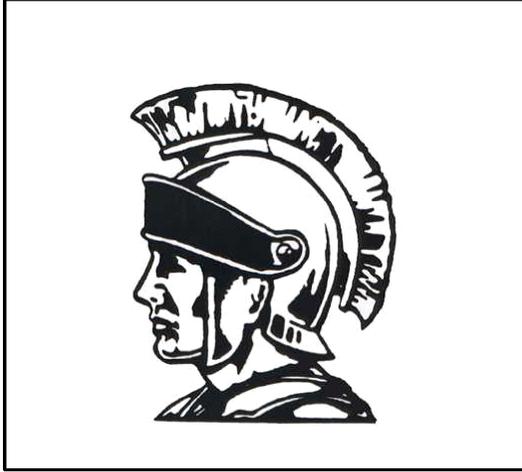


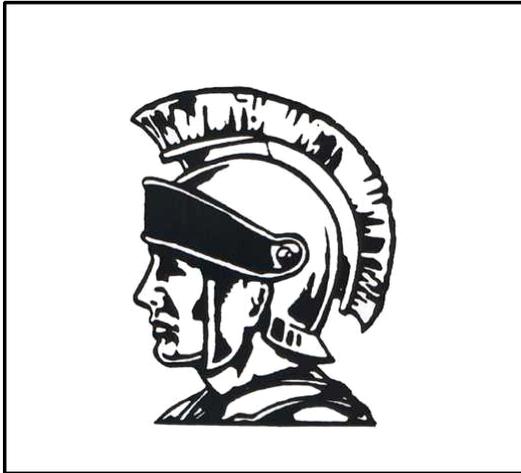
**IMLAY CITY  
HIGH SCHOOL**



**PARENT/STUDENT  
HANDBOOK  
2023 – 2024**



# IMLAY CITY HIGH SCHOOL



## PARENT/STUDENT HANDBOOK 2023 – 2024

This handbook belongs to:

Name \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_

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## 2023 – 2024 CALENDAR

### Imlay City High School

#### 2023

August 15	Open House 5-8pm
August 21	First Day of school for students
Sept. 1- Sept. 4	Labor Day - No School for Students or Staff
September 24th	Homecoming
October 11	Early release for students
October 13	Homecoming
October 20	End of 1 <sup>st</sup> Marking Period
November 1st & 3rd	Parent / Teacher Conferences
November 19	½ day PTC's
November 10	No School
November 22,23,24	No school Students or Staff Thanksgiving Recess
December 29	End of 1st Semester/ Winter Break begins at end of day

#### 2024

January 3	School Resumes / 2nd semester begins
January 12	½ day for students records day
January 15	No School for Students / Staff PD
February 9	Snowcoming
TBA	Community night
February 16	Professional Development (No Students)
February 19	President's Day (No school Students or staff)
March 22	Spring Recess Begins (at end of day) End of the Third Marking Period
April 1	School Resumes
May 1	Students ½ day (Staff PLC)
May 27	Memorial Day – No School for Students & Staff
June 5	Tentative Last Day for Students (Full day)
June 16	Tentative Last Day for Teachers (1/2 Day Records)

**2023 – 2024**  
**ICHS BELL SCHEDULE**

1st Hour:	7:25-8:20 a.m.
Advisory:	8:24-8:49a.m.
2nd Hour:	8:53-9:48 a.m.
3rd Hour:	9:52-10:47 a.m.
4th Hour:	10:51-12:16 p.m.
<b>“A” Lunch:</b>	10:47-11:17 a.m.
<b>“B” Lunch:</b>	11:46-12:16 p.m.
5th Hour:	12:20-1:15 p.m.
6th Hour:	1:19-2:15 p.m.

**THE MAIN OFFICE HOURS:  
MONDAY THROUGH FRIDAY  
7:00 A.M. TO 3:30 P.M.**

### **SPARTAN TRADITIONS**

School Colors: **Royal Blue and Gold**

Official School Mascot: **Spartan**

### **SPARTAN FIGHT SONG**

On, oh Imlay, On, oh Imlay!

Step right in this game.

Kick the ball right through the goalpost  
(Shoot the ball right through the basket).

Score with every aim.

Rah! Rah! Rah!

On, oh Imlay, On, oh Imlay!

Fight on for your fame.

Fight fellows, Fight! Fight! Fight!

To win this game. Fight!

### **SCHOOL MISSION**

The Imlay City High School community will build and maintain positive relationships, engage students in intentional instruction, and uphold high

expectations; all students will achieve mastery of essential curriculum, develop a passion for lifelong learning, and become contributing members of our ever-changing world.

### **STUDENT ACHIEVEMENT GOALS**

**Writing Goal:** Imlay City High School students will meet or exceed proficiency in writing (a sub-score of 9 or higher) as measured by College Readiness Benchmarks, as well as demonstrate continued growth on local assessments.

**Math Goal:** Imlay City High School students will meet or exceed proficiency in math (a score of twenty-two or higher) as measured by College Readiness Benchmarks as well as demonstrate continued growth on local assessments.

**Reading Goal:** Imlay City High School students will meet or exceed proficiency in reading (a score of twenty-one or higher) as measured by College Readiness Benchmarks as well as demonstrate continued growth on local assessments.

### **EQUAL EDUCATION OPPORTUNITY**

It is the policy of this district to provide an equal education opportunity for all students. Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, age, ancestry, national origin, or other protected characteristics as well as place of residence within district boundaries, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the School District's Compliance Officer listed below:

Superintendent Dr. Stu Cameron -- (810) 724-2765, Ext. 9860

The complaint will be investigated and a response, in writing, will be given to the concerned person within ten (10) working days. Under no circumstances will the district threaten or retaliate against anyone who raises or files a complaint.

# **PARENT/STUDENT HANDBOOK**

## **2023 – 2024**

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### **INTRODUCTION**

The student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the course of this school year. Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for you and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, please contact your principal. This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook.

### **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 teacher directions and 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. In the event a student waives his/her right to an informal hearing the administrator will proceed with the appropriate disciplinary action based on available information.

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. All referrals, reports, etc. will be mailed to the parent/guardian unless other arrangements have been made. Parents are encouraged to build a two way link with their student's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from his/her counselor.

Adult students (age 18 or older) are expected to follow all school rules. If residing at home, adult students should include their parents in their educational program.

## **SECTION I -- GENERAL INFORMATION**

### **ADVERTISING**

No announcements or posting of outside activities will be permitted without the approval of the principal. A minimum of 24 hours notice is required to ensure that the principal has the opportunity to review the announcement or posting. Daily announcements are posted in the main office.

### **AGE OF MAJORITY**

Students who reach the age of 18 years or become emancipated as permitted by law and who wish to assume full responsibility for their grades, attendance and other school-related procedures, must file an age of majority form through the high school main office. The Parent/Student Handbook governs the conduct of all students, including those who have reached the age of 18 years. All students, regardless of age, are fully subject to all school rules and regulations.

### **AMERICANS WITH DISABILITIES ACT**

#### **SECTION 504 OF THE REHABILITATION ACT OF 1973**

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act of 1973 require the school to ensure that no individual will be discriminated against on the basis of a permanent or temporary disability. This protection applies not just to the student, but also to all individuals. Students with disabilities may be served within the general education program with an accommodation plan developed by school staff. Parents who believe their child may have a disability that substantially limits the child's ability to function properly in school should contact the counseling center or special education services.

### **COMPUTER WORKSTATION/NETWORK/INTERNET**

The Imlay City school district provides and maintains the best available technology for the benefit of students, staff, and community including access to the district network, Internet, and E-mail. A few basic rules and regulations have been established to guarantee the proper use of this technology. A complete policy statement is located in the appendix. All users are responsible for knowing and understanding the contents of this document.

### **CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES and PESTS**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice. Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the local and state health departments. Any removal will only be for the contagious period as specified by the Lapeer County Health Department and 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 Lapeer 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.

Noncasual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARCAIDS Related Complex (condition), HIV (Humanimmunodeficiency), HAV, HAB, HCV (Hepatitis A, B, and C); 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 bloodborne 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.

### **COUNSELING SERVICES**

The counseling center provides school counselors to assist students, parents, teachers and alumni with academic and career counseling. School counselors are also available to assist students in recognizing problems and in working out solutions. Students who need more intensive counseling may be referred to other local, private or community service agencies. Parents with questions or concerns are encouraged to contact the counseling center.

### **EMERGENCY CLOSINGS AND DELAYS**

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the following radio and television stations: WWJ Detroit-950 AM; WJR-Detroit-760 AM; FOX-TV (Channels 2 and 66); WDIV-TV (Channel 4); WXYZ-TV (Channel 7); CW-TV (Channels 50 and 46);WWJ-TV (Channel 62) and NBC-TV (Channel 25). School closings will also be announced through School Messenger. **Therefore, it is important to keep accurate telephone numbers and email addresses in School Messenger.** Maintaining the accuracy of your School Messenger profile will increase the ability of the school to keep you informed. Parents and students are responsible for knowing of emergency closings and delays.

### **EMERGENCY INFORMATION and CHANGES**

An emergency information form must be completed and returned to the main office at the beginning of each year. Emergency information is vital for the purpose of contacting parents/guardians in the case of an emergency.

Change of address or home phone numbers and work phone numbers must be reported to the main office in order to maintain effective communication. It is the responsibility of parents/guardians to keep the emergency information form up-to-date by informing the main office at 724-9810 of any changes.

### **FEES, FINES AND SUPPLIES**

The classroom teacher issues textbooks at the beginning of each course. These books are loaned to the student. Books are to be kept in good condition or a fine will be imposed at the end of the semester. Students are not to loan their books to other students. If a student loses a book, s/he is to report the loss to the teacher. If the book cannot be located, the student must pay book fines in the office before another textbook will be issued.

Each student is issued a locker with a lock for use, which is the property of Imlay City Schools. If a student has difficulty opening a locker, s/he should report the problem to the office. Under no circumstances should lockers be physically

tampered with. Fines will be assessed for all damages incurred to the student's locker during the school year.

Students using school property and equipment can be fined for excessive wear and abuse of property and equipment. The fine is used to pay for the damage. 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.

**Pay to Participate:** Students who are participating in an athletic program will be assessed \$80 per year in which they are participating.

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

### **FIRE, LOCKDOWN AND TORNADO DRILLS**

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

A map indicating the exit route for each classroom is posted. When the Klaxon horn sounds, students are to leave the room in an orderly manner. The teacher is to make sure all doors and windows are closed. All persons are to be at least fifty (50) yards from the building. When the bell rings, all are to return directly to the classroom.

Lockdown drills are also performed each school year. A lockdown is announced over the P.A. system. Students should follow the instructions of the classroom teacher during these drills. Complete lockdown instructions are posted in each classroom.

Tornado drills will be conducted during the tornado season using the procedures provided by the state. The alarm system for tornadoes is different from the alarm system for fires and consists of the intermittent ringing of the bell.

### **FOOD SERVICES**

The school participates in the National School Lunch Program and provides lunches to students for \$3.25 Breakfast is free. Adult lunches are available for \$4.25. Ala Carte services are also available to students and staff.

Free/Reduced applications may be filled out anytime during the school year. Students that qualify for meals may have both Breakfast and Lunch. Students may bring their lunch to school and eat in the school's auditoria. The Food Service will help with special dietary needs. A physician's statement must be submitted yearly.

The food service department uses an electronic debit system. Each student has an assigned Pin number. Money can be deposited in the student's account at any time. The debit system will work in any serving line. The student's name and PIN number should be included on all payments. Checks should be written to Imlay City Schools Lunch Fund. Payments can also be made on-line by visiting

www.MYSchoolbucks.com. Student meal charges are the responsibility of the parent or guardian. Any questions regarding the food service department can be directed to Roxanne Pierce at (810) 724-9855.

Applications for the schools free and reduced priced meal program are distributed to all students. If a student does not receive one and believes that s/he is eligible, applications are available in the main office.

Taking food without paying will be considered stealing. In addition, no student will be allowed to leave school premises during the lunch period without specific written permission from the principal.

### **FOREIGN EXCHANGE STUDENTS**

Only four foreign exchange students will be allowed to enroll at Imlay City High School during a school year. Local service clubs such as Rotary, the Lions Club, etc., with approved foreign exchange student programs, will be allowed to enroll two of the four foreign exchange students. Other approved programs will be allowed to enroll the other two foreign exchange students on a first come, first served basis. These organizations are encouraged to seek approval of the high school principal as early as possible. All organizations will be required to provide to the principal detailed information on the foreign exchange students and also information on the host family with whom the student is staying. This information will be kept confidential. The high school principal reserves the right to deny a foreign exchange student's enrollment.

### **HEALTH AND WELLBEING**

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

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

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the main office. All prescribed and non prescribed medications are to be delivered to the main office and taken only with adult supervision. Administrators are available to discuss the procedure for medications and treatments. No medications or medical treatments are to take place in school without administrator approval.

### **HOMEBOUND SERVICES**

If a student needs to be absent for an extended period of time due to an extended illness or injury, which is verified in writing by a medical doctor, homebound services are available through the Lapeer County Intermediate School District. Forms to request homebound services may be picked up in the Counseling Center.

### **IMMUNIZATIONS**

Each student must have the immunizations required by law or have an authorized waiver. 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 immunization requirements should be directed to the Lapeer County Health Department at 667-0391. Immunization waivers are only given under special circumstances and only by the Lapeer County Health Department.

### **Immunization Requirements**

Unless given a waiver, students must meet the following requirements:

- Diphtheria:** Four (4) or more doses of DTP or DT (pediatric) vaccine or any combination thereof, is the minimum acceptable. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.
- Tetanus:** Four (4) doses of any appropriate tetanus vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.
- Pertussis:** Four (4) doses of any appropriate pertussis vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.
- Polio:** Three (3) doses of any appropriate polio vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.
- Measles:** Two (2) doses of live measles virus vaccine after 1<sup>st</sup> birthday at least thirty (30) days apart with one (1) of the doses given after fifteen (15) months of age. A physician's certification of laboratory evidence of immunity in the blood will satisfy these requirements.
- Rubella:** Two (2) doses of live rubella virus vaccine after 1<sup>st</sup> birthday at least thirty (30) days apart with one (1) of the doses given after fifteen (15) months of age. A physician's certification of laboratory evidence of immunity in the blood will satisfy these requirements.
- Mumps:** Two (2) doses of live mumps virus vaccine after 1<sup>st</sup> birthday at least thirty (30) days apart with one (1) of the doses given after fifteen (15) months of age. A physician's certification of laboratory evidence of immunity in the blood will satisfy these requirements.
- Hepatitis B:** Three (3) doses of the Hepatitis B vaccine are required for all new enrolling students.

Required for all children 11-18 years of age who are changing school districts or who are enrolled in 6<sup>th</sup> grade:

- One dose of meningococcal (MCV4 or MPSV4) vaccine
- One dose of tetanus/diphtheria/acellular pertussis (Tdap) vaccine (if 5 years have passed since last dose of tetanus/diphtheria vaccine – Dtap, Td or DT)

The following is required for all children entering kindergarten, all 6<sup>th</sup> grade students, and all children changing school districts:

- Two doses of varicella vaccine or history of chickenpox disease

### **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the main office will follow emergency procedures established by the school. Imlay City Schools is not responsible for payment of medical bills.

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

Leaving school or missing class because of illness without reporting to the main office and following proper check-out procedures will be treated as skipping school and disciplinary action will be taken.

### **LOST AND FOUND**

The lost and found area is in the main office. 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.

### **NEW STUDENTS**

In general, state law requires students to enroll in the district in which their parent or legal guardian resides. New students need to contact the counseling center in order to enroll. A parent or legal guardian must accompany all new students under the age of eighteen (18) when they enroll. When enrolling, parents must provide copies of the following:

1. proof of residency
2. birth certificates
3. immunization records
4. guardianship papers (if applicable)
5. a copy of transcripts/withdrawal grades (if applicable)

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

A student who has been suspended or expelled by another public school in Michigan or another state 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. Prior to denying admission, 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.

**Note:** Students are normally expected to enroll in the district in which they live. However, students who live outside the school district and wish to enroll at Imlay City High School should refer to the schools of choice policy. Children with special needs are required to enroll at the Consortium for Exceptional Children, prior to registering at Imlay City High School. They can be contacted at (810) 724-9890.

### **PARENT/STUDENT FORMS**

The following forms are available in the high school main office:

- Title VI, IX, 504 Grievance *Form 2260F*
- Notice of the Non-discrimination and Grievance Procedures for Title II, Title VI, Title VII, Title IX, Section 504 and ADA *Form 2260 F8*
- Memorandum to Parents Regarding School Board Policy on Drug Free Schools *Form 5530 F2*
- Notification to Parents Regarding Student Records *Form 8330 F9*
- Notification to Parents on Blood-Borne Pathogens *Form 8453.01 F5*
- Parent/Student Acknowledgement of Student Handbook *Form 5500 F1*
- Authorization for Prescribed Medication or Treatment *Form 5300 F1*
- Authorization for Non-prescribed Medication or Treatment *Form 5330 F1a*

- Authorization for Use of Asthma Inhalers, Epi-pens or Prescribed Emergency Medication *Form 5330 F1c*
- Parent Request to Inspect Materials Used in Conjunction with any Survey, Analysis or Evaluation *Form 2416 F2*
- Request That Directory Information not be Released to Recruiters Without Prior Written Consent *Form 8330 F13* Parent Notification Regarding Student Records *Form 8330 F9*

### **Reporting A Concern**

Imlay City Schools personnel are committed to fostering a positive and productive relationship with students and families. We seek to listen to, understand, and appreciate them. When students or families have a complaint or concern related to school or school programs, they can be communicated directly to school personnel. Concerns received will be handled impartially, with fairness, and in accordance with 1.) District policy, 2.) student/parent handbook respective to building /grade /program, and 3.) the collective bargaining agreements relative to personnel involved in the concern/complaint.

We recognize that concerns are best addressed at the level/department at which they occur, and most successfully resolved by the individuals directly involved in the matter of concern. As such, students and parents should handle concerns in such a manner and address them directly with the individual(s) involved. If unresolved, or if the concerns are egregious or involve impropriety, students or parents should voice the concern directly to the Director or Principal to whom the individual reports (or by whom the program is sponsored). For example, a concern with a teacher should be first addressed to the teacher, unless the concerning behavior is egregious or involved impropriety. If so, the Dean of Students or Principal of the building in which the individual teaches should be contacted.

There may be times when students or families first voice concerns to a Director, building administrator, or central office personnel. Depending on the nature of the complaint or concern, it may be directed to the appropriate department, office, or responsible party.

The very best way to voice a concern or complaint is by phone or by email. The Imlay City Schools website ([www.icschools.us](http://www.icschools.us)) has a staff directory tab on the main page. Names, phone numbers, and email addresses of all staff with regular, daily, access to a phone and computer are listed, and multiple search options are provided. Certain ICS personnel who do not have regular, daily, access to a phone and computer (typically bus drivers, maintenance, and non-instructional support staff members), are not linked in the staff directory. In such cases, students and families may direct concerns to the Director or

school administrator(s) of the department in which the individual works, or to whom the program is sponsored.

As always, the central office secretaries can be contacted at 810-724-2765, and concerns can be properly redirected to the appropriate responsible party with ease.

Links to the staff and administrative directories can be found here:

[https://www.icschools.us/staff\\_directory](https://www.icschools.us/staff_directory)

<https://www.icschools.us/admin/directory>

### **STUDENT RECORDS**

The school district maintains many records including both directory information and confidential information. Directory information includes: student name, address, telephone number, date and place of birth, photograph, major field of study, participation in officially recognized activities and sports, height and weight, if a member of an athletic team, dates of attendance, date of graduation, awards received or any other information which would not generally be considered harmful or an invasion of privacy, if disclosed.

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 Board policy 8330-Student Records.

Other than directory information, FERPA and Michigan law protect access to all other student records. Except in limited circumstances as specifically defined in state and federal law, the school district is prohibited from releasing confidential educational records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions and communications with the family and outside service providers.

Students and parents have the right to review all educational records generated by the school district, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requester. If a review of records is desired, please contact the principal in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions there may be.

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 part of the school program or district's curriculum, without prior written consent of the student (if an adult or emancipated minor), or, if a

minor, his/her parents, to submit to or participate in any survey, analysis or evaluation that reveals information concerning:

- A. Political affiliations or beliefs of the student or his/her parents
- B. Mental or psychological problems of the student or his/her family
- C. Sex behavior or attitudes
- D. Illegal, anti-social, self-incriminating or demeaning behavior
- E. Critical appraisals of other individuals with who the 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
- 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 board policy and PPRA, the superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any survey, analysis or evaluation. 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.

#### **RIGHT OF ASSIGNMENT**

The Imlay City Schools have the right to assign students to the educational setting that will best serve the needs of a student as well as providing the best use of district resources. This includes the reassignment of students from Imlay City High School to Venture Alternative High School when academic and/or disciplinary concerns warrant such a reassignment.

#### **SALES**

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

#### **SCHOOLS OF CHOICE**

This school district is a participant in the schools of choice program for Lapeer County. Anyone interested in information about schools of choice is encouraged to contact the Educational Service Center at (810) 724-2765.

#### **SPECIAL EDUCATION**

Imlay City High School provides a variety of special education programs for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA).

A student can access special education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact the special education coordinator at 724-9890. A Parent Advisory Committee (PAC) has been established to also assist parents. The local contact for PAC is Millie Mutch 810-724-3918.

#### **TRANSFERRING SCHOOL DISTRICTS**

Students transferring to another school district must notify the counseling center. Transfers will be authorized only after students have returned all school

materials, and paid all fees and/or fines. If transfer procedures are not properly completed, school records will not be released. Parents are encouraged to contact the counseling center with specific questions or details.

### USE OF MEDICATIONS

**Prescription Medication:** In those circumstances where a student must take prescribed medication during the school day, the following guidelines must be observed.

- A. Parents should determine with their physician's counsel 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 main office before the student will be allowed to begin taking any medication during school hours.
- C. All medication must be registered with the main office.
- D. All medication brought to the main office will be properly secured.
  - a. Medication must be conveyed to school directly by the parent or transported by transportation personnel at parental request. This should be done in advance. A two to four week supply of medication is recommended.
  - b. 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 parent 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 of 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.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized may be disciplined in accordance with the Imlay City Schools Drug Policy (Drugs 3.02).

**Non-Prescription Medication:** A student may be allowed to possess and self-administer a "non-prescribed medication" (over-the-counter medication) upon the written authorization of the parent. The parent must complete Form 5330 F1a (Authorization for Non-Prescribed Medication and Treatment) and submit it to the main office. If a student is found with medication in his/her possession, his/her record will be checked to determine if the proper authorization is on file. If not, the matter will be reported to the principal for disciplinary action. No staff member or student will be permitted to dispense non-prescribed, over the counter (OTC) medication to any student. In order to minimize health and safety risks to student-athletes and maintain ethical standards, school personnel, coaches, athletic trainees, and lay coaches are not permitted to dispense, supply, recommend, or permit the use of any drug, medication, or dietary supplement solely for performance-enhancing purposes.

**Emergency Medication- Asthma Inhalers and EPI-Pens:** Students, with appropriate written permission from physician and parent, may possess and use metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (EPI-pen) is administered only in accordance with a written medical administration plan developed by the school and updated annually.

#### **VALUABLES**

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

#### **VISITORS**

Parents are welcome and encouraged to visit Imlay City High School. If you need to contact your child or speak with an administrator, teacher or counselor, you must check in at the main office when entering the building. The Board of Education recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the professional staff responsible for conducting those programs and activities. Volunteers, however, should also check in at the high school main office when entering the school building.

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

#### **WITHDRAWING FROM SCHOOL**

MCL 380.1561 - For a child who turned age 11 before December 1, 2009 or who entered grade 6 before 2009, the child's parent, guardian, or other person in this state having control and charge of the child shall send that child to a public school during the entire school year from the age of 6 to the child's sixteenth birthday. Except as otherwise provided in this section, for a child who turns age 11 on or after December 1, 2009 or a child who was age 11 before that date and enters grade 6 in 2009 or later, the child's parent, guardian, or other person in this state having control and charge of the child shall send the child to a public school during the entire school year from the age of 6 to the child's eighteenth birthday. Students that need to withdraw from school should complete the withdrawal form available in the counseling center.

#### **WORK PERMIT**

A student under the age of 18 years and attending high school must obtain a work permit before accepting employment. The following procedures are necessary in order to obtain a work permit:

1. Obtain a work permit from the high school main office.
2. Employers must complete the employment/employer section.
3. Parent/legal guardian and student must complete the applicant section.
4. Present the completed work permit, along with proof of age (i.e., driver's license, birth certificate, etc.), to the secretary in the main office for completion of the school section and signature of the issuing officer.
5. Return the completed work permit to your employer.

Note: The principal may suspend a working permit when a student's school attendance and academic performance are unacceptable.

## **SECTION II -- ACADEMICS**

### **ACADEMIC INTEGRITY POLICY**

As part of our mission statement to make students college and career ready, all Imlay City students are expected to practice and uphold standards of academic integrity and honesty. Academic integrity means representing one's self and one's work honestly. Misrepresentation is cheating, since it means a student is claiming credit for another's ideas or work and is, thereby, trying to receive a grade not actually earned. All students work on tests, quizzes, exams, reports, projects, essays, homework, and in-class work should reflect their own efforts and ideas. *Unless directed by the teacher*, students must assume all assignments are to be done individually. **Remember- your honor and integrity are more valuable to you than any grade.**

**The following are examples of, but not limited to, advertising:**

1. Copying or allowing a student to copy a classmate's homework or class work for any subject or class.
2. Disclosing test or quiz questions or answers to classmates.  
Looking at/taking answer keys from a teacher without permission.
3. Looking at a classmate's paper or discussing/sharing answers during *independent* work time, quizzes, tests, labs or lab reports.
4. Turning in/taking credit for an assignment you did not do yourself, one with excessive revision by a tutor or parent, or one that has been submitted and graded in a previous class.
5. Using electronic devices (including cameras, flash drives, cellular phones or other communication/data devices) to gain answers or knowledge of assessments in advance, either for personal use or distribution.
6. Copying, paraphrasing, cutting and pasting, or taking credit for someone else's ideas without properly giving a source credit is regarded as plagiarism. This includes text, audio, video, artwork, and images that are considered the intellectual property of the original author. See your teacher for details about citing and crediting sources in each course.
7. Using resources that are not permitted by the teacher. Examples may include Sparknotes®, Cliffsnotes®, calculator memory, online translators, formulas, Wikipedia®, etc.
8. Forging signatures on grade reports or contracts.
9. Sharing digital files with another student or using a digital file created by someone else and submitting it as your own work.
10. Having another person write an assignment, research paper, or project for you or accessing one from an online source.

**Consequences for academic dishonesty may include, but are not limited to, one or more of the following:**

- A zero (0) on the task/assignment that shows no evidence of originality, regardless of point value
- Students MAY have the opportunity to resubmit a MAJOR assignment that shows some evidence of originality- the resubmitted work can receive a grade of no more than 50%
- Parent contact and/or conference
- Referral to administration
- Disciplinary action for repeated offenses

### **ASSESSMENT/TESTING**

To measure student progress, students will be tested in accordance with state standards and district policy. Students will be expected to take the Michigan Merit Exam in spring of their junior year. Testing dates and times will be announced through the high school newsletter. Make-up dates are scheduled, but unnecessary absences should be avoided during test periods.

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

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

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

### **ASSESSMENT/STANDARDIZED TESTING**

Testing information can be obtained from the counseling center. If you have any questions or concerns about any of the following tests, please contact a school counselor.

The Michigan Merit Exam consists of three parts: The SAT, which is described below, WorkKeys, which is a skills assessment test and other state developed components that will measure math, social studies and science achievement. This is a state-mandated test for juniors.

The Armed Services Vocational Aptitude Battery (A.S.V.A.B.) is a multi-aptitude battery of tests. It consists of 10 short individual tests covering word knowledge, paragraph comprehension, arithmetic reasoning, mathematics knowledge, general science, auto and shop information, mechanical comprehension, electronic information, numerical operations, and coding speed.

The Preliminary Scholastic Aptitude Test (P.S.A.T.) is also called the National Merit Scholarship Qualifying Test. It provides students with an impartial assessment of their ability to do college work. This test ranks students with other juniors from across the United States, provides students with a preview of the S.A.T. and offers students an opportunity to earn a scholarship. Scores on this test may be used to determine a student's eligibility to participate in dual enrollment. There is a fee for this October test.

The American College Test (A.C.T.) tests a student's abilities in English, mathematics, science reasoning and reading comprehension. The optional writing test is also an admissions requirement for some colleges and universities. Since the ACT is a key component for the college admissions and scholarship criterion, a student may choose to take the test multiple times. There is a fee to take this exam. For more information regarding the ACT students should see their counselor or visit [www.actstudent.org](http://www.actstudent.org).

The Scholastic Assessment Test (S.A.T. I) tests a student's verbal and mathematical skills. This test will be taken by juniors in the spring of eleventh

grade. More information regarding this test can be found at [www.collegeboard.org](http://www.collegeboard.org).

The Scholastic Assessment Test (S.A.T. II) is a battery of subject achievement tests that may be required by some universities. December is the preferred test month and there is a fee required for this assessment. Please contact your school counselor before making arrangements to take this test.

The Advanced Placement (A.P.) test is for students who are interested in receiving advanced placement credit toward college. Students may choose to take this test in a variety of different subject areas. These exams are always given in May and a fee is required.

### **COURSE OFFERINGS**

A Program of Study booklet with current course offerings is available at the counseling center. Course descriptions, prerequisites, and sequence of classes are included to provide an overview of the curriculum for the current school year.

### **DUAL ENROLLMENT**

Any student in 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> or 12<sup>th</sup> grade may enroll in a post-secondary program providing s/he meets the requirements established by law and by the district. Any interested student should contact the counseling center to obtain the necessary information. Scores on the PSAT, ACT, SAT or MME may be used to determine a student's eligibility to dual enroll. Any interested student should contact the ICHS Counseling Office at 810.724.9806 to obtain the information necessary for dual enrollment.

### **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. No student may participate in any school-sponsored trip without parental consent. All school rules, including attendance, apply to all field trips.

### **GRADES**

Imlay City High School has a standard grading procedure as well as additional notations that 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 quarterly 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.

#### **Grade Point Average**

The system of marking is as follows:

Excellent	100-93%	A	4.000
	92-90%	A-	3.666
Good	89-87%	B+	3.333
	86-83%	B	3.000
	82-80%	B-	2.666
	79-77%	C+	2.333
Average	76-73%	C	2.000
	72-70%	C-	1.666
	69-67%	D+	1.333

Poor	66-63%	D	1.000
	62-60%	D-	0.666
Failing	59-0%	F	0.000

Each classroom will have the individual teacher's grading system posted and copies will be made available to students and parents. All students will take a semester exam in each class (or the equivalent, if approved by the principal). The semester grade is comprised of a grade for each marking period plus the examination. Each marking period grade counts 2/5, or 40% of the semester grade. The final exam counts 1/5 or 20% of the semester grade.

There are some situations where a student will receive a grade of "P" (passing). This grade denotes credit earned. It will not be used in the current G.P.A. calculation, but the student's overall G.P.A. and class rank could be affected.

### GRADING PERIODS

Students will receive a report card at the end of each nine-week period indicating their grades for each course of study for that portion of the academic term. Progress reports will be issued mid-quarter to all students. When a student appears to be at risk of failure, deficiency notices are normally provided to the parent/guardian so they can talk with the teacher about what actions can be taken to improve the poor grade. In rare instances, a parent may not receive a deficiency notice yet the student may fail the class if class requirements have not been fulfilled.

### GRADUATION REQUIREMENTS

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

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

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

Credit may be earned by:

- A. traditional course work;
- B. demonstrating mastery of subject area content expectations or guidelines for the credit;
- C. related course work in which content standards are embedded;
- D. non-traditional course work;
- E. independent teacher-guided study;
- F. testing out;
- G. dual enrollment;

- H. advanced placement courses;
- I. international baccalaureate or other "early college" programs; or
- J. Michigan Department of Education (MDE)-approved formal career and technical (CTE) program or curriculum.
- K. on-line class

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

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

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

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

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

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

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

The Michigan Merit Curriculum specifies eighteen (18) required credits for graduation, which could be acquired through subject and integrated (mixed subject) classes, as well as, career and technical education programs. In addition to the credits required through the Michigan Merit Curriculum, a minimum of six and one-half credit hours in electives, or career and technical education programs must be completed and twenty-two and one-half (22 ½) credits awarded.

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

District-Endorsed Transcript: The requirements for graduation are based on grades nine (9) through twelve (12) and are listed below.

1. All students must earn a minimum of 22 ½ credits to earn a diploma from Imlay City High School.
2. Students must be satisfactorily enrolled in six (6) classes each year of attendance. Satisfactorily enrolled means proper performance, attendance and effort for eight semesters.
3. Course requirements:
  - Four years of English
  - Four years of Mathematics (including Algebra I, Geometry, Algebra II, and one (1) additional Mathematics or Mathematics-related credit in the senior year)
  - Three years of Science (including Biology, Physics, Chemistry, Anatomy or Agriscience and one (1) additional Science credit)
  - Three years of Social Studies (including World History/Geography, US History/Geography, and Civics/Economics in the senior year)
  - Two years of the same foreign language
  - One Year of Physical Education / Health (9<sup>th</sup> grade)
  - One Year of Visual, Performing and Applied Arts
4. Ninth grade will include enrollment in English 9, Math, Science, World History / Geography and Health/Physical education.
5. Tenth Grade will include enrollment in English 10, Math, Science and US History/Geography.
6. Eleventh Grade will include enrollment in English 11, Math and Science.
7. Twelfth Grade will include enrollment in English, Math, and Senior Social Studies.
8. Personal modifications to the required curriculum (courses) are subject to administrative approval and must satisfy the Personal Curriculum

Modification guidelines established by the Michigan Department of Education when allowable and applicable.

**VALEDICTORIAN/SALUTATORIAN**

The goal at Imlay City High School is to properly prepare students for college by encouraging them to take a demanding and rigorous academic course load.

The Valedictorian and Salutatorian will be selected by using a modified Phi Beta Kappa system / formula. The formula is as follows:

- Use only Math, English, Science, Social Studies, and Foreign Language grades for calculation; compute the GPA to a 4.0 scale; multiply the GPA x 250 to determine the GPA score. Take the required high-stakes test according to the Michigan Merit Curriculum, either the SAT or ACT. The calculations for a test score will be determined in a similar fashion as the "Phi Beta Kappa" score, the SAT (i.e., combined verbal and math) or ACT (i.e., composite number); divide the SAT score by 1.6; or multiply the ACT score by 27.778. Add the resulting test score calculation to the GPA score.
- Using the scored results from the formula detailed above, the student with the highest computed score will be the valedictorian; the student with the next highest computed score will be the salutatorian. *The class ranking system (cumulative ICHS GPA) would still remain.* Therefore, it is quite possible that there would be students who would be first in their class, and not be either the valedictorian or salutatorian. The top ten students would continue to be determined strictly on the basis of the class ranking (GPA) system.

Step	Calculation	Final Score
1	Grade Point Average (GPA): <i>Convert to 4.0 scale and round to three decimals.</i> Use grades only from: Math, English, Science, Social Sciences and Foreign Language for all semesters (7) through the first semester of the senior year.  GPA Score _____ Multiplied by 250 = _____	_____
2	SAT or ACT Score (choose the one that produces the highest numerical value). Test scores must be submitted by January 31 <sup>st</sup> . <i>No scores submitted after that date, or from tests taken after that date will be eligible for consideration.</i>  SAT Score _____ Divided by 1.6 = _____  OR  ACT Score _____ Multiplied by 27.778 = _____	_____  _____

3	Total Score (either GPA plus SAT quotient or GPA product plus ACT product). <i>*If more than 2,000 you have calculated          incorrectly.</i>	
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Designated “levels” of distinction will be recognized using *the class ranking system* (cumulative ICHS GPA) and the following qualifiers:

- Designation of Distinctions:
  - Cum Laude (3.250 to 3.499); (i.e. “with academic distinction”)
  - Magna Cum Laude (3.500 to 3.749); (i.e. “with great academic distinction”)
  - Summa Cum Laude (3.750 to 4.000); (i.e. “with greatest academic distinction”)

To be eligible for distinction at graduation, degree candidates must have completed at least 9 credits from Imlay City High School with letter grades that carry the required GPA.

#### **HOMEWORK**

The assignment of homework should 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 Michigan Merit Exam and graduation. Homework will not be used for disciplinary reasons, but only to enhance the student’s learning.

#### **INCOMPLETES**

An incomplete on report cards is the responsibility of the student. Students must make sure all work is completed and turned in by the end of each marking period. Credit will not be given for an incomplete. In extenuating circumstances, an extension of up to two weeks may be granted by the principal.

#### **INSTRUCTIONAL MATERIALS**

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 should contact the principal and schedule a meeting at a mutually acceptable time. Many materials, such as films, are usually rented for a limited time, so a request would need to be made in a timely manner.

#### **MAKER SPACE**

The Maker Space is available to students throughout the school day. Students with a signed computer workstation, network and Internet agreement form are permitted to use the computers in the Maker Space. No student is to be in the Maker Space without a pass or without being accompanied by his/her teacher.

Care should be taken by students not to damage, destroy, or harm in any way the computers or furniture in the Maker Space. If students cannot respect the equipment, they will forfeit the right to use them and pay for any damage caused.

### **MAKE-UP WORK**

Students who have excused absences from school or who have been suspended shall be given the opportunity to make up work that has been missed. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of schoolwork such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade.

Make-up work due to excused absences must be completed within one day per day absent after returning to school. Students will be given the number of days of excused days absent within which to make up the work. Work that has been assigned before the student's absence must be turned in the day after their return to school.

If a student misses a teacher's test due to an excused absence, s/he may make arrangements with the teacher to take the test. The test should not be taken during class time. If s/he misses a proficiency test or other standardized test, the student should consult with the counseling center to arrange for taking the test. If the absence is unexcused, the student will not be given the opportunity to make up the work.

### **CREDIT RECOVERY**

A student's progress toward graduation and receiving a diploma is determined by completing required coursework and earning the necessary credits. It is the student's responsibility to keep in contact with his/her counselor to ensure that all requirements are being met. Information about credit and course requirements is available in the counseling center and a counselor will be pleased to answer any questions. Students who are more than one credit behind should plan on attending summer school or after school credit recovery prior to their senior year in order to graduate with their class.

Prior to enrollment a school counselor must approve all programs outside the high school if the credit is to be applied to graduation requirements. This includes summer school, after school classes, foreign exchange programs, and summer enrichment programs. Summer school is recommended if a student is behind in credit. Correspondence school credits will not be accepted toward graduation requirements. Credits earned in home school will be subject to approval of the principal in accordance with Board of Education policy and assigned on a credit/no credit basis.

### **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 Dean of Students.

The Honor Roll is posted and published every semester. In order to be listed on the Honor Roll, a student must have a 3.0 overall grade point average. Honors assemblies are held in late spring to recognize outstanding student achievement. Recognition will be awarded to students who achieved at least a 3.4 grade point average in at least one of two semesters during the school year. First year recipients receive an academic letter. Second and third year recipients of an academic award receive a pin; and fourth year recipients receive a trophy. Students qualifying for academic awards for the first time at the end of the 2<sup>nd</sup> semester will receive their awards and be recognized at the beginning of the following school year.

### **Athletic Awards**

Each head coach, with the approval of the athletic director, develops the requirements for athletic awards. These requirements will be reviewed with interested students by the appropriate coach. For more information, contact the athletic director at 724-9810, ext. 9851.

### **SCHEDULING and ASSIGNMENT**

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the counseling center. All schedule changes should be made within the first week of the semester. It is important to note that some courses may be denied because of lack of available space, the need to take prerequisites, or timeliness of the course change. Students are expected to follow their schedules. A school counselor must approve any variation to the daily schedule.

### **TESTING OUT**

Credit may be given to a student who has not enrolled in a course and who has exhibited a reasonable level of mastery of the subject matter of the course by attaining a grade of not less than a C+ on a comprehensive final exam or project. Credit will be assigned on a credit/no credit basis and will not be included in the calculation of a student grade point average. Credit will be accepted as fulfillment of graduation requirements. Once credit is earned by testing out, a student may not receive credit for a lower course in the sequence. Students wishing to test out must apply by filling out the proper form obtained in the office and seeking the principal's approval. This must be done by the end of the third marking period (for the following school year). Arrangements will be made for the student to take a summative and comprehensive assessment covering the entire course (both semesters). This exam will take place in June.

## **SECTION III -- STUDENT ACTIVITIES**

### **ATHLETICS**

Imlay City High School provides a variety of athletic activities in which students may participate provided they meet eligibility requirements. The following is a list of activities currently being offered:

- BOYS: football, cross-country, golf, soccer, wrestling, basketball, baseball, track, and tennis.
- GIRLS: basketball, cross-country, tennis, volleyball, softball, track, soccer, competitive cheer, and golf.

Athletic handbooks are available through the athletic office. Please refer to the athletic handbook for information concerning eligibility, rules and regulations, pay to play, etc. For further information, contact the athletic director, 724-9851.

### **CLUBS AND ACTIVITIES (Non-School Sponsored)**

Non school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. An application for permission to form such an organization can be obtained from the principal. This application must verify the following: that students are initiating the activity, that attendance is voluntary, that no school staff members are actively involved in

the event, that the event will not interfere with school activities and that non-school adult persons do not play a regular role in the event. All school rules still apply regarding behavior and equal opportunity to participate in all activities.

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

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

### **CLUBS AND ACTIVITIES (School Sponsored)**

Imlay City High School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter. It is the District's policy that the only authorized groups are those approved by the Board of Education and sponsored by a staff member. Authorized groups include band, chorale, choir, drama and yearbook.

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 and the like. All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. A student must maintain a 2.0 grade point average in the preceding semester in order to participate in any extra-curricular activity.

### **DANCES**

All Imlay City High School students and their dates or guests may attend dances. Guests are the responsibility of the student. Each student is limited to one guest and the guest must be registered in the main office prior to the dance. Middle school students and non-approved guests are not permitted to attend high school dances. Guests will be permitted, but admittance is contingent on prior administrative approval. All school dances are considered to be tobacco-free events.

School rules of conduct must be followed at all dances. If a student or guest leaves the dance, s/he will not be readmitted. In the case of an emergency, the student should contact the person in charge of the event before leaving. Dances will end at 10:30 p.m. unless the principal has granted special permission. No one will be permitted to enter the dance after the halfway point unless a school administrator has granted permission.

### **ICHS Dance Guidelines for Students and Guests**

Our goal at ICHS is to promote and provide a healthy, safe and enjoyable event for all students. The following expectations, procedures and consequences are designed to create and maintain a positive dance environment.

1. All dance guests must be in at least 9<sup>th</sup> grade, and must not be in excess of 20 years of age.
2. All students and guests will demonstrate good character, maintain a high community standard, and follow all rules and regulations established in the ICHS Parent/Student Handbook.
3. All students and guests will act in a respectful and courteous manner towards all students, faculty and chaperones.

4. Students and guests will not be allowed to re-enter the dance once they have left. If a student or guest needs to go out to a vehicle in the parking lot, they must first notify a faculty member and/or chaperone, and then be accompanied to the vehicle.
5. Any incidents involving the use and/or possession of alcohol, drugs or other controlled substances will involve police action, as well as the informing of the school and parents of all students involved.
6. All students and guests will dress tastefully and appropriately. Shirts must be worn at all times and be buttoned up.
7. Dancing must be appropriate for the school setting:
  - a. No provocative, vulgar or lewd dancing
  - b. No straddling legs
  - c. No bending over
  - d. No inappropriate touching of any kind
8. Any student or guest found to be dancing inappropriately will be asked to stop and/or leave the dance.
9. Students and/or guests will not be permitted to enter a dance until the specified start time (typically 6:30 p.m.). No students and/or guests will be admitted into dances or Prom one hour after scheduled start time. Above all, common sense and standards of decency should dictate a student's and/or guest's attire. We would not expect a student's or guest's behavior to be any different than what he/she would display at school and/or in front of his/her parents.

Note: Arrangements for rides must be made prior to the dance. School office phones will not be available.

#### **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 safekeeping of any equipment or facility they are allowed to use. When using school computers, students must use disks that are owned or purchased by the school. No student owned disk is to be used on a school computer unless school officials have checked it for any viruses or other inappropriate content.

Students are not allowed in any classroom including the gymnasium, weight room and multi-purpose room unless a teacher is present. Students must respect the hardwood surface of the gym floor by wearing only shoes that will not mark or scuff the floors finish.

Classes and clubs must make plans for the use of building facilities for special programs or dances well in advance. A school calendar is posted in the office and must be consulted to avoid conflicting dates.

An Activity/Facility Usage form, which may be secured in the office, must be completed and approved by the principal for any activity, held during or after school hours. Facilities for all events must be properly lit and supervised. All events shall have adequate personnel to conduct the event and at least four chaperones and one sponsor. Bands or disc jockeys must have a contract properly signed and approved by an administrator at least five days prior to the event date.

## **FUNDRAISING**

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

Students involved in the fundraiser are not to interfere with students participating in other activities in order to solicit funds. No fundraising is allowed in the classroom without approval of the school administration. A student will not be allowed to participate in a fundraising activity for a group in which s/he is not a member without the approval of the principal. No student may participate in fund-raising activities off school property without proper supervision by approved staff or other adults. Students are not permitted to canvas house-to-house for any school fund-raising activity.

A staff member will monitor fundraisers that require students to exert themselves physically beyond their normal pattern of activity, such as "Walk-a-thons", in order to prevent a student from overextending himself/herself to the point of potential harm. No student may participate in a fundraising activity conducted by a parent group, booster club, or community organization on school property without the approval of the principal.

## **NATIONAL HONOR SOCIETY**

The National Honor Society ranks as one of the oldest and most prestigious national organizations for high school students. To be eligible for membership consideration, students must meet the following guidelines:

1. Grade Point Average - The overall minimum G.P.A for potential new members is 3.5. All prospective members must meet this requirement in the areas of math, science, social studies, English, and foreign language.
2. Sophomores and juniors who meet or exceed the G.P.A. requirement will be invited to participate in the selection process at the beginning of the second semester. Students selected for membership will be inducted in March. Students wishing to be involved with NHS during their senior year must participate in the selection process no later than their junior year.
3. During the selection process, each student will be given a student activity information form. The completed form must show all school and community activities the student has been involved in and a reference for each. The Faculty Council (the selection committee) will then rate each student as to quality of service after checking with each reference.
4. Additionally, students will write paragraphs for each of the pillars of NHS (excluding scholarship): character, service, and leadership. The Faculty Council will use those paragraphs to evaluate the students' eligibility for membership.
5. Finally, the administration, staff, and teachers will rate the students on their character, service, and leadership. These ratings will aid the selection committee in their decisions.

Members of the NHS are expected to participate in the organization's activities and attend all regular and subcommittee meetings. They must also maintain their academic status as well as conduct themselves according to the guidelines provided by the NHS, which includes documenting a minimum of 20 volunteer hours each year. Failure to follow these guidelines may result in removal from NHS.

### **QUIZ BOWL**

The quiz bowl team competes as a member of the Blue Water Area League along with ten other area schools. The team competes at both the varsity and junior varsity level. Varsity participation will be determined by individual student strengths and participation in practices. All students eligible for extra curricular activities may participate in quiz bowl.

### **STUDENT COUNCIL**

Student Council is a government, service and leadership organization of Imlay City High School. Student Council is comprised of elected class officers and representatives from each grade. Elections are held in late spring.

## **SECTION IV -- STUDENT CONDUCT**

### **ASSEMBLY CONDUCT**

Students should bear in mind that when we are entertaining guests for our assemblies or when our own students are appearing in an assembly, we owe them our most courteous attention. Properly controlled applause is always a sign of appreciation and enjoyment when given at the proper time during an assembly. However, whistling, stamping of feet, booing, and the like are signs of very poor etiquette. Any assembly, which is sponsored by the school, is worthy of every student's complete attention.

Students are expected to conduct themselves in an appropriate manner when attending school assemblies. Failure to comply will result in removal from the assembly and may include further disciplinary action.

### **ATTENDANCE**

Attending school is both necessary and the law. State law requires school attendance until the age of eighteen. Students who do not maintain good attendance may fail, lose certain privileges, be placed in an alternative educational program, or have their parents taken to court. Imlay City High School has an attendance policy to avoid these negative consequences.

Students are allowed 14 absences (excused or unexcused), for each class, during a semester. A student that receives 15 absences must earn a passing grade in that semester class and on the semester exam to receive credit.

#### **Absence Notification**

5 absences	A notification letter will be sent home as a reminder of the attendance policy and potential consequences.
10 absences	A notification letter will be sent home as a reminder of the attendance policy and potential consequences.
12 absences	The Dean of Students, or designee, will hold a meeting with the student and parents regarding the attendance policy and potential consequences.
15 absences	Students must receive a passing grade in the semester class and on the semester exam to receive credit.

*School trips/functions, athletic events and guidance appointments are not applied to a student's attendance record.*

### **Excused Absences (count against 14 absence limit)**

The following are legitimate reasons for not being in school:

1. Illness;
  2. Recovery from accident;
  3. Required court attendance;
  4. Family emergency;
  5. Death in the family/attendance at funeral;
  6. Family vacation (prearranged absences);
  7. Doctor/dentist appointment which cannot be arranged outside of school hours;
  8. College visit (approved by a school counselor) - limit of three per year;
  9. Job shadowing experiences (approved by a school counselor);
  10. Educational experiences of direct value to the student's education (as approved by the Dean of Students); and
  11. Chronic/long term illnesses, which are under a doctor's care.
  12. Special consideration: proof of hospitalization, doctor's confinement at home, serious illness, death in the immediate family.
  13. The parent/guardian may request an appeal with the building Dean of Students. The request must be in writing within two (2) school days of parent/guardian notification. The findings of the Dean of Students are final.
- ◆ Excused absences - Make-up work is required as described in the make-up work provision. If students do not make up work within the amount of days they were absent, upon their return to school, they will receive a failing grade for that work not turned in.

### **Unexcused Absences (count against 14 absence limit)**

Any student who is absent from school for all or any part of the day without a legitimate excuse will be considered truant and the student and his/her parents will be subject to the truancy laws of the state as well as having school disciplinary sanctions.

- ◆ Unexcused absences - No credit will be given for work missed for unexcused absences.

Absences will not be accumulated from the previous semester. Exceptions will be made for pre-approved, pre-arranged absences, such as vacations, and certain extenuating circumstances such as extended illness. When absences are unexpected (such as extended illness, funeral, etc.) and therefore, not pre-arranged, the parent must seek the approval of the Dean of Students.

### **Notification of Absence**

If a student is going to be absent, a parent/guardian must call the attendance office at 724-9810, Ext. 9845 to have the absence excused. This includes late arrivals and early departures. **If a phone call is not received by 1:00 p.m. on the day of the absence, the absence will be unexcused and the student will be considered truant.**

### **Pre-arranged Absences and Vacations (count against 14 absence limit)**

Parents are strongly discouraged from taking their child out of school for vacations. When a family vacation must be scheduled during the school year, parents need to complete a Pre-Arranged Absence Notification Form. These forms are available in the main office. It may be possible for a student to receive certain assignments that are to be completed during the trip. All assignments and work, however, must be made up after a student returns to school. One day of make-up time will be allowed for each school day missed. It is the responsibility of each student to contact his/her teachers to make the necessary arrangements for completing missing assignments.

No more than five pre-arranged absences will be allowed per marking period. If parents feel that they need more than five pre-arranged absences, due to extenuating circumstances, approval must be granted from the Dean of Students to extend the pre-arranged absences beyond the allowable limit.

If a student knows in advance that s/he is going to be absent from school, a Pre-Arranged Absence Notification Form must be completed. Again, these forms are available in the main high school office and should be turned in two days before the planned period of absence. The principal may make exceptions for unique educational opportunities, when approval is received in advance.

The Pre-Arranged Absence Notification Form must be:

1. Signed by all classroom teachers (prior to parent signature);
2. Signed by the parent/guardian; and
3. Returned to the main office.

Pre-arranged absences include family vacations, extended medical leave, family emergency, planned medical appointments/treatment and funerals.

#### **Notification of Parents**

After each unexcused absence, parents will be called or notified by Instant Alert of the unexcused absence.

#### **CAFETERIA/LUNCH GUIDELINES**

Lunch is served daily in the cafeteria. Students are assigned one of two lunch periods during fourth hour. Students may buy a hot lunch, use the A'la Carte service, or bring a sack lunch from home. All lunches, however, must be consumed in the cafeteria. Throwing food is strictly prohibited and may result in a suspension from school. In addition, students are not permitted in the academic wing during their assigned lunch period without an authorized hall pass.

The school also has a closed lunch policy. Therefore, students cannot leave the school building during lunch, even to go to the parking lot, without permission from the school administration. Whenever students need to leave the school building, they are to check out through the main office. Parental or guardian confirmation is required before students will be released. Students who do not conform to this policy will be considered truant.

Lunchroom supervisors have full authority over students to require identification, give directives, give warnings, and issue disciplinary referrals. Failure to comply will be viewed as insubordination.

### **CELL PHONES AND WIRELESS COMMUNICATION DEVICES**

Students are permitted to use cell phones, music playing devices and/or other wireless communication devices (WCDs) during lunch periods and passing time(s) between classes. This is contingent upon students acting responsibly and in accordance with the expectations listed below. If problems arise regarding the use of cell phones, music playing devices and/or WCDs during passing times and/or at lunch, disciplinary actions will be taken.

"Using" refers to, not only to making and/or receiving calls/texts, but also to using the cell phone or WCD for any other purpose.

Students, please be aware of the following behavioral expectations regarding the use of cell phones, music playing devices and/or other WCDs:

- Cell phones, music playing devices and/or WCDs are not to be used at any time, in any location, during a designated class period (unless permitted for an instructional activity).
- When the "one-minute warning bell" sounds, students will be expected to begin putting their cell phones, music playing devices and/or WCDs away, including earbuds and headphones, regardless of their location.
- Cell phones, music playing devices and/or WCDs must be turned off or put on "silent" prior to the bell ringing, and remain off or on silent during the entire class period.
- As a courtesy to those around them, and due to the potential disruption that may be caused, students that choose to listen to music, media or play games must use earbuds or headphones.
- Under no circumstances will students be permitted to use cell phones, music playing devices and/or WCDs during any emergency drills.
- Students that are observed using their cell phones, music playing devices and/or WCDs during designated class periods, and/or using them inappropriately (i.e. playing music loudly, using them in a hallway during class, etc.), will have their cell phone/music playing device/WCD confiscated and will be disciplined in accordance with our standard cell phone/WCD policy.
- Please remember that cell phone offenses are cumulative (i.e. if a student has three cell phone offenses at the end of the 2019-2020 school year, they will begin the 2020 - 2021 school year on their third offense. A subsequent offense will be counted as their fourth.).

Students are not permitted to wear their cell phones, music playing devices (including earbuds/headphones) or WCDs clipped to a belt or otherwise display them in clear sight during designated class periods. Cell phones, music playing devices and/or other WCDs should be turned off prior to the start of a designated class period (at the one-minute warning bell) and put away (in a backpack, purse, locker, etc.).

*Under no circumstances should a cell phone, music playing device and/or WCD, which includes picture/video features, be used in a school locker room area, restroom or any other location where students and staff have a "reasonable expectation of privacy." This restriction also applies to all testing locations, regardless of what type of test/assessment is being taken in a particular class or classroom.*

*“Sexting” is prohibited at any time on school property/campus and/or 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 disciplinary action(s) and possible confiscation of the wireless communication device.*

The district is not responsible for the loss, theft, damage or vandalism to student cell phones, music playing devices and/or other WCDs. Students and parents are strongly encouraged to ensure that, if students have cell phones, music playing devices and/or other WCDs in their possession, they should not leave them unattended or unsecured.

Violation of this policy may result in school disciplinary sanctions, including the confiscation of a student’s cell phone, music playing device and/or other WCDs for the remainder of the school day. A parent/guardian will also be required to retrieve the confiscated cell phone/music playing device/WCD from the main office by the end of the school day for every subsequent offense after the student’s first (1<sup>st</sup>) cell phone/WCD violation. If a parent/guardian is unable to retrieve the confiscated cell phone/WCD by the end of the school day, the school will hold the cell phone/WCD for a period of 24-72 hours, depending on the frequency of the offense.

Students caught using/in possession of a cell phone/WCD/music playing device during a designated class period and/or a time or place where the use of cell phone/WCD/music playing device is prohibited will be disciplined as follows:

- 1<sup>st</sup> Offense: Warning; cell phone/WCD confiscated for remainder of school day
- 2<sup>nd</sup> Offense: Cell phone/WCD confiscated for remainder of school day; Parent required to retrieve confiscated cell phone/WCD from main office by the end of the school day
- 3<sup>rd</sup> Offense: One (1) hour of after school detention (ASD)
- 4<sup>th</sup> Offense: Two (2) hours of after school detention (ASD)
- 5<sup>th</sup> Offense: One (1) day of in-school-suspension (ISS)
- 6<sup>th</sup> Offense: The student and their parent(s)/guardian(s) will be required to meet with the Dean of Students to develop a plan and/or contract to resolve the disciplinary issue. Also, each additional offense will result in a minimum of one (1) day of in-school suspension (ISS).

#### **CHECKING IN AND OUT OF SCHOOL**

All students must follow the proper procedure in checking in and out of school to ensure that the absence will be excused. Students must present a valid excuse to the office in order to sign out of school and sign the roster. No student will be released without parental consent. All students entering the school late must check in at the office first and sign the roster. Failure to do so will result in disciplinary action and an unexcused absence.

#### **COMPUTER/TECHNOLOGY MISUSE**

Any use of technology that is not in support of education and research and consistent with the purposes of Imlay City Schools as outlined in the technology policy will result in disciplinary action, which may include loss of technology privileges, restitution for damages, suspension, or expulsion.

The following behaviors are a few examples of technology misuse: obtaining or using another person's password; accessing network management files; altering/deleting another student's files; using profanity or inappropriate language; visiting chat rooms or pornographic sites; tampering with computer hardware or software, including loading games or unauthorized software; making unauthorized copies of software; tampering with the hard drive; infecting computers with viruses; and computer network "hacking."

### **DRESS AND GROOMING**

Past practice and experience indicates that there is a definite correlation between the behavior of an individual and the style of dress and grooming of that individual. It is recognized that student dress and grooming are basically the responsibility of the parent and the student. Therefore, the Board of Education established the following guidelines to help all parents and students of the school district to have the same basic foundation from which to start in the area of dress and grooming.

- A. Dress shall not be extreme, exhibitionistic, or of immodest fit or style to the extent that it interferes with the instructional process.
  1. Examples of dress that are considered permissible:
    - (a) For girls: skirts, pantsuits, dress slacks, jeans and dresses.
    - (b) For boys: dress slacks or jeans with appropriate shirts.
  2. The following restrictions on dress will apply:
    - (a) Blouses or shirts that are cut off, stamped, or decorated with inappropriate slogans/sayings are not permitted.
    - (b) Sleeveless shirts, tank tops, spaghetti-string tops, bare midriff tops, or bare-shouldered dresses are not permitted.
    - (c) Shorts cannot be shorter than fingertip length. Bermudas, shorts and culottes shall be permitted as long as they are appropriate length. No biker shorts, tight/compression shorts, or shorts of inappropriate length will be permitted. Administrators cooperatively will determine the appropriate times of the year when shorts are to be worn.
    - (d) Skirts (including slits in skirts) cannot be shorter than fingertip length. This length may be considered immodest for some people as they sit in student chairs. The length should be adjusted accordingly with each individual's size and weight.
    - (e) Holes/rips/tears in jeans and/or pants cannot be above fingertip length.
    - (f) Students must wear appropriate undergarments. Undergarments should not be noticeable/visible at any time. This includes undergarments that can be seen through outer layers of clothing.
    - (g) Hats, or any other headwear, may not be worn in the school building and are to be left in lockers during the school day. Also, hoods must remain completely down at all times while students are in the building.
    - (h) Coats and jackets are not to be worn in the school building during the school day. Teachers may give permission for students to wear coats or jackets in their classrooms if cold classroom conditions exist.
    - (i) Clothing displaying inappropriate slogans, language, sayings, gang signs, or gang colors is not allowed. This also includes implied inappropriate language and double entendre.
    - (j) All pants must be worn at proper waist height. The "sagging" of pants is not allowed.

- (k) Sunglasses are to be worn for medical purposes only and with the principal's permission.
- B. Dress shall be clean for the protection of the health and comfort of all individuals.
- C. Shoes that protect the foot and safeguard the health shall be worn.
- D. Personal grooming and hairstyle shall not be extreme to the extent that it interferes with the atmosphere essential for effective learning.
- E. Personal hair grooming shall not jeopardize the health and safety of any individual.
- F. Personal grooming shall maintain the standards of cleanliness, which protect the health of all individuals.
- G. Students are not permitted to wear a hat in the building during instructional time (7:35 a.m. – 2:10 p.m.). This includes passing times and lunch periods as well. The consequences for said violations will be enforced in a similar fashion to Wireless Communication Devices (p. 33-35 of Student Handbook). For example, the 1st Offense results in confiscation of the hat for the remainder of the day, and the hat is returned to the student (by the main office) at the end of the day. On the 2nd Offense (and for all subsequent offenses), the hat is again confiscated and sent to the main office, and a parent/guardian will be required to come to the main office to retrieve the hat. On the 3rd Offense, formal consequences (beginning with After School Detention and progressing from there) begin. Any student that refuse to allow their hat(s) to be confiscated by a staff member will be disciplined for disrespect/insubordination. Also, hat/dress code violations are cumulative like WCD violations.

The school reserves the right to ban any item worn on a person which implies or suggests gang involvement or which could be construed as dangerous. The school also reserves the right to establish more definitive dress and grooming policies for individual students and student groups representing the school.

School officials accept the responsibility to help students and parents understand the appropriate dress and grooming guidelines. However, it should be clearly understood that school officials do not expect to constantly remind the same students or parent of the appropriate dress and grooming standards. When a student is in violation of the above-mentioned standards, action will be taken which will involve the parent until a satisfactory solution is reached by school officials.

The building principal may relax this policy when the students are involved in special activities which are approved by the superintendent (i.e., field day, field trip, homecoming activities). The building principal will announce to the students and parents when exceptions to the policy will be permitted.

Students that do not follow the "Dress and Grooming" guidelines in the ICHS Parent/Student Handbook will be asked to change into clothing that is deemed school-appropriate. Students who do not have an appropriate change of clothing will be provided with ICHS "Dress for Success" clothing to wear for the remainder of the school day. It is expected that students return the "Dress for Success" clothing at the end of the day. Those students who do not return the "Dress for Success" clothing will be charged the amount required to replace the clothing.

The building principal and/or dean of students reserve(s) the authority to make the final decision(s) in terms of what is acceptable/appropriate dress and grooming.

### **DRIVING/PARKING REGULATIONS**

All student drivers are expected to know and comply with the following rules and regulations regarding driving and parking of vehicles:

1. Students who drive to and from school **must** obtain a \$10.00 parking permit from the office and agree to abide by all rules and regulations about driving to school.
2. All vehicles must be registered, each year, at the main office.
3. A parking permit must be displayed on student vehicles that are parked on school property.
4. All student vehicles must be parked in designated student parking areas. Vehicles are to be parked properly, taking up only one parking space, and not in driveways, sidewalks, or on the grass. No student is permitted to park in front of the school during regular school hours.
5. Students are not permitted to drive on the service drive between the hours of 6:00 a.m. – 4:00 p.m., Monday through Friday.
6. All parking areas are off limits to students during the school day, unless permission has been granted by the school administration.
7. Student drivers and their passengers are to leave their vehicles after parking. Students are not to eat or loiter in their vehicles.
8. Students are to operate cars in a safe and orderly manner and observe all parking and traffic regulations.
9. All vehicles should be locked during the school day and all valuables should be kept at home. The school assumes no responsibility for theft, breakage or damage to any vehicle while on school property.
10. Vehicles parked on school property are subject to searches. Please refer to the search and seizure provisions.
11. Students attending the Lapeer County Educational-Technical Center are required to use school transportation unless the Dean of Students has granted permission.
12. All traffic laws and regulations are to be followed, particularly the 15 M.P.H. speed limit on school property.

Students who violate these driving/parking policies and/or posted driving regulations will be subject to disciplinary sanctions which may include loss of driving privileges and/or suspension from school. Additionally, cars may be towed away at the student's expense and law enforcement authorities notified.

### **EXPECTATIONS FOR STUDENTS**

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

**Each student is 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, or ethnic background;
- Complete assigned tasks on time and as directed;

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

### **GANG BEHAVIOR/ACTIVITY**

The school prohibits behavior and attire that threatens the security and safety of students and staff members on school property and at all school related activities. The school desires to maintain a safe educational community for students and staff members, and to protect them from outside interference from those who would threaten, destroy, or disrupt the educational environment and community. In furtherance of this desire, any association with formal gangs that have established networks is strictly prohibited. In addition, any behavior that has students forming associations with other students that either imitates established gangs or has similar characteristics is also prohibited.

The following gang behaviors and activities are prohibited:

1. Wearing or possessing any clothing, jewelry, or symbol that may reasonably be perceived as evidence of membership in or affiliation with any gang;
2. Drawings, lettering or symbols of any gang style on personal items (i.e. books, notebooks, etc.) and school property (i.e. desks, walls, etc.);
3. Committing any act, verbal or nonverbal, in furtherance of the interests of any gang or gang activity;
4. Communicating with gang hand signs or similar communication;
5. Soliciting others for membership in any gang or gang activity;
6. Requesting any person to pay protection or otherwise intimidate or threaten a person;
7. Committing any illegal act or violation of school rules or policies; and
8. Inciting other students to act with physical violence on any person.

Penalties for violation of this policy will be based upon the seriousness of the offense and the disciplinary history of the student. Serious or repeated violations of this policy may result in an alternative educational placement or in a permanent expulsion from the school district.

### **HALL PASSES**

All Imlay City High School students are required to have permission from their teacher and/or a staff member to leave class during a designated class period. Under normal circumstances, students are expected to obtain a designated hall pass from their teacher and/or a staff member. On the designated hall pass, the teacher/staff member must sign, in ink, the date, time and destination to validate the process and permit the student to leave the classroom. Prior to leaving the classroom, all students are expected to sign out (date/time/destination) on the sign in/out sheet near the classroom door. Likewise, students are expected to sign in/out on the sign-out sheet upon returning to the classroom.

### **IDENTIFICATION**

Students must identify themselves by the correct name and grade when directed to do so by any staff member. Students must accompany any teacher, counselor, administrator, or staff member when directed to do so. Failure to fully comply with this policy, either by refusing, ignoring, arguing, challenging, or falsely identifying oneself, will result in disciplinary action for insubordination, which may

include suspension from school; placement in an alternative educational program; or a recommendation to the board of education for an expulsion from the school district.

### **INSUBORDINATION**

Insubordination is failing to respond to or carry out a reasonable request by a staff member. This would include behavior that is intended to ignore, evade, or challenge a directive (i.e. refusing to wear a mask). Often failure to comply with reasonable directives is accompanied by argumentative, rude, and/or sarcastic responses in defiance to a directive. Most extreme acts of insubordination would include the use of vulgar and defaming language. At all times, a student is to be reasonably subordinate to all staff members and to speak with them in a respectful manner. Failure to comply will result in disciplinary action which may include suspension from school, placement in an alternative educational program, or a recommendation to the board of education for an expulsion from the school district.

### **LOCKERS**

Lockers are issued to students for their use. The lockers, however, remain the property of the school; and school officials have the authority to inspect lockers and their contents. Searches may be conducted at anytime if there is reasonable suspicion that a student has violated the law or school rules. Lockers are to be maintained in the condition issued. Damage to lockers will be billed to the occupants. To maintain locker security, please comply with the following:

1. Keep your locker combination secret; do not share it with others.
2. Use only your assigned locker; do not move to another locker and do not allow others to use your locker.
3. Do not pre-set your locker combination or jam the locking mechanism.
4. Always close your locker securely.
5. Always spin your combination dial when leaving.
6. Report any malfunctions to the main office immediately.
7. Do not place items of great value in your locker; including purses, radios, calculators, jewelry, etc.
8. Lockers are to be kept clean. Food, beverage, and food/beverage containers are not to be stored overnight.

### **LOITERING/TRESPASSING**

It is expected that school facilities will be used for educational purposes, co-curricular activities, and community activities. During the school day all non-school personnel are to report first to the office. After the school day, only those individuals who are participants in organized and supervised activities are permitted in the building.

Students are expected to be out of the school building 15 minutes after their last class, unless under the direct supervision of a staff member or coach. Students are not permitted in unauthorized areas or to linger in the school building or on school property.

Students who have been suspended or denied the privilege of attending school activities will be considered trespassing should they attempt to attend. Violations of this policy may result in both school disciplinary action and the notification of law enforcement.

### **OFFICE VISITS**

Except in a crisis situation (verified in writing by an administrator or counselor), students are not to miss an assigned class because they are going, on their own, to see a counselor or administrator. Students should notify the appropriate secretary, on their own time, and then wait for an appointment to be scheduled and a pass issued.

All students returning to class from an office visit should have a signed pass with the time leaving the office indicated. Students failing to show up to class within a reasonable amount of time following issuance of the pass will be considered truant.

### **PERSONAL 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 Discipline Code of Student Conduct.

### **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 safety of others. All searches may be conducted with or without a student's consent.

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

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items that 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.

No strip searches will be conducted by any employee of the school, but may be conducted by law enforcement officials, if deemed necessary. The school utilizes canine searches as well. Canine searches are conducted on student lockers, personal belongings, such as coats and backpacks, and student automobiles parked on school grounds. As stated above, 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 to access and review all electronic/computer files, databases and any other electronic transmissions contained or used in conjunction with the school's computer system and electronic mail. Students

should have no expectation that any information contained on such systems is confidential or private.

The school, with or without the student's knowledge or permission, may do a review of such information. The use of passwords does not guarantee confidentiality, and the school 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.

### **SUBSTITUTE TEACHERS**

Conduct of students under the supervision of a substitute teacher is to be the same or better than if their regular teacher was present. Students are expected to give the substitute teacher full cooperation and respect. Students are subject to the same school and classroom rules when a substitute teacher is present. Failure to cooperate with substitute teachers will result in disciplinary action, which may include suspension from school.

### **TARDINESS**

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 main office and sign in before proceeding to his/her first assigned location. A student is considered tardy if s/he is not physically present in the classroom when the tardy bell rings. Any student who is late up to 15 minutes will be considered tardy. Students who are more than 15 minutes late will be considered absent. Students that enter the school tardy must sign-in to the main office prior to attending class. Tardies accumulate for all classes combined each marking period. Students who are tardy more than three times during a marking period will be disciplined as follows:

- 3<sup>rd</sup> tardy: warning notice mailed home.
- 4<sup>th</sup> tardy: one (1) hour of after school detention (ASD).
- 5<sup>th</sup> tardy: one (1) hour of after school detention (ASD).
- 6<sup>th</sup> tardy: two (2) hours of after school detention (ASD).
- 7<sup>th</sup> tardy: one (1) day of in-school suspension (ISS).
- 8<sup>th</sup> tardy: one (1) day of in-school suspension (ISS).
- 9<sup>th</sup> tardy: two (2) days of in-school suspension (ISS).
- 10<sup>th</sup> tardy: three (3) days of in-school suspension (ISS).
- 11<sup>th</sup> tardy: one (1) day of out-of-school suspension (OSS).
- 12<sup>th</sup> tardy: two (2) days of out-of-school suspension (OSS).

Important: Each additional tardy (beyond 12) will result in a two day out-of-school suspension (OSS) and will be dealt with as persistent disobedience. Students receiving more than 15 tardies, in a marking period, may be placed in an alternative educational program.

Students that are dropped off late by a parent/guardian may have their 1<sup>st</sup> Hour tardy/absence excused by their parent/guardian. *This must be done the same day as the tardy/absence in order to excuse the tardy/absence.* Students who drive themselves to school may not have a 1<sup>st</sup> Hour tardy/absence excused by a parent/guardian, as it is the student's responsibility to ensure that they arrive to school on time.

## **DISCIPLINE CODE OF STUDENT CONDUCT**

In delivering excellent programs to our students and staff and promoting a safe learning environment free from substantial disruption, the Board recognizes that discipline is sometimes needed to help students who engage in misconduct learn from their wrongs and become better students with a greater outlook for the future.

Discipline must not be confused with punishment. Punishment has as its objective 'making a person pay in some way' for misconduct. Discipline, on the other hand, is remedial in nature seeking opportunities to continue to help a student learn from and grow thereby affording the student a better future.

It is the Board of Education's policy that students should rarely be suspended or expelled from school and that steps should be taken to minimize occurrences of suspension and expulsion. Full compliance with all applicable state and federal laws relative to student discipline is the policy of the Board.

The possibility of restorative (learning and growth) practices is always considered when weighing the specific factors to determine type and length of discipline. The Board expects per its policy that the exercise of these considerations will reduce the number of expulsions and suspensions greater than ten days in duration.

The standards of student behavior contained in the student discipline code apply to all students of Imlay City High School if they are on school property, while en route to and from school or in connection with any school program, function or activity. In addition, disciplinary action (up to and including expulsion) may be taken for students engaging in off-campus misconduct of a serious and/or criminal nature which poses a likelihood of danger to the health (physical or emotional) or welfare of students or district personnel (i.e., selling drugs off-campus), or which reasonably makes the continued presence of the student in the school disruptive to the educational process (i.e., committing a crime off-campus which is vicious in nature).

### **Restorative Practices**

Before suspending or expelling any student (except a student who possesses a firearm in a weapon-free school zone), teachers, administrators, and the Board must first determine whether restorative practices would better address the student's misconduct, recognizing the Board's policy to minimize out-of-school suspensions and expulsions. Likewise, when suspending or expelling a student, teachers, administrators, and the Board must consider whether restorative practices should be used in addition to the suspension or expulsion. Restorative practices, which may include a victim-offender conference, should be the first consideration to remediate offenses such as interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, class disruption, and harassment and cyberbullying.

A victim-offender conference is one type of restorative practice. Although not mandatory, a victim-offender conference allows the offender to repair harm caused to the victim through a formal, safe conference that includes the victim, a

victim advocate, supporters of the victim, the offender, supporters of the offender, and other relevant members of the school community. A victim-offender conference must be initiated by the victim and, if the victim is under 15, must be approved by the victim's parent/guardian. The attendees may require the offender to do one or more of the following: (1) apologize; (2) participate in community service, restoration, or counseling; or (3) pay restitution. The selected consequences will be described in a written agreement signed by all attendees and must identify the time frame for the offender to complete the consequences. No person who claims to be the victim of unlawful harassment may be compelled to meet with the alleged perpetrator of the harassment as part of a restorative practice.

## **SECTION I**

The following offenses are to be handled individually by all members of the Imlay City High School staff and are to be included in classroom rules. For students who are insubordinate and fail to respond to or carry out a reasonable request, including the following offenses, staff members are to complete a disciplinary referral and present it to the Dean of Students.

### 1.00 DISRUPTION-HALLWAY/BUILDING/CLASSROOM

Students have the responsibility to help maintain a safe and orderly environment while in the school building. Students must be careful to allow others to take advantage of the full educational experience. Students not fully cooperating with the teacher and following classroom/school guidelines are disrupting the educational process.

### 1.01 DISRUPTIVE ITEMS/OBJECTS

Items causing disruption to the school day must be left at home. These items include, but are not limited to water guns, toys, water balloons, slingshots, skateboards, "hoverboards," and roller blades.

### 1.02 DISPLAY OF AFFECTION

Students displaying affection between each other is personal and not meant for public display. This includes kissing, touching, petting, or other contact that may be considered sexual in nature.

### 1.03 GUM/FOOD/BEVERAGE CONSUMPTION

Chewing gum, eating food and/or drinking beverages in unauthorized areas.

### 1.04 DRESS AND GROOMING

Reasonable standards of student dress and grooming are essential in the establishment of a positive educational environment. Students are to avoid extremes in dress and personal appearance. Extremes in dress and personal appearance tend to disrupt teaching and learning; and such disruption is incompatible with a positive learning environment. Dress and grooming must not violate reasonable standards of safety, health, hygiene, and decency.

## **SECTION II**

Disciplinary action for the following offenses may range from a warning to five (5) days of Out of School Suspension (OSS). Student discipline, however, is progressive in nature and influences the disciplinary action of subsequent violations. Progressive disciplinary action will be taken for repeat violations of the rules and regulations; and will lead to more stringent consequences for students,

which may include expulsion from the school district. The seriousness of the offense combined with the disciplinary history of the student will be used in determining appropriate disciplinary measures.

## 2.00 DISOBEDIENCE/INSUBORDINATION/DISRESPECT

*School staff is acting "in loco parentis", which means the law allows them to direct a student as a parent would. This applies to all staff, not just the classroom teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Failing to respond to or carry out such a request by a staff member is insubordination. This includes behavior that is intended to ignore, evade, or challenge a directive. Students are to treat all Imlay City High School personnel and school visitors with respect, both verbally and in gestures.*

## 2.01 HARASSMENT

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, board members, parents, guests, contractors, vendors and volunteers. It is the policy of the Imlay City Schools to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property. See appendix for additional information.

## 2.02- INAPPROPRIATE OR OBSCENE LANGUAGE AND/OR USE OF RACIAL OR ETHNIC SLURS TOWARDS OR IN THE PRESENT OF STUDENTS, STAFF OR VISITORS:

A student will not verbally, in writing, electronically, or with photographs or drawings, state or direct profanity, racial or ethnic slurs, hate speech, insulting obscene gestures towards or in the presence of students, staff or visitors. Care must be taken to observe the rights of others. In accordance with Section VI of the Imlay City Ordinance to Protect School Buildings: No person, while in any building owned, occupied or otherwise used by a school within the City of Imlay City, shall utter any profane, indecent or immoral language toward any person within the hearing of another person".

## 2.03 HALL PASSES

All students traveling in the hallways during class time must have a hall pass issued by a staff member.

## 2.04 WIRELESS COMMUNICATION DEVICES(WCDS)/ELECTRONIC EQUIP.

The school supplies most electronic equipment necessary in school. Students are not allowed to use radios, "boom-boxes", CD players, portable TVs, electronic toys, pagers, music playing devices, cell phones, recording devices, or other WCDS, laser pens and the like without permission of the principal. The property may be confiscated and disciplinary action will be taken. Violations of this rule could result in suspension or expulsion as well as the confiscation of the unauthorized equipment.

*Under no circumstances should a cell phone, music playing device and/or WCD, which includes picture/video features, be used in a school locker room area, restroom or any other location where students and staff have a "reasonable expectation of privacy." This restriction also applies to all testing locations, regardless of what type of test/assessment is being taken in a particular class or classroom.*

*"Sexting" is prohibited at any time on school property/campus and/or 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 disciplinary action(s) and possible confiscation of the wireless communication device.*

#### **2.05 AUDITERIA DISRUPTION/DISOBEDIENCE**

Students are expected to deposit their trash in trash containers before leaving the eating area. The cleanliness of the auditeria is a direct reflection of student pride and responsibility. Students are not permitted to leave the school building during lunchtime and all food and drink must be consumed in the auditeria. Throwing food at an object, a student or staff member is strictly prohibited and may result in a suspension from school.

#### **2.06 DETENTION NO-SHOW**

Students must show up for assigned detention, whether assigned by the office or a particular teacher. Failure to attend detention at the assigned time, without a pre-arranged excused absence, will result in an in-school suspension for every detention missed.

#### **2.07 AIDING AND 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 and expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior. This includes refusing to assist staff in the investigation of a violation of school rules.

#### **2.08 ROUGH HOUSING**

Bodily contact such as, but not limited to: pushing, pulling, and tripping (short of injury; and without intending to harm) in or on school property or going to or from school, including any activity under school sponsorship

#### **2.09 CLOSED CAMPUS**

Students must stay in school during regular school hours. Students are not permitted to leave the building, even to go to the parking lot, without permission by the school administration. Lunch is considered part of regular school hours. Whenever students need to leave the building, they are to check out through the main office. Students arriving late to school must sign-in; and students leaving early from school must sign-out at the main office. Parental/guardian confirmation must be established before a release will be granted.

#### **2.10 TRESPASSING/LOITERING**

Being in an unauthorized place on school grounds. Aimlessly lingering in the school building or on school property. Being on school property without proper permission during an assigned separation or suspension from school.

**2.11 THROWING OBJECTS**

Throwing or attempting to throw rocks, snowballs, or any object that may cause injury or damage is prohibited.

**2.12 TECHNOLOGY MISUSE**

Any use of technology that is not in support of education and research and consistent with the purposes of Imlay City Schools.

**2.13 LITTERING**

Improperly disposing of food or refuse.

**2.14 PRANKS/PRACTICAL JOKES**

The playful, mischievous, or ludicrous act of playing a trick or prank.

**2.15 INAPPROPRIATE BEHAVIOR/CONDUCT**

Violating reasonable standards of behavior and conduct not specifically listed or described in the student code of conduct.

**SECTION III**

Disciplinary consequences for the following offenses, which are extremely serious, may include in-school suspension, short term Suspension, long-term suspension or expulsion from school. Student discipline, however, is progressive in nature and influences the disciplinary action of subsequent violations. Progressive disciplinary action will be taken for repeat violations of the rules and regulations; and will lead to more stringent consequences for students, which may include expulsion from the school district. The seriousness of the offense combined with the disciplinary history of the student will be used in determining appropriate disciplinary measures

**3.00 STUDENT DRIVING**

Reckless driving, or driving that endangers the driver or other individuals on school property, is not allowed. Students are not allowed to drive or be passengers in a vehicle during the school day unless the parent and administration have given the students permission. Suspension of driving privileges may result. This especially affects students attending the Lapeer County Educational-Technical Center.

**3.01 TOBACCO**

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use or possession of any form of tobacco, including electronic ("e") cigarettes, "hookah," and/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. The use of tobacco products by minors is against the law and considered a misdemeanor. Students in violation may be referred to the Imlay City Police Department.

First offense- 1 day OSS  
Second Offense- 3 days OSS  
Third Offense- 5 days OSS

### 3.02 ALCOHOL/DRUGS

#### Imlay City Schools Drug Policy: Guidelines for Disciplinary Sanctions

##### Policy Overview

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community. Therefore, in accordance with Federal and State law, the Board established a "Drug-Free School Zone" that extends 1,000 feet from the boundary of any school property. The Board prohibits the use, possession, sale, concealment, delivery, or distribution of any drug or any drug-related paraphernalia at any time on district property, within the Drug-Free School Zone, or at any district-related event.

##### Definition of Drugs

For purposes of this policy, "drugs" shall mean: (a) all dangerous controlled substances as so designated and prohibited by Michigan statute; (b) all chemicals, products, and substances, which release toxic vapors, produce intoxicating or potentially harmful effects, or cause changes in behavior, logic, or mood; (c) all alcoholic beverages; (d) any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy; (e) "look-alikes"; (f) performance enhancing drugs as determined annually by the Department of Community Health; and (g) any other illegal substances so designated and prohibited by law.

##### Guidelines for Imposing Disciplinary Sanctions on Secondary Students (grades 6-12)

Disciplinary sanctions, up to and including suspension, expulsion from school, and referral to law enforcement authorities for prosecution, will be imposed on students who violate the district's drug policy.

While substance abuse is a very serious matter, the Board recognizes that elementary students may not have reached an age of maturity at which they can be held fully accountable for their decisions. Accordingly, violations of this policy by students in grades K-5 will be examined on a case-by-case basis.

The Board also believes that students who sell, deliver, or distribute drugs, with or without receiving payment, pose a greater risk to individual students. Therefore, students selling, delivering, or distributing drugs will receive greater and more serious sanctions.

Additionally, a student's cumulative disciplinary record will be considered when imposing disciplinary sanctions. Because student discipline is progressive in nature and influences the disciplinary action of subsequent violations, the seriousness of the offense combined with the disciplinary history of the student will be used in determining appropriate disciplinary sanctions. As such, disciplinary sanctions may vary in length, depending upon the seriousness of the incident and frequency of misconduct.

##### Possession/Use

The act of consuming, using, possessing, or being under the influence of drugs, without prescription, while on district property, within the Drug-Free School Zone, or at any district-related events.

*First Offense:*

The first violation for using or possessing drugs will result in a long-term suspension of 20 school days. The suspension may be reduced to 10 school days, at the discretion of the principal, if the student seeks counseling with a licensed substance abuse counselor.

*Second Offense:*

The second violation for using or possessing drugs will result in a long-term suspension of 180 school days. The suspension may be reduced to 90 school days, at the discretion of the superintendent, if the student seeks counseling with a licensed substance abuse counselor and successfully completes a substance abuse program. Additionally, the counselor must certify that the student understands the seriousness of this offense and presents no danger to students and staff in the district, and the student's behavior, while suspended out of school, must be conducted in a manner that is above reproach and beyond question including, but not limited to: engaging in any action that is potentially or actually harmful to the safety of others.

*Third Offense:*

The third violation for using or possessing drugs will result in an expulsion from the district.

Distribution/Sale

The act of, or the intent of, delivering, selling, distributing, supplying or arranging for the delivery, purchase, sale or supply of drugs, while on district property, within the Drug-Free School Zone, or at any district-related events.

*First Offense:*

The first violation for selling or distributing drugs will result in a long-term suspension of 180 school days. The suspension may be reduced to 90 school days, at the discretion of the superintendent, if the student seeks counseling with a licensed substance abuse counselor and successfully completes a substance abuse program. Additionally, the counselor must certify that the student understands the seriousness of this offense and presents no danger to students and staff in the district, and the student's behavior, while suspended out of school, must be conducted in a manner that is above reproach and beyond question including, but not limited to: engaging in any action that is potentially or actually harmful to the safety of others.

*Second Offense:*

The second violation for selling or distributing drugs will result in an expulsion from the district.

### Delegating Board Authority to Administrators

#### *Long-Term Drug Suspension (up to and including 20 school days)*

The Board of Education authorizes the principal or his/her designee to impose a long-term suspension of up to 20 school days for students violating the district's drug policy. Any student who is subject to such a long-term suspension shall be afforded his/her due process rights, including the right to a hearing before the superintendent or his/her designee. Decisions made by the superintendent are considered final and not subject to appeal.

#### *Long-Term Drug Suspension (up to and including 180 school days)*

The Board of Education authorizes the superintendent or his/her designee to impose a long-term suspension of up to 180 school days for students violating the district's drug policy. Any student who is subject to such a long-term suspension shall be afforded his/her due process rights, including the right to a formal hearing before the Board of Education. The Board shall be notified of any long-term suspension administered by the superintendent or his/her designee. Decisions made by the Board are considered final and not subject to appeal.

#### *Expulsion (permanent exclusion for a minimum of 180 school days; student must petition for reinstatement)*

The Board of Education authorizes the superintendent or his/her designee to expel students for violating the district's drug policy. Any student who is expelled shall be afforded his/her due process rights, including the right to a formal hearing before the Board of Education. The Board shall be notified of any expulsion administered by the superintendent or his/her designee. Decisions made by the Board are considered final and not subject to appeal.

### 3.03 ARSON/PURPOSELY SETTING A FIRE

Setting fire to, or doing any act which results in the starting of a fire, or aiding, counseling, inducing, persuading or procuring another to do such acts is considered arson. Arson on school property or within 500 feet of school property that endangers school property and its occupants will not be tolerated. Arson is a felony, and will also subject the student to be permanently expelled by the Imlay City Schools Board of Education.

### 3.04 VANDALISM/DAMAGING PROPERTY

Vandalism is the willful and intentional damage or destruction of property belonging to others. Vandalism and disregard for school or private property will not be tolerated. Disciplinary action as well as restitution for damages will be assessed. These damages may include compensation for the labor school employees spend in the cleaning up of otherwise non-destructive acts (e.g. litter removal, window washing, etc...).

### 3.05 FORGERY/FRAUD

The act of fraudulently using, in writing or on the phone, the name of another person or falsifying time, dates, grades, addresses or other data. Reporting false

incidents or making false accusations or giving false testimony to school personnel.

### 3.06 FIGHTING

Engaging in hostile bodily contact with another individual, while in or on school property or going to or from school, including any activity under school sponsorship. Physical contact refers to, but is not limited to: hitting, shoving, pushing, tripping, grabbing, pinching or spitting. Fighting also includes, but is not limited to: inciting or prompting others to fight; and planning or prearranging a fight that occurs on school property or at a school sponsored activity.

At no time is fighting appropriate. Students and their parents are entitled to an environment safe from physical harm. Unless it can be proved otherwise, all students involved are equally responsible and will be dealt with according to the nature and severity of the incident.

Most incidents of fighting result in a minimum three-day out-of-school suspension for the first infraction. The next violation will result in an out-of-school suspension for the rest of the day and five more days. The third violation will result in a ten-day out-of-school suspension and a recommendation to the Imlay City Schools Board of Education to do one of the following: (1) suspend the student for the balance of the semester, (2) place the student in an alternative educational program or (3) expel the student from the school district. In some instances, however, a student may be referred directly to the Imlay City Schools Board of Education for immediate expulsion.

### 3.07 VERBAL CONFRONTATION

Any assaultive provocation on the part of a student toward another who has displayed some willingness to respond likewise, including "fronting" and the exchange of language that may incite a confrontation.

### 3.08 DANGEROUS WEAPONS/CRIMINAL SEXUAL CONDUCT

Any student who possesses a dangerous weapon or commits an act of criminal sexual conduct, on or within 1,000 feet of school grounds, on a school bus or other school transportation, or at a school-sponsored activity, will be permanently expelled by the Board of Education. The Imlay City Schools is a weapon-free school zone.

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.

A firearm is defined as any weapon (including a starter pistol or bb gun) which will or is designed to or may readily be converted to expel a projectile by the action of the explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device which includes any explosive, incendiary, or poison gas.

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.

### 3.09 POSSESSION OF A WEAPON

A weapon includes conventional objects like guns, pellet guns, knives, club type implements, or any toy that is presented as a real weapon or reacted to as a real weapon. A weapon is also defined as "any instrument capable or appearing to be capable of causing serious bodily injury to a person" such as, but not limited to: all loaded or unloaded firearms, pellet guns, bb guns, inoperable replica firearms, knives, stun guns, other "look-alike weapons," and chemical agents such as tear gas or pepper spray.

Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a student other than the one who possessed the weapon brought a weapon on school property, that student shall also be subject to the same disciplinary action.

State law requires that a student be expelled from school for a period of one (1) year if s/he brings onto or has in his/her possession on school property or at a school-related activity any of the following:

- ◆ Any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item;
- ◆ Any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle; and
- ◆ Any similar object that is intended to invoke bodily harm or fear of bodily harm.

### 3.10 USE OF AN OBJECT AS A WEAPON

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

### 3.11 KNOWLEDGE OF DANGEROUS WEAPONS/THREATS OF VIOLENCE

The Imlay City Schools Board of Education believes that students, staff members, and visitors are entitled to function in a safe environment. Therefore, students are required to report knowledge of dangerous weapons or threats of violence to school personnel. Failure to report such knowledge may subject the student to disciplinary action up to and including suspension or expulsion from school.

### 3.12 STUDENT DISORDER/DEMONSTRATION

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

### 3.13 FIREWORKS/EXPLOSIVES/COMBUSTIBLES

Possessing, using or threatening to use any substances or prepared chemicals on school property that explode or cause explosion and are capable of inflicting

bodily injury such as, but not limited to: fireworks, firecrackers, snappers, caps, blank bullets, ammunition, matches, lighters, gun powder, and smoke or stink bombs.

### 3.14 THEFT AND/OR POSSESSION OF STOLEN PROPERTY

When a student is caught stealing school or private property or is in possession of stolen property, s/he will be disciplined and may be reported to law enforcement officials. Students are not to bring anything of value to school that is not needed for learning without prior authorization from an administrator. The school is not responsible for personal property. In addition to disciplinary action, restitution/replacement will be required.

### 3.15 PERSISTENT DISOBEDIENCE/REFUSAL TO ACCEPT SCHOOL DISCIPLINE

Persistent disobedience is defined as repeated disciplinary offenses or behavior which in aggregate is disruptive or inappropriate. (In aggregate represents an unreasonable accumulation of infractions of school rules; none of which by itself is serious enough to warrant suspension or expulsion.)

### 3.16 CUTTING CLASS

Students are not allowed to miss a scheduled class without the approval of school administration or faculty. Cutting a class will result in a discipline referral and may result in in-school suspension. Students that repeatedly cut classes will be considered persistently disobedient.

### 3.17- THREATS (BOMB OR SIMILAR):

A student shall not convey any threat against a student, group of students, school building or district. This includes verbal, written, and electronically transmitted threats or posts that are disruptive to the operations of the school building, classrooms, or otherwise prevent individuals from fully participating in the school program. This also includes but is not limited to tampering with a fire alarm box, fire alarm system, fire-fighting equipment or threatening to set off an explosive device. A police report will be made.

### 3.18 GANG BEHAVIOR/ACTIVITY

Behaviors and activities that are not allowed include, but are not limited to: wearing of gang clothing or jewelry; display of gang colors or symbols; gang hand signs or similar communication; "ganging" up on students to threaten them; taking part in gang activities such as vandalism, producing graffiti (including drawings or symbols on personal items such as books and notebooks); and any behavior that damages property, creates a threatening environment, or harasses or endangers students and school personnel. Students may be disciplined for "gang" related activities, even if they are not actually members of a gang.

The administration will take severe disciplinary action including expulsion of any students who gather together to threaten, provoke, or harass another student or group of students, or disrupt the normal and prescribed activities of the school.

### 3.19 EXTORTION/BLACKMAIL/COERCION

The use of threat, intimidation, force, or deception to take, or receive something from someone else.

### 3.20 PERSONAL PROTECTION DEVICES/PROPELLANTS

Students are not to possess, handle, or transmit a personal protection device capable of inflicting bodily injury or causing physical discomfort to another

person. Examples include, but are not limited to: pepper spray, mace, a stun gun or an electric shock device.

### 3.21 SKIPPING SCHOOL

Students are not allowed to leave the school building during the day unless they have permission from their parents and school authorities in advance. The school recognizes no “skip days” at any time. All absences must be excused as stated in the school attendance policy.

### 3.22 SAFETY CONCERN/HAZARD

Endangering the health and safety of self and of others. As one example of this policy, students are strictly prohibited from climbing or being on the school building.

Failure to comply with this policy will result in disciplinary action which may include any of the following: suspension from school; loss of extra-curricular and co-curricular privileges; filing of criminal charges; placement in an alternative educational program and/or a recommendation to the Imlay City Schools Board of Education for expulsion from the school district.

### 3.23 INDECENT EXPOSURE

Engaging in offensive behavior and conduct which is contrary to commonly recognized standards of propriety, behavior, and good taste.

### 3.24 ASSAULT

Assault is the act of verbally threatening and/or physically attacking another person by an individual or a group of persons.

#### **Verbal Assault**

Verbal assault is defined as communicated intent to inflict physical or other harm upon another person, with a present intent and ability to act on the threat, or under such circumstances, which create a reasonable fear of imminent injury, coupled with an apparent ability to inflict injury.

Unless a different determination is made after consideration of the seven factors identified **above** in the section of this handbook entitled, “Discretionary Suspension or Expulsion,” the district shall suspend or expel a student in grade six or above and may discipline, suspend or expel a student in grade five and below for a period of time as determined at the superintendent’s discretion if the student commits verbal assault at school against a district employee, volunteer, or contractor or makes a bomb threat or similar threat directed at a school building, property, or at a school-related activity.

#### **Physical Assault**

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

*Physical Assault on a School Employee:* A student in grade six or above will be permanently expelled, if s/he commits a physical assault against any district employee or any person engaged as a volunteer or contractor for the district

while in or on school property, on a school bus or other school related vehicle, going to or from school, or at any school-sponsored activity or event. The superintendent may discipline, suspend or expel a student in grade five and below for a period of time as determined at the superintendent's discretion if the student commits a physical assault as described here.

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 his or her 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 contractor may not enroll in the Imlay City Schools.

*Physical Assault on a Student:* If a student commits a physical assault against another student while in or on school property, on a school bus or other school related vehicle, going to or from school, or at any school-sponsored activity or event, the superintendent will consider whether to suspend or expel the student.

### 3.25 GROSS DISRUPTION/INSUBORDINATION/ DISRESPECT

Incidents of disobedience, insubordination, disrespect, and/or disruption that are extremely vulgar, confrontational, demonstrate a total lack of respect for authority and/or cause a substantial disruption to the educational environment of the school building. Examples of Gross Disruption, Insubordination, and/or Disrespect include, *but are not limited to:*

- Refusing to leave a classroom when being told to go to the office, hallway, etc.
- Openly challenging a staff member's authority.
- "Cussing out," or using profanity towards a staff member/in response to a staff member's request.
- Verbally confronting a staff member.
- Continuously arguing with a staff member after being told to stop.
- Causing a significant disruption by physically throwing objects, slamming doors, etc.
- Refusing to move to a specific or designated area during a conflict/confrontation.
- Engaging in an extremely disruptive verbal confrontation with another student.
- Engaging in behavior that is extremely disruptive to the learning environment of a particular classroom, or the school building in general.

## **Section III Offenses**

**1. Possession of Inappropriate Personal Property:** A student will not possess personal property that is prohibited by school rules or that is disruptive to teaching and learning, including but not limited to pornographic or obscene

material, laser lights, or personal entertainment devices. *Certain devices may be permitted for health or other reasons if approved by administration.*

**WARNING:** Taking, disseminating, transferring, or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, ect.) may constitute a crime under state and/or federal law. *A police report will be made.*

**2. Sexual Conduct:** Students will not engage in consensual sexual behaviors/contact on school property, a school bus, at a school sponsored event/activity, or en route to/from school or school activities.

**3. Coercion-** A student will not threaten another with bodily harm verbally, written or electronically. Electronic communications that are disruptive to the operations of the school building, classrooms, or otherwise prevent individuals from fully participating in the school program are prohibited and subject to discipline. A student will not coerce another to act or refrain from acting.

#### **CRIMINAL ACTS/NOTIFICATION OF LAW ENFORCEMENT**

Any student engaging in criminal acts at or related to 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 the Imlay City Schools is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue (look-alike) or any other intoxicants, trespassing, property crimes, including but not limited to theft or vandalism, occurring in the school as well as in the community.

#### **DISCIPLINARY SANCTIONS**

It is important to remember that school 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 and Dean of Students' responsibility to keep the school environment safe and 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.

#### **Detention**

A student may be detained after school or assigned to come to school early by a teacher or administrator, after giving the student and his/her parents' one school day notice. Once scheduled, the date and time of the detention will not be changed unless a parent/guardian calls the main office to reschedule. The student or his/her parents are responsible for transportation.

### **In-School Suspension (ISS)**

In-School Suspension (ISS) is a temporary separation between a student and the educational process within the confines of the school. ISS will be in session during regular school hours during which time they will be permitted adequate breaks. Each student shall arrive with sufficient educational materials to be busy during this six-hour study period. A student missing any portion of his/her assigned time in ISS may be given an additional suspension.

The following rules apply to ISS and Detention:

1. Students are required to have class assignments with them;
2. Students are not to communicate with each other unless given special permission;
3. Students are to remain in their designated seats at all times unless permission is granted to do otherwise;
4. Students will not be allowed to put their heads down or sleep;
5. No cell phones, music playing devices electronic equipment, cards, magazines, or other recreational articles will be allowed in the room;
6. No food or beverages will be consumed.

After five (5) days of in school suspension or after school detention for any offenses that have been accumulated, or earlier if the administrator deems necessary, a meeting may be held with a parent, teacher, counselor and administrator (and student, if appropriate) to develop a plan and/or contract to resolve the student's disciplinary problems.

A student may not serve more than ten (10) days of in-school suspension during a school year. Additional infractions will warrant out-of-school suspension and/or recommendation for expulsion.

### **Short Term Suspension Out of School**

Suspension is a temporary disciplinary removal from school. A short term suspension is a suspension for a period of 10 days or less. Students are not allowed on school grounds during a suspension period. Suspended students may not participate in any school activities, functions, athletic practices or events, but will be afforded the opportunity to complete missed schoolwork.

### **Emergency Removal**

A student may be removed or excluded from a classroom or the school for up to Forty-eight (48) hours when s/he poses a continuing danger to persons or property or represents an on-going threat of disrupting the educational process taking place in the classroom or the school premises.

### **Long Term Suspension Out of School**

Long Term Suspension is a temporary removal from school for a period greater than 10 days and less than 60 days. Students are not allowed on school grounds during a suspension period. Suspended students may not participate in any school activities, functions, athletic practices or events. Long term suspensions involve a due process hearing, described in the section of this handbook entitled "Due Process Rights and Procedures."

### **Expulsion**

Expulsion is a disciplinary removal from school for sixty (60) or more days. Students are not allowed on school grounds during an expulsion period. Expelled students may not participate in any school activities, functions, athletic practices or events. Work missed during an expulsion may not be made up and usually results in a loss of credit. Expulsions involve a due process hearing, described in the section of this handbook entitled "Due Process Rights and Procedures."

### **DISCRETIONARY SUSPENSION OR EXPULSION**

Under Michigan law, a suspension of ten (10) or fewer school days is presumed to be reasonable. Before imposing a suspension of more than ten (10) school days or an expulsion, district administration must consider the following factors in making the disciplinary determination:

- 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.

### **Discipline of Students with Disabilities**

Students with disabilities will be 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 following guidelines have been developed to provide each student with a fair hearing before s/he is suspended or expelled.

#### **Suspension**

A student may be suspended for up to ten (10) school days. When a student is being considered for a suspension of ten days or less, the building principal or designee will schedule a hearing with the student. No student may be suspended without a hearing unless clear and present danger exists, or it is otherwise impossible or unreasonably difficult to hold such a hearing. In such instances, the necessary notice and hearing will follow as soon as possible. At the hearing, the student will be notified of the school rule violation and will be given an opportunity to state why s/he should not be suspended. After the hearing, the principal or designee will make a decision whether or not to suspend. If the student is suspended, the parent/guardian will be notified of the reason for and the length of the suspension. The suspension may be appealed by following the steps listed below:

**Level I** -- The appeal procedure for discipline cases up to and including five (5) days of suspension is as follows:

- A. The parent/guardian may request an appeal with the building principal.
  1. A request for an appeal must be made in writing and presented to the building principal within one (1) school day of parental notification.
  2. The student may be reinstated during the appeal process unless it is determined that the student's attendance would jeopardize the safety of the student or of others.

3. Upon review, the building principal may uphold the decision, establish an alternative suspension of lesser severity, or reverse the suspension in its entirety.
4. The building principal will notify the parent/guardian of his/her final decision.
5. The decision of the building principal will be final.

**Level II** -- The appeal procedure for discipline cases from six (6) to ten (10) days of suspension is as follows:

- A. The parent/guardian may request an appeal with the building principal.
  1. A request for an appeal must be made in writing and presented to the building principal within one (1) school day of parental notification.
  2. The student may be reinstated during the appeal process unless it is determined that the student's attendance would jeopardize the safety of the student or of others.
  3. Upon review, the building principal may uphold the decision, establish an alternative suspension of lesser severity, or reverse the suspension in its entirety.
  4. The building principal will notify the parent/guardian of his/her final decision.
- B. When the decision to suspend is upheld by the building principal, the parent/guardian may request an appeal with the superintendent.
  1. A request for an appeal must be made in writing and presented to the superintendent within one (1) school day of parental notification.
  2. The student may be reinstated during the appeal process unless it is determined that the student's attendance would jeopardize the safety of the student or of others.
  3. Upon review, the superintendent may uphold the decision, establish an alternative suspension of lesser severity, or reverse the suspension in its entirety.
  4. The superintendent will notify the parent/guardian of his/her final decision.
  5. The decision of the superintendent will be final.

During the appeal process, the student is allowed to remain in school unless safety is a factor. If that is the case, the student will be immediately removed under the Emergency Removal Procedure. When a student is suspended, s/he may make up work missed after the return to school. Any learning that cannot be made up such as labs, field trips, skill-practices, and the like 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 days will be given due process as described in the expulsion section below.

### **Long Term Suspension/Expulsion**

When a student is being considered for long term suspension/expulsion, the building principal or designee will send a recommendation for expulsion along with appropriate documentation to the superintendent. The superintendent will schedule a formal hearing during which the student may be represented by his/her parents, and/or legal counsel. If it is then deemed necessary, the superintendent will schedule an expulsion hearing with the Board of Education.

The student will also receive a formal letter of notification addressed to the parent/guardian from the superintendent, which will include:

1. The charge and related evidence;
2. The time and place of the board meeting;
3. The length of the recommended expulsion;
4. A brief description of the hearing procedure;
5. A statement that the student may bring parents, guardians or counsel;
6. A statement that the student may give testimony, present evidence, and provide a defense; and
7. A statement that the student may request attendance of school personnel who was party to the action or accused the student of the infraction.

Students being considered for expulsion may or may not be immediately removed from school.

Imlay City High School makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school.

In the event, at any level, a student is found to be innocent of misconduct charges, all disciplinary action will end and the student will be fully reinstated. No report of the matter will exist in the official school record of the student. The student will be given reasonable opportunity and assistance to make up class work as is necessary and will be given appropriate credit for academic time lost due to any action ordered regarding the incident.

#### **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 and banners; and audio/video materials. All items must meet the following school guidelines:

1. Material cannot be displayed if it:
  - (a) Is obscene to minors, libelous, indecent or vulgar;
  - (b) Advertises any product or service not permitted to minors under the law;
  - (c) Intends to be insulting or harassing; and
  - (d) Intends to incite fighting or presents a likelihood of disrupting school or a school event.
2. 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 must present the materials to be displayed for the Principal's approval 24 hours prior to displaying them.
3. All posters, circulations, and displays must first be approved by the building administration. Individual groups are responsible for removing them along with the tape and any other substance used to secure them. This would include, but is not limited to any cleaning of tape marks.

#### **RIGHTS TO PUBLISH**

In order to protect the educational process and school environment, printed material produced or distributed within the confines of the school property shall meet the following criteria:

1. Material shall be non-commercial;
2. Material shall not contain libelous, vulgar or obscene language;
3. Material shall not advocate illegal actions;
4. Material shall not contain false statement or innuendoes that would subject any person to hatred, ridicule, contempt or injury of reputation;
5. Material shall not advocate disruption nor eminently threaten to disrupt the educational process of the school;
6. Material shall not invade the lawful rights of others; distribution shall be non-coercive;
7. Material shall not advocate action that would endanger the health or safety of persons;
8. Material published, posted or otherwise distributed shall bear the name of the sponsoring organization or group and its advisor;
9. Material which seeks a donation or solicits funds, other than school approved publications, shall not be circulated; and
10. Distributors of material shall be held responsible for cleaning up litter caused by such distribution within a time period designated by the principal.

Prior to the distribution of materials, the principal or a designated representative shall meet with representatives of the publication sponsor to establish the time, place and manner of distribution of material. The responsibility and authority for decisions based on the above standards are vested with the principal or his/her designated representative.

#### **CONCERNS, SUGGESTIONS AND GRIEVANCES**

The school is here for the benefit of the students. The staff is here to assist a 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. As with suggestions, concerns and grievances may be directed to the principal or to the student government.

A student has 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 petition to have a change in grade.

## **SECTION V – APPENDIX**

### **HARASSMENT**

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

Any student that believes s/he has been or is the victim of harassment should immediately report the situation to a teacher, the principal or Dean of Students, or may report it directly to Superintendent Stu Cameron, phone number (810) 724-9860. Complaints will be investigated in accordance with AG 5517.

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

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

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

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

#### Harassment

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

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

- A. Verbal harassment or abuse;
- B. Pressure for sexual activity;
- C. Repeated remarks with sexual or demeaning implications;
- D. Unwelcome touching;

- E. Sexual jokes, posters, cartoons, etc.;
- F. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.

**Note:** Any administrator, teacher, coach or other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined by State law. M.C.L.A. 722.621 et. seq.

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

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

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

- A. Illegal activity, such as drinking or drugs;
- B. Physical punishment or infliction of pain;
- C. Intentional humiliation or embarrassment;
- D. Dangerous activity;
- E. Activity likely to cause mental or psychological stress;
- F. Forced detention or kidnapping;
- G. Undressing or otherwise exposing initiates.

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

Bullying and Other Aggressive Behavior Toward Students: It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

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

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

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

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

### **Notification**

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

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

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

### **Implementation**

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

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

### **Procedure**

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

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

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

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

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

### **Non-Retaliation/False Reports**

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

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

### **Definitions**

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

**"Aggressive behavior"** is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying,

hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

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

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

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

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

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

**"Harassment"** includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical

characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

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

**"Staff"** includes all school employees and Board members.

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

### **BUS RULES AND REGULATIONS**

Students are responsible for their behavior while they are on the school bus; it is an extension of the school system. Students who violate established school bus rules will be reported and disciplinary action will be taken in accordance with established procedures. The bus driver is in complete charge of the bus and students on the bus. The driver may assign permanent seating assignments. The driver will report rule violations to the proper authority on the form provided.

Bus riding is a privilege, not a right. Students will be denied this privilege if it is abused.

#### **I. Prior to boarding the bus:**

- At all bus pick-up areas students are expected to behave appropriately and stay off private property.
- Students will stay in a safe place until the bus stops to load students.

#### **II. Bus transportation rules:**

- Students will not be insubordinate.
- Students will not assault others. Assault for these purposes is defined as: hitting, kicking, fighting, biting, pushing or other unwanted physical contact.
- Students will not throw objects in or out of the bus.
- Students will not possess any form of weapon, tobacco, alcohol, or other drug.
- Students will not vandalize the bus or the property of others. This includes taking someone's property.
- Students will not obstruct the aisles. This includes obstructing the aisle with feet, elbows, band instruments, and backpacks while people are loading or unloading.
- Students will not hang hands, heads, or items outside the bus.
- Students will remain seated at all times when the bus is in motion. Seated for these purposes is defined as: the student's back is against the seat back and their bottoms against the seat bottom.

- Students will not tease others or take part in "name calling".
- Students will not use profanity.
- Students will not eat or drink on the bus. Students are expected to keep the bus clean.
- Students will speak in normal "inside" voice levels and will not yell or make loud noises.

III. Consequences of rule violations:

- First Offense: The driver will inform the student of the infraction and proper bus conduct.
- Second Offense: The driver will hold a conference with the student identifying the infraction and complete a school bus behavior report. Copies of the report will be given to the school official and mailed to the student's parent or guardian.
- Third Offense: The driver will hold a conference with the student, identify the infraction, and complete a school bus behavior report. Copies of the report will be given to the parent or guardian and the school official. The official will contact the student's parent or guardian to review the infraction and may suspend the student's bus riding privileges for up to five days depending on the infraction.
- Fourth Offense: The procedure outlined above shall be followed and will include a period of suspension of bus riding privileges. The case shall then be presented to the school official for review, and may include a recommendation for revocation of bus riding privileges in excess of five days.

The school official has the right to skip steps depending on the degree of the offense. Depending on the offense, the Principal may also suspend or expel the student from school. The Principal also has the right to involve law enforcement depending on the degree of the offense.

**BACKING UP BUSES**

Imlay City Schools transportation practice regarding backing up Buses:

The backing up of a school bus shall be avoided whenever possible. At school bus turnarounds, pupils shall be required to board the school bus before backing through the turnaround.

When backing up, a bus driver should turn on hazard lights, check both the right and left mirrors, and honk the horn two (2) times. Some buses, however, have an existing back up alarm. In such cases, drivers will honk the horn twice when practicable.

Drivers will conduct backup maneuverings with pupils on board (e.g. - during on-loading, pupils are loaded first then backup maneuver is conducted, and during off loading, the maneuver is conducted first, then pupils are off-loaded).

**IMLAY CITY SCHOOLS  
STUDENT COMPUTER WORKSTATION, NETWORK AND INTERNET  
AGREEMENT**

The use of the District's computer network, the Internet and e-mail is a privilege being extended to staff, students, and community members. The following rules and guidelines will apply to all individuals using school district computers.

#### **Internet and Electronic-Mail Rules**

The District reserves the right to amend these basic rules and guidelines on a regular, or as-needed, basis. The following rules and guidelines apply:

1. Access only those places on the Internet, which are intended to be used for appropriate information retrieval, correspondence, and communication. Appropriate is defined as morally correct, free of antisocial behaviors, pornography, and any form of abusive or obscene behavior.
2. Follow the copyright laws dictated by current governmental regulations. Many things found on the Internet are public domain. Downloading pictures, videos, articles, or sound files is subject to approval of the lab supervisor.
3. Visiting Internet sites that may charge for services, software, literature, or other products is against school policy and is not allowed.
4. Altering or defacing the District's web pages in any way will subject one to disciplinary action.
5. Downloading of unapproved files, programs, or applications is not allowed. Any downloading requires approval of the lab supervisor who will check for acceptability, legality, and lack of possible virus.
6. Chats are allowed only under the supervision of the lab supervisor.
7. In the case of accidental involvement with a questionable site or situation, consult the lab supervisor.
8. Representing oneself as another person on the Internet is not allowed.
9. Personal profit making by using the District's system is not allowed. It is possible to create advertisements for local businesses with permission of the lab supervisor. No staff member may sell the Internet to an outside source without written permission of the Board of Education.
10. Follow all outlined federal, state, and local laws pertaining to the Internet.

#### **Computer WorkStation and Network Rules**

It is the sole intent of school district policy to provide and maintain the finest equipment and technology available to benefit students, staff, and community members. To maintain this standard and preserve equipment the following rules apply:

1. Treat all equipment as required by the lab or room supervisor.
2. Authorization by the system administrator is required for DOS, WINDOWS EXPLORER and the CONTROL PANEL.
3. Run only those programs you know how to operate; get help with any others. Do not make alterations to the system. This is the job of the system administrator.
4. Login or falsification as another user is not allowed. The security system protects the records and software of the District from unauthorized use.
5. Do not open, alter, or erase work files that do not belong to you. Due to the need to move large files and to avoid viruses carried by floppy disks from outside sources, a shared directory has been established on both the student and administrative server. **DO NOT ALTER OR VIEW FILES WHICH ARE NOT YOURS.**
6. Avoid storage devices from outside sources. Each outside disk should be virus checked by a lab supervisor or system administrator. Virus protection is installed on the District's system, but all viruses are not always detected. In the case of a lockout due to virus detection, get help from a lab supervisor or system administrator immediately.
7. Make sure all computers and related lab equipment are attached to surge protection strips.

8. All servers need to be backed up and password protected on an ongoing basis.
9. Always store your files in two places.

#### **For Lab Supervisors and Teachers**

- Do not leave students unsupervised on the Internet.
- Students must ask permission to go to the Internet's various sites before doing so.
- Supervise the e-mail and chat lines. Be aware that there are individuals on the Internet who impersonate others and use inappropriate language, or have questionable morals.

#### **Consequences of Breaking the Rules**

Rules, as listed in the student handbook, apply. In addition, failure to comply with the computer and Internet rules and guidelines may result in loss of computer and/or Internet privileges.

#### **Reinstating Privileges**

The guidelines outlined by the school administration will be used to reinstate Internet, computer workstation, and network privileges.

## **THE CORE DEMOCRATIC VALUES**

The Core Democratic Values are the fundamental beliefs and constitutional principles of American Society. They unite all Americans. These values can be found in the *Declaration of Independence*, the *Constitution of the United States of America*, and other significant documents that represent American Ideals.

### **FUNDAMENTAL BELIEFS**

**Life:** The individual's right to life should be considered inviolable except in certain highly restricted and extreme circumstances, such as the use of deadly force to protect one's own or others' lives.

**Liberty:** The right to liberty is considered an unalterable aspect of the human condition. Central to this idea of liberty is the understanding that the political or personal obligations of parents or ancestors cannot be legitimately forced on people. The right to liberty includes personal freedom: the private realm in which the individual is free to act, to think and to believe, and which the government cannot legitimately invade; political freedom: the right to participate freely in the political process, choose and remove public officials, to be governed under a rule of law; the right to a free flow of information and ideas, open debate and right of assembly; and economic freedom: the right to acquire, use, transfer and dispose of private property without unreasonable governmental interference; the right to

seek employment wherever one pleases; to change employment at will; and to engage in any lawful economic activity.

**The Pursuit of Happiness:** It is the right of citizens in the American constitutional democracy to attempt to attain--to "pursue"--happiness in their own way, so long as they do not infringe upon the rights of others.

**Common Good:** The public or common good requires that individual citizens have the commitment and motivation--that they accept their obligation--to promote the welfare of the community and to work together with other members for the greater benefit of all.

**Justice:** People should be treated fairly in the distribution of the benefits and burdens of society, the correction of wrongs and injuries, and in the gathering of information and making of decisions.

**Diversity:** Variety in culture and ethnic background, race, lifestyle, and belief is not only permissible but also desirable and beneficial in a pluralist society.

**Truth:** Citizens can legitimately demand that truth telling as refraining from lying and full disclosure by government is the rule, since trust in the veracity of government constitutes an essential element of the bond between governors and governed.

**Popular Sovereignty:** The citizenry is collectively the sovereign of the state and holds ultimate authority over public officials and their policies.

**Patriotism:** Virtuous citizens display a devotion to their country, including devotion to the fundamental values and principles upon which it depends.

## CONSTITUTIONAL PRINCIPLES

**Rule of Law:** Both government and the governed should be subject to the law.

**Separation of Powers:** Legislative, executive, and judicial powers should be exercised by different institutions in order to maintain the limitations placed upon them.

**Representative Government:** The republican form of government established under the Constitution is one in which citizens elect others to represent their interests.

**Checks and Balances:** The powers given to the different branches of government should be balanced, that is roughly equal, so that no branch can

completely dominate the others. Branches of government are also given powers to check the power of other branches.

**Individual Rights:** Fundamental to American constitutional democracy is the belief that individuals have certain basic rights that are not created by government but which government should protect. These are the right to life, liberty, economic freedom, and the "pursuit of happiness." It is the purpose of government to protect these rights, and it may not place unfair or unreasonable restraints on their exercise. Many of these rights are enumerated in the Bill of Rights.

**Freedom of Religion:** There shall be full freedom of conscience for people of all faiths or none. Religious liberty is considered to be a natural inalienable right that must always be beyond the power of the state to confer or remove. Religious liberty includes the right to freely practice any religion or no religion without governmental coercion or control.

**Federalism:** Power is shared between two sets of governmental institutions, those of the states and those of the central or federal authorities, as stipulated by the Constitution.

**Civilian Control of the Military:** Civilian authority should control the military in order to preserve constitutional government

**IMLAY CITY BOARD OF EDUCATION  
STATEMENT OF ASSURANCE OF COMPLIANCE  
WITH FEDERAL LAW**

The Imlay City Board of Education complies with all State and Federal laws and regulations of the US Department of Education. It is the policy of the Imlay City Board of Education that no person on the basis of race, color, religion, national origin or ancestry, age, sex, weight, marital status, or disability shall be discriminated against, excluded from participation in, denied the benefits of or otherwise be subject to discrimination in any program or activity for which it is responsible.

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Greg Dennis  
Dr. Laura Zelenak

Alex Lengemann  
Kaylee Kaeding

Doug Van Dyk  
Ashley Whiting

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**Imlay City Community Schools  
Department of Athletics**

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**Core Beliefs Regarding the Role of Coaches**

Athletic preparation for contests provides numerous teachable moments for students, particularly when coaches assume the teacher responsibility of positive role models. Coaches, as teachers, should be role

models to enhance the learning climate of athletics. In order for coaches to assist student-athletes in meeting the core beliefs of the program, we ask that they do the following:

### **Program Objectives**

- Help players redefine what it means to be a winner through mastery, rather than a scoreboard, orientation. Victory should be seen as a by-product of the pursuit of excellence. (Re: A ‘winner’ is someone who makes maximum effort, continues to learn and improve, and does not let mistakes, or fear of mistakes, stop them in their pursuit of excellence).
- Place an emphasis on effort rather than outcome and on learning rather than comparison to other players.
- Teach players that a key to success is how one responds to mistakes and to obstacles.
- Set standards for continuous improvement for players, with attention to mastering fundamentals and an understanding of the game.
- Encourage players, whatever their level of ability, to strive to become the best players and people, they can be.
- Encourage healthy competition not only for the tangible reward, but also for the development of positive attitudes that make athletic competition valuable and worthwhile.
- Assist students in developing attitudes toward individual health habits, appearance on and off the field, as well as a life-long interest in sport.
- Assist students in developing and maintaining the highest level of sportsmanship.
- Foster school spirit by promoting other sports and co-curricular activities.

### **Establish Effective Coaching Relationships with Student-Athletes**

- Positively motivate players – refuse to motivate through fear, intimidation, or shame. Motivate players in ways that do not compromise their dignity.
- Use praise, compliments, and positive recognition to build confidence and self-esteem of players.
- Provide truthful and specific feedback and resist the temptation to give praise that is not warranted.
- Communicate criticism to players in ways that do not undermine their sense of self-worth.
- Establish order and maintain program/team discipline in a positive fashion.
- Listen to players and involve them in decisions that affect the team, as appropriate.
- Maintain a positive attitude and focus even when things are not going well.
- Use adverse situations as “teachable moments.”
- Do not demean yourself, your players or the environment.
- Treat student-athletes with respect, regardless of their ability to perform.
- Encourage players to make a commitment to each other and to encourage one another on and off the field.

### **Personal and Professional Conduct and Responsibilities**

- Uphold the spirit and letter of the rules of the sport, MHSAA policies and handbook regulations.
- Demonstrate respect for opponents.
- Understand the important role of officials and show them respect, even in disagreement.
- Demonstrate integrity – a willingness to win without dishonoring yourself, the team, the sport and its rules.
- Maintain the highest standard of ethics, recognize each participant as an individual who will conduct him/herself in a manner befitting his/her responsibilities, and develop the kind of rapport with the broader school community that will improve the total educational program.

- Act as a role model for student-athletes, display leadership and develop respect from athletes, coaches, parents and community.
- Communicate important information to stakeholders of the program, most notably parents and school personnel, and including public relations with media as appropriate.
- Uses sound, acceptable coaching practices.
- Participate, as applicable, in activities to improve coaching performance.

The core beliefs are designed to serve as a touchstone for coaches throughout their daily practice. A parent feedback form will be mailed near the completion of your child's sport season. It gives you the opportunity to give feedback based on the performance of the coach in the areas described above.

### **Requests for Parent Support of the Athletic Program**

We are excited to have your child participate in the Imlay City athletic program. We invite you to work together with your child's coach and the Imlay City athletic department to ensure that the experience is positive and productive. Following are program requests of parents of student athletes that we believe will help accomplish that goal:

- Please be positive with your son / daughter. Let your child know that being part of a team is a significant accomplishment. Help them learn that the worth of participating in athletics is not limited to the tangible rewards, but also the development of positive attitudes, self-discipline and learning of life lessons that make athletic competition valuable and worthwhile.
- Please do not offer excuses to your child if he / she is not playing. Encourage your child to work hard, and do his / her best.
- Please encourage your child to follow the rules of the team, the school, and the game. Whether you child is a first stringer or fourth, rules pertaining to the team, the school and the sport apply.
- Please cheer often and loudly for your child's team! Positive cheering is always encouraged and welcomed. Belligerence or negative cheering is not constructive and is unwelcome. Coaches work closely with athletes and know their talents. Please respect that!
- Insist that your child be respectful of coaches and game officials and be a good sport. Self-respect begins with self-control. Please model good sportsmanship and "Spartan Pride."
- Please encourage our athletes to improve their self-image by believing in themselves, working hard, and thinking "team."
- Please remind your child that "winning" = giving maximum effort, continuing to learn and improve, dealing effectively and appropriately with adversity, and contributing to the greater good of the team.
- Please encourage your child to play for the love of the game.

### **Clarifying Parent / Coach Communication**

As your child becomes involved in the sports program at Imlay City Community Schools, he / she will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way that your child may wish. This is an opportunity for your child to reap the benefits of involvement in athletics, as problem solving is a life-lesson that everyone needs to have in order to be successful. In such a case, your child should have a talk with his / her respective coach and discuss the situation. When your child handles the problem, it becomes part of the learning and maturation process. There may also be situations that require a conversation between the coach and yourself. These are encouraged! This is a perfect example of how coaches and parents can work together to benefit children. It is important that both parties have a clear understanding of the other's position. Please

follow the following procedures to help promote a resolution to possible problem situations:

- Encourage your child to speak directly to his / her coach about the situation in an appropriate manner (time, place, and tone).
- If still unresolved, please contact the coach directly to speak about the issue – again, time and place are critical in order for this to happen in the best possible environment from which to solve the problem.
- If the concern is not resolved, please call the Athletic Director to arrange a conference. This meeting will be arranged with the coach, parent and Athletic Director. At this meeting, the appropriate next step can be determined.
- Please do not attempt to confront a coach immediately before or after a contest or practice, and certainly not during a competition. These can be emotional times for both parent and coach. Meetings of this nature typically escalate a problem, not promote a solution.
- Again, our goal is for your student to have a positive and productive athletic experience – your input in problem situation is critical and welcomed!

Thank you for allowing your child to be a part of the athletic program at Imlay City Community Schools!

#### A. **SELECTING TEAM MEMBERSHIP**

The purpose of any athletic program is to provide an opportunity for as many students as is feasible within the constraints of a given sport. Due to the nature of some sports, more students try out than is feasible to carry on a team. In these cases, some students may not be selected for team membership.

The Imlay City School District affords qualified students with disabilities an equal opportunity for participation in extracurricular athletics. We shall make reasonable modifications and provide aids and services that are necessary to ensure an equal opportunity to participate, unless doing so would be a fundamental alteration to the program. We do require a level of skill or ability for participation in a competitive program or activity. Equal opportunity does not mean, for example, that every student with a disability is guaranteed a spot on an athletic team for which other students must try out. We do, however, afford qualified students with disabilities an equal opportunity for participation in extracurricular athletics in an integrated manner to the maximum extent appropriate to the needs of the student. We will make reasonable modifications to policies, practices, or procedures whenever such modifications are necessary to ensure equal opportunity, unless the requested modification would constitute a fundamental alteration of the nature of the extracurricular athletic activity.

The following guidelines will be used when selecting teams with limited membership:

1. Each student, irrelevant of previous experience, will be given equal opportunity to make a team.
2. An in-school notice will be made to all students at least five school days prior to the first scheduled practice session of the time, place, and date of the first practice session.
3. At the first practice session, the coach will carefully explain the specific criteria for selecting a player for the team.

4. **High school level:** A student will be given an opportunity to participate in a minimum of three different practice sessions before final team membership is determined. Coaches may extend the evaluation period beyond three days at their discretion.

**Middle school level:** Coaches may elect to use a two-tiered selection process with initial cuts occurring after three practice sessions. A minimum of five practice sessions will be used to determine final team membership at the middle school level.

5. At least ten days prior to the first scheduled practice session, the head coaches of all sports programs are to see that the athletic office is informed of the starting date and all related items so that this information can be distributed to local news media for publication.

#### **CODE OF CONDUCT FOR STUDENT ATHLETES**

The Imlay City School District Code of Conduct for Student Athletes has been developed to provide a uniform set of rules and regulations to govern all district athletic participants regardless of which team or school they represent. The Athletic Code of Conduct combines rules and regulations of the Michigan High School Athletic Association (MHSAA), which have been adopted by the Imlay City School District with specific district rules governing athletic participation. The Code of Conduct for Student Athletes will be in effect during the entire calendar year (12 months). Student athletes are to comply with all aspects of the Code if they desire to enjoy the privilege of continued eligibility for participation in athletics.

In addition, student athletes who incur school disciplinary action because of violations defined in the Imlay City High School Handbook are also subject to the disciplinary actions contained in this Code of Conduct for Student Athletes. Please note that when a student is academically ineligible to participate in contests and scrimmages, he/she still may practice with the team as long as he/she is not suspended from school as outlined in the Imlay City High School Handbook. However, the participant may forfeit the opportunity to receive an athletic award if loss of participation in contests prevents him/her from meeting the requirements for earning the award as outlined in the written supplemental team rules and regulations developed by the coach and distributed to each participant at the start of the sport season. Rules which have been adopted by the Imlay City School District and which are covered by MHSAA rules are indicated by an asterisk (\*).

Students are subject to all MHSAA rules and regulations even though such rules may not be included specifically in this document. A copy may be reviewed at the Athletic Director's office or at the Board of Education office.

Conduct unbecoming of a student-athlete on or off the playing surface, which in the opinion of the coaching staff or administration, is considered insubordinate or inappropriate to standards of conduct, attitude of sportsmanship. The coach can discipline the student-athlete at his/her discretion with the approval of the building administration.

#### **B. SECTION I: RULES OF ELIGIBILITY FOR PARTICIPATION**

The following rules of eligibility must be observed in order to participate in the interscholastic athletic program:

- A. **\*ENROLLMENT**  
 The student must be enrolled in the School by the Monday of the fourth week of the semester in which he/she competes. The student must reside in the school service area in which he/she attends school and must be enrolled in the school for which he/she competes.
- B. **\*AGE**  
**HIGH SCHOOL:** A student in grades nine through twelve who participates in any interscholastic athletic contest must be under nineteen (19) years of age. When a student's nineteenth birthday occurs on or after September 1 of a current school year he/she is eligible for participation for the balance of that school year.  
**MIDDLE SCHOOL:** A seventh or eighth grade student must be under fourteen (14) and fifteen (15) years of age respectively. A student who reaches that after September 1 is eligible for participation for the balance of that school year.
- C. **\*PARENT/GUARDIAN CONSENT AND STUDENT APPLICATION**  
 The student must submit the signed parent/guardian consent form and the signed student application form to the coach or to the athletic office prior to participating in tryouts, practice sessions, or contests. Students and parents are to read the "Code of Conduct for Students Athletes" and the Imlay City High School/Junior High School Handbook before signing the parent/guardian consent form and the student application form. The completed form will be kept on file in the athletic director's office during subsequent sports seasons.
- D. **\*PARTICIPANT PHYSICAL EXAMINATION**  
 A student must have a physical examination completed by a physician (M.D. or D.O.) certifying that the student is fully able to compete in athletics. The physical must take place on or after April 15 of the previous school year to be used for the current school year. The students must submit the completed physical form to the coach or the athletic office prior to participating in tryout, practice sessions, or contests. The completed form will be kept on file in the athletic director's office during subsequent sports seasons.
- E. **\*SEASONS OF COMPETITION**  
 A student, while enrolled in grades nine through twelve, shall be eligible to compete in no more than four (4) seasons in either first or second semester athletics. For example, a student may not compete in more than four (4) seasons of a particular sport: football, tennis, etc. Students enrolled in grades seven or eight are not limited in the number of seasons of competition. A student shall be limited to participation in only one sport season when that sport leading to a state championship is sponsored twice during the school year.
- F. **\*SEMESTER ELIGIBILITY**  
 A student shall not be eligible to compete in any branch of athletics who has been enrolled in grades nine to twelve for more than eight semesters. The seventh and eighth semesters must be consecutive. Enrollment in a

school for a period of three weeks or more, or competing in one or more interscholastic athletic contests, shall be considered as enrollment for a semester under this rule. Students in grades seven or eight are not limited in the number of semesters in which they may be eligible.

**G. \*ACADEMIC ELIGIBILITY**

**IMLAY CITY SCHOOL DISTRICT REQUIREMENTS:**

The MHSAA states that a student must have received passing grades in a minimum of four (4) classes during the previous semester and must maintain passing grades in a minimum of four (4) classes during the current semester to be eligible to participate in athletics. (Middle School must pass 4 out of 7 classes).

**IMLAY CITY ELIGIBILITY POLICY:**

- Marking period grades are checked at progress reports, five weeks into the semester. Then checked again at the seven week and nine week points of the marking period. for all student-athletes participating in a sport during a specific season.
- If a student-athlete has a failing grade (59.9% or lower), the student-athlete will be ineligible until all of their grades are passing with a (60% or higher).
- An ineligible student-athlete must attend two 45-minute study hall sessions during the week.
  - Study hall sessions will run from 2:15 p.m. – 3:00 p.m. on Tuesdays and Thursdays.
  - Middle School study hall sessions will be held on Tuesday and Thursday during their lunch periods.

**FAILURE TO COMPLY:**

Any student who fails to meet any of the above regulations will not be allowed to participate until such time as he/she complies with the regulations in this section. The student is ineligible until deficiencies are corrected.

**SECTION II: AWARDS**

- A. A student may not accept from any source anything for participation in athletics other than an emblematic award. An emblematic award would include, but not be limited to, any medal, ribbon, badge, plaque, cup, trophy, banner, picture, or regular letter award.
- B. No acceptable award shall exceed twenty-five (\$25.00) dollars in value with the exception of the regular letter award of the school. The cost of engraving a medal or similar award need not be included in determining the value of the award.
- C. No one, such as a parent, friend, or other person, may accept an award on behalf of the athlete at any time prior to graduation from high school.
- D. Acceptance of such items as cash, merchandise, memberships, privileges, services, sweaters, athletic equipment, wearing apparel, and watches would be a violation.

**FAILURE TO COMPLY:**

Any student violating any area of this section would be ineligible for interscholastic athletic competition for a period of at least one semester from the date of the violation. If violation occurs after the Monday of the fourth week of a semester, a student is ineligible for the balance of that semester and the succeeding semester.

**SECTION III: \*MAINTAINING AMATEUR STATUS**

- A. Students participating or planning to participate in interscholastic athletics may NOT (1) accept any money or other valuable consideration for participating in athletics, sports, or games, (2) receive any money or other valuable consideration for officiating at interscholastic athletic contests, or (3) sign a contract with a professional team.
  
- B. The rule in (A) above applies to the following sports: Baseball, Basketball, Cross Country, Football, Golf, Soccer, Softball, Tennis, Track, Volleyball, or Wrestling.

**FAILURE TO COMPLY:**

A student violating this rule is ineligible and may not apply for reinstatement until the equivalent of one full school year has elapsed from the date of the last violation. After that date, the student may request reinstatement.

**SECTION IV: \*OUTSIDE OF SCHOOL ATHLETIC COMPETITION**

A student who has participated in any athletic contest as a member of a school team may not participate in the same sport in the same season in any athletic competition outside of and not sponsored by the school. The exception to this rule is the individual sport athlete who may participate in a maximum of two (2) individual sports meets or contests during that sport season while not representing his/her school. A student may not compete in any "all-star" contests at any time in any sport sponsored by the MHSAA during the school year.

A student may participate in only one sport during a given sports season unless league rules are to the contrary.

**FAILURE TO COMPLY:**

A student violating rules in this section will be ineligible to participate in athletic contests and scrimmages for a period from a minimum of the next three contests up to a maximum of one school year depending on the violation.

**SECTION V: STUDENT ATTENDANCE REQUIRED FOR ATHLETICS**

Students are to attend school during the total school day in order to participate in athletics during the same day or evening. Should there be a situation whereby a student cannot attend school who would normally receive an excused absence; the student will be allowed to participate in the contest with approval of the building principal or designee. In these cases, a prearranged excuse is preferred.

**FAILURE TO COMPLY:**

A student with an unexcused absence from school may not participate in the athletic contest or practice scheduled for that day.

**SECTION VI: ATTENDANCE AT ATHLETIC PRACTICE SESSIONS AND CONTESTS**

- A. Attendance at practice sessions is essential to prepare athletes physically and mentally for athletic contests. All team members are required to be at all athletic practice sessions and contests at the times designated by the coach. Should situations occur when it is impossible for a participant to attend due to illness, injury, and other required school or family commitments, the student shall make prior arrangements with the coach for an excused absence.
- B. Teams may be practicing during regular school vacation periods. Participants are required to attend at the coach's discretion.
- C. Participation when there is a failure to ride the team bus for whatever reason is at the prerogative of the coach. Any alternative transportation other than the team bus must be prearranged (by submitting a transportation release form) to the athletic department/coach. The parent or guardian must submit written permission to the athletic department/coach for his/her consideration.

**FAILURE TO COMPLY:**

Failure to attend regularly scheduled practice sessions or contests without an excused absence will lead to disciplinary action as outlined within the supplemental team rules distributed by the coach.

**SECTION VII: TRAVELING TO AND FROM AWAY CONTESTS**

Any student on a team traveling to an away athletic contest on school owned or chartered transportation or other such approved vehicles shall return to the home school in the same vehicle after the contest is over. The only exception is when prior written arrangements (submitting a transportation release form) are made and the athletic department/coach grants permission for the student to leave the contest site with his/her parent or guardian.

**FAILURE TO COMPLY:**

Any participant not returning from any away contest with a team without permission of the coach is ineligible to participate in athletic contests for one calendar week from the date of the violation. The participant may practice with the team. A second violation will result in dismissal from the team for the remainder of that sport season.

**SECTION VIII: UNIFORMS AND EQUIPMENT**

Athletic participants are responsible for the care, security, and use of uniforms and equipment issued to them.

**FAILURE TO COMPLY:**

Athletic participants will be responsible to pay the replacement cost for uniform or equipment items that are abused or not returned. Athletes will not be allowed to participate in athletics in succeeding seasons until this obligation is met.

**SECTION IX: USE OR POSSESSION OF TOBACCO, ALCOHOL AND OTHER DRUG SUBSTANCES**

Participation in the athletic programs for Imlay City Schools is considered an honor and a privilege that demands responsibility to the school and the community.

Students are to refrain from use of tobacco, alcoholic beverage and any controlled substance, look-alike or mood-altering chemicals at all times. Optimum physical and mental condition is necessary for high performance in athletics. It is vital to safeguard the personal health and safety of each participant. The Imlay City School District

recognizes this and is aware of the negative impact that chemical use can have on their teams. Because this is so important and because the District wants to help any student athlete who may have a tobacco or chemical use problem, the following rule is in effect:

Regardless of the quantity, a student athlete shall not (1) use or have in possession tobacco or tobacco products including smokeless tobacco, (2) use or have in possession a beverage containing alcohol, or (3) use or consume, have in possession, buy, sell, or give away, marijuana, or any controlled or look-alike substance including anabolic steroids. It is not a violation for a student to be in possession of a drug specifically prescribed for the student's own use by his/her doctor.

**FAILURE TO COMPLY:  
THE FOLLOWING PENALTIES ARE CUMULATIVE**

**FIRST VIOLATION:**

After confirmation of a first violation, the student athlete will not be allowed to participate in athletics for a minimum of the next one (1) consecutive interscholastic athletic event or two (2) weeks of a season whichever is greater. The student athlete may practice until reinstated on the team. In order to be reinstated on the team, the student must:

1. Participate in a follow-up conference with parent, coach, building athletic director, and principal.
2. Participate in the mandatory drug workshop consortium if violation is for alcohol or other chemical abuse. (The cost of the workshop is the responsibility of the family.)

**SECOND VIOLATION:**

After confirmation of the second violation, the student athlete will be dismissed from the team and will be excluded from all athletic interscholastic participation for the remainder of that sport season.

In the case of alcohol or other chemical use, in order for the student to be allowed to participate in interscholastic athletics in future sport seasons during the remaining school year, the parent and student must show evidence that the student has undergone professional assessment for chemical dependency at a Michigan State Department of Substance Abuse Services approved agency. (The cost of the program is the responsibility of the family.) These conditions would be clarified in a required conference with student, parent, and athletic director.

**THIRD VIOLATION:**

After confirmation of a third violation in a subsequent sport season, the student athlete will be dismissed from the team and will be excluded from all athletic interscholastic participation for the remainder of the school year. In the case of alcohol or other chemical use, in order for the student to be allowed to participate in athletics in future school years, the conditions outlined in the second violation above must be met. Any further violation in a future school year would be treated as a third violation.

**SECTION X: SUMMER AND OFF-SEASON PROGRAMS**

A variety of sports camps, schools, clinics, and training programs are offered to athletes during the off-season and summer months by individual coaches, parks and recreation department and the district community education program. These programs provide

opportunities for aspiring athletes to improve their skills in a chosen sport. These summer and off-season programs are voluntary. Athletes shall not be required to enroll in these programs as a condition for membership or placement on an athletic team the succeeding season.

#### **SECTION XI: SUPPLEMENTAL RULES AND REGULATIONS**

Supplemental team rules and regulations unique to a given sport shall be developed by individual coaches with the approval of the building principal. These rules will generally define expectations relating to participant attitude and cooperation and will include criteria for earning a varsity letter award. These rules must be in writing and distributed to participants at the start of the season.

#### **FAILURE TO COMPLY:**

Failure to abide by the supplemental rules and regulations distributed by the coach will lead to disciplinary action as outlined therein.

Within the provisions of this Code of Conduct for Student Athletes, and the written supplemental team rules and regulations, the coach may suspend or exclude a student from athletic participation. A team member who is suspended from school as outlined in the Imlay City High School Handbook may not participate in practices or contests because the suspension covers all school activities. However, a team member ruled academically ineligible to participate in contests and scrimmages may still be able to practice with the team. Any participant who is dismissed from the team for the remainder of a sports season will have forfeited the opportunity to earn an athletic award.

#### **SECTION XII: APPEAL PROCEDURES**

A participant found in violation of Sections V, VI, VII, VIII, IX, X, and XI may appeal the outcome of the disciplinary action taken for noncompliance. Only the parents or legal guardian may initiate the appeal process.

- A. An appeal of a decision to impose a disciplinary action may be initiated by submitting in writing an appeal to the building principal or designee within two (2) school days of the date the penalty was applied.
- B. Based on the review of the appeal, the building principal shall communicate his/her decision to adjust, revoke, or sustain the disciplinary action. The decision of the principal is final.
- C. In all cases of disciplinary action, student will be reminded of the appeal options and procedures to be followed.

#### **NOTE:**

#### **MEDICATION:**

Any student/athlete who takes prescribed or over-the-counter medication must have a form (Medication Request and Authorization Form 5330 F1 or Authorization for Non-Prescribed Medication and Treatment Form 5330 F1a) filled out by his/her parent or doctor and submitted to the front office before they will be allowed to take any medication at school or at a school function. (See Medications in your student handbook).