take good care of the equipment and be responsible for its care. If the equipment is damaged through misuse, the athlete will be expected to pay for the damage.
10. An athlete may receive his/her varsity letter only upon completion (in good standing) of their respective sport. **Completion of a sport includes the time period from the final contest, up to and including that sport's awards program. An athlete who is serving a suspension may be able to end the season in good standing by completing professional counseling or community service as outlined by the Athletic Council.**
11. **An athlete will not compete in the next season's sports season until previously issued equipment is turned in or paid for.**
12. **No athlete may change sports within a season after the first competition has occurred without approval of both coaches and the AD**
13. TRAINING VIOLATIONS: (All training violations are cumulative during the student's high school career.)
 - Training Violation A** Stealing in any form, in or out of school (including athletic department equipment).
 - Training Violation B** Substance abuse in any form, such as but not limited to, the use and/or possession of tobacco, e-cigarettes (nicotine & vaporizers), alcohol, drugs of any form, drug paraphernalia, volatile chemicals and performance enhancing drug.

PENALTIES FOR TRAINING VIOLATIONS A AND B

1. **First offense:** - An athlete will not participate in 50% of the **consecutive** scheduled contests for that season. An athlete may sign a contract agreeing to complete twenty-five (25) hours of community service, and receive counseling by an approved, licensed therapist, in order to reduce the number of suspensions by half.
2. **Second offense** - Suspension from all athletic participation. In order to be reinstated after one calendar year, the athlete must complete fifty (50) hours of community service and complete a prescribed counseling program by an approved licensed therapist. **Expulsion from Marlette Community Schools will be considered as two (2) offenses.**
3. **Third offense** - An immediate and permanent loss of all athletic participation for the remainder of the athlete's high school career.
 - Training Violation C.** Selling/distribution of drugs, marijuana, drug paraphernalia and/or volatile chemicals and performance enhancing drugs.
 - Training Violation D.** Convicted of a felony.

PENALTY FOR TRAINING VIOLATIONS C AND D

An immediate and permanent suspension from all athletic participation for the remainder of the student's high school career.

14. Reporting of Training Violations: Reporting must be submitted to the Athletic Director in writing, outlining in detail, the violation. The Athletic Director will contact the student's parent/guardian prior to speaking with the student about the violation. The alleged violation will be reviewed and investigated before a decision is made.
15. Appeals Channel
 - 1. **Superintendent:** If a parent and/or athlete questions the validity of the initial decision, they may appeal to the Superintendent in writing, within five (5) school days. During the appeals process, the athlete **will not** participate in any competitions until the appeals process is complete.
 - 2. **Board of Education:** If parent/guardians and/or the athlete are not satisfied with appeal results from the Superintendent, they may appeal to the Board of Education, in writing, within five (5) school days. The Board will review the appeal at its next regularly scheduled meeting. During the appeals process, the athlete **will not** participate in any competitions until the appeals process is completed.
16. **All offenses must be served in their entirety before the athlete becomes eligible to participate.**

This Athletic Code is in effect for the entire Jr/Sr High School career from the signing date of the first Athletic Contract until graduation from school. Any Junior High athletic code violations, however, do not carry over to their high school record. There is no distinction between in-season and out-of-season participation.

I have read the Athletic Code carefully. I understand that this Code applies to all athletes, regardless of age. I further understand that this Code is for my information and I am expected to comply with the terms whether or not I am in agreement with them.

Athlete Signature

Athlete Printed Name

Date

Parent/Guardian Signature

Parent/Guardian Printed Name

Date

This must be signed and returned to the Athletic Director, along with a physical card, showing proof of having taken a physical examination, prior to the student's participation in our athletic program. (8/12/2015)

**MARLETTE ATHLETIC DEPARTMENT
TICKET PRICES**

Adult Only	\$75
Student (incl. Marlette Students and MHS Students Currently Attending College)	\$55
Two Students	\$70
Each Additional Student	\$25
Adult/1 Student	\$95
Each Additional Student	\$25
Husband/Wife	\$110
Husband/Wife/1 Student	\$125
Each Additional Student	\$25
*Senior Citizen (over 60) – Resides in District	FREE
Senior Citizen (over 60) – Out of District One Person	\$30
Senior Citizen (over 60) – Out of District Two Persons	\$45

Gate Prices

HS Events: \$5 for Adults; Students are Free (under 7th grade must be accompanied by a paying adult, 7-12 graders must have current Marlette student ID)
JH Events: \$4 for Adults; Students are Free (under 7th grade must be accompanied by a paying adult, 7-12 graders must have current Marlette student ID)

*All residents of the Marlette Community School District who have reached the age of 60 are eligible to be issued a Senior Citizen Athletic Pass. The pass can be picked up in the Superintendent's Office. The Senior Citizen's Activity Pass is not good for away games, or an MHSAA Tournament. It provides free admission to HOME GAMES.

MARLETTE JR/SR HIGH SCHOOL SONG

Stand up and cheer
Stand up and cheer
Stand up and cheer for Marlette High
Shout out our name
Shout out our fame
Shout out our name up to the sky
Stand up and cheer
Stand up and cheer
Stand up and cheer for Marlette High
For we will fight for, fight for, fight for, fight for
Victory for Marlette High

School Colors - Red & White

Mascot - Red Raider

Nickname - Marlette Red Raiders

MARLETTE JR./SR. HIGH SCHOOL STUDENT DRIVING PERMIT

Grade: _____

Car License Plate #: _____

Name of Driver: _____
Last First Middle Initial

Year: _____

Color: _____

Make of Vehicle (Ford, Chevy, etc.)

Body Style (Escort, Malibu, etc.)

Driving to school is a privilege. If it is abused, it may be revoked at any time. Students are to park only in the designated parking lot and not in staff or restricted areas. No parking is allowed on Moore Street. Students driving to school are to park their vehicles immediately upon arrival and not remain in them, or return to them, until it is time to depart from school for the day. Use of autos during lunchtime is prohibited. Loitering in the parking lot is prohibited. Students found sitting in their vehicle during the school day will be subject to disciplinary action.

Cars are to be locked during the school day and not used except with parent permission and principal notification. The District will not assume any liability for damage, loss, or theft.

Students must register their primary vehicle, that of which they commute to school with, at the Jr./Sr. High Main Office. The student must complete the required registration form, and the student must pay a \$3 vehicle registration fee. Upon completion of the registration, the student will be issued a parking permit, which must be visible from the exterior of the vehicle while the vehicle is parked in the parking lot during each school day. Any student who refuses to register their primary vehicle may lose their driving-to-school privilege.

Students shall not drive to school-sponsored activities. In specific cases, permission may be granted by the principal with permission by their parent/guardian. No other student(s) are allowed to be driven to a school sponsored activity by the approved student driver without a note from parent/guardians granting permission and approved by the principal. Motor vehicles must be operated in a safe and legal manner on, and around, school property. Speed should not exceed 10 miles per hour. **Failure to follow proper procedures will result in disciplinary procedures including, but not limited to, forfeiture of driving privilege and/or disciplinary action.**

I have read and understand the rules and policies concerning driving and parking on school property of Marlette Jr./Sr. High School in the student/parent handbook. **Any violation may result in a suspension of driving privileges up to and including the remainder of the school year.**

Parent/Guardian Signature

Date

Student's Signature

Marlette Jr/Sr. High School Attendance Appeal Form

Student Name (Please Print): _____ Date: _____

Course(s) Being Appealed

Name of Course						
# of Unexcused Absences						
# of Excused Absences						
# of Tardies						

Page 11 of the MHS 2017-2018 Student Handbook outlines the attendance policy and guidelines for all students and parents. Any student who loses credit due to this policy may appeal to the principal who may consult with the counselor, teachers, or others prior to making a decision. Appeals only apply to the current semester. Students with unexcused/unverified absences should not expect to be granted an appeal. Generally, the only appeal that will be granted is for long-term medically related absences or extenuating circumstances. Explanations of medical or extenuating circumstances should be specifically stated and a direct link between the reason for absences and the exact dates of absences must be clear.

Please attach:

1. Description of extenuating circumstance
2. Dates of absences related to extenuating circumstance
3. Appropriate medical or other documentation verifying absences

This form must be signed by the student and parent/guardian.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Official Use Only

Comments:

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