

Pentwater Public Schools

"Where Everybody is Somebody!"

Parent and Student Handbook 2023-2024



Pentwater Falcons Fight Song

Falcons, Falcons,
hats off to you
To our school we're loyal and true
Purple and gold,
our colors so bold
We'll always cheer for you!

Falcons, Falcons,
this is our name
Fighting hearts will lead us to fame
Win, lose, we'll always fight for victory!

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Welcome to Pentwater Public Schools

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

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

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

How the handbook is to be used:

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

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

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of August 2023. If any of the policies or administrative guidelines referenced herein are revised after August 2023, the language in the most current policy or administrative guideline prevails. If you have questions regarding the handbook, please contact the school office at (231) 869-4100 and ask for an administrator.

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

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

No person in the Pentwater Public School District will be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity on the basis of ethnicity, religion, gender, disability or any other legally protected status. Inquiries by students and/or parents/legal guardians related to discrimination on the basis of disability/handicap should be directed to : Superintendent of the Pentwater Public Schools, 600 E. Park St., Pentwater, MI 49449. Phone number (231) 869-4100

Equal Opportunity/Nondiscrimination Statement

The Pentwater Public School District does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, age, or religion in its programs and activities. The following person has been designated to handle inquiries regarding the School District's non-discrimination policies:

Dr. Scott Karaptian
Superintendent/Principal
skaraptian@pentwater.k12.mi.us
231-869-4100 ext. 213

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

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

GRIEVANCE PROCEDURES FOR NONDISCRIMINATION:

Any person who believes that they have been discriminated against or denied equal opportunity or access to programs or services may file a complaint, which shall be referred to as a grievance, with the District's Civil Rights Coordinator, Superintendent, Pentwater Public Schools, 600 E. Park St., Pentwater, MI 49449, (269) 869-4100.

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

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

Step 2: *If the complainant wishes to appeal the decision of the District's Civil Rights Coordinator, they may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The Superintendent*

shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

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

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

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

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

General Information

Board of Education

Mr. Mark Shotwell - President

Mrs. Bonnie VanDerZanden - Vice President

Mrs Laura Nugent - Secretary

Mrs. Kelsey Prescott - Treasurer

Mr. Adam Lamb - Trustee

Mr. Ryan Williams - Trustee

Dr. Vaughn Thurston Cox - Trustee

Administration

K12 Principal/Superintendent

Dr. Scott Karaptian

(231) 869-4100 (213)

K12 Assistant Principal

Craig Barter

(231) 869-4100 (247)

Athletic Director

Mr. Ralph Baker(231) 869-4100

(214)

Director of Maintenance & Transportation

Mr. Anthony Davis

(231) 869-4100 (262)

Director of Technology

Mr. Steve Rossiter

(231) 869-4100 (212)

Administrative Assistants

District Business Office

Mrs. Toni Glover

(231) 869-4100 (210)

Front Office

Mrs. Shelly Hugo

(231) 869-4100 (211)

Faculty/Staff

For all Faculty and Staff Contacts visit our school website at:
<https://www.pentwaterschools.net/o/pentwater-public-schools/staff>

VISION

Our vision is to educate and inspire each child to reach their highest potential and to become a contributing member of society.

MISSION

Our mission is to provide an environment that encourages each child to succeed both academically and socially as a member of their community.

GOALS

- Improve student achievement
- Develop and maintain safe, effective and efficient school operations

Parent Involvement

District Parent Involvement Policy should be placed here. See NEOLA Policy 2112 in the Special Update of November 2004. P.A. 107 states that the Board may fulfill the requirement of providing a copy of the plan to all parents/guardians, by placing a copy of the plan in its student handbook or similar publications.

Pick Up/Drop Off Information

Students may be picked up and dropped off in front of the school. Parents wishing to enter the school building in the morning need to park in the side parking lot and walk into the school. The area in front of the school building needs to be clear of parked cars between the hours of 7:30 and 7:50. Parents are asked to drop their child off as they are heading westerly and avoid dropping students off heading in the easterly direction.

Students riding the bus will be picked up and dropped off in the back of the building. The back parking lot is closed to vehicles in the morning from 7:30 - 7:50 and then again in the afternoon from 2:40 - 3:00.

School Day

JH/HS Hours 7:50 a.m. -2:44 p.m

Elementary Hours 7:50 a.m.- 2:49 p.m

- 7:45 - Busses Arrive
- 7:45 - Supervision begins/Breakfast Served
- 7:50 - Classes Begin
- 11:14 - 11:44 Junior High/High School Lunch
- 11:45-12:05 K-2 lunch (Recess 12:05-12:23)
- 12:05 - 12:23 3-6 lunch (Recess 11:45 - 12:05)
- 11:50 - Bus Departs for WSCC (Dual Enrollment and CTE classes)
- 2:00 - Bus Departs WSCC for Pentwater
- 2:45 - 3:00 Busses Load
- 3:00 - Busses Depart

2023-2024 JH/HS Bell Schedules

9/5/23 - 6/12/24

REGULAR DAY SCHEDULE

| | | | |
|----------|---------------|---------------|---------------|
| Period 1 | 7:50 – 8:38 | JH & HS Lunch | 11:14 – 11:44 |
| Period 2 | 8:42 – 9:30 | Period 5 | 11:44 – 12:32 |
| Period 3 | 9:34 – 10:22 | Period 6 | 12:36 – 1:24 |
| Period 4 | 10:26 – 11:14 | Period 7 | 1:28 – 2:16 |
| | | RISE | 2:20 – 2:44 |

FIRST DAY OF SCHOOL SCHEDULE (9-5-23)

| | | | | | |
|-------------|-------------|----------|---------------|---|---------------|
| Orientation | 7:50 – 8:10 | Period 3 | 9:40 – 9:57 | Period 7 | 11:00 – 11:17 |
| Assembly | 8:10 – 8:55 | Period 4 | 10:00 – 10:17 | RISE | 11:20 – 11:30 |
| Period 1 | 9:00 – 9:17 | Period 5 | 10:20 – 10:37 | | |
| Period 2 | 9:20 – 9:37 | Period 6 | 10:40 – 10:57 | **Lunches will be Grab-n-Go sack lunches** | |

HALF DAY SCHEDULE (11/16/23, 11/17/23, 2/9/24, 3/14/24, 3/15/24, 3/21/24, 5/17/24)

Only students wanting a lunch will go to cafeteria, the rest will stay in their classroom with their teacher

| | | |
|--------------|----------------------|---|
| Period 1 | 7:50 – 8:16 | |
| Period 2 | 8:20 – 8:46 | Elementary Lunch (15 minutes) |
| Period 3 | 8:50 – 9:16 | K-3: 10:35 – 10:50 |
| Period 4 | 9:20 – 9:46 | 4-6: 10:55 – 11:10 |
| Period 5 | 9:50 – 10:16 | |
| Period 6 | 10:20 – 10:46 | |
| Period 7 | 10:50 – 11:16 | |
| Lunch | 11:20 – 11:30 | **Lunches will be Grab-n-Go sack lunches** |

EXAM SCHEDULE (1/10/2024, 1/11/24, 1/12/2024, 6/10/24, 6/11/2024, 6/12/2024)

EXAM REVIEW DAYS (2)

Full Day
1/9/2024 Tuesday, and
6/7/2024 Friday

EXAM DAYS (6)

Half Day W - 1/10/24, Th - 1/11/24, F - 1/12/24
M - 6/10/24, T- 6/11/24 W- 6/12/2024

| | | | | | |
|----------------------|-----------------|--|---------------|---------------|---------------|
| 7:50 – 9:25 | Period 1 Exam | 7:50 – 9:25 | Period 4 Exam | Period 6 Exam | Period 7 Exam |
| 9:29 – 10:01 | Period 2 Review | 9:29 – 9:51 | RISE/Lunch | RISE/Lunch | RISE/Lunch |
| 10:05 – 10:37 | Period 3 Review | 9:55 – 11:30 | Period 5 Exam | Period 2 Exam | Period 3 Exam |
| 10:41 – 11:14 | Period 4 Review | | | | |
| 11:14 – 11:44 | Lunch | Exam 1/2 Day Elementary Lunch: (15 minutes) | | | |
| 11:44 – 12:32 | Period 5 Review | K-3: | 10:35 – 10:50 | | |
| 12:36 – 1:24 | Period 6 Review | 4-6: | 10:55 – 11:10 | | |
| 1:28 – 2:16 | Period 7 Review | | | | |
| 2:20 – 2:44 | RISE | | | | |

**** Lunches will be Grab-n-Go sack lunches****

Exam Day Specials:

Tuesday: 6th grade 9:29 – 10:01 Prep

All other specials stay the same for 5th/6th hours

| | | | | | |
|-------------------|--------------------|--------------------|------------------|--------------------|--------------------|
| Wednesday: | 7:50 – 8:35 | 8:40 – 9:25 | Thursday: | 7:50 – 8:35 | 8:40 – 9:25 |
| Music | 5 th | 4 th | Music | 2 nd | 3 rd |
| Art | 3 rd | 2 nd | Art | 4 th | 5 th |
| PE | 1 st | KG | PE | KG | 1 st |

Friday: No elementary specials on Friday

Emergency Closings and Delays

In case of bad weather and other local emergencies, please listen to the following local radio or television station to be advised of school closings or early dismissals:

WZZM Channel 13
Channel 9 and 10
District Web page
School App

Channel 7 and 4
District Facebook Page
Phone announcement if power is available

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

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 Mr. Karaptian or Mr. Barter.

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, she/he must notify any staff person immediately. If there is a bomb threat or a threat of shooting, staff should let administration immediately so the police and the Threat Assessment Team can be activated 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 healthcare needs should deliver written notice about such needs along with proper documentation by a physician, to the School Office.

SECTION I - ACADEMICS

Academic Award Policy

(For Graduating Seniors)

Honor students will be recognized as follows:

- *Summa cum laude* - 3.8 and above
- *Magna cum laude* - 3.5 to 3.79
- *Cum laude* - 3.3 to 3.49

Honor awards will be based on the Cumulative Grade Point Average derived from semester grades achieved from the freshman year through 1st semester of the senior year, plus the 3rd nine-weeks marking period grades of the senior year.

Activity Credit

(1 credit maximum)

Students may earn up to 1 elective credit total for participation and completion of various activities. One-half credit can be earned each year in the following:

- Cross-country, soccer, basketball, volleyball, track, softball, baseball, and cheerleading, golf

Career and Technical Education

Students have the opportunity to take CTE classes during their 11th and 12th grade years. Classes are offered by West Shore Educational Services District (WSESD) and held at West Shore Community College. These are high school classes that are designed to give high school students exposure to technical classes and prepare them for the workforce or continued education in technical fields.

Students must be on track to graduate. Classes are offered in the afternoon and transportation is provided to WSCC by Pentwater Public School. Students leave after lunch and return by school's end. Students must ride the Pentwater bus to and from their CTE class unless permission is on file for them to drive or ride with another student. Student's must sign out daily, in the main office, prior to leaving for their CTE class. Classes available, as well as descriptions, can be found at the West Shoe ESD website.

<http://www.wsesd.org/career-and-technical-education/>

NOTE: CTE students who wish to enroll in a class for a second year of instruction must request instructor approval.

CTE courses meet for two hours a day and are worth 1.5 credits each semester. Seniors are given preference in selection of courses. Students must complete the class for the entire semester to receive credit.

Certificate of Academic Achievement

A student with an Individualized Education Plan can make modifications to opt out of MMC courses and exchange those courses for courses in alignment with the student's post-secondary goals and area of disability. A student who exchanges more than four MMC courses will not be

eligible for a Michigan Merit Diploma. They will be eligible for a Certificate of Academic Achievement.

These students need 24 total credits including the following:

- **Math** - 3 Credits
- **English** - 4 Credits
- **Science** - 3 Credits
- **Social Studies** - 3 Credits
- **Physical Education & Health** - 1 Credit
- **Visual, Performing and Applied Arts** - 1 Credit
- **World Language** - 1
- Students must have an **online learning** experience

Community Pride Hours (40)

Community service is providing a service without pay to a non-profit agency/organization, an individual, or a group in need. **Students must complete 40 hours of service** before the completion of their senior year. Service may begin the summer prior to a student's freshman year. For students enrolled after the first semester of their freshman year, the requirement will be prorated to equal five hours times the number of semesters enrolled in Pentwater Public Schools. Service must be performed outside of the school day unless approved by the principal. All community service must be PRE-APPROVED by the principal. Childcare and babysitting count only when done for a non-profit organization. Helping family members is done out of love and is not considered community service.

Computer Technology and Networks

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

Students must complete a mandatory training session/program regarding the appropriate use of technology and online safety and security as specified in Policy 7540.03 - Student Network and Internet Acceptable Use and Safety before being permitted to access the Network and/or being assigned an email address.

Course Offerings

- **English** - English 7,8, Integrated Studies (9,10 English), 11, English Seminar 12, Writing Mentor
- **Math** - Math 7 & 8, Algebra, Algebra Plus, Geometry, Algebra II, Data & Functions, Pre-Calculus, Probability & Statistics
- **Science** - Science 7, Earth Science, Biology, Physical Science, Chemistry, Physics, Anatomy & Physiology, Forensics, Applications of STEM, Advanced Chemistry

- **Social Studies** - Social Studies 7 & 8, Integrated World Studies , Integrated US Studies, Economics, Government
- **Art** - Visual and Applied Art -, JH Art, 7th Grade Art, 3 Dimensional Art & Design, Contemporary & Career Based Art, 2 Dimensional Art & Design, Art Mentor
- **Band** - JH Band, HS Band, Jazz Band
- **World Languages** - Spanish 1-3
- **Physical Education & Health** - JH Physical Education, HS Physical Education, Health & Lifetime Fitness, Health/Career Planning/Lifetime Fitness
- **Computer Science** - Computers 7, Computer Coding 1 & 2
- **Virtual Online** - Odysseyware course catalog, GenNet virtual learning
- **CTE** - Courses offered through the Career Tech Education Center
- **Misc** - Education Exploration, Peer to Peer

Some of the elective courses are offered on a rotational basis i.e. every other year or every third year.

Field Trips

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. Students may not participate in any school-sponsored trip without parental consent.

Grades

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

The school uses the following grading system in grades 7-12

| | |
|--------------|-----------|
| 93% - 100%: | A |
| 90% - 93%: | A- |
| 87% - 90%: | B+ |
| 83% - 87%: | B |
| 80% - 83%: | B- |
| 77% - 80%: | C+ |
| 73% - 77%: | C |
| 70% - 73%: | C- |
| 67% - 70%: | D+ |
| 63% - 67%: | D |
| 60% - 63%: | D- |
| 59% - below: | F |

I = Incomplete (*will turn to an "F" once the established deadline is passed*)

CR = Credit

N = In Progress

NC = No Credit

In grades K-6 the following grading scale is used:

M - (Meets): The student regularly meets the standard with limited errors. The student grasps and applies key concepts, processes and skills for the grade level. The student performs skills independently.

P - (Progressing): The student is progressing and occasionally meets the standard. The student is beginning to grasp and apply the key concepts, processes, and skills for the grade level. The student performs skills with direct teacher guidance.

N - (Needs Intervention): The student is not meeting the standard. The student seldom grasps or applies key concepts, processes and skills for the grade level. The student has difficulty performing skills and needs additional practice at home.

E - (Extends): The students consistently meet and exceed the standards. With relative ease, the student grasps, applies and extends the key concepts, processes and skills for the grade level. The student applies skills independently.

Grade Point Average (Grades 7-12)

To calculate a grade point average (GPA), assign a weighted point value to each course grade and divide by the total number of credits. This can be done by grading period, semester, year, or for a series of school years.

A= 4.0, **A-** =3.667, **B+** =3.333, **B** =3.0, **B-** =2.667, **C+** =2.333, **C** =2.0, **C-** =1.667, **D+** =1.333, **D** =1.0, **D-** =0.667,

Grading Periods

Students shall receive a report card at the end of each 9 week period in grades 7-12 and 12 week period in grades K-6 indicating their grades for each course of study for that portion of the academic term.

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

Graduation Requirements

Regular Diploma

Normally, a student will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student will need to meet the school requirements for basic course work, and earn the total number of minimum credits. A student enrolled in special education may take an alternative to the State mandated-test. Such a decision is made by the IEPC Team. The student may still need to earn the required credits indicated by the IEP or in a personal curriculum. For more information about the different methods by which credits can be earned, refer to Policy 5460 in the Board Policy manual, a copy of which is accessible in the business or main office.

Specific course requirements are:

- **English** 4 credits
- **Health** .5 credit
- **Phys. Ed.** .5 credit
- **Mathematics** 4 credits
- **Science** 3 credits
- **Social Studies** 3 credits

- **Electives** as needed to meet total credits
Total 24 credits

Guidance and Counseling

Students having questions regarding preparation for a career, entrance requirements for college, or general information about courses or credit can make an appointment with the assistant principal. If an emergency or personal problem occurs which you wish to discuss in confidence, check or call the main office. Counseling services are available and students wishing to speak to a counselor should check in with the principal, assistant principal or a teacher.

Homework

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

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

Honor Roll(s)

Students will have their name placed on the Honor Roll if they achieve a "B" average (3.00) or better scholastically for the marking period or semester. Any student having a grade of "C-" or lower will not be eligible for the honor roll. If a student has an "I" (Incomplete) at the time honor roll is determined, they will not be eligible or considered for honor roll, unless given administrative approval due to extenuating circumstances. Students are expected to have their work completed by the end of each marking period, however, in special circumstances, students may be eligible for the current honor roll at the discretion of the principal. To achieve honor roll, a student must be scheduled for a minimum of three courses at the high school.

On-line Courses and Distance Learning Courses

Available upon request. These classes are offered for credit recovery and to enhance the existing curriculum. These classes are not to be taken in place of existing classes. In certain circumstances, students will be given the opportunity to enroll in online courses. It must be understood that these courses are independent studies and require more work than can be done during the normal school day or week. If students do not have access to Internet service outside of the normal school day, it is recommended that they not enroll in the program. Inappropriate computer activity, per computer usage policy, may result in the loss of computer rights. Violation of any of the rules or failing to complete the course may result in the students receiving an "F" and the family being responsible for the cost of the online class and materials.

Personal Curriculum

The Michigan Merit Curriculum (MMC) has established high school content expectations and credit requirements which students must complete in order to be awarded a high school diploma. Pentwater Public Schools has adopted graduation requirements which are aligned with the MMC. A student may be provided a Personal Curriculum (PC) in accordance with state law.

Some students may have career goals which may not be aligned with the requirements of the Michigan Merit Curriculum (MMC), or may have learning challenges or barriers which make it impractical for a student to complete all of the MMC expectations. Therefore, the parent(s) or

legal guardian of a student, or the student him/herself if emancipated or the student is of the age of majority, or school personnel may request a personal curriculum (PC) which modifies certain aspects of the MMC. If the PC is approved and the student completes the requirements of the PC, the student may be awarded a high school diploma.

Further Information regarding a personal curriculum can be found on the district website.

Promotion, Placement, Retention

- **Elementary - Middle School**

Promotion to the next grade (or level) is based on the following criteria:

1. Current level of achievement
2. Potential for success at the next level
3. Emotional, physical, and/or social maturity

- **High School**

A student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits and passing the State mandated tests. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (IEP) or in a personal curriculum. It is the student's responsibility to keep in contact with his/her teachers and administrators to ensure that all requirements are being met. Information about credit and course requirements is available from the assistant principal or principal who will be pleased to answer any questions.

The following number of earned credits designate the grade in which the student will be registered:

- **Freshman** = 0 to 7 Credits
 - **Sophomore** = 7 Credits to 14 Credits
 - **Junior** = 14 Credits to 21 Credits
 - **Senior** = 21 or more Credits
- To be **promoted to 10th grade** a student must earn a minimum of **4 credits**, half of which must meet MMC requirements.
 - To be **promoted to 11th grade** a student must have a minimum of **10 credits**, half of which must meet MMC requirements.
 - To be **promoted to 12th grade** a student must have a minimum of **15 credits**, half of which must meet MMC requirements.

Exceptions may be made based on individual students needs to be determined by the principal.

Post-Secondary (Dual) Enrollment Options

Any student in 9th, 10th, 11th, or 12th grade may enroll in a postsecondary (dual) enrollment program providing s/he meets the requirements established by law and by the District. Any interested students should contact the Assistant Principal or Principal to obtain the necessary information.

Participation in Dual Enrollment classes is a special opportunity granted to our top students to encourage intellectual and emotional maturation. If students meet the minimum score requirements on the college's assessment test/placement test requirements, they will be able to

participate in the dual enrollment program. It is recommended that first semester juniors or seniors take one college class as their first dual enrollment experience.

Transportation to and from college classes is the student's responsibility. Students are expected to honor the college schedule of classes even when Pentwater Public Schools is on break or vacation. Students may schedule classes so that they can ride the CTE bus that travels to WSCC each afternoon. Students are encouraged to use Pentwater Public School Transportation. Students who will be driving to WSCC must have appropriate paperwork on file stating that they have permission to drive.

Class withdrawals may only be done with the permission of the principal. Withdrawals must fall within the college's academic calendar for full tuition refunds. Student's parents will be billed for any amount for withdrawals made after the college's deadline.

Students eligible under the State Aid Act for Dual Enrollment may request to substitute similar college courses for Pentwater Course requirements. Information pertaining to the goals and objectives of the comparable college course may be requested. Such substitutions must be approved in advance by the building principal. Each request will be considered on an individual basis (student g.p.a may be a determination).

Students may take dual enrollment classes for college credit. Grades will not be part of a student's overall high school g.p.a. Classes taken will be listed on a student's transcript to reflect the student's academic course record with a CRD/NCD. Grades will not be assigned to those classes listed.

Dual Enrolled Students are expected to pass their classes with a D- or better. If a student does not pass their dual enrolled class(es) then:

- The student will not be allowed to take additional dual enrollment classes.
- The student's family will be billed for the cost of the classes.
- If the student is taking the class for high school credit the failed grade will appear on the transcript. If the student is not taking the class for high school credit the class will appear on the transcript with a NCD listed by the course taken.

Recognition of Student Achievement

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

Senior Second Semester Exam Incentive

Seniors may choose to not take final examinations if they meet the following criteria:

1. 3 or less days absent (excused) from the class for the 2nd semester and a C or better in the class. Unexcused absences will make the student ineligible. No skip day.
2. 6 or less days absent (excused) from the class for the 2nd semester and a B or better in the class. Unexcused absences will make the student ineligible. No skip day.
3. 2 or less tardies from the class for the semester.

4. Seniors dismissed from school the last 5 school days of the second semester following the criteria of 1-2-3 above.

Scheduling and Assignments

Elementary

The principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the principal.

Secondary

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

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

Dropping and Changing Classes - Secondary

Students may drop classes with the permission of the principal, assistant principal, teacher, and parents during the first week of a semester. Students who drop classes after that time will receive the grade of "F" and no credit for the semester. Students may change classes during the first 5 days of each semester only. Students must use drop add forms available in the office.

Student Assessment

The Michigan Merit Exam (MME) will include the College Board SAT for high school juniors.

This means that all 11th graders will take this state assessment test each year. It will provide students with a regular SAT score report that they can use to apply to a college or a university. SAT scores are used during the college admission process to assess high school students' general educational development and their ability to complete college-level work.

The MME is made up of the national SAT and the ACT WorkKeys tests in mathematics and reading, plus additional assessments in the areas of mathematics, science, and social studies.

MME testing is divided into three parts. The SAT will be administered in a full day session and the Work Keys and Michigan Science and Social Studies tests will be administered on a later day. Testing will be administered based on the guidelines given by the state for that academic year.

Parents and students should watch school newsletters and the local press for announced testing times.

Freshmen and Sophomores will have the opportunity to take the PSAT. A preparatory assessment primarily used to help students prepare for the SAT. Testing will be administered based on the guidelines given by the state for that academic year.

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

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

Any high school student who wishes to test-out of a course in which s/he is not enrolled may do so by taking the final examination for the course and receiving a grade of at least C+ or by demonstrating mastery of the subject matter as determined by the assessment used in lieu of a final examination. Credit for a course earned by a student through this process may be used to fulfill a course or course-sequence requirement and be counted toward the required number of credits needed for graduation but may not be used to determine the student's GPA.

Students may receive credit toward high school graduation who successfully completes, prior to entering high school, a State mandated curriculum requirement, provided the course meets the same content requirements as the high school course, and the student has demonstrated the same level of proficiency on the material as required of the high school students.

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

Depending on the type of testing and specific information requested, parent (or student) consent may need to be obtained. Pentwater Public School will not violate the rights of consent and privacy of a student participating in any form of evaluation.

SECTION II - ATTENDANCE

Michigan law requires that whoever has custody or charge of any child between ages 6 and 18 (unless the child has already completed high school graduation requirements) shall assure that the child attends public school during the entire school year. Michigan law requires that the student's attendance be continuous and consecutive for the school year fixed by the school district.

Michigan law includes the following exceptions to the mandatory school attendance requirement:

1. The parent/legal guardian of a child who is at least age 16 has provided to school officials a written notice that the child has the permission of the parent/legal guardian to stop attending school.
2. The child is attending a state approved nonpublic school, which teaches subjects comparable to those taught in the public schools to children of corresponding age and grade.
3. The child is less than 9 years of age and does not reside within 2-1/2 miles by the nearest traveled road of a public school. If transportation is furnished for pupils in the school district of the child's residence, this subdivision does not apply.
4. The child is age 12 or 13 and attends confirmation classes conducted for a period of 5 months or less.
5. The child is regularly enrolled in a public school while attending religious instruction classes for not more than 2 class hours per week, off public school property during public school hours, upon written request of the parent/legal guardian.

6. The child is being educated at the child's home by his or her parent/legal guardian in an organized educational program in the subject areas of reading, spelling, mathematics, science, history, civics, literature, writing, and English grammar.

Cross-reference:

NEOLA 5200 *Attendance*, NEOLA 5223 *Absences for Religious Instruction*, NEOLA 5230 *Late Arrival/Early Dismissal*, MCL 380.1561

Attendance

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

In the elementary, attendance is taken twice daily, AM and PM. If a student misses more than half of the AM or PM learning session, they will be counted as absent. In the event a parent/guardian signs a student out for an appointment, they must sign them back in the office immediately upon their return to school.

Absence Codes

Absence is calculated by the hour for students in 7th - 12th grade.

Absenteeism from school will be identified as excused, unexcused, school related, absent doctor excused, pre-arranged. They are defined and coded as follows.

- **Excused - AE** - An absence excused by a parent or guardian by 9:30 on the day of the absence by either a telephone call or written note. (counts as truant and applied to incentive).
- **Unexcused - AU** - An absence that did not receive a telephone call or written notice from a parent or guardian by 9:30 on the day of the absence. A student who has left the building without proper permission through the office. (counts as truant and applied to incentive)
- **School Related - SR** - An absence that is directly related to a school activity or community based activity. These may be but are not limited to curriculum based trips (band, class field trip), extra curricular activities that happen during the school day (athletic events), or activities that are school related but community based (Oceana County Youth Advisory Committee, TOPPC). (does not count as truant and not applied to incentive)
- **Pre-Approved - PAE** - An absence where notification is given to the office prior to the absence takes place. A pre-arranged absence form must be completed and have all signatures (including parent) and be given to the office prior to the absence taking place. (does not count as truant but are applied to incentive) no more than 10 a year
- **Doctors Excused Absence - ADE** - An absence documented by a physician for an established time period. This may be an extended amount of time based on doctors written recommendation, or a time period during the school day for an appointment. (does not count as truant and applied to incentive)
- **Tardy Excused - TE** - A tardy excused by a parent or guardian either a telephone call or written note.
- **Tardy Unexcused - TU** - A tardy that did not receive a telephone call or written notice from a parent or guardian.

- **Quarantine Absence - QA** - New COVID relate absence when a student was to be quarantined due to being a close contact to a COVID positive person
- **Face-to-Face - F2F** - This is when a student is learning remotely in a distance learning fashion, they are joining the class virtually.
- **Two way - 2-Way** - Is when a student is absent due to quarantine or COVID and there has been a two way interaction between the student and their teacher, this can be done by email, phone, text or any other way that there was a two way interaction.

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

- A. Illness or hospitalization verified by a *doctor's* excuse. The school district reserves the right to require corroborative evidence when deemed necessary.
- B. Serious illness or emergency in the immediate family verified by a written parental excuse (no more than 10 days in a school year may be excused by a parent).
- C. Attendance at a funeral verified by a written parental excuse.
- D. Pre-arranged absences approved by the principal in writing in advance, and arrangements are made for necessary assignments and materials, and make-up work is completed as arranged between the student and teacher. Vacations that do not coincide with the school district calendar are discouraged. It is imperative that this be kept in mind when vacation plans are made. We ask your cooperation in arranging vacation plans that coincide with the district's vacation schedule.
- E. Religious instruction and/or obligations (arranged in advance).
- F. Professional appointments which cannot be made after school (dentist, doctor, court, appointments, etc.) with a written note from the professional office.
- G. School-imposed suspensions.

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

Parents must provide an explanation for their child's absence by no later than 9:30 a.m. on the day of the absence. They are to call the main office at 231-869-4100 and explain the reason for the absence. If the absence can be foreseen and the "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.

Absences - Unexcused

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 truancy laws of the State.

A student who **exceeds 5 consecutive unexcused absences** may be dropped from enrollment at Pentwater Public School. If the student is dropped, they may re-enroll providing they meet enrollment criteria.

Attendance Consequences

After the fifth absence (AE & AU combined) for the semester, a notice will be sent informing the student and parent of the amount and types of absences.

Upon reaching ten **(10) absences** (AE & AU combined) for the semester a letter will be sent by the school notifying the parent/guardian that attendance records may be sent and a truancy referral may be filed with the county office on the 11th absence.

Failure to attend a designated consequence will result in an In-School Suspension in addition to reassignment of the initial consequence.

All students dropped from class(es) due to attendance and other disciplinary matters are assigned and expected to attend in-school suspension for the remainder of the semester during the class period which was dropped.

NOTE: Students who experience long-term absences as a result of illness or a medical condition, or who experience excessive absences due to involvement with school-approved business/activities, will be dealt with on an individual, case-by-case basis. In addition, a homebound teacher will be assigned to assist the homebound student in completing his/her course assignments during the long-term absence.

Pentwater Public School wishes to support families with attendance and work with them to consider options for attendance related issues.

Checking Out of School During the Day

Students who need to leave the school during the day must obtain permission to leave the building, permission must be reported to office personnel. Parents may grant permission for students to sign-out by contacting the office. Either a written note, pre-arranged absence form, or a telephone call from the parent/guardian is required before permission is given to leave. Students must still report to the office to verify that the parent has indeed called in to permit the departure from school. Students in grades 7-12 leaving/arriving outside of normal arrival and dismissal times must sign-in/out in the office. Failure to sign out may result in an unexcused absence for the time the student is not in attendance.

Dual Enrolled Students and CTE students must sign out daily. If a student has open-campus privileges, is dual enrolled/CTE and has permission to drive to and from class on file (permission to drive documentation) the student must sign out prior to leaving for lunch.

Students 18 years of age or older that have filed the age of majority documentation may excuse themselves in checking out of school during the day. Students who are 18 and sign themselves out of school during the day must do so for an excusable absence as defined in school policy or the absence will be considered unexcused.

Any student leaving without permission will have an unexcused absence recorded and the student may be held accountable for skipping.

The excused/unexcused guidelines for truancy apply for all absences mentioned above. If a parent/guardian calls in to permit a student to leave during the day and documentation is not provided to support that absence it will be marked "excused" but counts toward truancy.

Extra Curricular Activities and Attendance

Students must be in school for the whole day in order to participate in or attend extra curricular activities, unless they have a pre-arranged absence or present a doctor's notes. This includes band concerts, art exhibits, athletic events, and awards banquets. The only exception is when it is cleared with the administration PRIOR to the event.

Make-up of Tests and Other School Work

If a student's absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers. Students who are unexcused from school will not be allowed to make up missed work. The student should contact their teacher(s) as soon as possible to obtain assignments.

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

Students or parents may call the attendance office to arrange for homework assignments for excused absences. A student's grade shall be based on relevant objective criteria, including attendance in class which is an integral part of the learning experience and operates to maintain academic standards for earning credit. Students may be given an opportunity to earn credit in a class through make-up sessions which will be mutually agreed upon by the student, teacher, and principal. Teachers prepare lessons which are expected to be taught just once. No amount of make-up work is as meaningful as attending class. The interaction that takes place in the classroom between the teacher and the student can never be made up. However, when an absence does occur, the student is expected to keep pace with the class by making up homework, tests, quizzes, etc. It is important to note that it is the student's responsibility to approach the teacher and make the necessary arrangements for making up any missed work. Work not made up or not submitted on time may be marked as an "F". If the student is absent because of a suspension, he/she has the right to make up for the work missed, all work shall be completed upon return to class. Students will be allowed the same amount of time to make up work as they were absent. Example: if a student is absent two days, they will have two days in which to make up their work. Work not completed in the allotted time will be given a grade of zero. Students caught skipping will forfeit their right to do make-up work or take an exam or quiz missed.

Notification of Absence

If a student is going to be absent, the parents must contact the school 231-869-4100 by 9:30 a.m. the day of the absence and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible. When no excuse is provided, the absence will be unexcused and the student may be considered truant or skipping. 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.

School Events

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

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

Elementary students must be accompanied by a parent or guardian in order to attend athletic events.

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.

Senior College Days

Senior students will be allowed to visit colleges to aid them in making a decision regarding college attendance. Arrangements must be made in advance with the admissions office of the college, an administrator and the student's teachers. Pre-arranged absence forms should be used.

Sign-in Policy

Late arrivals must be accompanied by either a note or a telephone call from the parent otherwise an unexcused tardy or unexcused absence will be applied, if more than ten minutes late to class.

Skipping

Students found to be skipping school will lose the privilege of making up work, tests and or quizzes. Skipping is defined as not being in the place you are assigned. Skipped classes will be assigned an unexcused absence.

- **1st Offense** - In School Suspension and 11th and 12th grade shall lose open campus for 1 semester.
- **2nd Offense** – In School Suspension and loss of open campus for 1 year.
- **3rd Offense** and those thereafter – Meeting with parents.

Suspension from School

Absence from school due to suspension shall be considered an authorized absence, neither excused or unexcused.

A suspended student will be responsible for making up school work lost due to suspension. A student must complete missed assignments during the suspension and turn them into the teacher upon his/her return from school. It is a student's responsibility to contact their teachers or administrators to obtain work that needs to be completed during the suspension. Assignments may be obtained from teachers beginning with the first day of a suspension. Make up of missed tests may be scheduled when the student returns to school.

Tardiness

- **Elementary Level**
A student who is not in his/her assigned location by 7:50 shall be considered tardy. Any student arriving late to school is to report to the school office before proceeding to class.
- **Secondary Level**
Each student is expected to be in his/her assigned location throughout the school day. If a student is late in arriving at school, s/he is to report to the school office before proceeding to his/her first assigned location. Students who are more than 10 minutes late will be considered absent for that instructional period.

Consequences

All unexcused tardies will be dealt with the following consequences:

- The 3rd and 5th tardy in a specific class will result in a 30-Minute Detention in a 9 week marking period.
- Assignment of the student to ISS (In School Suspension) on the 6th tardy and every two tardies beyond 6 in a 9-week marking period.
- A tardy is considered unexcused when a student arrives to class without a legitimate pass signed by a teacher, counselor, administrator, secretary or other school personnel. A tardy may be considered excused if the parent informs the school office by phone as to the student's tardiness.
- If a student arrives to class more than 10 minutes late, the student has missed a substantial amount of classroom instruction for that hour, for this reason, the tardy will become an unexcused absence.
- Failure to attend a designated consequence may result in an In-School Suspension in addition to reassignment of the initial consequence.

Truancy

- Absences considered for truancy are those that are excused (AE) or unexcused (AU).
- Notification will be given when a student has 5 absences combined AE and AU. A letter will be sent home.
- A request for a parent meeting will be made when a student has reached 8 absences for the semester. A written plan will be made documenting consequences to follow. A copy of the plan will be submitted to the Oceana County Juvenile Court. If a meeting cannot be made then a plan will be developed and sent by mail.
- A student may be referred to the Oceana County Juvenile Court for truancy when the total days absent exceeds 10 for the semester.

Vacations During the School Year

When a family vacation must be scheduled during the school year, parents may discuss the matter with the principal and the student's teacher(s) to make the necessary arrangements. A pre-arranged absence form should be completed prior to the student's departure and turned into the office. Pre-arranged absences must be signed by teachers and parents prior to turning it into the office. It may be possible for the student to receive certain assignments that are to be completed during the trip.

SECTION III - GENERAL INFORMATION

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. The school has a central bulletin board located in the lobby which may be used for posting notices after receiving permission from the principal.

Age of Majority

A student who has reached the age of 18 is considered to have the full rights of an adult; however, if the student is still living at home, we ask that the student obtain an age of majority recognition form from the attendance officer. This form should be filled out by the student and the parent(s) and returned to the attendance office so that we can determine agreement that the parent(s) is no longer responsible for the student and whether or not the student consents to parental access to their records. Although 18-year-old students are recognized as adults under the Age of Majority Act, the Pentwater Board of Education is nonetheless committed to the

equal treatment in application of its policies and procedures to all students. With the following exception, the rules and regulations set forth in the Pentwater High School Parent/Student Handbook will apply to all students, regardless of their attainment of the age of majority: Students 18 years and older may also represent themselves during disciplinary conferences and be in receipt of their own grade reports.

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 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.

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.

Backpacks - Personal & School Safety

Students will need to keep any books or materials either in their lockers or be able to fit their books and materials under their classroom desk. Backpacks will not be permitted to be on the floor in the classrooms or left in the hallways outside of the classroom. Again, this is a safety and security consideration. Loose backpacks on the floor or in the hallways pose a hazard to the safe egress from the classroom or the hallways, and impede exit routes in the case of a fire or tornado evacuation.

Student backpacks must be stored in the coatroom at the elementary level and in student lockers at the secondary level.

Bicycles/Skateboards/Rollerblades

Students may ride bicycles, skateboards and rollerblades to school. During school hours bicycles should be parked in the bike racks (preferably locked), and skateboards/rollerblades should be carried into the building and kept in a locker or the office. Students may not ride skateboards, rollerblades or bicycles on school property, during school hours, including sidewalks and parking lots (*Exception: P.E. classes may use these forms of equipment for a*

unit of study). Students are responsible for the safety and security of this property and the school district assumes no responsibility in the event of theft or damage.

Books

Textbooks issued to students are the property of the school; they are loaned to the students. Books shall be returned when withdrawing from school, or at the end of the semester when requested by the teacher. It is the responsibility of each student to take proper care of all textbooks issued. Students will be charged for lost or damaged textbooks. Report cards and transcripts will be held until all textbook obligations are settled.

Boots, Wraps and Clothing

Our lost and found grows by leaps and bounds! You can help minimize loss if you will:

1. Mark each article of clothing (particularly coats, boots, gloves, and hats) with your child's name.
2. See that your child returns articles of clothing brought home belonging to others.
3. Urge your child to check the lost and found when something is missing.
4. Help us teach your child to respect the property of others.

Building and Grounds/Security

Board of Education Policy - Excerpt

The Board authorizes the administration to develop and implement procedures designed to ensure the security of school property and the protection of students, school personnel and citizens. Security includes not only maintenance of a safe, sanitary building, but also protection from fire hazards and faulty equipment and safe practices in the use of electrical, plumbing, heating, and air conditioning equipment.

School grounds, roadways, and facilities are to be considered closed to the public at 9:00 p.m. nightly unless approved school or community functions extend beyond that hour. Only persons in attendance at approved school or community functions may then be legitimately on school property. School employees, contractors, and community members may be issued keys according to guidelines set by the administration.

School personnel and agents have the Board's authority to ask any person found on school property after hours and/or without prior approval to leave and to inform the police should the person fail to do so. The Board or school officials may resort to legal means to enforce trespassing regulations.

Administrative Regulations - For Building and Grounds Security:

The following procedures shall be used on days when school is in session:

1. School activities have top priority for gym use.
2. Individuals or groups must complete and submit a building reservation request form for gymnasium/building rooms in advance through the school office during regular business hours (8:00 - 4:00 Monday - Friday).
3. The school office will record the name and telephone number of the person who wishes to use the facility. The date and time of the reservation shall also be recorded.
4. The school facility may be used by students with the supervision of an adult approved by the school administration. This supervisor must be registered.
5. The building must be vacated no later than 9:00 p.m.
6. Several individuals and/or groups may be using the same facility at the same time.

7. School employees or contracted services employees (custodial) shall have the authority to direct individuals or groups to leave who are not conducting their activities within guidelines set by Pentwater Public Schools.
8. Any person violating any of the above provisions may lose all privileges for gym use.

The following procedures shall be in place on days when school is not in session:

1. School activities have top priority for gym use.
2. Individuals or groups must complete and submit a building reservation request form for gymnasium/building rooms in advance through the school office during regular business hours (8:00-4:00 Mon.-Fri.).
3. The school office will record the name and telephone number of the person who wishes to use and be responsible for the facility. The date and time of the reservation shall also be recorded. This list shall be posted at the end of each business day in the main office window.
4. The facility may be reserved by an approved supervisor that is at least 21 years of age
 - a. The person reserving the gym will be responsible for the following:
 1. obtaining and returning a key for entry. This shall include unlocking the door, checking doors to make sure the building is cleared at the end of the activity, and locking the building. Keys shall not be duplicated.
 2. any damage or extra custodial services required to clean the building after use.
 3. the behavior of all individuals using the gymnasium during the time it is being reserved. This includes assurances that the activities are conducted safely and within the confines of the gym.
 4. School employees or contracted services employees (custodial) shall have the authority to direct individuals or groups to leave who are not conducting their activities within guidelines set by Pentwater Public Schools.
5. Any person violating any of the above provisions may lose all privileges for gym use.

Cars, Motorcycles or Scooters and Snowmobiles

Students should park cars and motorcycles in the parking area designated for student use. Snowmobiles are not allowed on school property other than in the designated parking areas. Students should park vehicles in an east/west direction so as to allow room for more vehicles. Improper vehicle use can result in revocation of parking privileges. **All student vehicles must be registered with the office.**

Chain of Command

Pentwater Schools Chain of Command (Who do I go to with my concerns?)

TEACHER

- Student behavior
- Student grades
- Student work and/or curriculum

K12 ASSISTANT PRINCIPAL

- Curriculum
- Discipline of students
- Testing
- Scholarships
- IEPs

COACH

- Sportsmanship
- Player issues (playing time, treatment, philosophy)
- Rules of the game
- Coaching style
- Athletes Discipline

ATHLETIC DIRECTOR

- Decisions made by coaches
- Schedules (practice, athletic events)
- Athletic eligibility
- Athletic physicals
- Sportsmanship
- Athletes Discipline

SUPERINTENDENT/PRINCIPAL

- Facility usage
- Concerns about board decisions, policy, procedures or job descriptions
- Maintenance issues
- Concerns about final decisions of Athletic Director, Curriculum Director/Dean of Students and/or Teachers
- Scholarships
- Scheduling (independent studies, dual enrollment, tech prep, graduation requirements)
- School safety
- Bus safety/bus issues
- Board policy or procedures
- Handbook issues or procedures
- Concerns about school staff
- Issues about which you are uncertain whom you should contact

PENTWATER BOARD OF EDUCATION

- Concerns about final decision or interpretations of Superintendent
- Board policy

Conferences/Meetings

We welcome the opportunity to meet with you to better understand and help your child. Conference/meetings may be arranged by calling the school for an appointment. Teachers can

usually be reached at the school 15 minutes before and 15 minutes after class time hours.

Control of Casual-Contact Communicable Disease 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 pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

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

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

Early Dismissal

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent to be released to a person named on the enrollment or emergency form in the School office 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 and / or verbal permission signed by the custodial parent(s) or guardian.

Enrolling in the School

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.

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

1. A birth certificate or similar document,
2. Court papers allocating parental rights and responsibilities, or custody (if appropriate)
3. 2 proofs of residency
4. Proof of immunizations

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

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

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

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

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

Emergency Medical Authorization

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

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

Emergency Drills

Pentwater Public Schools will hold a minimum of 5 fire drills, 2 tornado drills, and three lockdown drills each school year as required by MCL 29.19, amended effective July 1, 2014. At least one of these drills will be held when students are in transition such as at recess or at

lunch. Parents may access details regarding these drills on our website.

Fire, Lock Down and Tornado Drills

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

Field Trips

Students under the age of 18 must have a parental permission slip on file in the office before being allowed to participate in a field trip.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires and lock down drills and consists of a message over the PA announcing the drill.

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 (3) times each school year. The alarm system for a school lock down is different from the alarm system for fires and tornadoes and consists of an announcement on the PA that we are in lockdown.

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.

Homeless Services

Families who reside in temporary housing, need to double up with another family member or friend for the purposes of securing shelter, reside in a shelter, or who do not have suitable permanent housing may qualify for supports under the McKinney Vento Homeless legislation. Services may include assistance in registration, assuring access to all programs, assistance with transportation, clothing for school, supplies for school, access to free lunch, etc. Parents should contact the District Liaison, Scott Karaptian at 231-869-4100 ext. 226 for more information about services and eligibility.

Immunizations

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

Individuals with Disabilities

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

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact Craig Barter at 231-869-4100 ext. 247 to inquire about evaluation procedures and programs.

Injury/Emergency Procedure

When an injury or emergency is reported to the office, attempts will be made to provide immediate and temporary first aid for the student and parent(s) will be contacted. If the situation cannot be handled by the office, attempts will be made to contact a parent or person listed on the student information card filled out by the parent(s) unless the student is 18 years or older. The office will share the information that is known about the situation and respond according to the instructions received over the phone.

In case of serious injury, illness, or incapacity, if the persons listed on the information card cannot be contacted and, in the opinion of school officials, immediate medical treatment is necessary, the District reserves the right to secure emergency medical treatment for that student. The student's parent(s) guardian or a student 18 years or older will be responsible for all costs of such medical treatment.

Library

The library is open from 8:00 to 2:00 every school day. Students are encouraged to use the library during this supervised time. A pass should be obtained from one of the teachers or permission received from the librarian during school hours.

Books in the general collection may be used, checked out for two weeks, and renewed as needed as long as no one else needs them. Books in the reference collection may be checked out overnight and taken out after the last period. They are to be returned the first hour of the next school day. The latest issues of magazines may be checked out overnight; later issues may be checked out for 1 week.

The fine for books and materials not returned on time is 5 cents per day, overnight books and magazines 10 cents per class period. Students are responsible for books and other library materials they use. Abuse of library materials will result in payment based upon the cost of replacement.

Limited English Proficiency

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is therefore the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extracurricular program offered by the District. Parents should contact the principal at 231-869-4100 ext. 226 to inquire about evaluation procedures and programs offered by the District.

Loitering

Loitering in hallways or buildings is not permitted. Students not involved in some extracurricular activity must exit the building in the afternoon by 3:00 p.m. All students must be under the supervision of a school staff member after 3:00 p.m. Once a social event or game is over, students must leave the building immediately. Failure to comply with these regulations will result in a detention or suspension.

Lockers

Lockers are assigned in the fall by office personnel. It may be necessary for students to share a locker. Once assigned a locker, students may not change lockers without permission of the office. Lockers are to remain in an orderly fashion. Students who cannot maintain an orderly locker may lose the privilege of having a locker. A student may be assigned a new locker at the discretion of administration. Lockers should be **locked at all times and not rigged to stay open**. Students can be issued a lock for gym lockers. Please see your PE teacher. ***If students are not following the proper locker procedures and items come up missing, the school will not be held responsible.***

The school reserves the right to search lockers. Students have no reasonable expectation of privacy in their school locker or other school storage areas, and students electing to use school lockers and storage areas acknowledge that a condition of their use is the District's right to search such lockers and storage areas at any time and for any reason. (See also SEARCH AND SEIZURE.)

Lost and Found

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

Meal Service

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

We are pleased to inform you that Pentwater Public Schools will be participating in the Community Eligibility Provision program as part of the National School Lunch and School Breakfast Programs for the 2022-2023 school year.

ALL students enrolled at our school can receive a healthy breakfast and lunch at NO CHARGE to your household each day.

We still need your household to fill out and sign the Household Information Report. This report is critical in determining the amount of money that our school receives from a variety of State and Federal supplemental programs like Title I A, At-risk (31a), Title II A, E-Rate, etc.

The supplemental programs listed above have the potential to offer supports and services for our students including, but not limited to:

- Instructional support (staff, supplies & materials, etc.)
- Non-instructional services (counseling, social work, health services, etc.)
- Professional learning for staff

- Parent and community engagement supplies and activities
- Technology

We are asking that you please complete and submit it as soon as possible to ensure that additional funding for our school is available to meet the needs of our students. All information on the report submitted is confidential. Without your assistance in completing and returning the attached report, our school cannot maximize the use of available State and Federal funds. If we can be of any further assistance, please contact Dawn Felt (dfelt@pentwater.k12.mi.us.) at (231) 873-6242 or Toni Glover at 231-869-4100 ext. 210.

Medications

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

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The **Medication Request and Authorization Form 5330 F1, F1a, F1b, and F1c must be filed** with the respective building principal before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the principal's office.
- D. Medication that is brought to the office will be properly secured. Medication must be conveyed to school directly by the parent. Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
- G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

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 authorization is received.

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

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription and instructions from the child's physician accompanied by the written authorization of the parent. Both must also authorize any self-medication by the student. Before any non-prescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent along with a waiver of any liability of the District for the administration of the medication. The parent must also authorize any self-medication by his/her child.

Non-Prescribed Medication

No staff member will be permitted to dispense non-prescribed, over-the-counter (OTC) medication to any student without the Medication Request and Authorization Form completed in advance.

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 but all of the other conditions described above under prescribed medications will also apply to non prescribed medications. The student may be authorized on the request form by his/her parent to self-administer the medication in the presence of a school staff member. No other exceptions will be made to these requirements.

Preparedness for Toxic and Asbestos Hazards

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

Non-Discrimination

It is the policy of Pentwater Schools not to discriminate on the basis of sex, race, color, nationality, age or handicap in its educational program, activities, or employment practices as required by Title IX of the 1972 Education Amendments and the U.S. Dept. of Ag. food and child nutrition programs. Inquiries regarding compliance may be directed to Mr. Scott Karaptian, Superintendent, 600 E. Park Street, Pentwater, MI 49449, (869-4100 ext. 226); or to the director of the Office for Civil Rights, Dept. of Health, Education and Welfare, Washington, D.C.

Open/Closed Campus

- High school students, grades 11 and 12, may leave the school grounds during their lunch period.
- Junior high and high school students, grades 7 – 10, are not allowed to leave school grounds during their lunch period. Exception: With written parental permission, a 9th – 10th grade student may have an open campus.

School Resource Officer

A Pentwater Village Police Officer, designated as a full-time School Resource Officer, will be stationed in our School on a regular basis throughout the school year. The School Resource Officers office is located in the main office. The goal of this officer is to mentor, educate and be a positive role model for students. The purpose of the school liaison program is to promote a positive relationship between school personnel, students, parents and the police department through proactive interaction. The School Resource Officer is duty-bound to react to circumstances that are criminal in nature (i.e.: disorderly conduct, blatant and repeated insubordination to a staff member, trespassing). Additionally, a Pentwater Public School administrator may choose to involve local law enforcement in the initial investigation of possible criminal acts.

Police Interrogations and Investigations Conducted in School

Law enforcement officials may be called to conduct an investigation of alleged criminal conduct on the school premises. They may also be summoned in the event of a disturbance. Prior to

police questions, if a student is under the age of 18, a reasonable attempt to contact the student's parent, guardian, or representative shall be made. If the parent cannot be present during questions, the principal or a designated, certified school staff person shall be present.

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.

Recess

It is expected that all children in grades K-6 grade will go outside with their class. The County Health Department feels that a child well enough to be in school, is well enough to go outside.

However, if for health reasons, a child must remain inside for recess, a written statement is necessary. If the restriction is for more than two days, a statement from a doctor is required.

Sick Room Policy

Occasionally students may need the use of the sick room. Students will be allowed to remain in the sick room for a period of 15 minutes and then must return to class or call their parents to pick them up and take them home. Students will sign in when using the sick room.

School Expectations

Our school expectations are:

1. **T**ake Responsibility
2. **E**arn Respect
3. **A**ct Safely
4. **M**easure Success = Personal Pride!

Positive Behavior Intervention and Supports (PBIS) Rules:

- **Be Safe**
- **Be Respectful**
- **Be Responsible**
 - **In the cafeteria, hallways, restrooms and playground**
- **Seek and build healthy and positive relationships**

Hall Expectations

1. Students will walk when inside the school building.
2. Playground equipment is not to be used in the halls.
3. Quiet voices will be used.

Playground Expectations

1. Follow directions the first time they are given.
2. Stay in the assigned area.
3. Play fair and safe.
4. Use kind words.
5. Use playground equipment safely.

Cafeteria Expectations

1. Follow directions the first time they are given.
2. Clean up your area after eating. Paper products are to be put in a waste container.
3. Be kind.
4. Walk quietly.
5. Keep hands, objects, and feet to yourself.
6. Eat your food while seated at the table and eat only your own food.
7. All food is to be eaten in the lunchroom.

Student Fee, Fines and Supplies

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

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

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

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

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

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

Student Fundraising

Fundraising activities by school organizations must be approved in advance by the principal. Organization sponsors assume the responsibility for supervising the project, accounting for funds, making reports, and any other details involved in the project.

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

1. Students involved in the fundraiser must not interfere with students participating in other activities when soliciting funds. Students must not participate in a fundraising activity for a group in which they are not members without the approval of the building principal.
2. Students may not engage in house-to-house canvassing for any fundraising activity.
3. Students who engage in fundraisers that require them to exert themselves physically beyond their normal pattern of activity, such as "runs for", will be monitored by a staff member in order to prevent a student from overextending himself/herself to the point of potential harm.

Student Records and Family Educational Rights and Privacy Act (FERPA)

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

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

Directory information includes:

A student's name, a parent's name, address, telephone number, photograph, video, or other visual representations, major field of study, participation in officially recognized activities and sports, height and weight if part of an athletic team; dates of attendance, date of graduation, awards received, honor rolls, scholarships, telephone numbers for inclusion in school or PTO directories, school photographs or videos of students participating in school events, programs, or activities.

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

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

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

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to Scott Karaptian, Superintendent/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. Sexual orientation 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 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.

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.

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.

Teacher Qualifications

Parents and guardians have the right to request qualification information for teachers, and in some cases, paraprofessionals who work with their children. If you would like information about your child(ren)'s teachers' qualifications, please contact the Superintendent Principal with your request.

Transfer Out of District

Parents should notify the principal about plans to transfer their child to another school. Families should make arrangements with the principal to return all school materials, pay 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 office staff for specific details.

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

Unpaid Student Fees

Any fee or fine owed by a student must be paid by the end of their school year. These include, but are not limited to, overdue library materials, charges for damaged school property, unreturned fundraiser money and hot lunch charges.

A list of these charges will be kept on file in the school office and updated periodically. Students who do not take care of these responsibilities will be subject to the following consequences:

1. May not be allowed to participate in graduation exercises.
2. May not be allowed to participate in school activities, i.e. field trips, class, club, student council activities, or extracurricular activities (including athletics).

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.

Use of Telephones

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

Visitors

Visitors, particularly parents, are welcome at the school. All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must have a lanyard identifying themselves as a guest and worn on their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in an appropriate manner will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior. If a person wishes to

confer with a member of the staff, s/he should call for an appointment prior to coming to the School, in order to schedule a mutually convenient time.

Students may not bring visitors to school.

School Volunteers

The Board of Education recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the professional staff responsible for the conduct of those programs and activities. Chaperones must be at least 21 years of age, or be a parent/guardian of a student. Each volunteer:

- A. All school volunteers must complete the "Volunteer Contract" form (available in the school office) and be approved by the school principal before assisting at the school. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.
- B. Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.
- C. Shall agree to abide by all Board policies and District guidelines while on duty as a volunteer including signing, if appropriate, the District's Network and Internet Access Agreement Forms;
- D. Volunteers will be required to fill out a "Waiver of Liability" form when submitting their information form. The purpose of this waiver is to provide notice to prospective volunteers that they do not have insurance coverage by the School District and to document the volunteer's acknowledgment that they are providing volunteer service at their own risk.

Withdrawal from School

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

SECTION IV - STUDENT ACTIVITIES

Athletics

Pentwater Public School provides a variety of athletic activities in which students may participate provided they meet any eligibility requirements that may apply. A student's use of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and participation. See the Athletic Handbook for a complete listing for teams and other important information regarding athletics. For further information, contact the Athletic Director.

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

Class Projects

Each class, under the direct supervision of its advisor, may sponsor class projects during the school year. All class projects must be approved by the principal. Approval for activities should be sought at least two weeks before the activity is held. Class activity sheets are available in the principal's office.

School Dances and Parties

All school dances and parties are to be chaperoned by a faculty member and/or parents. These names are to be turned in to and approved by the administration-prior to the event and by the posted date.

Dances and parties are not to be held before Friday night and must be approved by the administration. High School activities must end by 12:00 am .- Junior High School activities must end by 9:30 p.m.

Dance Rules:

1. A student may sign up one guest only. Students must arrive with their guest and depart with their guest. High School Only
2. Students are responsible for their guest(s) for their entire stay. High School Only
3. The student must arrive and leave with their guest. High School only
4. If a guest is asked to leave, the sponsor is responsible to assist in the exit of the guest. *(Only High School can have guests)*
5. Students must observe proper conduct and language.
6. Students will not be allowed to bring refreshments into the gym.
7. Students who leave the building will not be allowed to return.
8. Students who have consumed controlled substances will not be allowed at the dance.
9. Dance will end at 12:00 p.m. (H. S.) and 9:30 p.m. (J.H.). Students will not be admitted to the dance if they arrive 1 hour after the dance has started.
10. Chaperones will report any infractions to the person in charge of the dance.

Dance Procedures

1. If a guest is not a current student from Pentwater Public School, a guest approval form, signed by a parent or guardian and the guest's principal, will need to be presented to the principal or dean for approval-by the posted date, to the dance unless otherwise specified. A guest approval form will be available in the office.
2. No guest for a high school dance may exceed the age of 20.
3. Adequate lighting must be maintained.
4. Parents will be contacted if a student is suspected to have consumed controlled substances.
5. Junior high school students are not allowed to bring non-student guests to a dance.
6. High school students are not allowed to attend a junior high school dance.
7. Junior high school students are not to attend high school dances.

Homecoming Dance and Spirit Week

The annual Homecoming Week activities are organized by the Student Council and cheerleaders. The highlight of the week is the crowning of the King and Queen, as selected by the student body. Students in grades 9- 12 only are eligible to attend with their guests.

Game Conduct

Demonstrate good sportsmanship at all times. Game conduct is governed by all school rules and the following specific rules:

1. Enter or leave the gym before games, at half-time and between games ONLY.
2. Students leaving the building during games **will not be allowed to return.**
3. Violations of these rules can result in disciplinary action.

4. Elementary students must be accompanied by a parent or guardian in order to attend J.V. and Varsity basketball games.

National Honor Society

Academically, Pentwater National Honor Society candidates must have a minimum accumulated grade point average as follows:

- Sophomores 3.3 GPA
- Juniors 3.3 GPA
- Seniors 3.3 GPA

The NHS selection process has *five components*. The first component is **academic eligibility**; the second is the **completion of the activity form**; the third is high school **faculty evaluation** of service, leadership, and character; the fourth is a **candidate interview**; and the final component is the evaluation and vote of the **NHS Faculty Council**.

Students selected for membership are expected to demonstrate the qualities of service, scholarship, leadership, and character in and outside of the chapter activities. Yearly chapter activities include but are not limited to monthly meetings, at least 10 hours of community and school service projects, and mentoring. NHS candidates who are not selected to become members may reapply the following year, granted that their grade point average qualifies them. Current NHS members who fail to meet the service, scholarship, leadership, and/or character requirements may be dismissed from NHS or given a lesser consequence as is deemed by the NHS Constitution and Faculty Council.

Non School-Sponsored Clubs and Activities

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

Membership in a 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.

Off-Campus Events

Students at school-sponsored off-campus events shall be governed by school district rules and regulations. Failure to obey the rules and regulations or to obey the lawful instruction of administrators, teachers or other school personnel may result in loss of eligibility to attend all school sponsored events.

School-Sponsored Clubs and Activities

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

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

The Board authorizes student groups that are sponsored by a staff member. Authorized groups include: Pep Band, Spanish and Art Club travel

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

Extra Curricular activities include: Green School Club, Athletics, Student Council, National Honor Society, Safety Patrol, Ski Club, Quiz Bowl

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

Student Council

The High School Student Council is the student government of grades 9 through 12. Each class has at least one elected representative. Officers are elected by the student body. The Student Council meets once a month.

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 administrator to discuss any legal requirements and obtain any needed documents.

Quiz Bowl

Quiz Bowl is open to students in grades 9 - 12. It gives individuals a chance to have a competitive academic questioning situation involving other schools. Selection is made on a competitive basis within our school system.

SECTION V - TRANSPORTATION

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.

A video monitoring system may be used on school buses. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on videotape, that recording may be used as the basis for imposing student discipline. If criminal conduct is recorded, a copy of the tape may be provided to law enforcement personnel. 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
- 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., unless given permission by the bus driver;
- 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.

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

Bus Transportation to School

The school provides transportation for all students who live outside the village limits. The transportation schedule and routes are available by contacting the Central Office at 231-869-4100 ext. 210.

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 parent(s) stating the reason for the request and the duration of the requested change.

Self-Transportation to School

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

The following rules shall apply:

- Students under age eighteen (18) must have written parental permission prior to driving to school.
- Students shall complete the Transportation Authorization and Release from liability form and provide evidence of:
- 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.
- Approved student drivers may not transport other students to a school-sponsored activity without written permission from the parents of passenger students and approval by the principal.

Student Driver and Passengers

Students must have permission on file to drive to and from school. A form is available that designates what school related activities (Youth Advisory Council, TOPPC, etc.) the student has permission to drive to and from. The form also provides consent for students to take passengers and for passengers to ride with other students. Students are not permitted to drive to school sponsored events where a bus/vehicle is provided.

The form is also used for students permitted to drive to and from Dual Enrolled and CTE classes.

Transportation to Career and Technical Education

All attendance procedures and regulations apply to the Career and Technical Education classes. Furthermore, students must comply with the following regulations:

1. Students must ride the school bus to and from CTE. Failure to comply will result in a one-day, in-house suspension-for the first offense. For a second offense, the student will receive a two day in-school suspension. Continued abuse of this regulation will lead to dropping the student from the CTE program and a corresponding loss of credit.
2. Should a student miss the bus, he/she must report immediately to the principal's office. If transportation is available, a ride will be arranged to the CTE Center. If not, the student will remain in the office. If this becomes a chronic problem, the student will be dropped from the CTE program.

Typical Consequences for Bus Misbehavior:

(Permanent removal of bus privileges may be invoked at any time, depending on the severity of the incident.)

- 1st Ticket: The principal will talk with the student and issue a warning.
- 2nd Ticket: The student will be suspended from riding all buses to and from school for three days.
- 3rd Ticket: The student will be suspended from riding all buses to and from school for one week.
- 4th Ticket: The student will be suspended from riding all buses to and from school for one month.
- 5th Ticket: The student will be suspended from riding all buses to and from school for the remainder of the school year.

(Parents/students are responsible for arranging transportation to and from school. Absences during bus suspension will be considered as truancy.) Destruction and abuse of school property and other acts of severe misbehavior may result in elimination of Steps 1 through 4 above.

VI THREAT ASSESSMENT PROTOCOL AND PROCEDURES

Threat:

Is a communication of intent to harm someone that may be spoken, written, gesturing, or expressed in some other form, such as via text messaging, email, or other digital means. An expression of intent to harm someone is considered a threat regardless of whether it is communicated to the intended target(s) and regardless of whether the target(s) are aware of the threat.

Threat Assessment (TA) Team:

A threat assessment team is a group of officials that will convene to identify, evaluate, and address threats or potential threats to school security. Threat assessment teams review incidents of threatening behavior by students (current and former), parents, school employees, or other individuals. Schools may need assistance in determining whether a health or safety emergency exists in order to know whether a disclosure may be made under FERPA's health or safety emergency provision. Accordingly, members of a threat assessment team might include officials who can assist in making such decisions, such as administrators, teachers, counselors/social workers, as well as outside medical and mental health professionals and local law enforcement officers (USDE).

Threat Reported to administration:

Step 1: Administration Evaluates level of the threat

- Obtain a specific account of the threat by interviewing the students who made the threat, the recipient of the threat and any other witnesses.
- Write down the exact content of the threat and statements by each party.
- Consider the circumstances in which the threat was made and the students intentions.

Step 2: Decide whether threat is clearly transient or substantive

- Consider criteria for transient versus substantive threats (confer with members of the TA team)
- Consider student's age, credibility, and previous discipline history
- Does the person retract the threat or offer an explanation or apology that indicates no future harm to anyone?

Threat is clearly transient: (expression of humor, rhetoric, or anger/frustration - merits attention) If threat is determined to be transient, the case is resolved and add services as needed

Step 3: Respond to transient threat

- Typical responses may include but are not limited to:
 - Written referral
 - Parent notification
 - Disciplinary actions, i.e. lunch detention, ISS
 - Peer mediation/restorative justice
 - Seek counseling

Threat is substantive or threat meaning not clear:

Step 4: Decide whether the substantive threat is serious or very serious

Threat is serious: (threat to hit, fight or beat up)

Step 5: Response to serious substantive threat:

- Take immediate precautions to protect potential victims, including notifying intended victims and their parents.
- Notify students' parents.
- Consider contacting law enforcement.
- Refer students to counseling, dispute mediation/restorative justice, or other appropriate intervention.
- Discipline students as appropriate to severity and chronicity of the situation.

Threat is very Serious: (to kill, rape, or cause very serious injury with a weapon)

Step 6: Conduct safety evaluation:

- Take immediate precautions to protect potential victims, including notifying intended victims and their parents.
- Consult with law enforcement.
- Notify students parents
- Begin a mental health evaluation of the student
- Discipline students as appropriate.

Step 7: Implement a safety plan:

- Complete written plan
- Maintain contact with student
- Revise plan as needed

SECTION VII - STUDENT CONDUCT

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

Expected Behaviors

Each student shall be expected to abide by national, state, and local laws as well as the rules of the school:

- Respect the civil rights of others
- Act courteously to adults and fellow students;
- Be prompt to school and attentive in class;
- Work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background
- Complete assigned tasks on time and as directed
- Help maintain a school environment that is safe, friendly, and productive
- Act at all times in a manner that reflects pride in self, family, and in the school.

Behavior with a Substitute/Guest Teacher

Substitute teachers are guests within our school. It is important to show them our school, staff, and student community are the finest in the area. Therefore, students who are written up or sent out of class by a substitute teacher will spend up to one day in In-School Suspension. Students may also be assigned to In-School Community Service.

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.

Electronic Devices/Listening to Music

Non-communication electronic devices, (i.e. Ipods, mp3, etc.) are permitted on a teacher by teacher basis. Some teachers allow students to use these devices as a reward system in their class while others do not. If a teacher asks the student to remove or for possession of their electronic device and they refuse, it will be treated as insubordination and the appropriate discipline will follow. Due to the enormous time spent on stolen electronic devices, the school will NOT investigate stolen electronic devices. Their security is the sole responsibility of the student.

Students using electronic devices (cell phones included) for the purpose of listening to music may do so during lunch. Students need to be "unplugged" during passing time. Students may listen to music in class if permission is granted by the teacher and headphones are used so as not to distract others.

For reasons of communication and safety, students need to be able to hear their surroundings at all times whether in the classroom, hallway or other areas of the school. School personnel may request students to turn down their music or remove one ear bud/phone so that students can be aware of their surroundings at all times.

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.

Search and Seizure

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

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

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

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 Concerns, Suggestions, and Grievances

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

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

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

DISCIPLINE

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

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

Types of Discipline: *Informal and Formal.*

Informal Discipline

Informal discipline takes place within the school. It includes; writing assignments, change of seating or location, lunch-time detention, after-school detention, in-school restriction, or removal from class

Detentions

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

Removal from Class

A teacher may remove a student from class when the seriousness of the offense, the persistence of the misbehavior and/or the disruptive conduct, in the opinion of the teacher, disrupts the educational process of the others in the classroom; or there is disrespect and defiance shown to the teacher. The teacher will also give specific directions to the student to report to the principal or dean.

The teacher, no later than the end of the school day, will report in writing to the principal or assistant principal the circumstances leading to the student's removal from class. The principal or assistant principal will determine the length of time the student will be kept out of class. This period will not exceed three (3) days.

In-School Suspension

Assigned students will attend a continuous 1 to 7 period during which time they will be permitted a one (1) 5 minute break before and after lunch. Each student shall arrive with sufficient educational materials to remain busy during this study period.

A student missing any portion of his/her assigned time in-school restriction may be given an additional 1 to 7 hour periods. Failure to timely serve in-school restriction assignment(s) may lead to a suspension from school for a period not to exceed 10 days. Any such suspension shall be in accordance with District guidelines on suspension and expulsion.

The following rules shall apply to in-school restriction:

- Students are required to have class assignments with them.
- Students are not to communicate with each other unless given special permission to do so. (Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- Students shall not be allowed to put their heads down or sleep.
- No cell phones, cards, magazines, or other recreational articles shall be allowed in the area;
- No food or beverages shall be consumed with the exception of lunch and water bottles.

Formal Discipline - Out of School Suspension/Expulsion

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

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

If a student is suspended, the parents may appeal the suspension, in writing, to the superintendent and a formal appeal hearing will be held.

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

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

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

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

Expulsion from School

Expulsion from school is a denial to a student of the right to attend school and to take part in or attend any school functions. Following expulsion, the student will not be readmitted to any unit of the Pentwater Public School while the expulsion order remains in effect.

The Board of Education may expel a student upon the recommendation of the superintendent of schools and the principal of the school attended by the student after notice to the student and parents and/or guardian of the charges against the student and a hearing thereon as required by law.

The principal may immediately close classes and remove the student from school for a period of 10 days pending Board review of the matter if the student's presence poses a continuing danger to others, property or an ongoing threat of disrupting the academic process.

The principal shall immediately notify the superintendent of the recommended expulsion, accompanying this recommendation with all documentary evidence available in support of the recommendation. If the superintendent concurs with the recommendation of the principal, the student and the student's parents shall be notified in writing of the principal's recommendation. The notice shall, in addition to the recommendation of the principal, include a statement of the charges against the student, a statement that the student is entitled to a hearing on the charges, the student may be represented by an attorney or by an adult designated by the student, and the date, time and place of the hearing on the charges.

All notices required or permitted to be given by this section shall be delivered in person to entitled thereto, or sent by certified mail, with a return receipt requested.

Expulsion Procedures:

1. Written notice of charges against a student shall be given to the student and parent or guardian. This notice will include a statement of the time and place of hearing, which shall be reasonable to all parties concerned.
2. Parents or guardians shall be present at the hearing.
3. The student, parent or guardian may be represented by legal counsel at the student, parent, or guardian's expense.
4. The administration will proceed to present evidence supporting the charges against the student.
5. The student shall be given the opportunity to give the student's version of the facts and their implications. The student should be allowed to offer the testimony of other witnesses and other evidence.
6. The student shall be allowed to know all evidence offered against the student.
7. The hearing shall be conducted by the Board of Education whose determination will be made solely on the evidence presented at the hearing.
8. A record shall be kept of the hearing.
9. The Board of Education shall state within a reasonable time after the hearing, its findings as to whether or not the student charged is guilty of the conduct charges and its decision as to expulsion.
10. The findings of the hearing authority shall be in writing and sent to the student and parent or guardian.

Discipline of Students with Disabilities

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

Due Process Rights

The Board of Education recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures.

To better ensure appropriate due-process is provided a student, the Board establishes the following guidelines:

- When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal or vice principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed, within two (2) school days after receipt of the suspension notice, to the superintendent. The request for an appeal must be in writing.

Appeal Process

The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. If the appeal is heard by the Board of Education, the hearing is governed by the Open Meetings Act. Under the Open Meetings Act, the hearing must be public unless the parents request that the meeting be conducted in a closed session.

- During the appeal process:

- The student shall not be allowed to remain in school.
- The student is allowed to remain in school unless safety is a factor. If that is the case, the student shall be immediately removed under the Emergency Removal Procedure.

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

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

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

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

Long-term suspension or expulsion from school

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

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

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

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

Pentwater Public School makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the Superintendent.

Factors to be Considered Before Suspending or Expelling a Student (5610)

The Board also recognizes that exclusion from the educational program of the schools is a severe sanction that should only be imposed after careful and appropriate consideration. Except as otherwise noted below with respect to possession of a firearm in a weapon free school zone, if suspension or expulsion of a student is considered, the Board (Superintendent) shall consider the following factors prior to making a determination of whether to suspend or expel:

- A. the student's age
- B. the student's disciplinary history
- C. whether the student has a disability
- D. the seriousness of the violation or behavior
- E. whether the violation or behavior committed by the student threatened the safety of any student or staff member
- F. whether restorative practices will be used to address the violation or behavior
- G. whether a lesser intervention would properly address the violation or behavior

The Board and/or Superintendent will exercise discretion over whether or not to suspend or expel a student. In exercising that discretion for a suspension of more than ten (10) days or expulsion, there is a rebuttable presumption that a suspension or expulsion is not justified unless the Board and/or Superintendent can demonstrate that it considered each of the factors listed above. For a suspension of ten (10) days or fewer, there is no rebuttable presumption, but the Superintendent will still consider these factors in making the determination.

VIII - 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. (See Explanation of Terms Applying To The Student Discipline Code - Section VI)

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

Explanation of the Terms Applying to the Student Discipline Code

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

Breath-Test Instruments Use

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 members 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.

Knowledge of Dangerous Weapons or Threats of Violence

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

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 2461 and Federal due process rights appropriate to students with disabilities. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines which are available in the principal's office.

Criminal acts

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

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

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.

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. This includes distribution of unauthorized materials.

Tobacco Use

Smoking and other tobacco uses are a danger to a student's health and 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 display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy.

Unauthorized use of school or private property

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

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.
- **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.
- **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.
- **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.
- **Drug Use:** 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 are 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 non-alcoholic 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.

- **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.

THE PREVIOUS EXAMPLES ARE NOT THE ONLY ACTS OR CONDITIONS FOR WHICH SUSPENSIONS OR EXPULSIONS ARE WARRANTED, NOR DO THEY IN ANY WAY LIMIT THIS HANDBOOK OF EXPECTED CONDUCT.

IX- INCIDENT AND COMMUNICATIONS PROTOCOL

To ensure that every parent has the most accurate account of emergency situations, parents must keep their contact information up to date in PowerSchool, our students' data system. We urge parents and guardians to take advantage of the district's text messaging service and mobile app to allow us to notify you of any emergency situations.

The means and immediacy of communications will depend on the scope of the event and on the potential or actual impact to the safety of the students, staff and visitors. While it is difficult to describe all possible scenarios, the following can be used as a guide to gauge the District's level of notification and systems used to communicate with families:

Impact levels of infractions/incidents:

The table below explains the three different student discipline/incident levels, their definitions and the possible levels of notification and debriefing scenarios. The levels of notification and debriefing scenarios will be determined by the members of the Threat Assessment (TA) Team.

| Incident Levels | Impact Level | Definition | Possible Notification/Response | Debriefing |
|-----------------|--------------|---|---|---|
| Level 1 | Low | Poses no or minimal risk to the safety of the school. There are no disruptions to regular school activities and the incident is an isolated one that does not impact more than one student. | <ul style="list-style-type: none"> • Contact parent of student(s) involved • Contact teacher(s) of student(s) involved • Contact Police if necessary | N/A |
| Level 2 | Moderate | Poses a moderate risk to the school. Results in some disruption to school activities such as change to schedule or cancellation of some activities. | <ul style="list-style-type: none"> • Contact parent of student(s) involved • Contact Board Members • Contact teacher(s) of student(s) involved • Contact Police if necessary • School-wide email • PowerSchool Alert | Staff and/or student,: based on the type of the incident |
| Level 3 | High | Incident poses a significant risk to the safety of the students, which results in a significant disruption to school activities, change of schedule, evacuation, cancellation of activities, to include school and impacts many students. | <ul style="list-style-type: none"> • Contact parent of student(s) involved • Contact Board Members • Contact teacher(s) of student(s) involved • Contact Police if necessary • School-wide email • PowerSchool Alert • Social Media/App • Press release | Staff and/or students: based on the type of the incident. |

Incident/impact Infraction levels and possible consequences:

Level 1 (Low impact) Infractions:

- Cell phone violations
- Dress Code Violation
- Closed Campus Violation
- Repeated truancy/tardiness
- Unauthorized petitions and student distributed materials
- Insubordination and disrespect
- Corridor Conduct
- Forgery/ Cheating/ Plagiarism
- Throwing objects
- Indecency/ Public displays of affection
- Use of profane language
- Horseplay
- Inciting, contributing to disruption inside or outside the classroom

Level 2 (Moderate) Infractions:

- Possession, or use of tobacco/vaping or electronic cigarettes on school property
- Possession, or use of alcohol on school property
- Possession, or use of any unlawful drug or behavior altering substance
- Gang related activity and or clothing, signs
- Threatening or intimidating acts/ Shake down/strong arm
- Fighting
- Inciting violence or disobedience
- Vandalism/defacing school property
- Theft
- Harassment/ sexual harassment
- Bullying
- Gambling
- Pushing/shoving
- Extortion
- Hazing
- Physical assault on students
- Physical assault on staff (6th grade and below)
- Trespassing
- Repeated violation of handbook

Level 3 (High) Infractions:

- False reports of fire and/or bombs
- Possession, use or sales of fireworks/explosives
- Sale, transfer, furnishing of any unlawful drug or behavior altering substance
- Repeated violation of handbook
- Possession of weapons
- Arson
- Physical attack on an employee (grades 7 and above)
- Aggravated physical attack
- Criminal Sexual Conduct

Code of Conduct Violations & Consequences

1 Class 1 Violation & Consequences:

First Violation: Warning/detention or suspension

Second Violation: Up to three (3) day suspension from school and conference/contact with parent/legal guardian.

Third and Repeated Violations: Up to five (5) day suspension from school and conference with parent/legal guardian.

1.1 Corridor Conduct:

- Disruptive behavior and litter create safety hazards. Therefore, all students MUST refrain from disruptive and/or unsafe behavior and littering hallways.
- Students are not to bring glass bottles to school.
- Students are not to eat or drink outside the cafeteria unless given permission by the administration.
- All beverages and food products MUST be in back packs or other bags if they are to be carried through the hallways.

1.2 Public Displays of Affection:

- **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.

2. Class 2 Violation & Consequences:

First Violation: Up to five (5) day suspension from school and conference/contact with parent/legal guardian.

Second Violation: Up to seven (7) day suspension from school and conference with parents/legal guardians.

Third Violation: Ten (10) day suspension from school, plus possible recommendation for expulsion; conference with parent/legal guardian.

2.1 Use of profane language or gestures, epithets and/or possession or pornographic/obscene material:

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

2.2 Inciting, Contributing to Disruption inside or outside the classroom

- 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.

2.3 Student Distributed Material

- Any material handed out by students or displayed on school property must be approved by the principal. This includes but is not limited to petitions.
- **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, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

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

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

2.4 Throwing Objects

Throwing objects of any kind is prohibited anywhere on the school campus. (I.e., pencils, books, erasers, paper, snowballs...)

2.5 Closed Campus Violations/Tuancy

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 absences could lead to suspension from school.

- Students must come into the school building immediately after getting off the bus or arriving in their car. Students who walk to school must go directly into the building once they are on school property.
- Off Limits areas are:
 - a. Loitering in all restrooms during the day
 - b. Parking lot (all day)
 - c. Classroom wings and student lockers (during lunch)
 - d. All outdoor areas
- A student who leaves the building without permission from the office will be considered truant.
- County truancy officers will be contacted when absences are excessive.

2.6 Cell Phone Usage:

Possession and/or Use of Cell Phones: May be appropriately used during passing times and at lunch. Students must have teacher permission to use electronic devices in the classroom (music or educational use only, no texting, social media or gaming).

Appropriate use defined as: making a call, sending and receiving text and/or listening to music, with use of headphones/ear-buds (during passing and lunch only). Social media, taking pictures or videos is unacceptable.

Limiting the use of cellphones in school:

- Reduces the risk of students recording other students and faculty members in a classroom and using the video to share with others, negatively affecting the school culture and personal rights.
- Ensures that students are accessing appropriate and safe online content that is both school and safety appropriate.

Ringling cell phones are disruptive during class time. Camera phones and text messaging can be used to cheat on tests and/or quizzes. Due to the enormous time spent on stolen cell phones, the school will not investigate stolen cell phones. Their security is the sole responsibility of the student.

All cell phones must be turned off and kept out of sight during class time unless permission is granted by the teacher. They must not be visible during class time. Students may use their cell phones during lunch time and during passing time. Using a cell phone as a clock, calculator, or saying it “fell out of my pocket” is not an excuse to have a cell phone out. (A student found to be on the phone during scheduled class time even if they are in the hallway or bathroom may be assigned consequences). Students who need to use their cell phone during restricted times should come to the office and then be asked to use their cell phone there.

If a student is using a cell phone, any of its functions or the phone is exposed for any reason during the restricted time, the student will face the following consequences:

- **1st offense:** Phone will be confiscated from the student and turned over to the principal for pickup at the end of the day.
- **2nd offense:** Phone will be confiscated and will need to be picked up by the parents or guardian of the student.
- **3rd offense:** For a period of five (5) days, the student's phone must be turned into the office at the beginning of the day and it will be returned at the end of the day.

Students that refuse to provide the teacher with the cell phone for confiscation will be considered insubordinate and disciplined in an appropriate manner and students will be assigned to a disciplinary consequence:

- **First Violation:** Warning
- **Second Violation:** Removal from class, possible confiscation, parents/legal guardians notified and possible suspension.
- **Third Violation and Repeated Violations:** Removal from class, confiscation, parents/legal guardians notified, suspension and phone plan created.

2.7 Possession of Wireless Communication Devices (WCDs)

Possession of a WCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuse this privilege.

Reasonable suspicion that a communication device has been used to violate District policies or administrative guidelines shall be subject to disciplinary action and may face disciplinary action up to and including a 10 day suspension, device being confiscated, loss of privileges, and may be recommended for expulsion.

A student may possess a wireless communication devices (WCDs) or other electronic communication devices (ECDs) and electronic storage devices (ESDs) during school hours, on school property, during after school activities provided that its use is not disruptive or distracting to the educational process, the scheduled activity, or other participants, provided that the WCD or other ECD/ESD remains off.

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

Students are prohibited from making a recording of any other student without permission from the student while on school property, a school vehicle, or at a school-sponsored event. Students are prohibited at all times from recording images or videos in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. "Recording" includes any audio or video recording or any photograph or still image.

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

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, s/he will fail the exam and may receive up to 10 days of Alternate Day Assignment or be suspended. 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.

Class 3: Violation & Consequences:

First Violations: Up to five (5) day suspension from school and conference with parent/legal guardian, plus possible specific consequence(s) for infraction.

Second Violation: Up to ten (10) day suspension from school and conference with parent/legal guardian, plus possible specific consequences for the infraction.

Third Violation: Ten (10) day suspension from school and conference with parent/legal guardian to set up a Behavior Contract, plus possible specific consequences for the infraction.

3.1 Cheating/Plagiarism:

Cheating in school is defined as acting dishonestly to gain academic advantage. Cheating maybe:

- **Plagiarism** - When a writer fails to credit information, ideas, or words that are not his/her own. Copying words, sentences, paragraphs from another writer without proper documentation. Plagiarism may be unintentional which does not relieve the student of responsibility.

- **Copying** answers from another student's work or turning in work that was completed by another person when independent work is expected/stated this includes homework, quizzes, tests and other assignments.
- **Cheat Sheets** - When a student prepares notes for use on a test or quiz when they are expected to complete the assessment without support. This may include writing on their body.
- **Electronic Support** - When a student uses an electronic device to store, look up answers or share answers with another person in a testing setting.

In all instances a person who helps another person cheat is a participant in the cheating process and may be held accountable for the same penalty.

In addition to suspension:

- For every incident the student will receive "0's" for all work related to cheating/plagiarism.
- On the second violation in the same class the student will receive a zero on the assignment, documented incident, and In School Suspension.
- National Honor Society advisors shall be notified of all cheating violations for students in the National Honor Society.
- For multiple occurrences throughout a student's academic high school career in any course at Pentwater High School, the student may immediately be dropped from the course and be subject to suspension and/or expulsion.
- Discipline referrals pertaining to plagiarism and cheating will remain in the student's file and may affect application to NHS and other organizations as applicable.
- If a student is caught with a cell phone during a test or quiz, it will be assumed that the student is cheating and will receive a zero on the assignment with no opportunity to make it up.

Forgery of hall/bus passes; detention notice form, a parent/legal guardian notification letter as well as false IDs are forms of lying and are not acceptable and additional consequences may be administered under the Pentwater High School Code of Conduct.

3.2 Disrespect/Insubordination:

- Disrespect and/or insubordination toward **ANY** School Employee including, but not limited to:
- interfering with a teacher/aide/staff member fulfilling their role in or out of the classroom; verbal epithets and/or profanity directed at a teacher/aide/staff member.

3.3 Dress Code

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

Students should consider the following questions when dressing for school:

- Does my clothing expose too much? (no)
- Does my clothing advertise something that is prohibited to minors? (no)
- Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (no)
- Would I interview for a job in this outfit? (yes)

- Am I dressed appropriately for the weather? (yes)
- Do I feel comfortable with my appearance? (yes)

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

The following styles or manners of dress are prohibited - **Grades 7-12:**

- **No headwear is allowed during school hours.** Headwear including hats, bandanas, hoods or other like apparel. Such items are subject to confiscation if brought to class. (School hours are 7:30 a.m. to 3:00 p.m., Monday - Friday.) (Hats may be permitted during dress up days **if** part of a costume.)
- Tops and bottoms must provide adequate covering at all times and are subject to the collarbone measurement and/or the *touchdown* rule (when both arms are extended above the head). The tops and bottoms must overlap at all times. Bare midriffs are unacceptable.
- No undergarments shall be exposed or visible.
- Skirts/dresses must be within four (4) inches of the top of the knee. This includes all tights (opaque and translucent), hose, and not opaque leggings.
- Shorts must provide adequate and appropriate coverage for a school environment. Administration will address it if inappropriate.
- No sagging pants are allowed.
- Leggings may be worn but must be completely opaque (not able to be seen through) and a top must be worn where the midriff rule applies.
- All shirts must have straps that are 3 fingers in width over the shoulder. No halter tops or spaghetti straps.
- School sponsored dress up days must meet the dress code.
- No pajamas or slippers. (Accept special occasions as a school incentive etc.)
- Clothing, accessories, and jewelry must be free from objects such as safety pins, chains studded accessories, etc. and may not display material that (1) is sexually suggestive, (2) is racially or ethnically offensive, (3) reflects affiliation with a gang, (4) is vulgar or subversive in nature, (5) displays products students may not legally buy such as alcohol, tobacco, or illegal drugs, or (6) does not support the educational mission of our school district.

Anything else deemed inappropriate by the administration is subject to the administrator's best judgment in order to maintain an educationally sound learning environment.

Students who are representing Pentwater Public 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 activity until an acceptable standard is met.

3.4 **Horseplay:**

Jumping on, wrestling with, slapping on head, etc. Horseplay that results in unintentional injury may result in out of school suspension.

3.5 **Pushing/shoving:**

Verbal confrontation or physical contact that does not involve serious injury (pushing/shoving) between two (2) or more students which is harmful and/or disruptive.

3.6 **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.

3.7 **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 and possibilities including suspension or expulsion.

Class 4 Violations & Consequences

First Violation: Up to five (5) day suspension, parent/legal guardian conference.

Second Violation: Up to ten (10) day suspension from school, conference with parent/legal guardian and re-entry contract.

Repeated Violations: Possible exclusion with recommendation for expulsion may occur.

4.1 **Ethnic/Gender/Sexual/Social Intimidation/Harassment:**

Pentwater Public School District has a zero tolerance regarding this type of behavior.

- 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. 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.).
 - For further definition and instances that could possibly be construed as:
 - Harassment, see Policy 5517;
 - Hazing, see Policy 5516.
- **Sexual Harassment, may include, but is not limited to:**
 - verbal harassment or abuse;
 - pressure for sexual activity;
 - repeated remarks with sexual or demeaning implications;
 - unwelcome touching;
 - sexual jokes, posters, cartoons, etc.;
 - suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, or safety,
 - a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
 - remarks speculating about a person's sexual activities or sexual history, or **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.

- remarks about one's own sexual activities or sexual history.

4.2 Hazing:

is considered an act of 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.

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

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

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

[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.]

4.3 Bullying:

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 or more students either directly or indirectly by doing any of the following:

- a. Substantially interfering with educational opportunities, benefits, or programs of one 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.

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.

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

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

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

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

Notification

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

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

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate

authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

Reporting

The District shall report incidents of bullying to the Department of Education on an annual basis according to the form and procedures established by the Department of Education.

Should this Policy be amended or otherwise modified, the District shall submit a copy of the amended or modified Policy to the Department of Education no later than thirty (30) days after adopting the modification.

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

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

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

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

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

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.

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 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.

4.4 Gang-related symbols, gestures, graffiti, dress, jewelry and/or activities.

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 causing harm or personal degradation are prohibited.

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

4.5 Inciting, promoting or instigating disruptive behavior.

Videotaping and posting with intent to promote or instigate will result in suspension.

Class 5 Specifics will follow each violations

5.1 Fighting or Physical Attacks/assault on Students, Teachers or Designee

- ***Fighting-*** When two or more persons mutually participate in use of force or physical violence that requires either physical intervention or results in injury requiring first aid or medical attention.
- **Physical Attack-** An actual and intentional striking of another person against his/her will, or the intentional causing of bodily harm to an individual.

First Violation: Ten (10) day suspension (5 ISS/5 OSS) with possible request for expulsion and parent/legal guardian conference.

Second Violation: Ten (10) day suspension with recommendation for expulsion

5.2 Threats to Students, Teachers or Other Adult Supervisor

Threats include, but are not limited to; verbal, written (word or picture), electronic postings and/or any other format.

First Violation: Up to Ten (10) day suspension, parent/legal guardian conference and

Second Violation: Immediate recommendation for expulsion.

5.3 Theft

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

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

First Violation: Up to ten (10) day suspension, parent/legal guardian conference

Second Violation: Ten (10) day suspension and conference with parent/legal guardian; re-entry contract.

Third Violation: recommendation for expulsion.

5.4 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.

5.3 Vandalism, Defacing and/or Destruction of school, staff and/or student property

Including textbooks, misuse of the internet, vandalism of school computers and any other behaviors not authorized by a teacher/aide/school employee.

First Violation: Up to ten (10) day suspension, parent/legal guardian conference

Second Violation: Ten (10) day suspension and conference with parent/legal guardian; re-entry contract.

Third Violation: recommendation for expulsion.

5.6 Matters Pertaining To Controlled Substances

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 - sale, use, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs are 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 are 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.

- **Tobacco:**

Possession of any or all Types, Including Chewing Tobacco and Electronic Cigarettes

- **First Violation:** Confiscation and ten (5) day suspension, parent/legal guardian conference, and police notification; counseling by qualified district personnel at administrator discretion. Possible recommendation for expulsion/exclusion. **Second Violation:** Confiscation, ten (10) day suspension with recommendation for exclusion/expulsion, parent/legal guardian and police notification; Alternative placement.

- **Possession or Use of Alcohol/Other Controlled Substances/Drug Paraphernalia**
 - **First Violation:** Confiscation and ten (10) day suspension, parent/legal guardian conference, and police notification; counseling by qualified district personnel at administrator discretion. Possible recommendation for expulsion/exclusion.
 - **Second Violation:** Confiscation, ten (10) day suspension with recommendation for exclusion/expulsion, parent/legal guardian and police notification; Alternative placement.
- **The Possession/Use of an E-Cigarette or “Vaping”**
 - **First Violation:** Confiscation, up to five (5) day suspension, a parent/legal guardian notification. Police notification. (possibly assigned to take a vape education course)
 - **Second Violation:** Confiscation, up to ten (10) day suspension, parent/legal guardian conference. Police notification
 - **Third Violation and Repeated Violations:** Confiscation, ten (10) day suspension, recommendation for exclusion, police and parent/legal guardian notification. Police notification.
- **Sale/Furnishing of Controlled Substances:**
 - Sale or furnishing, or attempting to sell or furnish controlled substances.
 - **First and Only Violation:** recommendation for expulsion, police notification

Class 6 Violation & Consequences

- Abuse of fire alarms, safety equipment
- Bomb threats
- Arson
- Possession and/or use of weapons
- 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

6.1 Possession and/or use of weapons

Pursuant to Section 1313 Article 2 of the Michigan School Code, students may be expelled if in possession of, or uses, a weapon on school property. **Weapons include** firearms, 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, pepper spray or other devices designed to or likely to inflict bodily harm, including, but not limited to air guns, electric weapons and explosive devices. All school property, school vehicles, or property used for school purposes to deliver/impact instruction are part of the Weapons-Free School Zone. (Knives of any size are unacceptable). Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property 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.

- **First Violation:** Ten (10) day suspension with possible request for expulsion and parent/legal guardian conference and police notification.
- **Second Violation:** Exclusion with recommendation for expulsion, parent/legal guardian conference and police notification.

6.1a Possession of a Dangerous Weapon (Other than a Firearm)

If a student possesses a dangerous weapon in a weapon-free school zone, the Board will consider whether to permanently expel the student or to impose a less severe penalty after first considering the following factors:

- *The student's age;*
- *The student's disciplinary history;*
- *Whether the student has a disability;*
- *The seriousness of the behavior;*
- *Whether the behavior posed a safety risk;*
- *Whether restorative practices are a better option; and*
- *Whether lesser interventions would address the behavior.*

Additionally, the Board is not required to expel a student for possession of a dangerous weapon (other than a firearm) if the student demonstrates, in a clear and convincing manner, at least one of the following;

- *The student was not possessing the instrument or object to use as a weapon or to deliver, either directly or indirectly, to another person to use as a weapon;*
- *The student did not knowingly possess the weapon;*
- *The student did not knowingly possess the weapon;*
- *The student did not know or have reason to know that the instrument or object constituted a "dangerous weapon"; or*
- *The student possessed the weapon at the suggestion, request, or direction of, or with the express permission of school or police authorities.*

Applicable Definitions for Dangerous Weapon Offense

"Weapon-Free School Zone" means school property and a vehicle used by a school to transport students to or from school property."

6.2 Possession of a Firearm

If a student possesses a firearm in a weapon-free school zone, the Board will permanently expel the student unless the student demonstrates, in a clear and convincing manner, at least one of the following:

- *The student was not possessing the instrument or object to use as a weapon or to deliver, either directly or indirectly, to another person to use as a weapon;*
- *The student did not knowingly possess the weapon;*
- *The student did not know or have reason to know that the instrument or object constituted a "dangerous weapon" or*
- *The student possessed the weapon at the suggestion, request, or direction of, or*

with the express permission of school or police authorities.

If a student demonstrates one of the above circumstances in a clear and convincing manner and the student has not been previously suspended or expelled from school, the Board will not expel the student unless the Board finds that, based on the circumstances, expulsion is warranted.

It is the policy of the Board to comply with the federal Gun-Free Schools Act and sections 1310, 1311, and 1311a of the Revised School Code. Nothing in this section of the Board Policy may be construed to limit the Board's discretion to suspend or expel a student for any offense that the student code of conduct identifies as possibly resulting in suspension or expulsion. The Board directs all administrators to refer all incidents that may result in a mandatory suspension or expulsion to the Board. The Board recognizes that, as explained below, in some circumstances it may choose not to suspend or expel a student.

"School Property" means a building, playing field, or property used for school purposes to impart instruction to students or used for functions and events sponsored by a school, except a building used primarily for adult education or college extension courses."

"Dangerous weapon" means a firearm, dagger, dirk, stiletto, and knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles."

"Firearm" means (1) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (2) the frame or receiver of any such weapon; (3) any firearm muffler or firearm silencer; or (4) any destructive device. "Firearm" does not include an antique firearm."

"Destructive device" means (1) any explosive, incendiary, or poison gas (including a bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or similar device; (2) any type of weapon (other than a shotgun or a shotgun shell that the Attorney General finds is generally recognized as particularly suitable for sporting purposes) by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and (3) any combination of parts either designed or intended for use in converting any device into a destructive device and from which a destructive device may be readily assembled."

"Antique firearm" means any firearm (including any firearm with a matchlock, flintlock, percussion cap, or similar type of ignition system) manufactured in or before 1898; or any replica of any such firearm if the replica: (1) is not designed or redesigned for using rim fire or conventional centerfire fixed ammunition, or (2) uses rim fire or conventional centerfire fixed ammunition that is no longer manufactured in the United States and which is not readily available in the ordinary channels of commercial trade." "Antique firearm" also means any muzzle loading rifle, muzzle loading shotgun, or muzzle loading pistol which is designed to use black powder, or a

black powder substitute, and which cannot use fixed ammunition. "Antique firearm" does not include any weapon that incorporates a firearm frame or receiver, any firearm which is converted into a muzzle loading weapon, or any muzzle loading weapon; which can be readily converted to fire fixed ammunition by replacing the barrel, bolt, breechblock, or any combination thereof.

Additional Procedures for Dangerous Weapon Expulsion:

The Board directs the Superintendent to ensure that if a student is expelled for possession of a dangerous weapon, the student's permanent record reflects the expulsion. The Board directs the Superintendent or designee to refer a student who is expelled for possession of a dangerous weapon to the county department of social services or the county community mental health agency and to notify the student's parent or legal guardian (or the student if the student is at least 18 or is an emancipated minor) of the referral within 3 calendar days of the expulsion. The Board further directs the Superintendent or designee to make a referral to local law enforcement and to contact the student's parent/guardian immediately any time a student is found to have brought a dangerous weapon to school or possessed a dangerous weapon at school, at a school related activity, or in route to or from school in a school vehicle.

Unless reinstated pursuant to section 1311(6) of the Revised School Code, a student expelled by another district for possession of a dangerous weapon may not enroll in the District.

6.3 Arson

Purposely setting fire to anything, such as fire (fireworks and explosives), that endangers school property and its occupants will not be tolerated. Arson is a felony and will subject the student to expulsion.

Arson If a student is convicted of, or pleads guilty or not contest to, committing arson, as defined in section 1311 of the Revised School Code, in a school building or on school grounds, the Board will consider whether to permanently expel the student or to impose a less severe penalty after first considering the following factors:

- *The student's age;*
- *The student's disciplinary history;*
- *Whether the student has a disability;*
- *The seriousness of the behavior;*
- *Whether the behavior posed a safety risk;*
- *Whether restorative practices are a better option; and*
- *Whether lesser interventions would address the behavior.*

Additional Procedures for Arson Expulsion:

The Board directs the Superintendent to ensure that if a student is expelled for committing arson, the student's permanent record reflects the expulsion. The Board directs the Superintendent or designee to refer a student who is expelled for committing arson to the county department of social services or the county community mental health agency and to notify the student's parent/guardian (or the student if the student is at least age 18 or is an emancipated minor) of the referral within 3 calendar days of theExpulsion. Unless reinstated pursuant to section 1311(6) of the Revised School Code, a student expelled by another district for committing arson may not enroll in the District.

6.4 Criminal Sexual Conduct

- Any Forced or attempted oral, anal, or vaginal penetration by using a sexual organ or an object simulating a sexual organ, or the anal or vaginal penetration of another by any body part or foreign object. Both males and females can be victims of sexual battery.

If a student is convicted of, or pleads guilty or no contest to committing criminal sexual conduct, as defined in section 1311 of the Revised School Code, in a school building or on school grounds, the Board will consider whether to permanently expel the student or to impose a less severe penalty after first considering the following factors:

- *The student's age;*
- *The student's disciplinary history;*
- *Whether the student has a disability;*
- *The seriousness of the behavior;*
- *Whether the behavior posed a safety risk;*
- *Whether restorative practices are a better option; and*
- *Whether lesser interventions would address the behavior.*

Additional Procedures for Criminal Sexual Conduct Expulsion:

The Board directs the Superintendent to ensure that if a student is expelled for committing criminal sexual conduct, the student's permanent record reflects the expulsion. The Board directs the Superintendent or designee to refer a student who is expelled for committing criminal sexual conduct to the county department of social services or the county community mental health agency and to notify the student's parent/guardian (or the student if the student is at least age 18 or is an emancipated minor) of the referral within 3 calendar days of the expulsion. Unless reinstated pursuant to section 1311(6) of the Revised School Code, a student expelled by another district for committing criminal sexual conduct may not enroll in the district.

6.5 Physical Assault Against Employee, Volunteer, or Contractor

"Physical assault" means intentionally causing or attempting to cause physical harm to another through force or violence."

If a student in grade 7 or above commits a physical assault at school against an employee, volunteer, or contractor and the victim reports the physical assault to the Board or to an administrator or, if the victim is unable to report the assault, another person makes the report on the victim's behalf, the Board will consider whether to permanently expel the student or to impose a less severe penalty after first considering the following factors:

- *The student's age;*
- *The student's disciplinary history;*
- *Whether the student has a disability;*
- *The seriousness of the behavior;*
- *Whether the behavior posed a safety risk;*
- *Whether restorative practices are a better option; and*
- *Whether lesser interventions would address the behavior.*

Additional Procedures for Physical Assault Against

Employee/Volunteer/Contractor Expulsion: The Board directs the Superintendent to ensure that if a student is expelled for physically assaulting an employee, volunteer, or contractor, the student's permanent record reflects the expulsion. The Board directs the Superintendent, or their designee, to refer a student who is expelled for physically assaulting an employee, volunteer, or contractor to the county department of social services or the county community mental health agency and to notify the student's parent/guardian (or the student if the student is at least age 18 or is an emancipated minor) of the referral within 3 calendar days of the expulsion.

Unless reinstated pursuant to section 1311a(5) of the Revised School Code, a student expelled by another district for physically assaulting an employee, volunteer, or contractors may not enroll in the District.

6.6 Aggravated Physical Assault (grade 7 and above)

- A battery where the attacker intentionally or knowingly causes great bodily harm, permanent disability, or permanent disfigurement; uses a deadly weapon; or, where the attacker knew or should have known the victim was pregnant.

6.6 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.

Additional Procedures for Bomb Threat or Similar Threat:

A resident student in grade 7 or above who was expelled by another school district for making a bomb threat or similar threat may submit a petition to the Board requesting enrollment in the District. The Board will consider the petition, along with any information the Board determines relevant, at its next regularly scheduled board meeting. The Board may either grant or deny the petition. If the Board denies the petition, the student may not enroll in the District. The Board's decision is final.

APPENDIX A :DRUG FREE SCHOOLS GUIDELINES

Philosophy and Prevention Education

The District will assure all students the educational environment necessary to participate as responsible citizens in an ever-changing world. The district acknowledges that some students have academic, physical, emotional, social, alcohol or other drug problems that interfere with learning. Prevention and student assistance efforts are designed to help students learn skills to prevent problems and deal with issues that deter their achievement of district educational outcomes.

The district accepts the concept that chemical dependency and other related problems are treatable. We realize that, while sometimes necessary, excluding those students who are impacted by these issues from the school environment does not solve their problems. The prevention and student assistance services provide appropriate options for prevention education, assessment, intervention and referral.

The District believes in the importance of prevention activities for all students in the areas of chemical dependency, mental or physical health problems. We believe in prevention as an integral part of the school curriculum.

1. The school district will adopt an age appropriate, comprehensive (K-12), developmentally based drug prevention education curricula and activities that will address at a minimum the following:
 - Legal consequences of drug and alcohol use
 - Health consequences of drug and alcohol use
 - Social consequences of drug and alcohol use
 - Techniques for resisting peer pressure to use drugs
 - Alcohol and Illicit drugs
 - Factual information on alcohol and drugs
 - A clear abstinence, no use message, that use and possession of drugs or use of alcohol is wrong and harmful
2. All school personnel and selected volunteers shall have training in these issues including prevention education, student assistance programming, behavior identification, resource availability, and policy implementation.
3. Parents and community, as well as teachers, support staff and students, will be educated in order to encourage alcohol and other drug prevention and to encourage support of the school prevention and assistance programs.

Intervention or Student Assistance Program (SAP)

The district shall provide students with information about any drug and alcohol counseling and rehabilitation services that are available to students.

The district shall initiate intervention strategies to help troubled students in these three circumstances: 1) students seeking help; 2) students exhibiting inappropriate, unusual or atypical behavior; 3) students needing disciplinary action for breaking rules adopted by the Board of Education.

1. The Core Team will consist of: administrator, counselor(s), elementary teacher and secondary teacher.
2. The District will refer students only to licensed programs or individuals pursuant to Public Act 368 of 1978 of the State of Michigan.
3. Only the Core Team will have the authority to refer to a licensed assessment unit for screening. The assessment unit must be qualified to do substance abuse and comprehensive mental health screenings.
4. The school district shall provide training to school personnel and selected volunteers on referral procedures.
5. The Core Team will monitor a student's progress in school after any Student Assistance screening and provide support as needed.

Students Seeking Help

1. A teacher, administrator, counselor, school social worker, support staff, or peer listener may respond to a student seeking help with a physical, mental, emotional, social, alcohol or other drug related problem. The problem may be their own or the problem of a significant other. Staff and students will not be compelled to use the information from a self referral for disciplinary action.
2. Every case in which a student seeks information from school personnel must be handled on an individual basis. In determining what procedures might be appropriate, the school staff member should consider:

- a. age of the student
 - b. type of problem
 - c. intensity of involvement
 - d. resources available
 - e. parental involvement both as a support and as a deterrent.
3. At the earliest appropriate time, school personnel are to discuss the availability of other resources, his/her limitations, and encourage parental involvement.
4. If school personnel feel unable to provide adequate help for a student with the aforementioned problems, the staff member and student should cooperatively seek additional help through the Core Team. Decisions to include parent(s) should be made by the Core Team, who must consider the individual circumstances and the mental and physical health of the child.
5. If necessary, the student will be referred to a licensed assessment unit for screening to determine the severity of the case and appropriate treatment. No student under 12 years of age will be referred for student assistance involvement without his/her parents according to the state guidelines.
6. Only the Core Team can refer a student to the licensed assessment program as part of student assistance. This referral can be made by a Core Team individual or the Core Team collectively.

Inappropriate Behavior

1. School personnel shall be trained in behavioral symptoms and the use of a behavioral checklist to document observed behaviors of concern.
2. Documentation is to be turned over to the Core Team. The Core Team or a team member will be responsible for additional checklists as needed, compiling the information, discussing the information with the student, contacting the student's parent(s), and recommending screening to a licensed assessment unit to determine the area of concern and the extent of the problem.
3. Because this is not a disciplinary issue, students should not be subject to disciplinary measures and may refuse screening recommendations. Student involvement in screening at this level is voluntary.

Disciplinary Action

1. School personnel are required to report any witnessed infractions of the discipline code to the designated disciplinarian.
2. A student subject to disciplinary action shall be given a pre-disciplinary conference.
3. The parent or guardian shall be notified and informed of the infraction.
4. A meeting/contact with parent and student shall be scheduled as needed to inform them of the disciplinary procedure the child faces and the availability of Student Assistance screening.
5. If a student and parent(s) agree to a screening according to district procedures, punishment may be reduced.
6. A Core Team member shall make the necessary referral for the required screening.

Co-Curricular Activities

The referral pattern for co-curricular activities will coincide with prevention and student assistance policy for the total student body. All referrals will be handled in accordance with procedures established by the Core Team.

1. School personnel and volunteers responsible for co-curricular activities will be trained in Student Assistance philosophy and referral procedures.

2. School personnel have the option, according to district procedures, to alter consequences for a violation if a student or student's family or guardian agrees to a student assistance screening.

Parent and Community Involvement

All parents and students will receive a copy of the standards of conduct and the statement of disciplinary sanctions for alcohol and other drug related violations. All parents and students will be notified that compliance with the alcohol and other drug standards of conduct are required.

Parents and community members will be involved in prevention education and student assistance planning. Parents and community members will be educated on a regular basis about the prevention curriculum and student assistance program. Prevention lessons will include a parent component.

The district will coordinate policy enforcement, prevention and intervention services with law enforcement personnel.

Community groups and parents using school facilities will be informed about school alcohol/drug and student assistance policies.

Standards of Conduct for Students

*The unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as part of any school activity is prohibited.

*Disciplinary sanctions consistent with local, state and federal law, up to and including expulsion, and referral for prosecution will be imposed on all students that violate the standards of conduct for the district. Disciplinary sanctions concerning alcohol or other drug related violations may include completion of a rehabilitation program. (student assistance referral and counseling)

****Standards of conduct apply to all students.****

Medical Emergency

- A. Overdose with alcohol and/or other drugs may be life-threatening and must be dealt with accordingly.
- B. A person who exhibits unusual behavior such as drowsiness, slurred speech, motor imbalance, unaccountable excitability, and/or inability to function in the classroom may be experiencing the effects of alcohol and/or other drug overdose. In all such cases, the principal and trained first-aider should be notified immediately. At no time should any diagnosis or suggestion that the person has been abusing drugs be made.
- C. Emergency Procedure if response to external stimuli is significantly decreased or absent:
 1. Call the nearest rescue squad or ambulance immediately for transportation of the person to the nearest hospital or medical facility.
 2. Notify the student's parent(s) or guardian of action taken. If a parent is not available, notify the designated responsible party or family physician.
 3. While waiting for the arrival of the rescue squad or ambulance:
 - a. Do not leave the person unattended.
 - b. Do not induce vomiting.
 - c. Record vital signs (pulse, respiration, and blood pressure where equipment is available) and record the times the vital signs were taken. Provide written factual statements to rescue personnel.

- d. Examine the health records of the affected person.
- e. If alert and responsive to stimuli, the person should be asked about any possible medical conditions or medication that would cause the behavior.
- f. Search the area to see if samples of the substance can be found
- g. Alert the attending physician of any evidence of substances or poisons which may have been the cause of the symptoms or behavior.
- h. Perform CPR (consistent with Bloodborne Pathogens Guidelines) and appropriate overdose aid when indicated.

Non-Emergency Procedures

1. If necessary, notify parent(s) or guardian(s) that the student is ill, describe the symptoms and urge them to come to the school immediately to take the appropriate action (medical or otherwise). If the parents or guardians are not available, the designated responsible party on the emergency card should be contacted.
2. If unable to contact a parent, guardian or responsible party while awaiting the arrival of the responsible adult:
 - a. Try to determine the nature of the substance, the amount taken, and the time taken.
 - b. Do not induce vomiting.
 - c. Record vital signs and times taken.
 - d. Keep people away from noise and traffic. Be supportive by staying with the person.
 - e. Do not allow the person to "sleep it off", remain unattended or return to class.

Prevention and Student Assistance Management

- The district policy is written to meet or exceed all required Federal Drug-Free Schools and Communities Act regulations.
- The district will conduct a biennial review of the policy to determine if the disciplinary sanctions are consistently enforced.
- The district will conduct a biennial review of prevention programs. The review of the prevention curriculum and program will determine program effectiveness. The review will be used to help implement changes if needed.
- The district will conduct a biennial survey to determine the extent of alcohol or other drug problems in the community.
- The district will assign one person as a Drug-Free Schools coordinator.
- The Core Team will develop a plan for prevention education, student assistance, parent and community involvement and policy revision. The team will prepare a biennial report to the School Board concerning the status of all Drug-Free School efforts.

APPENDIX B: WEAPON FREE SCHOOL ZONE

The Board of Education of Pentwater Public Schools, as both an employer and a public school district, is concerned with and interested in protecting the health, safety, and welfare of students, employees, and visitors. The Board recognizes that school buildings, facilities, vehicles, grounds, and other school property are best utilized in the educational process in the absence of threats to physical well-being and safety, by individuals possessing weapons.

Accordingly, the Board of Education of Pentwater shall permanently expel a pupil from attending school in the district if the pupil possesses a weapon in a weapon free school zone. Such

expulsion is mandatory, unless the pupil establishes, in a clear and convincing manner, at least one of the following:

1. 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;
2. The weapon was not knowingly possessed by the pupil;
3. The pupil did not know or have reason to know that the object or instrument possessed by the pupil constituted a weapon or dangerous weapon; or
4. That the weapon was possessed by the pupil at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

Referral

The school district shall immediately report any incident involving the possession of a weapon on school property, in writing, to the pupil's parent or legal guardian (if the pupil is unemancipated) and to the local law enforcement agency.

The school district shall, within three days of expulsion, refer the expelled student to the appropriate county department of Social Services or County Community Mental Health agency. The school district shall also notify the individual's parent or legal guardian or (if the individual is at least 18 years old or otherwise legally emancipated) notify the expelled student of the referral. The school district shall also refer for prosecution conduct by any individual which is believed to violate state or federal laws establishing weapon free or gun free school zones.

Petitions for reinstatement

Pupils expelled pursuant to this policy (or their parent or legal guardian if the pupil is unemancipated) may petition the Board of this district for reinstatement to school. An individual who was in grade 5 or below when expelled may request reinstatement at any time after the expiration of 60 school days subsequent to the date of expulsion. Individuals who were in grade 6 or above at the time of expulsion may request reinstatement at any time after the expiration of 150 school days subsequent to the date of expulsion. The person making the request shall provide an authorization and release for the Board of Education and its designated committee to request, receive, and review all student records and student record information maintained by any public or private school which the petitioning pupil has attended. If such records are already in the possession of this District, the parent/guardian or student (if emancipated) shall furnish written authorization for review of the same by the committee and Board of Education members.

Upon receipt of a request for reinstatement, the District shall do the following:

1. Not later than 10 school days after receiving a petition for reinstatement, the Board shall appoint a committee to review the request and any supporting information submitted by the parent or legal guardian (if the expelled student is unemancipated) or from the expelled pupil.
2. The committee shall consist of one Board of Education member, one administrator, and one parent of a pupil attending the school district.
3. The Superintendent may prepare and submit for consideration by the committee information concerning the circumstances of the expulsion and any factors mitigating for or against reinstatement.
4. Not later than 10 school days after all members are appointed, the committee shall review the request and any supporting information, including any information provided by the district, and shall submit a recommendation to the Board of Education on the issue of reinstatement.

5. The recommendation of the committee shall be for unconditional reinstatement, for conditional reinstatement, or against reinstatement, and shall be accompanied by an explanation of the reasons for the recommendation and of any recommended conditions for reinstatement.

Reinstatement

All federal and state laws will be obeyed regarding the length of time required to pass before reinstatement.

Application to handicapped pupils

This policy shall be applied in a manner consistent with the rights secured under federal law to pupils who are determined to be eligible for special education programs and services.

APPENDIX C:
Pentwater Public School
Home/School Compact
2023-2024



As a Teacher I will:

- Provide high quality learning experiences in my classroom.
- Choose the most effective strategies, techniques and materials for the student.
- Encourage parental involvement in their child's education.
- Communicate with appropriate staff about the student's academic progress.
- Communicate with parents about their student's academic progress.
- Provide clear communication about behavioral and high academic expectations to students and parents.
- Be a positive role model to all students.
- Other: _____

Teacher Signature: _____ Date: _____

As a Parent/Guardian I will:

- Talk to my child about his/her activities every day.
- Assist my child with his/her homework assignments to the best of my ability.
- Share with my child the importance of academics and education as often as possible.
- Attend as many parent involvement events as possible.
- Be a positive role model to my child.
- Make certain my child's attendance at school is regular and punctual.
- Make certain that my child comes to school prepared for learning and encourages my student to maintain diligence in their academic endeavors.
- Support the school staff in the discipline policy.
- Communicate with teachers about their student's academic progress.
- Other: _____

Parent/Guardian's Signature: _____ Date: _____

As a Student I will:

- Be in school and be on time every day.
- Do my best at completing assigned work and turn it in on time.
- Ask my teacher questions when I don't understand something.
- Show respect for parents, students, school, and myself.
- Follow the school and classroom rules.
- Come to school prepared and ready to learn.
- Give my parents/guardians all papers, newsletters, and notes sent home from school.
- Other: _____

Student's Signature : _____ Date: _____

Reviewed and Approved by Pentwater Title I Schoolwide Team on 7-13-2015