

**PINE RIVER AREA HIGH SCHOOL
(Grades 8-12)**

STUDENT HANDBOOK

2023 - 2024



**Pine River Area High School:
Instilling PRide, one student at a time!**

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Welcome! This 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 student handbook is not all-inclusive. Our intent is to clarify some of the more common areas of concern. The administration, at its discretion, may administer other rules and penalties. 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.

Brent Ruppert, Pine River High School Principal

OFFICE STAFF AND CONTACT INFORMATION

Pine River High School: 231-829-3841, ext. 4 Pine River Middle School: 231-829-3841, ext. 3

Brent Ruppert, HS Principal
brent.ruppert@pineriver.org

Brian Mumby, MS Principal
brian.mumby@pineriver.org

Chelsea Hicok, HS Asst. Principal
chelsea.hicok@pineriver.org

Crystal Vanderhoof, MS Asst. Principal
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Marc Dennis, Health and Safety Officer
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Michelle Kulpa, Spec. Ed. Secretary
michelle.kulpa@pineriver.org

Holly Lockhart, Online Student Mentor/Director
holly.lockhart@pineriver.org

Michelle Gill, Superintendent
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Linda Fullerton, Admin. Asst. to Supt.
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Ryan Frederick, Social Worker
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Amy Gullekson, Social Worker
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Chris VanAvery, IT
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Natasha Carper, Food Service Director
natasha.carper@pineriver.org

TJ Updike, Transportation Director
tj.updike@pineriver.org

April Gum, Transportation Secretary
april.gum@pineriver.org

Kim Miller, District Registrar
kim.miller@pineriver.org

Pine River Middle/High Mission Statement

Pine River Area Schools, in partnership with the community, will provide a safe and supportive environment to develop individuals academically, socially, and emotionally, so they are enabled to perform at their highest potential.

Pine River Vision Statement

We honor achievement and promote PRide in ourselves, our school, and our community.

Title IX Nondiscrimination Statement:

Pine River Area Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons has been designated to handle inquiries regarding the non-discrimination policies:

Heidi Hayes, Elementary Principal

408 W. Gilbert St.

LeRoy, MI 49655

(231) 768-4481

Brent Ruppert, High School Principal

17445 Pine River Rd.

LeRoy, MI 49655

(231) 829-3141 option 4

For further information on notice of non-discrimination, visit <https://ocrcas.ed.gov/contact-ocr> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

Pine River Area Schools School Calendar 2023-24

Chromebook Distribution night (grades 6-12), MS Gym, 5:00 to 6:30 p.m.	August 16 and 23
Professional Development Days: District Wide	August 22, 23, 24
Parent/Student Open House Orientation-All Schools	August 23
First Day of School	August 28
Labor Day Break - NO SCHOOL	September 1 & 4
Community Cookout/Tailgate Party 5-6:45 pm,	September 15
Homecoming Game and Dance	September 22 & 23
School Pictures (8-12)	October 2
Fall Pupil Count Day	October 4
Fall Parent-Teacher Conferences (4 - 7pm)	October 11
PSAT/NMQST Testing for Juniors only	October 10
Fall Parent-Teacher Conferences - Half Day for Students	October 12 11:15 am dismissal
Fall Break - NO SCHOOL	October 13
9 - Week Progress Reports Sent Home	October 11
Professional Development - Half Day for Students	October 31 11:15 am dismissal
Professional Development for Staff - No School for Students	November 1
Student Picture MAKEUP DAY	November 2
Opening of Deer Season - No School	November 15

Half Day for Students & Staff	November 22 11:15 am dismissal
Thanksgiving Break - No School	November 23 & 24
Half Day for Students & Staff	December 21 11:15 am dismissal
Christmas Break Begins After School	December 21
School Resumes	January 3
MLK Day - No School	January 15
Exam Week for Semester #1	January 16 -19
Beginning of 2nd Semester	January 22
Snowfest Game and Dance	January 25 and 26
Spring Pupil Count Day	February 14
Professional Development Day - No School for Students	February 16
Presidents Day - NO SCHOOL	February 19
Spring Parent-Teacher Conferences	TBD
9 Week Progress Reports Sent home	TBD
Half Day for Students & Staff	March 22 11:15 am dismissal
Spring Break Begins After School	March 22
School Resumes	April 1
ACT WorkKeys Test Date	April 11
<i>PSAT/SAT Testing Day for grades 8-11</i>	April 18 - 19
MSTEP Testing Window for grades 8 & 11	April 18 - 19
Graduation-Class of 2023 Commencement Ceremony- 2:00 p.m.	May 19
Memorial Day - No School	May 27
Exam Week for Semester #2	June 3-6
*Last Student Day - Half Day for Students	June 6 11:15 am dismissal

*Make-up days/hours due to weather/other reasons, will be made up after the last student day as necessary. Exams and records will be moved back accordingly.

Note: Calendar may be affected by legislation, Executive Orders, directives, and/or guidance from supervising authorities.

8-12 DAILY TIME SCHEDULE

1 ST hour	8:10 - 9:07
2 nd hour	9:11 - 10:03
3 rd hour	10:07 - 10:59
4 th hour	11:03 - 12:26
	Lunch - 10:59 - 11:25 (L1)
	Lunch - 11:29 - 11:55 (L2)
	Lunch - 11:59 - 12:26 (L3)
5 th hour	12:30 - 1:22
6 th hour	1:26 - 2:18
7 th hour	2:22 - 3:14

****A synchronous, Phase 1-3 Daily Schedule will be released soon.***

BOARD OF EDUCATION

Mr. Kevin Delancy, President
Mrs. Heather Smith, Vice President
Mrs. Katy Draper, Secretary
Mr. Tom Shook, Treasurer
Mr. Mike Kelso, Trustee
Mr. Rob Kulpa, Trustee
Mrs. Kim Dean, Trustee

SECONDARY INSTRUCTIONAL STAFF

Mrs. Janel Barber	Room 71	English 10 and 12
Mr. Scott Kassuba	Room 57	Special Education
Ms. Alyssa Crouch	Room 57	Special Education
Mrs. Brende Henry	Room 56	Art
Mrs. Summer Deline	Room 45	Special Education
Mr. Andy Eichelberger	Shop (40)	Industrial Arts/Woods 8
Mrs. Pat Galloup	Room 44	Special Education
Ms. Jessica Gardner	Room 19	Band/Choir/Leadership
Mrs. Katherine Genthner	Room 58	World/U.S. History
Ms. Nicole Goldammer	Room 68	Algebra/Geometry
Mrs. Amy Gullekson	Room 72	English 11/ Baker Comp.
Mr. Steffen Halvorsen	Room 67	8th Grade SS 8/US History
Mrs. Julie Kao	Room 69	Spanish
Mrs. Deanna Draper	Room 62	Desktop/Strength/Comm. Tech
Mrs. Holly Lockhart	Room 73	Pers. Fin./Grade 8 Elec./Math
Mr. Terry Martin	Room 11 and 49	Strength and Physics
Mr. Joe Mendenhall	HS Gymnasium (11)	PE 8/Health/Health 8
Mrs. Laura Mumby	Room 51	Biology/Physical Sci/Chem.
Mr. Donald Phillips	Room 58	Eng. 8 and 9
Mrs. Hannah Hill	Room 49	8th grade Science and Geometry
Mrs. Karla Sterly	Room 67	Algebra 2/8th grade math
Mrs. Rene Stieg	Room 70	Civics/Econ/History/Speech
Mr. Eric Thompson	Room 55	HAP/Biology/OES/Zoology

SECONDARY SUPPORT STAFF

Ms. Natasha Carper, FS Coord.	Mrs. Michelle Carper, MS Cook
Mrs. Desiree Moore, HS Cook	Mrs. Elizabeth Lucas, Custodian
, HS Cook	Mrs. Linda Marks, Custodian
Mrs. Cookie Holmes, HS Cashier	Ms. Hannah Ruetz, MS Parapro
Mrs. Roxane Metcalf, HS Custodian	Mrs. Terri Cosgrove, Lib Para
Mrs. Erin Maes, HS Paraprofessional	Mrs. Jessica Nix, MS Parapro
Mr. Aaron Nichols, HS Paraprofessional	Ms. Lani Huber, MS Parapro
Mrs. Joni Reece, HS Paraprofessional	Mr. Adam Kurtinaitis, MS Para
Mrs. April Bunker, Custodian	

EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students. Any person who believes that they have been discriminated against on the basis of sex, race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact one of the School District's Title IX/Compliance Officers listed below:

Brent Ruppert or Chelsea Hicok
District Compliance Officers/Title IX Coordinators
Pine River Area Schools
17445 Pine River Road
LeRoy, MI 49655
(231) 829-3141

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

GRIEVANCE PROCEDURES FOR TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972, SECTION 504 OF THE REHABILITATION ACT OF 1973:

Section I

If any person believes that the Pine River Area Schools or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, or (3) Section 504 of the Rehabilitation Act of 1973, he/she may bring forward a complaint, which shall be referred to as a grievance to:

Brent Ruppert, High School Principal or
brent.ruppert@pineriver.org
Pine River Area Schools
17445 Pine River Rd.
LeRoy, MI 49655
(231) 829-3141 ext. 1

Chelsea Hicok, Assistant High School Principal
chelsea.hicok@pineriver.org

Step 1 - A written statement of the grievance signed by the complainant shall be submitted to the superintendent within five (5) business days of receipt of answers to the informal complaint. The superintendent shall ensure that the Title IX/Compliance Officer receives the complaint within the stated time frame.

Step 2 - The Coordinator shall ensure the investigation follows the established protocol and that there is a reply to the complainant within a reasonable amount of time, usually fifteen (15) days.

Step 3 - If the complainant remains unsatisfied he/she may appeal through a signed, written statement to the Board of Education within five (5) business days. In an attempt to resolve the grievance, the Board of Education shall meet with concerned parties and their representatives 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 within ten (10) business days of this meeting.

Step 4 - If at this point the grievance has not been satisfactorily settled, further appeal may be made to the Office for Civil Rights, Department of Education, Washington, D.C. 20201.

The local Coordinator, on request, will provide a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure. A copy of each of the Acts and the regulation on which this notice is based may be found in the Superintendent's office.

Relations with Parents

The Board needs parents to assume and exercise responsibility for their children's behavior, including the behavior of students who have reached the legal age of majority, but are still supported by the parent. During the school hours, the Board, through its designated administrators, recognizes the responsibility to monitor student behavior and, as with academic matters, the importance of cooperation between the school and the parents in matters relating to conduct.

For the benefit of the child, the Board encourages parents to support their child's career in school by:

- A. Participating in school functions, organizations and committees;
- B. Supporting the teachers and the schools in maintaining discipline and a safe and orderly learning environment;
- C. Requiring their child to observe all school rules and regulations;
- D. Supporting or enforcing consequences for their child's willful misbehavior in school;
- E. Sending their children to school with proper attention to his/her health, personal cleanliness, and dress;
- F. Maintaining an active interest in their child's daily work, monitoring and making it possible for him/her to complete assigned homework by providing a quiet place and suitable conditions for study;
- G. Reading all communications from the school, signing, and returning them promptly when required; and,
- H. Cooperating with the school in attending conferences set up for the exchange of information of their child's progress in school.
- I. Supporting the child's attendance to after school academic intervention, Saturday School, and Summer School to academically intervene if a child is struggling or has failed; Meet with the academic services coordinator to develop an academic plan with the support of a child who is struggling academically.

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 staff directions and to obey all school rules. Disciplinary procedures are designed to ensure due process 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. Information will also be mailed home when necessary. Some information may be posted on the school's web page that might not necessarily be needed to be mailed home. Parents are encouraged to build a two-way link with their child's teachers by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals. Parents are strongly encouraged to obtain the information needed to access their child's grades in the Parent Portal to keep updated and aware of their child's progress. An instructional video on how to access your child's grades will be made accessible via a link on the Pine River homepage under the parents tab.

Student success tip: students must arrive at school on time, prepared to learn and participate in the educational program.

STUDENT WELL-BEING

Student safety is the responsibility of the staff. All staff members are familiar with emergency procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he should 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 attendance at 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. In some instances, it is recognized that a Health Plan may need to be written and on file.

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. Parents will be notified. If parents are not available, the alternate name appearing on the Emergency Information Form will be contacted. If neither is available, the principal or his delegate will take responsibility, including the decision-making process in contacting emergency medical personnel and/or calling 911. Student safety and well-being are our number one priority. **In order to avoid delays in care, please ensure that parent and emergency contact information for your child is accurate and on file. Parent authorization is also required at the hospital before any medical care will be done.**

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.

SECTION I: GENERAL INFORMATION

ENROLLING IN SCHOOL

New students must be enrolled by their parents or legal guardian at the Central Office (located across from the high school office). For more information call (231) 829-3141 option 8. When enrolling, parents must provide copies of the following:

- A birth certificate or similar document
- Court papers allocating parental rights and responsibilities, or custody (if appropriate)
- Proof of residency
- Proof of immunizations

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures. Mr. Brain Mumby is our District Liaison contact person and his office is in the Middle School building and his phone number is (231) 829-3131 ext 3 .

A student who has been suspended or expelled by another public school in Michigan may be denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. A student who has been expelled or otherwise

removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Such cases will be examined by the administration upon attempt to enroll and all due speed will be used to determine enrollment eligibility.

Maximum Age: *A general education student who turns twenty (20) years old on or before September 1 of the school year will not be eligible to enroll. A special education student who turns twenty-six (26) years old on or before September 1 may not be eligible to enroll.*

EMERGENCY INFORMATION

Every fall, each student is required to have an Emergency Information Form filled out by his/her parent or guardian and return it to school. The information on this form is necessary in order for the school to handle sick or injured students properly and quickly. **The emergency information needs to be continuously updated as changes occur.** It is very important for the school to have a way to contact the parent or designee in case of an emergency. **In the event of an address change, two (2) acceptable proofs of residency documents MUST be brought into the H.S. secretary to be copied.** No student will be allowed to participate in after-school activities or field trips until this information is returned to the office.

STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information. Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their right under Family Education and Rights to Privacy Act (FERPA). The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Other than directory information, access to all other student records is protected by FERPA and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and enrolled in a postsecondary educational institution at any age. Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records, please provide a written notice identifying requested student records to the building principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records. Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing to the building principal and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter with the

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

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

- A. political affiliations or beliefs of the student or his/her parents
- B. mental or psychological problems of the student or his/her family
- C. sex behavior or attitudes
- D. illegal, antisocial, 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 building principal receives the request.

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

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

TRANSFER OUT OF DISTRICT

Parents must notify the principal or secretary about plans to transfer their child to another school. Transfers will be authorized only after the student has returned all school materials and paid any fees or fines that are due. Parents are encouraged to contact the school for specific details regarding transfer of school records. 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.

AGE OF MAJORITY

The Board of Education of Pine River Area Schools recognizes that when a student reaches the age of majority, he/she is afforded all of the rights and privileges of adulthood. It is imperative that the student who reaches this status recognizes that with this new age of majority legislation the schools are given the right to set up reasonable rules regarding their operation. The Michigan legislature, recognizing the possibility of conflict between 18 year-olds who are still in attendance at school and the school policy of operation, spelled out the school's rights explicitly in the Michigan School Law. Public school law states unequivocally that "rules may be made by the state, local boards of education, teachers, and principals, and these may be enforced reasonably against all who are in the school setting, below or above the age of 18 with regard to surrounding circumstances..." These rules may be relative to anything necessary for the proper establishment, maintenance, management, and carrying on of the public schools of the district, including regulations relative to the conduct of pupils. A student attending school, regardless of age, is covered by and subject to school board policies that have been officially adopted and published.

18-YEAR-OLD STUDENTS MUST HAVE PARENT PERMISSION TO SIGN OUT OF THE BUILDING UNLESS AUTHORIZED BY THE ADMINISTRATION (see attendance policy for reasons a student may or may not check out). An eighteen-year-old student's responsibility to the school does not change upon reaching the age of majority. Pine River Middle/ High School has regulations regarding attendance and discipline and all students, regardless of age, are expected to follow these rules. It is reasonable to expect students to be in all assigned classes unless excused in the proper manner.

FEES, FINES, AND SUPPLIES

Pine River School charges specific fees for materials and supplies. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit. The District will provide all basic supplies needed to complete the required course curriculum. The student and/or 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.

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. **All fines and fees will carry over from one year to the next and must be paid before graduation.**

TEACHER CONFERENCES

Teachers are available before and after school, during designated parent-teacher conference events, and during their planning periods for conferences with students/parents. Students must secure a pass for a conference. Parent-teacher conferences are always encouraged, and as a rule, usually, clear up misunderstandings and misconceptions. Please call or e-mail teachers or the office to establish a meeting convenient to all involved.

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 general health and reproductive health 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.

CHECKING IN AND OUT

Students coming into the school building after 8:10 a.m. must check-in at the office before reporting to class. Students must report to the office in order to make parent contact and check out, before leaving the building. If a student rides a school bus to school, they are considered "in" and must officially check out if leaving early.

If one parent has been awarded custody of the student by the courts, the parent of custody shall provide the school with a copy of the custody order and inform the school in writing of any limitations in the rights of the non-custodial parent. Absent such notice, the school will presume that the student may be released into the care of either parent.

No student who has a medical disability that may be incapacitating may be released without a person to accompany him/her. No student shall be released to anyone who is not authorized for such custody by the legal parents/guardians.

DISPENSING OF MEDICATION

In order for a student to receive medication from a school employee, a written statement giving permission to administer the medication prescribed by the attending physician must be sent to the school by the parent or guardian. Because of liability, we must have a note with dispensing instructions from your family doctor and a completed form. The school will no longer dispense medication without this information. The medication must be in its original container. Note: It is the student's responsibility to come into the office to take the medication. **Forms are available on the school website or may be requested in the office.**

The parent, guardian, or designated adult, **MUST** bring any medication to the office and not send it with a student. Medicine brought by a student will be returned at the end of the day to the student to be returned home.

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

School personnel will not hold, store, dispense or assist in dispensing any substance which violates State or federal law.

Asthma Inhalers and Epipens

Students with appropriate written permission from the physician and form signed by parents may possess and use a metered-dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. **Epinephrine (Epipen) is administered only in accordance with a written medication administration plan developed by the school principal's office and updated annually. The form is available on the school website. Please ask about a Health Plan (504 Plan) for your student.**

Non-prescribed (Over the Counter) Medications

No staff member will be permitted to dispense non-prescribed, over-the-counter medication to any student **without parent authorization**. A physician does not have to authorize such medication but all of the other conditions described above under prescribed medications will also apply to non-prescribed medications.

If a student is found using or possessing medication without parent authorization, he/she will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until authorization is received and the student may face disciplinary action.

Any student who distributes prescribed or non-prescribed 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.

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 High School office or County Health Department.

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, **but are not limited to** 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, a medical doctor, or by County/State Health Department order. For more information regarding COVID-19 guidelines, refer to the COVID - 19 addendum.

Control of Non-Casual Contact Communicable Diseases

In the case of non-casual contact and 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, ARC-AIDS Related Complex (condition), HIV, HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the state Board of Health. As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

INDIVIDUALS WITH DISABILITIES

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

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the school principal or counselor to inquire about evaluation procedures and programs.

FIRE, TORNADO, AND LOCKDOWN DRILLS

The school complies with all fire, tornado, and lockdown safety laws and will conduct 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 the safe, prompt, and orderly evacuation of the building. The fire and tornado regulations will also be posted on the bulletin board in each room.

HOMELAND SECURITY/EMERGENCY LOCKDOWNS

All schools in Michigan are expected to have a crisis management plan in place. We are also required to have two 'lockdown' practices every year with students.

We have worked with local law enforcement to complete plans for protecting our students and staff should a crisis situation develop. Our plan is complete and our staff has been trained in the necessary procedures for 'lockdown' and other emergency situations, including evacuation for reunification. Periodically, we will run drills to ensure preparedness in case of an actual emergency.

A Parent's Job During a Crisis

Trust

- Trust that your children are safe and that we would do everything within our power to keep them safe.
- Trust that the authorities are doing their jobs and the staff is protecting our children until the crisis is over.
- Trust means staying away from the school no matter how badly you want to get your children and take them home safely. It is knowing that your presence at the school may increase the risk for everyone.

Understand

- Understand that we take our role in a crisis seriously and that safety is our main goal. We do not have the capacity to call parents and inform them of events as they occur. We also need to keep the phone lines open for authorities to use.
- Understand that we are not choosing to keep parents in the dark. If the situation warrants, we may utilize the media to inform parents about alternate dismissal plans, lockdown situations, etc.
- Understand that, if we are in Complete Lockdown, we will not open the doors for anyone. That means you will not be able to pick up your children until the crisis has passed or the lockdown has been changed.
- Understand that, as in any difficult situation, rumors will spread like wildfire. Consider carefully everything you hear and the source of that information. Keep an open mind and wait until authorities provide accurate information before you decide what to believe.

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the following radio and television stations: TV 7 & 9, Radio 102.3, and 103.5. Parents and students are responsible for knowing about emergency closings and delays. Automated phone calls

will also be made to each student's home using the phone number listed in the demographics section of each student that is filled out at the time of enrollment and updated each year. Please make sure that any phone number on file is correct.

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

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

VISITORS

Visitors, particularly parents, for the purpose of participating in the educational process are most 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 parent, student, or visitor wishing to enter the 4-12 building will have to be electronically buzzed in by an office staff member after school starts and until school ends for students. Parents, designated visitors, or students with a need to be in the building for the purpose of education must sign in and will then be issued a pass or otherwise given access to the building by office staff. Any visitor found in the building without a pass or permission shall be reported to the principal. If a person wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to the school, in order to schedule a mutually convenient time. **Students may not bring visitors to school unless it is part of a principal-approved educational purpose.**

LEAVING SCHOOL GROUNDS

Leaving school grounds other than during the regularly scheduled departure times is prohibited without permission from the principal. All students with permission must sign out in the office prior to leaving the building. Consequences for students who fail to follow these procedures will be subject to discipline up to and including suspension and loss of driving privileges.

LOST AND FOUND

The custodial department and main office will maintain a lost and found department. Students should check with the custodians and in the High School office for missing books, clothes, etc. Students finding items in the building should turn them in at the office. Items not claimed will be made available to the student body on a regular basis. If not claimed, the items will be sent to a charity or destroyed.

DAILY BULLETIN & ANNOUNCEMENTS

A daily bulletin will be issued each day and will appear on the school website. Any announcements to be placed in this bulletin must be submitted in written form before 8:05 a.m with approval by a school official.

POSTERS AND SIGNS

The adviser should check posters concerning school activities and functions before they are placed on the bulletin boards. They must be placed on the bulletin boards provided. Anyone wishing to place a poster advertising a non-school connected activity must have the approval of the principal.

DRIVER EDUCATION

Driver Education will be offered at the school through contracted services. Students are responsible for enrollment and payment, which will be handled directly with the service provider. Information for making these arrangements will be available in the school office and information rack in the HS lobby.

SECTION II: ACADEMICS

CLASS OFFICERS

Class officers will be elected during the month of May each year for the next school year. Elections are under the direction of the Leadership Council. Students interested in running for office will be notified of the procedure in plenty of time to file petitions. The officers for this school year will be:

12th Grade (Class of 2024)

President	Emily Lockhart
Vice President	Miriam Johnson
Secretary	Weston Hayes
Treasurer	Macaylie Stieg

11th Grade (Class of 2025)

President	Kaylee Rush
Vice President	Brooklyn Wright
Secretary	Evelyn Emmert
Treasurer	Hannah Bakalar

10th Grade (Class of 2026)

President	Mara Barber
Vice President	Hannah Charles
Secretary	Liz Pelton
Treasurer	Kelsey Nelson

9th Grade (Class of 2027)

President	Sabrena Cutler
Vice President	Tate Felsk
Secretary	Aubin Allee
Treasurer	Parker Hayes

8th Grade (Class of 2028)

President	Status Pending
Vice President	Status Pending
Secretary	Status Pending
Treasurer	Status Pending

Leadership for 2023-2024

President	Kaylee Nethers
Vice President	Tehlor Keel
Secretary	Hannah Bakalar
Treasurer	Katie Weipert

NATIONAL HONOR SOCIETY

Pine River High School was granted a charter for a National Honor Society Chapter during the 1970-1971 School year and initiated its first group in the spring of 1971. The National Honor Society is an organization for the academic leaders in each class, grades 10, 11, and 12. Membership is open by invitation only and a faculty committee screens candidates. The National Honor Society officers for this year are:

President – Emily Lockhart	Service Points Coordinator - Katie Weipert
Vice President – Tehlor Keel	
Secretary – Ameriah Durst	
Treasurer – Madelynne Sterly	

Pine River Middle School maintains a charter for a National Junior Honor Society Chapter. The NJHS is an organization for leaders in each class grades 7, 8, and 9. Officers are:

President - Status Pending
 Vice President - Status Pending

Secretary - Status Pending
Treasurer - Status Pending
Event Coordinator - Status Pending

CLASS DUES

Dues have been set according to the following schedule:

- Grades 6 and 7 – Maximum of \$1.00
- Grades 8,9 and 10 - Maximum of \$2.00
- Grade 11 and 12 - Maximum of \$3.00

***All class dues must be paid prior to graduation.**

COUNSELING SERVICES

The mission of the Pine River Area Schools Counseling Department is to provide a comprehensive school counseling program, as guided by the American School Counseling Association (ASCA) National Model. Through advocacy and leadership, the Counseling Department will facilitate removing barriers that inhibit the success of our students. Collaboration and communication between the Counseling Department, students, staff, administrators, parents, and the community will help ensure that Pine River Area Schools are a safe and supportive environment for our students. The Counseling Department will promote district and school goals such as academic achievement, diversity, and school safety.

The counseling office will be available for personal, college and career, and academic counseling. Any student who has a need for additional support should make an appointment to see the counselor, except in emergency situations when they should come directly to the office.

ACADEMIC INTERVENTION, PLANS, AND HELP DESK

In the spirit of empowering success for all students at Pine River Area School, all Middle School and High School teachers will notify the parent(s) of any student who is failing their class within one week of realizing any such deficiency: teachers will use phone numbers and e-mail supplied to them by their students or through the office - please ensure your contact information is up to date. Parents/Guardians, students, and other involved staff as directed by the building principal may convene a meeting to review and determine appropriate interventions and develop a plan of implementation as may be necessary for your student. These plans, when designed and implemented with fidelity, are joint creations and the joint responsibility of the student, parents, and staff to monitor the progress of any such plan. Plans can be revised or revisited as necessary.

Help Desk is a place and time set aside for students to focus on academic study, classwork, school projects, and/or get tutoring. Help Desk is available upon request for students. Parents-students should inquire about availability from the building office. Help Desk can also be assigned as a result of athletic code academic ineligibility, or by coach/team rules (see athletic code for more information about assigned Help Desk).

LIBRARY - MEDIA CENTER

The Library-Media Center plays a dual role in ensuring that students and staff are effective users of information and ideas. Students are expected to be courteous and to respect other students, the school staff, the library faculty, its furnishings, and the library materials. Student ID cards are required when checking out books. Borrowed items are checked out for a fourteen- (14) day period; after that time a fine is applied to the student's account. All fines must be paid before graduation.

The Library-Media Center has computers to search the library collection and for Internet access to approved sites. Student's use of library computers is a privilege, not a right.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's extracurricular program. No student may participate in any school-sponsored trip without parental consent. Attendance rules apply to all field trips. Field trips are a privilege to all students and will be contingent on behavior and academics. Students will be expected to have good behavior and complete all expected assignments throughout the year in order to attend field trips. **Students who have discipline referrals and/or suspensions or who are failing 2 or more courses may be ineligible to attend.**

In order for a parent or guardian to be a chaperone on a field trip, prior approval from the classroom teacher along with a current, positively passed background check on file with the school is needed.

(Background checks must be completed each school year.) Background checks must be submitted at least two weeks prior to a field trip to allow processing time. **If you are interested in being a chaperone, please contact Linda Fullerton, Administrative Assistant to the Superintendent as soon as possible.**

PROJECT-BASED LEARNING/PRESENTING

Pine River Area Schools recognizes the power of Project-Based Learning and as such has implemented dedicated courses such as Outdoor Environmental Science in high school (grades 9-12) and Outdoor Education in middle school (grade 7). Other courses contain elements of P-B L and incorporate these ideals into their classrooms. Students work alone or in groups to complete projects and present them back to the whole group and the instructor. As part of this experience, students may be videotaped for the purpose of instruction and assessment. Release of video associated with coursework for any other reason may be a violation of FERPA and would require parental signature. Students retain knowledge when presenting and P-B L has become a recognized, rigorous academic delivery system.

COLLEGIATE ATHLETIC ELIGIBILITY

Prospective collegiate student-athletes are required by the governing bodies of those colleges to meet certain eligibility requirements in the areas of:

1. Core Curriculum classes taken
2. GPA in the required curriculum
3. ACT/SAT test scores

These standards begin with the 1st semester of the freshman year in high school. Because the requirements are so specific and vary widely, it is the responsibility of the athletes to meet with their counselor to ensure that their four-year plan includes courses to satisfy the requirements. Students and parents are encouraged to meet early with the guidance department to understand NCAA Clearinghouse requirements for Division I, II, and III. Questions about NAIA schools can also be asked.

REGISTRATION AND PRE-REGISTRATION

Pre-registration and registration will take place prior to the start of each semester. This Course Selection Guide will be available on the school website containing the names and course descriptions of all courses. Students will

have a period of time to discuss and select courses with parents and their Counselor. The courses selected will be considered final and cannot be changed without the permission of the Principal and/or Counselor.

IMPORTANT: Every attempt will be made to place students in courses as requested. This is not always possible due to the complexity of the schedule. When not possible, every effort will be made to place students in their alternate selections. In all cases, we will consider what is best for the student's academic needs.

ENROLLMENT OPTIONS

For the 2023-2024 school year, Pine River Area Schools will only be offering a K-12 Face-to-Face Instruction with teachers on a full schedule, on-site. This may or may not include up to two online courses via Michigan Virtual University, Genesee ISD, Edgenuity or another approved online delivery system.

FINAL SCHEDULE ASSIGNMENTS

Arrangements will be made for picking up final schedule copies and locker assignments approximately one week prior to the opening of school each fall during the annual Open House. Likewise, announcements will be made regarding any changes heading into the second semester.

CLASS REGISTRATION AND SCHEDULE CHANGES

Students enrolling in year-long classes (typically noted by an A and B designator) are expected to take both semesters of that class unless a request to drop the class is received from parents and approval is made by the Counselor and Building Principal. After the finalization of the schedule, changes must be made within three (3) school days and students should follow the posted process to add or drop courses. Requests to drop that interfere or alter a student's ability to maintain on-time graduation status will rarely be approved.

GENERAL CREDIT REQUIREMENTS

Students are ultimately responsible for their own credit status. Any questions about credit status and progression towards graduation should be directed to the high school counseling office.

Each student attending Pine River High School must have satisfactorily earned the minimum number of credits required to be considered for graduation (based on year of graduation). Satisfactory completion of any class means passing it with a D- or better. Students must complete courses as determined by the Michigan Merit Curriculum (MMC) and may choose from two general curricular areas for electives:

1. **College:** Completion of MMC with college preparatory electives; this usually includes Dual Enrollment electives and may include CTC for one or two years.
2. **Vocational:** Completion of MMC with general electives stressing general occupational and job market entrance skills; this usually includes CTC for one or two years.

STUDENT CLASSIFICATION

Years in attendance do not denote a student's grade level. Grade level depends on credits earned. Unless a student has attained the next higher class standing, he or she will be assigned activities at the same classification for the entire school year.

- **Grade Nine:** 0 – 4.5 Credits
- **Grade Ten:** 5 – 11.5 Credits
- **Grade Eleven:** 12 – 18.5 Credits
- **Grade Twelve:** 19+ Credits
- **Graduated:** Twenty-Six credits and completion of the Michigan Merit Curriculum, or completion of 92% of attempted high school credits and completion of the MMC for transfer students.

MINIMUM REQUIREMENTS FOR GRADUATION

Subject Area	Credit Requirements	Additional Information
English	4.0 credits	English 9A and B (1.0 credit), English 10A and B (1.0 credit), English 11A and B (1.0 credit), English 12A and B (1.0 credit)
Math	4.0 credits	Algebra IA and B (1.0 credit), Geometry A and B (1.0 credit), Algebra IIA and B (1.0 credit), Math Elective (1.0 credit) Students must have a math experience in their final year of high school
Social Studies	3.5 credits	US History A and B (1.0 credit), World History A and B (1.0 credit), Economics (0.5 credits), College & Career Readiness (0.5 credits), Civics (0.5 credits)
Science	3.0 credits	Biology A and B (1.0 credit), Physical Science Elective (Physical Science, Chemistry, or Physics) (1.0 credit), General Science Elective (1.0 credit)
Health/PE	1.0 credit	Health (0.5 credits), Physical Education Elective (PE 8, HS PE, Strength & Conditioning) (0.5 credits)
Visual/Performing Arts (VPA)	1.0 credit	Art, Band, Jazz Band, Choir, Woodshop, Desktop Publishing, Communications Technology
Foreign Language	2.0 credits	Spanish 1A and B (1.0 credit) and Spanish 2A and B (1.0 credit) OR Spanish 1A and B (1.0 credit) and Additional VPA Elective (1.0 credit) Other approved World languages may be substituted for Spanish At least 1.0 credit must be from the same World language
Electives	7.5 credits	Additional courses from any of the above subject areas, online courses, or CTC programs may be used as elective courses

- The total number of credits required for graduation is 26 credits.
- In order to graduate, students must complete the Michigan Merit Exam and all other State-required assessments.
- Approved Dual Enrollment courses in the same discipline may be substituted for a course listed above.
- Students who are planning on attending college are advised not to substitute math or science credit for a CTC course.
- Students must be enrolled in the equivalent of seven (7) courses each semester.
- The drop/add period is the first three (3) school days of each semester. All schedule changes must be completed during this time. Due to above-stated credit requirements, not all schedule changes will be approved.

RETAKING COURSES AND CREDIT RECOVERY COURSES

When a course is taken to improve a grade or gain credit where credit was not achieved, the last attempt shall stand as the final grade in that course and completely replace the initial or all other attempts. For the purpose of GPA computation, all previous attempts and GPA attainment will count; for all other purposes, the previous attempt(s) will be forgiven.

REPEATABLE COURSES

No courses may be repeated for credit except for the following: All physical education electives, all band electives, Choir, Advanced Art, Advanced Woodworking, Spanish 3/4, Current Issues, Leadership, Communication Technology, CTC, Teacher Mentor, Special Education Special Skills, Special Education Daily Living.

TRANSFER GRADES AND CREDIT

For transfer students, all courses and grades from other schools will be transferred. The building Principal will make final decisions regarding courses, credit attainment, and transcript resolution to match Pine River graduation requirements. This process may include examining course content and standards covered at previous schools.

Waivers

Waivers to the MMC (Michigan Merit Curriculum) will not be available. Parents should see the counselor and/or high school principal regarding Personal Curriculum or Alternate Course Pathway options.

Transfer Students

Students must fulfill MMC requirements and collect 92% of attempted credit. Students transferring from out-of-state schools, non-accredited schools, or non-public schools will be treated as fairly as possible according to this section in determining requirements and eligibility for graduation. Ultimately, the final determination will be made by the high school principal.

Foreign Exchange Students

All Foreign Exchange Students will meet the following conditions while enrolled at Pine River Area High School:

- 1) All foreign exchange students will be enrolled as sophomores and will remain sophomores the entire time they are enrolled at Pine River High School. Letters explaining the rationale for the grade placement, along with transcripts and course descriptions of all courses taken by the foreign exchange students will be given to the students after they have completed their semester(s) to take back to their school districts in their home countries.
- 2) Foreign exchange students may enroll for either one or two semesters. If enrolling for one semester, it may be either the first (preferred) or second semester of a Pine River school year. If enrolling for two semesters, the two semesters must be the consecutive first and second semesters of the same Pine River school year. Foreign exchange students may not attend semesters in different Pine River school years. Foreign exchange students may not attend for more than two semesters.
- 3) Foreign exchange students may participate in commencement if they are in good standing. Foreign exchange students will not receive a diploma.

TESTING OUT POLICY

Students have the opportunity to test out of classes offered at Pine River High School by successfully completing department proficiency requirements for the course in the form of an assessment. The format of these assessments shall consist of a written assessment with the possible addition of a paper, speech, and/or portfolio. The assessment will take place during the scheduled exam times, the week prior to the beginning of school, or in the event of an extraordinary circumstance outside these time restrictions (military orders, hospitalization, etc.), by building principal approval. Students must earn a minimum of a C+ (77%) on the department proficiency assessments to earn credit for the course. A CR (credit) will be listed on the student's transcript indicating successful testing out of a particular course. Upon approval to test out, students will be given the class syllabus and a description of the format of the assessment. Students must contact the guidance department two weeks prior to the testing out period to make arrangements for this opportunity.

CREDIT RECOVERY

Assigned:

Beginning with the class of 2011, a credit recovery option for failed core classes may be considered and assigned by administration following the student's freshman year:

Requested:

When requested by the student and parent/guardian:

1. Prior permission to enroll in credit recovery classes must be obtained by the Counselor, high school principal, and approved by parent/guardian.
2. The student may be required to assume expenses incurred depending on the program, course selection, and academic year.
3. All credit recovery requires an in-person time commitment (physically present) via school or after school schedule unless waived by the high school principal
4. **A grade of credit (CR) will be issued as a separate course credit attempt when a student passes a credit recovery course. However, the original "F" and the 0.0 g.p.a. stays on the student records for any and all courses affected by attendance. The final exam as a "testing out" opportunity will be offered provided the student complies with the attendance contract.**
5. **In the event that a student is unable to complete a class by computer credit recovery, an alternate option may be used pending administrative discretion.**

WEXFORD-MISSAUKEE CAREER TECHNICAL CENTER

Juniors and seniors are eligible to apply for the many educational opportunities provided at the Wexford-Missaukee Career Technical Center (CTC). Students will be enrolled for a half-day, with transportation provided. CTC courses are hands-on with academic training in applied math, reading for information, and locating information. Select Michigan Merit Curriculum credits can be earned while attending CTC.

Students who attend the CTC have an opportunity to explore and train for career options in state-approved Career and Technical Education programs. These programs help you prepare for career success after high

school whether it is college, employment, or the military. Current CTC program offerings can be found below in the course guide section. Additional information can be found by visiting www.wmisd.org. Students who are interested in these courses should be looking into them as early as 8th and 9th grades so that they will be prepared when the time comes for enrollment. CTC hosts tours and informational videos for all 8th and 10th-grade students.

A cooperative education program may be available to students enrolled in CTC who have completed the minimum objectives of the program in which they are enrolled, are on track to graduate on time, and are otherwise eligible. Co-Op is a job directly related to the student's Career and Technical Education program. The Co-Op program may also provide the student with the opportunity to obtain high school credit and earn money at the same time. Building Principal approval may be required.

The CTC offers the Early College Program in select programs. Commonly known as "The 13th Year," this program allows qualifying students in these select programs to earn an associate's degree at no cost during their junior and senior years, along with one additional year. During their senior year, students will walk in graduation with their classmates, but will not receive a diploma or final high school transcript. They will be awarded a diploma and their final transcript after completing one additional year of education. Their diploma and final high school transcript will be dated one year later.

Pine River is allocated approximately six openings in each of the CTC programs. Students are selected to fill these openings during spring scheduling in March/April of their sophomore year. Since enrollment is limited, students should look into Career Tech enrollment at the earliest possible date. Students must meet credit qualifications to attend.

Anyone with questions about CTC programs and offerings should contact the high school guidance office.

PROGRAMS CURRENTLY OFFERED AT CTC

- Agriscience & Natural Resources
- Allied Health (Juniors only)
- Applied Construction Technology
- Automotive Technology
- Building Business & Marketing
- Business Management Administration
- Computers, Networking, and Electronics Technology
- Culinary Baking & Hospitality
- Digital Media Productions
- Educational Careers
- Health Science Careers (Seniors only, open only to students who have completed the Allied Health Program)
- Heavy Equipment Technology
- Manufacturing Technology
- Metal Fabrication & Welding
- Power Sports & Equipment
- Public Safety
- Career Skills (Limited to 10th grade students on an IEP)
- Launch (Limited to 11th and 12th grade students on an IEP)

SCHOLARSHIPS

Several different scholarship opportunities are available through CTC. For more information, see your CTC counselor in your senior year.

GENERAL CAREER TECH CENTER (CTC) ENROLLMENT PROCEDURES

Pine River is allocated a limited number of openings in each program. Students are selected to fill these openings following an application process in the second semester of their sophomore year. Since enrollment is limited, students should look into Career Tech enrollment at the earliest possible date. Students must meet credit qualifications to attend. Pine River students that are enrolled full-time and are juniors (with the required credit hours to be a junior and on-track for graduation) will be given the first opportunity to enroll in CTC course offerings. Students who failed two or more required courses will need to have a plan for making up those credits approved by the high school counselor or principal in order to attend CTC. Students more than two required courses behind will not be allowed to attend CTC in order to retake courses at Pine River. When the number of students that apply is greater than the number of openings allocated to Pine River, a student's current grade point average, attendance, and discipline record **may** be used to help determine who will fill the allotted number of openings.

Students who fail a semester of CTC may be removed from the program and may not be allowed to re-enroll.

If you have any questions, please feel free to ask the counselor or contact the office of the principal.

DUAL ENROLLMENT/DIRECT COLLEGE PROGRAM: PINE RIVER HS

The State School Aid Act contains a provision that directs school districts to assist students in paying tuition and fees for courses at Michigan public or private colleges or universities.

The following conditions are required at Pine River for Dual Enrollment:

1. Students must have earned sufficient credits to be in grades 9 through 12.
2. Students must meet a qualifying score on the MME, ACT, Plan, SAT, Explore, PSAT, or Compass or have a recommendation from an instructor in the discipline for which the student wishes to enroll.
3. Students must be enrolled in both the school district and the post-secondary institution during the local school district's regular academic year.
4. The college courses must be academic courses (as opposed to "activity" courses).
5. A student is limited to a total of 10 dual enrollment courses in grades 8 through 12 unless there is a written agreement between Pine River Area Schools and the postsecondary institution. A student that first enrolls in 9th grade cannot take more than two courses per year in 9th-11th grade and not more than four courses in grade 12. A student that first enrolls in 10th grade cannot take more than two courses in 10th grade, and not more than four courses in grade 12. A student that first enrolls in 11th or 12th grade cannot take more than six courses per year.
6. **If a student participates in dual enrollment/direct credit and withdraws from the class after the deadline for repayment, the student and/or parents are responsible for the payment.**
7. **If a student fails a course in dual enrollment/direct credit for any college or university, the student and/or parents are responsible for payment of that class.**
8. Under no circumstances can a student drop a dual enrollment/direct credit course without written permission from the high school counselor or the high school principal.
9. No class will be taken on a credit/no credit basis.

10. Students must state beforehand if the credit will be put on the High School Transcript or not.
11. School districts are required to pay the lesser of: The actual charge for tuition and fees or the student's state aid foundation allowance adjusted to the proportion of the school year they attend in the district. Students are no longer eligible when all high school graduation requirements have been met.
12. Courses may occur outside of the regular school year if the course is included in the pupil's schedule.

VIRTUAL ON-LINE COURSES

Online high school courses are available to students who have completed all relevant elective options and/or are unable to meet the MMC requirements due to scheduling conflicts. Students will indicate an interest in online courses during pre-registration. **A course option book is available by contacting the high school counselor.** Elective courses should be aligned with the Educational Development Plan for each student. Parents of students grades 6-12 requesting online courses should see their building principal regarding options. No class will be taken on a credit/no credit basis. Credits taken may not exceed 3.5 per semester unless authorized by the administration. Students may only choose courses that are approved by the building principal. Courses must be vetted and follow the guidelines for earning credit in the Michigan Pupil Accounting Manual. ***If a student fails an online course, they are ineligible to take another course, unless approved by the administration.***

PINE RIVER ENHANCED HIGH SCHOOL PROGRAM

Pine River Enhanced High School Program, developed through a partnership with Baker College, allows qualified students to take part in a course of study that may result in as many as 52 college credits by graduation. During their 11th and 12th grade year, students enrolled in the enhanced high school program will be on the Pine River campus for half a day and attend Baker College the next. Qualifying students must have successfully taken Chemistry in their 10th-grade year and have a GPA of 3.0 or above. Other eligibility requirements are available in the HS Counseling office.

BUCK VIRTUAL INSTRUCTION (100% online) - NOT OFFERED FOR STUDENTS FOR 2023-2024 YEAR EXCEPT IN SPECIFIC MEDICAL, IEP, 504 OR OTHER ADMINISTRATIVELY PRE-APPROVED INSTANCES AS MAY BE DEPENDENT ON CURRENT PUPIL ACCOUNTING RULES

IF approved, to be eligible for this learning option, please understand:

1. *Students/Parents will be committing to this learning option for a full semester.*
2. ***This learning option is delivered through technology and will be supported by a Pine River mentor with weekly (Wednesday through Tuesday) two-way communication that must be completed to stay in the program. The student assumes the learning of the material and the pace at which it is completed. Usually, a teacher, via video, will present each lesson but it will not be a Pine River teacher, nor will you have access to the Pine River teacher, only the mentor for reset items and two-way communication. Note: the parameters for full attendance change from time to time and will be shared as they arise.***
3. *Reliable internet/Wifi or the means to provide consistent access to the internet is a requirement for this learning option.*

4. *Students must complete assignments each day/week depending on the course. All students are expected to maintain an academic pace to complete their courses by the end of the semester and make their mandated attendance contact on a weekly basis. All virtual students will abide by the same eligibility standards as face-to-face students. Failure to do so may result in removal from the course/courses.*
5. *Student attendance is monitored via the online platform. Failure to attend will result in contacting the proper truancy personnel.*
6. *A device can be checked out from the school. Parents/students are responsible for any damages as described in the device user agreement that will be given to families.*
7. *Expectations for classroom and grading will follow the district policy for on-campus instruction. Courses taken at home will be included in calculating the GPA and class rank in accordance with district policy.*
8. *Students and parents are responsible for maintaining communication with the child's mentor to create a learning partnership. Teachers assigned as mentors are equally expected to maintain scheduled communication.*
9. *(As may be applicable:) Conditions surrounding the COVID-19 pandemic are continually evolving and this plan is subject to change based on federal, state, and local guidelines.*
10. *A dedicated guardian or person must commit to overseeing the student's instruction.*
11. *Students attending Buck Virtual Instruction may attend the Career Technical Center and participate in extracurricular activities at Pine River.*
- 12. All students must take their federal, state, and possible local assessments on school property even if enrolled online. This is MANDATORY. All students must complete federal, state, and local assessments if enrolled online and are responsible for their transportation to and from school.**
- 13. Once approved, all students must have an up-to-date EDP/other acceptable plan on file and complete an enrollment contract before taking classes online.**
- 14. For the purpose of athletic eligibility, the student must be passing all courses and be on pace for completion by semester end.**
15. *All inquiries for online must be first made to the enrollment officer at 829-3841, option #8 or through the building principal.*
- 16. The building principal shall review all applicants for this type of instruction on a case-by-case basis.**

*****THE ADMINISTRATION RESERVES THE RIGHT TO DISCUSS STUDENT'S SUCCESS IN THE ONLINE PROGRAM WITH STUDENTS AND PARENTS AND MAKE A DETERMINATION IF THE PROGRAM IS A VIABLE EDUCATIONAL OPTION AND MAKE NECESSARY ADJUSTMENTS. THE ADMINISTRATION ALSO RESERVES THE RIGHT TO EXAMINE UNIQUE CIRCUMSTANCES THAT MAY LEAD TO OFFERING FULL-TIME ONLINE TO STUDENTS. THIS INCLUDES BUT IS NOT LIMITED TO: DISCIPLINE ISSUES OR PERSISTENT DISOBEDIENCE AND MEDICAL ISSUES/504 PLAN INSTANCES. IT MUST BE NOTED THAT BECAUSE OF THE PANDEMIC, FULL-TIME ONLINE INSTRUCTION MAY HAVE TO BE CONTINUALLY ANALYZED AND POSSIBLY REINSTATED FOR STUDENTS TO UTILIZE IF CERTAIN MANDATES ARE IMPOSED OR THE BOARD OF EDUCATION OR ADMINISTRATION DEEM IT NECESSARY.*****

Early Release/Early Graduation

Students who are on pace for early release and who have achieved the credits and graduation requirements to do so, may, with Board approval, graduate early provided there is evidence to support that the student needs to graduate early in order to attend a post-secondary institution, serve in the Armed Forces, or has a life situation that merits early release from Pine River Area Schools. The student must state the reason for requesting such an early release and apply for Early Release/Early Graduation at least one full semester in advance and forward the request through the building principal. An application must be made in time for consideration at the regular December Board of Education meeting. Students who are granted early release and meet all the qualifications for early graduation will receive a high school diploma—provided all requirements for graduation are met on the applied-for date—but will not necessarily participate in a graduation ceremony or other “senior” events. More information can be obtained through a parent/guardian meeting with the high school building principal and guidance counselor.

TO PARTICIPATE IN COMMENCEMENT ACTIVITIES

For a student to participate in commencement exercises at Pine River High School the following requirements must be met*:

1. Completed all credit requirements for his/her class.
2. Have been in regular full-time attendance during the senior year; and,
3. Have carried a full load of classes during each semester.
4. Must be classified as a senior.
5. Must have fulfilled all administrative requirements, including full payment of all class dues, fees, and fines.
6. Full participation in the state assessment(s) given during high school to include a reasonable, best effort.

*Seniors with unresolved discipline problems will not be able to take part in senior/graduation activities including commencement. This includes any violations that call for suspension or expulsion during the time frame of the activities, including commencement. Other persistent discipline issues involving vaping, drugs, alcohol, and chronic tardiness also could be grounds for not participating in commencement. Administration reserves the right to analyze each case to determine if commencement should be taken away. Special programs or released time must have prior approval of the Principal. Pine River High School realizes that some students in attendance during the 7th and 8th semesters only may wish to return to their home school (most previous high school) for graduation. Pine River will cooperate with the home school in permitting such graduation.

The Pine River High School Principal shall have discretionary powers in the case of transfer students and to determine unique hardship reasons, including health-related reasons in relation to the number of credits and program direction as it may pertain to senior/graduation activities, including commencement.

SECONDARY COMMON GRADING PRACTICES

The secondary (6-12) level has implemented a common grading program based on empirically identified best grading practices. The goal is to provide consistent instruction, assessment, and grading practices to more accurately reflect student progress/knowledge of the curriculum standards. All teachers will provide and maintain syllabi that align with this common grading program.

GRADING SCALE

Grades are awarded on an A to F scale: A=Superior; B=Above Average or good; C=Average; D=Unsatisfactory or below average, but passing; F = Failure; I=Incomplete.

Grading scale will be based on a 4 point scale. Points: A = 4.000, A- = 3.667, B+ = 3.333, B = 3.000, B- = 2.667, C+ = 2.333, C = 2.000, C- = 1.667, D+ = 1.333, D = 1.000, D- = 0.667, F = 0.000

REPORT CARDS/SEMESTER GRADE CALCULATIONS

- o **Progress Reports will be sent out around the 9 week- and 27- week mark.**
- o **Report Cards will be issued at the end of each semester.**
- o **Semester Grade:**
 - Grades 6-7: 90% semester cumulative and 10% Semester Exam or its equivalent (project, presentation, etc.).
 - Grades 8-12: 85% semester cumulative and 15% Semester Exam or its equivalent (project, presentation, etc.).

INCOMPLETES

A mark of incomplete indicates that the required work for the course has not been completed. Any incomplete for a first-semester grade shall be made up no later than two weeks into the second semester. Any incomplete for a second-semester grade shall be made up no later than one week after school is dismissed for summer break. Failure to do so will result in an automatic F and loss of one semester of credit for that class. Any senior with an incomplete during the second semester of their senior year must clear up this situation prior to graduation.

HONOR ROLL/HONOR GRADUATE

Honor Roll points are used for determining the honor roll; scholastic rank in class; for designating the Valedictorian and Salutatorian; and the basis for individual awards at the Awards Assembly. A list of honor roll students is compiled at the end of each semester for distribution to local media. To be eligible for the honor roll, students must have all A's and B's for the semester. A special designation will be made of those students receiving all A's. To earn a certificate, you must maintain all A's and B's for the semester.

Honor Graduates - in order to receive Honor Cords at graduation a student must achieve a 3.7 cumulative GPA (without rounding) to be considered an Honor Graduate.

Valedictorian and Salutatorian will be named after the first seven (7) completed semesters for the graduating class. Students eligible for these honors must meet the GPA requirements and once named must maintain good standing the rest of the year in behavior and grades. If the administration deems the behavior or grades of the individuals selected at the end of the eighth (8th) semester unacceptable [suspended out of school for five days or more, failing a course], they may be replaced by the next qualified candidates.

STUDENT ASSESSMENT/ MANDATORY ASSESSMENTS

To measure student progress, students will be tested in accordance with State standards and District policy. Each student will be expected to take the appropriate, annual, state standardized tests. Make-up dates are scheduled, but unnecessary absences should be avoided. **State tests must be taken with the best individual effort in order for a student to participate in their graduation ceremony.**

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

Mandatory, teacher-assigned summative assessments demonstrate mastery of standards and must be completed or an **incomplete** “I” grade will be issued. If a student does not complete the mandatory summative assessment their “I” grade may turn into a failing grade for the semester. One missing major summative will result in athletic ineligibility until the missing major assessment is resolved. Principal-approved, classroom syllabi should provide both students and parents/guardians with information. Please contact the teacher if you have any questions regarding this section.

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

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

SECTION III: STUDENT CONDUCT

STUDENT CONDUCT

Respect for the law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community. Respect for real and personal property; pride in one’s work; achievement within the range of one’s ability; and exemplary personal standards of courtesy, decency, and honesty should be maintained in the schools of this District.

The Superintendent shall establish procedures to carry out Board policy and philosophy, and shall hold all school personnel, students, and parents responsible for the conduct of students in school, on school vehicles, at school-related events, and while in transport to or from student programming (CTC, other during-school day transports).

The rules and provisions of the Student Code of Conduct shall govern student conduct. This Code of Conduct will be reviewed annually.

VIDEO SURVEILLANCE

For the safety of our students, staff, and community members, a digitally monitored and recorded video system is used, both inside and outside of the Middle and High School buildings 24 hours a day, seven days a week.

STUDENT EXPECTATIONS

For the education, safety and well-being of everyone at Pine River Middle/High School, students will conduct themselves in the following manners:

1. Recognize that positive consequences are the result of positive choices.
2. Recognize that the rights of others are as important as your own.
3. Take responsibility for your own learning.
4. Makeup assignments and be responsible for work and instruction missed when absent.
5. Utilize services provided by the Academic Services Program Coordinator

6. Arrive in class punctually, fully prepared to work, and have all assignments completed.
7. Use proper behavior and language at all times.
8. Dress appropriately and remove hats during the academic day.
9. Move through the school in a safe manner and in approved areas only. High school students are not allowed in middle school without a pass unless they are accompanied by a teacher, attending a class that meets in the middle school, or going to the library.
10. Offer positive solutions to problems that may arise.
11. Practice good sportsmanship and courtesy at all school activities.
12. Take responsibility for keeping all school property clean and in good repair.
13. Avoid bringing food and beverages onto carpeted areas.
14. Be permitted in the halls during class only with a hall pass.
15. Have adult supervision at all times when staying after school.
16. Abide by national, state, and local laws as well as the rules of the school.
17. Act courteously to adults and fellow students.
18. Act at all times in a manner that reflects pride in self, family, and in the school.
19. Report any suspicious activity to a teacher or the office upon notice.
20. Maintain safety and security of building, self, and others.
21. Be in your assigned class or designated area during class periods. Students should stay in class unless sent to the office for supervised reasons. Any other places, students sent should have proper supervision or not be sent.

Hall Passes, Passing Time, and Lunch Time Expectations

1. All students should concentrate on being on time to each class. It should be a VERY rare circumstance to use the restroom after class periods 4 - 5 times per day. If there is a medical issue that requires frequent use of the restroom, medical documentation should be provided to the office so teachers can be notified. Students should use the bathrooms for their intended purposes. Bathrooms are not places to “hang out”. If a student does not feel well or needs someone to talk to, they must come to the office, where they will be given proper support. Bathroom stalls are meant for one person. At no time should there be two people in a bathroom stall. If there are two or more people in a bathroom stall, discipline may occur. If students are visiting the restroom in abundance in between classes a meeting with student and parent will be set up to discuss why this is happening. Students will be let into the restrooms based on capacity. Students will be marked tardy if they are waiting in line for the bathroom. All A.M. CTC students should have time in the morning to use the restroom before they leave to CTC and after they arrive back and should use the restrooms at that time. P.M. CTC students will have plenty of time after third hour and during lunch before leaving for CTC to use the restroom as well.
2. All students will be allowed 6 passes per class period to leave class a semester. This is for any reason, to use the restroom, go to a locker, get a drink, go to a class etc. Students will sign out on a chromebook and then carry a pass of some type to the place they are going to. Students will report to the place they put down and not misuse this pass by going somewhere else or bothering another class. If a student misuses the pass, they will face discipline consequences and possible loss of passes for the remainder of the semester. Students having to go to the office to get a chromebook counts against the number of passes as well. Students without a pass will be sent back to class. Students will only be allowed to leave one student at a time and will be at the discretion of the teacher who leaves first and when, within reason. Students should not be on their phone while out of class.
3. During lunch time, students are expected to make sure they have all they need for lunch and stop at their locker before going to lunch. Classes are in session and all students at lunch will remain at lunch. Students are not allowed to leave the lunch room area unless they have prior teacher permission and the correct form is filled out to go to a class to do make-up work, work with a teacher, or make up a test. Staff will need to be in the room to supervise students when this occurs. Students should not interrupt any

classes in session. Students that need to use the restroom will be allowed to leave one at a time. Any other unique requests should be asked of the person in charge during lunches.

ATTENDANCE

There is a positive relationship between attendance and success at school. Therefore, administrators, teachers, and others have a responsibility to encourage and positively regard regular and punctual attendance. Attendance at school is compulsory in Michigan. When students demonstrate truancy (not attending school in violation of the attendance policy or when a pattern of behavior makes itself known) then the school district has an obligation to contact the truancy officer.

Students are expected to attend all scheduled classes. There is a positive correlation between regular attendance and academic achievement. Accurate records of daily and hourly absences will be kept. The basic responsibility for attendance rests with the students and parents. Parents will be informed when problems arise because parents are an important part of the educational team.

Goals and Objectives For Student Attendance:

Pine River Area Schools, **in complying with Michigan State school law**, offers the required number of hours and days of instruction each year. It is our belief that students who have the best attendance records receive the best education. It is also our belief that students need to practice good attendance in order to ready themselves for the strict requirements they will encounter in the workplace after graduation. Therefore, we have set some specific goals and objectives for all students in relation to regular attendance:

1. Students should strive for maximum participation in each class. To participate fully, students should strive to be in school each and every day.
2. Student attendance can affect class participation which may be a factor used to assign class grades, in addition to daily written work, tests, quizzes, or other class requirements. Students will be given a specific written list of grading requirements at the beginning of each new class so that participation requirements are made very clear.
3. Because students need to be in class in order to participate fully and to successfully learn the material required for graduation, we have established a policy to encourage good attendance habits that will have lifelong benefits. In certain cases, such as extreme illness or hospitalization, it becomes impossible for a student to attend school for a long period of time. It is important that parents or guardians communicate with the school so that teachers and administrators are aware of such circumstances. Parents may appeal to the attendance committee, which will be composed of the principal/assistant principal and middle or high school instructional staff members.
4. Absences will be carefully documented for each student and the school will define those absences as excused or unexcused. **ALL** absences, except those medically excused by a doctor's note, court related, funeral related, religious observance related, or as a result of a school-related or class-related function, will count toward the **nine (9)** days maximum for each semester. Suspensions, medical(with documentation) , or school related days **do not** count against these nine absences. Contacting the building office when a student appointment is necessary will help keep the student in good standing.
5. Students and parents or guardians will be kept informed regularly of any problems with attendance. The administration will take the following steps to ensure regular communication:

Chronic Absenteeism and Truancy

- Chronic Absenteeism is when students miss 10% or more scheduled school days, including uncounted excused absences and counted excused absences.
- Truancy is ten (10) uncounted excused absences in a semester.
- Once a student reaches ten (10) uncounted excused absences in a semester, the student will be in “no credit” status for the classes he/she has the aforementioned ten (10) uncounted excused absences including CTC.
- Also the student will be turned over to the I.S.D. truancy officer who may proceed with truancy in association with Osceola, Lake, and Wexford counties.
- Parents or guardians are required to call or send a note to the school to report an absence within 24 hours.
- Please indicate the reason for your student’s absence in the call.

Absences will be categorized into 2 categories: **Uncounted Excused Absences and Counted Excused Absences**

Counted Excused Absences **count** toward the ten (10) absences in the semester reported for truancy and “no credit” status. **Uncounted Excused** Absences will **NOT** count towards the 10 absences for truancy.

The following will be considered **Counted Absences** (thus, count towards the 10 absences for truancy)

Counted Excused Absences

- Absences not called in by a parent or guardian. (*Designated as “A”*)
- Absences called in by a parent or guardian excused as illness, personal, or other such as but not limited to: refusing to go to school, errands, missed bus, car problems, oversleeping, skipping, hair appointments, shopping, babysitting, working, taking senior pictures, personal errands/issues, and etc. (*Designated as “X”*)
- Trips of any type. School is in session for 180 days and throughout the year are holidays and breaks that are designed for trips in the school calendar. Students that decide to go on a trip outside of the scheduled breaks in the calendar, will have to fill out a trip request form at least one day in advance. The days that the students are on the trip count towards the UEX days so students and parents should really carefully consider this. This will be coded as “T”. Students will be required to have all work missed and assessments completed **within 5-7** school days upon return Any missing formatives will be zeros and assessments will be considered makeups with the maximum score possible a 50%.

The following will be counted at considered as **Uncounted Excused Absences**

Unounted Excused Absences

- Medical/Dental/Eye/Psychological/Counseling Appointments with **DOCUMENTATION**. It is imperative that documentation is provided such as appointment cards, doctor notes, admission to hospitals, or other documents to validate absences, including date(s), time, and reason. Documentation can be turned into the office to the high school secretary upon arrival from appointment or faxed to the school using the number 231-829-5227 or scanned and emailed to our high school secretary at audrey.krantz@pineriver.org. Notes should be specific in time frame and it is expected that students come to school after appointments unless at the end of the day. These will be coded as “M”. Appearances at court will be coded as CCEX. Court documents should be as detailed as possible. Recovery from an accident could be considered under this category provided documentation of some type provided identifying the accident.

- Funeral for deaths in the family only. Parents will have to call in and excuse these absences. It must be noted that the administration will have final discretion to determine whether an absence can be counted as a funeral. This will be counted as “**F**”.
- School sponsored events where students are attending an event sponsored by the school or CTC. These events may include but are not limited to: Field trips, tours of CTC, college visits, job shadowing, athletic contests, and/or other events associated with or sponsored by the school. CTC usually will have parents and school office staff sign forms for school sponsored trips that CTC will attend. It is important to note that the school will not sign these forms until parents have signed. At this time, students who are attending driver’s training at the end of the day will be considered school related absent only if students can provide the schedule of the classes and location, plus instructor information for the time frame. This will have to be done in a timely manner. These absences will be coded as “**V**”.
- Observance or celebration of a legitimate religious holiday or possible religious instruction, provided once a week. This will be coded as “**R**”.
- Any court/judicial appointment or hearing with DOCUMENTATION will be counted absent and coded as “**C**”.

It must be noted that by law, all out of school or in school suspensions cannot count towards a student’s absence total and would be considered a counted excused absence. These will be coded as H for in-school suspension and S for out of school suspension. All students will have to make up all the work when suspended.

Note: This list is not all-inclusive. There may be other reasons why an absence is ruled unexcused. In these cases, the ruling will be fully explained to the students and parents.

In the case of COVID-19, or a similar infectious disease identified by the health department, the attendance policy will be applied on a case-by-case basis. If a student’s absence is COVID-19 or otherwise contagious disease-related, the appropriate medical documentation is required. Student makeup work is still expected and will be assigned with respect given to the nature and longevity of the absence. The district will work with the appropriate health and government agencies. The code in the past during COVID - 19 was **MC** and will remain that way until further notice.

Students and parents or guardians will be kept informed regularly of any problems with attendance. The administration will take the following steps to ensure regular communication:

- **Six (6) counted absences – letter to parents/guardians and phone call home.**
- **Nine (9) counted absences – phone call and/or letter to parents/guardians, students placed on attendance contract, truancy officer/courts may be notified; also, an education inquiry AND parent meeting may be requested.**
- **Ten (10) counted absences – conference with parents/guardians, possible loss of credit. Meeting will be set up to go over possible options to earn credit and a truancy charge may be filed.**

A student with ten (10) or more counted absences can still earn credit given the following scenarios:

- 1) **Students who do not earn the C+ or higher on the exam, but earn a passing semester average will receive a CF for the class, this earns them credit, allows them to advance, but a failing grade will be**

computed in their GPA. If a student would like to have their grade calculated towards their GPA students may earn up to two days back. Students who are in a class which they are over in uncounted absences, can attend Saturday School or three 1-hour after school detentions to earn 1 day back. All students choosing this option will be limited to recovering up to 2 days of counted absences. This means that students can recover the 10th and 11th counted absent days. If there are not enough days remaining in the semester for a student to make up these days, the student must take the CF.

- 2) Students who are earning a grade of less than 60% and could not recover their days can only earn credit by taking the final exam and “testing out” with a score of 77% or better. For students over in allowable attendance, credit obtained by testing out via the final exam will earn a student a “credit fail” and they will receive a grade of “CF.” Students may also earn credit via credit recovery (See Credit Recovery Section).
- 3) Administration reserves the right to convene an attendance committee for unique attendance circumstances.

Note: Saturday School and days of after school detentions will be communicated with parents and students. These dates will be scheduled by administration and it will be the responsibility of the student and parent to make arrangements to attend the times and days.

Additional Note: Any student that has ten (10) or more absences will NOT be eligible for any NWEA or College Board-Khan Academy test exemptions

SCHOOL PROCESS FOR DROP OUT/ NON-GRADUATION

No student who has not graduated from high school shall be considered to have permanently left public school unless an administrator of the school, which the student last attended, has done the following:

1. Home Notice for Absenteeism:
 - a. Notification as per student handbook policy will occur after the 6th, 9th, and 10th counted absences of the school year.
 - b. Following the 9th counted absence, the parent or guardian will be contacted by telephone as well as mailed notice. The Intermediate School District Truancy officer will be notified.
 - c. A meeting with the parent/guardian may be offered to discuss options.
2. Home Notice for Consecutive Absenteeism:
 - a. Notification will occur within 5 days from the student’s **tenth consecutive** counted absence to the address of the student and the parent or guardian. The notice shall include information for scheduling an attendance meeting between the building administrator, or a designee, and the student and the parent or guardian of the student to occur prior to the student permanently leaving school.
 - b. This notice shall indicate the expectation of a response within five (5) days of sending the notice.
3. Scheduling an Attendance Meeting:
 - a. The notice will indicate that the parties shall agree upon a date and time for the attendance meeting which shall occur within 10 days after the sending of the notice. The time for the meeting may be extended at the request of the parent or guardian and no extension shall be for longer than 14 days. The building administrator, or a designee, may proceed with any such

- meeting without a parent or guardian if the building administrator, or a designee, makes a good faith effort to include the parent or guardian.
- b. The attendance meeting shall be for the purpose of discussing reasons for lack of attendance, options moving forward, and the possible need to contact law enforcement and/or truancy officials.
 - c. This meeting may serve as an exit meeting should that be the decision of the student and the parent or guardian of the student.
4. Attendance Meeting:
- a. The building administrator shall convene a team of school personnel, such as the guidance counselor, Dean of Students, truancy officer, and/or other relevant staff, to participate in the attendance meeting with the student and parent or guardian of the student.
 - b. During the attendance meeting, the student shall be given information about the detrimental effects of early withdrawal from school, options for continued attendance and credit recovery, a plan for continuation, the benefits of earning a high school diploma, and the alternative education programs and services available to the student.
5. Exit Notification:
- a. An Exit Letter (Notice of Drop) will be sent via certified mail to the student and parent or guardian of the student when the student-parent/guardian decision is to disenroll, or when the student does not comply with the student's attendance plan. Students who do not show for such a meeting or otherwise fail to contact the school will be officially dropped from enrollment.
 - b. A copy of the letter will be placed in the student's file and truancy/law enforcement may be contacted.

IMPORTANT PROCEDURES TO KNOW REGARDING ATTENDANCE

Parents and students should be aware of the following procedures:

Perfect Attendance

A student will be recognized as having achieved perfect attendance if they have three or less **excused** hours of absence and no unexcused tardies for the full school year.

Submission of Excuses

Students need to bring in a written excuse, or a parent may phone, with the reason for absence, to the office before 8:10 a.m. on the day after the absence.

If no excuse is offered, the absence will be considered unexcused. The office must be notified within two weeks of the absence in order for an excused absence to be considered excused.

Absences/Make-up Work

Where make-up work is allowed, it is the responsibility of the student to make up any required work they may have missed during the absence for a regularly scheduled class. Students will obtain work missed due to absence from the teacher or from a classmate. While the teacher is responsible for providing and

gathering necessary materials in a reasonable timeframe, it is incumbent upon the student to request and obtain these materials from his/her teacher. Students are allowed one day of make-up time for each day of absence plus one. If they do not meet this deadline, the work falls under the category LATE ASSIGNMENTS, "MISSING," or "INCOMPLETE." Extenuating circumstances may be determined by the building administrator. "Missing" in the gradebook will result in a zero affecting the student's overall grade. Credit may be withheld for work missed due to an uncounted excused absence.

TARDINESS/LATE FOR SCHOOL

In order to maximize learning, each student is expected to be in his/her assigned location throughout the school day. All tardiness except those caused by late buses or by a conference with a teacher, counselor or administrator shall be deemed a violation of the school tardy policy. If a student arrives to class after the final bell rings, they will be considered tardy. Ten (10) minutes tardy to class equals one (1) absence from that class. If a student is late in arriving at school, s/he is to report to the school office before proceeding to his/her first assigned location - any student who is late to school must get a pass from the office. Students will be admitted to class with a pass from the office. Students are expected to be in the classroom when the bell rings, just as employers will expect employees to be on time for work.

Tardies are cumulative from the start of the student's assigned day until the end of the day; *they do not accumulate by hour*. For example: If a student is late to 2nd, 3rd, and 7th hour on the first day of school, then the student has already accumulated 3 tardies. Tardies do not "reset" until the new semester. Also, students who "show up" to school after second hour has started are potentially both absent from first hour and, if the absence is unexcused, could be tardy for second hour as well. Tardies will be run every week, with the report printed and analyzed after 12 pm every THURSDAY. If needed, students with tardy issues will be called down on Friday or Monday. If there is a short week, then the tardies will be run on Wednesday. It also must be noted that when the tardies are analyzed the student will be given that consequence depending on the number of tardy range they fall in.

Consequences

4th - 5th Tardy: Warned by office

6th - 7th Tardy: 2 Lunch Detentions

8th - 9th Tardy: 3 Lunch Detentions . After the 9th tardy, a call home will be made to notify the parent/guardian of possible future consequences including notification of truancy officer upon the 14th tardy.

10th and 11th Tardy: Students will be assigned half-day in school suspension. Students will lose privileges to attend extracurricular events, dances, field trips, etc. and a parent meeting set up.

Every third tardy after the 11th (14th, 17th, 20th, etc.) students will be assigned a full day of in school suspension. Refusal to serve in school will result in one day of out of school suspension. For seniors who receive a 14th tardy, marching in commencement will be denied. The truancy officer will be notified upon the 14th tardy in the semester and truancy charges may be filed at that time. On the 14th tardy, a student will be put on the early release list to help try and ensure the student is on time.

Any tardies after 20, administration reserves the right to suspend the student in school for multiple days for each tardy and/or transition students to online learning, if available.

DRESS CODE

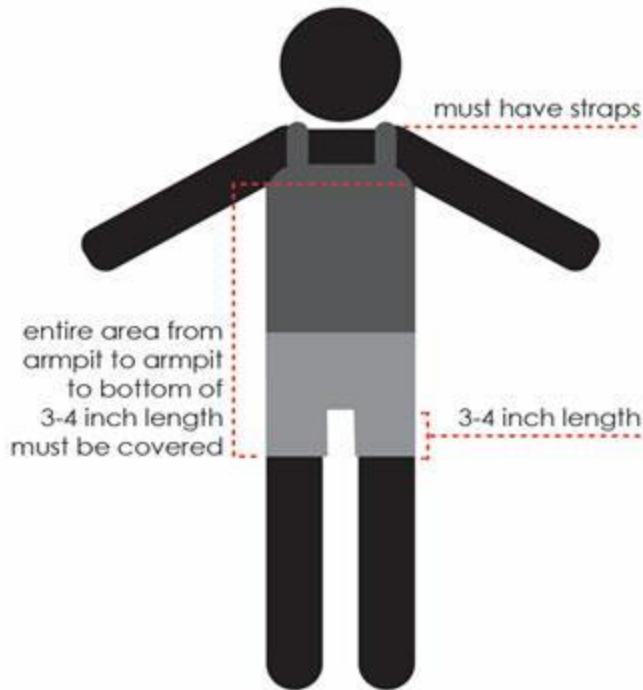
While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Student dress is a factor in the establishment of an educational atmosphere and clothing should be appropriate for school. Standards of dress and grooming which clearly deal with the health and safety of students will be upheld (i.e., outer footwear is required by Michigan health laws). All student dress is expected to be neat and clean.

Minimum Requirements:

1. Clothing must cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs (see images below). Tops must have shoulder straps. Rips or tears in clothing should be lower than 3 to 4 inches in length.
2. Shoes or footwear must be worn at all times and should be safe for the school environment (pajamas, bedroom shoes or slippers shall not be worn, except for school activities approved by the principal).
3. See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code.
4. Hoodies and bandanas are not allowed in class unless permitted by school administration. Any headwear that is deemed inappropriate or offensive shall not be permitted. This will be left to the discretion of administration.
5. Specialized courses may require specialized attire, such as sports uniforms or safety gear.

Additional Requirements:

1. Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana or other controlled substances.
2. Clothing may not depict or imply pornography, nudity, or sexual acts.
3. Clothing may not display or imply vulgar, discriminatory, or obscene language or images.
4. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
5. Sunglasses may not be worn inside the building.
6. Clothing and accessories that endanger student or staff safety may not be worn.
7. Apparel, jewelry, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior is prohibited.



The administration at each school reserves the right to determine what constitutes appropriate dress. Students who do not adhere to these guidelines will not be allowed to attend class. Parents will be called if appropriate clothing is not available or the student refuses dress-code appropriate clothing.

If a student refuses to alter his/her dress, then the student will go home or be sent to ISS for the remainder of the day. The student MAY be suspended out-of-school for the next day.

This list is not exhaustive, and includes, but is not limited to what is mentioned above.

BACKPACKS/CINCH SACKS

- STUDENTS WILL PLACE ALL BACKPACKS/CINCH SACKS IN THEIR LOCKERS. ONLY STUDENTS WITH DOCUMENTED MEDICAL NEEDS APPROVED VIA A 504 OR MEDICAL PLAN MAY CARRY BACKPACKS AND THIS HAS TO BE APPROVED BY THE OFFICE. BACKPACKS/SACKS FOUND IN THE HALLWAY, CLASSROOM DOORWAYS, ETC., WILL BE PLACED IN THE OFFICE OR OTHERWISE MOVED FOR SAFETY PURPOSES.

LOCKERS

Students are expected to use the locker assigned to them. Locker assignments are a part of registration; the locker combination is for your use and should not be shared with friends. Lockers are school district

property. Students are responsible for the contents on and in assigned lockers; only approved, curricular/extracurricular signage may be on the outside of a student locker. School administrators may inspect lockers at any time and reserve the right to remove individual locks. Locks shall not be set so that they can be opened without the use of a combination. Violations may result in appropriate disciplinary action.

SCHOOL MEALS

Breakfast and lunch for K-12 students will be free for the 2023-24 school year. Additional entree will be \$1.50 and additional milk will be \$0.40. A la carte items are available. Food will be available only during service hours.

In order to put money onto their student's account, parents may use the online services available through the Food Serve Portal located on the School's website, www.pineriver.org. The link to fund and add to student's lunch accounts is <https://www.familyportal.cloud> Parents can make deposits to student accounts. Parents can also use the link to file a Free/Reduced lunch application. If you have not received your login and password to use the portal please contact natasha.carper@pinriver.org or call 231-829-3141, option 6.

In order to maximize federal money to assist all students, Free and Reduced lunch applications are available during Open House or in any school office.

In order to maximize federal money to assist all students, Free and Reduced lunch applications are available during Open House or in any school office.

LUNCH PERIOD

In high school, students will NOT be allowed in the hallways, except the NORTH hall (hall past the band room) during lunch. Lunches/meals are to be consumed/eaten in the cafeteria or north hall only. Pine River is a closed campus and students may not leave for lunch. Any food brought from outside the campus must be eaten in the cafeteria or north hall. Students will stay clear of the entrance area to the cafeteria and will not enter either locker room unless they have administrative permission. In order for students to work in a teacher's room during lunch, students must have teacher permission and correct form filled out prior to leaving from the teacher and the teacher must be in the room to supervise. To get assistance or makeup a test will be the only reason for students to leave the lunchroom. **Students that will have to serve detentions will be allowed to leave and go to designated areas.-No students can be in the HS gym without adult supervision.**

When it may be applicable: During COVID-19 (PANDEMIC or other health-department ordered) instruction while the school may be under legal order to do so, face coverings can be removed to eat but a student must be seated at a table to eat and if that student leaves the table after eating, he or she must put back on their face covering for all school hours and passing times and also on busses.

DISCIPLINE POLICY

These rules and regulations are in effect from the time of arrival or at the boarding of the bus in the morning, until the end of the school day or departure from the bus, and include all school-sponsored activities, both at home and away. These rules also apply to students while at the Career Technical Center. Suspension or expulsion from school also means suspension from all school-sponsored activities for that period of time. In specific incidents, off campus behavior such as assault and battery,

bullying/cyberbullying or other behavior which affects a student's ability to attend and/or participate in school may also be covered by this policy and thus subject a student to school-imposed discipline up to and including expulsion. Discipline is at the sole discretion of the school's staff and administration. Due process ensures that disciplinary action is imposed only after a review of the facts and/or special circumstances of the students.

Restorative Practices will always be reviewed and applied when possible during discipline measures in accordance with available resources. Students who have committed serious and/or repetitive offenses, or are failing multiple classes by refusing to work and who are negatively impacting other learners in the classroom are subject to suspension and/or having their class(es) closed and being denied participation/attendance to any after school or extra - curricular event including dances and field trips. This is subject to administrator discretion. A student with a closed class will no longer be allowed to participate in athletics, clubs, or any extra-curricular activities. When classes are closed, the closing is for the remainder of the semester.

TYPES OF DISCIPLINE MEASURES

Every effort should be made by the staff to solve disciplinary problems within the school setting without excluding a pupil from school or instruction. If this cannot be done, exclusions may be necessary.

Exclusions fall into the following categories:

1. **Lunch Detentions-** Defined as a sack lunch provided to students in a designated area with loss of lunchtime privileges. Students can work on classwork, read, or otherwise work on academics during this time. No electronic devices are permitted.
2. **After School Detentions-** Defined as the student attending a pre-designated space by administration. After School Detention runs from 3:30pm to 4:30pm, Monday through Wednesday. This program is intended to offer an option for academic needs, alternative to suspension during which time a student will be allowed to complete homework and assignments and/or an opportunity to make up time in an effort to avoid loss of credit due to absences. **Failure to serve any part of a discipline-initiated After School Detention MAY result in a one day out of school suspension or in-school suspension (per admin discretion or staffing availability). Also, failure to serve an assigned After School Detention session could lead to missing extra-curricular practices/ games/concerts/events (including dances), except help desk.**
3. **Saturday School-** Defined as the student attending school on Saturday with a school staff member for three (3) hours. **Saturday School runs from 7:30 am to 10:30 am.** This program is intended to offer an option for academic needs, alternative to suspension during which time a student will be allowed to complete homework and assignments and/or an opportunity to make up time in an effort to avoid loss of credit due to absences. Saturday School will be held in the library or designated classroom/area. **Failure to serve any part of a discipline-initiated Saturday School session MAY result in a one day out of school suspension or in-school suspension (per admin discretion or staffing availability). Also, failure to serve an assigned Saturday School session could lead to missing extra-curricular practices/ games/concerts/events (including dances), except help desk.**

RULES FOR AFTER SCHOOL DETENTION & SATURDAY SCHOOL

- There will be no talking with other students.
- No leaving your seat without permission.
- Sleeping is prohibited.
- Electronics, games, and other recreational or entertaining materials are prohibited.
- No food or pop will be allowed in the designated area (additive-free water only).
- Use of bathroom facilities is only by permission.

- All other school rules not covered above will apply while on school grounds for After School Detention and Saturday School. If any of the preceding rules are violated, the time will not count and the student will face further disciplinary action or out-of-school suspension.
 - Failure to serve any part of a Saturday School may result in a one-day ISS or OSS per administrative decision. .
 - One five (5)-minute break for bathroom use and/or drink.
4. In-House or In-School Suspension - Defined as the student being out of his classes for a defined period in a designated area on campus. The student will stay in that area for the entire day or length of In-House suspension. Students may be required to work out a plan to return to class in the form of a self reflection guide with supervisor or administrator and if so, must provide a reasonable plan to ensure their successful return to the classroom and their regular schedule. Failure to write out/articulate a reasonable plan may be cause for extending the length of the in-school suspension. A sack lunch will be brought to the student if they wish/need to have lunch provided. A student will receive full credit for assignments if completed and turned in by the end of that day. Late work penalties apply for any work turned in late. *This will only be used at the administrator's discretion.*
5. Out of School Suspension - Defined as a mandatory leave from school assigned to a pupil for a specified period of time terminating on the fulfillment of specified conditions. Short-term suspensions are defined as ten (10) days or less. Long-term suspensions are defined as more than ten (10) days but less than sixty (60) days. The principal shall make recommendations to the superintendent for any suspension in excess of ten (10) days. The student is responsible for obtaining all missed work, such work must be made up during the student's own time.
6. Expulsion - Defined as long-term from sixty (60) days up to and including the permanent exclusion of a pupil from school and requires formal action of the Board of Education.

Parents are to be informed when a pupil persists in unacceptable conduct. The principal/assistant principal shall keep a record of such conduct in writing, with evidence documented to aid them in their efforts to solve the problem involved. Such written documentation should lend support if they seek to bring about suspension or expulsion of the pupil involved.

The Board of Education establishes, while the pupil is under the jurisdiction of their school, the types of misconduct, which can lead to short-term and long-term suspensions or expulsion from the school, as outlined in this student handbook and other district policies.

PROCEDURES FOR DUE PROCESS

In cases of suspension and expulsion, the following procedure and due process shall be followed:

A. Procedures for Institution of Temporary Suspension (up to ten days out of school):

1. The pupil shall not be judged guilty by virtue of being accused.
2. An informal investigation shall be conducted by the administration for the purpose of obtaining all information pertinent to a fair decision.
3. An opportunity shall be made for the pupil to be heard and to present their view of the occurrence. Students refusing to answer staff/administration's questions or leaving the interview or campus does not constitute a violation of this opportunity.
4. Prior to applying consequences, administrators shall review the following seven (7) factors:

The pupil's age.

- The pupil's disciplinary history.
- Whether the pupil is a student with a disability.
- The seriousness of the violation or behavior committed by the pupil.
- Whether the violation or behavior committed by the pupil threatened the safety of any pupil or staff member.
- Whether restorative practices will be used to address the violation or behavior committed by the pupil.
- Whether a lesser intervention would properly address the violation or behavior committed by the pupil.

5. If a temporary suspension is the decision of the principal/acting administrator, the pupil and their parents shall be informed of the reason why, the start and end dates, and the ability and means by which to make up any missed work.
6. There is no appeal process for a short-term/temporary suspension of ten (10) days or less.
7. The principal will take the initiative to confer with parents and student to make plans for returning to the classroom or bus.

B. Procedure for Long-Term Suspension or Expulsion:

Should the principal/assistant principal or dean of students of the school believe suspension longer than ten (10) days or expulsion is necessary, he/she shall make a recommendation to the superintendent. The recommendation shall be accompanied by all documents pertinent to the case. Whenever a principal/dean of students makes a recommendation of this nature, the student shall be suspended from school pending the decision of the superintendent, or in case of recommendation of expulsion, the suspension shall continue pending the decision of the Board of Education.

1. Long-Term Suspension:

- a. When a recommendation is made to the superintendent by a principal for a suspension longer than ten (10) days but less than sixty (60) days, the superintendent must, as the hearing officer, make a decision on the principal's request and respond to the parent or guardian of the pupil within ten (10) school days of the date of the initial suspension. Upon receipt of the principal's written recommendation, the superintendent may conduct a hearing, continue and/or extend the investigation, or forward the recommendation to the Board of Education or make other inquiries in making a determination. Prior to the end of the student's temporary suspension, the superintendent then will make a determination whether to accept the building principal's recommendation, modify the recommendation, remove the discipline in whole or part or forward the recommendation to the Board of Education. After the hearing, and if applicable, weighing the seven factors listed above, the superintendent will make this decision known to the student's parent/guardian via e-mail or U.S. mail or another agreed upon, written method. This communication shall specify the result of the disciplinary hearing, length of suspension—if any—and the conditions under which the student will be returned to school.
- b. The parent(s) or guardian(s) shall also be advised of their right to appeal the superintendent's decision by submitting a written request to the Board of Education within five (5) school days from the date of the hearing.
- c. Any appeal of the Superintendent-as-Hearing Officer decision will be treated according to the procedure found below in **C. [below] Rules & Procedures for Conducting Superintendent-as-Hearing Officer and Board of Education Hearings for Long-Term Suspension [eleven (11) days up to fifty-nine (59) days] & Expulsion.**

2. Expulsion:

- a. Any recommendation of expulsion (60 to 180 days out-of-school suspension) or permanent expulsion made by the superintendent to the Board of Education shall be in writing and shall set forth the grounds for the recommendation.
- b. Upon receiving a recommendation for expulsion, the Board of Education shall set a date, time and place for a hearing of such recommendation and notify the parents, by registered mail, of said hearing, at least five (5) school days before the date of the hearing.
- c. Following the conclusion of the hearing, the Board of Education shall determine whether the pupil shall be expelled. After the hearing, and if applicable, weighing the seven factors listed above, the decision of the Board of Education shall be communicated in writing and mailed to the parents or guardians of the pupil within five (5) school days from the date of the hearing.

C. Rules & Procedures for Conducting Superintendent-as-Hearing Officer and Board of Education Hearings for Long-Term Suspension [eleven (11) days up to fifty-nine (59) days] & Expulsion:

1. Written notice shall be given of the time, date, and place of the hearing.
2. The pupil or parent may be represented by an attorney or other advisor of their choosing.
3. Witnesses may be presented at the hearing.
4. The hearing is not a court proceeding and court rules of evidence shall not be enforced at such a hearing.
5. There may be present at the hearing, the principal, superintendent, the Board of Education attorney, and such other resource personnel that the Board of Education deems necessary to assure the proper adjudication of the case.
6. **The superintendent has the authority to suspend students out-of-school up to fifty-nine (59) days.**
7. **The Board of Education has the authority to set-aside, mitigate, change, or uphold the discipline recommendation of the administration (and has the authority to suspend or expel for up to 180 school days).**

Behavior Contracts

Students who are subjected to an out of school suspension of five (5) days or longer in duration or who ***exhibit habitual negative behavior*** may be placed on a behavior contract by the building principal or ASSISTANT PRINCIPAL/BEHAVIOR SPECIALIST/SOCIAL WORKER/SCHOOL SUCCESS WORKER. Students who transfer in with adverse discipline records may be immediately placed on a behavioral contract at enrollment. Student/Parent/Guardian refusal to sign or acknowledge such a contract does not negate the behavior contract.

Safety Concerns

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

Profanity

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

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 provided reasonable suspicion exists 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 as limited by state and federal law.

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. 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.

Note: Student/Parent/Guardian refusal to allow such a search shall be answered with discipline for the suspected possession/infraction and/or contact of law enforcement as dictated by the case. (Example: If a student refuses to be searched for a vaping implement, the result will be the student being suspended as if the vape device had been found on the student or in his/her possession.)

Corporal Punishment

While recognizing that students may require disciplinary action in various forms, the Board of Education cannot condone the use of unreasonable force and fear as an appropriate procedure in student discipline. Professional staff as well as support staff, within the scope of their employment, may use and apply reasonable force and restraint to:

- A. quell a disturbance threatening physical injury to self or others;
- B. obtain possession of weapons or other dangerous objects upon or within the control of the student, in self-defense, or for the protection of persons.

DISCIPLINARY ACTION: Student Conduct Violations

Note: Students with disabilities under IDEA or Section 504 shall be suspended or expelled only in accordance with Board Policy and Federal due process rights appropriate to students with disabilities. A student who has been expelled may apply for reinstatement in accordance with guidelines, which are available in the central office.

Listed, but not limited to, are examples of violations of school rules and the consequences (Administration reserves the right to assign higher level consequences depending on the severity of the offense. Upon receiving a 6th discipline referral for a level 1 offense or higher, student will receive a consequence per handbook policies and a meeting will take place with student and parent. At this meeting, parent and student will be notified that the student has lost all extra-curricular privileges for

the rest of the year which includes not marching in commencement, if a senior. If a student receives a discipline referral for a 7th offense, he/she may be suspended for 10 days, recommended for long term suspension, and/or transition to online, if available and applicable at the time of the offense. This for the year. If a student receives a 8th offense and has not transitioned to online learning then that student will either be suspended long term or be subject to recommendation for expulsion.

Level I Offenses

1. Student out of area without permission
2. Public show of affection (physical contact)
3. Throwing of snowballs or other items
4. Horseplay- Running/pushing, rough play. *No intent to harm.*
5. Entering or using another student's locker
6. Food or beverage in non-designated areas
7. Failure to participate in classroom activities and/or not having appropriate materials required
8. Improper closing of the locker (that is; items or materials hanging out, kicking, or using excessive force)
9. Minor infraction of technology policy
10. Minor Disruption in class
11. Inappropriate behavior or use of school equipment, for example: pulling or hanging on a basketball rim, setting locker combination, sharing of a locker.

Consequences

1st offense - warning and apology, restorative practice, AND/OR LUNCH DETENTION/SATURDAY SCHOOL/After School Detentions

2nd offense - Saturday School AND/OR IN SCHOOL SUSPENSION/After School Detention

3rd offense - OUT OF SCHOOL Suspension (LENGTH DETERMINED BY ADMIN)

4th offense - Up to 3 Day Out-of-School Suspension

Persistent disobedience - up to ten (10) day out-of-school suspension and conference with parents, refer students to courts, refer to the superintendent for long-term suspension or Board expulsion.

Level II Offenses

1. Disrespect of others (either verbal or written) some examples would be: spreading of rumors, name-calling (non-discrimination), and other inappropriate behaviors.
2. Unauthorized use of school or private property
3. Aiding or abetting a violation of school rules
4. Lying
5. Disobeying a directive
6. Inappropriate behavior in the school setting
7. Defacing or vandalizing school property (desks, tables, walls, lockers, etc.)
8. Persistent dress code violations
9. Unauthorized use of electronic equipment (iPod, mp3, etc.) during the school day
10. Physical, unwanted contact less than a fight

Consequences

1st offense - Lunch Detention and Apology, Restorative Practice, up to one (1) day In-School Suspension

2nd offense - Saturday School and/or Suspension

3rd offense - up to a three (3) Day Suspension

4th offense - up to a five (5) day suspension

Persistent disobedience - five (5) to ten (10) day suspension, conference with parents, refer to courts, refer to superintendent for long-term suspension or Board expulsion.

Level III Offenses

1. Inappropriate language, verbal or written, inappropriate materials and/or websites, or Internet misuse (swearing/vulgarity/obscenities) not including level IV and V offenses
2. Disrespect towards school personnel, **refusing to follow teacher/adult directives and directions**
3. Skipping class, any portion of the school day, no pass, being in the wrong area
4. Leaving class without permission.
5. Inappropriate gestures, written, and/or verbal communication (not covered under level IV or V)
6. Possession of alcohol or drug paraphernalia and accessories (example: clips, lighters, etc.)
7. Physical contact less than fighting but with intent to **dominate or harm (menacing, rough-housing)**.
8. Moderate aggression of a non-physical form (taunting, aggressively encouraging a fight, etc.).
9. Major infraction of technology policy.

Consequences

1st offense - Warning, Saturday School, and/or Restorative Practice, and/or Suspension

2nd offense - up to a three (3) day suspension and parent contact

3rd offense - up to a five (5) day suspension and parent conference and possible behavioral contract

Persistent disobedience - five (5) to ten (10) day suspension, parent conference, refer to courts, **refer to superintendent for long-term suspension or Board expulsion.**

Persistent Refusal to Work/Detrimental Influence over Classroom (negatively impacting the ability of others to learn and the teacher to teach)

This will be considered a level III offense but with some added consequences or alterations. After the third offense, the class will be closed to the student. This means the student will fail that class for the semester and then will be enrolled in credit recovery for the remainder of the semester and complete this credit recovery in the office, media center, or assigned area. Failing to work in an assigned area after the class has been closed may result in a ten-day out of school suspension or a recommendation to the superintendent for long-term suspension or expulsion.

Level IV Offenses

Student may receive multi-day suspensions or expulsion for the following school violations:

Leaving School Grounds Without Authorization

1st Offense: Up to 1 day of ISS or OSS

2nd Offense: 2 days of OSS or combination of ISS

3rd Offense: 5 days of OSS or combination of ISS

4th Offense: 10 day Out of School Suspension and possible recommendation to Superintendent for Long-Term Suspension or Expulsion

Use of Racial or Ethnic Slurs

1st Offense: 2 days of ISS or OSS

2nd Offense: 4 days of OSS or combination with ISS

3rd Offense: 6 Days of OSS or combination of ISS and meeting with parent(s)/guardian(s)

4th Offense: 10 day Out of School Suspension and possible recommendation to Superintendent for Long-Term Suspension or Expulsion.

Bullying, Cyberbullying, False Fire Alarm, and Dangerous horseplay—intent to harm evident, other Aggressive Behavior Toward Students or Staff or other adults on school property or as part of a school function

Bullying/Cyber Bullying/False Fire Alarm and other Aggressive behavior of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors, and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school-sponsored activities whether on or off school property. See addendums: bullying reporting document and bullying discipline rubric.

1st offense - three (3) day out-of-school suspension, notify local law enforcement authorities if applicable [and restitution if applicable]

2nd offense - five (5) to ten (10) day out-of-school suspension, notify local law enforcement authorities, meeting with a parent/guardian, (and restitution if applicable)

3rd offense - ten (10) day out-of-school suspension or recommend to superintendent up to fifty-nine (59) days out-of-school suspension or expulsion, notify local law enforcement authorities

4th offense -- suspension out-of-school, pending long-term suspension or expulsion hearing, notify local law enforcement authorities

Plagiarism/Academic Dishonesty/Falsification of Identification/Forgery

Level 1 Homework, Daily Work, Formative

1st offense is a 0 on the assignment and 1 hour of detention

2nd offense is a 0 on the assignments 2 hours of detention and 1 week of ineligibility and attending all other extra curricular activities. (Practices are allowed but games and scrimmages are not during this ineligible period)

3rd offense is a 0 on the assignment, 1 day ISS/OSS and 2 weeks of ineligibility and attending of all other extracurricular activities. (Practices are allowed but games and scrimmages are not during this ineligible period)

Level 2 Quizzes, Tests/Essays (Majors, Minors)

1st offense 0 on the assignment and 2 hours of detention and 1 week of ineligibility and attending of all other extra curricular activities (Practices are allowed but games and scrimmages are not during this ineligible period)

2nd offense 0 on the assignment, 1 day of ISS or OSS and 2 weeks of ineligibility and attending of all other extracurricular activities, (Practices are allowed but games and scrimmages are not during this ineligible period)

3rd offense failure of the class for the semester that the class was in unless final exam is passed with an 80% or better. Credit will be given for the class but a 0 will be entered for calculating GPA.

Level 3 Final Exams: 0 on the exam. Credit will be given for the class if overall grade after the 0 for the final is entered is still passing. However, a 0 will be entered for calculating GPA.

Plagiarism is defined as

Cheating: According to American University (2023), “Academic integrity essentially means ‘intellectual honesty’: honesty in the use of information, in formulating arguments, and in other activities related to the pursuit of knowledge and understanding.”

Examples of academic dishonesty that would be subject to consequences include but are not limited to the following:

- Using any part of an assignment from someone or something else, AI like ChatGPT, and submitting it as one’s own.
- Allowing, with knowledge, another student to use an assignment or test to submit as their own.
- Looking at and/or copying another person’s work and submitting the work as their own.
- Assisting with knowledge, another student to use an assignment or
- Using any type of notes or technology without teacher approval.
- ● Committing plagiarism, which includes but is not limited to the following:
 - Quoting or paraphrasing directly all or part of someone else’s written or spoken words without documentation within the body of the work.
 - Presenting an idea, theory, or formula originated by another person as one’s own.
 - Using information, which is not common knowledge, including statistics and demographics, without documentation from the source that compiled it.
 - Copying or pasting from the Internet or another document material that is not one’s own without documentation from the source.
- Unauthorized possession and/or the use of test materials, answer sheets, teacher materials, computer files, grading programs, and/or altering teacher records.

If the violation occurs while writing a standardized test sponsored by an agency other than Pine River High School, the agency will be notified of the violation.

- Cheating on a standardized test invalidates any incentives associated with said test.
- Standardized test must be retaken if possible.

Note: *Falsification of Identification/Forgery may result in immediate multi-day suspension / recommendation for long-term suspension or expulsion. These are cumulative in nature during the course of high school regardless of what classes they happen in.

Possession of a knife: blade less than 3 inches/Possession of a gun or weapon not defined by Federal Law as a Dangerous Weapon, such as a water bead gun or a toy gun (used or seemingly used to threaten or otherwise change normal behavior of others). Administration discretion may be used depending on the circumstances of a toy or water gun.

1st offense - up to five (5) day out-of-school suspension

2nd offense - up to 10 day out-of-school suspension or recommendation for a long-term suspension to superintendent

Additional offense(s): Progressive discipline up to recommendation of expulsion.

*Self-disclosure to school personnel prior to discovery/**use or display** of the knife/gun/other dangerous weapon **may** result in penalty dismissal or mitigation.

Solicitation of drugs/alcohol/vaping/tobacco

1st offense - up to three (3) day suspension

2nd offense - up to five (5) day suspension

3rd offense - up to ten (10) day suspension

Additional offense(s): Progressive discipline up to recommendation for expulsion.

Fighting/Mutual Combat*

1st offense - up to two (2) day suspension, possible contact of law enforcement

2nd offense - up to five (5) day suspension and mandatory contact of law enforcement

3rd offense - five (5) to ten (10) day suspension and/or recommend **long-term out-of-school suspension or** expulsion to the superintendent; mandatory contact of law enforcement

*If medical personnel are required as a result of mutual combat or assault, the instigator will automatically be out for a minimum of five (5) days and law enforcement will be notified. Self-defense without options in reaction to an uninvited attack does not constitute Fighting/Mutual Combat.

Creating a Disturbance/Endangering Others (physically through action stopping normal operation of the school building/classroom; placing others in physical jeopardy/posing impairment of health)*

1st offense – 5-day suspension out of school, law enforcement may be notified

2nd offense – up to 10-day suspension out of school, law enforcement may be notified

3rd offense – 10-day suspension out of school, law enforcement may be notified, possible recommendation to superintendent for long-term suspension or to Board for expulsion, law enforcement notified

Sexual Harassment/Physical Harassment

1st offense - up to three (3) day suspension from school, and/or Restorative Practice, possible law enforcement notified

2nd offense - up to five (5) day suspension from school, and/or Restorative Practice, law enforcement notified

3rd offense - five (5) to ten (10) day suspension, and/or Restorative Practice, and/or recommend **long-term suspension or** expulsion to the superintendent, law enforcement notified

Sexually Graphic Materials/Websites/Intentionally Exposing Oneself (Sexting, etc.)

Possession/distribution/viewing of materials of a sexual nature is prohibited on all school property including buses and after hours. Students viewing/possessing/distributing such materials will face disciplinary action, including immediate out of school suspension up to possible long-term suspension or expulsion and notification of law enforcement authorities.

First Offense, viewing/possessing: two (2) to five (5)-day out-of-school/in-school suspension, possible notification of law enforcement.

Second Offense, viewing/possessing: five (5) to ten (10) -day out-of-school/in-school suspension; and notification of law enforcement. Lose privilege or using chromebook or having an internet account.

Additional Offense(s): ten (10)-day out-of-school suspension, possible referral for long-term suspension or expulsion to the superintendent.

Additional Offense(s): out-of-school suspension pending expulsion hearing.

Note: Michigan law now views “sexting” as a child pornography/CSC violation and requires notification of law enforcement.

Theft/Vandalism or Destruction of Property*

This category includes actions such as theft, vandalism or destruction of school property, or personal property, on school premises.

1st offense - up to five (5) day suspension, and/or Restorative Practice, notify local law authorities and restitution if appropriate

2nd offense - up to ten (10) day suspension, and/or Restorative Practice, notify local law authorities and restitution if appropriate

3rd offense – up to ten (10) day suspension, and/or Restorative Practice, notify local law authorities and restitution if appropriate, recommend **long-term suspension or expulsion** to the superintendent.

Note: petty offenses may be treated differently by administration; likewise, major offenses (based on damage or theft and value of property) will influence the consequence and notification to law enforcement.

Level V Offenses

Students will receive multi-day, out of school suspension, from 10 days to 59 days, and/or recommendation for expulsion for the following school violations:

Possession of a Dangerous Weapon/Use of a Weapon

A weapon includes, but is not limited to, firearms, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a student other than the one who possessed the weapon brought a weapon on District property, that student shall also be subject to the same disciplinary action.

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

Possession of a Firearm, Arson, and Criminal Sexual Conduct

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

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

Also, any explosive, incendiary, or poison/poison gas including mace, pepper spray, bear spray, bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle.

First offense: out-of-school suspension pending Board expulsion hearing, contact law enforcement.

Bomb Threats, Explosions, or other Serious Endangerment

Bomb threats, setting off explosives, or creating other serious endangerment (including use of an object or implement) have the potential of causing harm to individuals. **Examples include phoning in a bomb threat, planting an explosive device or attempting to set off an explosive to create panic, harm property or people, use of a baseball bat to attack a person or persons, or introduce a toxic chemical or biological entity to the school environment. Any such action by a student will result in the following disciplinary measures:**

First offense: out-of-school suspension pending Board expulsion hearing, contact law enforcement.

Level VI (Other Offenses):

Disobedience

While students are at school, part of a school function, or being transported, school staff are acting “in loco parentis,” which means staff are allowed to question and direct a student, as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, or asked a reasonable question, the student is expected to comply.

Refusing such requests, questions, or directives, may result in discipline for Level I through III. If accompanied by the Creation of a Disturbance, any such disobedience will be dealt with as a Level IV offense.

Chronic disobedience can result in long-term suspension or expulsion.

Knowledge of Dangerous Weapons or Threats of Violence

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons. Because the Board believes that students, staff members, or threats of violence to the principal. **Based on the result of the purposeful inaction and information withheld, such offenses will be examined on a case-by-case basis with questions and conditions examined (was there student death, staff injury, parent or student injury, etc.); any such failure to report may subject the student to discipline from in-school suspension up to and including the possible recommendation for expulsion and notification of law enforcement. The withholding of information pertaining to an offense will be dealt with according to that specific level of offense--Example: withholding information regarding a Level IV offense will result in discipline according to the Level IV consequence rubric).**

Unauthorized use of School or Private Property

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

Displays of Affection

Students demonstrating affection between each other is personal and not meant for public display. This includes inappropriate touching, petting, kissing, or any other contact that may be considered harassing or sexual in nature to observers. Such behavior may result in suspension from school or possibly expulsion (repeat behaviors will create a continuum of consequences).

Physical and Sexual Misconduct/Contact & Alcohol, Tobacco, Drugs, and Vaping

Threatening And/Or Actual Physical Contact/Harm Of Others In A Seriously Aggressive And/Or Sexual Manner

Any student threatening and/or having physical or sexual contact in a seriously aggressive manner with school personnel or other students, physically, verbally, or written such that constitutes an unwelcome attack or injury to another socially, emotionally, physically, or sexually:

1st offense - up to ten (10) day out-of-school suspension, notify local law enforcement authorities and consider contacting Title IX Coordinator, recommending long-term suspension or expulsion to the superintendent.

2nd offense – mandatory recommendation for expulsion.

Any Student that is exhibiting any behaviors that may jeopardize the safety and well being of themselves or others may be subject to a safety and/or a threat assessment before returning to school.

Alcohol, Tobacco, Vaping, and Drugs

Underage drinking, tobacco, vaping, and drug use are in violation of school policy and a crime in Michigan. Students found using or possessing tobacco products/vaping materials, (tobacco products/vaping materials include but are not limited to: cigarettes, cigars, spit tobacco, snus, snuff, tobacco strips and sticks, dissolvable tobacco products, hookah, e-cigarettes, electronic nicotine delivery devices--in whole or part--and any new and emerging tobacco products), alcohol, drugs, or look-a-like's, (smoking, chewing, vaping, drinking or under the influence of alcoholic beverages or any of the above) will receive a suspension. Students possessing smoking, vaping, or other delivery paraphernalia will also receive a suspension. This includes and pertains to those drugs prescribed for medicinal use which are listed/controlled substances--misuse, possession of another student's prescription is also a violation of this policy.

Note: Students with doctor-prescribed medication/drugs should have parent-signed forms on file to allow the possession of and dispensation of these prescriptions in the office only (with the exception of inhalers, epi-pens, etc. with the approval of the building principal).

Non-alcoholic look-alike drinks and look-alike drugs are not allowed at school at any time. Students possessing these items will receive the same severity suspension as for alcohol or drugs. If a student commits an offense in this category, the second offense, even if different from the first, he/she will **minimally** receive the penalty appropriate for a second offense.

For any offense in this category, the administration will notify law enforcement authorities. In addition to suspension, students may be subject to criminal prosecution and mandatory expulsion per state law.

Alcohol and Drug Offenses

A student's drug and alcohol record shall be cumulative from the date of entry into the high school until graduation (from the end of 7th grade until high school graduation).

1. Possession of alcohol or drug paraphernalia;
2. Possession of look-alike alcohol or drugs, **including plant or synthetic marijuana, fentanyl, and other drugs or synthetics intended for use as part of a vaping or another delivery system, liquid, smoke, or vial;**
3. Possession of alcohol or drugs, including medically prescribed/controlled substances intended for a specific medical patient other than the possessor;

4. Being under the influence of alcohol or drugs; or,
5. Drinking alcohol or using drugs/controlled substances, plus distribution of alcohol and drugs

1st and 2nd offense - five (5) -day out-of-school suspension or nine (9) -day out-of-school suspension, [lesser number will be used **only** if the student participates in the Student Assistance Program identified or approved by the administrator], notify local authorities, possible referral to Protective Services, parental conference with principal/Dean of Students before reinstatement.

3rd offense -- notify law enforcement, possible referral to Protective Services, parental conference with principal/Dean of Students before reinstatement, ten (10) day out-of-school suspension

Additional offense – immediate out-of-school suspension pending long-term suspension or expulsion hearing

Selling Or Distribution Of Alcohol Or Drugs

1st-2nd offense - six (6) to ten (10) day suspension from school, notify local authorities, mandatory referral to Student Assistance Program and **possible** referral to Protective Services; [lesser number will be used **only** if the student participates in the Student Assistance Program identified or approved by the administrator], notify local authorities, possible referral to Protective Services, parental conference with principal/Dean of Students before reinstatement.

3rd offense - **recommend to superintendent** nineteen (19) day to fifty-nine (59) day suspension from school, notify local authorities, **possible referral to Protective Services, or recommend expulsion.**

Possession/Distribution Of Tobacco/Vaping Systems

Possession/Distribution of tobacco (including smokeless tobacco, e-cigarettes, **vapor delivery systems/vaping liquid**, or close facsimiles thereof) by a minor is a violation of school policy and a crime in Michigan. Students found possessing/distributing tobacco or **vapor systems/liquids/cartridges/“Juules” or similar products, including charging systems and delivery systems--in part or in whole--for same**, will be subject to the following penalties:

1st offense – three (3) day out-of-school suspension, notify local law enforcement authorities, possible referral to Student Assistance Program. Penalty reduced if offender enrolls and completes Student Assistance Program

2nd offense – five (5) day out-of-school suspension, notify local law enforcement authorities, parental conference with principal/dean before reinstatement, referral to Student Assistance Program, possible referral to Protective Services.

3rd offense - up to ten (10) day suspension, notify local law enforcement authorities, possible referral to Protective Services, possible recommendation for long-term suspension.

4th offense - Student will be suspended out of school for (10) days and lose the ability to participate or attend any extra curricular activities for one calendar year, including commencement.

5th offense – student will be suspended out of school pending recommendation for long-term suspension (up to fifty-nine (59) days or expulsion, and lose the ability to participate or attend any extra curricular activities for two calendar years, including commencement,

possible referral to Protective Services, notify local law enforcement authorities. Students may be enrolled in an online program if possible, in lieu of long term suspension.

Note: Where evidence exists that marijuana or THC is used for the ingestion or delivery, this section shall not apply but the offense shall be considered an alcohol/drug offense.

Self-referral (self care): in the case of use or possession--NOT DISTRIBUTION OR SALE--of alcohol or drugs, if a student refers himself/herself to the Student Assistance Program of his/her own free will prior to *notification of pending* school disciplinary measures, no disciplinary action will be taken. This is a one-time only measure and does not apply to the athletic code, only to the student code of conduct.

Bullying/CyberBullying/Harassment/Sexual Harassment, defined, reporting/investigation Procedure

Behaviors involving bullying, cyberbullying, harassment or sexual harassment will not be tolerated at Pine River Area Schools. Students, parents, and staff members are encouraged to report any such behaviors as soon as possible so that we may work together to eradicate behaviors, mitigate damage to victims, and care for all concerned as quickly as possible. While many times incidents thought to be bullying are isolated events and thus do not rise to the definition of bullying, any behavior that belittles another is not okay in our schools.

Reporting Procedure:

1. Any student, parent, or staff who believes he/she or a student has been/or is the victim of harassment, should immediately report the situation to the teacher, the principal or dean of students, counselor, or school success worker. Each building will establish a student/parent-friendly reporting form for this purpose. Complaints will be investigated in accordance with state law and school policy. Every student should, and **every staff member must report** any situation that they believe to be aggressive behavior toward a student. Reports may be made to those identified above.

Reports or complaints may be through email, voicemail, regular mail, or leaving a sealed note. While reports may be made anonymously, formal disciplinary action may not be taken solely on the basis of an anonymous report without other corroborating evidence.

2. District policy/format for investigation will be followed, including prompt notification requirements. If the investigation finds bullying or other aggressive actions occurred it will result in prompt and appropriate remedial, punitive, and/or restorative action. This may include discipline up to expulsion for students, up to discharge for an employee, exclusion for parents, guests, volunteers, and contractors, and removal from any officer position and/or a request to resign for Board members.
3. Every reasonable effort will be made to maintain confidentiality during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Under certain circumstances, the identity of the reporting student **or adult** may become obvious even without disclosure by school personnel.
4. If during an investigation of a reported act of harassment, intimidation, and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected

Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers, law enforcement agencies or both so that it may be investigated in accordance with the procedures set forth in Policy 5202 Anti-Harassment, state law, and other District policy.

5. School District Complaint Officers – Mr. Brent Rupert and Mr. Brian Mumby, 17445 Pine River Road, LeRoy, MI 49655, telephone (231) 829-3141 and Mrs. Heidi Hayes, 408 W. Gilbert Street, LeRoy, MI 49655, 768-4481. The state agency for investigation of complaints: Michigan Department of Civil Rights, Executive Office, Capital Tower Bldg., Ste. 800, Lansing, MI 48913. Telephone (517) 335-3165. The federal office for investigation of complaints: U.S. Department of Education, Office of Civil Rights, 600 Superior Ave., Room 750, Cleveland, OH 44114

Non-Retaliation/False reports

Retaliation against any person for complaining about or participating in an investigation on bullying or other aggressive behavior is prohibited. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior. Intentionally filing false harassment reports, made to get someone in trouble, is also prohibited. Retaliation and intentional false reporting may result in disciplinary action as indicated above.

Hazing

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities and behaviors at any time in school facilities, on school property, and at any District-sponsored event. Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of intimidation, initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

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

- A. illegal activity, such as drinking or drugs
- B. physical punishment or infliction of pain
- C. intentional humiliation or embarrassment
- D. dangerous activity
- E. activity likely to cause mental or psychological stress
- F. forced detention or kidnapping
- G. undressing or otherwise exposing initiates' genitalia
- H. Sexual harassment or sexual assault
- I. anything that causes social, physical, or emotional harm to the receiver of the action for the purpose of "initiation" or "team rules".

Note: If the school club or organization (club/activity) does not have an official and approved initiation procedure; and, if no school staff is involved in the activity, there is a significant likelihood that the activity may result in a violation of this policy.

The Board will not tolerate any gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation.

Consequences for hazing others as an individual or part of a group—including forcing someone to do something as part of an initiation or rite of passage to be part of team, standing idly by as a witness and failing to come to the aid of a teammate and/or failing to report the incident to a coach or staff member, recording and sharing with other via text and/or otherwise uploading documentation of same include:

First offense:

1. Out of School Suspension for five (5) to ten (10) days or recommendation for expulsion to the Board of Education; and,
2. Removal from team and sport or club/activity for rest of the season up to one calendar year.

Second offense:

1. Out of school suspension pending recommendation for long-term suspension to the superintendent or expulsion to the Board of Education; and,
2. Permanent removal from all teams and sports or clubs/activities for duration of high school.

Glossary/Definition of Terms:

The following definitions are provided for guidance only. School officials will contact legal counsel/law enforcement authorities in determining unclear behaviors/definitions where needed. If a student or other individual believes there has been bullying, hazing, harassment, or other aggressive behavior, regardless of whether it fits a particular definition, s/he should report it immediately and allow the administration to determine the appropriate course of action.

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

At School - includes classroom, school grounds, and premises, any school bus or school-related vehicle, school-sponsored activity or event on or off school grounds. Also included is conduct when using a telecommunications access device or service provider that occurs off school premises if owned by or is under the control of the District.

Bullying - any written, verbal, or physical acts, including cyberbullying (i.e. any electronic communication, including but not limited to electronically transmitted acts, such as via Internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand-held device) that, without regard to its subject matter or motivation is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities or programs;
- B. adversely affecting the ability of students to take part in educational programs by placing student in reasonable fear of physical harm or by causing substantial emotional stress;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school

Bullying can be physical, verbal, cyber, psychological, or a combination of all four. Examples include:

Physical - hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.

Verbal - taunting, malicious teasing, insulting, name-calling, making threats.

Cyber (online) - name-calling, malicious teasing, threatening, or socially exclusionary commentary

Psychological - spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways including but not limited to notes, emails, social media postings, "secret groups," and graffiti.

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

Sexual Harassment may include, but is not limited to:

- A. verbal harassment or abuse;
- B. pressure for sexual activity;
- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;
- E. sexual jokes, posters, cartoons, etc;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.

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

Gangs

Gangs that initiate, advocate, or promote activities that threaten the safety or well-being of persons or which are disruptive to the school environment are not tolerated. Incidents involving initiations, hazing, intimidations, or related activities which are likely to cause harm or personal degradation are prohibited. Students wearing, carrying, or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities that are designed to intimidate another student will be disciplined under the terms listed above for harassment. Prohibited gang paraphernalia may be specifically identified by the building principal from time to time and accordingly banned as an unauthorized dress or constitute harassment.

Criminal Acts

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

Students should be aware that state law requires that school officials, teachers, and appropriate law enforcement officials be notified when a student of this District is involved in crimes related to physical violence, gang-related acts, illegal possession of a controlled substance, analog or other intoxicants,

trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.

Arson

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

Gambling

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

Menacing/Rough Horseplay

Menacing/Rough Horseplay includes any activity between two or more individuals which results in unwanted physical contact such as shoving and pushing, tripping, and “roughhousing” in a manner that creates the beginning or continuance of a dangerous situation. Often repetitive and uninvited.

Mutual Combat

Mutual Combat occurs when two or more “combatants” agree to engage in physical contact as a means to resolve a conflict or establish power. Happens as a result of the inability to seek assistance or utilize de-escalation techniques and logic as part of peaceful conflict resolution.

Fighting

Is an aggressive, predetermined physical attack enacted by one or more persons on another or others and is usually answered by a combative response by one or more persons.

Trespassing

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

Computer Searches

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

Review of such information, may be done by the District with or without the student’s knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be given to an

administrator upon request. A student's refusal to permit such access may be grounds for disciplinary action.

Student Rights of Expression

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, non-commercial 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. Material cannot be displayed if it:

1. is obscene to minors, peers, or adults; is libelous, indecent, or infringes on the rights of others or is otherwise vulgar;
2. advertises any product or service or habit not permitted to minors by law;
3. intends to be insulting or harassing;
4. intends to incite fighting or presents a likelihood of disrupting school or a school event;
5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

B. Materials may not be displayed or distributed during class periods, or during passing times between classes.

Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal/assistant principal/Dean of Students at least twenty-four (24) hours prior to display.

NETWORK USE

We now have the ability to enhance education through the use of Electronic Networks. Electronic Networks offer vast, diverse and unique resources that may enhance instruction and student learning. All students will have access to current computer technology, including Internet and email services. With this privilege comes responsibility.

COMPUTER USE / RULES

It is the responsibility of all users to:

1. Recognize all computer users have the same right to use the equipment
2. Use the Internet in support of education and research and consistent with the purposes of Pine River Area Schools
3. Adhere to the rules established by the technology facilitator for use of hardware, software, labs and networks
4. Not play games or use the computer or resources for other non-academic activities when others require the system for academic purposes
5. Not waste or take supplies, such as paper, printer cartridges, diskettes, etc
6. Not access pornographic material, inappropriate material or files dangerous to the integrity of the network
7. Be a responsible user of the electronic mail (e-mail) system; reporting any misuse of equipment and no personal use of email to other students/people other than teachers for educational use only
8. Not use the Internet for business purposes or product advertisement

Pine River Area Schools recognizes copyright and fair use. Students will not:

- Make unauthorized copies of software found on school computers, either by copying them onto diskettes or onto other computers through electronic mail
- Bring games or diskettes from home to prevent viruses
- Give, lend, or sell copies of software to others

Pine River Area Schools recognizes that the work of all users is valuable. Students will:

- Protect the privacy of others' work by not trying to learn their passwords
- Not copy, change, read, or use files in another user's' area without permission
- Not attempt to gain unauthorized access to programs or computer equipment
- Not use computer systems to disturb or harass other computer users
- Not use g-mail to communicate with other students in or outside of our school district
- Only use g-mail to communicate with staff regarding academic/school issues

Disciplinary Action for Computer Violations

Users violating the computer policy will face disciplinary action including but not limited to:

- A. Possible loss of computer privileges,
- B. In-school or out-of-school suspensions,
- C. May be required to make full financial restitution for any unauthorized expenses incurred or any damages caused, and/or,
- D. May face additional disciplinary action deemed appropriate in keeping with the disciplinary policies and guidelines for the school.

SOCIAL MEDIA RESPONSIBILITY

*District Network and On-Campus Social Media (Appropriate Use Policy Applies)

*Online Conduct or Speech that materially disrupts classwork or involves substantial disorder or involves the invasion of the rights of others (Disciplinary Action May Apply)

*Off Campus internet usage (Community Norms and Laws Apply)

TELEPHONES

The office telephones are not to be used by students for personal business. Emergency calls for students should come to the office phone, not directly to students. Calls for school or school organization business may be made on the office phone, with the building principal's permission.

CELL PHONES AND WIRELESS COMMUNICATION DEVICES

A "wireless communication device" is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCDs: cellular and wireless telephones, personal digital assistants (PDAs), smartwatches, earbuds, BlackBerrys/iPhones/Android/Galaxy Phones, other Smartphones, Wi-Fi-enabled or broadband access devices, two-way radios, or video broadcasting devices, laptops, and other devices that allow a person to record and/or transmit, on either a real-time or delayed basis, sound, video or still images, text, or other information.

Cell phones and WCDs are allowed on campus, but **may not be used during the school day** except during lunch or passing time *at student lockers only*. **Cell phones, smart watches, earbuds, anything that connects via bluetooth, MUST NOT BE OUT IN CLASS OR USED DURING CLASS AND SHOULD be kept in student lockers or teacher designated area in the classroom. Staff will notify students if a cell phone may be used for academic reasons.** Exceptions are before school, after school, during lunch, at the locker during passing time, or with administrative permission, **Students**

servicing lunch detention, in-school suspension, or in the office will not be allowed to enjoy the noted exceptions.

Cell phones will not be allowed when students are out of class during instruction and are not to be used to contact or attempt to contact other students at any school. Possession of a cellular telephone or other electronic communication devices by a student is a privilege. Any student who fails to abide by the terms of this policy will forfeit such devices at school and/or be subject to disciplinary action. The purpose of this policy is to minimize classroom disruption, maximize learning, and maintain order in the classroom while protecting individuals from being recorded, photographed, or videotaped without permission. School personnel who witness students using electronic wireless communication devices/cell phones will confiscate them or call the office for assistance. Violations of the cell phone policy will be dealt with according to the consequences listed below. The use of cell phone cameras or text messaging will not be tolerated and will become a disciplinary and ethical issue. Students at school and school events have a reasonable expectation of privacy, mutual respect and courtesy; as such, students who use cellular phones or other WCDs to impugn the privacy and respect of others will be subject to disciplinary measures, confiscation of the device in question, and possibly face legal ramifications. A student may possess a cell phone or other WCD on a school vehicle. Students may use WCDs while riding to and from school on a school bus or other vehicle provided by the Board, and during school-sponsored activities, at the discretion of the bus driver, classroom teacher, sponsor/advisor/coach. Distracting behavior that creates an unsafe environment or which violates school policy will not be tolerated. Wireless earbuds/headphones have become more of an issue recently. Students have these in their ears and cannot hear any announcements or other sounds. This presents a safety concern. Students should not have earbuds in when in class unless documented by their IEP or 504 plan that they may utilize one.. This not only interferes with the learning experience but is a safety concern. Students will be asked to put them away. If the student refuses to do so or argue, he/she will be sent to the office for consequences which could result in suspension. If a student continues to wear earbuds/headphones during class, the student will be sent to the office for increased consequences and a parent meeting held.

The use of cell phones and other WCDs in locker rooms and restrooms is always prohibited.

When students leave the classroom to use the restroom, they are not to take their cell phones with them into the restroom. The school is not responsible for any phone/WCD that is stolen or damaged if it is not in a secure locker or secure location.

During class, students may NOT use their phones for calculators, to check the time, music, reading a book, checking their grades or for any other reason. Exceptions may be made depending on certain classroom uses where a phone is needed to complete certain work experiences. Teachers will notify students if and when this is necessary. Cell phones SHOULD be in the student's locker or teacher designated area in their room and not be used by students or in view. If there is a medical doctor's signature requiring the possession of a cell phone, that will be allowed per an IEP, 504, or health plan.

Just a few of the issues that have occurred over the past few school years that initiated the administration to make this change:

***Students taking videos and pics of other students in the bathroom, and posting on Tik-Tok and Snapchat (child pornography, Tik-Tok challenge vandalism, etc).**

***Students making audio recordings of test reviews, photographing test review sheets, and listening or looking at it while taking a test.**

***Students are continually taking out their phones in PE and the locker room.**

***Students taking pictures in the classroom of other students without permission and posting to social media.**

***Students taking pictures of teachers' and support staff's shoes and dress and putting them on Tik-Tok and rating them.**

***Students taking pictures and videos of student outfits and rating them on Tik-Tok and other social media.**

The process: If a phone is out during class: The teacher will ask that student for their phone and then send the student to the office, taking the phone to the office in between classes or as soon as possible, or call for assistant to deliver the phone; if the student refuses to forfeit his/her phone, the teacher will call the office for an administrator to assist. No second chances. Administrators will call parents to make plans to retrieve the phone.

First and Second Offense -Phone is confiscated, brought to the office for the day. Parent will have to pick up the phone or the parent must grant permission for the phone to be released to the student at the end of the day.

Third Offense - Phone is confiscated, brought to the office for the day. Parents will have to pick up the phone or a parent must grant permission for the phone to be released to the student at the end of the day. Students will serve **3** lunch detention.

Fourth Offense - Phone is confiscated, brought to the office for the day. Parent will have to pick up the phone or the parent must grant permission for the phone to be released to the student at the end of the day. Students will serve **4** lunch detentions. A parent meeting will also be arranged to discuss the consequences for the next offense if it occurs.

Fifth and Sixth Offense - Phone is confiscated, brought to the office for the day. Parent will have to pick up the phone or the parent must grant permission for the phone to be released to the student at the end of the day. Students will serve **5** lunch detentions. Finally, the student will lose the privilege of having a phone in school for the next 30 school days and will have to turn his or her phone into the office everyday for those 30 days by signing the phone in each day.

Failure to do this may result in a suspension of multiple days or referral for long-term suspension

Additional Offenses–Phone is confiscated and students may be placed on a remote learning plan for one calendar year or recommended for expulsion.

When confiscated, phones will be released to students at the end of the day after parent confirmation has been made and not any sooner. Students may remove their battery at time of turnover. Any deviation from this will be made by the administration.

Failure of a student to turn over a cell phone or WCD to an adult, will result in a minimum 1 day ISS. If the student continues to refuse to hand over the device to subsequent school personnel, student disciplinary action may include multiple days of suspension(determined by administration) up to and including moving student to online learning and/or long-term suspension/recommendation for expulsion, if student continues to refuse to hand over phone.

These consequences reset each school year for students in grades 8-12.

The students who possess a cellular phone or WCD shall assume responsibility for its care. **At no time shall the District be responsible for preventing theft, loss, or damage to cell phones or WCDs brought onto its property.**

Inappropriate use of **WCDs** will result in disciplinary action up to and including referral to the local authorities. Students are prohibited from using WCDs to capture, record, or transmit the words (i.e. audio) and /or images (i.e., pictures/video) of any student, staff member, or another person in the school or while attending a school-related activity without the express prior notice and explicit consent for the capture, recording or transmission of such words or images. **Using a WCD to take or transmit audio and/or pictures/video of an individual without his/or her consent is considered an invasion of privacy and is not permitted** unless authorized by the building principal. Students who violate this provision and/or use a WCD to violate the privacy rights of another person may have their WCD confiscated pending a parent conference. **Consequences for recording video without a person's permission or posting a person's image without their permission on school property or during the school day, or off-site that results in attendance issues for another student, may result in multi-day suspension up to expulsion and law enforcement notification.**

“Sexting” is prohibited anytime on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through an electronic device via smart phone or cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography or be considered cyberbullying under Michigan law. Such conduct will be subject to a discipline of up to fifty-nine (59) days out of school suspension or recommendation for expulsion, confiscation of the WCD, and contact of local law enforcement authorities.

Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated and may subject the offender to discipline for bullying/cyberbullying. (See also Board Policy 5207)

SCHOOL SPONSORED SOCIAL FUNCTIONS (Dances, Parties, etc.)

Following are the rules established to control the activities of those attending school functions so that the dance or party is an enjoyable event for all:

1. Event sponsors (advisors) will be responsible for admissions to school events. Only guests with pre-arranged signed passes may attend - no exceptions. **No guests aged 20 or over at the scheduled date of the dance will be permitted to attend the dance. Guests have to be 19 at the time of the dance.**
2. The committee shall refuse admission to all persons under the following conditions:
 - A. Improper Dress (See Dress Code).

- B. Students drinking, in possession of, or under the influence of alcoholic beverages or illegal drugs will be reported to the administration immediately. Parents and/or legal authorities will be notified immediately. Disciplinary action will take place according to the handbook.
 - C. Smoking/chewing tobacco/electronic cigarettes on the school grounds.
 - D. Any conduct considered disorderly.
3. Any student who leaves the building without permission will not be allowed to return.
 4. Doors will be closed and no tickets will be sold at a reasonable time after the dance begins. No one will be admitted after this time unless prior arrangements have been made.
 5. At least one sponsor or teacher will be present at the event.
 6. The proper dress for the event will be stated and published before the event.
 7. The committee/any authorized adult shall have the right to enforce any existing rules as they see fit.
 8. Sponsors, committee members, or authorized parents have the right to remove from the school grounds any or all groups that congregate outside the building.
 9. One person from the organization sponsoring the event shall be responsible for filling out the event request form. Students can obtain the event request form in the form rack in the lobby. Students should complete this request and turn it into the office by the announced deadline. All events must be approved prior to planning.
 10. Only full-time enrolled students will be allowed to attend.
 11. No middle school dances will extend beyond 9:00 p.m. on a weekday.
 12. No 9th – 12th-grade students will be allowed at middle school dances.
 13. No middle school students or 8th-grade students will be allowed at high school dances – including the prom and homecoming.
 14. Club Style dancing (grinding, twerking, other sexually expressive forms) is prohibited.

NOTE: Students who have had any discipline referrals that resulted in suspensions may be ineligible from attending a school-sponsored event that includes dances. Any excessive absences/tardies may also exclude participation in school-sponsored activities as well. A student failing one or more courses may not be able to attend school-sponsored activities including all dances, Homecoming, Snowfest, and Junior/Senior Prom which will have guidelines as well, as determined by the administration.

ACTIVITIES/ATHLETICS

- All athletes and/or students participating in activities must be in school for the **entire day** on the day of a contest/activity unless excused by either the principal and/or athletic director.
- Students must be eligible based on the athletic policy in both middle and high school. All students participating in Athletic Programs at Pine River Area Schools will be expected to follow those policies and regulations as outlined in the Athletic Policy Guide (for students in grades 7 & 8 and high school students attached). Any questions concerning athletics at Pine River High School should be directed to the office of the Athletic Director.

SPECTATORS

At all school events, spectators are expected to be spectators. A spectator attends to watch someone else perform, not to perform themselves. Students are encouraged to attend all school-sponsored events to watch, cheer or applaud - whichever is appropriate for the event. Spectators are not to be on the playing floor or field. They are to remain in those areas designated for spectators. At no time shall spectators play with equipment being used in these performances, mock players/opponents/officials, or use profanity in words or gestures. Once a student spectator leaves the area they will not be readmitted.

The school building will not be open to students before, during, or after football or other specific contests. Students will be expected to remain within the fenced-in game area during contests. Once a student spectator leaves the fenced-in area, they will not be readmitted.

Whenever we have plays, concerts, or other performances, time is provided to go to the restrooms, get refreshments, etc. Students are to make use of these times and not run in and out while the performance is going on. To do so is an insult to those performing. Common sense and courtesy should be your consideration at all of these events. Students or other spectators not respecting these rules may be asked to leave the premises and/or suspended from future events for a specified or unspecified time up to and including long-term suspension or expulsion or permanent removal from the buildings and grounds.

In the event that a spectator bus is provided, students who have been suspended and/or have multiple discipline referrals will not be eligible to ride the bus.

SECTION IV: TRANSPORTATION

USE OF MOTOR VEHICLES

All student-owned or driving motor vehicles should be driven in a safe manner, observing at all times, all traffic laws and signs or signals on or around the school grounds. At no time shall speeds exceed 5 (five) miles per hour.

Rules:

1. All students who wish to drive to school must have a parking permit clearly displayed in their vehicles when parked.
2. All motor vehicles must be properly parked in the designated student parking area when the student arrives in the morning and left until the student leaves at the end of the day. Properly parked, means a vehicle is to be parked between the lines in the parking lot in the student section (yellow lines). Vehicles are not to be parked in such a way as to take up more than one parking space.
3. No vehicle will leave the parking area at any time during the school day without the approval of the principal.
4. Students are not to sit in their own or other vehicles at any time during the school day. (8:10 a.m. - 3:14 p.m.).
5. Student drivers should not interfere with departing buses at the end of the day.

Penalties:

Any violations of the foregoing rules will result in immediate loss of driving privileges until a parent-principal-student conference is held, which may result in suspension from school. Law enforcement may be contacted depending on the nature of the infraction or if there is a safety concern.

Cars parked in the wrong area or in such a way to take up more than one parking space or not having a valid parking permit may result in the loss of driving privileges.

BUS RULES AND REGULATIONS

Student Bus Conduct, in addition to the student code of conduct:

1. Be on time at designated bus stops because buses cannot wait for tardy pupils. Students should arrive at the bus stop at least five minutes before the scheduled pickup time and should be prepared to wait at least

five minutes after the scheduled pick-up time to allow for weather and road conditions. Students should dress appropriately for inclement weather.

2. Expect to walk some distance to a bus stop as required by state regulation.
3. Stay off the roadway while waiting for the bus. Form a line to get on the bus.
4. Cross in front of the bus, with a driver's signal, when crossing the road or highway. **Do not cross behind the bus.**
5. All students shall ride their assigned bus, and get off at their assigned stop, unless the student presents a bus pass, signed by the office, to the driver.
6. Parents shall inform the driver or bus garage when they expect a student to be absent from school. After two days of not calling, the bus will not stop at that stop until a parent contacts the bus garage (bus garage number is 829-3841, ext 4).
7. Obey the driver's instructions.
8. Remain seated while the bus is in motion.
9. Enter or leave the bus only through the front door, except in case of emergency.
10. Occupy seat assigned by the driver. Keep feet out of aisles, off seats, and off seatbacks.
11. Students are to keep head, arms, hands, and voices inside the bus.
12. Students are to keep the bus clean--littering and leaving garbage for others is not acceptable.
13. Bus riders will not make verbal comments, gestures, or display any object of a sexual, lewd, or pornographic nature. This includes profane and vulgar language.
14. Report any damage you observe to the driver. Students damaging the interior or exterior of the bus will be required to pay for damages in addition to suspended bus riding privileges.
15. Students will not participate in fighting or any form of "horseplay" at any time.
16. Students will hold band instruments, books, and other bulky objects. Do not leave them in aisles or at the front or rear emergency door.
17. Do not distract the driver while the bus is in motion.
18. Eating and drinking is allowed on the bus, however, it is a privilege that may be revoked at the bus driver's discretion
19. See the Athletic Code for special requirements for trips to athletic events.
20. Students will follow all school rules of conduct.

Prohibited Items

The following items are prohibited and are not to be brought aboard the bus unless for a reason specifically stated below:

1. Animals. The administration may make exceptions for animals assisting the handicapped.
2. Glass containers, of any kind.
3. Weapons, including imitation (look-alike) weapons or play weapons.
4. Water, water containers, shaving cream, or other pressurized fluids. Students may carry bottled water or soft drinks in plastic containers (no metal cans or glass bottles), for a student's lunch, aboard the bus, enclosed in a lunch bag or other similar container. Students may not consume lunches or beverages on the bus.
5. Electronic toys, games, and DVD players, etc. (personalized pocket radios/iPods with headsets will be allowed, with the permission of the driver). The school district will not be responsible for lost or stolen items.
6. Lasers or balloons of any kind.
7. Drugs or drug paraphernalia.
8. Tobacco or tobacco paraphernalia, including lighters.

VIDEOTAPES ON SCHOOL BUSES

The Board of Education has installed video cameras on school buses to monitor student behavior.

Students and all riders should expect to be videotaped whenever they are on a District bus.

If a student misbehaves on a bus and his/her actions are recorded on videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal law or by court order, **and in many cases cannot be shared as they capture images of other students with equal protection under the law.**

Disciplinary Action (Bus Conduct)

Students will follow school rules while riding the bus. Students violating school rules while riding the bus **are subject to all the rules of the district and student handbook and may** face detention, suspension, expulsion, or criminal charges in addition to losing bus privileges. Additional consequences may also be given by the building administrator for bus misconduct.

Bus conduct discipline includes:

Below the Line/Minor Offenses such as eating and drinking on the bus, swearing, standing while the bus is moving, pulling hair, grabbing another student's belongings, screaming, intimidating, throwing pens/pencils, etc.

***1st offense** - The bus driver will issue a warning and contact the student's parent/guardian.

2nd offense - Refer to the principal, 1 to 3 days off the bus, and contact made to parents,

3rd offense - 4 to 6 days off the bus, conference with principal/assistant principal, bus driver, and parent.

4th offense - 7 to 10 days off the bus, conference with the principal/assistant principal, parent, student, and bus driver.

5th offense - Off the bus for the remainder of the semester with a minimum of 30 school days.

Suspension from any bus will result in being off all busing for the duration of the suspension including athletic trips and field trips.

*Any disciplinary action after the first warning will result in no bus passes for the student (to be a guest or have a guest) as determined by the Dean or Principal.

Based on discipline history outside the school bus, recent meetings, etc., additional or other consequences may be given by the administration.

Below the Bottom Line/Major Offenses such as kicking, fighting, shoving, refusing to follow the bus driver's instructions or sit in an assigned seat, smoking, bullying, harassing, or otherwise endangering the safety of any rider or the driver will subject the student to those consequences outlined in the student code of conduct and/or the following:

1st consequence -- five (5) days off the bus

2nd consequence -- ten (10) days off the bus

3rd consequence -- thirty (30) days off the bus

4th consequence -- 180 days off the bus

5th consequence -- permanent removal from school-provided transportation

Appeal Procedure (Bus Conduct):

There is no appeal procedure for consequences of ten (10) days or less.

Appeal procedure for consequences greater than ten (10) days: The parent or legal guardian must contact the building principal and ask for a hearing in writing (email will suffice). The building principal will arrange and conduct a hearing with the student and parent within five (5) days of request. During the appeal, any penalty or consequence will be served/observed.

The appeal will be conducted by an administrator other than the administrator who made the initial decision regarding loss of privileges or time off the bus within five (5) school days of notice--all attempts to expedite the hearing will be made by the hearing officer. A written answer will be issued within five (5) school days following the hearing.

The administrator's decision can be appealed to the superintendent following the timelines/procedures described above and a written answer will be given likewise, within five (5) school days following the hearing.

The superintendent's decision can be appealed to the Board of Education who will hear the appeal at the next regular or special Board meeting. A written answer will be given likewise, within five (5) school days following the hearing. The Board's decision is final.

After the appeal hearing, the administrator/superintendent/Board will: 1.) uphold the initial decision, 2.) mitigate the initial decision, or 3.) reverse and/or throw out the initial decision.

Decisions following all appeals will be put into writing, addressed, and emailed or mailed to the parent-guardian within five (5) school days of the hearing.

Bus Passes

Parents may request bus passes for their students to ride home with another student. Students may pick up their passes in the office at the end of the day. All requests must be received by 12:00 noon. To ride another bus, have a visitor ride with you, or get on or off at a stop other than your designated stop, you must have **prior approval from the Director of Transportation**. Bus passes may be approved, on a limited basis, *if* there is space available as determined by the transportation supervisor.

Passes must be for presently traveled routes. No verbal bus passes except as approved by the transportation department, 829-3941. Students will not be allowed to call home and request a bus pass. These arrangements should be made outside of school time. Students with bus discipline may be denied a pass as a guest or to have a guest rider.

Visitors or those who are not enrolled as Pine River Area students are not allowed to ride the bus!

CAREER TECH & CO-OP STUDENT TRANSPORTATION

The district provides vocational education students bus transportation between the vocational center and the high school. If a student elects not to use the District-provided bus transportation to the vocational center, the District is not responsible for the mode or method of transportation chosen by the student for traveling to and from the vocational center. If a student wishes to use his or her own motor vehicle to travel between the high school and vocational center, approval of the high school principal to remove a motor vehicle from the parking area must be attained as provided under the "Use of Motor Vehicles"

section above. Any concerns or special requests regarding student transportation to and from the vocational center must be made in writing to the High School Office. A student who violates any part of this policy will no longer be allowed to drive to the vocational center.

Co-op students may drive in connection with their academic program, provided the following conditions:

1. Students who participate in this program may not transport anyone other than a parent while en-route to or from the co-op work site. All others will need advanced written permission from both parents and the principal.
2. Co-op students will abide by all traffic regulations while operating a motor vehicle on or around the school grounds and shall not use their vehicle for any purpose other than their own transportation. The Pine River Board of Education provides Career Tech Center transportation and routes have been planned so that no student will need to drive to the Center on a regular basis.
3. Advanced written requests from the Career Tech Center and parents for driving privileges to transport equipment or utilize the vehicle, as a part of the course work will be allowed. Students who are allowed this privilege may not transport anyone other than a parent while en-route to or from the Career Tech Center. All others will need advanced written permission from both parents and the principal. Students who are absent from Co-op or the Career Tech programs and attend Pine River High School during the same day must, upon arrival at school, report at once to the principal's office.

Pine River Area Schools
Athletic Code and Policy Book
Revised 2023-2024

PHILOSOPHY OF ATHLETICS

Athletics at Pine River Area Schools are a part of the total educational program. The focus of athletics at Pine River Area Schools is on educational outcomes and student learning, thus allowing students the opportunity to demonstrate physical, emotional, social, and intellectual growth.

For those who are members of a team, the following educational goals can be achieved.

1. The athlete learns the value of teamwork, self-discipline, hard work, and personal sacrifice; all of which are necessary in a democratic society. The athlete learns that there is no room for the denial or minimizing of others, bullying, harassing, hazing, or creating an unsafe environment for teammates, coaches, or other people, that their contribution to the team is more important than their personal goals or desires.
2. The athlete learns to be a good sport. Through participation in athletics, you must develop emotional control, honesty, and an ability to cooperate with others. You must learn to be modest in victory and gracious in defeat.
3. The athlete learns the importance of having a sound, physically fit body. To enjoy life and to be a contributing citizen, one should develop good health habits and maintain a high degree of physical fitness.
4. The athlete learns techniques for handling, in a positive manner, the competitive nature of our society. The athlete learns the value of success realizing that there are no shortcuts, that success is a product and

result of desire to get better, effort to improve, willpower to sacrifice, grit, self-discipline, determination, compassion for others, and love of sport.

In addition to educational goals, the athletic program at Pine River Schools is governed by these general guidelines:

Participation in interscholastic athletics at Pine River Schools is a privilege and not a right and all who do so are part of something bigger.

To be eligible for participation in athletics, student-athletes will be expected to meet Pine River Athletic Department standards in each of the following areas:

- A. Daily practice attendance**
- B. Cooperative team effort and attitude**
- C. Practice expectations and work ethic**
- D. Adhere to all requirements of the Pine River "Athletic Code"**
- E. Additional coaches' rules (as approved by the athletic director)**
- F. Adhere to all requirements as set forth in the Middle School and High School student handbooks**

General Notes of Guidance

1. While we do strive for maximum participation, interscholastic athletics is for those students who have both physical skills in their respective sports and a willingness to follow those expectations outlined in the Pine River athletic policy guide.
2. The success or failure of our athletic programs will not be determined by won or lost records. Our program will be evaluated in light of our educational goals and general guidelines.
3. The athletic program will reflect our school and community in a positive light.
4. We will provide our athletes with quality teaching and coaching personnel. We encourage teaching staff members to be involved with our students in their extra-curricular activities.
5. We will provide our athletes with the best facilities and equipment that are available in relation to the financial conditions which exist at the given time.
6. We will provide spectators an opportunity to identify with and support the interscholastic teams of Pine River Schools.
7. We encourage our coaching staff, athletes, student body, and adult followers to act in a manner that represents Pine River Schools in a positive manner. Sportsmanship is the underlying value of all high school activities.

8. Our athletic program will provide athletes an opportunity to grow physically and emotionally, acquire positive values, and learn life lessons through participation in interscholastic athletics.
9. We will follow a pre-established chain of command when wishing to discuss items of concern within the interscholastic athletic department.

Participation Philosophy of Pine River Athletics

Middle School team limitations: Volleyball minimum (8), maximum (18); Cross-Country minimum (4), no maximum; Track minimum (8); and Wrestling minimum (6); both Track and Wrestling maximum is unlimited; Football minimum (14), unlimited maximum; Basketball minimum (7), maximum (15)

The Middle School will serve as a "skill development" period in terms of the focus to be placed on player participation.

- A. Player skill development will be emphasized first and foremost.
- B. Participation opportunities will be provided to each student/athlete on a per game basis as long as playing standards have been adhered to.
- C. Playing time will be distributed among team members at the coach's discretion and in a manner consistent with our middle school philosophy.

High School--Freshman, Junior Varsity and Varsity Team Selections/Limitations = Discretion of Coach in consultation with varsity coach and/or athletic director with following minimums and maximums [minimum number must be achieved ten (10) calendar days prior to the first scheduled competition; failure to achieve the minimum number by this time will result in the immediate dissolution of the team for that season]. If a sport season begins and the number of team participants slips below the minimum requirement, 1 week will be given to once again establish the minimum number of participants or the team will be dissolved:

<u>Sport (per team)</u>	<u>Minimum to Maximum</u>
Football	13 to unlimited
Soccer	13 to unlimited
Volleyball	8 to 15
Basketball	7 to 15
Cross Country	4 to unlimited
Competitive Cheer	8 to 16
Sideline Cheer	6 to 14
Wrestling	7 to unlimited
Track	8 to unlimited
Baseball	10 to 18
Softball	10 to 18

The Junior Varsity and Varsity levels will serve as a "competitive" period in terms of the focus to be placed on player participation.

- A. Player skill development *and* overall team success will be emphasized--when the team wins,

- the members of the team are winners.
- B. Participation opportunities will be provided to student-athletes at the coach's discretion.
 - C. Playing time will be distributed among team members at the coach's discretion.

CONDUCT AND VALUES OF AN ATHLETE

1. In the classroom, the athlete should work hard, have good study habits, good behavior, and have good attendance.
2. During the competition, the athlete is expected to exhibit good sportsmanship. Use of profanity or illegal tactics will not be tolerated. Athletes are not to argue with or show disrespect toward any contest official, school personnel, or game management personnel.
3. On trips, athletes directly represent the community, school, and coaches. Therefore, it is expected that all concerned will conduct themselves in an acceptable and respectful manner.
4. Team members will "dress as a team" on the day of games, both home and away. If the athletic contest is on a Saturday, "dress as a team" day will be on Friday. Specific game day attire will be determined by the coach and/or the head coach of each program. Non-compliance by the student-athlete may result in the student being suspended from their athletic contest for that evening. Coaches are responsible for monitoring their team and establishing a "dress as a team" theme appropriate for our athletic department.
5. Conduct in and out of school shall be such as to bring no discredit to the athlete, parents, school, or team. Any conduct considered unbecoming to an athlete will be brought before the administration for disciplinary action. Examples of conduct unbecoming to an athlete are as follows (the list is not all-inclusive): Stealing; classroom misconduct; abusing school property; disrespect for authority; commission of any crime—including youthful offender status; hazing; sexual misconduct; verbal sexual harassment; fighting; school suspensions; school detentions; removal from an athletic team due to behavior or attendance; (including violations of the student code of conduct as outlined in the MS/HS student handbooks and this policy)

Each offense: Depending on the nature of the misconduct, the penalties range from game/practice suspensions to total dismissal from athletics. Hazing will not be tolerated and is covered earlier in this handbook.

ATHLETIC CODE

Participation in interscholastic athletics is a privilege, and it is also a responsibility. Student-athletes wear school uniforms on the field of play and they wear symbols of their participation while off the field. Athletes are representatives of their school in the particular sport in which they participate. They may be held in esteem by fellow students and the community at large. As athletes, they are looked up to by younger students, both on and off the field. Responsibility for an athlete's conduct is not removed with the removal of the uniform. Thus, athletes are expected to be exemplary school citizens (as outlined under 'Conduct and Values of an Athlete') and are not at any time or in any way to be involved with or use alcohol, tobacco, steroids, performance-enhancing drugs, or any controlled substance or drug. **This policy is in effect 12 months a year and applies from the first day of fall sports in the athlete's seventh-grade year (or sixth-grade if participating in specified sports) until the last date of**

competition in the athlete's senior year. Students wishing to participate in athletics are subject to the provisions of the athletic code throughout their middle and high school careers regardless of when they join an athletic team.

Purpose of the Athletic Code

A. Through the establishment and enforcement of uniform standards, it is expected that all student-athletes will strive for and attain high standards of self-discipline in all areas of their life, thereby allowing them to reach their full potential as students and athletes.

B. The Athletic Code, as adopted by the Pine River Board of Education, establishes uniform standards for all student-athletes and details the penalties for violations of these standards. Athletic Code **standards have been established for the following:**

- 1. Substance abuse**
- 2. Attendance**
- 3. Academic performance**
- 4. Transportation**
- 5. General conduct and behavior**
- 6. Equipment**
- 7. Dropping a sport**
- 8. Student Participation**

Student-Athlete Defined

A student-athlete is any member of an athletic team, including managers, statisticians, etc., who participate in a role affiliated with one of our Pine River athletic teams. When a student goes out for any interscholastic team for the first time and begins official practice, the student is regarded as a student-athlete and is subject to all rules and provisions thereof.

Rules Governing the Provisions of the Athletic Code

A. The provisions of the athletic code are in effect for the calendar year. All student-athletes are regarded as student-athletes whether in season or not.

B. When serving a team suspension (in-season) a student-athlete may participate in all practice sessions and must be present, with the team, at all contests during the suspension. During a suspension, student-athletes will not be allowed to dress in uniform--in part or whole--at competitions/games/contests.

C. If a student-athlete is involved in a second offense while a previous penalty is still being served, the penalty for a second offense will begin immediately after the penalty for the first offense has been served.

D. If a penalty, involving student-athlete suspension, is not served during a given sport season, the remaining percentage of time not served will be carried over to the next sport season in which the athlete participates. A student-athlete must complete the sports season or seasons to have fulfilled the requirements of their suspension (ex: a student-athlete may not serve a 50% of season suspension then quit so that their next sport will be suspension-free; this is contrary to the spirit of the student-athlete as a

teammate and a person of integrity. Student-athletes who quit a team or fail to finish a season in good standing while serving or after having served an athletic code violation will be deemed to having NOT served any suspension and will NOT be allowed to participate in another sports season or as part of another Pine River team until the suspension is served in full).

E. These offenses accumulate throughout the athlete's Middle School career and then throughout their High School career.

ATHLETIC VIOLATIONS AND PENALTIES

ALL VIOLATIONS OF THE ATHLETIC ACTIVITY CODE OF CONDUCT WILL RESULT IN AN INTERNAL INVESTIGATION PERFORMED BY THE ATHLETIC DIRECTOR AND/OR THE BUILDING PRINCIPAL. ANY DISCIPLINARY ACTION ISSUED TO THE ATHLETE/PARTICIPANT WILL BE BASED SOLELY ON THE INTERNAL INVESTIGATION OR THE REPORT OF A RECOGNIZED, PROPER, LEGAL AUTHORITY.

AT THE CONCLUSION OF ANY INVESTIGATION, THE ATHLETIC DIRECTOR OR PRINCIPAL WILL NOTIFY THE STUDENT-ATHLETE AND PARENT-GUARDIAN OF ANY CONSEQUENCE. WHERE STUDENT-ATHLETES ARE SUSPENDED OUT-OF-SCHOOL, THE ATHLETIC CODE CONSEQUENCE(S) SHALL BEGIN UPON THE STUDENT-ATHLETE'S RETURN TO SCHOOL. THIS DOES NOT CHANGE OR IMPACT THE FACT THAT STUDENT-ATHLETES SUSPENDED FROM SCHOOL SHALL NOT PRACTICE OR COMPETE DURING ANY SUSPENSION PERIOD.

FOR THE PURPOSE OF PROGRESSION, ALL PENALTIES FOR THIS CODE OF CONDUCT SHALL BE CUMULATIVE BEGINNING WITH THE STUDENT'S FIRST DATE OF ELIGIBILITY TO PARTICIPATE IN MIDDLE SCHOOL ATHLETICS (GRADES 6-8) AND WILL START OVER, ANEW UPON THE STUDENT'S FIRST DATE OF ELIGIBILITY TO PARTICIPATE IN HIGH SCHOOL ATHLETICS (GRADES 9-12).

Any offense listed herein documented at any time are subject to Athletic/Extra-Curricular Code discipline and consequences. The number of listed offenses is cumulative during the total middle or high school career.

1. Commission/involvement in an incident or any crime inside or outside of school that results in a misdemeanor or felony conviction, hazing, *or* an infraction of the Student Code of Conduct resulting in an out-of-school suspension of more than five (5) days as a result of an incident.
2. Use, possession, or distribution of Tobacco/e-cigarettes, vaping, alcohol or illegal drugs is prohibited. This includes steroids, unauthorized medicines or prescriptions, narcotics, and synthetic or look-alike drugs. Also included is the association with, aiding and abetting of any such activity listed above, including the promotion of or distribution of information on where and how to obtain it (failure to leave a place where these substances are knowingly being consumed or bought-sold).
3. Assisting others in committing an offense; including obtaining, using, or distributing any above-listed substance; including falsifying information, lying, or knowingly obstructing a legal or school investigation.

Progressive Discipline - Any athlete involved in a listed offense will be subject to the following disciplinary action. A coach may establish more stringent discipline if approved by the athletic director and Superintendent. Consequences begin upon notification from the principal's office or athletic director to the athlete/parent or guardian.

First Offense: Suspension from the next scheduled 50% of the contest dates, including scrimmages versus other teams (even though scrimmages will not count towards the 50% suspension) where the student-athlete, as a member of a team, participates.

Note: If the offense results in a felony conviction, then upon notification to the district, regardless if any portion of a season has already been missed, the first offense will result in suspension from all extracurricular activities for one (1) calendar year; if the offense results in a misdemeanor conviction, then the first offense will result in suspension from all extracurricular activities for 100% of a season.

Second Offense: Suspension from all extracurricular activities for 100% of a season. If the offense results in a second misdemeanor or felony conviction, then the second offense will result in suspension from all extracurricular activities for the rest of the high school career.

Third Offense: Suspension from all extracurricular activities for one (1) calendar year. If the offense results in a second misdemeanor or felony conviction, then the second offense will result in suspension from all extracurricular activities for the rest of the high school career.

Fourth Offense: The athlete may not represent Pine River High School in any extracurricular activities for the rest of the student-athlete's school career.

Notes: 1. If the consequence begins during the season, and an athlete/participant is unable to serve their entire suspension, the suspension will carry over to the athlete's/participants next season. If it is possible to compete again in that sport as part of the season-in-question or the next, participants may continue practicing with the team/activity during this period with the coach's and Athletic Director's permission, provided it does not prove a distraction to the team, but cannot dress, play, or participate, during the contests/events, including scrimmages versus other teams. If the suspension is for 100% of a season and the consequence begins during an existing season, the consequence will be pro-rated according the remainder of the existing season and added to the following season in which the athlete next participates and finishes in good standing to equal 100%. If the consequence is applied between seasons, then the 100% will be met by the athlete practicing, serving as a team manager, and finishing the season in good standing as determined by the coach and the athletic director—under no circumstance will the athlete be allowed to compete against other schools or represent Pine River in extracurricular activities until the suspension is fully served.

2. Student-athletes suspended for one (1) calendar year or more may not practice with any team other than as a manager and then only by a contract written by the coach and approved by the athletic director and superintendent.
3. It is understood that a disciplinary action imposed by the Board or the administration may interrupt an athletic suspension such that it will still need to be completed upon return from such disciplinary action.

Self Report

In an effort to reinforce honesty and integrity, the District will consider an athlete's self-report of any offense, one time and one time only; should this be employed it is for the following:

- A time of reflection and a time for individual growth.
- Any consequence will be reduced by one-half.
- Self-report must be made by the athlete to his/her coach, the athletic director, or the building principal *prior to arrest or issuance of a citation by law enforcement or issuance of consequence by a school official.*

Athletic code contest suspensions shall **not** be considered served if the contest or contest date is moved or canceled due to weather and/or the joint agreement of both schools. In this case, the athletic director will notify the athlete and coach of the readjustment.

Procedures for Reporting Substance Abuse Violations and Rule Enforcement

An alleged substance abuse violation of the athletic code can be reported through personal admission or from a reliable source.

The athletic department will accept reports pertaining to alleged violations of the athletic code from any police, court, or social work system throughout a student-athlete's middle school or high school years

Reported infractions to school administration will be checked in the following manner:

The athletic director/administration will meet with the accused telling them the allegations of the infraction. The athletic director may involve law enforcement, the building principal, other administrators, and parents/legal guardians. The student-athlete will be provided an opportunity to share his/her side of the story. The athletic director/administration will render a decision following the meeting.

Pine River Schools will honor the athletic code and consequences of other schools when a student transfers into the Pine River School District with an existing offense; furthermore, any offense at a previous school will be considered when adjudicating any new offense at Pine River.

Anonymous "tips" are generally not followed up on unless there is indisputable, physical, and tangible evidence supplied by the source to the athletic director/administration.

Appeal Procedure

The parents or legal guardian may appeal the Athletic Director's decision to the Superintendent within five (5) school days after receiving written notification from the Athletic Director. The Superintendent will schedule a hearing within five (5) school days where all parties can attend; and, after hearing the appeal in person, will render a decision in writing within five (5) school days. The decision of the superintendent is final where the consequence is 50% or less of a season.

Where the consequence involves more than 50% of the season, the parents or legal guardian may appeal the Superintendent's decision to the Board of Education within five (5) school days after receiving written notification from the Superintendent.

The Board of Education shall review the appeal no later than twenty-five (25) school days from the date the appeal is received, in a closed session where the student-athlete and his or her parents/guardians are expected to attend. A final decision will be made by the Board of Education and expressed in writing within five (5) business days of the closed session hearing.

While an appeal of penalty is being sought, the student-athlete shall remain suspended from participation.

ACADEMIC PERFORMANCE

All students must be eligible under MHSAA regulations. Additional guidelines for participation are as follows:

1. Every athlete must be enrolled in a full academic schedule.
2. Weekly Academic Eligibility – Weekly Academic Eligibility Grade checks will be made every Monday commencing with the 4th Monday of each semester at the middle and high school level. Any student-athlete with a failing grade or an “I” in any class at Pine River Middle/High School will face eligibility consequences as listed below in the Weekly Academic Eligibility Policy. **Weekly eligibility runs from Monday to Sunday and is cumulative for the semester.**

Weekly Academic Eligibility Policy for MS/HS Athletics

The Athletic Department and Principal's Office will be monitoring the weekly academic progress of our high school and middle school student-athletes. The following description is intended to outline and communicate the procedures that will be used for monitoring academic progress and expectations for students if they fail to maintain satisfactory academic progress in the classroom. Student-athletes with two or more “F”s and/or “I”s will be ineligible to compete until at least the next grade check.

Weekly grade checks will occur at 10 a.m. each Monday (commencing the 4th Monday of each semester) for the purpose of determining eligibility. Notification of teacher errors must be made to the Athletic Director by 3:00 pm on the same day eligibility is pulled. Notification must come from the teacher verbally or in writing. Grades will represent the student's **cumulative** grade in each class for the semester.

Unsatisfactory Grade Procedures:

Any student-athlete that receives one “F” grade or “I” during the weekly check will be required to perform one hour of academic recovery, time and location to be determined by the team’s coach as approved by the athletic director (coaches will ensure this recovery time will be supervised by a member of the coaching staff, teaching staff, Help Desk staff, or administrator—in the subject area where available).

Coaches will count an athlete’s attendance at Help-Desk as an excused absence from practice, however, there may be an impact on playing time.

Any student-athlete who receives two or more “F” or “I” grades during the weekly grade check will be declared academically ineligible and therefore unable to participate in any contests (including scrimmages versus opposing schools) for that week and will be required to attend the next two (2) available Help Desk sessions. Student-athletes will not participate in practice on days that they are required to attend Help Desk regardless of practice times not conflicting with Help Desk. Coaches will count an athlete’s attendance at Help-Desk as an excused absence from practice.

Failure to attend assigned academic recovery or help desk will result in a one-week extension of academic ineligibility; failure to attend a second week will initiate a meeting with the A.D., coach, and athlete to consider removal from the team.

In cases where a student-athlete is not in school or otherwise unable to attend Help Desk, the athletic director will consider options with the coach and athlete.

Help Desk teachers will provide each student-athlete in attendance with further, more specific, Help Desk procedures and expectations.

When so assigned, student-athletes attending academic recovery or help desk are to leave their phones in their locker, bring materials from the class where the deficiency exists, and stay focused on academic study for the duration—failure to do so will result in failure of academic recovery or Help Desk and the attendance therefore will not count and it will be reassigned; the student-athlete will also forfeit the privilege to participate in any competition that day or night—or if there is no competition that day or night, then the next date of opportunity to compete will be forfeit.

Middle School/High School students who are declared academically ineligible for the week may not be allowed to participate in upcoming interscholastic contests, including scrimmages versus opposing schools. Practice participation will be determined by the building principal/athletic director in conjunction with the head coach and coach of that sport.

The third time that a student is declared academically ineligible for the week in any one sport season; the A.D., Principal, and Coach will meet to determine if it’s in the best interest of everyone involved for that student-athlete to continue as a member of the team. The student-athlete and parent will be given the chance to speak/be heard by this committee in rendering a decision.

Overall Academic Eligibility--Semester Grades

· If at the end of a semester, a student-athlete has received a grade of “F” in **ONE (1)** of his/her semester classes, the athlete will remain eligible for the start of next semester.

If at the end of a semester, a student-athlete has received **TWO (2)** grades of “F” in his/her semester classes, the athlete will be ineligible to participate in athletic competition (games or scrimmages versus opposing schools) for 25% of their current or upcoming sport season during the next semester.

· If at the end of a semester, a student-athlete has received **THREE (3)** grades or more of “F” in his/her semester classes, the athlete will be ineligible to participate in athletic competition for the upcoming semester.

**Eligibility appeals are to follow those guidelines as set forth in the High School/Middle School Student Handbooks.*

**Additional policies pertaining to eligibility requirements for High School/Middle School student-athletes are outlined in the High School/Middle School Student Handbooks.*

Students involved in dual enrollment, CTC/Co-Op, and enhanced high school are also held accountable to regulations concerning overall academic eligibility listed above.

Students who drop a dual enrollment course without replacing it on their semester schedule are ineligible for the entire upcoming semester.

*If a student fails a 2-hour block class at Pine River High School, this will be equivalent to 2 failing grades and he/she will sit out 25% of the current or upcoming season. If a student fails CTC/Co-op, this will be equivalent to 4 failing grades and he/she will be ineligible for the entire upcoming semester.

*No opportunity to make up an "F" in credit recovery will be offered to reduce the penalty.

Student Participation (Specific Sports Requirements or Limitations)

1. Seniors may not participate on sub-varsity teams.
2. Juniors may participate on a reserve team by invitation only - to be determined by the Athletic Director, head coach of sport, and coach of the team involved.
3. A student is considered to be in a sport from the first official practice for that sport until the awards program for the same sport.
4. All Pine River High School students in grades 9-12 are eligible to participate in varsity-level athletics if they are selected for the team.
5. Freshmen and sophomores must receive permission from their parent(s) or legal guardian prior to being eligible to participate in a sport at the varsity level.
6. The final selection of eligible participants for varsity level competition will be made at the discretion of the head coach.
7. The head coach of every team, at every level, will establish team rules governing the participation of team members in “outside” sports activities during the regular 7-12 school sports season. (Requires compliance with the MHSAA rules and approval of the Athletic Director). Student-athletes must be conscious of their participation on both non-school teams and with other school-sponsored activities while serving as a member of a current sports team at PRAS.
8. Student-athletes may not participate in more than one sport per season unless the athlete is a junior or senior and it has been so approved by the athletic director and acknowledged by the head coaches of both sports. Starting in the Winter sports season of 2022-2023, student-athletes wishing to participate in dual sports will need to obtain a request form from the athletic director and follow the guidelines established by the athletic department involving dual sport participation prior to the first MHSAA-approved practice date for either team during the season for which participation in dual sports is applied. [All rules, procedures and processes are subject to change, but reside with the athletic director. Student-athletes who are interested in dual sports should see the athletic director for more information.]
9. Junior Varsity team members who are suspended from athletics during the current sport season for a violation(s) of the athletic code will forfeit their opportunity to “move up” to the varsity team at any time during that season.
10. Student-athletes who are suspended from athletics during a sports season for a violation of the athletic code may forfeit their opportunity to receive postseason awards and recognition.
11. Student-Athletes are required to report to the first day of practice. Exceptions may be made for such reasons as family emergencies, illness, transfers, pre-arranged/pre-approved family obligations, and failure to make another sports team. This shall be acted upon by the head coach of the sport, the athletic director, and where applicable, the coach of any other team involved. Athletes who miss team practice

sessions will be required to make up missed practice days prior to being eligible for interscholastic competition (an exception may be made for students transferring between sports during the same sport season).

12. Coaches may conduct a “tryout” period in order to determine team selection. Coaches are under no obligation to place students on an athletic team who have not been in attendance during the “tryout” period. Exceptions may be made for such reasons as family emergencies, illness, transfers, and pre-arranged/pre-approved family obligations. This shall be acted upon by the head coach of the sport, the athletic director, and the coach of the team involved.
13. No student may practice with an athletic team unless they are on the team’s master eligibility list. Exceptions will be made for students who will become eligible to be placed on the team’s master eligibility list prior to the end of the sport’s season. Thus, 6th-grade students may not practice with or on 7th/8th-grade teams (with the exception of specified sports) and 7th/8th-grade students may not practice with or on PRAS high school-sponsored teams.
14. Student-athletes, after beginning practice and/or participation with a team, may not transfer to another sport’s team within that same sport season without permission and not after the second week of practice. A decision will be made by the athletic director/building principal with input from both coaches involved if a transfer will be allowed within the first two weeks of practice. Students who transfer sports would be required to make up missed practice days within the sport they wish to join prior to being eligible for interscholastic competition.
15. Students who have outstanding charges or have not returned uniforms from previous sport’s seasons will not be allowed to participate in any current season competitions.

Attendance Regulations for Student-Athletes

1. *An athlete must be present in school for the entire day on the day of an interscholastic competition or practice session.* This rule will be implemented upon discovery and can be enforced on a subsequent day to coincide with attendance reports. Requests for exceptions to the attendance policy are to be made by the parent or legal guardian prior to the student’s absence. Exceptions may be granted by the building principal or athletic director without prior approval for participation in school-related functions, medical appointments, unexpected/emergency situations (flat tire, traffic accident, etc).
2. An athlete who is suspended from regular classroom attendance (this applies to both in-house and out-of-school suspensions) may not practice or take part in an interscholastic competition that evening and/or throughout the duration of said suspension - nor may they attend any athletic function or event during the time of their suspension.
3. An athlete, after signing out of school due to illness, may not return after school for a practice session or game. Upon discovery, student-athletes who practice or compete anyway will be denied participation in the next competition for his/her sport.

4. Absences from a contest and/or practice sessions are excused only for illness, death in the family, and other emergencies at the discretion of the Coach and/or Athletic Director. Additional attendance policies may be established by the individual coach or sports team and included within their team rules. Mandatory practice sessions may be conducted on scheduled school days. Non-mandatory practice sessions may be conducted on non-school days – Students choosing not to attend practice sessions on non-school days, must understand the loss of learning along with the loss of skill development and personal growth that could potentially occur as a result of their absence from practice.
5. There will be occasions when the student-athlete will have a conflict of responsibilities. We will not excuse athletes from practice for routine conflicts which, with prior planning, can be scheduled around practice sessions and contests. (See 4, Attendance Regulations,).
6. Academics are most important, however, each athlete must make every attempt to arrange their academic obligations so that they do not conflict with scheduled practices and contests.
7. At no time are Pine River Area School athletic coaches expected to excuse a student-athlete from their responsibilities as a team member so they (the student-athlete) may participate in non-MHSAA sponsored athletic activities, employment obligations, social functions, or the like.

Equipment Regulations for Student-Athletes

1. Every athlete is responsible to maintain properly all athletic clothing and equipment assigned to them. If clothing and/or equipment are not returned to the coach at the end of the season or returned damaged, the athlete will be charged replacement costs on all items not returned. An athlete with fines outstanding from a previous sports season will not be allowed to begin the next sport season. Charges will be carried over and collected prior to clearance for graduation.
2. All participants are expected to furnish their own practice gear (attire proper for physical activity such as t-shirts, shorts, socks, etc.).
3. The Athletic Department will not be held responsible for personal equipment lost or damaged due to student negligence.
4. No school athletic department equipment is to be used for daily wear, physical education classes, or activities other than the sport for which they were issued.

Locker Room Rules and Requirements:

1. All money and valuables are to be locked in lockers issued to the athlete. Lockers and locks are issued by physical education staff members or coaches. Student-athletes who need help obtaining a locker assignment or lock should see their coach.
2. Each player is to keep his/her own equipment in his/her own assigned locker, and no equipment exchanges will be tolerated unless sanctioned by the coach in charge.

3. No athletic equipment, player clothing, school books, or other personal property is to be left on the floor or in unlocked lockers in the locker room before, during, or after practices and/or games.
4. "Horseplay," "hazing," "rough-housing," or "intimidation of others" in the locker room or anywhere on district property is not permitted—ever.
5. *Student-athletes are not to be in the locker room during practice sessions unless given permission by a coach or adult school employee.*

Transportation Regulations

1. Transportation to away contests will be by school bus, school van, or school car. Exceptions will be granted only by the athletic director/building principal or designee and will follow the Board of Education transportation policies. Transportation to away contests will vary from round trip bus service to drop-off bus service (and in the case of some special events, transportation will not be provided. The level of school-provided bus transportation will vary among programs and be dependent on multiple factors regarding the day of competition. District transportation/driver availability will determine the level of school-provided transportation for all away interscholastic athletic contests.
2. All athletes will leave and return with the team (when round trip bus service is provided). There are three possible exceptions:
 - A parent or legal guardian, after providing written documentation to the coach, may take their son or daughter home following the completion of a contest with acknowledgement. It is expected that the student-athlete will return home with the parent or legal guardian who signed them out and not with any other individual.
 - The principal or athletic director's direction.
 - A parent or legal guardian, after providing written documentation to the athletic director, may request, in writing, that their child ride home with another athlete's parent/adult. Student-athletes will not be given permission to ride home with other high school student drivers or friends as drivers, etc.

Student-Athletes will be penalized for failing to follow transportation regulations. Depending on the nature of the offense, the penalty can range from game/practice suspensions to total dismissal from athletics.

3. All athletes, when being transported to away contests, will follow bus regulations as set forth in the Board of Education transportation policies. Exceptions will be granted in the following areas, as approved by the coach:
 - Music - may be played with headphones secured to both ears (music containing profanity, etc. is not permitted at any time).
 - Food/beverages - may be consumed respectfully in transit (proper disposal of containers wrappers, garbage, etc. is expected).
 - Electronic games - will be allowed provided they can be played in a "silent mode."

- Other - needs the approval of the athletic director/coach

- A. Listed exceptions to be monitored by coach(es) and/or responsible adult(s).
- B. Listed exceptions are a privilege and can be taken away if standards are not met.
- C. Students/athletes accept responsibility for personal items.

Athletic Injuries and Insurance:

Pine River Area Schools do not assume financial responsibility for medical, hospital, or ambulance expenses incurred because of athletic injuries. Parents/guardians are encouraged to have their own insurance coverage for student-athletes.

General Athletic Department Information:

We offer the following interscholastic sports programs to all students, grades 9 -12

GIRLS SPORTS

Basketball..... Winter
 CO-ED Soccer..... Fall
 Cross Country..... Fall
 Cheerleading..... Winter
 Volleyball..... Fall
 Track..... Spring
 Softball..... Spring
 Sideline Cheer Fall

BOYS SPORTS

Football..... Fall
 Soccer..... Fall
 Cross Country..... Fall
 Basketball..... Winter
 Wrestling..... Winter
 Track..... Spring
 Baseball..... Spring

We offer the following interscholastic sports programs to all students, grades 7 – 8

**designates those available to 6th grade*

GIRLS SPORTS

Basketball..... Winter
 *Cross Country..... Fall
 Volleyball..... Fall
 *CO-ED Wrestling..... Winter
 Track..... Spring

BOYS SPORTS

Football (Club)..... Fall
 *Cross Country..... Fall
 Basketball..... Winter
 *Wrestling..... Winter
 Track..... Spring

As an athlete, you are not permitted to participate in interscholastic competition until the following items have been completed and are on file with the Athletic Director:

1. **PHYSICAL EXAMINATION** - must be completed prior to your 1st day of practice. The physical form must be signed by both the physician and parents or guardians. Parents must also sign the Parents' Consent section on the physical exam form. MHSAA physical exam forms will be available in the Main Office during the entire summer and school year. You may receive your physical any time after April

15th, for the upcoming school year. Record of this examination must be on file in the athletic office. Students are encouraged to keep a copy of the physical examination for their records.

2. **INSURANCE** - Athletes are encouraged to have medical insurance coverage. Pine River Area Schools does not provide medical insurance coverage for student-athletes. Pine River Area Schools does not assume financial responsibility for medical, hospital, or ambulance expenses incurred by student-athletes.
3. **ATHLETIC CODE AGREEMENT** - An athlete must have on file in the athletic director's office an athletic code agreement signed by both the student and their parents or legal guardian. Due prior to participation in the 1st contest!

MHSAA Eligibility Requirements:

1. **AGE** -
You are not eligible for interscholastic competition if you turn 19 years of age prior to September 1 of the current school year. Age limitations are also in place for 7-8 grade student-athletes.
2. **SEASONS OF COMPETITION** -
You must not have competed for more than 4 consecutive first and 4 consecutive second semester seasons.
3. **SEMESTER OF ENROLLMENT** -
You must not have been enrolled in grade 9-12, inclusive for more than 8 semesters. The 7th and 8th semesters must be consecutive. Enrollment in a school for a period of 3 weeks or more counts as a semester. Participation in 1 or more interscholastic athletic contests also constitutes a semester of enrollment.
4. **AMATEUR STATUS** -
You must not accept awards for athletic participation in the form of cash, merchandise certificates, or any other type of negotiable documents or items of merchandise. You may not be paid for your sports participation.
5. **Limited Team Membership** –
You may not participate in any athletic competition not sponsored by your school which would be considered the same sport during the same season (i.e.: you cannot play in competition on an outside basketball team during the school basketball season).

Awards for Athletic Participation

1. You may not accept any award exceeding \$40.00 in value. The award can be a trophy or merchandise. It may not be cash or a gift certificate of any kind.
2. Special awards may be given to student-athletes at the high school awards assembly each spring.
3. A senior awards plaque will be given to any senior athlete who has earned six varsity letters or more during high school.
4. The athletic department will recognize one senior male and one senior female student as “Athlete of the Year.” This award shall be awarded based on citizenship, leadership, multi-sport participation, and athletic achievement.
5. The award banquet is part of the sports season and attendance is encouraged.

Award Schedule for Pine River Student-Athletes:

VARSIITY

- 1st award - certificate, 7-inch chenille PR, sports inserts
- 2nd, 3rd, 4th award, same sport - certificate and service bar.

Varsity award is presented to any student-athlete that competes/scores at the varsity level for 50% of the contests for that sport season.

JUNIOR VARSITY

- 1st award - certificate
- 2nd and 3rd award, same sport - certificate

MIDDLE SCHOOL - All awards = certificates

A student-athlete who is suspended, for any length of time, during the sports season may forfeit their opportunity to receive awards.

Coaches may award specialty awards at the varsity level but are discouraged from giving specialty awards at the sub-varsity level

Gifts to Coaches:

Students and their parents and/or outside organizations are discouraged from presenting gifts to district employees. When an athlete/team feels a desire to present a gift to a staff member, the gift shall be of small monetary value. No employee may solicit or accept any gift, gratuity or favor that has substantial economic value, or that could be interpreted by others as being of such a nature that it could affect his/her impartiality. Letters of appreciation to staff members shall be considered more appropriate than material/monetary gifts.



**TO BE RETURNED to Pine River Area Schools' Athletic Department
Consent for Athletic Participation and Insurance Statement**

Student Name _____

Grade _____

Age _____

Date of Birth _____

Gender _____

Parental or Guardian Consent For Athletic Participation

We have read the contents of the Pine River Area Schools Athletic Policies (*available online at www.pineriver.org*) concerning the conditions which will govern all students who participate in Pine River Athletics. We will see that our son/daughter abides by athletic policy rules and regulations as long as he/she desires to participate in athletics at Pine River Area Schools.

We also understand that Pine River Area Schools, the Board of Education, administration, and the coaching staff does not assume responsibility for injuries sustained by student-athletes in practice or games. We further understand that failure to sign this acknowledgment form does not preclude or change its enforceability. We want our son/daughter to have the privilege of participating in interscholastic athletics during the current school year.

Student-athlete Signature

Date: ____/____/____

Parent/Guardian Signature

Date: ____/____/____

****Insurance Declaration/Acknowledgement**

Our son/daughter, _____, is covered by medical insurance through _____, which expires on date: _____.

Or check here: We have no insurance coverage _____

It is hereby understood that our personal medical insurance will be used to cover all financial costs associated with personal injuries that my child may sustain as a result of his/her participation in athletic activities sponsored by Pine River Area Schools.

Parent/Guardian Signature

Date

*****Every student-athlete who wishes to participate in interscholastic athletics at Pine River Area Schools is encouraged to have medical insurance coverage. Pine River Area Schools does not assume financial responsibility for any medical, hospital, or ambulance expenses incurred by students resulting from their participation in interscholastic athletics at Pine River Area Schools.***

Pine River Area Schools--Referral/Documentation of Bullying/other Aggressive Behavior

Building/location: _____ Date: _____ Time: _____

Complaint reported by: _____ On behalf of: _____
(name) (name)

Summary of complaint (attach more pages if necessary):

Alleged Aggressor(s):

Date(s) of Investigation: _____

*documentation attached _____ available _____

Complaint was verified _____ (as) Aggressive Behavior ____ Bullying ____ Harassment ____
Intimidation/Menacing ____ Complaint was unverified ____ False complaint filed ____

Remedial Action/Discipline as described: _____ No remedial action warranted: _____

Authorities needed and notified: Agency: _____ Date: _____ Time: _____

No Authorities needed: _____

Parent/Legal Guardian Notification of allegation(s): For victim: _____

Form of notice: _____ Date: _____ Time: _____

Of alleged aggressor(s): Form of notice: _____ Date: _____ Time: _____

Reported as bullying? _____ Yes _____ No

Administrative Signature: _____ Date: _____

Submitted to Superintendent: Not required: _____ Required: _____ Date: _____

PINE RIVER HIGH SCHOOL STUDENT HANDBOOK--STUDENT/PARENT-GUARDIAN

I have read, understand, and agree that I will be held to the terms and conditions of the Pine River High School Student Handbook.

***Student Signature**

Date

I understand that my student must comply with the terms and conditions of all rules, regulations, policies, and procedures identified in the handbook and regulations herein in accordance with board policy. I further understand that these rules apply to any student who is on school premises, on a school-related vehicle, at a school-sponsored activity, or whose conduct at any time or place directly interferes with the operation, discipline, or general welfare of the school.

Additionally, I understand that it is expected that I conduct a personal health screener for each student in my household or under my parental care per the terms established in this handbook and per the student screener attached to this handbook.

***Parent-Legal Guardian Signature**

Date

Name of Student

Birth Date

Grade

Name of Student

Birth Date

Grade

***This student handbook is not all-inclusive. Other rules and consequences may be used at the discretion of the administration in accordance with district policy. The failure to sign this handbook does not exempt the student or parent from the responsibilities or policies within the handbook.**