

Au Gres-Sims Middle & High School Student Handbook



2023-2024

Dear Au Gres-Sims Families,

It is a pleasure to welcome you to the Au Gres-Sims School community. We take great pride in our strong commitment to building effective home/school partnerships. It is the essence of what makes our students feel safe, confident and ready to learn.

Our experience tells us that students are most likely to succeed when there is collaboration between home and school. Clear and consistent communication and cooperation creates an environment which fosters the greatest possible academic, social and emotional growth.

This handbook is designed to familiarize you and your child with our school's structure, programs, policies and procedures. We hope you find many opportunities to participate as active members of our school community. The PTO offers many avenues throughout the year for you to stay informed and involved. The staff and I are happy to talk with you at any time. We look forward to working with you so that all of our students will realize their greatest potential.

Please feel free to contact me if you have any questions, suggestions or concerns. Again, I am delighted to welcome you to the Au Gres-Sims School District. I look forward to your support and participation as together we continue the tradition of excellence at Au Gres-Sims.

Chad Zeien,
K-12 Principal

It is the mission of the Au Gres-Sims School District to educate all students to be caring, productive, and self-fulfilled citizens.

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AU GRES-SIMS SCHOOL DISTRICT

2023-2024 SCHOOL CALENDAR

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|------------------|---|
| August 22 | First Day for Teachers - Professional Development for Staff |
| August 23 | Open House Elementary Open House 4:30 - 6:00 p.m. Middle/High School Open House 5:00 - 6:30 p.m. |
| August 23 & 24 | Professional Development for Staff |
| August 28 | First Day for Students |
| September 1 | No School |
| September 4 | No School |
| September 20 | Early Dismissal for Students @ 1:00 p.m. – Professional Development for Staff |
| October 18 | Early Dismissal for Students @ 1:00 p.m. – Professional Development for Staff |
| October 19 | MS/HS Parent/Teacher Conferences 4:00 p.m. - 7:00 p.m. |
| October 27 | End of First Marking Period |
| November 7 | Professional Development for Staff -NO SCHOOL FOR STUDENTS |
| November 13 | Elementary Parent/Teacher Conferences 4:00 p.m. - 7:00 p.m. Regular Student Day |
| November 14 | Elementary Parent/Teacher Conferences 4:00 p.m. - 7:00 p.m. Regular Student Day |
| November 15 | No School |
| November 23- 24 | No School - Thanksgiving Break |
| Dec. 22 - Jan. 2 | No School - Holiday Recess |
| January 3 | School Resumes |
| January 10 | Early Dismissal for Students @ 1:00 p.m. - Final Exams Regular Teacher Day |
| January 11 | Early Dismissal for Students @ 1:00 p.m. - Final Exams Regular Teacher Day |
| January 12 | No School / Records Day / End of Second Marking Period & End of First Semester |
| February 9-12 | Mid-Winter Break |
| February 21 | Early Dismissal for Students @ 1:00 p.m. – Professional Development for Staff |
| March 20 | Early Dismissal for Students @ 1:00 p.m. – Professional Development for Staff |
| March 21 | MS/HS Parent/Teacher Conferences 4:00 - 7:00 p.m. |
| March 22 | End of Third Marking Period |
| March 29 | Good Friday |
| April 1– April 7 | No School - Spring Recess |
| April 8 | School Resumes |
| April 10 | Elementary Parent/Teacher Conferences 4:00 p.m. - 7:00 p.m. |
| April 17 | Early Dismissal for Students @ 1:00 p.m. - Professional Development for Staff |
| May 15 | Early Dismissal for Students @ 1:00 p.m. - Professional Development for Staff Parent / Teacher Conference / Graduation Attend Exchange for Secondary Staff |
| May 27 | No School - Memorial Day |
| May 31 | HS Graduation Class of 2023 |
| June 5 | Early Dismissal for Students @ 1:00 p.m. - Final Exams |
| June 6 | Early Dismissal for Students @ 1:00 p.m. - Final Exams End of Fourth Marking Period & End of Second Semester Last Day for Students |

June 7

Last Day for Teachers - Records Day

General Information

NOTICE OF NON-DISCRIMINATION (TITLE IX COMPLIANCE)

In accordance with the Board adopted on Nondiscrimination On The Basis Of Sex In Education Programs Or Activities, Policy 2266, the Au Gres-Sims School District ensures equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

The following people have been designated to serve as the District's Title IX Coordinators and Civil Rights Compliance Officers for matters involving alleged discrimination.

Any inquiries regarding the School District's nondiscrimination policies should be directed to:

Jennifer Socha
Au Gres-Sims School District
310 S. Court St. P.O. Box 648
Au Gres, MI 48703
Telephone: 989.876.7150
Fax: 989.876.6752

Chad Zeien
Au Gres-Sims School District
310 S. Court St. P.O. Box 648
Au Gres, MI 48703
Telephone: 989.876.7150
Fax: 989.876.6752

For further information, you may also contact:

Office for Civil Rights
U.S. Department of Education
1350 Euclid Avenue, Suite 325 Cleveland, OH 44115
Telephone: 216-522-4970
FAX: 216-522-2573 ; TDD: 877-521-2172
E-mail: OCR.Cleveland@ed.gov

STUDENT RIGHTS AND RESPONSIBILITIES

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

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

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

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

If residing at home, adult students should include their parents in their educational program.

STUDENT WELL-BEING

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

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

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

When dealing with pandemic illnesses and/or emergency situations, normal operating procedures may be altered throughout the year based upon guidance from health and governmental agencies to ensure the safety of all families on and off campus.

INJURY AND ILLNESS

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

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

HOMEBOUND INSTRUCTION

The 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 principal. 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 instruction; present evidence of the student's ability to participate in an educational program.

LOCKERS

Lockers will be assigned to students at the beginning of the school year with the expectation that original locks are kept on throughout the year. The students are expected to keep the locker neat and clean. No openly stored glass containers are allowed in the lockers. All containers, including beverages, must be sealed while in the locker. All food and drink will be consumed in the designated eating area.

All locks used on these lockers must be issued by the office. Any other lock will have to be removed, or it can be cut off after a warning to the student is given. Students are responsible for the return of school issued locks. Students in grades 6 – 12 are required to secure their lockers with a school issued lock. Missing or damaged locks must be replaced by the school at a cost to the student of \$5.00.

Students are not to share lockers and are to remain in their assigned locker. Students are not to share their locker combination with other students.

It is the policy of the Au Gres-Sims School District Board of Education that school properties may be inspected by school authorities in the interest of security, maintenance, health, and safety. Lockers, although assigned to pupils, are school property and may be reasonably inspected. Insofar as possible, the pupil to whom the use of the locker is granted may be present for a select locker inspection whenever there is reasonable indication that an abuse has taken place. When necessary, two members of the staff may conduct an inspection together, particularly if the student is not present in this selected search.

A general inspection for the purpose of attempting to locate drugs, narcotics, liquor, weapons, poisons, missing properties, and cleanliness are matters relating to health and safety, security, and maintenance, and may be regarded as reasonable purposes for inspection by school personnel, including canine searches, whenever there is reasonable indication that an abuse has taken place.

MEAL SERVICE

The Au Gres-Sims School District participates in the National School Lunch Program and Community Eligibility Provision Program. Through the Community Provision Program, breakfast and lunch is provided free of charge daily to all Au Gres-Sims students.

A cafeteria is in operation in the multi-purpose room to provide a hot meal for all students in both buildings who wish to take advantage of it. Students may carry their lunch and eat in the designated area as determined by the principal.

No food or drink is to be taken out of the multi-purpose room or designated eating area, with the exception of water which must be in a clear spill-proof container. Food brought in from outside during the school day will be kept in the office unless permission is granted through the Principal's Office to be stored elsewhere. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the principal.

Proper nutrition is an important part of a child's ability to think and learn. We realize that it is not uncommon for children to forget and/or lose their lunch money. It is our policy to allow students to charge breakfast and/or lunch occasionally when this happens. However, we are not able to extend credit to parents for the purchase of breakfast and lunch. The food service supervisor will contact the parent/guardian to resolve matters of unpaid debt/charges. All households with a negative lunch account balance shall be contacted through email, phone, or letter home to provide account information and how to apply for free and reduced meals. Children with more than \$15 in meal charges will not be allowed to charge additional meals. The school district may offer an alternate meal choice to those students who have met the \$15 charge limit. The meal that is offered may be eligible for reimbursement, in which the meal meets the State meal pattern requirements. For example, a soy butter and jelly sandwich, apple, salad cup, and milk. If charges accumulated by a senior are not paid, he/she will not be permitted to participate in class night or the graduation ceremony until all fines are paid. All accounts must be settled before the end of the school year.

Regarding uncollectable meal balances, see the Bad Debt Policy on the School District's website.

DANCE / PROM POLICY

All persons not enrolled at Au Gres-Sims High School must be approved by the principal at least 3 days prior to attending any dance or Prom as a guest. Au Gres-Sims students must first sign up their guest in the office and pick up a "Guest Information Approval Form" at the office for their guest to fill out and return to the Au Gres-Sims Principal for approval to attend. For all high school dances, guests may not be a middle school student (from any school district), and may not be more than 19 years old. No guests are allowed at middle school dances.

CLASS ACTIVITIES

Each class ordinarily carries on a series of activities during the year, usually for the purpose of raising funds to finance their graduation and other projects for which the class is responsible.

Before any activity may be scheduled, the class representative must secure, from the principal, a date on which the event may be held. This is necessary to avoid several activities being scheduled at, or near, the same time.

In case of conflict, the request by the higher grade will be honored. Once a date is secured, a permit authorizing the event (Building Use Request or Fundraising Form) must be filled out, completed, and returned to the office 10 days prior to the scheduled event.

FUNDRAISERS

Only clubs, athletic teams, and classes recognized by and associated with the Au Gres-Sims Middle and High School will be allowed to conduct fundraisers. All fundraisers must be in compliance with health and safety standards. Students may not participate in fundraising activities off school property without proper supervision by approved staff or other adults. All fundraisers must follow the procedures set forth under the Class Activity section of this handbook. All other fundraisers are prohibited and will be dealt with on an individual basis by the principal.

Requests for fundraisers must be submitted for approval seven (7) days prior to the start of a requested fundraiser. The administration reserves the right to make exceptions, where appropriate, to this deadline.

ENROLLMENT CRITERIA FOR THE AU GRES-SIMS SCHOOL DISTRICT

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides unless enrolling under the District's open enrollment policy. Students must be living in the school district with custodial parent(s) or legal guardian (not to include power of attorney), or be legally emancipated and living within the school district, or obtained the age of 18 years old, or be living in the district under the order or direction of a court or a child-placing agency in a licensed home, or be living in the home of relatives in the school district for the purpose of securing a suitable home and not for educational purposes. Legal guardianship must be proven, verified, and copied for student files. If living with a relative, proof of family relationship that conforms to Section 722.111 of Public Act 116 of 1973, which includes relationship through: marriage, blood or adoption, parent, grandparent, brother, sister, stepparent, stepsister, stepbrother, uncle, aunt, or cousin. The relationship must be shown and verified, so that a copy can be filed, as well as a letter signed, which states the reason that conforms to Section 380.1148 of the Michigan General School Laws. A request can be refused if it does not comply with these statutes. All affidavits can be required by the administration in addition to the letter. These relatives will be required to provide a document showing that they have power of attorney. When conducting themselves in school, adult students have the responsibilities of both student and parent.

In certain situations, the principal can supersede the decisions of the adult in the best interest of the student.

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

The custodial parent(s), legal guardian(s), or 18-year-old student is required to sign a release of previous school records provided by the Au Gres-Sims Schools. Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The school secretary will assist in obtaining the transcript, if not presented at the time of enrollment.

Students who have been expelled from other districts or private schools, have met all of the criteria for enrollment, and who are shown to be the responsibility of the Au Gres-Sims Schools to educate, will be required to sign a Behavioral Agreement with the administration and the Au Gres-Sims Board of Education prior to beginning school. It is the policy of the Au Gres-Sims School District not to accept those students who have been suspended or expelled from other school districts as school of choice or tuition students. Pupils expelled by another school district under the Michigan Weapon Free School Zone Act will be required to provide proof that the expelled pupil first petitioned for reinstatement to the expelling district before being considered for reinstatement to Au Gres-Sims Schools.

Au Gres-Sims Schools participates with both Section 105 and Section 105C regarding students enrolling under Schools of Choice.

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.

When enrolling, parents must provide copies of the following:

- 1) Birth certificate or similar document (often transferred in CA-60)
- 2) Court papers allocating parental rights and responsibilities, or custody (if applicable)
- 3) Proof of residency
- 4) Proof of immunizations (often transferred in CA-60)- Michigan Law requires every student enrolled in a Michigan school to meet the minimum requirements for immunization. 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 principal.

| IMMUNIZATION | AGES 4-6 | AGES 7-18 |
|----------------------------------|---|---|
| Diphtheria, Tetanus, Pertussis** | 4 doses DTP or DTaP. 1 dose must be on or after 4 years of age. | 4 doses of D and T or 3 doses Td if #1 given on or after 7 years of age. 1 dose of Tdap for children 11 through 18 years if 5 years since the last dose of Tetanus/Diphtheria containing vaccine. |
| Polio | 4 doses. If dose 3 administered on or after 4 years of age, only 3 doses are required. | 3 doses. |
| Measles*, Mumps*, Rubella* | 2 doses on or after 12 months of age | 2 doses on or after 12 months of age |
| Hepatitis B* | 3 doses required. | 3 doses required. |
| Meningococcal | None | 3 doses required. |
| Varicella (Chickenpox)*** | 2 doses of Varicella vaccine at or after 12 months of age or current lab immunity or reliable history of disease. | 2 doses of Varicella vaccine at or after 12 months of age or current lab immunity or reliable history of disease. |

Courtesy of Michigan Department of Community Health

Children who have not received the required immunizations of February 1 of the current school year WILL BE EXCLUDED from school until parents prove that all required immunizations have been given, or have a waiver on file.

*Part 2, Act 368 of the Public Acts of 1978, as amended.

**Children ages 4-6 must have received 4 doses of Pertussis. DT is only accepted if a signed waiver is on file for that particular dose of Pertussis vaccine.

***Reliable history of Chickenpox disease is acceptable in lieu of the vaccine.

There are three (3) circumstances in which a required vaccine may be waived or delayed:

- 1) A valid medical contraindication exists to receiving the vaccine. The child's physician must certify the contraindication on Form 5320 F2.
- 2) The parents hold religious or philosophical beliefs against receiving a vaccination. The parents must submit Form 5320 F3 before a waiver is granted.
- 3) The child has received at least one (1) dose of each immunizing agent and the next dose(s) are not due yet.

TRANSFER STUDENTS

Transfer In- Students transferring to this school district will be expected to satisfy the graduation requirements outlined in this student handbook. A student's transcripts will be reviewed to make sure that this does not create an undue hardship on them.

Scheduling of transfer students will be handled on an individual basis with particular attention being given to required courses completed at the school from which they transfer.

Transfer Out- Parents must notify the principal about plans to transfer their child to another school. If a student plans to transfer from the Au Gres-Sims School District, 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 school principal for specific details.

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

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

EMERGENCY MEDICAL AUTHORIZATION

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

The Emergency Card 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 and ability to participate in school activities.

SCHOOL HOURS

For regular school days, school begins at 8:15 AM with a warning bell ringing at 8:10 AM. The last bell will dismiss school for the day at 3:10 PM.

Students should not arrive prior to 7:45 AM and must leave the building by 3:30 PM. Any student remaining in the building at 3:30 PM or returning to the building after this time must be under the direct supervision of a staff member. This stipulation, of course, does not apply to regularly scheduled athletic and social events held in the school.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent or the parent coming to the school office to request the release. 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 or whose name appears on the back of the student's emergency card. Identification may be asked to be provided in order for the student to be released.

SCHEDULING CONSIDERATIONS

Schedules are provided to each student at summer schedule pick up, at the beginning of the school year, or upon enrollment. Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission and scheduling on the same basis as other non- resident students.

Student schedules are made under the following considerations:

1. Availability of certified instruction.
2. Enrollment of students. Classes with low enrollment may be alternated yearly.
3. Priority for required classes.
4. Class size stipulations.
5. Advanced permission and prerequisites may be required.
6. Students are encouraged to take required and recommended courses for graduation in the year recommended and must be taken in sequential order
7. All schedules require the permission of the counselor and/or principal.

SCHEDULE CHANGES

A high school student may make a change in his/her schedule when he/she has a valid reason for doing so. All schedule changes must be made during the first two weeks of each semester. When a valid reason for dropping or adding a course is approved by the principal after the scheduled drop/add period, changes may be made subject to the following conditions:

1. If the student is passing the course with a grade of “C” or better at the time the course is dropped, no grade is entered on the permanent record and the course is not considered in computing honor point average.
2. If the student is not maintaining a grade of “C” or better at the time the course is dropped, a grade of “E” is entered in the permanent record and is included in computing honor point average.

USE OF MEDICATIONS

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

Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.

The Medication Request and Authorization Form must be filed with the building principal before the student will be allowed to begin taking any medication during school hours.

All medications must be registered with the principal's office. Medication

that is brought to the office will be properly secured.

Medication may be conveyed to the school directly by the parent or transported by transportation personnel (bus driver) at parental request. This should be arranged in advance. 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 the

student, except for emergency medications for allergies and/or reactions.

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

The 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.

A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

Asthma Inhalers and Epi-pens

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

Non-prescribed (Over-the-Counter) Medications

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

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

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

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 (Human immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne information.

STUDENT DIRECTORY INFORMATION

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

Directory information includes: Student name, address, major field of study, participation in officially recognized activities and sports, height and weight if member of an athletic team, dates of attendance, date of graduation, awards received, honor rolls, scholarships, school photographs or videos of students participating in school activities, events, or programs.

Parents and eligible students may refuse to allow the district to disclose any or all of such directory information upon written notification to the district within 10 days after receipt of the district's public notice.

All parents and guardians of students under eighteen years of age, and all students eighteen years or older, have the right to examine the official record, files, and data of the school directly related to the student. They also have the right to challenge the content of student records for accuracy and fairness.

Please be informed that the Family Educational Rights and Privacy Act requires the school district to publicly notify parents that certain student directory information will be released upon request unless the district is notified in writing by the parent or adult student not to do so. Such written notification should be directed to the principal. The following is a summary of those items identified by the board policy as being student directory information: student's name, address, telephone number, picture, name of parent or guardian, date and place of birth, major field of study, weight, height, participation in and eligibility for officially recognized activities and sports, dates of attendance or grade placement, honors and awards received and the most recent educational agency or school attended by student.

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 of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the school principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the

information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing 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
- 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

ARMED FORCES RECRUITING

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

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

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

FINES/BOOK DEPOSITS

All books, media resources, and other materials provided by the district that are lost, damaged, or fail to be returned, are to be paid for by the student at the replacement cost.

STUDENT FEES, FINES, AND SUPPLIES

If fines accumulate through the years and are not paid by the time a student is a senior, they will not be permitted to participate in the graduation ceremony or class night until all fines are paid. Students will not be able to attend extracurricular activities while outstanding fines exist.

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 academic supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes.

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

STUDENT VALUABLES

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

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.

FIRE, LOCK DOWN AND TORNADO DRILLS

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. A minimum of six fire drills will be held per academic year.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. A minimum of two tornado drills will be held per academic year.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of three times each academic year.

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will run a school messenger and notify local radio and television stations. Parents and students are responsible for knowing about emergency closings and delays.

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. Friends and relatives of students are NOT allowed to visit students during the school day.

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

Any student who has lost any article in the school building should inquire about it at the office. Likewise, any lost or misplaced article found in the building should be returned to the office. Unclaimed items will be given to charity or thrown away at the close of the school year.

STUDENT SALES

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

USE OF OFFICE TELEPHONE

The office telephone is not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Office personnel will approve all calls on behalf of a student seeking permission to leave school.

ADVERTISING OUTSIDE ACTIVITIES

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

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 non-school 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.

Academic Information

COURSE OFFERING GUIDE

The Au Gres-Sims School District provides a [Course Offering Guide](#) with a wide variety of classes in the following subject areas: Math, Language Arts, Music, Physical Education, Social Studies, Science, Business and Computer Technology, Engineering Technology, Foreign Language, and other Electives. This is complemented by offering a myriad of online classes in all subject areas through EdOptions Academy/Edmentum.

MIDDLE SCHOOL CLASS OFFERINGS/REQUIREMENTS

Middle school students' schedules will reflect core academic courses during scheduled class periods. Band class will be available to all students. All other students will be appropriately placed in elective classes during scheduled band classes.

The Au Gres-Sims School District recognizes the importance for students to not only learn, acquire, and practice positive skill-sets, but to consistently implement them to build a strong foundation for sustained educational success. The school system supports the expected standard of pupils passing five (5) out of eight (8) academic core classes per year as the minimum benchmark for suitable progression. Students who do not receive a D- average for the full academic year may be recommended for retention procedures.

GRADUATION REQUIREMENTS

(Regular Diploma)

Normally, a student will complete graduation requirements in four (4) years. A minimum of 24 credits are required for graduation. Included in the total units of credit for graduation, students must complete the following courses and credit requirements listed below.

State of Michigan Graduation Requirements **(MMC- Michigan Merit Curriculum)**

Mathematics (4 Credits)

Algebra I

Geometry

Algebra II (can be taken over two years and count towards 4th year math credit)

*Students must take a math class in their senior year English

Language Arts (4 credits)

ELA 9

ELA 10

ELA 11

ELA 12

Science (3 credits)

Biology

Chemistry or Physics

One additional science class

Social Studies (3 credits)

World History & Geography

U.S. History

Civics (Government) (1/2 credit)

Economics (1/2 credit)

Additional classes:

Physical Education/Health (1 credit)

Visual, performing, and applied arts (1 credit)

Online Learning Experience (incorporated into one or more required credits) World

Language (2 credits beginning with class of 2016)

ONLINE LEARNING OPPORTUNITY

The Au Gres-Sims School District utilizes the Edmentum/Plato system. These courses have been approved through the Au Gres-Sims Board of Education.

SCHOOL DAY/CREDITS

The school day will consist of six (6) 55-minute (approximately) periods of instruction for middle and high school students in grades 6-12 in addition to one (1) 25 minute academic intervention period. Students are required to

schedule six and one half (6 ½) full credits each year.

Career Center students must take a minimum of three (3) credits in the high school, thereby allowing them to have a minimum of six (6) credits for the year.

Special education students, with the approval of the principal, may elect a Community Based Instructional program to help prepare them for career training for up to three (3) credits a year.

Students must complete a minimum of seven (7) high school semesters of coursework before graduation can be considered, or 9 semesters if enrolled in a 5th year program such as Early Middle College.

Credit will be awarded one-half (½) credit for each full semester course which a student successfully completes. Credit will be awarded or denied taking into consideration the guidelines of the attendance policy included in the handbook.

Class standing will be assigned by cumulative credit thresholds (see table below). This will be assessed at the beginning of each academic school year and at the beginning of the second semester. To enroll in the Au Gres- Sims Academy, students must be in at least their 3rd year of high school and will be placed in the appropriate class based upon credits earned. The following guidelines will be used to determine class standing.

Credits needed for graduation:

24

Any senior not fulfilling graduation requirements may not be allowed to take part in any activity related to graduation. In addition, seniors who commit infractions of the school code of conduct in the final days of school, where the administration cannot dispense appropriate punishments of detention and/or suspension, can lose the privilege of participation in the graduation ceremony and class night. If there are any existing fines due, students will be able to walk in graduation, but will not receive their diploma until fines are paid. Determination of student's rank order will be determined after 7 completed semesters, or 9 semesters if enrolled in a 5th year program such as Early Middle College. The scholastic honor of Top Ten is determined by combining the cumulative grade point average for all courses in grades 9-12, or up to grade 13 if enrolled in a 5th year program such as Early Middle College, excluding the second semester of the senior year. Top Ten students must have been enrolled as Au Gres-Sims High School students from the beginning of their senior year and cannot exceed a total of 6 credits documented by the Au Gres-Sims School District as CR/NC, excluding classes taken as CR/NC for testing out purposes or for Seminar.

Seniors must complete graduation requirements at least one week prior to graduation in order to participate in commencement ceremonies. A diploma can still be earned as long as the course has been completed by the end of the academic school calendar year.

A student may audit a course for no credit, with permission of the instructor, counselor, and principal. A course that has been audited is not calculated in a student's honor point average. When the course has been scheduled as an audited course, it cannot be changed once the course is underway. Audits must be scheduled within two weeks of the start of the course.

AU GRES-SIMS PARENT/STUDENT ACCESS SYSTEM

The Au Gres-Sims School District is pleased to offer parents and guardians of our students a tool, Skyward, to help them stay abreast of their children's academic performance. Our AGS Parent/Student Access System gives parents and guardians, with proper authorization, the ability to view their child's assignments, grades, attendance, and discipline via the internet.

Parent access to the AGS Parent/Student Access System (Skyward) is given strictly to the parents or guardians of a specific child. Information is provided through a secured network connection that can only be accessed using your assigned user name and password. Parents or guardians have the responsibility of protecting the confidentiality of their user name and password. The Au Gres-Sims School District will not be responsible for access gained to another student's information due to sharing, misplacing, or unsecured user names and passwords. The Parent/Student Access account may be disabled at any time by the parent or guardian by calling the school office and requesting that the account be deactivated.

To activate this service and register to view your student's information you must sign and return the AGS Parent/Student User Agreement to the school office. Registration forms are available in the school office. You only have to register once as you will have access to your child's account throughout their school career in the Au Gres-Sims School District.

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. Authorization by parents is provided through each student's emergency card provided at the beginning of each school year and preceding each student log in.

GRADING SYSTEM

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. Each student will be given a letter grade in each course in which he/she is enrolled at the end of each nine-week marking period. The qualitative value of each grade will be as follows:

A = Superior
B = Above Average
C = Average

D = Below Average
E = Failure

CR = Credit
NC = No Credit

| Letter Grade (Percentage) | GPA Equivalent | Advanced Grade | Letter Grade (Percentage) | GPA Equivalent | Advanced Grade |
|------------------------------|-------------------|-------------------|------------------------------|-------------------|-------------------|
| A 94 - 100 | 4.0 | 4.7 | C 73 - 76 | 2.0 | 2.7 |
| A- 90 - 93 | 3.7 | 4.3 | C- 70 - 72 | 1.7 | 2.3 |
| B+ 87 - 89 | 3.3 | 4.0 | D+ 67 - 69 | 1.3 | 2.0 |
| B 83 - 86 | 3.0 | 3.7 | D 63 - 66 | 1.0 | 1.7 |
| B- 80 - 82 | 2.7 | 3.3 | D- 60 - 62 | 0.7 | 1.3 |
| C+ 77 - 79 | 2.3 | 3.0 | E 01 - 59 | 0 | 0 |

Semester assessments are given at the high school level. Each marking period will constitute 40% of the semester grade, while the final semester assessment constitutes 20%. If a student achieves a grade of "A" (94% and above) for both marking periods AND the student ranks in the 60th percentile or higher on the most recent NWEA (fall score for 1st semester and spring score for 2nd semester), the teacher is given the opportunity to exempt the student from exams if they choose. This applies to Juniors and Seniors for both semesters, and Freshmen and Sophomores in the 2nd Semester.

All Freshman and Sophomores are required to take exams at the end of the first semester. If the student is exempted, the grade provided to the student will be the percentage averaged together for the two marking periods.

The student must have a passing grade in at least 2 of the 3 components (2 marking period grades and 1 exam grade) with a 60% overall average to enable a teacher to issue a passing grade.

DUAL ENROLLMENT/EARLY MIDDLE COLLEGE

Public Act 160 created the Post-secondary Enrollment Options Act, commonly referred to as dual enrollment. Effective July 1, 2012, students in grades 9-12 may dually enroll in a postsecondary institution or career and technical preparation program if they are enrolled in at least one high school class. The Au Gres-Sims School District is not permitted to pay for more than 10 total dual enrollment courses for any one student. If a student first dually enrolls in 9th grade, that student may not take more than two dual enrollment courses per year for the student's 9th, 10th, and 11th grade years and not more than four dual enrollment courses in the student's 12th or 13th grade year. If the student first dually enrolls in 10th grade, the student may not take more than two dual enrollment courses in 10th grade and not more than four dual enrollment courses 11th, 12th, and 13th grades. If the student first dually enrolls in grades 11, 12, or 13, the student may not take more than six dual enrollment courses in 11th, 12th, or 13th grade. Senate Bills 709 and 710 require that a student who does not complete (or pass) a dual enrollment course repay tuition to either the district or the Department of Treasury, depending on which entity disbursed the tuition money. This requirement exempts students who were unable to complete a dual enrollment course due to a family or medical emergency. State law directs school districts to assist students in paying tuition and fees for courses at Michigan public or private colleges or universities if all of the following conditions are met:

- A. Eligible students must have at least one parent or legal guardian who is a resident of the State of Michigan.
- B. Students must qualify for dual enrollment by taking one of the following assessments and receiving the appropriate qualifying score: PSAT, PLAN, ACT, or MME. Additionally, according to P.A. 160, eligible students may take courses for which there are no endorsements, such as computer science, foreign language, history, political science, or psychology, as long as they have taken all sections of the MME, ACT, PLAN, or PSAT. State endorsement is not required in any specific area for this participation.
- C. Students must be enrolled in both the school district and the postsecondary institution during the local school district's regular academic year and must be enrolled in at least one high school course.
- D. The district must not offer the college courses. An exception to this could occur if the local Board of Education determines that a scheduling conflict exists, which is beyond the student's control.
- E. The college courses cannot be a hobby, craft, or recreation course, or in the subject area of physical education, theology, divinity, or religious education.
- F. Students must have exhausted all available Michigan Merit Curriculum (MMC) courses offered by the school prior to taking dual enrollment courses.
- G. School districts are required to pay the lesser of the following: The actual charge for tuition, mandatory course fees, materials fees and registration fees; or the state portion of the student's foundation allowance, adjusted to the proration of the school year they attend the post-secondary institution.

A student enrolled in a dual enrollment course shall be given additional honor points allowing them to earn a score 2 grades higher than their earned grade. In effect, this would change a grade of B+ (3.3) to an A (4.0). See "Grading System" chart on the previous page. The letter grade would remain B+; however, it would be weighted as an A, recognizing the extra effort of college level work. It is being recommended when students enroll in a dual enrollment course, they are agreeing to remain enrolled throughout the entire semester.

Proper paperwork must be obtained from the office and completed prior to enrolling in post-secondary courses. If you

have questions regarding dual enrollment, please see the school guidance counselor or principal.

ADVANCED PLACEMENT COURSES AND GRADING

Au Gres-Sims High School has made available the offering of Advanced Placement (AP) courses. All AP courses require a grade of B or higher in the related classes before enrollment will be granted.

Students enrolled in an AP course will have the cost of the test covered. However, all other fees and costs associated with the course are the responsibility of the student and his family.

A student enrolled in an advanced placement course shall be given additional honor points allowing them to earn a score 2 grades higher than their earned grade. For example, this would change a grade of B+(3.3) to an A (4.0). See “Grading System” chart on the previous page. The letter grade would remain B+; however, it would be weighted as an A, recognizing the extra effort of advanced level work. It is being recommended when students enroll in AP Courses, they are agreeing to remain enrolled throughout the entire school year.

HOME SCHOOLING POLICY

At Au Gres-Sims High School, we use the following system to grant credit.

1. If the home schooled student has been working with an accredited institution, we accept the credit.
2. If the home schooled student has NOT been working with an accredited institution, we ask for a portfolio, sample of class work, and a log documenting time spent on studies for each class the home schooled student has taken.
3. If the home schooled student has no documentation, he/she must take the comprehensive final exam for any course for which they want credit.

In all cases, a homeschooled student must meet our graduation requirements. There is not a requirement for a certain number of semesters in attendance. Home schooling courses are given Credit/No Credit and do not count toward GPA or any senior awards.

DEMONSTRATION OF COURSE MASTERY (TESTING OUT)

The Au Gres-Sims School District Board of Education and staff support the students in their quest for academic excellence. The board recognizes the need to provide students with the opportunity to demonstrate course mastery through a testing-out process.

The following is the testing-out process as adopted by the Board of Education.

1. Two testing dates will be available each academic year. Any student interested in testing out of a course must submit a written request to the counselor or high school office. Written requests to test out of first semester classes must be submitted prior to the end of the previous school year. Written requests to test out of second semester classes must be submitted no later than 10 business days prior to the end of the first semester.
2. The student shall be notified of the results of the examination no later than five (5) school days upon completion of the examination.
3. Students who earn a grade of no less than 77% on the examination will receive credit for the course in which the

student tested out which will be included in total credits needed for graduation. The credit earned through the testing out procedure will not be included in the computation of the grade point average.

4. When testing out of a full year class, the student may test out of a first or second semester course independently as long as an exam is provided for each semester. If a test is not provided by semester, but instead through a test that represents content from the year-long course, the test out will represent course completion for the whole year.

PERSONAL CURRICULUM

A personal curriculum (PC) is a documented process that modifies certain requirements of the Michigan Merit Curriculum (MMC). This option is helpful to students seeking to accelerate their learning or needing extra assistance. The use of a PC is allowed by State statute for the following reasons:

1. A student wishes to modify the mathematics requirements.
2. A student wishes to add more math, science, English language arts or world languages.
3. A student wishes to modify the credit requirements based upon his/her disability.
4. A new transfer-in student wishes to modify credit requirements because he or she has transferred from out of state or from a nonpublic school. The transfer pupil has successfully completed at least the equivalent of two years of high school credit out of state or at a nonpublic school.

INCOMPLETE GRADES

Students have two (2) weeks after the completion of a marking period to complete missing work and change an incomplete grade to a letter grade for the marking period. An incomplete grade will be changed to a failing grade of “E” if the work is not completed by the two-week deadline. If a student feels that they will not be able to complete missing work within the two-week period, the student will have the option of requesting an extension.

To request an extension, the following procedures are to be followed:

1. An extension must be requested and developed before the two-week deadline expires.
2. A student must work with their instructor to develop a plan for completing the work. The plan must include the following:
 - A. What, specifically, must be completed
 - B. A time frame for completion, including final deadline
 - C. Signatures of agreement to the plan by the student, their parent(s), the teacher and the building principal
3. If, after the final deadline, work remains unfinished, the student’s grade will change from an incomplete to a failing grade of “E”.
4. Appeals to the failing grade may be made with the superintendent of schools.

MAKE-UP WORK

Students have one (1) school day to make up assignments for every one (1) school day missed. For example, a student is gone to a doctor’s appointment on Tuesday, they return on Wednesday, the assignment is due on Thursday. This does not include days missed due to disciplinary action (see p. 25 for definition of “Excused Absence”). Work not completed within the designated period will receive a failing grade and the class grade will be determined and recorded.

FAILURE OF A COURSE

For high school students, a grade of D- or better is required to receive credit for a course. Credit is granted at the end of

each semester. Students who fail a semester of a class may be required to repeat the semester failed. One half ($\frac{1}{2}$) credit for each semester passed will be granted. When a student repeats the class, the grades from both classes will remain on the student's transcripts as part of the overall GPA. In the event that a student does not earn a passing grade in a semester course, but the student has demonstrated mastery of the content in the course (by earning a C+ or higher on a comprehensive exam), credit (not a letter grade) will be awarded on the student's transcript for the course.

HONOR ROLL

The Honor Roll is published at the completion of each marking period. In order to make honor roll students must:

1. Average 3.0 or better
2. Must receive a grade of C- or higher in all classes
3. Have no incomplete grades
4. Must be enrolled as a full time student

ACADEMIC LETTER

1. The academic letter will be awarded based upon grades earned only at Au Gres-Sims High School. Students in grades 9-12 are eligible to earn an academic letter.
2. The academic letter will be awarded to students with an overall grade point average of 3.5 or higher. Academic certificates will be awarded to students with a GPA of 3.0 – 3.49. An academic letter will not be issued to any student for any year in which the student receives a marking period grade lower than a "D+".
3. The GPA criteria is met by maintaining the following standards:
 - First Year - Meet criteria for the first semester.
 - Second Year - Meet criteria for 3 semesters.
 - Third Year - Meet criteria for 5 semesters.
 - Fourth Year - Meet criteria for 7 semesters.
4. The first year a student earns a 3.5 GPA or higher, he/she earns an academic letter. The awards for continuing that GPA are as follows:
 - Bronze Medal for meeting criteria for 2 years
 - Silver Medal for meeting criteria for 3 years
 - Gold Medal for meeting criteria for 4 years

CAREER CENTER

The Bay-Arenac Intermediate School District provides a Career Center, located in Bay City, for 11th and 12th graders. Students attending the Career Center must be registered for three (3) courses at Au Gres-Sims High School. Courses have been offered in 24 different skills, but course availability is dependent upon enrollment and success of certain programs. Check with the counselor for available courses.

Career Center courses can be used as a recovery to courses failed previously (as allowed through the Michigan Merit Curriculum) but not to replace courses needed for graduation that have not yet been taken, unless special circumstances warrant it and permission has been granted through the principal.

Students attending the Career Center are encouraged to ride the bus provided by the school district. Students are discouraged from driving themselves or riding with another student; however, if a parent wants to allow their child to drive themselves and/or other students he/she must have a Career Center Driving Contract on file in the office. Both the driver and the passenger must have parental approval and have a Career Center Driving Contract on file in the office. Violations of the Driving Contract will result in the loss of driving privileges and/or detention to suspension.

WORK-BASED LEARNING EXPERIENCES

All work-based learning experiences (formally school-to-work placements) must meet the new requirements set by the Department of Education. For more information, contact the counselor and the work-based learning experiences coordinator.

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 be used to enhance the student's learning.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. No student may participate in any school-sponsored trip without parental consent. There are also other local trips within the city of Au Gres that are part of the school's co-curricular and extra-curricular program. In order to participate in these local trips parents must sign their child's emergency card granting access to these opportunities.

STUDENT EMPLOYMENT

The school does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes that s/he must maintain a job in addition to going to school, s/he must first make contact with his/her counselor to discuss any legal requirements and obtain any needed documents.

Attendance Expectations

STATEMENT OF POLICY ON ATTENDANCE FOR AU GRES-SIMS MIDDLE AND HIGH SCHOOL ATTENDANCE

Regular attendance at school is vitally important to each student because it directly affects academic progress. Studies of student achievement in school show a high correlation between good attendance and academic success. Regular attendance at school is also important because the habits and attitudes that students develop during school will carry over into their future careers. 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 Au Gres-Sims School District wants to help students develop as early as possible in their school careers. The combined effort of students, parents, and the school will develop attendance habits and attitudes that will facilitate school performance.

Students are required to attend school on a regular basis. Learning takes place in each class every day. The learning experience cannot be duplicated when a student is absent.

This attendance policy is designed to help students develop those qualities listed above and to maintain academic standards for earning credit. This attendance policy puts the burden of responsibility on the student and parent. Students must satisfy the two basic requirements of attending and participating in class to earn

credit. This policy has been adopted in an effort to improve attendance and with the intent that improved attendance will result in improved student classroom success.

DEFINITIONS

Maximum Absence Limit – A student exceeds the maximum absence limit when the student misses more than nine (9) total absences in one class per semester.

Early Dismissal – There may be occasions when the student requests permission to leave the building before the end of the school day. Classes missed will count as an absence from that class. Leaving class without approval will be considered truancy/skipping and will be unexcused and result in a suspension.

Excused/Unexcused Absences - There are times when a student is unable to attend school for reasons that are not within their control. Absences for reasons not expressly identified as “excused” absences are considered to be “unexcused”.

GENERAL ATTENDANCE PROCEDURES

The following general provisions apply to student attendance.

1. Only nine (9) absences in a scheduled class per semester are allowed. After nine absences, the truancy officer will be notified. Both “excused” and “unexcused” absences will apply to the maximum absence limit. Anytime a student is absent from a class it will be recorded as an absence regardless of the reason. All absences except those specified in the following section will count in the total of the maximum absence limit of absences per semester.
2. Field trips and other school sponsored activities will not be counted against the maximum absence limit.
3. In accordance with the current law, school suspensions will not be counted as absences.
4. Students are not allowed to leave school during the school day with another student unless permission is provided by parents/guardians and approved by the principal.

REPORTING ABSENCES (PARENT RESPONSIBILITIES)

Parents/guardians and/or the adult student are responsible to contact the school at 876-7157 using the attendance line to indicate the date that the student is absent while informing the office of the reason for the absence. If a phone call cannot be made to the school office, the student is to bring a note from his/her parent or guardian on the day the student returns to school giving the reason for the absence. The administration may investigate information provided and use this information when determining the acceptability of the absence. All absences will be considered “unexcused” if verification of the absence is not provided by 8:30 a.m. the following day. Students who are more than 10 minutes late to a class will be considered absent. If the absence of a student appears to be questionable or excessive, the school staff will try to help parents improve their child's attendance.

MAKE UP OF TESTS AND OTHER SCHOOL WORK

An excused absence (including suspension) allows the student to make up all possible work. It is the responsibility of the student to obtain missed assignments. Students have one (1) school days for every one (1) school day missed to make up assignments. For example, if a student is absent (excused only) on Monday, they will have Tuesday to complete Monday's missed work, and the assignment is due on Wednesday. If a student

misses Monday and Tuesday (excused only), they will have Wednesday and Thursday to complete work missed during their absence, and the assignments will be due on Friday. It is possible that certain kinds of school work such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade. If s/he misses a State mandated test or other standardized test, the student should consult with the principal to arrange for taking the test. Unless permission is granted by a staff member, chromebooks will not be brought home by Middle School students.

If the absence is unexcused or unauthorized by the principal, a student may not make up the work. Note: The skipping of classes or any part of the school day is considered an unexcused absence and no make-up of class work will be permitted. Disciplinary action will follow.

EXCUSED ABSENCES

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

The decision of the building administrator with respect to excused/unexcused absences is final. Both excused and unexcused absences will apply to the absence totals. The following absences are considered excused:

1. Illness or hospitalization of the student verified by a doctor's note. The school reserves the right to require corroborative evidence when deemed necessary. Students with a health condition that causes repeated absences are to provide the school office with an explanation of the condition from a registered physician. An extreme illness or disabling accident, in which case a note from a doctor attesting to the length of the disability will be required.
2. Professional appointments such as dentist, doctor or court appointments that cannot be made outside of the school day. Written verification is necessary in order for these appointments to be considered excused absences.
3. Pregnancy: A student pregnant and/or giving birth to a baby during the school year will abide by the regular attendance policy unless her doctor specifically advises her not to attend school. This student will then make up work on a weekly basis. Failure to do so will result in loss of credit for the week's work.
4. Funeral days: Students will be allowed a total of three (3) funeral days. These days will be for the death of a mother, father, sister, brother, or grandparent. Any variance from immediate family members may be considered by the attendance committee under unusual circumstances.
5. College visitations: These days will be considered excused absences if pre-excused in advance by the administration and verified.
6. Tests to qualify for military services if the test is approved in advance by the administration and verified.
7. Required court attendance.
8. Observation or celebration of a bona fide religious holiday.

Parents must provide an explanation for their child's absence on the day of the absence or by 8:30 a.m. the following day. They are to call the school office at 876-7157 and explain the reason for the absence. If the absence can be foreseen then "good cause" must be approved by the principal. 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.

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. If the

absence is unexcused, or unauthorized by the principal, a student may not make up the work.

Note: The skipping of classes or any part of the school day is considered an unexcused absence and no make-up of class work will be permitted. Disciplinary action will follow.

NOTIFICATION PROCEDURES FOR ABSENCE TOTALS (SCHOOL RESPONSIBILITIES)

Parents/Guardian and/or adult students will be notified of the attendance status in the following manner:

1. Upon accumulating four (4) unexcused absences in a class, a letter will be sent to the parent/guardian (or adult student) informing them that an attendance problem exists and when/if 7 absences are reached a meeting will be required in order to develop a plan to improve attendance.
2. Upon accumulating seven (7) unexcused absences in a class, a letter will be sent to the parent/guardian (or adult student) informing them that an attendance problem exists and that a meeting must be set up to discuss the student's poor attendance. This letter will also indicate that if the student reaches 9 absences in a class, a Truancy Referral will be filed.
3. Upon accumulating nine (9) unexcused absences in a class, a letter will be sent to the parent/guardian (or adult student) informing them that a Truancy Referral has been filed.

TRUANCY

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed. After 11 days of truancy in either semester, a student will be considered truant which can result in: a poor work-ethic grade which will become a part of the student's permanent record which may be sent to employers and postsecondary schools, a hearing before a judge in a court of law, a report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child.

When a student age 16 or over, accumulates 11 consecutive days' absences and the school receives no explanation for the absences, the student will be considered to have withdrawn from school and will be dropped from the school records. This policy will also be followed for students under the age of 16 unless it appears the student is still living in the school district. In this case, the student will be referred to the Truancy Officer.

If a student should drop out or transfer from the school district, his/her attendance record will continue if and when he/she returns to the district or until confirmation ("Request for Records") is provided indicating that the student is enrolled into another school district.

TARDINESS

When a student arrives tardy to school at any time during the school day, he/she will report to the office to obtain an admittance slip and report the reason for the tardiness. Students who are more than 10 minutes late to a class will be considered absent. Being tardy three (3) times in a class per semester will result in a lunch detention. Unless students bring their own lunch, a sack lunch will be provided for lunch detentions. Repetitive occurrences may result in additional ISS, OSS, or disciplinary measures.

SKIPPING SCHOOL

A student is considered to be "skipping" school if his/her parent(s) or guardian(s) are unaware that he/she is not in school or if the student leaves the school without first obtaining a proper pass to leave (see Permit to Leave the

Building). A student is also considered to be “skipping” if he/she is not in the appropriate assigned area in school without permission, or if a student leaves campus after arriving to school in the morning (through various transportation means including, but not limited to school bussing, parents, personal transportation, walking, etc.) prior to the school day beginning. The skipping of classes or any part of the school day is considered an unexcused absence and no make-up of class work will be permitted. Disciplinary action will follow.

PERMIT TO LEAVE THE BUILDING

If it is necessary for a student to leave the school building during the day, he/she must first secure a “Permit to Leave the Building” slip signed by the principal or by an office employee designated to sign such passes. Passes will be issued only when a signed permission note or phone call has been provided by the custodial parent or legal guardian to the middle/high school office stating the reason for leaving school and the time the pass should take effect. Students are not allowed to leave school during the school day with another student unless permission is provided by both sets of parents and approved by the principal.

These notes may also require telephone verification. The only exception to this is when the parent or guardian comes to the office to pick up the child. The office needs documented permission to release students. Any student who leaves the building without securing a “Permit to Leave the Building” will be guilty of “skipping” and appropriate punishment will be imposed.

HALL PASSES / DESTINATION SHEETS

The student may be given passes for appropriate reasons based upon the discretion of the teacher. Students will be allowed 4 passes per marking period. Students are required to get permission from the teacher and use the classroom pass system provided. Students out of the classroom without following the above mentioned appropriate procedures/regulations will be considered “skipping class” and will be assigned 1 day of suspension. Repeat offenders are subject to a loss of hall pass privileges.

STUDENT ATTENDANCE AT SCHOOL EVENTS

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

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

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

CLOSED CAMPUS POLICY

For the safety of all our students, Au Gres-Sims Middle/High School maintains a closed campus. Students arriving at school at any time are not permitted to leave the school campus grounds without permission of the administration. The

school day, for the purpose of this policy, is defined as “that time the student first arrives on the school grounds until the close of the normal school day, including lunch period. This applies to students arriving at school by any means, including school bus, private transportation, bicycle, or walking.”

There are areas of the school property that are off limits to students during the school day, unless under the direct supervision of staff. These areas are:

1. Student parking area
2. Staff parking area
3. School bus parking area
4. Football, baseball, and softball fields

Student Discipline

STUDENT CODE OF CONDUCT

A major component of the educational program at Au Gres-Sims MS/HS is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards. All students are expected to conduct themselves in such a way as not to interfere with the educational, recreational, or social activities of the school to maintain the health, safety, and security of students and employees of the district. Each student shall be expected to:

1. abide by national, State, and local laws as well as the rules of the school; respect the civil rights of others;
2. act courteously to adults and fellow students; be prompt to school and attentive in class;
3. 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;
4. complete assigned tasks on time and as directed;
5. help maintain a school environment that is safe, friendly, and productive;
6. act at all times in a manner that reflects pride in self, family, and in the school.

When a student commits an act that calls for disciplinary action, the classroom teacher or the principal will impose punishment appropriate to the seriousness of the act. When an infraction occurs deemed serious or repetitive enough by the principal, the student may be assigned to an in-school suspension or suspended from school after having been given reasonable due process.

STUDENT DISCIPLINE CODE

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

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

The Au Gres-Sims School District uses the Responsible Thinking Process (RTP) to address general misbehaviors in and out of the classroom throughout the school day. RTP is a behavior management program that allows students the power to make individual choices and take personal accountability for their actions. Discipline guidelines reset at the beginning of each semester.

RTC Rules:

1. No electronic devices

2. No food
3. No talking
4. No sleeping
5. No passes
6. Students must sign in/sign out
7. Students must fill out a behavior plan in complete sentences.
8. Raise hand to speak, wait for permission to speak
9. Students who choose to break the rules will be sent home for the day RTP

Classroom Teacher Questions:

1. What are you doing?
2. What are the rules?
3. What happens to learning when you break the rules?
4. Is this what you want to happen?
5. What should you do now?
6. What will happen if you disrupt again?

**RTC (Responsible Thinking Classroom)
Discipline Guidelines
Middle School**

| Visit Number | Response |
|---------------------|---|
| 1st | RTC visit. Student calls home. Student must negotiate to come back to class where offense occurred. |
| 2nd | RTC visit. Student calls home. Teacher calls/emails home. Student must negotiate to come back to class. |
| 3rd | RTC visit. Student calls home. Administration calls home. Student must negotiate to come back to class. |
| 4th | RTC visit. Student calls home. RTC staff calls home to set up intervention meeting with parent, teachers, student and counselor/administration. Meeting must occur prior to student returning to class (up to 3 days max) where last offense occurred. Student and parents receive information that discipline write-ups will be a step in the RTP process beginning with Step 5. |
| 5th | RTC visit or discipline write up. Student calls home. Administration calls home and Administration assigns Restorative Justice appropriate to violation. Student must negotiate to come back to class. |
| 6th | RTC visit or discipline write up. Student calls home. Administration calls home and assigns 1 day OSS. |
| 7th | RTC visit or discipline write up. Student calls home. Administration calls home and assigns 2 day OSS and set up a Behavior Intervention Plan meeting with parent, teachers, student and counselor/administration. Meeting must occur prior to student returning to class (up to 3 days max). |
| 8th | RTC visit or discipline write up. Student calls home. Administration calls home and assigns 3 day OSS. |

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|------|--|
| 9th | RTC visit or discipline write up. Student calls home. Administration calls home and assigns 5 day OSS. |
| 10th | RTC visit or discipline write up. Student calls home. Determination meeting. Student/family must meet with Board to discuss reinstatement or expulsion. Student may not attend classes until the meeting occurs. |

**RTC (Responsible Thinking Classroom)
Discipline Guidelines
High School**

| Visit Number | Response |
|---------------------|---|
| 1st | RTC visit. Student calls home. Student must negotiate to come back to class where offense occurred. |
| 2nd | RTC visit. Student calls home. Teacher calls/emails home. Student must negotiate to come back to class. |
| 3rd | RTC visit. Student calls home. Administration calls home. RTC staff calls home to set up intervention meeting with parent, teachers, student and counselor/administration. Meeting must occur prior to student returning to class (up to 3 days max.) where the last offense occurred. Student and parents receive information that discipline write-ups will be a step in the RTP process beginning with Step 4. |
| 4th | RTC visit or discipline write up. Student calls home. Administration calls home and Administration assigns Restorative Justice appropriate to violation. Student must negotiate to come back to class. |
| 5th | RTC visit or discipline write up. Student calls home. Administration calls home and assigns 1 day OSS. |
| 6th | RTC visit or discipline write up. Student calls home. Administration calls home and assigns 2 day OSS and to set up Behavior Intervention Plan meeting with parent, teachers, student and counselor/administration. Meeting must occur prior to student returning to class (up to 3 days max.). |
| 7th | RTC visit or discipline write up. Student calls home. Administration calls home and assigns 3 day OSS. |
| 8th | RTC visit or discipline write up. Student calls home. Administration calls home and assigns 5 day OSS. |
| 9th | RTC visit or discipline write up. Student calls home. Determination meeting. Student/family must meet with the Board to discuss reinstatement or expulsion. Student may not attend classes until the meeting occurs. |
| 10th | RTC visit or discipline write up. Student calls home. Determination meeting. Students/family must meet with the Board to discuss reinstatement or expulsion. Student may not attend classes until the meeting occurs. |

The following is a list of additional offenses and their associated disciplinary consequences. Each offense will be handled independently and the facts surrounding the severity of the offense may warrant stiffer penalties at the discretion of administration.

| Offense | Discipline Action | | |
|--|--|--|--|
| Offense | 1 st Offense | 2 nd Offense | 3 rd Offense |
| Cheating/plagiarism | Loss of credit for assignment and/or discipline according to the severity of the offense | Loss of credit for assignment and/or discipline according to the severity of the offense | Loss of credit for assignment and/or discipline according to the severity of the offense |
| Classroom disruption | Detention | Suspension | Suspension (Administrative Discretion) |
| Failure to comply/ Insubordination | Detention | Suspension | Suspension (Administrative Discretion) |
| Falsifying signatures | Detention | Suspension | Suspension (Administrative Discretion) |
| Hall pass violation | Detention | Suspension | Suspension (Administrative Discretion) |
| Inappropriate behavior | Detention | Suspension | Suspension (Administrative Discretion) |
| Inappropriate language | Detention | Suspension | Suspension (Administrative Discretion) |
| Skipping/closed campus violation | 1 day suspension | 2 days suspension | 3 days suspension |
| Tardies (3 offenses per class with each class dealt with separately) | Lunch detention | 2 Lunch detentions | Suspension |
| Vandalism (less than \$20) | Detention and restitution | Suspension and restitution | Suspension (Administrative Discretion) and restitution |
| Vandalism (greater than \$20) | Up to 10 days suspension and restitution | Up to 10 days suspension and restitution | Up to 10 days suspension and restitution |
| Public display of affection | Detention | Suspension | Suspension (Administrative Discretion) |
| Fighting/physical violence | Up to 10 days OSS | Up to 10 days OSS | Up to 10 days OSS |
| On school grounds during OSS | Additional OSS | Additional OSS | Additional OSS |
| Theft | Up to 10 days Suspension | Up to 10 days Suspension | Up to 10 days Suspension |

| | | | |
|----------------------------|--|--|---|
| Driving violation | Loss of driving privileges for 5 school days | Loss of driving privileges For 60 school days | Loss of driving privilegess for one school year from the date of the most recent infraction |
| Computer/network violation | Loss of computer privileges for up to 10 school days | Loss of computer privileges for up to 30 school days | Loss of computer privileges for up to one school year from the date of the most recent infraction |

| | |
|--|-----------------------------------|
| Bullying behaviors | In accordance with adopted policy |
| Possession/Use of Alcohol | In accordance with adopted policy |
| Possession/Use of Controlled Substance | In accordance with adopted policy |
| Possession/Use of Fireworks | In accordance with adopted policy |
| Possession/Use of Tobacco/Tobacco Products | In accordance with adopted policy |
| Possession/Use of Weapons | In accordance with adopted policy |
| Sale of Controlled Substance | In accordance with adopted policy |

All discipline will be in accordance with policies adopted by the Au Gres-Sims Board of Education. The above discipline code does not replace any action that is a result of the enforcement of the Au Gres-Sims Middle/High School Athletic Code. Any infraction not covered by the above code is left to the discretion of the administration. The above code is used as a guide to disciplinary actions. Infraction violations may be altered according to the discretion of administration using restorative justice practices.

STUDENT DISCIPLINE CODE TERMS, RULES, AND PROCEDURES

(Organized by Rule Number)

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

Possession of Cell Phones and Communication Devices/Electronic Communication Devices (ECDs)/Electronic Listening Devices (ELDs)

Students that bring cell phones or electronic communication devices to school do so at their own risk. The school is not responsible for items that are lost, broken, or stolen. If used appropriately and not abused, cell phones and ECDs/ELDs are allowed during the school day.

Cell phones/ECDs/ELDs may only be used prior to the school day beginning, during lunch, and after the school day ends unless permission is granted by the teacher to be used for academic purposes. Additionally, only High School students are allowed to use cell phones between classes.

Reasonable suspicion that a communication device has been used to violate District policies or administrative guidelines shall be subject to disciplinary action and may result in the communication device being confiscated.

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 ECD.

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 exam and will be subject to disciplinary measures. S/He also faces automatic withdrawal from the class depending on the severity of the incident. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense.

Below is the procedure for addressing cell phone violations.

First offense- Teacher secures phone for the remainder of the class period. Teacher calls home after school.

Second overall offense- Teacher sends student and cell phone to the RTC (Responsible Thinking Classroom) for the remainder of the hour. Student calls home. Student loses phone privileges for two school days and can get the phone back at the end of the day, but must turn it back in the following school day (and get back at the end of the day). The same procedure will be used for all subsequent offenses. The number of days the cell phone is lost will concur with the number of the offense (third offense= three days, fourth offense= four days, etc.).

*If a student refuses to turn in their phone they will be in ISS for the day (and will still need to turn in their phone).

Use or possession of alcohol or other 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 school 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.

The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs that has a negative effect on the school environment is prohibited. Attempted sale or distribution is also prohibited. This includes nonalcoholic beers and wines, and the like. Many drug abuse offenses are also felonies. Sale also includes the possession or sale of over-the-counter medication to another student.

Use, possession, or being under the influence of alcohol, marijuana, or other unauthorized drugs or substances, or related paraphernalia, including look-alike substances of substances purported to be illegal, shall not be permitted on school property at any time.

No student shall use or possess malt beverages. Malt beverages labeled as “non-alcoholic” (including, but not

limited to, Sharps, O-Doul's, Kingsbury Malt Beverage, and Zing Malt Beverage) may contain alcohol. The possession or consumption of malt beverages (regardless of their alcohol content) on school grounds or while a student is associated with any school activity is inappropriate conduct and will subject the student to the following discipline:

FIRST OFFENSE: Parents will be contacted and law enforcement may be contacted and ten (10) day suspension. The building administrator may reduce the suspension to three (3) days if the student agrees to see the Student Assistance Coordinator and follows his/hers recommendations satisfactorily; or, the student and family are recommended to a drug and alcohol assessment conducted by a certified alcohol/drug abuse counselor at a state approved alcohol/drug agency, and follows their recommendations.

SECOND OFFENSE: Parents and law enforcement are contacted. The building administrator will make a recommendation for expulsion to the Board of Education.

Note: Medications (both prescription and non-prescription) which have not been reported and/or deposited with the office will be considered unauthorized drugs- see Policy 5530. The law requires that all prescription medication that is to be taken in the school must be given under the supervision of a school employee designated to do so. Also, a doctor's directions must accompany the medication that instructs the designee on how to administer the medication. The Permission Form for Prescribed Medication is available in the office and must be signed by the physician if the prescribed medication is to be dispensed while the student is in school.

If there is a sale or delivery on school property of any of the substances listed above, the building administrator will make a recommendation of immediate expulsion to the Au Gres-Sims Board of Education. Parents and law enforcement will also be contacted.

Use of breath-test instruments

The principal may arrange for a breath test 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.

Use or possession of tobacco/nicotine/vape 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 or electronic cigarettes 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 possession or display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia (including matches and/or lighters) or tobacco products in one's

possession is also prohibited by this policy.

The following penalties will be imposed upon students violating this policy. Students involved in extra-curricular activities are subject to additional penalties as specified in the athletic code of conduct.

- | | |
|------------------------|---|
| FIRST OFFENSE: | Parents will be, and police may be, contacted and five (5) day out of school suspension. Suspension may be reduced to one (1) days if the student voluntarily accepts a Student Assistance Program (SAP) referral (as available). |
| SECOND OFFENSE: | Parents and police contacted and ten (10) day out of school suspension. It may be reduced to 5 days out of school and 1-5 days in school following a parent/student/administrator meeting. |
| THIRD OFFENSE: | Parents and police contacted and student is suspended for a mandatory ten (10) days. |
| FOURTH OFFENSE: | Parents and police contacted and the student is recommended for expulsion. |

Any reduction in the length of suspension, or withholding of expulsion, may be revoked whenever a student fails to demonstrate compliance with expectations of, or satisfactory progress in, the Student Assistance Program.

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 a 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.

Possession of a weapon

The Au Gres-Sims School District is a Weapon Free School Zone. 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, that the object or instrument possessed by the pupil was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon, or the pupil did not know or have reason to know that the object or the instrument possessed by the pupil constituted a weapon or dangerous weapon. If it can be confirmed that a weapon was brought on district property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement if 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.)

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.

Knowledge of dangerous weapons or threats of violence

Because the Au Gres-Sims Board of Education 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.

Purposely setting a fire

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

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

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

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

Verbal assault at school against an Au Gres-Sims School 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/or 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.

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.

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.

Falsification of school work, identification, forgery

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

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

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.

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.

Trespassing

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

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 the principal. The school is not responsible for personal property. Theft may result in suspension or expulsion.

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.

Damaging property

Vandalism and disregard for school property will not be tolerated. Violations could result in suspension or

expulsion.

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 could lead to suspension from school.

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 guideline. Violations of this rule could result in suspension or expulsion.

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.

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.

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.

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.

Disruption of the educational process

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

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 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, personal digital assistant (PDA), 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 may report it directly to the superintendent. 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 employees, 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 unwelcomed 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. 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.

[Note: An inappropriate boundary invasion by a District employee or other adult member of the School District community into a student's personal space and personal life is sexual harassment. Further, any administrator, teacher, coach, other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State law. M.C.L. 722.621 et. seq.]

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 initiatives.

Bullying and Other Aggressive Behavior 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

| Behavior | Offense #1 | Offense #2 | Offense #3 | Offense #4 |
|--|--|--|---|-----------------------------------|
| Low level- Examples: teasing, exclusion, mean looks, mild name calling, impeding student movement | 1) Warning | 1) Lunch detention | 1) Detention 2) Meet with counselor for Conflict Resolution | 1) OSS- 1 day 2) Behavior Plan |
| Moderate level- Examples: Mild hitting/kicking, social exclusion, low level threats, spreading rumors, intimidation, malicious teasing or name calling, manipulating | 1) Detention | 1) ISS or Lunch detention for a week 2) Meet with counselor for Conflict Resolution | 1) OSS- 2 days 2) Administrative conference with student and parents to set up Behavior Plan | |
| High level- Examples: Severe/ unwelcome physical contact, severe or intentional threat of violence, severe harassment | 1) OSS 1+ days 2) Meet with counselor | 1) OSS- 3+ days 2) Administrative conference with student and parents to set up Behavior Plan | 1) OSS- 5+ days 2) Referral to Board of Education for discipline up to expulsion | |

*With the exception of 1st offense (low level), all offenses may dictate that the student will not be eligible for rewards from the Positive Rewards Program.

*Infraction violations may be altered according to the discretion of administration using restorative justice practices.

*Consequences may be greater based upon what the student has done, relevant board policy, and state/federal law.

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.

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. 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.

(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.

Possession of a firearm, arson, and criminal sexual conduct

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

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 5605 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.

DRESS AND APPEARANCE

Students are expected to dress in a manner appropriate to the occasion. 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. If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting. Personal expression is permitted within these general guidelines. Flagrant violations of good taste in the matter of dress will be dealt with individually by the principal. All matters of determining the appropriateness of student dress rest with the principal. Students who violate these guidelines can be sent home or may be required to have other clothing brought to them. Repeat offenders may receive detentions, and can receive suspension for being more seriously insubordinate in compliance with these guidelines. Students who are representing the 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.

Skirts/dresses: All skirts/dresses are to be considered in good taste. With arms hanging loosely at the side, skirts/dresses must extend to the end of the fingertips or beyond. If not, the student may be sent home or may be required to have other clothing brought to them.

Shorts (as outer garment)/pants: Shorts as an outer garment are to be considered in good taste. With arms hanging loosely at the side, shorts must extend to the end of the fingertips or beyond. Shorts must be loose fitting so as not to ride up or to outline the undergarment. Shorts cannot be cutoffs from either jean or other material, and must be finished with a hem. Shorts and pants may not have rips in them from the mid-thigh on up. Shorts may be athletic in appearance only as long as they conform to length requirements.

Shirts: No mesh shirts, or half shirts, as the only top garment. All shirts (top shirts) must have sleeves which cover the shoulder. No tank tops or off the shoulder shirts with spaghetti straps showing. No see-through materials, low cut or mid-top shirts, or other style, which does not fully cover the student appropriately. No shirts are permitted which represent drugs, alcohol, or sexual innuendos.

Hats/Caps: No hats or caps are allowed to be worn by students in the building. Hats or caps may be worn at extracurricular activities.

Backpacks/Coats/Jackets: Backpacks, coats, and outerwear jackets are not permitted in any classroom. Students are advised to dress appropriately for weather conditions.

Masks: When masks are worn for health reasons, they must appropriately cover the nose and mouth.

Miscellaneous: No garment can be worn on the grounds or in the building that advertises for tobacco or alcohol. No designs, pictures, symbols, or language are allowed on these garments that can be suggestive, profane, or defaming to any person or group of people, minority, or that which promotes deviant behavior. Any article of clothing or accessory viewed as distracting to the educational environment of the school will not be permitted. Students cannot be barefoot.

Cheerleading uniforms are excluded from the skirt length requirements as long as the uniform is worn without modification. Also, cheerleaders are not to wear additional attire with the uniform other than that which is pre-approved by both the principal and the sponsor (such as lace tights, etc.).

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.

FIGHTING

Fighting on school property is prohibited. Students fighting on school property, or while under the supervision of school staff, may be sent home the day of the fight with a suspension immediately following. Fighting off of school property which stems from incidents school related are also subject to school discipline. The severity of the offense and length of the suspension for all fights will be determined at the discretion of the principal.

PROFANE / OBSCENE LANGUAGE

Any behavior or language by any student on school property, buses, or any school related function, 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 is prohibited and will be subject to disciplinary action. This could include the immediate removal from an activity and a subsequent suspension. Any similar type of inappropriate language or gesture directed toward school personnel will result in an In-School or Out-of School suspension.

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.

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, non-sponsored, non-commercial written material and petitions, buttons, badges, or other insignia, clothing, banners, and audio and video materials. All items must meet the following school guidelines listed below.

A material cannot be displayed if it:

- A. As obscene to minors, libelous, indecent and pervasively or vulgar,
- B. Advertises any product or service not permitted to minors by law,
- C. Intends to be insulting or harassing,
- D. Intends to incite fighting or presents a likelihood of disrupting school or a school event.
- E. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

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

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

Students are not to display on school property any flag, banner, or sign which in any way incites violence or displays discrimination or hatred towards any other person, race, or group.

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.

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.

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.

DETENTION

A detention room will be set up and the teachers will share the supervisory duty. The detention room will be used for first offense and minor school or classroom infractions.

The time of detention will be from 3:15 pm to 4:15 pm every Wednesday. Failure to attend after school detention will result in a suspension the following day and students will not be able to attend or participate in extracurricular functions on the day of their suspension. In emergency situations when a student is unable to attend a scheduled detention, the office should be notified by the end of the school day on the day in which the detention was to be served, and the detention will be rescheduled for the following Wednesday. Failure to notify the office in a timely manner will result in a one day suspension the following day.

Whenever detention time cannot be assigned because of the accumulation of repeated/different infractions, time between the offense and the punishment becomes too great due to absenteeism, or missing of detentions, students may be assigned in or out of school suspension(s). For those students who have accumulated repeat offenses for which multiple detentions have been assigned, the student can receive additional assignments of in-school suspension, out-of-school suspension, and/or a behavior agreement.

IN-SCHOOL SUSPENSION (ISS)

Students may be assigned to in-school suspension as part of the progression and administration of the discipline code. A student assigned to in-school suspension should report to the RTC (ISS supervision area) by the 8:15 a.m. bell, where he/she will remain for the entire school day period of 8:15 a.m. – 3:10 p.m. Students are expected to complete all assignments brought to them by their teachers. Work will be brought to the student by the end of the teacher's conference period. This work is to be completed by the next school day unless the assignment length indicates a later due date. Students will receive credit for work completed while attending in-school suspension. Students are encouraged to bring additional reading material to in-school suspension in the form of a library book (novel) to read when all of their assignments are complete. Magazines and newspapers are not allowed unless assigned by the classroom teacher. Students cannot have headphones, ear plugs, or any electronic devices in their possession during ISS.

Students who fail to report for in-school suspension will receive an out-of-school suspension. All students who earn a suspension (OSS) will not be able to attend extracurricular activities during their suspension period.

While the in-school suspension is intended to keep students in school, some behavioral choices are so seriously

threatening to the learning climate and safety of others to warrant class privileges being withdrawn by suspension or expulsion.

SUSPENSION OR EXPULSION

The Au Gres-Sims Board of Education authorizes school administrators to suspend a student committing a gross misdemeanor or for engaging in persistent disobedience. Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused. This will still appear on a student's official academic record indicating that their physical presence was not in school, but will not count towards total absences when considering the need for an Attendance Committee meeting or other absence related references. 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 office 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.

Suspensions for longer than ten (10) student days may be imposed only by action of the Au Gres-Sims Board of Education. A student may be suspended by an administrator while charges and a recommendation for expulsion or suspension for longer than ten (10) school attendance days is pending from the Au Gres-Sims Board of Education, unless otherwise limited by these procedures and/or requirements of law.

SUSPENSION FOR LESS THAN TEN (10) SCHOOL DAYS

When a school administrator determines that a student has committed a gross misdemeanor or has engaged in persistent disobedience which justifies a suspension of the student from school for a period of ten (10) days or less, the student shall be informed of the charges either verbally or in writing by the responsible administrator and provided an opportunity to respond to the charges prior to the imposition of any suspension.

For suspensions greater than five (5) days, a written appeal may be made to the Au Gres-Sims Superintendent of Schools. The written appeal must be received in the superintendent's office within 24 hours of notification of suspension.

EXPULSION & SUSPENSION FOR MORE THAN TEN (10) SCHOOL DAYS

When a school administrator believes that, a student has committed a gross misdemeanor or has engaged in persistent disobedience justifying a recommendation for long-term suspension (for a period of time to exceed ten (10) school days) or expulsion, the recommendation shall be forwarded to the Au Gres-Sims Superintendent of Schools for review and presentation to the Au Gres-Sims Board of Education. The school administrator may suspend the student pending a hearing and determination within ten (10) school attendance days by the Au Gres-Sims Board of Education if the school administrator first determines that the student's continued presence endangers persons or property and/or threatens disruptions of the academic progress. In instances where the misconduct involves weapons, rape, or arson, the expulsion procedures outlined in the District's Weapon Free School Zone Policy, insofar as they differ from those herein, will control.

SUSPENSION & EXPULSION OF STUDENTS WITH DISABILITIES

It is understood that the Au Gres-Sims School District has the obligation under federal and state law to provide a free and appropriate public education designed to develop the maximum potential of all students eligible for special education. When a student with disabilities engages in a gross misdemeanor or persistent disobedience, the courts have determined that such students are not to be punished under the same procedures applied to non-disabled students. If 10 or more suspension days accumulate, a manifestation review meeting must be held to determine if the conduct leading to the suspensions what a manifestation of the student's disabilities.

SHORT-TERM SUSPENSION

"Short-term suspension" shall be defined to mean a temporary exclusion for a period of time not to exceed ten (10) school days from the student's educational program, class, transportation or any aspect of programs or services identified in the Individual Education Program (IEP) of the student.

LONG-TERM SUSPENSION/EXPULSION

"Long-term suspensions" or "expulsion" shall mean an exclusion of a disabled student for ten (10) days or more from his or her educational program, class, transportation, or any aspect of programs or services identified by the student's Individual Education Program (IEP) by action of the Au Gres-Sims Board of Education or its designee.

A disabled student may receive a long-term suspension or be expelled for violation of school rules, gross misdemeanor or persistent disobedience as defined in this policy. However, prior to such long-term suspension or expulsion, the procedure defined by the Au Gres-Sims Board of Education shall be observed.

BEHAVIORAL AGREEMENT

The Au Gres-Sims Board of Education has authorized a behavioral agreement as a means of helping students adjust their behavior so that they may receive an education. A behavior agreement is the last alternative when dealing with student discipline problems. All other forms of appropriate discipline should have been used before a student is placed on a behavioral agreement.

A behavioral agreement can be initiated by the Au Gres-Sims Board of Education or an administrator in conjunction with the parent(s) or guardian(s) of the student. Only the Au Gres-Sims Board of Education or an administrator may place a student on a behavioral agreement. The board is to be notified when a student is placed on a behavioral agreement.

A behavioral agreement will list all conditions of the agreement in writing. If the agreement is to carry over a second semester or year, the administrator must review the agreement with the student at the beginning of that semester or year. All behavioral agreements will have an ending date. All conditions of the agreement are to be followed, and any violations will result in a hearing before the Au Gres-Sims Board of Education for disciplinary action. This action may include, but is not limited to, expulsion.

Au Gres-Sims Middle/High School Computer Network Policy

PURPOSE

The Au Gres-Sims School District provides access to the district network and the Internet to enhance the delivery of education to our students.

INTERNET

The Internet connects computers world-wide, thus offering access to educational material as well as questionable material. The questionable material may be in the form of sexist, sexual, racist, or differing values and viewpoints or verbal attacks, etc. The Au Gres-Sims School District filters Internet access.

PRIVILEGE

The use of District computers and the Internet is a privilege, not a right. Users are responsible for their own actions. Inappropriate use of any type, including, but not limited to, those listed in this document may result in denial, revocation, or suspension of privileges, or closing of the account. Unless permission is granted by a staff member, chromebooks will not be brought home by Middle School students.

NETWORK SECURITY

Security of the network and on the network is the highest priority. Never allow anyone access to your password or to work on a computer using your password. The Au Gres-Sims School District retains the right to monitor, review, and/or edit any material in accounts. Any illegal activity may be reported to the appropriate authorities. If you suspect that someone has discovered your password, report it to the system administrator immediately so you can be assigned a new password.

USE

1. First priority for use goes to those needing access for an educational assignment.
2. Next will be access for personal exploration and learning.
3. Students will not have access to e-mail accounts or chat rooms without administrative approval.

AU GRES-SIMS SCHOOL DISTRICT WARRANTIES

The Au Gres-Sims School District makes no warranties of any kind for the service it is providing whether these warranties are expressed or implied. The Au Gres-Sims School District will not be responsible for damages of any type. The Au Gres-Sims School District specifically denies the accuracy and/or quality of information obtained from the Internet. The user needs to consider the source and validity of any information obtained. Furthermore, the District will not be responsible for any damages to a user, such as, but not limited to, loss of data or service interruptions.

STUDENT RESPONSIBILITIES

Students are responsible for:

- keeping their password secret
- using appropriate language
- using the network in such a way that their use will not disrupt the work of others
- reporting any problem to their teacher immediately
- following copyright laws
- following the rules for use
- using the computers and the network for educational reasons
- immediately getting out of unacceptable sites accidentally accessed and reporting the incident to a staff member

Students may not:

- allow anyone other than themselves to use their password
- go to unacceptable/controversial sites
- reveal personal information (name, address, telephone number, age)
- damage computers, computer systems, computer networks, or programs
- waste resources (paper, ink, system memory, hard drive space)
- engage in illegal activity
- steal data or other intellectual property
- download or save games, files, or other software from any source to the computer network
- engage in activity deemed inappropriate by administration

WEB PAGES

Web pages may be designed by students, but will not be posted on the Internet unless approved by the computer teacher and/or principal.

Transportation

BUS TRANSPORTATION TO SCHOOL

Students may only ride assigned school buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal.

The building principal may approve a change in a student's regular assigned bus stop to address a special need, upon the principal's approval of a note from the parent stating the reason for the request and the duration of the requested change.

BUS CONDUCT

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

The driver may assign seating or direct students in any reasonable manner to maintain that transportation safety. Students must comply with the following basic safety rules: (Previous to loading- on the road and at school)

Each student shall:

Be on time at the designated loading zone (at least 5 minutes prior to scheduled stop); Stay off the road at all times while walking to and waiting for the school transportation; Line up single file off the roadway to enter;

Wait until the school transportation is completely stopped before moving forward to enter; Refrain from crossing a highway until the driver signals it is safe to cross;
Go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver 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.

(During the trip) Each student shall:

- Remain seated while the school transportation is in motion;
- Keep head, hands, arms, and legs inside the school vehicle at all times;
Not litter in the school vehicle or throw anything from the vehicle;
- Keep books, packages, coats, and all other objects out of the aisle; Be courteous to the driver and to other riders;
- Not eat or play games, cards, etc.;
- Not tamper with the school vehicle or any of its equipment.

(Leaving the bus) Each student shall:

- Remain seated until the vehicle has stopped;
- Cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe;
- Be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

FIRST VIOLATION: Student will receive a "Transportation Discipline Form" and parents will be contacted by phone by the transportation department. The parent/guardian must sign the form agreeing to improved student behavior and return the form to the driver if the student is to ride the bus the next morning.

SECOND VIOLATION: Student will receive a "Transportation Discipline Form" and parents will be contacted by phone from the principal. Student will be suspended from the bus for three (3) days. The parent/guardian must sign the form agreeing to improved student behavior and return the form to the driver prior to resuming bus riding privileges.

THIRD VIOLATION: Students will receive a "Transportation Discipline Form" and parents will be contacted by phone from the principal. Students will be suspended from riding the bus for five (5) days. The parent/guardian must sign and return the "Transportation Discipline Form" in addition to meeting with the principal and bus driver prior to bus riding privileges being reinstated.

FOURTH OFFENSE: Student will receive a "Transportation Discipline Form" and parents will be contacted by phone from the principal. Student will lose bus privileges for the remainder of school year.

*Some bus misconduct issues are so severe that they warrant immediate suspension from the bus. If this is the case, the student and parent will be notified by the principal and steps #1, #2, and #3 may be bypassed.

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.

SELF-TRANSPORTATION TO SCHOOL

Students are allowed to drive personal vehicles 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.

Students may not drive or be in any vehicle during school hours, including lunch hour, without specific permission from the principal or someone designated by him/her to grant such permission. Upon arrival at school, students are not allowed to sit in their car or another students' car, or gather in groups around cars until the warning bell rings. No student is allowed in the parking area or to sit in cars during school hours, including lunch hour. Students are not allowed to drive with a passenger during the school day (except siblings with permission from a parent and/or skill center students with a written permission form on file in the office).

FIRST OFFENSE: Any student violating the above policy for the first time may lose driving privileges for five (5) school days.

SECOND OFFENSE: Upon receiving notification of a second offense in any given school year, the student may lose driving privileges for 60 school days.

THIRD OFFENSE: Upon receiving notification of the third offense in any given school year, the student may lose all driving privileges for one school year from the date of the most recent infraction.

Students that drive recklessly and/or exceed the speed limit in the parking area or in the immediate vicinity of the school, will be subject to immediate loss of driving privileges. All students will park in the appropriately marked areas for student parking. Students who park in an undesignated area, or drives a non-registered vehicle, may have the vehicle towed at the owner's expense.

The following rules shall apply:

- A. Students under age eighteen (18) must have written parental permission prior to driving to school.
- B. Students shall complete the Student Vehicle Form and provide evidence of: driver's license, insurance certificate, vehicle registration.

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 the principal or appropriate designated school personnel.

USE OF MOTORIZED UTILITY VEHICLES

Because of the clear and present danger of accidents, the board of education prohibits the use of motorized utility vehicles by students on school grounds or for school activity purposes.

Extracurricular Activities

AU GRES-SIMS MIDDLE/HIGH SCHOOL ATHLETIC AND EXTRACURRICULAR PHILOSOPHY

Extracurricular activities are a very important part of the total educational experience offered to the students of the Au Gres-Sims School District. It not only includes competitive athletics, but also cheerleading, forensics, other non-classroom activities, such as yearbook, student council, class officers, intramural sports program, and other activities affiliated with the school and considered voluntary. In accordance with State law, the Au Gres-Sims Schools can also, by board action, have the following policy and its eligibility requirements applied to students who elect to take driver's education.

As representatives of our school and community, it is expected that AGS students conduct themselves at all times with discretion, on and off the campus, on and off the playing field, and at all times as a student of Au Gres-Sims Schools. Participation in extracurricular activities is a privilege, not a right.

It is hoped that participation in extracurricular activities will help the student to develop:

- physical, mental, and emotional health
- the concepts of teamwork and cooperation
- mature attitudes toward life
- self-confidence
- a sense of fair play and sportsmanship
- the desire to succeed as an individual and as a member of a group
- self-discipline both on and off the playing field

RULES AND REGULATIONS

As an active member of the Michigan High School Athletic Association (MHSAA) and the North Star League (NSL), AGS will observe all rules and regulations set forth by these organizations. AGS reserves the right to issue and enforce our own local rules, regulations, and policies above and beyond those of the MHSAA and NSL.

Regulations for drugs, smoking, drinking, and general conduct apply:

- 24 hours per day
- During the current sports season from the first day of practice until the last day of practice/competition.
- Duration of a participant's tenure at Au Gres-Sims School.

No student is to be in the school or gym area, which are not under the direct supervision of his or her coach, advisor, or adult responsible for a previously approved activity. This includes the summer and evenings.

No student is to be in possession of school keys unless directly supervised by the employee who was assigned those keys.

Students who do not have practice directly after school, but have it later in the day, are asked to leave the building unless directly supervised by their coach or the athletic director.

All students will obey the coaches, teachers, custodians, athletic director, administration, etc. with no questions asked on reasonable requests.

PAY TO PARTICIPATE

There is currently no fee for students to participate in athletics at Au Gres-Sims. In the event that the district experiences financial hardship, the following policies may be put in place.

Middle School students are charged \$35 per sport. High School students are charged \$75 per sport. If students pay for two sports, their third sport is free. There is a yearly cap of \$220 for families with students in grades 6-12. All pay to participate fees must be turned into the Athletic Director or Principal's Office prior to the first date of competition in order for a student to compete in games. Club sports are charged the same rates as noted above and money accumulated goes directly back to funding the individual program.

CONDUCT OF A PARTICIPANT

As a representative of the district, behavior is to be such that a participant's actions reflect positively upon himself/herself, his/her family, school, and team or group and student-athletes may be held accountable for inappropriate behavior, as specified in the student code of conduct.

CLASS SUSPENSION/DISCIPLINE

All student athletes who are suspended out of school will lose the opportunity to participate in the next date of competition and will not be able to attend or participate in any extracurricular activities on campus during the entire suspension period (practices, dances, other athletic contests, etc.). If a student fails to attend after school detention, they will serve a one day suspension the following day and will not be able to participate in athletic contests on the day of their suspension.

CONCUSSIONS

All athletic programs of the Au Gres-Sims School 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.

SCHOOL EQUIPMENT

Each student is responsible for reasonable care of all equipment issued to him/her. Equipment that becomes lost, stolen, or damaged will be subject to a financial charge. Students who fail to return equipment issued may not be allowed to participate in scheduled contests for any subsequent season until the equipment is returned or appropriate

replacement costs are paid in full. Students will be able to participate in graduation ceremonies but will not receive their diploma until all fees are paid in full.

ACADEMIC ELIGIBILITY REQUIREMENTS

Ineligibility will be verified and determined two times per marking period. Students who are ineligible during the verification period will have a one-time ability to regain eligibility after a mandatory two weeks of being ineligible, which will be pulled at noon on Friday of the second week. If a student is unable to qualify for eligibility after the two-week mark in the verification period, then the student will remain ineligible until the next verification period. Similarly, if a student who was ineligible at the initial verification period, but was able to regain eligibility status after the two week mark, they will remain eligible until the next verification period. Eligibility for high school students carries over from year to year.

Final grades will coincide with the district calendar for interim reports and semester grades. With the exception of shortened weeks, weekly eligibility days will be adhered to. Eligibility period grades will end on Friday. Teachers then have until the following Tuesday at midnight to correct all assignments and update grades into the system. Wednesday and Thursday will be used to verify grades for accuracy and address special circumstances (extensive lengths of excused absences, Special Education and Section 504 student rights, etc.).

Communication will be made by Friday at the end of the school day with students (by administration) and families (by coaches or the Athletic Director) if a student is ineligible. Respective coaches and school districts will also be notified by Friday at the end of the school day regarding potential impact.

The following guidelines apply for determining eligibility:

1. Eligibility is established by a combination of credits earned in the prior semester and current Grade Point Average (GPA). A student must pass and earn credit in at least five (5) classes in the preceding semester (excluding academic seminar). In addition, the District requires that the student maintain a combined Grade Point Average of at least 2.0 for all classes taken during the eligibility periods immediately preceding and during the sport or activity season. Students who pass all six (6) classes for credit in the preceding semester are exempt from the GPA requirement and are immediately eligible for the following semester.
2. Eligibility is based on an accumulative grade for each class.
3. All high school students who do not meet the Au Gres-Sims academic eligibility requirements at the end of the 4th marking period are immediately ineligible for the fall sports season until the first day of school. Eligibility does not carry over for Middle School and 9th grade students unless MHSAA Guidelines apply.
4. All adopted regulations for the Michigan High School Athletic Association will be followed.
5. An incomplete grade constitutes ineligibility.
6. If a student is ineligible, they are not able to attend away competitions with the team (exception on non-school days) or participate in any athletic contest(s) until they become eligible. The student/athlete will be able attend home events, but cannot dress for competition. Individual coaching policies may be stricter and go above and beyond school policies.
7. Physical cards and parental permission forms must be completely filled out prior to any participation in athletics.

EXTRACURRICULAR ACTIVITIES ATTENDANCE POLICY

A student must be in school for the entire school day of the contest day or for the entire day before the contest if the contest is held on a non-school day to practice or participate unless specifically excused prior to the absence by the athletic director or principal.

Emergency situations will be dealt with individually by the principal or athletic director by 4:00 PM on the day of the absence.

Extracurricular activities may be scheduled on Sundays with prior approval from the athletic director and/or principal. Attendance cannot be made mandatory nor playing time impacted as a result of attendance.

“NO QUIT” POLICY

The “No-Quit” policy is in place to discourage student-athletes from quitting a team after having been selected to a roster spot. The purpose is to develop in athletes a determination to finish every commitment made. Commitment, responsibility, and a never give up attitude are qualities that we desire to develop. Any player beginning a season with a team is expected to make up their mind one week after the first day of practice whether or not they will make a commitment to the team. This is known as the trial period. Our athletic department will not support a student quitting a sport after the trial period is over. Coaches are responsible for explaining this policy to their athletes and the athlete’s parents at the Pre-Season Parent meeting.

Any athlete wishing to quit a sport must complete the following steps:

1. Meet with their coach and express his/her desire to discontinue participation in that sport.
2. The coach will then contact the parents to inform them of the athlete’s decision to quit. After that contact, the coach will contact the athletic director to inform them of the athlete’s intent to quit. If requested by the parent or coach, a meeting will be set up to discuss the reasons behind the athlete’s decision to quit. The principal may or may not be asked to attend.
3. Students who withdraw from any athletic team with the mutual agreement of the student, coach, parents and athletic director will not be considered as having quit.

Disciplinary Actions/Procedures (for those choosing to quit after the trial period.):

First Violation

- A. The principal, athletic director, and head coach will investigate and evaluate the facts and will jointly dismiss the player from competition. If no legitimate reason (see below) is found, the athlete will lose the first two (2) weeks of athletic contests.

There are some legitimate reasons for having to walk away from a team. Examples are:

1. Health or physical reasons that prevent a student from completing a season-these reasons should be supported by a licensed physician’s letter and signature.
2. Significant and drastic academic failure.

- B. Punishment carries over from season to season, year to year, but the number of violations does not.

- C. The athletic director will write a suspension letter to the parents and/or guardians of the student, informing them of the infraction and penalties thereof. The parent/guardian will also be informed in this letter of the school’s policy and any actions resulting from future violations.

Second Violation

If a second violation occurs, the participant will be suspended from participating in any athletic contests for the beginning 50% of the next sport that they participate in.

*Subsequent violations will be handled on an individual basis as they occur.

DISCIPLINARY ACTION AND/OR PROCEDURES

Any student who is suspended either out-of-school will lose a minimum of one date of competition for each offense.

Any student suspended from school or classes may not participate in events or practices on the days they are suspended from school.

MAJOR VIOLATIONS

Major violations to the Athletic and Extracurricular Code of Conduct include:

- Consuming alcoholic beverages regardless of age.
- Use or in possession of vaping paraphernalia
- Use of tobacco, or possession of tobacco, regardless of age.
- Abuse of performance enhancing drugs, other drugs and controlled substances, addictive or non-addictive.
- Having been judged in a court as guilty of committing a felony or misdemeanor, or any civil infraction.
- Violation of training rules as set by the coaches.
- Leaving the gym area or playing ground during a game either as a player, or player who has completed his/her game and is expected to be a spectator for other events, without approved direct adult supervision, and prior knowledge of the head coach, and athletic director, if available.
- Other forms of conduct deemed negative or offensive as a representative of the Au Gres-Sims School District, such as, but not limited to, vandalism to school or private property that has been determined by the principal to be flagrant or willful.

FIRST MAJOR VIOLATION

- A. The principal, athletic director, student assistance coordinator, and head coach or sponsor will investigate and evaluate the facts and will jointly dismiss the player from competition. In football, the penalty will be dismissal from two (2) games. In boys and girls basketball, the penalty will be dismissal from four (4) games. In other activities, the penalty will be dismissal from 20% of the scheduled meet or matches. Non-athletic extracurricular participants will lose two (2) weeks (or 10 school days) of participation in any activity. Athletes and non-athletes may not attend any school sponsored events during the period of dismissal for major violation offenses.
- B. All student athletes who are suspended out of school will lose the opportunity to participate in competitions during the prescribed suspension period and will not be able to attend or participate in any extracurricular activities during the entire suspension period (practices, dances, other athletic contests, etc.).

During the initial investigation, if the student athlete is forthcoming to all of the facts and their role surrounding the illicit/negligent behavior, they will be allowed to attend practice during the suspension period, although they will still not be allowed to attend or participate in extracurricular activities as stated above.

- A. Any unused portion of the suspension will carry over into the next season in which the student participates. This will be a minimum of one full activity. Example: If the student has a violation at the end of the football season and does not participate in another sport that year, the suspension will carry over to the next football season.
- B. The principal will write a letter to the parents and/or guardians of the student, informing them of the infraction or rules and penalties thereof. The parent or guardian will also be informed in this letter of the school's policy and any actions resulting from future violations.
- C. Students will be referred to the Student Assistance Program, whenever the principal believes that the offense indicates that the student could benefit by being referred to professional guidance and when such Student Assistance Program is currently in place for that school year, and then, in turn, the student must follow the recommendation made by this program.

SECOND MAJOR VIOLATION

- A. If a second violation occurs, the participant will be suspended from the activity for a six (6) month period, beginning from the date of when the knowledge of said infraction was discovered and determined to have taken place: i.e.; whenever court action was taken or after the principal's investigation. Non-athletic extracurricular participants will be removed from that activity as a participant for the remainder of the year, or for six (6) months, whichever is greater. The principal's letter will specify this date.
- B. The student will be referred to the Student Assistance Program, whenever the principal believes that the offense indicates that the student could benefit by being referred to professional guidance and when such a Student Assistance Program is currently in place for that school year, and then, the student must follow the recommendation made by this program. If the student refuses the S.A.P. screening, or the recommendations made, the student shall be suspended from all extracurricular activities for a one-year period, beginning from the date of the second violation.

THIRD MAJOR VIOLATION

- A. A third violation will result in immediate removal from all extracurricular activities and a one-year suspension beginning with the date when the knowledge of said third infraction was discovered and determined to have taken place: i.e.; whenever court action was taken or after the principal's investigation.
- B. The student will be referred to the Student Assistance Program, whenever the principal believes that the offense indicates that the student could benefit by being referred to professional guidance and when such a Student Assistance Program is currently in place for that school year, and then, the student must follow the recommendation made by this program. If the student refuses the SAP screening, or the recommendations made, the student shall be suspended from all extracurricular activities for two calendar years, beginning from the date of the infraction.
- C. A violation, the severity of which exceeds those mentioned above and occurring at any time during the school year, shall be treated as an individual case. Punishment shall commensurate with the degree of severity of the case, but in no case less than the penalties arrived at by a committee comprised of the high school principal, athletic director, student assistance coordinator (whenever appointed), and a sponsor or coach of the various activities in which the student is a participant. Before discussion of a case, there shall be a conference between the high school principal and the parents of the student. A detailed report of this conference shall be submitted to the reviewing committee.

ENFORCEMENT AND CONSISTENCY

It is the avowed purpose of the coaching staff and/or teachers to treat every alleged offense and offender as an individual and unique case; to not act in haste; and to safeguard the rights and interests of every individual, as well as the overall interest of the squad, school, and community.

The disposition of each offense will be treated in a private manner within the confines of the athletic department, team activity, and family. Every effort will be made to keep publicity tasteful and minimal.

APPEAL POLICY FOR ATHLETES

Students or parents who feel that they have been treated unfairly may apply, in writing, to the athletic director for a hearing on their case. A panel consisting of the athletic director, principal, and one impartial school board member will hear the case at the specified time (convenient to all parties) not to exceed ten (10) days from the written application.

A two-thirds vote will render a decision by the panel. If the athlete cannot attend the scheduled hearing, another hearing will be scheduled unless extenuating circumstances exist. If the athletic director was directly involved in the case, a third impartial party will take his/her place on the panel.

It is the right of the athlete to take his/her case to the school board if he feels slighted by the panel's decision. All athletes will be subject to suspension from the sport until the final decision of the case has been handed down.

ATHLETIC LETTERS AND AWARDS POLICIES

- A student must show good sportsmanship and school spirit.
- A student who has participated in athletics and does not earn a varsity letter, or an athlete who lacks playing time due to injury, will be granted a varsity letter in their senior year.
- Any athlete expelled from a team will forfeit all rights to a letter earned in that sport during the school year.
- Football—An athlete must compete in at least 25% of all quarters in order to receive a varsity letter.
- Track—An athlete must score at least eight (8) points in official track meets to receive a varsity letter.
- Basketball—An athlete must compete in at least 25% of all quarters to receive a varsity letter.
- Baseball/Softball—An athlete must compete in at least one third of the innings played to receive a varsity letter.
- Chevrons will be given to those athletes who have been given a varsity letter earning one per year.
- Special team honor patches may be given to those athletes who have earned special recognition.
- Volleyball—An athlete must participate in one-third of the varsity matches to letter.

NOTE: If a participant in any extracurricular activity has demonstrated dedication, positive attitude, and put forth a diligent effort, the coach may award a varsity letter.

TRANSPORTATION FOR EXTRACURRICULAR ACTIVITIES

Students are allowed to ride home with their parents as long as properly signed out through their respective coaches. Students are not allowed to drive to or from contests or with anyone other than parents unless prior verbal or written approval has been granted by the athletic director or principal. Students will not be allowed to be transported to or from games with a sibling still in high school or under the age of 19. Volunteer drivers must have an approved form on file if responsible for transporting students on behalf of the school district. These can be picked up in the following offices: Athletic Director, Principal, or Superintendent. All forms will be maintained through the Superintendent's Office. Under no circumstances should students drive to or from extracurricular events.

Food and non-alcoholic beverages may be taken on the bus to and from contests. The sponsor in charge will determine whether or not this privilege will be suspended if a mess is left on the bus.

Students are to be on time for bus departures. Under no circumstances will a sponsor turn around and go back to pick up a student after the bus has departed or pick up a student along the way.

Spectator buses for special varsity contests are encouraged whenever a bus can be sent either full or with enough money collected from spectator fees to pay for this vehicle. The cost can be picked up by any sponsoring organization or from donations from outside civic organizations. Students will obey the rules for bus conduct. Students violating the rules will face the same consequences as those who violate during a normal school day. At least one staff member must be present on spectator buses.

Cheerleaders will ride the spectator bus along with the cheerleading advisor as long as a spectator bus is available.

ORGANIZATION CLARIFICATION

The athletic director will deal only with extracurricular activities that involve athletics. The principal will be responsible for the supervision of all other sponsors, teachers, and volunteers who direct the operations of non-athletic organizations.

This policy will become effective immediately and will supersede any previous school policies.

ATHLETIC BOOSTERS

The Wolverine Pride Association has done a great job over the years supporting our athletic programs and again this year they need your help. PLEASE VOLUNTEER YOUR SERVICES. Contact the athletic director for their phone number.

*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 August of 2013. If you have questions or would like more information about a specific issue or document, contact your school principal or superintendent, or access the document on the District's website and finding the specific policy or administrative guideline in the Table of Contents for that section.
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