

Dryden Community Schools

Cardinal Guide



2023 - 2024

Student/Parent Handbook

for

Dryden Community Schools

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

Lorraine Brinker, Assistant Principal/Athletic Director [810-448-4040]

Kimberly Fleming, Counselor [810-448-4039]

Marsha Livingston, High School Receptionist [810-448-4036]

Rachel Marinkovski, Elementary School Secretary [810-448-4002]

Stacey Abromaitis, Elementary School Principal [810-448-4001]

Lori Hall, Superintendent's Secretary [810-448-4090]

Mary Finnigan, Superintendent of Schools/High School Principal [810-448-4042]

[] Adopted by the Board of Education on September 9, 2019.

[] Discipline Code adopted by the Board on September 9, 2019.

© 2018 NEOLA, Inc.

Board of Education

Raymond Hall, President

Jim Napolitano, Vice President

Larry Czapiewski, Secretary

Brian Hickmott, Treasurer

Jacquelyn Buffo, Trustee

Nathan Spencer, Trustee

Austin Grondin, Trustee

NOTE:	This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in ___9-19-2019_____. If you have questions or would like more information about a specific issue or document, contact your school principal or assistant principal, or access the document on the District's website: dryden.k12.mi.us by clicking on "For Students, then Student Handbook" and finding the specific policy or administrative guidelines.
--------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

© 2018 NEOLA, Inc.

FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific

information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

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

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of September 9, 2019. If any of the policies or administrative guidelines referenced herein are revised after September 9, 2019 the language in the most current policy or administrative guideline prevails.

MISSION OF THE SCHOOL

Dryden Community Schools, in partnership with the community, is dedicated to the encouragement of personal responsibility, consistent academic improvement, respect for self and others, and an appreciation for life-long learning to prepare our students to enter a diverse and ever-changing world.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students.

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

Stacey Abromaitis
Elementary School Principal
810-448-4001

Mary Finnigan
High School Principal/
Superintendent
810-448-4042

Loraine Brinker
Asst Principal/Ath Director
810-448-4040

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

© 2018 NEOLA, Inc.

PARENT INVOLVEMENT

Parents are welcome and encouraged to visit Dryden Jr/Sr High School. If you need to contact your child or speak with an administrator, teacher or counselor, you must check in at the main office when entering the building. The Board of Education recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the professional staff

responsible for conducting those programs and activities. Volunteers, however, should also check in at the high school's main office when entering the school building.

In accordance with Michigan's Trespass Law and Board of Education policy, all visitors must first register in the main office and gain approval of the principal. Student visitors from other schools are NOT allowed in school during regular school hours.

SCHOOL DAY

Elementary School 8:30 AM - 3:35 PM Half Day: 8:30 AM - 12:10 PM
High School 7:25 AM - 2:25 PM Half Day: 7:25 AM - 10:35 AM

STUDENT RIGHTS AND RESPONSIBILITIES

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

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

Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from a staff member.

Adult students (age eighteen (18) or older) must follow all school rules.

© 2018 NEOLA, Inc.

STUDENT WELL-BEING

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

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

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

INJURY AND ILLNESS

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

A student who becomes ill during the school day should request permission to go to the office. No student will be released from school without proper parental permission.

Homebound Instruction

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

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the Homebound Coordinator at 810-245-3962. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

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

© 2018 NEOLA, Inc.

SECTION I - GENERAL INFORMATION

ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides.

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

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

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

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

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

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

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

© 2018 NEOLA, Inc.

SCHEDULING AND ASSIGNMENT

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

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

EARLY DISMISSAL

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

TRANSFER OUT OF THE DISTRICT

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

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

WITHDRAWAL FROM SCHOOL

No student will be allowed to withdraw from school without the written consent of his/her parents.

© 2018 NEOLA, Inc.

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 main office.

EMERGENCY MEDICAL AUTHORIZATION

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

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

USE OF MEDICATIONS

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

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form 5330 F1, F1a, F1b, and F1c must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the principal's office, in its original container, and prescribed to the student.
- D. Medication that is brought to the office will be properly secured.
 - [] Medication may be conveyed to school directly by the parent. A two to four (2-4) week supply of medication is recommended.
 - [] Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

© 2018 NEOLA, Inc.

- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
- G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

Asthma Inhalers and Epi-pens

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

Parents may authorize the school to administer a non prescribed medication using a form which is available at the school office. A physician does not have to authorize such medication.

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

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

© 2018 NEOLA, Inc.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

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

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

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

CONTROL OF NON CASUAL-CONTACT COMMUNICABLE DISEASES

In the case of non casual-contact, communicable-diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in

contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

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

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

© 2018 NEOLA, Inc.

INDIVIDUALS WITH DISABILITIES

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

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

STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information.

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

RIGHT TO PRIVACY/STUDENT DIRECTORY

Parents/guardians may opt to exclude their student from student directory information during a particular school year. To do so, the parents/guardians must mark the appropriate box on the student's registration form.

If parents/guardians do not opt to exclude their child from student directory information, the school principal may develop press releases, which include additional information such as grade point average and scholastic honors. Similarly, such information as a student's height and/or weight may be listed on a printed athletic program.

For persons other than parents/guardians and appropriate school staff, student directory information will be limited to a student's name and grade.

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

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

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

Students and parents have the right to review and receive copies, at a rate of 10 cents per page, of all educational records. Costs for copies of records will be charged to the parent. To review student records please provide a written notice identifying requested student records to the main office. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

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

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

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

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or

© 2018 NEOLA, Inc.

- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

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

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

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

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

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

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

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

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

© 2018 NEOLA, Inc.

ARMED FORCES RECRUITING

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

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

Male students age eighteen (18) or older are required to register for the selective service.

STUDENT FEES, FINES, AND SUPPLIES

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

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

ATHLETIC PAY TO PARTICIPATE GUIDELINES AND PROCEDURES

Due to financial conditions, the Dryden Board of Education has instituted a fee for participation in athletics. This fee will generate approximately 11% of the total cost of these programs.

High School: \$100 per season, \$200 max per school year, \$400 max per family per school year

Junior High: \$75 per season, \$150 max per school year, \$300 max per family per school year

© 2018 NEOLA, Inc.

ASSESSMENT PROCEDURES

The pay to participate must be paid prior to the first athletic competition for the season. If payment is not received, the student will not be able to participate in the competition or be allowed to participate in any other team activities until payment is made.

In athletics, where a selection process is used (example: golf) the fee will not be collected initially, but collected once the squad has been selected.

Checks are to be made out to Dryden Community School. Checks can be turned into the main office. Payments can also be submitted via Pay Schools. The athletic director will be responsible for verifying that all fees have been collected (or recognized as an economic hardship) from each participant.

Payment of the participation fee does not guarantee equal participation or level of play or that the student will participate in every contest. The decisions relative to the level of participant involvement will be at the discretion of the coach.

ECONOMIC HARDSHIP

The Board does not want students whose families have financial problems to be denied the opportunity to participate. Any student who wishes to participate, but is unable to because of finances, should complete the Scholarship Form available from the main office or Athletic Director. The guidelines for determining that a student will have the participation fee waived or partially waived, will be determined by guidelines similar to those for the district's free and reduced price lunch program. Students who qualify will be eligible for a scholarship.

REFUND GUIDELINES

Refunds will not be made for any reason once the team or activity membership has been determined. For example, refunds will not be made to students who:

1. Drop out of a sport or activity before the season is completed
2. Are suspended from an activity or sport because of a rule infraction
3. Become academically ineligible
4. Are injured and unable to compete
5. Move out of the district

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.

© 2018 NEOLA, Inc.

STUDENT FUND-RAISING

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

- () Students involved in the fundraiser must not interfere with students participating in other activities when soliciting funds.
- () Students must not participate in a fund-raising activity for a group in which they are not members without the approval of the activity advisor.

- () Students who engage in fundraisers that require them to exert themselves physically beyond their normal pattern of activity, such as "runs for" will require parental permission.
- () Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

STUDENT VALUABLES

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

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

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

MEAL SERVICE

The Board believes the development of healthy behaviors and habits with regard to eating cannot be accomplished by the District alone. It will be necessary for the school staff, in addition to parents and the public at large, to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits. Parents interested in being involved should contact the Director of Food Services.

The school participates in the National School Breakfast and Lunch Program and makes meals available to students for free for student breakfast and \$3.00 for student lunch at the Elementary School and \$1.25 for student breakfast and \$3.10 for student lunch at the High School. Ala carte items are available. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the principal.

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

FIRE, LOCK DOWN AND TORNADO DRILLS

Under the new law, any school that operated any of grades Kindergarten to 12 must conduct at least:

- Five fire drills per school year. Three of which must take place by December 1. (There must be a reasonable interval between each drill.)
- Two tornado safety drills per school year. One of which must take place in March.
- Three lockdown drills per school year, including measures appropriate to an emergency "such as the release of hazardous material or the presence of a potentially dangerous individual on or near the premises." At least one of the drills must take place by December 1 and at least one after January 1. (There must be a reasonable interval between each drill.)

It's also important to note that schools are required to conduct at least one of the above-listed drills during lunch, recess or at another time when a significant number of students are present, but not in classrooms.

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:

Fox 2, Channel 4, 7 ABC, WWJTV, CW50, WWJ-950, WJR, WNEM Channel 5, NBC 25, Channel 12

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

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

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

VISITORS

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

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

USE OF SCHOOL EQUIPMENT AND FACILITIES

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

LOST AND FOUND

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

© 2018 NEOLA, Inc.

STUDENT SALES

No student is permitted to sell any item or service in school without the approval of the Principal or designee. Violation of this may lead to disciplinary action.

USE OF TELEPHONES

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

Telephones are available in the school for students to use when they are not in class. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

© 2018 NEOLA, Inc.

SECTION II - ACADEMICS

FIELD TRIPS

Field trips are planned for educational purposes to meet classroom objectives. All trips must be approved by the Principal. All field trips for overnight must be approved by the Board of Education. Dryden High School sponsored field trips require a permission slip signed by a parent/guardian.

Students may be excluded from field trips for behavior problems, poor attendance, excessive tardiness, or poor performance in classes. Students accept full responsibility for their actions on the trip. Students will be held to the same rules they follow when regular classes are in session.

Students are responsible for getting assignments for the day(s) they are absent and turning them in on time. Students who do not attend a field trip are expected to attend school.

GRADES

The school has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

Numeric Grade Values:

A	=	4.00	(92.5%)	C	=	2.00	(72.5%)
A-	=	3.67	(89.5%)	C-	=	1.67	(69.5%)
B+	=	3.33	(86.5%)	D+	=	1.33	(66.5%)
B	=	3.00	(82.5%)	D	=	1.00	(62.5%)
B-	=	2.67	(79.5%)	D-	=	0.67	(59.5%)
C+	=	2.33	(76.5%)	E	=	0.00	(59% and lower)

Incompletes are the responsibility of the student and must be made up within the following marking period. If not made up, all missing work will be factored in as zeroes and will be used in the calculation of the final grade.

Any course taught through Summit Learning will follow the Summit Learning grade scale.

© 2018 NEOLA, Inc.

Grade Point Average

To calculate a grade point average (GPA), assign a weighted point value to each course grade and divide by the total number of credits. For partial-credit courses use the fractional value of the grade. For example, a half credit course with an earned grade of C would be $.5 \times 2 = 1$. Then add this to the other grades earned for total points earned.

This total is then divided by the total credits earned for the GPA. This can be done by grading period, semester, year, or for a series of school years.

Grading Periods

Parents/Guardians shall receive a report card electronically at the end of each marking period indicating their grades for each course of study for that portion of the academic term.

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

PROMOTION, PLACEMENT, AND RETENTION

Dryden High School is a four-year high school. Credits toward graduation can be earned in grades 7, 8, 9, 10, 11, and 12. A Scope and Sequence of graduation requirements is available in the Counseling Office.

High school promotion requirements:

Class of 2022 - 23 out of 26

*6 -to move to 10th grade

*12 -to move to 11th grade

17 -to move to 12th grade

*no change needed

Class of 2023 - 22 out of 25

*6 -to move to 10th grade

11 -to move to 11th grade

16 -to move to 12th grade

*no change needed

Class of 2024 and all classes after - 21 out of 24

5 -to move to 10th grade

10 -to move to 11th grade

15 -to move to 12th grade

© 2018 NEOLA, Inc.

Requalification for class standing will be reviewed at the beginning of each semester. Semester changes will only affect students who have fallen behind.

Participation in commencement and all related senior activities is limited to those seniors who have met, or are expected to meet, all requirements for graduation. Behavioral violations may result in exclusion from graduation activities.

To be eligible for a Dryden High School diploma, students must fulfill the Michigan Merit Curriculum requirements, local requirements, and elective classes offered through Dryden High School. Pre-approved alternative courses **MAY** be used to fulfill graduation requirements. Students who transfer to Dryden High School may have their earned credits applied toward their Dryden High School diploma.

Students who are in jeopardy of not graduating with their cohort due to loss of credit may be allowed to enroll in and complete pre-approved summer school and/or night school courses for credit. Any courses taken without approval from the Dryden High School counselor will not be considered as fulfilling Dryden High School graduation requirements. All expenses associated with the approved summer and/or night school courses will be the responsibility of the student. The student will only be allowed to take coursework for credit recovery. It is the responsibility of the student to make arrangements to have documentation of successful completion of any coursework sent to the high school guidance office in a timely fashion.

Unique circumstances may warrant an appeal of this policy. All appeals should be directed to the Superintendent, who will decide if the appeal should be granted. The Superintendent's decision is final.

Testing Out

Credit will be given to a student who is not enrolled in a course but who has exhibited a reasonable level of mastery of the subject matter of the course by attaining a grade of no less than an 80% on the comprehensive final exam and/or projects. Credit will be assigned on a credit only basis and will not be included in the calculation of a student's grade point average. Credit will be accepted as fulfillment of a requirement in a course sequence and will count toward fulfillment of graduation requirements. A student may not try to test out of a class that he or she has previously failed.

The test out periods will be one week prior to or during the week of exams for each semester. All reasonable attempts should be made to notify the counselor of intent to test out during the first marking period of the semester. A student will be allowed one chance to test out of a specific class.

© 2018 NEOLA, Inc.

GRADUATION REQUIREMENTS

It shall be the policy of the Board of Education to acknowledge each student's successful completion of the instructional program or a personal curriculum appropriate to the achievement of District goals and objectives as well as personal proficiency, by the awarding of a diploma at graduation ceremonies.

The Board shall annually notify each of its students and a parent or legal guardian of each of its students that all students are entitled to a personal curriculum. The annual notice shall include an explanation of what a personal curriculum is and state that if a personal curriculum is requested, the public school or public school academy will grant that request. The District shall provide this annual notice to parent and legal guardians by sending a written notice to each student's home or by including the notice in a newsletter, student handbook, or similar communication that is sent to a student's home, and also shall post the notice on the District website.

The Board shall award a regular high school diploma to every student enrolled in this District who meets the requirements of graduation established by this Board, the Michigan Department of Education (MDE), and as provided by State law.

Credit may be earned by: A. traditional course work; B. demonstrating mastery of subject area content expectations or guidelines for the credit; C. related coursework in which content standards are embedded; D. non-traditional course work; E. independent teacher-guided study; F. testing out; G. dual enrollment; H. advanced placement courses; I. international baccalaureate or other "early college" programs; or J. Michigan

Department of Education (MDE)-approved formal career and technical (CTE) program or curriculum. K. on-line class

Special education students who properly complete the programs specified in their I.E.P., or in a personal curriculum, and meet the requirements for a high school diploma, and have received the recommendation of the I.E.P.C. may participate in graduation activities as recommended by the student's I.E.P.C. Reasonable accommodation shall be made for students with disabilities, as defined under State or Federal law, to assist them in taking any required tests or assessments for graduation.

For State-mandated curriculum requirements, a student shall be granted credit toward graduation if s/he successfully completes the subject area content expectations or guidelines developed by the department that apply to the credit. A student may also receive credit if s/he earns a qualifying score, as determined by the State on the assessments developed or selected for the subject area by the State or the student earns a qualifying score, as determined by the District on one or more assessments developed or selected by the School District that measure a student's understanding of the subject area content expectations or guidelines that apply to the credit. For subject areas and courses in which a final examination is used as the assessment for successful attainment of the subject area content, a grade of C+ or better is required.

The Board shall grant credit toward high school graduation for any student who successfully completes, prior to entering high school, a State-mandated curriculum requirement, provided s/he completes the same content requirements as the high school subject area, and the student has demonstrated the same level of proficiency on the material as required of the high school students. For elective courses, which are not State-mandated curriculum requirements, the Board shall grant credit to any high school student who is not enrolled in the course, but has exhibited a reasonable level of knowledge of the subject matter of the course by achieving C+ or better in the final exam for the course, or, if there is no final exam, through the basic assessment used for the course, which may consist of a portfolio, paper, project, presentation or other established means.

Such credit shall be counted toward the required number of credits needed for graduation. Mastery credits shall be counted toward any subject area requirement and any course sequence requirement. Once mastery credit is earned in a subject area, a student may not receive further credit for a lower sequence course in the same subject area.

A high school student shall be granted credit in any foreign language not offered by the District providing the student meets the competency criteria established by the Superintendent.

The career and technical education credits may include work-based learning by a student working at a business or other work setting with appropriate oversight by the District over the student's experience and learning in the work setting in which the work-based learning occurs.

Commencement exercises will include only those students who have successfully completed requirements as certified by the high school principal. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation, however, when personal conduct so warrants.

The Michigan Merit Curriculum specifies eighteen (18) required credits for graduation, which could be acquired through subject and integrated (mixed subject) classes, as well as, career and technical education programs.

Successful completion of the Michigan Merit Exam (MME) or an approved alternative assessment for students with special needs is required for graduation. Exceptions to accommodate unique student needs may be allowed as part of an I.E.P., I.E.P.C. and/or building accommodations plan. Students in special education shall receive a diploma if certified they have properly completed the requirements of their I.E.P. or I.E.P.C. The I.E.P. or I.E.P.C. shall identify the appropriate course or courses of study and identify the supports, accommodations, and modifications necessary to allow the pupil to progress in the curricular requirements, or in a Personal Curriculum, and meet the requirements for a high school diploma. They may participate in all graduation activities.

© 2018 NEOLA, Inc.

The Board has established the following as graduation requirements:

English	4 Credits
Mathematics	4 Credits
Science	3 Credits
Social Studies	3 Credits
Health Education	.5 Credit
Visual, Performing, and Applied Arts	1 Credit
Online Learning Experiences	
World Language	2 credits

Formal coursework OR an equivalent learning experience in grades K-12 (2 credits); **OR**

Formal coursework or an equivalent learning experience in grades K-12 (1 credit) **and** completion of a department approved formal career and technical education program **or** an additional visual, performing and applied arts credit (1 credit)

Physical Education .5 credit (or 2 seasons of DHS Varsity or JV sport, or 4 seasons of Marching Band)

High School students may replace a .5 credit of Physical Education with an MHSAA approved Dryden High School junior varsity or varsity sport and/or Marching Band Program as long as they have successfully completed the season as a good standing member. (This pertains **ONLY** to physical education credit guidelines, not the Health Education credit requirements)

Effective Fall 2017:

- A. Replace extracurricular activities (e.g. marching band and sports) for physical education requirements beginning 2017/2018 school year (not retroactive).
- B. Must be a JV or Varsity MHSAA board recognized sport.
- C. Must be a successful participant in Marching Band Program
- D. Student must be in good standing for the athletic season (sport) and/or marching band season
- E. Total of .25 replacement credit will be awarded for each sport up to a total of .5
- F. One band season for .125 credit up to a total of .5

Credit will be applied as a “pass” grade and will not be included in the computation of grade point average for any purpose.

POSTSECONDARY (DUAL) ENROLLMENT OPTIONS PROGRAM

The Michigan State Legislature passed Public Act 160 of 1996, the Postsecondary Enrollment Options Act and Public Act 258 of 2000, the Career and Technical Preparation Act also known as the "Dual Enrollment" bills. These bills modify and expand on provisions of the State School Aid Act providing for students to earn college credit while in high school. The bills also require that the board of a school district or public school academy ensure that each student in eighth grade or higher be given information about college course taking opportunities. The classes that students are eligible for must not be offered by the high school or academy and must lead towards postsecondary credit, accreditation, certification and/or licensing. For additional information and eligibility requirements, contact the counselor.

RECOGNITION OF STUDENT ACHIEVEMENT

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

Honor Roll(s)

Students who earn all A's in both semesters in ALL classes will be on the All A Honor Roll. Students who earn A's and B's in both semesters in ALL classes will be on the A/B Honor Roll. In order to receive these awards, students must receive credit in their seminar/advisory class. Students who receive no credit are ineligible to receive this award.

Athletic Awards

See Athletic Code Appendix

Special Awards

A. Criteria for grades 9 through 12

1. An academic letter will be awarded in the spring of each year to sophomores, juniors, and seniors who have achieved at least a 3.3 grade point average with no marking period or semester grade below a "B-" on the report card the previous academic year. Graduating seniors meeting the above standard will be recognized at graduation.

2. To be eligible for an academic letter, students must have done the following:

- Successfully completed a class schedule consisting of at least 6 credits the previous school year
- Attend Dryden High School for at least one full semester. A transfer student's grade point average from a former school will be accepted for the previous semester.

Only one academic letter will be awarded during a student's high school career. Those students continuing to maintain the criteria described above will be awarded an academic pin each subsequent year. The maximum possible for a student is one letter and three pins.

RANK IN CLASS

The cumulative grade point averages serve as the basis for rank in class. Grades (including pluses and minuses) from courses taken in grades 9 - 12 are used to compute the cumulative grade point average.

In order for a graduating senior to be eligible for all senior academic awards, including valedictorian and salutatorian, the student must have been enrolled at Dryden High School for the final two years of high school.

Grade point averages are carried out to the ten-thousandth and rounded off to the nearest thousandth. In case of a tie, there may be more than one valedictorian and/or salutatorian.

Grade point averages are figured using the following equivalents:

A	=	4.00	C	=	2.00
A-	=	3.67	C-	=	1.67
B+	=	3.33	D+	=	1.33
B	=	3.00	D	=	1.00
B-	=	2.67	D-	=	.67

C+ = 2.33 E = 0.00

The following formula will be used to determine the valedictorian and salutatorian: Use only Math, English, Science, Social Sciences and World Language grades for calculation; compute the GPA to a 4.0 scale; multiply the GPA x 250 to determine the GPA score. Take the highest test score of either the SAT (i.e., combined critical reading and math) or ACT (i.e., composite number); divide the SAT Score by 1.6; or multiply the ACT Score by 27.778. Add the resulting test score calculation to the GPA score to determine the overall “Phi Beta Kappa” score.

Using the scored results from the formula detailed above, the student with the highest computed score would be valedictorian; the student with the next highest computed score would be salutatorian. The class ranking system (cumulative Dryden High School GPA) would still remain. It is quite possible that there would be students who would be first in their class, and not be either the valedictorian or salutatorian. The top ten students would continue to be determined strictly on the basis of the class ranking (GPA) system.

© 2018 NEOLA, Inc.

<i>Step</i>	Calculation	Final Score
1	<p>Grade Point Average (G.P.A.): Convert to 4.0 scale and round to three decimals. Use grades only from: Math, English, Science, Social Sciences and World Language for all semesters through the first semester of the senior year.</p> <p>Score _____ $\frac{\text{GPA}}{\text{Multiplied by 250}} =$</p>	<p>_____</p>
2	<p>SAT or ACT Score (choose the one that produces the highest numerical value). Test scores must be submitted by January 31st. No scores submitted after that date, or from tests taken after that date, will be eligible for consideration.</p> <p>Score _____ $\frac{\text{SAT}}{\text{Divided by 1.6}} =$</p> <p>OR</p> <p>ACT Score _____ multiplied by 27.778</p>	<p>_____</p> <p>_____</p>

3	<p>Total Score (either GPA product plus SAT quotient <u>or</u> GPA product plus ACT product).</p> <p><i>*If more than 2,000 you have calculated incorrectly.</i></p>	<hr/>
---	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------

Academic Distinction

Academic distinction to be recognized at commencement (Honor Cords). Designated “levels of distinction” will be recognized using the class ranking system (cumulative Dryden High School GPA) and the following qualifiers:

Designation of Distinctions

Cum Laude (3.250 – 3.499) (“with academic distinction”)

Magna Cum Laude (3.500 – 3.749) (“with great academic distinction”) Summa Cum

Laude (3.750 – 4.000) (“with greatest academic distinction”)

HOMEWORK

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the State mandated test and graduation.

Homework will not generally be used for disciplinary reasons but only to enhance the student's learning.

COMPUTER TECHNOLOGY AND NETWORKS

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

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with state standards and district policy. Students will be expected to take the standard assessments as required by the State of Michigan. Testing dates and times will be announced. Make-up dates are scheduled, but unnecessary absences should be avoided during test periods.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Vocational and interest surveys may be given to identify particular areas of students interest or talent. Parents may view these surveys upon request.

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

SECTION III - STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

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

All school rules and policies apply.

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

© 2018 NEOLA, Inc.

Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

Dryden Community Schools encourages student participation in extracurricular activities in a variety of areas, including clubs, academic groups, and numerous others. This involvement is intended to further supplement and enrich the student experience, offering opportunities to explore interests, become involved, have quality social experiences, and attain valuable leadership, teamwork and organizational skills. Dryden believes that these experiences will also enhance student/teacher relations, building trust and a desire to achieve which help increase student achievement and development of the whole child.

In order to continue offering activities which will provide a rich variety of experiences for students, the criteria below will be used for establishing which activities are offered within the resources available. Prior to each school year in which the club will operate, the following information must be completed and approved as part of the overall offerings:

1. Club/Activity Name
2. Description of Club/Activity Purpose: A club constitution or document clearly stating purpose that supplements or enriches the regular curriculum
3. Number of Students Anticipated/Enrolled
4. Number of Meetings Scheduled: Provide a meeting schedule
5. Scheduled Meeting Time Length: Provide a meeting schedule
6. Is This Activity a Supplement to a Class?
7. Visibility/Impact (Number of competitions, concerts, publications)
8. Plan for Financial Expenses and Support: Fundraising, etc.
9. Facility Needs
10. Transportation Requirements and Associated Costs (if applicable)
11. Material, Equipment, Supply Needs and Related Costs
12. Fees Associated with the Activity

If approved and the club/activity is run, at the end of the year, the sponsor will submit a summary of meetings/activities/concerts/competitions held (or publications, etc.), along with the student sign in information. This information will be used to confirm payment, as well as determine status for the next school year.

The responsible administrator will review the summary to determine if the criterion was met for the activity. This will ensure accountability and maximum value to the students.

Minimum Criteria for All Clubs/Activities will be as follows:

- Minimum commitment of specified hours for any club/activity
- Minimum number for students in regular attendance or will require administrative waiver for less students
- Participation in applicable outside competition(s), activities, or culminating exhibition
- Promotion of club/recruitment of members
- Fundraising, as applicable
- Clubs require student sign-in sheets for meetings

© 2018 NEOLA, Inc.

- At the end of the school year, the sponsor will provide a summary of meetings/activities/concerts/competitions held (or publications, etc.), along with
- student sign in information. This information will be used to determine payment, as well as status for the next school year.

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

NON-SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The applicant for permission can be obtained from the principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that nonschool persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as prescribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

No non-district sponsored organization may use the name of the school or school mascot.

ATHLETICS

The school provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. A student's use of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and participation.

RESPONSIBILITIES OF THE ATHLETIC DIRECTOR:

It is the responsibility of the Athletic Director to assist students, parents/guardians, teachers and administration in becoming aware of opportunities for involvement in sporting activities. These responsibilities include, but are not limited to: scheduling contests, practices, buses, scrimmages, reviewing rules (both the rules of the Michigan High School Athletic Association (MHSAA) and those of Dryden Community Schools), handling discipline and recommending the hiring of all coaches and their seasonal evaluations.

EVENTS:

Students are encouraged not only to participate in athletic events, but to attend them as well. When attending an athletic event, students will be allowed to enter the event area up to 30 minutes prior to the start time. Students are to be courteous to visitors and display good sportsmanship.

Students who exhibit rude behavior or improper conduct will be removed from the area and will not receive a refund. No re-entry for the event will be permitted.

© 2018 NEOLA, Inc.

BUSING:

An important component of team building is the time that the team is together at practice as well as during travel to and from away contests. With that, parents/guardians are discouraged from taking athletes home from away contests. In the event that it is necessary for an athlete to leave immediately following the contest with a parent or guardian, written approval must be obtained through the Athletic Director prior to the event.

PARTICIPATION:

Physicals: According to the guidelines of the MHSAA, an athlete must have a physical on file in the school office prior to participating. **Physicals for the current season must have occurred after April 15 of the previous school year and expire April 14 of the current school year.**

Attendance (game day & practice): To participate in a practice or contest, a student must be in school a minimum of the last three (3) class periods on the day of the contest or practice, or have a pre-excused/pre-arranged absence on file with the main office for a reason other than illness.

Attendance (day after game): An athlete is expected to be on time and in school the entire next scheduled school day following a game. If an athlete is absent the day following a contest, the athlete may be suspended from the next contest if the absence is not pre-arranged. One excused absence will be allowed per season.

Absence (game or practice): An athlete must notify his/her coach prior to missing a practice or a game, or the absence will be declared unexcused. Unexcused absences may result in suspension and/or reduced playing time. All consequences of unexcused absences will be approved by the athletic director.

Criteria for Lettering:

The criteria for each sport will be determined by the Athletic Director and the coach of that sport. The approved criteria will be given in writing to every athlete prior to the first day of practice. Each coach shall notify those players not lettering within one week

following the past game of the season. The list of athletes who have lettered in that sport for that season must be submitted to the Athletic Director no later than one week after the season ends.

Team Rules:

Team rules will be established and agreed upon between the coach and the Athletic Director. These rules will not be in conflict with the established school rules of Dryden Community Schools.

Junior High School Only:

- No student will be cut from a team.
- Playing time requirements will be as follows for athletes who fully participate in practices and games:
 - Every junior high athlete must play a minimum of three minutes per contest. (basketball and football – volleyball is a whole game or 21 points). Each coach will be responsible to see that each athlete gets their playing time.

© 2018 NEOLA, Inc.

Eligibility/Academic Standards:

- A.** Eligibility will be determined on a biweekly basis, and students must be earning passing grades (“D” or better) in ALL subjects in order to be academically eligible to participate. A two week period runs a full fourteen days, from Monday of the first week to Sunday of the second week. If a student is declared ineligible due to grades, the Athletic Director will contact the coach, student and parent/guardian. Eligibility will be reinstated once the athlete is again passing all classes (“D” or better). An athlete who is determined to be ineligible because of failure to meet academic standards is still expected to attend practices unless the coach mandates otherwise. During home games, the athlete will be required to sit with his/her team; however, he/she will be in street clothes. During away contests, an athlete who is ineligible due to academic standards can only attend as a spectator, and may not travel on the team bus or sit with the team at the event.
- B.** If a student earns a failing grade for any subject in a quarter, he/she will be ineligible for the next quarter. Notification will be made to the student and the parent/guardian by the Athletic Director. If the student earns passing grades in ALL classes for the next quarter, they will be declared eligible to play in the new quarter.
- C.** Eligibility will also be determined on a semester basis. If a student earns passing grades in all classes for the semester, the athlete will be eligible to begin the new semester for that sport season. If a student fails one or more classes for the quarter, semester or both, he/she will be declared ineligible the next quarter unless credit(s) are made up during summer school, night school or approved online courses, at which point he/she will be declared eligible once final passing grade(s) are received by the Junior/Senior High School Office.

Conduct Standards:

The following actions will result in loss of playing time for athletes in all sports, on all levels:

- A. Discipline** – being referred to the principal’s office for behavior on the bus, or anywhere on school grounds.

B. **Suspension** – athletes will not be allowed to practice or participate in any events while serving either in-school or out-of-school suspension. Each suspension will result in a minimum loss of one contest.

C. **Civil and/or Criminal Law Violations:**

Description	First Offense	Second Offense
Use of or possession of smoking materials	Two weeks (when contests occur) suspension from the sport	Elimination from the sport
Possession, use of, sale of or conspiracy to purchase or sell alcoholic beverages (including those malt beverages labeled as “non-alcoholic”)	Four week (when contests occur) suspension from the sport, and probation for one calendar year. If the offense occurs towards the end of the season, the suspension will carry into the next season the athlete participates in athletics, even if that season falls in the next school year	Elimination from the sport
Possession, use of, sale of or conspiracy to purchase or sell illegal or unauthorized legal drugs or medications	Four week (when contests occur) suspension from the sport, and probation for one calendar year. If the offense occurs towards the end of the season, the suspension will carry into the next season the athlete participates in athletics, even if that season falls in the next school year	Elimination from the sport

If elimination from a sport occurs, no certificate, letter or pin will be awarded.

I have read and agree to follow the policies set forth in the Dryden Community Schools Athletic Code of Conduct. I realize participating in athletics is a privilege and I agree to abide by the Code of Conduct at all times.

Parent Name (please print)

Parent Signature

Date

Student Name (please print)

Student Signature

Date

All athletic programs of the District shall comply with the concussion protocols of the Michigan High School Association, the requirements of state law, and Department of Community Health guidelines regarding concussion awareness training and protection of youth athletes.

STUDENT EMPLOYMENT

The State of Michigan controls employment conditions of minors. Students between the ages of 14 and 17 must have a work permit before they can be employed. No student under 14 years of age may be issued a work permit. Students may obtain work permits from the Main Office.

SECTION IV - STUDENT CONDUCT

ATTENDANCE

School Attendance Policy

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

Attendance is important in the development of a high quality work ethic which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the School wants to help students develop as early as possible in their school careers.

Truancy

Unexcused absences from school (truancy) is not acceptable. After 10 days of truancy a student will be considered an "habitual truant" which can result in a report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child.

Excused Absences

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed school work and/or tests:

1. Illness (doctor's note must be provided);
2. Recovery from accident (doctor's note must be provided);
3. Required court attendance (written letter from court office must be provided);

4. Family emergency;
5. Death in the family/attendance at funeral (funeral card must be provided);
6. Family vacation (prearranged absences - forms available in the main office);
7. Doctor/dentist appointment which cannot be arranged outside of school hours (note must be provided from appt to be excused);
8. College visit (approved by the school counselor - documentation must be provided) - limit of two per year;
9. Job shadowing experiences (approved by the school counselor);
10. Educational experiences of direct value to the student's education, ie. Capstone (approved by the school counselor or an administrator); and
11. Chronic/long term illnesses, which are under a doctor's care (must provide doctor's note).

Special consideration: proof of hospitalization, doctor's confinement at home, serious illness, death in the immediate family.

Students with a health condition that causes repeated absence are to provide the school office with an explanation of the condition from a registered physician.

Parents must provide an explanation for their child's absence by no later than 10:00 a.m. on the day of the absence or by the following day. They are to call the Main Office at 810-796-2266 and explain the reason for the absence. If the absence can be foreseen, the parent should arrange to discuss the matter as many days as possible before the absence will occur so that arrangements can be made to assist the student in making up the missed school work.

Students who are excusably absent for 10 or more days in an academic year, regardless of the reasons, will be considered "frequently absent". If there is a pattern of frequent absence for "illness", the parents will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition.

A "frequently-absent" student will be placed on "attendance watch" to monitor whether or not the pattern continues. If it continues, the student may be denied the opportunity to participate in non-curricular school activities and events and a notation made on his/her transcript concerning his/her frequent absence from school. Such a report may be provided to postsecondary institutions and/or possible employers.

Suspension from School

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused.

A suspended student will be responsible for making up school work lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return from school. Assignments may be obtained from the teacher beginning with the first day of a suspension. Make up of missed tests may be scheduled when the student returns to school. The student will be given credit for properly completed assignments and a grade on any made-up tests.

Excusable, Non Approved Absence

If a student is absent from school because of suspension, the absence will not be considered a truancy, and s/he may be given the opportunity to make up the school work that is missed.

© 2018 NEOLA, Inc.

Unexcused Absences

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State.

Tardiness

Tardiness may result in additional absences. Students who arrive tardy to school (i.e. arrive after 7:25 a.m.) must report to the Main Office and will be marked tardy.

Students who arrive after 7:40 a.m. (but before the start of 2nd hour) will be considered absent for 1st hour. Students who are tardy for any class other than first hour will report directly to class and not to the office. If more than 15 minutes late, the student will be considered absent. Early dismissal may result in additional absences. Students missing more than 15 minutes from class due to early dismissal will be considered absent that class period (unless the dismissal is related to the exempt absences previously listed). Tardies and Early Dismissals will accumulate on a quarterly basis by hour with the following consequences: Any combination of three tardies and/or early dismissals in a class period (less than 15 minutes each) will be considered an absence. Teachers will contact parents/guardians for every three (3) tardies/early dismissals accrued.

Senior Class Attendance Incentive

In order to be exempt from first and second semester high school course exams, seniors need to adhere to the following guidelines:

- Each marking period grade must be 80% or higher
- Students will accrue no more than two absences of any type per marking period

Vacations During the School Year

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

Make-up of Tests and Other School Work

Students who are excusably absent from school or who have been suspended shall be given the opportunity to make-up work that has been missed. The student should contact the teacher as soon as possible to obtain assignments.

Makeup work due to suspension must be completed by the time the student returns to school.

Makeup work due to excused absence must be completed within the time frame given by the teacher.

© 2018 NEOLA, Inc.

If a student misses a teacher's test due to excused absence, s/he may make arrangements with the teacher to take the test. If s/he misses a State mandated test or other standardized test, the student should consult with the school counselor to arrange for taking the test.

STUDENT ATTENDANCE AT SCHOOL EVENTS

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

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

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

CODE OF CONDUCT

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

Expected Behaviors

Each student shall be expected to:

- abide by national, State, and local laws as well as the rules of the school;
- respect the civil rights of others;
- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background;
- complete assigned tasks on time and as directed;

- help maintain a school environment that is safe, friendly, and productive;
- act at all times in a manner that reflects pride in self, family, and in the school.

Dress and Grooming

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

Students should consider the following questions when dressing for school:

- Does my clothing expose too much? (no)
- Does my clothing advertise something that is prohibited to minors? (no)
- 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)

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents a risk to themselves or others, they may be removed from the educational setting.

The following guidelines should be adhered to:

- Shorts/Skirts/Dresses - must be little fingertip in length when hands are at side
- Jeans/pants with inappropriate holes may not be worn
- All clothing must cover undergarments
- Tops must be long enough to tuck in at the waistline
- Sleeveless open-sided tee shirts may not be worn
- Items which bare the back to the waistline or have plunging necklines may not be worn
- Tank tops/sleeveless shirts/sleeveless dresses can be worn with straps that are 1" wide at the narrowest point
- Clothing which advertises or supports alcohol, drugs, sexual activity/content, profanity, weapons, tobacco products, or illegal activities may not be worn
- Hats, head coverings, bandanas, or hoodies may not be worn
- Shoes that have 3 inch heels and over, or shoes with wheels shall not be worn

The Principal or designee will have the final decision on what is/is not permitted.

Students wearing the above mentioned will be asked and required to make the necessary modification before attending further classes. Any time lost due to changing clothes or calling home can be considered as unexcused.

Students who are representing Dryden Junior/Senior High School 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.

© 2018 NEOLA, Inc.

Gangs

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

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

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

Care of Property

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

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

STUDENT DISCIPLINE CODE

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the School's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE

(Organized by Rule Number)

Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from school.

1. Use of drugs

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

The Department of Community Health periodically distributes to the District the list of banned drugs based on bylaw 31.2.3.1 of the National Collegiate Athletic Association.

Use of any drugs or substances appearing on this list will affect the student's athletic and extracurricular participation.

The school has a "Drug Free" zone that extends 1000 feet beyond the district owned property (Dryden Elementary School, Dryden Junior/Senior High School, and Cardinal Field) boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.

2. Use of Breath-Test Instruments

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

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

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

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

3. Use of tobacco and Vaping Products

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco, electronic cigarettes, vape pens, or similar devices during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes. The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy.

4. Student disorder/demonstration

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is need to organize some form of demonstration, s/he is encouraged to contact the Principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.

5. Possession of a weapon

A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric

weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property (Dryden Elementary School and Dryden Junior/Senior High School) by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

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

- A. any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item
- B. any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle
- C. any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.)

6. Use of an object as a weapon

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion.

7. Knowledge of Dangerous Weapons or Threats of Violence

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

8. Purposely setting a fire

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

9. Physically assaulting a staff member/student/person associated with the District

Physical assault at school against a District employee, volunteer, or contractor which may or may not cause injury may result in charges being filed and may subject the student to expulsion. Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence."

10. Verbally threatening a staff member/student/person associated with the District

Verbal assault at school against a District employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a school related activity will be considered verbal assault. Verbal threats or assault may result in suspension and expulsion. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

11. Extortion

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

12. Gambling

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

13. Falsification of school work, identification, forgery

Forgery of hall/bus passes, permission slips, and absence excuses as well as false I.D.'s are forms of lying and are not acceptable.

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

14. False alarms, false reports, and bomb threats

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

15. Explosives

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

16. Trespassing

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

17. Theft

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

18. Disobedience

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

19. Damaging property

Vandalism and disregard for school property (Dryden Elementary School, Dryden Junior/Senior High School, and Cardinal Field) will not be tolerated. Violations could result in restitution, suspension, and/or expulsion.

20. Persistent absence or tardiness

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

21. Unauthorized use of school or private property

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

22. Refusing to accept discipline

The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.

23. Aiding or abetting violation of school rules

If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

24. Displays of affection

Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Such behavior may result in suspension from school or possibly expulsion.

25. Possession of Wireless Communication Devices (WCDs)

Except as authorized under Board policy, use of WCDs and electronic storage devices in school, on school property, at after school activities and at school-related functions will be subject to disciplinary action.

The school prohibits the use of any video device from any restroom, locker room or other location where students and staff “have a reasonable expectation of privacy.” A student improperly using any device to take or transmit images will face disciplinary action up to and including suspension, loss of privileges, and may be recommended for expulsion.

“Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, s/he will fail the assessment and may be subject to additional disciplinary action.

26. Violation of individual school/classroom rules

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

27. Violation of bus rules

Please refer to Section V on transportation for bus rules.

28. Disruption of the educational process

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

29. Harassment

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

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students.

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, computer or wireless handheld device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Any student that believes s/he has been/or is the victim of harassment should immediately report the situation to the teacher, the principal or assistant principal. Complaints will be investigated in accordance with AG 5517.

Every student should, and every staff member **must** report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

If the investigation finds harassment occurred it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employee, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members.

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

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

Harassment

- A. submission to such unwelcome conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;
- B. submission to, or rejection of, the unwelcome conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District;
- C. the unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

Sexual Harassment, may include, but is not limited to:

- A. verbal harassment or abuse;
- B. pressure for sexual activity;
- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;
- E. sexual jokes, posters, cartoons, etc.;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, or safety,;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

29a. Hazing

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

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

- A. illegal activity, such as drinking or drugs;
- B. physical punishment or infliction of pain
- C. intentional humiliation or embarrassment;
- D. dangerous activity;
- E. activity likely to cause mental or psychological stress;
- F. forced detention or kidnapping;
- G. undressing or otherwise exposing initiates.

29b. Bullying and Other Aggressive Behavior

The Dryden Community Schools Board of Education recognizes that a school that is physically and emotionally safe and secure for all students promotes good citizenship, increases student attendance and engagement, and supports academic achievement. To protect the rights of all students and groups for a safe and secure learning environment, the board of education prohibits acts of bullying, harassment, and other forms of aggression and violence. Bullying or harassment, like other forms of aggressive and violent behaviors, interferes with both a school’s ability to educate its students and a student’s ability to learn. All administrators, faculty, staff, parents, volunteers, and students are expected to refuse to tolerate bullying and harassment and to demonstrate behavior that is respectful and civil. It is especially important for adults to model these behaviors (even when disciplining) in order to provide positive examples for student behavior.

“Bullying” or “harassment” is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e., cyberbullying, through the use of internet, cell phone, personal digital assistant (pda), computer, or wireless handheld device, currently in use or later developed and used by students) that is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress and may be motivated either by bias or prejudice based upon any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic, or is based upon association with another person who has or is perceived to have any distinguishing characteristic. Bullying and harassment also include forms of retaliation against individuals who report or cooperate in an investigation under this policy. Such behaviors are considered to be bullying or harassment whether they take place on or off school property, at any school-sponsored function, or in a school vehicle or at any time or place where a child’s imminent safety or overall well being may be at issue.

“Bullying” is conduct that meets all of the following criteria:

- is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress;
- is directed at one or more pupils;
- is conveyed through physical, verbal, technological or emotional means;

- substantially interferes with educational opportunities, benefits, or programs of one or more pupils;
- adversely affects the ability of a pupil to participate in or benefit from the school district's or public school's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing emotional distress; and,
- is based on a pupil's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

“Harassment” is conduct that meets all of the following criteria:

- is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress;
- is directed at one or more pupils;
- is conveyed through physical, verbal, technological or emotional means;
- substantially interferes with educational opportunities, benefits, or programs of one or more pupils;
- adversely affects the ability of a pupil to participate in or benefit from the school district's or public school's educational programs or activities because the conduct, as reasonably perceived by the pupil, is so severe, pervasive, and objectively offensive as to have this effect; and,
- is based on a pupil's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

The scope of this policy includes the prohibition of every form of bullying, harassment, and cyberbullying/harassment, whether in the classroom, on school premises, immediately adjacent to school premises, when a student is traveling to or from school (portal to portal), or at a school-sponsored event, whether or not held on school premises. Bullying or harassment, including cyberbullying/ harassment, that is not initiated at a location defined above is covered by this policy if the incident results in a potentially material or substantial disruption of the school learning environment for one or more students and/or the orderly day-to-day operations of any school or school program.

The Dryden Community Schools Board of Education expects students to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students, school staff, volunteers, and contractors.

The Dryden Community Schools Board of Education believes that a comprehensive health education curriculum, within a coordinated school health framework, helps students attain knowledge and skills vital to school success, a productive workforce and good citizenship. Critical skills include anticipating consequences of choices, making informed decisions, communicating effectively, resolving conflicts, and developing cultural competency.

The Dryden Community Schools Board of Education recognizes that in order to have the maximum impact, it is critical to provide a minimum of annual training for school employees and volunteers who have significant contact with pupils on school policies and procedures regarding bullying and harassment. Training will provide school employees with a clear understanding of their roles and responsibilities and the necessary skills to fulfill them.

The Dryden Community Schools Board of Education believes that standards for student behavior must be set through interaction among the students, parents and guardians, staff, and community members of the school district, producing an atmosphere that encourages students to grow in self-discipline and their ability to respect the rights of others. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff, parents, and community members.

The Dryden Community Schools Board of Education believes that the best discipline for aggressive behavior is designed to (1) support students in taking responsibility for their actions, (2) develop empathy, and (3) teach alternative ways to achieve the goals and to solve problems that motivated the aggressive behavior. Staff members who interact with students shall apply best practices designed to *prevent* discipline problems and encourage students' abilities to develop self-discipline and make better choices in the future.

Since bystander support of bullying and harassment can encourage these behaviors, the district prohibits both active and passive support for acts of harassment or bullying. The staff should encourage students *not* to be part of the problem; *not* to pass on the rumor or derogatory message; to walk away from these acts when they see them; to constructively attempt to stop them; to report them to the designated authority; and to reach out in friendship to the target. Periodic classroom meetings should be conducted to teach bystanders how and when to respond to bullying and harassment incidents. Informal classroom discussions and activities designed to provide awareness and increase student connectedness promote a positive shift in peer norms that will support empowered bystanders. When bystanders do report or cooperate in an investigation, they must be protected from retaliation with the same type of procedures used to respond to bullying and harassment.

The Dryden Community Schools Board of Education requires its school administrators to develop and implement procedures that ensure *both* the appropriate consequences *and* remedial responses to a student or staff member who commits one or more acts of bullying and harassment. The following factors, at a minimum, shall be given full consideration by school administrators in the development of the procedures for determining appropriate consequences and remedial measures for each act of harassment or bullying.

Factors for Determining Consequences

- Age, development, and maturity levels of the parties involved
- Degree of harm (physical and/or emotional distress)
- Surrounding circumstances
- Nature and severity of the behavior(s)
- Incidences of past or continuing pattern(s) of behavior
- Relationship between the parties involved
- Context in which the alleged incident(s) occurred

Note: In order to ensure students' perception of fair and impartial treatment, a student's academic or athletic status is *not* a legitimate factor for determining consequences. Consequences must be perceived as fair and impartial.

Factors for Determining Remedial Measures

Personal

- Life skill competencies
- Experiential deficiencies

- Social relationships
- Strengths
- Talents
- Traits
- Interests
- Hobbies
- Extra-curricular activities
- Classroom participation
- Academic performance

Environmental

- School culture
- School climate and lack of connectedness
- Student-staff relationships and staff behavior toward the student
- Level of consistency in staff responses to bullying or harassing behaviors
- Level of consistency in application or severity of consequences given to students
- Staff-staff relationships witnessed by students
- General staff management of classrooms and other educational environments
- Staff ability to prevent and de-escalate difficult or inflammatory situations
- Social-emotional and behavioral supports
- Social relationships
- Community activities
- Neighborhood culture
- Family situation
- Range and number of opportunities for student engagement, involvement, and recognition for achievement (beyond academics and athletics)

Consequences and appropriate remedial actions for a student or staff member who engages in one or more acts of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion, in the case of a student, or suspension or termination in the case of an employee, as set forth in the board of education's approved code of student conduct or employee handbook.

School employees will also be held accountable for bullying or harassing behavior directed toward school employees, volunteers, parents, or students.

Consequences for a student who commits an act of bullying and harassment shall vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance, and must be consistent with the board of education's approved code of student conduct. Remedial measures shall be designed to: *correct the problem behavior*; *prevent another occurrence* of the behavior; and *protect the victim* of the act. Effective discipline should employ a school-wide approach to adopt a rubric of bullying offenses and the associated consequences. The consequences and remedial measures may include, but are not limited to, the examples listed below:

Examples of Consequences

- Admonishment
- Participation in a guided reflection process designed to teach alternative behavior
- Temporary removal from the classroom
- Loss of privileges
- Classroom or administrative detention
- Referral to disciplinarian
- In-school suspension during the school week or the weekend, for students
- Out-of-school suspension

- Legal action
- Expulsion or termination

Examples of Remedial Measures

Strategies for Individual Behavioral Change:

- Framing the aggressive behavior as a failed attempt to solve a real problem or reach a goal. The adult assists the misbehaving student to find a better way to solve the problem or meet the goal.
- Restitution and restoration
- Transformative conferencing/restorative justice practices
- Supervised peer support group
- Corrective instruction or other relevant learning or service experience
- Supportive discipline to increase accountability for the bullying offense
- Supportive interventions, including participation of an Intervention and Referral Services team, peer mediation, etc.
- Behavioral assessment or evaluation, including, but not limited to, a referral to a Child Study Team, as appropriate
- Behavioral management plan, with benchmarks that are closely monitored
- Involvement of school disciplinarian
- Student counseling
- Parent conferences
- Student treatment
- Student therapy

Strategies for Environmental Change (Classroom, School Building, or School District):

- Activities or strategies designed to help the student who engaged in bullying or harassment reflect on the offending behavior, maintaining an emotionally-neutral and strength-based approach
- School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation, or bullying
- Change process to improve school culture
- School climate improvement/improvement in conditions for learning and instructional pedagogy (incorporation of brain-compatible strategies)
- Adoption of research-based, systemic bullying prevention programs
- Modifications of schedules
- Adjustments in hallway traffic
- Modifications in student routes or patterns traveling to and from school
- Increased supervision and targeted use of monitors (e.g., hallway, cafeteria, bus)
- General professional development programs for certificated and non-certificated staff
- Professional development plans for staff in key disciplinary roles
- Disciplinary action for school staff who contributed to the problem
- Parent conferences
- Referral to family counseling
- Increased involvement of parent-teacher organizations
- Increased involvement of community-based organizations
- Increased opportunities for parent input and engagement in school initiatives and activities
- Development of a general bullying/harassment response plan
- Peer support groups
- Increase communication with and involvement of law enforcement (e.g., school resource officer, juvenile officer)
- Engage in community awareness events and planning sessions

The Behavioral assessment or evaluation, including, but not limited to, a referral to a Child Study Team, as appropriate:

- Behavioral management plan, with benchmarks that are closely monitored
- Involvement of school disciplinarian
- Student counseling
- Parent conferences
- Student treatment
- Student therapy

The Dryden Community Schools Board of Education requires the principal and/or the principal's designee at each school to be responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the principal or the principal's designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy.

Students may submit a report or complaint through the OK2Say link on the district website, to any of the above designated officials through email, voicemail, regular mail or by leaving a sealed note addressed to the individual at that person's office or desk.

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

The Dryden Community School Board of Education requires the principal and/or the principal's designee to be responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the principal and/or the principal's designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. The investigation is to be completed within three school days after a report or complaint is made. The parents of the students involved shall receive written notice from the school on the outcome of the investigation (in compliance with current privacy laws and regulations). All reports on instances of bullying and/or harassment must be recorded by the school for annual data review.

The Dryden Community School Board of Education prohibits reprisal or retaliation against any person who reports an act of bullying or harassment or cooperates in an investigation. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

The Dryden Community School Board of Education prohibits any person from falsely accusing another as a means of bullying or harassment. The consequences and appropriate remedial action for a *person* found to have falsely accused another as a means of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion. Consequences and appropriate remedial action for a *school employee* found to have falsely accused another as a means of bullying or harassment shall be in accordance with district policies, procedures, and agreements.

The Dryden Community School Board of Education requires school officials to annually disseminate the policy to all school staff, students, and parents, along with a statement explaining that it applies to all applicable acts of harassment and bullying that occur on school property, at school-sponsored functions, or on a school bus. The chief school administrator shall develop an annual process for discussing the school district policy on harassment and bullying with students and staff. All new hires will be required to review and sign off on this policy and the related complaint procedure.

The school district shall incorporate information regarding the policy against harassment or bullying into each school employee training program and handbook.

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Notification

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

Implementation

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

Procedure

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

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

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

Non-Retaliation/False Reports

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The District shall provide, and all administrators, school employees, contracted employees and volunteers who have significant contact with students shall undertake

annual training on preventing, identifying, responding to, and reporting incidents of bullying and other aggressive behavior.

The District shall provide, and all students shall undertake, annual training on preventing, identifying, responding to, and reporting incidents of bullying, cyber bullying and other aggressive behavior.

© 2018 NEOLA, Inc.

Definitions

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

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

"At School" is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

"Bullying" is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless handheld device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

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

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

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For further definition and instances that could possibly be construed as:

Harassment, see Policy 5517;

Hazing, see Policy 5516.

M.C.L. 380.1310B (Matt's Safe School Law, PA 241 of 2011)
 Policies on Bullying, Michigan State Board of Education
 Model Anti-Bullying Policy, Michigan State Board of Education

30. Possession of a Firearm, Arson, and Criminal Sexual Conduct

In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property (Dryden Elementary School, Dryden Junior/Senior High School, and Cardinal Field), including school buses and other school transportation.

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

Students shall be subject to disciplinary action (Suspension/Expulsion) as required by statute for such specified offenses as physical and verbal assault (see Policy 5610.01).

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to students with disabilities. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines which are available in the principal's office.

Criminal acts

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

Students should be aware that state law requires that school officials, teachers and appropriate law enforcement officials be notified when a student of this District is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.

Safety Concerns

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

Profanity

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

DISCIPLINE

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

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

Two types of discipline are possible, informal and formal.

Informal Discipline

Informal discipline takes place within the school. It includes change of seating or location; lunchtime or after-school detention; and/or in-school restriction.

© 2018 NEOLA, Inc.

Detentions

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

Formal Discipline

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

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

If a student is suspended for ten days or more, the parents may appeal the suspension, in writing, to the Superintendent and a formal appeal hearing will be held.

Suspension from co-curricular and extra-curricular activities may not be appealed.

When a student is being considered for expulsion, a formal hearing is scheduled with the Board of Education and the parents will be given written notice of the hearing and will be expected to attend. The Superintendent then takes testimony and determines if a recommendation to expel is to be made to the Board of Education. This decision may also be appealed. In the case of expulsion, the student remains out of school during the appeal period. Work missed during an expulsion cannot be made up and usually results in a loss of credit.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the School rules.

If a student commits a crime while at school or a school-related event, s/he may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime)

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

DUE PROCESS RIGHTS

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

Suspension from School

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified within one (1) business day of the reason for and the length of the suspension. Suspension from co-curricular and extra-curricular activities may not be appealed.

When a student is suspended, s/he may make-up work missed while on suspension.

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

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

Long-term suspension or expulsion from school

When a student is being considered for long-term suspension (more than ten (10) days) or expulsion, the student will receive a formal letter of notification addressed to the parents which will contain:

- * the charge and related evidence;
- * the time and place of the Board meeting;
- * the length of the recommended suspension or a recommendation for expulsion;
- * a brief description of the hearing procedure;
- * a statement that the student may bring parents, guardians, and counsel;
- * a statement that the student and/or parent may bring a translator or request a transfer for hearing impaired students or parents;
- * a statement that the student may give testimony, present evidence, and provide a defense;
- * a statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction;
- * the ability of the student and/or parent to request, potentially at their own cost, a transcript of the hearing, if Board/hearing officer approved.

Students being considered for long-term suspension or expulsion may or may not be immediately removed from school. A formal hearing is scheduled with the Board of Education, during which the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice.

Within ten days (as in AG 5610) after notification of long-term suspension or expulsion, the long-term suspension or expulsion may be appealed, in writing, to the Superintendent. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. The appeal will be heard in an open session unless the student or the student's parent or guardian requests a closed session. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

Dryden Junior/Senior High School makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have

questions regarding the propriety of an in-school disciplinary action, they should contact the Assistant Principal.

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

SEARCH AND SEIZURE

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

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

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

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

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

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

- A. A material cannot be displayed if it:

1. is obscene to minors, libelous, indecent and pervasively or vulgar,
2. advertises any product or service not permitted to minors by law,
3. intends to be insulting or harassing,
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 first to the teacher/advisor and then to administration twenty-four (24) hours prior to display.

STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES

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

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

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

© 2018 NEOLA, Inc.

SECTION V - TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

Riding a school bus shall be considered a privilege available to resident students only when they behave responsibly and follow all established rules and regulations. The school district is not compelled to transport any student who does not follow the bus driver's reasonable directions or does not conform to all rules and regulations.

The following rules and regulations have been established to ensure the safety of all students and drivers:

1. Only students eligible for transportation will be permitted to ride school buses.
2. Students must ride assigned bus and get off bus at assigned stop unless prior permission is granted by parent/guardian and principal. Parent/guardian must state reason on the note for riding different bus.
3. The driver is in charge of the bus, and students shall regard him/her with respect and courtesy.
4. While waiting for the bus:
 - a. Get to your bus stop 5 minutes early.
 - b. Stand back from the road.
 - c. Stand quietly and respect people's property.
 - d. Do not push, fight or play games.
 - e. Wait until the bus completely stops before attempting to board. If crossing the road to board, wait for the driver's signal to cross.
5. While boarding or departing the bus:
 - a. Step on and off quickly and quietly.
 - b. Do not push, fight, or play games.
 - c. Watch your step.
 - d. Cross properly 10 feet in front of the bus after stopping and looking to ensure traffic is clear.
 - e. Do not cross between parked vehicles.
6. While on the bus:
 - a. Stay in one seat and remain seated until the bus stops.
 - b. Keep feet and articles out of the aisles.
 - c. Talk quietly and never play active games.
 - d. Do not throw anything on the bus or out of the window.
 - e. Keep all parts of body inside the bus.
 - f. Be silent at railroad tracks.
 - g. Do not shout, whistle, or gesture to people from the bus window.
 - h. Students must cooperate in all bus evacuation drills.
 - i. Objects may not be hung out of the bus windows.
7. In the event of an emergency:
 - a. Stay calm.
 - b. Listen for instructions.
 - c. Exit quickly and quietly.
 - d. Use emergency door only during emergencies or drills.
8. Spectator Bus Policy:
 - a. Spectator buses are for Dryden students and residents.
 - b. Spectator buses must be adequately chaperoned.
 - c. Students must return on the spectator/field trip bus unless the parent/guardian obtains written permission from the main office allowing the student to ride home with the parent/guardian. This written permission must be presented to the bus chaperone by the parent/guardian following the event.
9. The driver may assign seating or direct students in any reasonable manner to maintain that transportation safety.

Failure to comply with the above rules may result in the student being denied the privilege of riding a Dryden school bus or some other disciplinary measures. The Assistant Principal, Principal, and/or Director of Transportation will handle all suspensions from the bus.

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

VIDEOTAPES ON SCHOOL BUSES

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

If a student misbehaves on a bus and his/her actions are recorded on a 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.

PENALTIES FOR INFRACTIONS

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

SELF-TRANSPORTATION TO SCHOOL

Parking on school property is a privilege which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school.

The following rules shall apply:

Parking lot speed limit is 15 mph.

The student must obtain a permit from the Main Office.

Students may not park in spaces or rows designated for staff and/or visitors.

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

When the school provides transportation, students shall not drive to school-sponsored activities unless written permission is granted by their parents and approved by administration.

Approved student drivers may not transport other students to a school sponsored activity without written permission from the parents of passenger students and approval by administration.