

# **Student/Parent Handbook**

for

## ***Garber High School***

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

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**Board Office - 303 Pine Street, Essexville, MI 48732-1598 989.894.9700**

**Adopted by the Board of Education on June 26, 2017.**

**Discipline Code adopted by the Board on June 26, 2017**

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<b>NOTE:</b>	This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed on June 26, 2017. If you have questions or would like more information about a specific issue or document, contact your school principal, or access the document on the Essexville-Hampton Public School District's website: <a href="http://www.e-hps.net">www.e-hps.net</a> by clicking on "Garber High School Handbook" and finding the specific policy or administrative guideline in the Table of Contents for that section.
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## **FOREWORD**

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

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

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

## **MISSION OF THE SCHOOL**

In partnership with students, parents, staff and community, our Essexville-Hampton Public School District mission is to create a collaborative environment that encourages every learner to reach his or her unique potential. We strive for academic excellence and promote student development through the arts, athletics and various co-curricular activities to foster a culture of discovery and achievement.

## **OUR SHARED VISION**

Our Vision is to be the educational market leader in developing graduates who are successful contributors to our changing society

## **EQUAL EDUCATION OPPORTUNITY**

It is the policy of this Essexville-Hampton Public School District to provide an equal education opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the Essexville-Hampton Public School District's Compliance Officer listed below:

Matthew Cortez, Superintendent  
Essexville-Hampton Public Schools  
303 Pine Street  
Essexville, Michigan 48732  
Telephone: 989-894-9700

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

**SCHOOL DAY  
2017-18**

*“A” = Blocks 1,3,5,7,8    “B” = Blocks 2,4,6,7,8  
8:14 a.m. – 3:13 p.m.*

Blocks 1 or 2	8:14 – 9:44	Academic
Blocks 3 or 4	9:51 – 11:24	Academic
<b>Lunch</b>	<b>11:24 – 12:06</b>	
Blocks 5 or 6	12:06 – 1:36	Academic
Block 7*	1:43 – 2:28	Academic
Block 8*	2:28 – 3:13	Seminar

\*Meets Everyday

\*\*Announcements and Pledge to Allegiance at the beginning of 3<sup>rd</sup> and 4<sup>th</sup> Block

\*\*\*Career Center, Co-op, and Job students dismissed at 11:15 a.m.

**STUDENT RIGHTS AND RESPONSIBILITIES**

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

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

Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from their counselor and/or administration of Garber High School.

- Adult students (age eighteen (18) or older) must follow all school rules.
- If residing at home, adult students shall include their parents in their educational program.

## **STUDENT WELL-BEING**

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

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

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

## **INJURY AND ILLNESS**

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

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

## **HOMEBOUND INSTRUCTION**

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

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the administration. The Essexville-Hampton Public School District will provide homebound instruction only for those confinements expected to last at least ten (10) days.

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

## **SECTION I - GENERAL INFORMATION**

### **ENROLLING IN THE SCHOOL**

In general, State law requires students to enroll in the school Essexville-Hampton Public School District in which their parent or legal guardian resides.

- Unless enrolling under the Essexville-Hampton Public School District's School of Choice policy.

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

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

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

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

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

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

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the Essexville-Hampton Public School District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the Essexville-Hampton Public School District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the Essexville-Hampton Public School District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the Essexville-Hampton Public School District had the student committed the offense while enrolled in the Essexville-Hampton Public School District.

### **SCHEDULING AND ASSIGNMENT**

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

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

### **WORK DURING SCHOOL HOURS**

Students may be excused to work during the school day if they are part of the co-op or work experience programs. Students should see their guidance counselor for more information.

### **EARLY DISMISSAL**

No student will be allowed to leave school prior to dismissal time without a written request signed by their parent, the parent coming to the school office to request the release or a confirmation call from a parent to a designated school employee. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian.

## **TRANSFER OUT OF THE ESSEXVILLE-HAMPTON PUBLIC SCHOOL DISTRICT**

If a student plans to transfer from Garber High School, the parent must notify the administration or the counseling department. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records, may not be released if the transfer is not properly completed. Parents are encouraged to contact Garber's main office for specific details.

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

### **WITHDRAWAL FROM SCHOOL**

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

### **IMMUNIZATIONS**

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

### **EMERGENCY MEDICAL AUTHORIZATION**

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

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

### **Doctor's Excuse for Physical Education**

In the event of an injury that is severe enough to require the student not to participate in any activity, it is school policy to have a doctor's excuse stating such restrictions. The doctor's excuse will help the staff know exactly when the student can safely resume physical activity without risk of further injury.

### **USE OF MEDICATIONS**

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

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form 5330 F1, F1a, F1b, and F1c must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the principal's office.
- D. Medication that is brought to the office will be properly secured.

1. Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended.
  2. Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
- G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

### **Asthma Inhalers and Epi-pens**

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

### **Non-prescribed (Over-the-Counter) Medications**

**Note:** Legal counsel advises that a school Essexville-Hampton Public School District may not be protected by statutory immunity without a doctor's prescription or order allowing the student to take non-prescription medication at school. If the Essexville-Hampton Public School District wishes to retain governmental immunity, the student handbook should state that a physician's prescription or order is necessary to allow students to take non-prescription medication at school.

### **Secondary (Grades 9 to 12)**

Parents may authorize the school to administer a non-prescribed medication using a form which is available at the school office. A physician does not have to authorize such medication. The parent may also authorize on the form that their child

- May self-administer the medication in the main office

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

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

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription and instructions from the child's physician accompanied by the written authorization of the parent. Both must also authorize any self-medication by the student. Before any non-prescribed medication or treatment may be

administered, the Board shall require the prior written consent of the parent along with a waiver of any liability of the Essexville-Hampton Public School District for the administration of the medication. The parent must also authorize any self-medication by his/her child.

### **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS**

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

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

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

### **CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES**

In the case of non-casual-contact, communicable-diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

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

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

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

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

### **INDIVIDUALS WITH DISABILITIES**

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

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact Garber's administration at **989.894.9710** to inquire about evaluation procedures and programs.

## LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the Essexville-Hampton Public School District. It is, therefore the policy of this Essexville-Hampton Public School 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 Essexville-Hampton Public School District. Parents should contact the Garber's administration at **898.894.9710** to inquire about evaluation procedures and programs offered by the Essexville-Hampton Public School District.

## STUDENT RECORDS

The School Essexville-Hampton Public School District maintains many student records including both directory information and confidential information.

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

Unless you provide written objection, the following directory information may be made available to governmental organizations such as U.S. Army, Navy, Marines, etc., alumni groups of Garber High School, and school district related committees: student's name, address, telephone number, date of birth, participation in school activities, dates of school attendance, honors and awards, height and weight of athletes, honor roll members, and information generally found in yearbooks.

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

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

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

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

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's

privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

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

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

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

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

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

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

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

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

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

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

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

[FERPA@ED.Gov](mailto:FERPA@ED.Gov); and  
[PPRA@ED.Gov](mailto:PPRA@ED.Gov).

### **ARMED FORCES RECRUITING**

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

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

Annually the Board will notify male students age eighteen (18) or older that they are required to register for the selective service.

### **STUDENT FEES, FINES, AND SUPPLIES**

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

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

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

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

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

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

### **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.

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

### **STUDENT VALUABLES**

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

### **LOCKERS**

Lockers are installed for the convenience of all students. Each year, students will be assigned a locker and a new locker combination. Students should keep the assigned locker throughout the year. Since the building is used by the community, the school is open many hours beyond the normal school day. This makes it extremely important to **KEEP LOCKERS LOCKED AT ALL TIMES**. Students should not leave your locker "set" so that it can be opened by only lifting the latch. This is the student's responsibility.

Lockers are the property of the school and students have no expectations of privacy in using them. They are only for school-related material and other authorized materials. Pupils are solely responsible for the contents of the lockers and should not reveal the combinations to anyone. **School officials may search lockers at any time for any reason without notice.** This includes canine searches. School personnel may request the presence of law enforcement officials with the search, and no warrants are required. Any contraband found may be seized and used as evidence.

### **USE OF THE BUILDING AFTER SCHOOL**

The school is not responsible for lost or stolen articles from any locker in the building. Students are not to be in school at night or during the weekend unless under the supervision of a faculty member or another adult. Likewise, students should not be in the building or using school equipment unless under the supervision of a faculty member or another adult. These activities must have administration approval. Furthermore, the adult supervisor must have prior approval of the administration if he/she is not a faculty member.

### **REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES**

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

### **MEAL SERVICE**

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

#### **Lunch Program**

The cafeteria is in operation for the use of students and faculty. Prices are established by the Board of Education.

1. Students must stay in the proper line and do not cut in front of other students.
2. Those that eat in the cafeteria are expected to help keep it clean and sanitary. Those who do not abide by the REGULATIONS WILL BE ASKED TO EAT LUNCH ELSEWHERE.
3. If students carry their lunch, they must eat in the cafeteria. Eating lunch in the halls is forbidden with the exception of juniors and seniors who may eat on the "islands" in the main hall.
4. Any student causing damage through misuse of cafeteria equipment will be asked to pay for replacement and MAY LOSE THE PRIVILEGE OF USING THE CAFETERIA. Parents/guardians will be contacted.

### **FIRE, LOCK DOWN AND TORNADO DRILLS**

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

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires and lock down drills and consists of a continuous announcement over the PA that a tornado has been spotted in the area, please move to a safe designated area.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur as defined by state law. The alarm system for a school lock down is different from the alarm system for fires and tornadoes and consists of continuous announcement that the school has been placed in lockdown, please follow lockdown procedures.

### **EMERGENCY CLOSINGS AND DELAYS**

If the school must be closed or the opening delayed because of inclement weather or other conditions. Notification of cancellation will be made through the Superintendent's office to local television and radio stations in as timely a manner as is possible.

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

## PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

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

## VISITORS

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

Garber does not ordinarily allow students to bring guests or visitors to school. Students with school-age relatives visiting from outside the area may be allowed to bring them to school if prior arrangements are made with the principal or assistant principal. Parents/guardians should call the high school office in such cases at least two (2) weeks in advance to make requests.

## USE OF THE MEDIA TECH CENTER

During class periods, students must have a pass from a faculty or staff member for admittance.

### A. Circulation Periods

- Fiction and Informational (non fiction) hardbacks: Two (2) weeks.
- Reference: Overnight.
- Periodicals and Vertical Files: One (1) week.
- Audio Visual: Circulation to students as necessary to complete assignments, under the supervision of the assisting teacher.
- Current Periodicals will be checked out to students on an hourly basis.

### B. Overdue and Lost Book Fees - All library items are renewable.

Overdue, lost or damaged books will create an overdue or lost/damage fee. This fee must be paid before any additional library items are checked out to a student. Students with an outstanding account may use resources in the library only.

- Overdue fine: \$.05 daily

### C. Computer Resources

The library offers students access to the Internet if they have a user ID and password following processing of their signed acceptable use policy. This authorization is given following the return of the Electronic Information Policy issued by the school.

The signatures of the student and both parents/guardians must be on this form.

- No student disks may be used to import data to our library lab.
- Additional databases will be available to students as our technology plan is implemented.

### D. Citizenship

Students using the library are expected to act in a courteous manner, observing all school rules. We expect students to monitor their own actions, and respect the rights of others to a clean, orderly and reasonably quiet study area. Noise levels will vary with scheduled activities. Respecting the need for others to have a quiet study area is important. Students should be courteous and patient.

## **USE OF SCHOOL EQUIPMENT AND FACILITIES**

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

## **LOST AND FOUND**

The lost and found area is in the Garber's main office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

## **STUDENT SALES**

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

## **USE OF TELEPHONES**

The use of the school telephone, except in emergency cases and on school business, is not permitted. Necessary messages will be taken at the office and delivered at the close of class periods. No student will be called from class to answer the telephone unless the call is of a serious or urgent nature. The office telephones are to be used only by special permission.

## **ANNOUNCEMENTS**

Students are responsible for the information on the announcements. Persons wishing to place an announcements must have them turned in to the office by 8:30 a.m.

## **ADVERTISING OUTSIDE ACTIVITIES**

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

## **SECTION II - ACADEMICS**

### **FIELD TRIPS**

At various times throughout the school year, a class may take a field trip. This trip could be only the class period, a half-day, full day, or more. A parent/guardian consent form must be signed by a parent/guardian any time a student is going to participate in a field trip. These forms are available from the classroom teacher or in the office and must be completed and returned to school before the student is permitted to go on the field trip. Classes missed due to field trips or other school-related activities will not be included in the count for excessive absences

### **GRADES**

Garber 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 so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

The school uses the following grading system:

4.0	A	100-93
3.7	A-	92-90
3.3	B+	89-87
3.0	B	86-83
2.7	B-	82-80
2.3	C+	79-77
2.0	C	76-73
1.7	C-	72-70
1.3	D+	69-67
1.0	D	66-63
.7	D-	62-60
0	E	59-0

Semester grades are determined according to the following weighting:

1 <sup>st</sup> marking period of a semester	40%
2 <sup>nd</sup> marking period of a semester	40%
Final Exam	20%

**Advance Placement and Honors** class will be ranked in the following manner:

- AP Courses – 5.0 scale with an AP test (If an AP test is not taken the course will be ranked on a 4.5 scale.
- Honors Courses – 4.5 scale without an AP test

### **Grade Point Average**

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

### **Grading Periods/Report Cards**

Report cards will be distributed four (4) times a year at the end of each marking period in Skyward. Parents/guardians should read the card carefully. In case of unsatisfactory or failing grades, a conference with the teacher is desirable and recommended. Parents/guardians may call their students' counselor/teacher to set up an appointment, or they may utilize the designated Parent-Teacher conference times.

For the first three marking periods of the year, all incompletes must be made up by the end of the second week of the following marking period. Incompletes for the last marking period shall be made up within one calendar week from the last day of school. The incompletes that are not made up within the allotted time will be converted to the grade of "E".

### **Progress Reports**

Teachers may send parents/guardians a report indicating a student's progress whenever it is needed. These reports may pertain to class failure, low grades, lack of effort, or improved achievement. The Skyward system allows parents/students to access grades and homework assignments at their convenience. Grades will be updated approximately every 2 weeks unless there is an extended holiday break. Access codes to Skyward, a description of the features of the system and a listing of the dates for grade and attendance updates will be provided at the start of the year and/or the start of the semester.

## **CITIZENSHIP GUIDELINES**

The following guidelines should be used in determining citizenship grades. A student does not necessarily need to meet all requirements in a given category to attain that grade. It is possible for a student to receive different ratings in his/her classes.

### **I. The Excellent Citizen: A #1**

#### **A. Attendance**

1. Has no unexcused absences.
2. Has no suspensions.
3. Has no tardies.

#### **B. Attitude**

1. Is positive toward school.
2. Is a decided leader in the classroom.
3. Is courteous, honest, cheerful, and cooperative.
4. Observes school regulations and seeks to promote similar qualities in others.
5. Notifies the teacher in advance for prearranged absences, asks for the assignments and completes them, makes up missed assignments quickly.

#### **C. Effort**

1. Works to ability and is willing to do independently more than is required.
2. Is willing to volunteer and initiates projects or discussions.
3. Completes assignments neatly and on time.

### **II. Good Citizen: A #2**

#### **A. Attendance**

1. Has no unexcused absences.
2. Has no suspensions.
3. Has no tardies.

#### **B. Attitude**

1. Has a positive attitude toward school.
2. Occasionally is a leader in the classroom.
3. Is courteous, honest, and cooperative.
4. Observes school regulations and is helpful in enforcing them.
5. Makes up all missed assignments.
6. Notifies the teacher in advance for prearranged absences, asks for the assignments and completes them most of the time.

#### **C. Effort**

1. Works to ability and is willing to do more than is required if asked.
2. Is willing to volunteer and to bring new ideas to class.
3. Completes assignments on time.

### **III. The Average Citizen: A #3**

#### **A. Attendance**

1. Has no unexcused absences.
2. Has no suspensions.
3. Has no more than one (1) tardy.

#### **B. Attitude**

1. Has a generally positive but sometimes indifferent attitude toward school.
2. Is not necessarily a leader but is courteous, honest, and cooperative with school personnel.
3. Observes school regulations.
4. Attempts to make up missed assignments.
5. Generally notifies the teacher in advance for prearranged absences and requests assignments.

#### **C. Effort**

1. Works to ability most of the time.
2. Responds willingly when called upon.
3. Generally completes assignments on time.

#### IV. The Below-Average Citizen: A #4

##### A. Attendance

1. Has one (1) unexcused absence or one (1) suspension.
2. Has no more than two (2) or three (3) tardies.

##### B. Attitude

1. Has a negative attitude toward school.
2. Is dishonest, uncooperative, and disrespectful.
3. Disregards most school regulations.
4. Fails to make up assignments.
5. Does not notify the teacher in advance for prearranged absences nor request any assignments.

##### C. Effort

1. Works below ability level.
2. Responds indifferently when called upon.
3. Completes no or few assignments, which are frequently late and not in order.

#### V. The Poor Citizen: A #5

##### A. Attendance

1. Has one (1) unexcused absence or one (1) suspension.
2. Has multiple tardies.

##### B. Attitude

1. Has a very negative attitude toward school.
2. Is a leader of the dishonest, uncooperative, and disrespectful.
3. Has total disregard for school regulations.
4. Makes no attempt to make up missed assignments.
5. Gives no notification to teacher in advance of prearranged absences, nor makes any attempt to make up assignments.

##### C. Effort

1. Works far below ability level.
2. Responds negatively when called upon.
3. Completes no assignments.

### PROMOTION, PLACEMENT, AND RETENTION

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

The following is information about requirements of Garber High School:

1. Required subjects are those which a student must take to graduate from Garber High School.
2. Electives are those non-related subjects, which the students may choose.
3. One subject pursued for the normal block class of ninety (90) minutes for one semester gives 1/2 credit, or if pursued for two semesters, one unit of credit.
4. In order for a student to be classified as a sophomore, he/she must have earned a total of six credits; a junior must have earned twelve (12) credits; a senior, at least eighteen (18) credits.
5. Each student **must** be enrolled in a minimum of eight (8) classes per semester.
6. If a student drops out of school after two weeks of classes for the semester, the school will record all "E's" in his/her permanent record. Extenuating circumstances as verified by the student's counselor could cause the principal to waive this policy if a student requests an exception.

7. A Cramer student may earn Garber High School credit for courses taken prior to high school that meet Michigan Merit Curriculum guidelines as long as he/she takes the course exam and has a passing (D- or better) grade. Courses offered at Cramer that are accepted as high school credit are as follows:

**Algebra I**

**Earth Science**

**Foreign Language courses taken for a full semester or more**

Grades for all Cramer classes in which the student has successfully earned high school credit will transfer to Garber. These grades will influence GPA and class rank and will be used to calculate the student's high school grade point average (GPA). The GPA will also influence the senior scholar calculation and class rank.

## **GRADUATION REQUIREMENTS**

### **Regular Diploma**

Normally, a student will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student will need to meet the school requirements for basic course work and meet the requirements of the Michigan Merit Curriculum. A student could meet the Michigan Merit Curriculum requirements of graduation through his/hers IEP and/or personal curriculum. Please see the 2017-18 Course Curriculum Guide for the Michigan Merit Curriculum Requirements.

### **Schedules and/or Progress toward Graduation**

#### **A. Schedule Changes**

A class add or drop shall be done through the counseling department during the first two weeks of a semester. Approval by teacher, counselor and parent/guardian is required after that.

#### **B. Repeating a Class**

High school students may elect to repeat a class they took as a Garber or Cramer student for which they received a C+ grade or lower and high school credit. Upon completion of the repeated class, the grade they received as a Garber or Cramer student will be dropped from their high school record showing only the class and grade in the repeated course. To be eligible to repeat a class, a Garber or Cramer student must have received a C+ grade or lower or have administrative approval.

#### **C. Early Graduation and/or Dual Enrollment**

See a counselor or the Curriculum Guide for information.

#### **D. Senior Exams - Exemption**

Exemption is on a per class basis using the following criteria and applies to second semester only:

1. Academic and attendance

- a. Two (2) or fewer absences and a semester grade of 2.00.
- b. Three (3) or fewer absences and a semester grade of 3.00.
- c. Four (4) or fewer absences and semester grade of 4.00.
- d. No unexcused absences or suspensions.

2. Tardies: Two (2) or fewer tardies.

3. Citizenship: Must have a 2 or better for each of the 3rd and 4th marking periods.

4. School-related absences are excluded.

## **CONFERRING WITH COUNSELING/STAFF**

### **A. Counseling**

Students wishing to see a counselor for a schedule change or because of personal problems may make an appointment with the guidance secretary. Students will receive a pass in their respective class to come to the counseling area at the time of their scheduled appointment. Counselors are available to students throughout the school day from 8:00 a.m. through 3:15 p.m.

## **B. Teachers**

Teachers will be available for conferences during their preparation period and before and after school. If a student wishes to use his/her seminar time to see a teacher, he/she must obtain a pass from that teacher and give it to the seminar teacher. Parent/guardian conferences with teacher can be scheduled by calling the high school office at 894-9710.

### **POSTSECONDARY (DUAL) ENROLLMENT OPTIONS PROGRAM**

Any student in 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade may enroll in a postsecondary (dual) enrollment program providing s/he meets the requirements established by law and by the Essexville-Hampton Public School District. Any interested student should contact the Garber Counseling Department to obtain the necessary information.

### **ON-LINE/BLENDED LEARNING PROGRAM**

Garber High School uses Edgenuity – e2020 as their online credit recovery program. In special circumstances Edgenuity is used as an online program to assist a student with unforeseen circumstances and based on Garber’s administrator approval.

### **EXPERIENTIAL LEARNING**

Students may choose to participate in work based learning, co-op experiences, secondary education placements, elementary education placements, internships, etc.

To participate students must:

- Be in grades 9-12 (9th grade is not recommended)
- Be scheduled under a certified teacher
- Not be placed as a nurse aide, office aide, janitor aide, or cafeteria aide
- Interns must do work in the area of their career pathway. Ex. - An office intern must plan on pursuing a career in office-work/business.
- Students may only have 1 placement per semester
- Have an educational development plan (EDP) in place. (See your counselor)
- Have the placement approved by the student’s counselor, the teacher to be placed with and the building principal or assistant principal
- Complete the curriculum assigned by the internship coordinator, and practice the objectives in their scheduled placement. See the curriculum guide for a more detailed description.
- Complete homework, quizzes and test(s) assigned by the internship coordinator
- Receive letter grades (Credit/No Credit grading will not be available.)

### **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 Garber counseling department.

### **HONORS**

#### **Academic G**

1. All students in grades 9-12 are eligible.
2. A G.P.A. of 3.5 must be maintained for all marking period and semester GPA calculations for any given year. (Ex. – A Cumulative GPA of 3.5 or better will not qualify if any marking period or semester GPA falls below 3.5 for any given year.)
3. Awards for grades 9-12 will be presented in September. Seniors may also receive their awards at the Spring Honors Assembly.  
1st Award: Block G and Pin  
2nd Award: Pin  
3rd Award: Pin  
4th Award: Pin

A final point of clarification: First award is not related to grade (i.e., freshman, sophomore, junior, senior) but is given for the first year, whether it be 9, 10, 11, or 12, that a student achieves the requirements for Academic Honors. The same holds true for the 2nd, 3rd and 4th awards.

4. Senior class rank and final grade point average are determined after the completion of the 7<sup>th</sup> semester of the students senior year. Students graduating earlier than eight semesters are ranked after their last semester.

### **National Honor Society**

The Alpha Omega chapter of the National Honor Society has been established to reward and recognize student excellence in academics, leadership, character, and service to the school community.

To be eligible for membership, students must be a junior or senior. The cumulative GPA requirement is 3.500 or higher. To be eligible for further consideration as a candidate to this organization during the fall semester of each year, the junior or senior must have earned a cumulative citizenship average of 2.200 or better for the previous two semesters. Furthermore, the student must have documented 30 or more community service hours during high school. Qualified candidates are invited to apply for consideration for membership in the Society. The Faculty Council considers all eligible candidates and invites worthy candidates to be inducted during the fall induction ceremony. The following list provides acceptable volunteer community service projects to complete the necessary thirty (30) hours: athletic event announcers, athletic clinics, benefit musical performances (outside band/choir "assigned" performances), boy/girl scout service projects, church activities (teaching Sunday school, youth club projects, etc.), and coaches/referees.

Garber High School community service projects, leadership programs/mission trips/habitat building project, play set construction/tech crews, play/musical ushers, and tutoring.

### **Honor Roll/Honor Graduates**

Academic and Citizenship Honor Rolls are computed at the end of each of the marking periods. To qualify for the Academic Honor Roll, a student must have a 3.0 grade point average, which is based on a 4.0 scale. The formula for computing this is to add the honor points for the letter grades and divide by the number of courses the student is taking. To qualify for the Citizenship Honor Roll, a student must have a 2.5 or higher numerical average. The formula for computing this is to add the marking period citizenship grades and divide by the number of citizenship grades. Honor graduates are distinguished by three classifications:

- **Summa Cum Laude 4.00 - 3.75**
- **Magna Cum Laude 3.74 - 3.50**
- **Cum Laude 3.49 - 3.00**

### **Senior Scholars**

Garber High School will honor and value high academic achievement at its graduation ceremony. Students who maintain a Summa Cum Laude GPA of a 3.75 or higher are eligible for the Senior Scholars Award. Beginning with the **Class of 2017** Garber High School will use a formula ( $SAT/1.6 + GPA \times 250$ ) for selecting the top ten students for top academic honors as well as valedictorian and salutatorian. At the end of the seventh semester of their senior year, students with honor graduate status will have their GPA and highest ACT score calculated into a list utilizing the formula. (The SAT score used will be the score from Michigan Merit testing unless the student provides documentation of a higher score by the end of the seven semester of their senior year.) These students will be recognized at the graduation ceremony. As in all other GPA calculations, there will be no rounding of GPA or points.

***\* Any student transferring to Garber High School after the completion of the 5<sup>th</sup> semester is not eligible for Valedictorian, Salutatorian or Top Ten Honors. They will be eligible for the Honor cords.***

## **HOMEWORK**

### **HOMEWORK IS A PRIORITY (HIP)**

Teachers may use HIP when a student does not complete homework. When a student receives a white HIP form from a teacher, both the student and a parent/guardian are encouraged to sign the form. This homework assistance is a teacher's prerogative, and may not be used by all teachers.

The student must appear for Thirty (30) minutes of supervised homework time at the designated time. Students will need to bring their lunch with them to HIP held during lunch hour. Students should come prepared to work. If students appear after the designated time for any reason, he/she will not receive credit for attending HIP. Time missed will need to be made up per detention regulations (see detention rules and regulations). Parents may be notified by phone/mail/Skyward of students receiving repetitive HIP assignments.

If the student is absent or school is closed on the day in which he/she is to report, the student must report the following school day.

### **COMPUTER TECHNOLOGY AND NETWORKS**

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

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

Before any student may take advantage of the School's computer network and the internet, s/he and his/her parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. Copies of the School Essexville-Hampton Public School District's *Student Network and Internet Acceptable Use And Safety Policy* and the requisite student and parent agreement will be distributed at orientation.

### **High School**

College entrance testing information can be obtained from the Garber Counseling Office.

## **SECTION III - STUDENT ACTIVITIES**

### **ATHLETICS, SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

#### **A. Definition**

Any school-recognized activities involving one or more staff members or other adult(s) approved by administration as sponsor(s)/supervisor(s) shall be considered events at which the student is "in school." Therefore, all regulations and penalties in the Student Code of Conduct booklet shall apply. This paragraph shall apply to all curricular and extracurricular activities from the time of departure to the time of return on trips.

## B. Scholastic Eligibility Rule

To be eligible to participate in any and all extracurricular activities a student must be enrolled in a minimum of six (6) full-credit classes per marking period. If a student does not pass six (6) courses and serve all detentions assigned in an eligibility period then they will be ineligible for the entire next eligibility period. Eligibility periods are approximately 4.5 weeks long and are listed below. See the reporting progress section of the current handbook for grading information

### **Please Note:**

- **Fall of 2017 eligibility will be determined by spring of 2017 semester 2 grades for 10<sup>th</sup> – 12<sup>th</sup> grade students.**
- **Incoming 9<sup>th</sup> graders are immediately eligible and will be evaluated for eligibility at the end of the first 4-1/2 weeks mid-marking period.**
- **Ineligible athletes may practice and be admitted to the team, as long as the team does not have to make cuts due to low numbers. (Teams that have high numbers and must make cuts cannot keep an ineligible player.)**

Mid-marking period 1 – eligibility period  
End of marking period 1 – eligibility period  
Mid-marking period 2 – eligibility period  
End of semester 1 – eligibility period  
(semester grades)

Mid-marking period 3 – eligibility period  
End of marking period 3 – eligibility period  
Mid-marking period 4 – eligibility period  
End of semester 2 – eligibility period  
(semester grades)

**Note: Dates for the mid-marking period, end of marking period and end of the semester eligibility checks will be noted on the district calendar. All detentions assigned to a student must be served within the detention guidelines for serving detentions and must be served by the end of the current eligibility check. Failure to serve detentions may result in the student not being able to compete or perform in their events. Detentions assigned the week of an eligibility deadline will apply to the next eligibility period. All administrative decisions are final.**

### **EXAMPLES** (The list is not all-inclusive)

1. If a student fails to meet the eligibility requirements (listed above) at the end of mid-marking period 1, then he/she is ineligible until the end of marking period 1.
2. If a student fails to meet the eligibility requirements (listed above) at the end of marking period 1, then he/she is ineligible until the end of mid-marking period 2.
3. If a student fails to meet the eligibility requirements (listed above) at the end of mid-marking period 2, then he/she is ineligible until the end of semester 1.
4. If a student fails to meet the eligibility requirements (listed above) at the end of semester 1, then he/she is ineligible until the end of mid-marking period 3.
5. If a student fails to meet the eligibility requirements (listed above) at the end of mid-marking period 3, then he/she is ineligible until the end of marking period 3.
6. If a student fails to meet the eligibility requirements (listed above) at the end of marking period 3, then he/she is ineligible until the end of mid-marking period 4.
7. If a student fails to meet the eligibility requirements (listed above) at the end of mid-marking period 4, then he/she is ineligible until the end of semester 2.
8. If a student fails to meet the eligibility requirements (listed above) at the end of semester 2, then he/she is ineligible until the end of mid-marking period one 1 of the following school year.
  - ✓ An ineligible student MAY be allowed to practice or play some role with a team/group excluding competing/performing at the coach/sponsor's discretion in conjunction with the athletic director and/or assistant principal
  - ✓ He/she may not dress or participate for games, scrimmages, performances, etc.

- ✓ An ineligible student may play a role in an activity only if the activity does not have to cut eligible students. A coach/sponsor shall not cut an eligible student to save a spot for an ineligible student. If a student gains eligibility during a season/activity then the extent of participation shall be left to the discretion of the coach/sponsor.
- ✓ In all athletic instances, Michigan High School Athletic Association rules must be followed.

**Please Note:**

- **No credit recovery course(s) taken outside the standard eight period schedule will be counted towards eligibility credit.**
- **Mastery testing credit(s) will not be counted towards eligibility credit totals.**
- **Semester grades are used at the end of each semester.**

**C. Extracurricular Activities**

This means school-sponsored activity for which no academic credit is given. Examples include the following, but the list is not all-inclusive:

Athletics	School Dramatics	Musical Productions
Clubs	Student Council	Science Olympiad
NHS	Speech Activities	Other School Activities
SLS	Robotics	

**D. Participant Code of Conduct**

**1. Rules and Regulations**

In order for action to be taken, all incidents listed below must be substantiated by an Essexville-Hampton school employee, activity supervisor, sponsor or law enforcement. These policies are enforceable year-round beginning with the first fall practice. (24 hours a day, 365 days a year) Students will never be punished twice for one offense. Note: Self reporting of any infraction(s) below is MANDATORY. Failure to self-report infractions substantiated by law enforcement, school employee (which includes previous school district if a current transfer) will result in 2/3 of season lost if first offense and so on.

**A.** Possession of tobacco, e-cigarettes and e-vapors in any form and/or use of tobacco at any time will not be permitted. This rule also applies to any activity whose “season” extends past school closing or to any activity for which practice/rehearsal starts in the summer before school begins in the fall.

**(The term “season” will refer to performances/competitions of any extracurricular activity.)**

**B.** Possession of and/or consumption of alcoholic beverages at any time will not be permitted. The same rule applies to malt beverages labeled as nonalcoholic or any beverage that looks like and/or is represented to be an alcoholic beverage. This rule also applies to any activity whose season extends past the school year or to any activity for which practice starts in the summer before school begins in the fall.

**C.** Use and/or possession of drugs, and/or performance enhancing drugs, will not be permitted in or out of season.

**D.** False Fire alarms will not be tolerated.

**E.** Sale or Delivery of drugs will not be permitted. Threatening of staff (paid or unpaid).

**F.** Fighting will not be tolerated.

**G.** To participate in any inter-school competition, practice/rehearsal, or awards ceremony, the student must have been in attendance during the entire afternoon session of that day unless there is a justifiable excuse (as determined by administration) other than illness. If a student participates after having been absent and the coach/supervisor is notified after the fact then the student will sit out the next contest.

- H. Personal grooming and attire will be as follows:
  - i. Reasonable cleanliness of person and wearing apparel is expected. This is a matter of health and consideration of the students and staff.
  - ii. Personal dress and grooming practices shall not create a disruption of the learning process.
  - iii. There may be cases where individual sponsors, directors, or coaches may require, because of certain activities, a more rigid dress and grooming policy.
  - iv. Participating students will not utilize grooming styles which interfere with their effectiveness, health, or safety of others.
  - v. Students who wish to wear equipment not considered part of a standard uniform must have the coach(es)/supervisor(s) approval.
- I. Conduct unbecoming of a Garber High School student will not be condoned and all infractions will be dealt with by Administration and the Athletic Director. This includes and is not limited to after school hours, not on school grounds and when school is not in session.
- J. To be eligible to participate in extracurricular activities, a student must meet the Scholastic Eligibility Rule as state in Section B above.
- K. Theft of property will not be tolerated.

## **2. Penalties**

Disciplinary action will be carried out by the supervisor of the activity. Any deviations from penalties, as outlined below, must be approved by the Review Board. If it is apparent to the administration, supervisor, or student that the punishment does not fit the violation, the Review Board will consider the case and rule accordingly. An appeal is only allowed if a suspension is for 1/3 of the season or more. THE APPEAL REQUEST MUST BE IN WRITING TO THE ADMINISTRATION the next school day after the student has been notified of the disciplinary action to be taken. A PERIOD OF ONE (1) SCHOOL DAY MUST OCCUR BETWEEN REQUEST AND REVIEW COMMITTEE MEETING. The Review Board will consist of the assistant principal or principal and two (2) faculty members NOT DIRECTLY INVOLVED in the case. Each review board member will be provided written information on the disciplinary action. The Review Board must meet and act within two (2) school days of the appeal request.

***Note: Any student involved in more than one extracurricular activity concurrently found to be in violation shall be subject to consequences in each activity of participation.***

### **VIOLATION OF A, B, C, AND D**

**Loss of eligibility** for 1/3 of regular season's contests/competitions/performances beginning from date of apprehension: plus one-year participation/performance probation. In the event the infraction occurs with less than 1/3 of the season left, the penalty may be for the balance of the current season plus a portion of the next extracurricular activity that the individual participates in, to total 1/3 of the combined seasons/activities.

**A second offense** against any combination of A, B, C, AND D within the probationary period will result in the following penalty: loss of eligibility of 2/3 of the regular season's contests/participation/performances, beginning from date of apprehension plus one year probation. In the event the infraction occurs with less than 2/3 of the season/performances left, the penalty may be for the balance of the current season/performances plus a portion of the next sport/activity that the individual participates in to total 2/3 of the combined seasons/activities. A student must complete the sport/activity season during which the ineligibility is initiated or the ineligibility will be carried to the next participating sport/activity in which he/she participates.

**A third offense** against any combination of A, B, C, AND D within the probationary period will mean suspension from all activities for one calendar year.

**VIOLATION OF E**

Loss of eligibility for one calendar year

**VIOLATION OF F**

Loss of eligibility for the next contest/performance

**VIOLATION OF G**

Loss of eligibility for competition, practices, or awards ceremony on that day

**VIOLATION OF H**

Dismissal from squad/activity until adjustments satisfactory to the activity supervisor/sponsor are made

**VIOLATION OF I**

Each case will be considered individually by the high school administration. Students whose conduct brings disgrace on themselves and/or Garber High School may also be banned from attending an awards banquet or recognition ceremony.

**VIOLATION OF J - Violation of Scholastic Eligibility**

As stated in Section B on Page 6.

**VIOLATION of K**

The severity of the theft will be used by administration to determine the consequence for the student athlete, which can be loss of eligibility up to 1/3 of their season for the first offense. Second offense will be 1/3 up to 2/3 of the season's eligibility. Third offense will be suspended from all activities for one calendar year.

These policies will apply to all extracurricular activities. Students who are ineligible for any reason a through j are not allowed to travel with or physically participate with their team at any contests/performance/competition for the school. This includes sitting on the bench or standing on the sidelines. Furthermore, they shall not receive any award or recognition at an awards banquet or recognition ceremony.

### **3. Spectator Bus**

Students riding on a student bus must sign up in advance. All students riding a student bus to an event must also return to Garber on the same student bus. Failing to return on the student bus will result in the following penalties:

- a. The student will not be able to ride a student bus for a period of one semester.
- b. The student will be placed on social probation for a period of one semester, which means the student will be unable to attend any extracurricular events at Garber High School.

***Please Note:***

The use of tobacco (including e-cigarettes/e-vapor), alcohol, or drugs on the bus or at the activity is prohibited and will be dealt with through the regular school policy as defined in the student handbook. Unnecessary noise and screaming on the bus will not be tolerated. Cheering and singing songs with good taste are acceptable.

### **4. Participant Bus**

Participants must ride the bus or other school-provided transportation to and from the events where they will be participating. The only exception to this policy would be extenuating circumstances where it is necessary for a parent/guardian to provide a ride to or from a game. Permission must be received in advance from either the administration or supervisor through a personal contact by the parent/guardian. Any violation may result in a suspension from one or more games/performances.

### **5. Athletic Teams**

Garber High School athletic squads participate in the Tri-Valley Conference. The league consists of three divisions:

**East:** Birch Run, Bridgeport, Frankenmuth, Garber, Millington, Carrollton.

**West:** Michigan Lutheran Seminary, St. Charles, Valley Lutheran, Hemlock, Nouvel, Pinconning, St. Louis and Ithaca.

**Central:** Swan Valley, Bullock Creek, Freeland, Shepard, Alma and Standish.

**The boys' program consists of the following sports:**

FALL	WINTER	SPRING
Cross Country	Basketball	Baseball
Football	Hockey	Golf
Tennis	Swim	Track
Soccer	Wrestling	
	Bowling	

**The girls' program consists of the following sports:**

FALL	WINTER	SPRING
Cheer	Dance	Tennis
Cross Country	Basketball	Soccer
Dance	Bowling	Softball
Volleyball		Track
Swim		
Golf		

**6. Membership**

- a. Once students have decided upon an activity they wish to try, they may not change to another without permission from the supervisor of the activity they are dropping.
- b. If a student is dropped from an activity for disciplinary reasons, he/she is not allowed to go out for another during the same season.
- c. To participate in any inter-school competition, practice, or awards ceremony, the student must have been in attendance during all the p.m. session of the day of competition, practice, or awards ceremony unless there is a justifiable excuse (as determined by the high school Athletic Director) other than illness. If a student participates after having been absent and the coach/supervisor is notified after the fact then the student will sit out the next contest.
- d. Students who are out of school the whole day because of illness may not attend practice/performance/competition. for their activity that day. If a student participates after having been absent and the coach/supervisor is notified after the fact then the student will sit out the next contest
- e. Students are expected to be in school when school begins the morning following a

previous night's activity. Further, students must actively participate in all regular classes that following day in order to be eligible to participate in events or practice that given day. (Example: Student has a game on Monday and Tuesday. Student must be in school and participate in classes Tuesday in order to participate in Tuesdays' event.)

f. A student being disciplined with a loss of eligibility for a portion of the season must complete the season in that activity or the loss of eligibility will transfer to the next activity.

g. Copies of the Athletic Code are available from the athletic director and are issued to all students competing in athletics

#### **A. Dances**

The Student Council and various clubs and groups in the school may sponsor dances after football and basketball games and at other times during the year. All dances or other activities must be approved by the principal or assistant principal well in advance of the events. All school policies are in effect at dances. Dropouts and suspended or expelled students are not allowed to attend school dances. Students from junior high /middle/ elementary schools are not permitted to attend Garber High School dances. The principal or assistant principal may allow guests from other high schools or colleges at a dance on special occasions. Written requests must be submitted one (1) week prior to the event and the guest must be under the age of 21.

### **STUDENT GOVERNMENT**

The student body has the right and obligation to form a representative organization to assist and contribute to the school and student affairs. The Garber Student Council is a body formed to improve communications between faculty, students, and administration. This is facilitated by the assistant principal, faculty representatives, and parents/guardians who function as sponsors.

The Student Council consists of a total of twenty-five (25) members, six (6) from each class and the representative to the Board of Education. Included from each class are the class president, vice-president, secretary-treasurer, and three representatives. These students are nominated and elected by their classmates. The Student Council, in turn, elects its own slate of officers and a representative to the Board of Education. The Council promotes all worthwhile school or community functions and activities. It also approves all student government expenditures, serves as a suggestion committee, and offers suggestions to the school. Each class has six (6) members on the council: three (3) officers, and three (3) representatives. Their function is to organize class activities and do whatever they see fit to benefit members of their class. To become informed about their class, students should talk to the class officers and feel free to offer suggestions for activities and projects. Class elections will be held in the fall for incoming freshmen and in the spring for present 9th, 10th and 11th graders.

### **SECTION IV - STUDENT CONDUCT**

#### **ATTENDANCE**

##### **School Attendance Policy**

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

Consistent attendance is an essential component of a quality education. For this reason the following policy is in effect at Garber High School:

##### **Nine absence limit**

A student who is absent from a class period **nine or fewer** times in a semester will earn a course grade based on the teacher's regular grading procedure described in the class syllabus.

A student who is absent from a class period **more than nine** times in a semester will be placed on '**No Credit Status**' and must score at least a 77% on the final exam with an average of at

least 60% between Terms 1 & 2 (1<sup>st</sup> semester) and Terms 3 & 4 (2<sup>nd</sup> semester) to receive credit for the course (No letter grade will be given).

### **Definition of an absence**

An absence from class is defined as missing first 10 minutes of a class, not any 10 minute time frame from a class period. Absence from class is missed instruction regardless of the reason for the absence. Exception: teacher/administrator-approved absence (e.g. school related and approved event, unforeseen circumstances). Missed class due to disciplinary interventions is an absence (i.e. – sent out of class)

### **School-to-home communication**

If your student was absent, notification of the absence will occur each night from Skyward via the telephone number on file with the school. Upon the fourth and seventh absences parents will receive notification via Skyward. Parents/guardians may view student attendance at any time using the *Skyward Parent Portal* (login information is available in the main office). Questions about student attendance should be directed to the main office.

### **Notifying the school of student absence**

When a student is absent from any class, parent(s)/guardian(s) are to notify the high school office by telephone within 72 hours of the absence.

- Reporting an absence by leaving a voicemail can be done 7 days a week 24 hours a day by calling (989) 460-2425.
- Office hours are from 7:00 a.m. to 4:00 p.m. to speak to a secretary.
- When reporting an absences please leave the following information:
  - a. Your full name.
  - b. Student's name and grade.
  - c. The date of the absence.
  - d. The reason for the absence.

***\*Failure to notify the high school office within 72 hours of the absence will result in an unexcused absence for the student as well as a 30 minute detention for each class absence not excused.***

### **Truancy Officer and Truancy Program**

GHS students are subject to truancy if they are under the age of 18 and have excessive absences. Fines and penalties are enforced by the Truancy Officer and court system.

### **Athletics, clubs, and organizations**

Students participating in extracurricular activities or athletics are not allowed to practice or compete on a day when they have not been in school for at least a half day and/or provided professional documentation.

### **Leaving the building/sign in and sign out of school**

- Students who arrive late to school must sign in at the main office to obtain a pass; students who leave early must sign out at the main office and must receive parental permission. Failure to do so will be considered ***skipping*** and be subject to the appropriate penalties outlined in the discipline section of the handbook.
- Permission to leave the building during school hours, other than the lunch period must have permission granted by the main office or an administrator or parent/guardian.
- A student who becomes ill during school hours must report to the main office before using the health room or going home. The school will attempt to contact parent/guardian in case

of illness or emergency.

- Any student who leaves the building during the lunch period and is more than 10 minutes late for his/her class will receive an absence and may be written up for skipping for that class unless a parent/guardian calls in to excuse the student.

### **Student attendance responsibilities**

- Students must accept responsibility for being present and on time to all classes.
- Students are expected to inform teachers before necessary absences when possible and obtain and complete assignments.
- Students are expected to keep track of the number of absences they have in each class period.
- In order for a student to be counted as present, a student must be in class on time and must remain in class.
- Teacher's discretion is final.

### **Parent/guardian attendance responsibilities**

- Encourage daily and punctual attendance and ensure students are transported to school on time.
- Decide legitimacy of health or other reasons for absence; limit school absenteeism.
- Confer with the school in cases of truancy.
- Notify the school prior to or within 72 hours of absence, providing the requested information.
- Keep track of the number of absences in each class period using the *Skyward Parent Portal*.

### **Unexcused Absences**

***Any student with an unexcused absence will receive a 30 minute detention for each unexcused absence.***

Examples of unexcused absences are, but not limited to:

1. Leaving building without permission
2. Leaving class without permission
3. Student's absence not called in within 72 hours.

### **Excused Absences**

Examples of excused absence are, but not limited to:

1. Pre-arranged absences that are called in by parent/guardian ahead of time.
2. Professional appointments not able to schedule outside the school day, family emergency, family funeral.

### **Pre-Arranged Absences**

Parents/guardians are reminded that extended or repetitive pre-arranged absences may adversely affect the student's schooling and must be avoided whenever possible. The importance of regular school attendance is emphasized by the Michigan Compulsory School Attendance Law. Every student and parent/guardian is obligated by law to insure proper attendance by students at school. (pre-arranged absences count toward the total of 9 absences per semester unless an unforeseen or medical issues arise. These situations must be approved by administration with additional documentation.)

Absences by pre-arrangement for reasons approved by the principal or assistant principal can be granted under the following conditions:

1. The parent/guardian must initiate a request for a pre-arranged absence either in writing or by telephone.
2. The student will obtain a form from the high school office and circulate it to his/her teachers for their signature and other required data.
3. All applications must be completed five (5) days prior to the first day of absence,

- except in cases of emergency.
4. All days absent count towards the attendance policy unless absences are school-related.
  5. After the teachers complete the form, the student must then turn it into the high school office.

### **Parent Requested Review Meeting**

Parent(s)/guardian(s) may request a review meeting of their student's attendance. This request by parent/guardian must be made to administration no more than seven (7) days after the student receives his/her 10<sup>th</sup> absence. The review committee will function under the following parameters:

1. The review committee may include the teacher from class in question, or another teacher, administrator and counselor.
2. Purpose of the review committee is to determine the reason for the student's 10 absences or more.
3. Appeal of absences must be for extremely unusual circumstances beyond a student's control.
4. Parent/guardian must provide documentation as needed.
5. Review committee will render a decision within 48 hours or less when all appropriate documentation has been reviewed.

### **CONSEQUENCES FOR VIOLATION OF ATTENDANCE POLICY**

- Students will be placed on **No Credit Status** upon their tenth (10<sup>th</sup>) absence in a class. On a student's tenth (10<sup>th</sup>) absence, the student will need to score at least a 77% on the final exam with an average of at least 60% between Terms 1 & 2 (1<sup>st</sup> semester) and Terms 3 & 4 (2<sup>nd</sup> semester) to receive **credit** for the course. (no letter grade will be given)
- Failure to notify the high school office within 72 hours of the absence will result in an unexcused absence for the student as well as a 30 minute detention for **each class absence** not excused. (This may be up to 4 detentions for one day)
- A student who leaves class without permission will receive an unexcused absence for the class period missed, plus a disciplinary referral.

### **No Credit Status**

**Upon the 10<sup>th</sup> absence in a class a student will be placed on "No Credit Status." This will be listed on the transcript as an 'E' grade for the semester if the student is failing and a 'NC' if the student is passing. A student may receive Credit and a 'CR' on the transcript if the student scores at least a 77% on the final exam with an average of at least 60% between Terms 1 & 2 (1<sup>st</sup> semester) and Terms 3 & 4 (2<sup>nd</sup> semester) to receive credit for the course. (no letter grade will be given)**

*\*Credit Recovery Online courses are the exception to the NCS rule and based on the teacher's and/or administrator's discretion.*

### **Tardies**

A student is considered tardy to class if not in the room when the bell stops ringing or if the teacher requests, seated when the bell stops ringing. He/she will be considered tardy if entering a class within the first ten (10) minutes of the period. Beyond ten (10) minutes, he/she shall be marked absent (unless excused by a member of the high school staff). The following procedures will be followed for tardies on a per-class and per-semester basis:

1. The first tardy is without penalty but should be accompanied by an announcement from the teacher so the student is aware the tardy has been recorded.
2. Each tardy thereafter will result in a 30 minute detention.
3. Upon reaching the fifth (5<sup>th</sup>) tardy in a class, and each subsequent tardy in each class, each tardy will be treated as an unexcused absence. The policy regarding unexcused absences as stated under ATTENDANCE POLICY will apply.

***\*Administration reserves the right to work with students on serving detentions on an individual basis.***

### **STUDENT ATTENDANCE AT SCHOOL EVENTS**

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

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

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

### **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.

## **DISCIPLINE**

### **Code of Conduct**

The following procedures are a guideline to the due process for student conduct. It is the discretion of the administrator in charge to implement the consequences of violating the code of conduct. Discipline policy enacted by the board of education will always take precedence over the guidelines below (see alcohol, drugs, tobacco, sexual harassment and possession of dangerous weapons). The list of infractions is not all-inclusive and other conduct may also result in disciplinary action. The following policies are in effect:

1. While students go to or from school.
2. On school property at any time.
3. At all school sponsored or approved events and activities.
4. On a school bus for any purpose.
5. With respect to any misconduct toward any school employee or board of education member.

Any violations of State or Federal Law that occurs on school property or at school functions will be investigated and may result in consequences in addition to this student handbook by appropriate agencies.

### **Definition of Discipline Terms**

1. ***School Detention (SD)***: This is a penalty for minor infractions of school policies for which the student must remain in the detention area for the assigned period of time at lunch or after school. Students may be assigned more than one detention depending on the infraction. Failure to report by the end of an eligibility period will result in being ineligible for the entire next eligibility period (see the eligibility section of the handbook and the building calendar for dates). Students with outstanding detentions at the time of ticket sales for social events will be on social probation (ex. - Homecoming, Sadies, Prom, etc.). Detentions must be served in order to purchase a ticket and ticket sales will not be

- extended to accommodate detention availability.
2. **Out-of-School Suspension (OSS):** This is the exclusion of a student from school for a specific amount of time (one (1) to ten (10) days, depending on the severity of the rule infraction). This exclusion extends to all school-related activities, including co-op work and athletic games whether held in or out of the school district. While on suspension the student can not be on school property without the permission of school administration. Work missed during suspension should be made up, allowing the student to keep up with the class. If the student decides not to complete the work missed, a grade of zero (0) will be entered for the work. Tests covering material prior to the suspension may be made up.
  3. **Community Service:** A student may be given the option of completing volunteer service for an approved community agency in lieu of or in conjunction with other disciplinary actions.
  4. **Behavioral Probation:** Whenever a student is being counseled as a disciplinary problem, the principal or the duly authorized agent may place him/her on probation for a definite period for critical examination and evaluation of his/her progress. During the probationary period, the student may be denied the privilege of participation in or attendance at all co-curricular activities. At the close of the probation period, the individual's behavior shall be reviewed, and providing that the behavioral problem has been resolved, the student shall regain all privileges. If the student is further involved in the infraction of school rules during the probationary period, he/she may be suspended with such suspension to be administered under the discipline policy. The parent/guardian will be notified by the principal or the duly authorized agent that the student is being placed on behavioral probation and of the possibility of automatic suspension if the student is found in further violation of school rules during probation.
  5. **Social Suspension/Probation:** A student may be placed on a probationary status or may be prohibited from attending any or all social functions such as dances, athletic events, class picnics, assemblies, etc. Social suspension/probation will be used when a student displays inappropriate behavior during social functions, including lunch hour and athletic events. It will also be used when students have detentions remaining and/or delinquent fines when tickets are sold for a social event (see the detention section of the handbook.)
  6. **Disciplinary Contract:** For students who display chronic conduct problems, a written disciplinary plan will be developed with the building administrator. Chronic conduct is defined as a student with eight (8) excessive referrals (a referral can be written or verbal). In accordance with handbook procedures, a disciplinary plan will be developed for the student. It is recommended that the following components be considered when developing a written plan for students:
    - a. Identify the specific behavior that the plan will address.
    - b. Identify (if appropriate) the specific student(s) that this plan is addressing and where students will be sent if suspended.
    - c. Schedule a teacher-parent meeting as soon as possible to discuss the student suspension and the reason for the action, generally within 24 hours.
    - d. Establish documentation to track suspended students.
    - e. Establish a plan for notifying staff of a student who was suspended through this process. This plan is to be completed by the teacher and the appropriate building administrator. This model should also be considered if a disciplinary contract is determined to be necessary outside of the snap suspension component.
  7. **Expulsion:** This means the removal of a student for any length of time from school for over ten (10) days. This must be a Board of Education action taken as result of the principal and superintendent's recommendation. A written explanation of the expulsion procedures will be made available at the high school office.

## Peer Mediation

Peer mediation is a conflict resolution process started and led by students for students. Any

Garber High School student who is having a conflict may request peer mediation or may be sent to peer mediation by a staff member. This is a process to help settle conflict before it becomes a disciplinary matter. All conversation in peer mediation is completely confidential. Students should see their counselors for more information.

### Disciplinary Sanctions

A board may create a policy delineating what conduct it believes merits disciplinary measures as to suspension or expulsion. Given a school's need to impose discipline for a wide range of unanticipated conduct, school disciplinary rules need not be as detailed as a criminal code. If a student reaches eight (8) discipline referrals in a semester, it may be suggested that he/she enroll in an alternative education setting.

#### **One or more of the following actions will be implemented at the discretion of an administrator:**

- Behavioral contract
- Behavioral probation
- OSS (Out-of-School Suspension)
- Parent/guardian notification
- Police notification or referral to a community/professional agency
- Recommendation for expulsion (if appropriate)
- Restitution/Restoration
- Student conference
- SD (School Detention)
- Social Suspension/Probation

### Student Guidelines for Possible Consequences

The guidelines below are for student reference as to the discipline he/she may have imposed for improper conduct.

OSS: Out-of-School Suspension SD: School Detention

<b>LEVEL I</b>	1st offense	Student conference
	2nd offense	SD
	3rd offense	SD
	4th offense & thereafter	All-day OSS

Level I offenses are less severe infractions and may be handled in the classroom; or if the behavior continues, the student will be referred to the discipline office. Level I offenses accumulate for a year only.

<b>LEVEL II</b>	1st offense	One (1) day OSS
	2nd offense	Two (2) to five (5) days OSS
	3rd offense & thereafter	(5) days OSS

Level II offenses are serious infractions to be referred immediately to the discipline office. Level II offenses accumulate for a year only.

<b>LEVEL III</b>	1st offense	Five (5) days OSS
	2nd offense	Ten (10) days OSS
	3rd offense	Recommendation for expulsion

Level III offenses are major infractions to be reported to the proper authorities and referred to the discipline office. All Level III offenses accumulate for the student's high school career.

<b>LEVEL IV</b>	1st offense	Recommendation for expulsion
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**Level IV offenses** are grounds for immediate expulsion, following an investigation. Level IV offenses will accumulate for the student's high school career.

It is the policy of the discipline office to contact the parents/guardians via telephone, emails, letters through the mail, and/or letters carried home by the student. Immediate

contact will be made after the third referral to the discipline office to notify the parents/guardians of an accumulation of discipline referrals. Any out-of-school suspension will result in a telephone call to the parent/guardian and the suspension letter being mailed home.

### Student Conduct Violations

Violation	Definition	Consequences
ALCOHOL	Drinking, possession, use of, distribution of, selling or under the influence of alcohol. Malt beverages labeled as “nonalcoholic” (including but not limited to Sharp’s, O’Doul’s, Kingsbury Malt Beverage and Zing Malt Beverage) may contain alcohol. The possession or consumption of malt beverages (regardless of their alcoholic content) on school grounds or while a student is associated with any school activity is inappropriate conduct and will subject the student to disciplinary measures under the student code of conduct. The school may require students to use a breathalyzer if alcohol abuse is suspected. A student’s refusal to submit to a breathalyzer test will be treated as insubordination under the school disciplinary policy.	Level III Students shall be subject to school probation, police involvement, suspension, or expulsion as follows: <b>1st offense:</b> Mandatory ten (10) day out-of-school suspension and verified attendance at an administration approved substance abuse class at no cost to the district. Proof of enrollment must be supplied to the school prior to the student’s return from the suspension. Behavioral and social probation will be in place until documentation proving completion of the substance abuse class is provided. <b>2nd offense:</b> Expulsion
ASSAULT AND BATTERY	Threatening, attempting, or striking, secretion of bodily fluid not limit to spitting or biting or unlawful touching of a victim with or without the use of a weapon which intimidates or causes infliction of an injury.	Level III Level IV
AMOROUS BEHAVIOR	Any kissing, hugging or body contact beyond hand holding is not allowed in the high school.	Level I
BEHAVIOR CONTRACT VIOLATION	Violation of signed agreement between	Level I Level II

	student, parent(s) and administration	Level III Level IV
BULLYING, CYBER-BULLYING, HARASSMENT	This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats (including electronically transmitted acts), or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.	Level I Level II Level III Level IV
BREAKING AND ENTERING	Breaking and entering any school building, facility, automobiles, office, room, storage space, other enclosures without authority to do so.	Level III Level IV
CHEATING	The act of copying, plagiarizing, obtaining information/material illegally or inappropriately, use of notes, calculators or other unauthorized aids on a test, paper or any material. This includes the use or possession of the above and also covers any other cheating schemes not listed.	Level I Level II Failure of the assignment or test. Repeated violations could mean failure of the class for marking period or semester.
COMPUTER HACKING/ COPYING	Inappropriate access to computerized areas without proper authority. This includes infringing upon copyright laws. Examples include the following, but the list is not all-inclusive: teacher files, student files, use of school name/logo in web sites and activities not sponsored by or supported by the school.	<b>1st offense:</b> 7 day user ID Suspension <b>2nd offense:</b> 30 day user ID Suspension <b>3rd offense:</b> 180 day user ID Suspension Violations may result in a student losing credit in a class or classes where computer usage is vital for credit.
DISRUPTIVE BEHAVIOR/ DISRUPTIVE BEHAVIOR WITH A SUBSTITUTE/ INAPPROPRIATE BEHAVIOR/DISRESPECT	Abusive language, gestures, disrespect or actions, which produce distractions or disturbances that interfere with the effective functioning or safety of the staff, the students, or the school.	Level I Level II Level III Level IV

DISRUPTION OF THE EDUCATION PROCESS	Behavior which seriously disrupts any school activity or orderly and safe operation of the school. Which includes but not limited to videotaping in the classroom and hallways without permission	Level III
DRUGS: USAGE	Possession, use of, or under the influence of drugs, inhalants or narcotics, including look-alike substances or drug paraphernalia.  *Administration's discretion on which Level the infraction warrants.	Level III Level IV Students shall be subject to school probation, police involvement, suspension, or expulsion as follows: <b>1st offense:</b> Mandatory ten (10) day out-of-school suspension and verified attendance at an administration approved substance abuse class at no cost to the district. Proof of enrollment must be supplied to the school prior to the student's return from the suspension. Behavioral and social probation will be in place until documentation proving completion of the substance abuse class is provided. <b>2nd offense:</b> Expulsion
DRUGS: SALE OR ATTEMPTED SALE OF ILLEGAL SUBSTANCES	Sale, attempted sale, or distribution of drugs, inhalants and narcotics. Not limited to the above	Level IV Students shall be subject to police involvement and suspension as follows: <b>1st offense:</b> Expulsion
LEGAL CONTROLLED SUBSTANCES: SALE OR ATTEMPTED SALE	Sale, attempted sale, or distribution of not limited to: Tobacco, e-cigarettes, e-vapors, nicotine based substance.	Level IV Students shall be subject to school probation, police involvement, suspension, or expulsion as follows: <b>1st offense:</b> Mandatory ten (10) day out-of-school suspension <b>2nd offense:</b> Expulsion
DISTRIBUTION OF UNAUTHORIZED MATERIALS	Advertising, solicitations, campaign literature, any other printed materials.	Level II
ELECTRONIC COMMUNICATION DEVICES (Cell phones,	CELL PHONES ARE ALLOWED BEFORE SCHOOL, AFTER SCHOOL	Level I Level II 1 <sup>st</sup> Offense: Returned to the

beepers, pagers, devices with texting capabilities, etc.)	<p>AND DURING LUNCH.</p> <p>Communication devices used, ringing or visible during class periods are not allowed.</p> <p>Teachers reserve the right to collect all students' cell phones and place them in a holding area during class time. The teacher will return the students' cell phones before the end of the class period.</p>	<p>student.</p> <p>2<sup>nd</sup> Offense: Returned to the parent/guardian.</p> <p>3<sup>rd</sup> Offense: Returned to parent/guardian and one school detention.</p> <p>4<sup>th</sup> Offense: Parent meeting required in order to receive electronic device back, electronic device violation contract and two detentions.</p> <p>5<sup>th</sup> Offense: Not allowed in building or confiscated to the end of 1<sup>st</sup> semester or end of the school year.</p> <p><b>*Refusal to give up your cellphone to school personal may result in a suspension.</b></p>
ENDANGEMENT OF OTHERS	Prohibited items include but are not limited to excessive roughness/horse-play, running in halls, throwing objects	<p>Level I</p> <p>Level II</p>
FALSE ALARM/BOMB THREAT, TAMPERING WITH FIRE EXTINGUISHERS, FIRE ALARMS, OTHER SAFETY DEVICES	Self-explanatory	<p>Level III</p> <p>Level IV</p>
FIGHTING/INSTIGATING A FIGHT/ CONFRONTATION	Provoking an altercation/fight by use of words, gestures, or physically touching another. This is inclusive of threats to another or suggesting someone else will start a fight.	<p>Level III</p> <p><b>1st Offense:</b> 5 days OSS</p> <p><b>2nd Offense:</b> 10 days OSS</p> <p><b>3<sup>rd</sup>Offense:</b>Recommendation for Expulsion.</p>
FIREWORKS, MATCHES, LIGHTERS, COMBUSTIBLES, AMMUNITION AND/OR ARSON	The use or possession of devices made from explosive or flammable materials. (Fireworks include Class B and Class C fireworks as identified by state law).	<p>Level II</p> <p>Level III</p> <p>Level IV</p>
FOOD AND/OR BEVERAGES	Food and/or beverages are not allowed in hallways or in classrooms. They are only allowed in the cafeteria. 9 <sup>th</sup> -12 <sup>th</sup> graders may have food and beverages on the "islands"	Level I

	<p>in the main hall.</p> <p>*Administration reserves the right to limit food and beverages to the cafeteria if the "islands" are not cleaned up after lunch.</p>	
FORGERY/ GIVING FALSE INFORMATION/LYING	<p>Intentional misrepresentation of information given to school district personnel. To include, but not be limited to, falsifying hall passes or attendance excuses.</p>	<p>Level I Level II</p>
FRAUDULENT SOLICITATION	<p>Fraudulent and unauthorized solicitation of money or property by using the name of the school.</p>	<p>Level III</p>
GAMBLING	<p>Participation in games of chance for money and/or other things of value.</p>	<p>Level II</p>
GANG ACTIVITY	<p>A student shall not wear or possess any clothing, jewelry, symbol or other thing that may reasonably be perceived by any student, teacher or administrator as evidence of membership in or affiliation with any gang. A student shall not commit any act, verbal or non-verbal (gestures, handshakes, etc.) that may reasonably be perceived by any student, teacher or administrator as evidence of membership in or affiliation with any gang: a student shall not commit to gang activity by (a) soliciting others for membership in any gang or gang related activity, (b) requesting any person to pay protection or otherwise intimidating or threatening any person, (c) committing any other illegal act or violation of School District rules or policies, or (d) inciting another student(s) to act with physical violence on any</p>	<p>Level II Level III Administrative intervention to expulsion.</p>

	person.	
HAZING	The act of initiating or forcing of action against another's will as part of an initiation process.	Level III Level IV
INAPPROPRIATE DRESS AND GROOMING	See Paragraph B, Dress & Appearances Policy, in the Health and Safety Section of the student handbook.	Level I Offending article must be changed or covered or the student will be sent home to change.
INCITING OR PROVOKING A FIGHT	Carrying information, or arranging for hostility; includes videotaping the confrontation or fight	Level II Level III Level IV
INDECENT EXPOSURE	The act of exposing private body parts on campus. Not limited to exposing body parts, urinating on school grounds, etc	Level II Level III Level IV
INSUBORDINATION	Verbal or non-verbal refusal to comply with a reasonable request or directive from any school employee.	Level I Level II Level III
LEAVING SCHOOL WITHOUT AUTHORIZATION OR LEAVING CLASS WITHOUT PERMISSION	Violation of Closed Campus: Students are not allowed outside of the building between classes or during class time unless granted prior permission from the office. This includes parking lot areas and vehicles. *Students who leave at lunch and do not return to school must sign out in the main office and obtain parental permission. (Students who are scheduled for outside of the building classes after lunch are excluded.	Level I Level II
LITTERING	Self-explanatory	Level I
LOITERING/ DISORDERLY CONDUCT OFF SCHOOL PROPERTY	Loitering is defined as congregating on neighborhood sidewalks or yards. Disorderly conduct is defined as violation of the City of Essexville Disorderly Conduct Ordinance. See non-class time student activities section of the handbook.	Level I Students who have been reported by the police and/or determined by school personnel to have violated this regulation will be confined to campus for a period of six (6) weeks.

PARKING/DRIVING VIOLATIONS	Examples include the following, but the list is not all-inclusive: reckless driving, speeding, illegal parking, no permit visible, unregistered vehicle.	<b>1st offense:</b> Written warning <b>2nd offense:</b> Parking privileges suspended for five (5) days plus a \$10.00 fine. <b>3rd offense:</b> Parking privileges revoked for 90 school days plus a \$10.00 fine. Parking on school grounds while parking privileges have been suspended or revoked will result in being towed at the owner's expense.
PERSONAL ELECTRONIC DEVICE	With the exception of personal electronic devices with individual headphones, speakers may not be used in the school building. All other devices are limited to the main hall, cafeteria or outside the building. The use of these devices is limited to the time before first hour, during lunch and after school.	Level I Such items brought into a classroom during the time period of 8:14 a.m. through 3:13 p.m. will be confiscated and returned to the parent. <b>Repeat Offense:</b> Level II
POSSESSION OF MACE OR PEPPER GAS	The possession of any gas ejecting device capable of rendering a person either temporarily or permanently disabled.	Level II Level III Level IV
POSTED MATERIAL	All fliers, posters, and other material posted on school premises must be pre-authorized by administration.	Level I (Repeated offenses may be considered INSUBORDINATION and follow consequences under that infraction.)
USAGE OF MACE OR PEPPER GAS	The use of any gas ejecting device capable of rendering a person either temporarily or permanently disabled.	Level III Level IV
RACIAL/ETHNIC INTIMIDATION	The use of racial, ethnic or religious slurs, or innuendoes, that demeans or injure. Confederate Flags, Swastikas, or other symbols that may be considered racist will NOT be displayed in any fashion.	Level II Level III Consequences will be: One (1) to ten (10) day suspension depending on the intent.
RIOTING	Self-explanatory	Level III Level IV

<p>ROBBERY AND/OR EXTORTION</p>	<p>The act of obtaining or attempting to obtain money, goods, services, or information from another by force or the threat of force or by coercion.</p>	<p>Level III Level IV</p>
<p>SEXUAL ASSAULT/SEXUAL HARASSMENT</p>	<p>See Discrimination/Harassment/Intimidation Section of the student handbook.</p> <p><b>MILD</b> Examples include the following, but the list is not all-inclusive: whistling, catcalls, gestures, dirty/sexual jokes, deliberate staring, blocking path, bumping/leaning, unwanted comments about body, teasing about size of body parts, suggestive notes, and sexting.</p> <p><b>MODERATE</b> Examples include the following, but the list is not all-inclusive: suggestive notes, unwanted comments about body, sexual gossip/rumors, vulgar comments, touching clothes/body (includes depantsing), exposure including mooning, joking about sexual orientation, derogatory sexual comments and sexting.</p> <p><b>SEVERE</b> Examples include the following, but the list is not all-inclusive: grabbing, pinching, stalking, threatening calls/letters/messages/notes , groping, shoving, touching, demanding details of personal life, sending pornographic material, exposure including mooning, forcing opposite sex in the locker room/bathroom, threatening sexual activity, published materials mocking sexual orientation and sexting.</p>	<p>Level I Level II Level III Level IV</p>

SKATEBOARDS, MOTORIZED SCOOTERS, ROLLER BLADES/SKATES	Due to safety concerns, these items are not to be ridden or utilized on school property at any time.	Level I Item(s) will be confiscated and returned only to a parent/guardian.
SKIPPING CLASS	See Attendance policy of student handbook.	Level I Level II Unexcused absence from class
SNOWBALL- THROWING	Self-explanatory	Level I
SORORITIES, FRATERNITIES, SECRET ORGANIZATIONS	Membership in such organizations is prohibited. Therefore, activities/membership related to such organizations is prohibited.	Level I
SQUIRT GUNS	Squirt guns are not allowed on school property at any time. They will be confiscated and not returned.	Level I
STEALING, POSSESSION, TRANSFER OF PROPERTY OF OTHERS	The act of taking possession or transferring the property of another without the consent of the owner.	Level III Level IV
THREATS TO HARM STUDENTS	Plotting, Planning and Threats to harm students	Level III Level IV
THREATS AND VIOLENCE TO STAFF OR VANDALISM OF THEIR PROPERTY	Plotting, Planning, and Threats to harm school employees and/or school property	Level III Level IV This will result in a ten (10) day suspension with a recommendation for expulsion. This will be in effect both on and off campus.
TOBACCO/E- CIGARETTE/E- VAPORS, NICOTINE (NOT LIMITED TO)	Tobacco-Free Schools Law: The use or possession of tobacco products by any person is in violation of this policy. Violation will result in disciplinary action.	Level II Students who violate the smoking tobacco products policy will be offered the following options: <b>1st offense:</b> Option I Five (5) days out-of-school suspension Option 2:

		<p>Three (3) days out-of-school suspension plus the student will complete a minimum three (3) hour "stop smoking" program at parent's/guardian's expense. Failure to complete the program in its entirety will result in Option I being enforced.</p> <p><b>2nd offense:</b> Ten (10) days out-of-school suspension</p> <p><b>3rd offense:</b> Expulsion</p>
TRESPASSING	The act of being in or about a school building, without having a legitimate reason or authorized permission. (This includes suspended students).	Level II
TRUANCY	Absence from school without authorization.	Level I
UNAUTHORIZED AREA	Areas not allowed for student access include maintenance rooms, teachers' lounge, storage facilities, roof, tunnels, opening and/or entering through locked interior or exterior doors, allowing others to enter locked doors or propping locked interior or exterior doors open, etc. This list is not all-inclusive.	Level II
VANDALISM	The destruction, defacing, or damaging of school property or the property of others.	Level II Level III Level IV plus restitution
VULGARITY/SWEARING IN CONVERSATION	Abusive language written and/or spoken that is offensive, obscene or vulgar.	Level I Level II

WEAPONS, DANGEROUS INSTRUMENTS (POSSESSION OR CONCEALMENT)	Possession of a dangerous weapon on school property, at a school-sponsored activity, or in a school locker. Dangerous weapons include, but are not limited to, firearms, look-alike firearms, BB guns, switchblade knives, straight knives, chains, clubs, piano wires, brass knuckles, or any other items which may be used as a weapon.	Level IV The student shall be subject to permanent expulsion from school.
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\*Administration reserves the right to take appropriate disciplinary action for any infraction of school rules that take place at school, on school grounds, at school-sponsored events or activities, on the way to and from school, on the bus, or at a bus stop.

### Appeal Procedures

All appeals of suspensions will follow the procedure outlined below:

1. The student and his/her "parent(s)/guardian(s)" insofar as possible will be informed of the infraction, the reason for, and the length of, the suspension. At this time the student and his/her "parent(s)/guardian(s)" will be informed of their rights of due process as provided in this policy. Following this notification and conference, the suspending official will send a letter to the student and his/her "parent(s)/guardian(s)," repeating for them the reasons for and the length of the suspension. A copy of this letter will also be sent to the principal and to the superintendent. For suspensions of more than three (3) days, a registered letter will be sent to the "parent(s)/guardian(s)" if a parent conference or phone conversation did not take place at the time of the suspension. Once suspended, students will be readmitted only after a conference with a parent/guardian is held either by telephone or in person.
2. If the student or "parent(s)/guardian(s)" or both are dissatisfied with the action, they may appeal in writing, within one (1) school day from the date they receive the written or verbal notification, to the principal to review the decision. While such an appeal is pending, the student shall be placed on probationary status, the provisions of which are to be determined by the principal.

## Due Process

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the school district's legal obligations and with the necessity to investigate allegation of misconduct and to take corrective action

## Detentions

Detentions are assigned for unexcused absences not called in within 72 hours, 2 tardies or more in a class per semester, no show of HIPs and disciplinary reasons.

Detentions are 30 minutes in length. They may be served at the following times:

- Before School - 7:30 a.m. – 8:00 a.m.
- Lunch Time - 11:30 a.m. – 12:00 p.m.
- After School - 3:30 p.m. – 4:00 p.m.

1. Each student will receive 10 school days to serve their detention (s).
2. All detentions must be served by the last full school day before exams each semester.
3. Students who do not serve their detentions will be placed on, 'No Credit Status.'
4. Failure to serve your detention within the 10 day period will result in additional discipline which could include a suspension from school.
5. All detentions must be served in order to participate in or purchase tickets to social events.

**Administration reserves the right to lessen the amount of time a detention(s) must be served or grant additional time if needed.**

## Detention Rules/Regulations

1. Students must report on time for detention. Failure to arrive on time will result in additional disciplinary action, up to and including suspension. Students are NOT to leave until dismissed by the supervisor.
2. Tardiness will result in an additional 30 minute detention. Failure to serve detentions will result in suspension from school. Students must bring books and materials to detention. Students MAY NOT go to their locker to get study materials.
3. Each student will be assigned a seat.
4. There will be NO eating or drinking in detention except in lunch (HIP) detention.
5. There will be NO sleeping in detention.
6. There will be NO talking. Also, NO radios or other sound equipment may be brought into detention.
7. Students in detention are NOT allowed to leave.

**][8. *Misuse of equipment in the detention room may result in suspension***

## Dress and Appearance

1. Reasonable cleanliness of person and wearing apparel is expected as a matter of health and consideration of other students and staff.
2. To avoid injury to the feet and to curtail the possibility of disease, footwear shall be worn. Shoes with wheels (i.e., "Heelies") are not permitted.
3. Personal hygiene and grooming practices shall not create a disruption of the educational process.
4. It is the policy of the Board of Education that no student will be permitted to wear items of clothing or jewelry which promote or advertise any substance which is illegal to use or possess on school property or during school activities. In addition, no item of clothing or jewelry is permitted which depicts or promotes:
  - Sexism
  - Racism
  - Violence

- Obscenity
- Vulgarity
- Inappropriate slogans

Tattoos in violation of this policy must be covered. Any student appearing at any school function or activity wearing an article of clothing or jewelry banned by this policy will be directed to change the offending article of clothing immediately. If the student has nothing else to wear, he/she will be sent home and may not return until the offending item has been changed.

5. Backpacks, book bags, purses and similar storage items are prohibited in classrooms. All equipment bags are to be stored in lockers before school begins and for the remainder of the school day.
6. Jackets and coats may not be worn in class during the school day unless authorized by staff.
7. In all instances, clothing should fully cover all private body parts.
8. No undergarments may be visible on males or females. Clothing must fully cover undergarments.
9. No midriffs may be exposed on males or females. Crop tops and “bro tanks” are prohibited.
10. Necklines should expose minimal cleavage at most.
11. Hats and bandannas are prohibited unless approved by staff. Hoodies may not be worn with the hood up.
12. Blankets are prohibited in the hallways and classrooms.
13. Long wallet chains, studded jewelry, and dog collars/chokers are not allowed.
14. There may be cause where individual sponsors, directors, or coaches may require a more rigid dress and grooming policy. It is understood that athletic clothing worn for competitions and performances may be exempt from parts of this policy with prior administrative approval.

**Final interpretation of the dress code will be at the discretion of the principal or his/her designee.**

## **DISCRIMINATION/HARASSMENT/INTIMIDATION**

### **A. Non-Discrimination Policy**

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, it is the policy of the Essexville-Hampton Public School District that no person shall, on the basis of race, color, religion, national origin or ancestry, sex, age, disability, height, weight, or marital status, be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or employment. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Matthew Cortez ,Superintendent  
 Essexville-Hampton Public Schools  
 303 Pine Street  
 Essexville, Michigan 48732  
 Telephone: 989-894-9700

### **B. Harassment Policy**

#### **Students:**

It is a violation of school rules and the law for any student to harass or intimidate another student or staff members. If a student is a victim of any unwanted sexual conduct or

communications or of derogatory communications or conduct concerning his/her gender, race, religion, ethnic group, or disability, the student should report such behavior to the office. All reports shall be kept confidential and shall be investigated as soon as possible.

**Staff:**

It is a violation of school policy, and the law, for any staff member to harass or intimidate another staff member or student. If a staff member is the victim of any unwanted sexual conduct or communications or of derogatory communications or all reports shall be kept confidential and shall be investigated as soon as possible.

**C. Harassment/Intimidation Complaint Procedures**

**1. Sexual Harassment Complaint Procedures**

Students who feel they have been sexually harassed should report the incident to a teacher. If the teacher is able to resolve the issue, then he/she should do so. The teacher should then document the incident and give a copy to the student's counselor. If the teacher can not resolve the issue, the teacher should take the student to his/her counselor. The counselor should work with all parties involved. The counselor should notify the parent(s)/guardian(s) of the incident as well as document the incident. If the problem persists, the counselor should forward the matter to the principal/assistant principal who will again involve all parties and contact the parent(s)/guardian(s). If the problem continues, the superintendent and possibly the police should be notified.

**2. Other forms of Harassment, Bullying, and Intimidation**

Students who feel they are being harassed, intimidated or bullied by another student or students should report the incident to a teacher or counselor. If peer mediation is recommended, the students involved will meet with two trained student peer mediators to resolve the problem. If peer mediation reaches a successful outcome, no further action will be necessary. If resolution is not reached, the matter will be referred to the principal/assistant principal for disciplinary action.

**D. Bullying**

It is the policy of the district to provide a safe educational environment for all students. Bullying of a student is strictly prohibited per board policy 8260. Each case will be considered individually by building administration when determining disciplinary sanctions.

**E. Grievance Procedures**

Grievance procedures for Title IV of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, Age Discrimination Act of 1975, Title II of the Americans Disabilities Act of 1990.

**Section I**

Any person believing that the Essexville-Hampton Public Schools or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title IV 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) Age Discrimination Act of 1975, (5) Title II of the Americans Disabilities Act of 1990 may bring forward a complaint, which shall be referred to as a grievance, to the local Civil Rights

Coordinator at the following address:

Matthew Cortez, Superintendent  
Essexville-Hampton Public Schools  
303 Pine Street  
Essexville, Michigan 48732  
Telephone: 989-894-9700

## **Section II**

The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the local Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant within five

(5) business days. The complainant may initiate formal procedures according to the following steps:

### **Step 1:**

A written statement of the grievance signed by the complainant shall be submitted to the local 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) days.

### **Step 2:**

A complainant wishing to appeal the decision of the local Civil Rights Coordinator 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 day.

### **Step 3:**

If unsatisfied, the complainant may appeal through a signed written statement to the Board of Education within five (5) business days of receiving the superintendent's response in Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within forty (40) 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 with ten (10) days of this meeting.

### **Step 4:**

If at this point the grievance has not been satisfactorily settled, further appeal may be made to:

Office for Civil Rights  
Department of Education  
Washington, D.C. 20202

Inquiries concerning the non-discriminatory policy may be directed to:

Director, Office for Civil Rights  
Department of Education  
Washington, D.C. 20202

The local coordinator, on request, will provide a copy of the district's grievance procedures 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 Civil Rights coordinator's office.

## **E. Due Process**

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the school district's legal obligations and with the necessity to investigate allegation of misconduct and to take corrective action

## **Disorderly Conduct and Vandalism (City of Essexville)**

Title IX: POLICE REGULATIONS

Sec. 9.37 Definition. The term "public place" as used in this Chapter shall mean any street, alley, park, public building, any place of business or assembly open to or frequented by the public, and any other place, including, but not limited to private property which is open to the public view, or to which the public has access. (Adopted April 14, 1992; effective May 3, 1992)

Sec. 9.38 Disorderly Conduct. A person commits disorderly conduct and shall suffer the penalties of Section 1.10 of Title I of this Code of Ordinances if he/she:

1. Engages in fighting or in violent tumultuous or threatening behavior; or
  2. Makes unreasonable noise; or
  3. In a public place uses abusive or obscene language, or makes an obscene gesture; or
  4. Without lawful authority, disturbs any lawful assembly or meeting of persons; or
  5. Obstructs vehicular or pedestrian traffic; or
  6. Congregates with other persons in a public place and refuses to comply with a lawful order of the police to disperse; or
  7. Creates a hazardous or physically offensive condition by any act that serves no legitimate purpose; or
  8. Remains upon any public or private place after having been told by the owner or person in control and authority of such public or private place to immediately leave such property; or
  9. Engages in indecent conduct, obscene conduct, or urinates when any such conduct occurs in a public place or is viewable in or from a public place; or
  10. Is intoxicated in a public place and who is either endangering directly the safety of another person or of property or is acting in a manner that causes a public disturbance.
- Adopted April 14, 1999; effective May 3, 1999.

**Sec. 9.39 Vandalism of Public Property.** It shall be unlawful for any person to destroy, injure, or in any manner deface or disturb the physical integrity of any Public Building or Public Property within the City, or the appurtenances or fixtures belonging thereto. For purposes of this Chapter, the term "Public Safety" includes, but is not limited to, any building or property owned or occupied by a school or municipal educational body, and any buildings or grounds that are used for school-related activities or events. (Adopted April 14, 1981; effective April 30, 1981) Sec. 9.40. Reserved

### **SEARCH AND SEIZURE**

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

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

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

#### **Search of lockers, desks, persons and automobiles:**

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, desks and automobiles under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times under the control of the school district; however, students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials.

A student's failure to permit searches and seizures as provided in this policy will be treated as insubordination under the school disciplinary policy. 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 search yields illegal or contraband material, such findings shall be turned over to proper legal authorities for ultimate disposition.

**Cameras/Metal Detectors:**

The school reserves the authority to place cameras in the hallways, cafeteria, gymnasium or other public areas. If deemed necessary by administration, metal detectors may be used for detection of inappropriate material.

**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, nonsponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

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

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

**STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES**

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

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

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

## **SECTION V – TRANSPORTATION**

### **BUS TRANSPORTATION TO SCHOOL**

**These regulations are for the safety and convenience of all persons.**

1. Students must obey bus drivers promptly as they are in full charge of buses and students while in transit.
2. Students must be on time at the designated bus stop. BUSES CANNOT WAIT.
3. Students must stay off the roadway at all times while waiting for buses.
4. Students must always pass in front of a bus when crossing a highway.
5. Students must wait until the bus has come to a stop before attempting to enter or leave the bus.
6. Students must keep their hands and heads inside the bus at all times.
7. There will be no moving around or changing of seats on buses.
8. Offensive language is prohibited.
9. Throwing articles of any kind in a bus will not be tolerated.
10. Any student disfiguring or mutilating a bus will be required to pay for the damage and may be denied further use of buses.
11. Students are encouraged to keep buses clean.
12. Use of tobacco or eating on the bus is prohibited.
13. Except in instances of major misconduct, students will receive two warning notices prior to suspension. Upon receipt of the third warning notice, students may be suspended from riding privileges. After the suspension period, students will be placed on probationary status for the remainder of the school year.
14. If necessary, seat assignments on buses may be made by the driver.

### **SELF-TRANSPORTATION TO SCHOOL**

#### **Driving and Parking**

Driving and parking regulations have been established for safety and order as well as for adequate and accessible parking for students, staff and visitors.

Students shall not be transporting other students to the career center, coop, internships, at lunchtime or afterschool and/or to any other related school events

#### **Motorized Vehicle Searches:**

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lots. The interior of a student's motor vehicle on the school premises may be searched if the school authority has reasonable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

Cars in the student parking lot, the other parking lots and all school grounds are subject to search with reasonable suspicion at any time. This can include canine searches. Cars may also be inspected as determined by school personnel. Failure to permit a search will be considered grounds for disciplinary action. Failure to comply with these regulations will result in suspension of driving privileges and possible disciplinary action and/or fine.

#### **Driving Regulations:**

The student must agree to conditions listed on a driving regulation form. This agreement is evidenced by both student and parent/guardian signatures.

1. Park only in designated area assigned to the student, inside painted lines.
2. Display the Garber parking permit on rearview mirror so the printed side is visible from the outside.
3. Cars must be locked while in the parking lot and must not be occupied while parked.
4. Students shall park only in the parking lot on the east side of the high school. The entrance and exit to the area is via Borton. Avenue. The west and south lots are

- prohibited for student parking unless special permission is granted by administration
5. Cyclists are to follow the regulations given for automobiles.
  6. Bicycles are to be parked in the racks provided for that purpose.
  7. The NORTHWEST CORNER OF THE EAST parking lot is also prohibited to student parking.
  8. Students are also forbidden to park in areas adjacent to Cramer Junior High, to the tennis courts, or to the administration building.
  9. Garber's parking lot averages 150 teenage drivers on a normal day. No guarantee is made or implied that student cars or personal property are safe from risk.