

Parchment High School

STUDENT HANDBOOK 2023 - 2024



Panther Fight Song
Go Panthers Go!
Keep your colors flying high
Panthers lead the way to victory and fame
Adding glory to our name.
Fight! Fight! Fight!
We pledge to you Parchment High
Our courageous spirit true
Come on and fight panthers
Fight for the maroon and the white
And forever leading victory.
V-I-C-T-O-R-Y
VICTORY!

Welcome to Parchment High School

The administration, faculty and staff of Parchment High School are looking forward to getting to know each of you personally and sharing with you this exciting period of your life. The educational program offered at Parchment High School provides the opportunity for you to be involved in planning your future and becoming a positive, contributing member of our school community.

Education comes in many forms! In addition to your academic education, you have the opportunity to become involved in many organizations as well as a growing athletic program. Your experience will be only what you choose to make it. We encourage you to become an involved member of the student body and make your high school years enjoyable and rewarding.

Purpose: This handbook has been prepared to assist you in pursuit of a meaningful, positive educational experience whether you are new to our high school or a returning student. It will assist you in your attainment of knowledge and understanding of the mission, goals, ideals, and scope of your school.

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

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

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of August 2023. If any of the policies or administrative guidelines referenced herein are revised after August 2023, the language in the most current policy or administrative guideline prevails. If you have questions regarding the handbook, please contact the high school office at (269) 488-1100 and ask for the assistant principal.

This handbook does not contain every rule or policy of the district or high school. Rules, policies, procedures and/or activities are subject to change during the school year, with sufficient notification to the students. Students should notify their parents of these changes.

The rules, policies and procedures in this handbook do not supersede federal, state or local laws or ordinances.

No person in the Parchment School District will be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity on the basis of ethnicity, religion, gender, disability or any other legally protected status. Inquiries by students and/or parents/legal guardians related to discrimination on the basis of disability/handicap should be directed to : Superintendent of the Parchment School District, 520 N. Orient Street, Parchment, MI 49004. Phone number (269) 488-1050.

GRIEVANCE PROCEDURES FOR NONDISCRIMINATION: Any person who believes that they have been discriminated against or denied equal opportunity or access to programs or services may file a complaint, which shall be referred to as a grievance, with the District's Civil Rights Coordinator, Superintendent, Parchment School District, 520 N. Orient Street, Parchment, MI 49004, (269) 488-1050.

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

Step 1: A written statement of the grievance signed by the complainant shall be submitted to the District's Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

Step 2: If the complainant wishes to appeal the decision of the District's Civil Rights Coordinator, they may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step 3: If the complainant remains unsatisfied, they may appeal through a signed written statement to the Board of Education within five (5) business days of their receipt of the Superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, Department of Education, Washington D.C. 20201

The District's Coordinator will provide a copy of the District's grievance procedure to any person who files a complaint and will investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations, on which this notice is based, may be found in the Civil Rights Coordinator's office.

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GENERAL INFORMATION

Board of Education

Mrs. Michelle Ammon
Mr. Ethan Garner
Mrs. Jennifer Miller
Mr. Lance Gary

Ms. Amy Followell
Ms. Dodi Leckie
Mrs. Jill Wisser

Administration

Superintendent (269) 488-1050
Principal (269) 488-1105
Assistant Principal (269) 488-1106
Athletic Director (269) 488-1114
Director of Operations/Transportation (269) 488-1091
Director of Special Education (269) 488-1124

Dr. Sarah Neumann
Mr. Craig Thornton
Mrs. Stephanie Simpson
Mr. Brennan Davis
Mrs. Theresa Weckerle
Ms. Erin Burkett

Faculty/Staff

Billington, Jennifer (269) 488-1174
Bisel, Kaitlin (269) 488-1145
Blough, David (269) 488-1159
Bramble, Sarah (269) 488-1169
Bright, Emily (269) 488-1160
Callan, Riley (269) 488-1262
Cole, Chris (269) 488-1121
Edds, Becky (269) 488-1107
Ehrmann, Cathy (269) 488-1171
French, Amber (269) 488-1175
Getty, Carl (269) 488-1157
Hill, Lauren (269) 488-1162
Hinton, Wayne (269) 488-1182
Hruska, Richard (269) 488-1166
Jansen, Rachel (269) 488-1158
Johnson, Branden (269) 488-1169
Keefer, Christine (269) 488-1152
Lamb, Heather (269) 488-1155
Looper, Nancy (269) 488-1151
Lugar-McManus, Jodie (269) 488-1173
Mack, Kary (269) 488-1170
Manley, Amy Sue (269) 488-1115
Mutchler, Joe (269) 488-1165
Olweean, Jay (269) 488-1172
Phaneuf, Derek (269) 488-1157
Rouse, Richard (269) 488-1143
Simon, Eric (269) 488-1153
Ware, Mace (269) 488-1154
White, Tim (269) 488-1142

Science
Art/Computers
Mathematics
Resource/Transition
Mathematics
Vocal Music
Resource/Transition
Counselor
Science
Science
Mathematics
Instrumental Music
Physical Education
Social Studies
Mathematics
Social Studies
English
English
English
Science/Student Council
Spanish
Librarian
Social Studies
Business
Mathematics/Social Studies
Industrial Arts
English
English/Resource
Resource/Transition

Administrative Assistants

Marina Knott

(269) 488-1101

Secretary to the Principal

Debra Waber (269) 488-1102 - Call-in (269) 488-1116

Attendance Secretary

Katelin Weers

(269) 488-1103

Athletic & General Secretary

DISTRICT MISSION STATEMENT

To ensure that all students are challenged to excel in their individual social and intellectual growth, while achieving essential academic and interpersonal skills necessary to become a successful member of society.

PARCHMENT HIGH SCHOOL MISSION STATEMENT

“STRIVE TO CREATE A LEARNING COMMUNITY WHERE OUR STUDENTS CAN THRIVE ACADEMICALLY, SOCIALLY AND PERSONALLY.”

EXIT OUTCOMES

All Parchment Graduates Will Be:

SELF-DIRECTED, COMPETENT LEARNERS who

- Plan and organize effectively.
- Apply basic academic skills competently.
- Think logically and independently.
- Problem solve efficiently.
- Identify, access and integrate information.

RESPONSIBLE CITIZENS who

- Involve themselves in the democratic process and community service.
- Understand and implement environmentally responsible behavior.
- Demonstrate an understanding of the multicultural nature of our society.
- Contribute to family stability by utilizing communication and conflict management skills.
- Make wise consumer decisions

COLLABORATIVE, QUALITY WORKERS who

- Communicate effectively through writing, speaking and listening.
- Work cooperatively as a member of a team.
- Perform when appropriate as either leader or follower.
- Strive to produce a quality product.

INDEPENDENT, HEALTHY ADULTS who

- Utilize coping and stress management skills.
- Demonstrate career planning and job finding skills.
- Take responsibility for personal work and behavior.
- Set and work towards short and long term goals.
- Involve themselves in “healthy” leisure time activities.

FUTURE ORIENTED THINKERS who

- Utilize and apply technology to solve problems.
- Demonstrate openness to new ideas and processes.
- Adapt to changing work and societal environments.

Regular Full Day Schedule

7:45-8:50	1st Block		
8:55-10:00	2nd Block		
10:05-11:10	3rd Block		
11:15-12:50	4th Block and Lunch	A Lunch	11:10-11:40
		B Lunch	11:45-12:15
12:55-2:00	5th Block	C Lunch	12:20-12:50
2:05-2:35	PASS		

Dismissal at 2:35

Assembly Schedule - No PASS and Shorter Classes

7:45-8:45	1st Block		
8:50-9:50	2nd Block		
9:55-10:55	3rd Block		
11:00-12:20	4th Block and Lunch	A Lunch	10:55-11:25
		B Lunch	11:25-11:45
12:25-1:25	5th Block	C Lunch	11:50-12:20

Dismissal at 2:35

Half-Day Schedule - Five classes - No PASS

7:45-8:25 1st Block
8:30-9:10 2nd Block
9:15-9:55 3rd Block
10:00-10:40 4th Block
10:45-11:25 5th Block

(Each class is 40 minutes long) ***Dismissal at 11:25***

Exam Schedule

First Day

7:45-8:50 1st Block
8:55-10:00 2nd Block
10:05-11:10 3rd Block
11:15-12:50 4th Block/Lunch
A Lunch 11:15-11:40
B Lunch 11:45-12:15
C Lunch 12:20-12:50
12:55-2:35 5th Block Exam

Dismissal at 2:35

Second Day

7:45-9:10 1st Block Exam
9:15-10:40 2nd Block Exam
Dismissal at 10:40

Third Day

7:45-9:10 3rd Block Exam
9:15-10:40 4th Block Exam
Dismissal at 10:40

Two-Hour Delay Schedule Five Classes - No PASS

9:45-10:31	1st Block		
10:35-12:06	2nd Block and Lunch	A Lunch	10:35-11:05
		B Lunch	11:05-11:35 (split class)
12:10-12:56	3rd Block	C Lunch	11:36-12:06
1:00-1:46	4th Block		
1:50-2:35	5th Block		

Dismissal at 2:35

Emergency School Closing

If school is canceled or dismissed early due to inclement weather, please check the following:

School Message System - text, e-mail and phone call

TV Stations - WOTV-Channel 8 & 41, WWMT-Channel 3

Online - www.parchmentschools.org or www.wwmt.com

Achievement Policies and Procedures

To earn credit in any class a student must:

Satisfactorily complete the prescribed course work as identified in the course syllabus and district curriculum requirements and complete a comprehensive final exam.

Academic Requirements

Graduation Requirements: Minimum requirements for graduation from Parchment High School are 26 of 30 possible credits. Transfer students may have different graduation requirements, students should see their counselor.

Michigan Merit Curriculum: In conjunction with Board of Education graduation requirements all students must also meet the Michigan Merit Curriculum Requirements to receive a high school diploma. The Michigan Merit Curriculum defines a common set of required credits for graduation and provides educators with a common understanding of what students should know and be able to do for credit. It also provides students the learning opportunity, knowledge and skills they need to succeed in college or the workplace. Requirements for the Michigan Merit Curriculum are listed below.

Michigan Merit Curriculum - High School Graduation Requirements
MATHEMATICS - 4 credits
Algebra I Geometry Algebra II One math course in the final year of high school
ENGLISH LANGUAGE ARTS - 4 credits
English Language Arts 9 English Language Arts 10 English Language Arts 11 English Language Arts 12
SCIENCE - 3.5 credits
Biology Earth Science Physics and Chemistry
SOCIAL STUDIES - 3.5 credits
Civics/Economics - .5 credit U.S. History and Geography - 1.5 credits

World History and Geography - 1 credit Government - .5 credit
PHYSICAL EDUCATION & HEALTH - 1 credit
VISUAL, PERFORMING AND APPLIED ARTS 1 credit
ONLINE LEARNING EXPERIENCE - Course, Learning or Integrated Learning Experience
LANGUAGE OTHER THAN ENGLISH - 1 credit

Personal Curriculum: The intent of the personal curriculum is to increase the rigor and relevance of the educational experience. The use of a personal curriculum (PC) modification is allowed by state statute for only three reasons:

- A student wishes to modify the mathematics requirement.
- A student wishes to go beyond the academic credit requirements by adding more math, science, English Language arts or languages other than English credits.
- A student with a documented disability needs to modify the credit requirements based on their disability. The personal curriculum may also be an option for students with disabilities requiring specific modifications of the Michigan Merit Curriculum to ensure progress with their career pathway and post-secondary goals. Any parent/legal guardian requiring more information on personal curriculum should contact the high school office.

All Students are required to be **enrolled in five (5) block classes** each twelve weeks unless they are on an alternative approved plan. The principal shall have sole approval.

Early Graduation: Early graduation is available to seniors that meet all state and district graduation requirements prior to the beginning of third trimester.

Credit Retention: Students that fail required classes during the school year may choose to take advantage of opportunities to make up credit through extended learning opportunities. The following opportunities are offered:

- **Edumentum:** Portals will be available for students to work on credit retrieval to make-up credits they are short. High school students will have the option for credit retrieval after school.
NOTE: Edumentum may total no more than two courses per trimester and will be graded on a "Credit/No Credit" basis only. **There is a cost** for Edumentum courses.
- **Summer School:** A student will be allowed to enroll in summer school, if it is offered, to make up credit, in identified courses, which they failed during the school year. Credit (CR) will be noted on the transcript if the student passes the course. **There is a cost** for Summer School.
- **Testing Out:** A student currently enrolled in high school will be permitted to "test out" of any class in which they are not currently enrolled, during testing out periods.
 - Exempt Courses are:
 - Band, Choir, Art, Woodshop and Physical Education/Health because they are group activity-based classes.
 - Classes which are being taught for the first time.
 - Credit will be earned if the student achieves a C+ (77%) or better on each work component of a comprehensive final examination. Students may also be required to successfully

complete basic assessments/components used in the class, which may include, but are not limited to, portfolios, performances, papers, projects, labs and/or presentations.

- Credit will be recorded on the student transcript as “CR” and will not count in the computation of the final grade point average.
- Credit will be accepted as fulfillment of a requirement in a course sequence.
- Once credit is earned by “testing out” a student **MAY NOT RECEIVE CREDIT**, by any means, for a lower course in that course sequence.

Testing Out Process

- To be eligible to test out of classes, a student must complete a Testing Out Application and return it to the High School office prior to the testing period. Each year the course syllabus/objectives for each class will be available for students who have met the application deadline. The date these materials will be available will be included in the letter of explanation. Testing windows will be established each year and communicated to students.

Post-Secondary Enrollment Options: Interested students **MUST** meet the eligibility requirements listed below and meet with their high school counselor for specifics of this program.

- A student who desires to attend college classes for credit must be eligible as follows:
 - Enrolled in at least one high school class.
 - Have fifteen (15) credits for 11th grade and eighteen (18) for 12th grade at the beginning of the school year in which they are enrolling.
 - Have successfully completed the requirements for state mandated testing including the SAT.
- Credit will be earned based on successful completion of the college class in which the student is enrolled.
 - The student must indicate, at the time of enrollment, whether they want credit to be recorded only by the high school, only by the college or by both the high school and the college.
 - Credit recorded on the high school transcript will be recorded as CR and will not be used in the computation of the GPA, will be accepted as fulfillment of a requirement in a course sequence and will be counted toward fulfillment of graduation requirement(s) when the required assessment(s) is achieved.

Early/Middle College: The Kalamazoo County Early/Middle College (EMC) program allows students to earn a free associate’s degree or certificate by completing a fifth year of high school. Students delay high school graduation for one year, while they take college courses at Kalamazoo Valley Community College (KVCC). Tuition and fees are paid by the local school district. Please see Mrs. Edds in the office if you would like more information regarding EMC.

Advanced Placement/Honors: Parchment High School recognizes Advanced Placement (AP) and Honor (H) courses as part of the approved High School curriculum.

- Advanced Placement Courses (AP): Courses that follow the published Advanced Placement Syllabus and specifically prepare the students to do well on the AP examination.
- Honor Courses (H): Courses, which go into greater depth than normally expedited or required. An Honor Course will be so designated based upon course content and the incorporation of higher level thinking skills such as application, analysis, synthesis and evaluation.

- Approved Off-Campus Course(s): All off-campus work must be pre-approved by the Principal.
- Advanced Placement and Honor courses will earn a weighted grade. See the scale below.

Reporting Student Progress

- **Report Cards:** Report cards are an effective method of communicating an evaluation of student progress and an understanding of a student’s educational growth to the student and parent/legal guardian. Report cards will be issued at the end of every twelve-week trimester and will include the marking period grade, the exam grade and the final trimester grade. These reports will be mailed at the end of each trimester.
- **Progress Reports:** Progress reports will be discussed at each of the three Parent-Teacher Conferences, scheduled at the end of the sixth week of each trimester.
- **Synergy:** Each parent and student will be issued a unique Synergy account so they can access their student’s current status on-line.
- **Parent Teacher Conferences:** Conferences are scheduled at the end of the sixth week of each twelve-week trimester. Conferences are an opportunity for parents and teachers to share information midway through a trimester and to develop strategies for students who are having difficulties.
- **Class Grades**
 - **Final Examinations**
 - A comprehensive final examination will be given in all classes, at the end of each trimester. All students are required to take the final examination as part of the course requirements (unless they have earned the Attendance Incentive, see page 15).
 - The final examination will be 20% of each trimester grade.
 - **Grade Scale**

	AP	HONORS	REGULAR
A	5.00	4.50	4.00
A-	4.67	4.17	3.67
B+	4.33	3.85	3.33
B	4.00	3.50	3.00
B-	3.67	3.17	2.67
C+	3.33	2.85	2.33
C	3.00	2.50	2.00
C-	2.67	2.17	1.67
D+	2.33	1.85	1.33
D	2.00	1.50	1.00
D-	1.67	1.17	.670
F	0	0	0

- **Weighted Courses**

*All students taking weighted classes are required to take the final exam

AP Courses/5.0 scale

AP English
AP Calculus
AP Biology
Virtual AP Courses
KAMSC AP Courses
ATYP AP Courses

Honors Courses/4.5 scale

Honors English I
Honors English II
Honors English III
Advanced Spanish
Honors Pre-Calculus
Honors Geometry
Honors Algebra II
Honors Biology
Honors Chemistry
Honors Physics
Honors Earth Science
Advanced Chemistry
Advanced Physics
Anatomy and Physiology
Honors US History
KAMSC non-AP Classes
ATYP non-AP Courses

- **Academic Probation:** Every student has a set number of classes that MUST be passed in order to graduate. At the end of each trimester the counselors will examine student failures and determine the status of each student. Students will be placed on academic probation when they have failed two (2) or more credits. They will remain on probation until they make-up the needed classes/credits through credit retention procedures. If a student fails to fulfill the requirements of probation they will be assigned to summer school and/or alternative education.

Scholastic Honors

Academic Pin: An academic pin will be awarded to each student at Parchment High School who has earned a 3.5 grade point average or above for three consecutive trimesters in the previous school year and has maintained a cumulative high school grade point average of at least 3.00. GPA's will not be rounded.

Honor Recognition: Students may attain Honor Roll status by:

- Earning a 3.00 or better yearly grade point average with no academic failures. GPA's will not be rounded.

National Honor Society: Members of the junior and senior classes may apply for membership to the National Honor Society on the combined basis of Scholarship (a 3.40 Grade Point Average), Character, Leadership and Service. A committee and the Faculty Council, exists to review student membership in this Society. All of the selection categories will be weighed during the selection process.

Honor Graduates:

Summa cum laude	3.90 and above
Magna cum laude	3.50-3.89
Cum laude	3.00-3.49

Graduation speaker(s) will be chosen through an application and selection process by committee decision.

Attendance Policies and Procedures

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

Absences:

- Under State Law, attendance at school is compulsory.
- All students attending Parchment High School, unless they are legally emancipated, shall be required to have absences verified by their parents/legal guardians. If a student is legally emancipated, they may assume responsibility for all absences.
- **Definition:** “absent shall mean that a student is not physically present, at the place(s) designated.
 - A student is required to attend at least 90% including those due to tardiness of each of their scheduled classes in each trimester.
 - A student is to be in their classes according to the assigned schedule. When they are in the halls, restroom or anywhere other than their assigned areas, a student must have a Pass indicating destination, time of departure and the teacher’s/administrator’s or designee’s signature.
 - Absences due to family vacations will count towards a student’s total absences.
 - Absences during exams are discouraged and permitted only by prior approval of the principal.
 - Students will be allowed the same number of days absent to make up work missed. It is the student’s responsibility to contact teachers and make arrangements to complete work missed due to absences.
- **Categories of Absences**
 - **Absence** results when a student is absent from one or more classes during a school day. Parents must call the High School (269-488-1116) the evening before or prior to 10:00 a.m. on the day of an absence or make prior arrangements.
 - Parents/legal guardians will be notified with an automated call after 4 p.m. daily if their student had an unexcused absence for any portion of the school day.
 - Verification from home is necessary to grant a student permission to leave the school campus during school hours for any reason.
 - **Suspension Absences**
 - Absences due to In-School Suspension will not be included in the absences total.
 - Absences due to Out-of-School Suspension, assigned by an administrator, will not be included in the absences total.
 - Each absence from a class, due to Out-of-School elected by the parent/legal guardian in place of In-School Suspension, will be included in the absence total.
 - **Non-Chargeable Absence** results when a student is not present in one or more classes during a school day with the permission of Administration. Students are responsible for seeing their teachers before the scheduled absence to receive work. Students are also responsible for meeting the deadlines set by the teacher.
- **Attendance Incentive:** Students may earn the privilege of being exempt from taking final exams or have their lowest test score eliminated, if the following criteria are met:
 - 3 or less absences
 - No more than 2 tardies
 - 80% or better in the class
 - No discipline infractions, detentions, referrals, or removals from class

- Not an option for any class that receives an Honor Weight.
- **Tardiness:** Students will be in their assigned classroom and in their seats when the tardy bell rings or return to the office for a pass.
 - Students will only be allowed two (2) tardies per class in a trimester.
 - After seven (7) minutes, students will be marked as absent.
 - Excessive tardies, over three (3) in a class in a trimester and over ten (10) total will be subject to discipline at the discretion of the administration. Possible consequences include; detentions, removal from class, and/or loss of social privileges including dances, athletic and school events.
- **Late Arrival:** When a student arrives late to school, they must sign in at the office. All teachers will send students without the appropriate late entry pass back to the office.
- **Notification to Parents:**
 - When a student reaches four (4) absences in a class, in any trimester, the parents/legal guardian will be notified in writing and may request a telephone/personal conference with the Assistant Principal.
 - If a student reaches eight (8) absences in any class, in any trimester, the parent/legal guardian will be notified in writing and may request a telephone/personal conference with the Assistant Principal.
 - **Parents are responsible for checking Synergy to verify their student's attendance.**
- **Athletic Activities:**
 - To be eligible to participate in scheduled activities, each participant must attend all classes and be on time on the day of the event unless approved by the administration or their designee.
 - Student-athletes must attend 100% of the school day unless they miss due to one of the following reasons:
 - School-related function (i.e. college visit, league meeting, etc.)
 - Medical appointment
 - Funeral
 - Religious event
 - Event approved by the athletic department prior to the date of the event

Incompletes

Incomplete Grades: In-progress grades must be made up within one week of the end of the trimester or they will convert to a failure.

Graduation Information

Provided periodically throughout the school year and distributed to all senior parents/legal guardians and students.

Guidance Services

Philosophy: In keeping with the mission of the Parchment School District, the District recognizes that each student is unique and will benefit from a wide range of learning experiences including those that develop social and emotional skills. The Guidance/Counseling program is designed to assist individuals with total development, which prepares them to lead productive lives and have feelings of self-worth.

Role Statement: Our school counselors are specifically trained and credentialed as school counselors and professionals who work in our school setting. They manage our comprehensive guidance and testing program that assists our students, as requested, in acquiring social, personal, and educational skills necessary for living in a multicultural society. In addition, counselors, through scheduling activities, help students to understand and begin exploration of Workplace Know-How Skills and initial career

choices and possibilities. School counselors accomplish this by emphasizing such interventions/methods as: counseling students individually or in small groups, providing information, contributing to the development of effective learning environments and serving as student advocates.

Senior Activities/Assistance: The counselors provide students and parents with several documents and services to make a student's last year a productive experience that assists them in preparing for life after high school.

- Senior Audit and Discussion: a thorough evaluation of the senior's transcript, in the first trimester of the year, to help the student establish a specific plan to graduate.
- Senior Handbook: explains various activities during the senior year, how to prepare for college applications, how to secure letters of recommendation, SAT testing, how to access information in the college catalogue library, how to arrange for college visitations, how to set up Career and Interests testing at KVCC, how to access college representatives at the high school, etc.
- Financial Aid Night Presentation: to assist parents/legal guardians and students in preparing to complete the forms and documentation to apply for financial aid for college/training schools.
- Senior Survey: administered in the spring, to discuss student exit plans and attitudes.
- Senior Newsletter: contains scholarship information and is published by the counselors each month. The postings include a description of the scholarship/grant, how to apply, special information necessary, contact names and due dates.

Post-Secondary Enrollment Options Attendance Guidelines are:

- All information including payments to be made by the district, credit assignment, regulations, etc. are distributed to students and parents prior to students beginning a college course.
- Students must attend community college/college classes if they are in session, whether or not Parchment High School is in session.
- Arrangements to be absent, for any reason, from community college/college classes are the sole responsibility of the student.

Schedule Changes: Schedule changes will take place at the discretion of the counselor or administration.

Procedures to arrange an appointment with a counselor:

- Walk in and ask a secretary for an appointment.
- Tell a teacher you want to see a counselor.

Some concerns/issues that counselors may help with are: Agency referrals, behavior patterns, careers, course selection, college, communication, death, decision-making, depression, divorce, drugs, failure, feelings, financial aid, friends, frustrations, goal setting, information, interpretation of tests, loneliness, relationships, scholarships, self-discipline, self-image, social skills, study habits, test taking skills, transitions, and truancy.

Library Services

Students are encouraged to use the library for research, pleasure reading and/or as a quiet place to study.

- The library is open and help is available. Times will be posted outside the library door.
- Books, vertical file items and most reference materials may be checked out.
- Magazines cannot be taken from the library.
- Students are fully responsible for the cost of materials received and replacement costs will be charged for damaged, lost or stolen materials.
- Computer services are available for students. Computer usage in the library is limited to academic or class related assignments only.
- Students may work quietly in the library during lunch period. If a teacher has reserved the library during the lunch periods, it may be closed to use by other students. When a teacher reserves the library, their students have priority use.

- A student violating any library or school policy or regulation while in the library, may lose their library privileges.

District Student Computer Policy

Students who are currently enrolled in the district will be granted a network account contingent upon signing the district acceptable use policy. This account is for educational purposes only. Any user identified as a security risk or having a history of security problems with other computer systems may be denied access to district network resources. Violators will be disciplined.

Consequences for misuse of the internet:

First Violation: loss of internet privileges for up to twelve (12) weeks.

Second Violation: loss of internet privileges for up to twenty-four (24) weeks.

****If a violation is judged by the administration to be extreme, loss of internet privileges may be greater than the stated period.***

****Consequences for misuse of Network protocol can include complete loss of Network privileges.***

Building Policies and Procedures

Accidents/Illnesses at School

- All accidents at school or school activities must be reported to the teacher/coach/sponsor immediately. Reports of accidents and injuries will be documented by the teacher and turned in to the office.
- If a student becomes ill at school and cannot remain in the classroom, they should ask the teacher for a pass to the office to make the necessary arrangements to send the student home.

Age of Majority: The policies, procedures and Code of Conduct guidelines are written for and apply to all students of Parchment High School, regardless of age, during school hours and at school activities/events. They are designated to establish and maintain a safe, positive environment for all students.

Announcements:

- Students are held responsible for all information covered in the daily announcements. Announcements will be read over the loudspeaker and shown on the televisions in the commons daily.
- A faculty member, group sponsor and/or administrator must approve and sign all announcement requests.

Canine Searches: Periodic canine inspection of lockers (hall and physical education), vehicles in the parking lots, and book bags/athletic bags in randomly chosen classrooms will occur throughout the school year.

Communicable Diseases: Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice. Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Any removal will only be for the contagious period as specified in the school's administrative guidelines - School Board Policy 8450

Damaged, Lost or Stolen Textbooks/School Owned Materials: Damage to, or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or their parent/legal guardian will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

- Textbooks, school-owned musical instruments and other similar class related materials become the responsibility of the student to whom they are issued.
- Reasonable wear is expected. However, books and other materials **MUST** be returned in good condition.
- Penalties including replacement cost for damaged, lost and stolen materials will be given, denial of participation in school-related activities, including graduation activities for seniors.

Deliveries: Students are prohibited from ordering and/or receiving delivered food during the school day. Any food deliveries will be confiscated by the front office and, at the discretion of the front office, may either be retrieved at the end of the school day or discarded. Violation of this policy may result in student discipline.

Dress Code: While fashions change, the reason for being in school does not. Students are in school to learn. Any fashion (clothing, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within the following general guidelines.

- Students should consider the following questions when dressing for school:
 - Does my clothing expose too much? (no)
 - Does my clothing advertise something that is prohibited to minors? (no)
 - Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (no)
 - Would I interview for a job in this outfit? (yes)
 - Am I dressed appropriately for the weather? (yes)
 - Do I feel comfortable with my appearance? (yes)
- A simple guideline to follow: No skin should be exposed below an imaginary line drawn from armpit to armpit.
- If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.
- The following styles or manners of dress are prohibited:
 - Clothing **CANNOT** carry messages either written or suggesting promotion of illegal substances (including, but not limited to, drugs, alcohol and tobacco products) or practices cannot be derogatory to any individual group or institution and cannot be profane, suggestive or obscene.
- The length of skirts, skorts, shorts and dresses must extend below the student's fingertips when the student's arms are extended at their sides.
- Blouses, shirts and other tops must appropriately cover the torso. No strapless tops, tank tops, spaghetti straps, muscle shirts, or plunging necklines will be permitted. Bare midriffs or short shirts are unacceptable.
- School appropriate head coverings are allowed, but may not cover any part of the face or ears. (see the Principal/Assistant Principal for any religious/cultural exceptions)
- Masks - medical masks that cover the nose and mouth are permitted, but masks that cover the face and head are not permitted
- Sagging pants **MAY NOT** be worn during the school day or at school activities. Pants, shorts, etc. must be kept at the waist.
- Students who are representing Parchment at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

Driver Education is not offered by Parchment High School: Private companies use school facilities throughout the year to provide driver education courses to students. Information is available in the main office.

Field Trips:

- All students must have written permission from their parent/legal guardian to participate in off-campus field trips. Those students who have not presented teacher(s) with written permission on the required form will not be permitted to attend.
- Each student is responsible for work missed in all classes on the day of a trip.
- Teachers of other classes may require a student to remain at school due to academic problems in one or more classes.
- ALL REGULATIONS IN THIS HANDBOOK GOVERNING STUDENTS WHILE AT SCHOOL ALSO APPLY ON ALL TRIPS.

Fire, Lockdown, Tornado & Emergency Procedures: The District complies with all emergency safety procedures and State required drills. For detailed information, see School Board Policy 8420.

Guests:

- Student guests/visitors are not permitted during the school day or after school.
- If a student wishes to bring a guest to an activity (not including athletic events) sponsored by the school, they must submit a guest slip to the Assistant Principal by 3pm on the Wednesday before the activity.
- The host is responsible for the actions of guests.
- All guests must be 20 years old or under.

Hall Passes:

- A student, given any pass, is expected to report immediately and directly to their destination.

Homebound Instruction: The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical disability. See School Board Policy 2412 for more information.

Homework Policy: All students are expected and required to turn in completed homework on the due date established by the teacher.

- A student is responsible for obtaining and completing homework assignments when absent and during suspension from school.
- Specifics of each teacher's homework procedures and expectations will be included in the class syllabus.

ID Card: ID Cards will be provided for each student at the beginning of the school year or when they enroll.

- Attendance could be prohibited if a student cannot show their ID card for Parchment High School functions.
- ID cards are required for Food Service and Library services.
- Lost ID cards can be replaced for \$5.00 in the office.

Injury and Illness: All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures. A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

Limited English Proficiency: Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. - See School Board Policy 2225

Lockers:

- Each student will be given a locker upon request, and will remain their locker throughout their high school career. A student is REQUIRED to use ONLY the locker assigned to them.
- Lockers are school property, available to students for their use while at school.

- DO NOT leave money or valuables in the hall or Physical Education lockers! The Parchment School District cannot and will not be responsible for lost or stolen articles.
- School officials have the right to inspect and search a student's locker, and any personal property in that locker, when the school official is acting to protect the health, safety and welfare of the school community, to enforce school rules and/or when the school official has reasonable suspicion that the search will produce evidence of a violation of school rules. UNANNOUNCED INSPECTIONS AND CANINE INSPECTIONS MAY BE MADE FROM TIME TO TIME.
- Defacing, pasting articles/photos or other decorative items on lockers that cannot be removed without damage or other damage to lockers will not be tolerated and a student may be held responsible for damages incurred.
- Physical Education lockers are to be used according to directions of Physical Education teachers. The locker should be secured with a padlock purchased by the student. Students can see Mrs. Simpson for assistance with locks.

Medication Policy:

- Prescription drugs CANNOT be administered until we have the Medication Release Form completed by the parent/legal guardian and also signed by the physician who has prescribed the medication. The form needs to be handed in to the main office along with the prescription in its original bottle and placed on file.
- Headache medication such as aspirin, ibuprofen, Midol, etc. will also ONLY BE ADMINISTERED if this form is completed, signed by a parent/legal guardian/physician and the parent/legal guardian provides the medication in its original bottle to us.
- The office staff WILL NOT give out medication without a form on file.
- The Medication Release Form is available in the main office.

Personal Property:

- Students are responsible for the care of their own personal property.
- The school cannot and will not assume responsibility for personal property items, which are lost or stolen.
- Students are cautioned to keep all money, jewelry, phones, earbuds, headphones, books, school supplies, etc., which may be necessary to bring to school from time to time, on their person at all times.
- If a theft of personal or school property occurs, it should be reported to the Administration immediately.
- A report will be taken when the theft is reported and the property returned if it is recovered.
- Lost and Found: Lost and Found will be located in an area within the office. Items not claimed by the end of the trimester will be donated to area charities.

Pictures:

- Senior pictures are the responsibility of the student and parent/legal guardian.
- Pictures are used for ID cards, yearbook and permanent records.

Posting of Signs:

Designated areas are supplied for the posting of school related information. All information posted must be approved by a school administrator/Student Council Advisor. Any poster not approved will be taken down.

Privacy of Records:

- The Family Educational Rights and Privacy Act of 1974 (FERPA) explains the rights and responsibilities of students, parents and the school regarding permanent student records. The purpose of the Act is to give parents/legal guardians and students' knowledge and some control over what information is kept in the student's permanent record (CA-60).
- A procedure has been developed and approved by the Board of Education to implement this Act.

Removal of Students from Class: When it is necessary for a teacher to remove a student from the classroom or other school facility because of behavior deemed unacceptable by the school, the student shall **report immediately to the Office** to meet with the Assistant Principal. They will sit in the assigned area and remain there until dismissed by the Assistant Principal/designee.

Review of Instructional Material and Activities: Parents have the right to review any instructional materials being used in the school. Any parent who wishes to review materials must contact the principal. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits. See School Board Policy 5780 for more information.

School Supplies:

- Students will be issued textbooks, calculators (for some math and science courses), paper, pencil, and such laboratory equipment as is reasonable and necessary for their schoolwork. Students will be responsible for the care of the textbooks, library books and equipment and may be required to pay for excessive wear and destruction of such items.
- Students will be required to pay replacement costs for lost/stolen books.

Student Records: The school district maintains many student records including both directory information and confidential information. See School Board Policy 8330 and 8350.

Telephones/Electronic Devices:

May be appropriately used during passing times and at lunch. Students must have teacher permission to use electronic devices in the classroom (music or educational use only; no texting, social media or gaming). Appropriate use defined as: making a call, sending and receiving text and/or listening to music with use of headphones/ear-buds (**during passing and lunch only**).

Accessing social media and taking pictures or videos is unacceptable.

Tornado Watch/Warning Policy:

- The Parchment School District will remain in session during a Tornado Watch, a Tornado Warning or Severe Weather Warning. Building Administrators will be notified in the event of potential Severe Weather and appropriate precautions will be taken.
- If, at the regular school closing time, a tornado warning is in effect for the immediate area, school will not be dismissed until the warning is lifted.
- Students may be picked up at the school by their parents, if parents come to the school office to request their dismissal. No student will be released to a person other than their parent/legal guardian except by specific request from parent/legal guardian.

Transportation:

- Students may only ride assigned school buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal.
- Conduct: Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.
- The driver may assign seating or direct students in any reasonable manner to maintain that transportation safety.
- Video: The Board of Education has installed video cameras on school buses to monitor student behavior. Videotaping of the students happens on an ongoing daily basis.
- If a student misbehaves on a bus and their actions are recorded on videotape, the tape will be submitted to the assistant principal and may be used as evidence of the misbehavior.

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

Work Permits: Michigan law requires minors between the ages of 13 and 18, to obtain a work permit before they are allowed to accept employment of any kind. Students must adhere to the State of Michigan regulations on the back of the permit.

- The procedure is as follows:
 - Obtain a work permit from the high school office.
 - Student completes the applicant section
 - Employer completes the Employment/Employer section.
 - Present the completed permit, along with the proof of age, to the main office for completion of the school section and the signature of a school official.
 - Return the original completed work permit to the Employer for their records.

Students Right 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 guidelines:

- Material cannot be displayed if it:
 - Is obscene to minors, libelous, indecent and pervasively or vulgar.
 - Advertises any product or service not permitted to minors by law.
 - Intends to be insulting or harassing.
 - Intends to incite fighting or presents a likelihood of disrupting school or a school event.
 - 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.
- Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission must be granted for display or distribution during lunch periods and after school in designated locations.

Discipline Information

NOTE: This handbook DOES NOT contain every rule or policy of the school. Rules, policies, procedures, and/or activities are subject to change during the school year, with sufficient notification to students. Students should notify their parents/legal guardians appropriately.

Minor Behaviors & Definitions	Potential Consequences
<p>Defiance / Disrespect / Disruption Student engages in brief or low-intensity failure to follow directions, socially rude or dismissive messages to adults or students, talks back or causes an inappropriate disruption.</p>	<p>Conference w/ Student: Private time with student to discuss behavior interventions or solutions.</p> <p>Conference with Guardian: Teacher communicates with student's guardian by phone, email, written notes, or in-person about the problem.</p>
<p>Inappropriate Language Student engages in low-intensity instances of inappropriate language.</p>	<p>Think Sheet: Used to help students identify negative behavior and how it impacted others. There should also be space to create a plan for making things right and/or their consequences.</p>
<p>Physical Contact/ Physical Aggression Student engages in non-serious, but inappropriate physical contact. This includes roughhousing, tackling, and over aggressive play.</p>	<p>Privilege Loss: Loss of recess, choice time or other privilege (logical consequences).</p>
<p>Technology Violation Student engages in non-serious but inappropriate (as defined by school) use of cell phone, camera, computer or other electronic device.</p>	<p>Corrective Assignment/Restitution: Completion of a task that compensates for the negative action – also triggers a desire not to revisit the negative behavior (ex. clean-up own mess).</p>
<p>Other Student engages in any other minor problem behaviors that do not fall within the above categories.</p>	<p>Practice & Reteaching: Have the student practice the desired behavior at a time that is not preferred. (right away, choice time, recess, etc.)</p>

Major Behaviors & Definitions	Examples of Progressive Discipline
<p>Abusive/ Inappropriate Language/ Profanity Student delivers verbal messages that include swearing, name-calling or use of words in an inappropriate way repeatedly causing a major disruption to the learning environment.</p>	<p>Possible results after an investigation by administration and restorative practices conducted by the behavior team.</p> <ul style="list-style-type: none"> ● Loss of privileges ● Parent Meeting/ Increased Communication ● Alternative work spaces ● Referral to Student Support Team ● In-school Suspension ● Out-of-school Suspension ● Referral to School Resource Officer ● Engage the Threat Assessment Process ● Expulsion <p>Continued offenses will result in progressive discipline leading up to suspension and including expulsion.</p>
<p>Defiance / Disrespect / Disruption Student engages in refusal to follow directions for a prolonged period of time or engages in behavior causing a major disruption to the learning environment. Disruption can also include sustained screaming, misuse of materials and/or sustained out-of-seat behavior.</p>	
<p>Technology Violations Student engages in serious inappropriate (as defined by school) use of cell phone, camera, computer or other electronic device.</p>	
<p>Inappropriate Location/ Out of Bounds Area Student has left their area that has been determined safe or has left school property without permission.</p>	
<p>Property Damage/Vandalism Student participates in an activity that results in destruction or disfigurement of property.</p>	
<p>Bullying The delivery of direct or technology-based messages that involve intimidation, teasing, taunting, threats, or name-calling. This includes written, physical, verbal, and psychological abuse which causes or threatens to cause bodily harm, reasonable fear for personal safety or personal degradation.</p>	
<p>Fighting / Physical Aggression Student is involved in mutual participation in an incident involving physical violence or a student engages in actions involving serious physical contact where injury may or may not occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).</p>	
<p>Harassment The delivery of disrespectful messages in any format related to gender, ethnicity, sex, race, religion, disability, physical features, or other protected class.</p>	
<p>Use and/or Possession of Weapons Student is in possession of weapons readily capable of causing bodily harm.</p>	

Verbal Aggression: Threats and profanity directed at other students or staff members	
Use/possession of illicit substances	
Sale/Distribution of illicit substances	
Vaping-Nicotine	
Repeated instances of minor violations .	