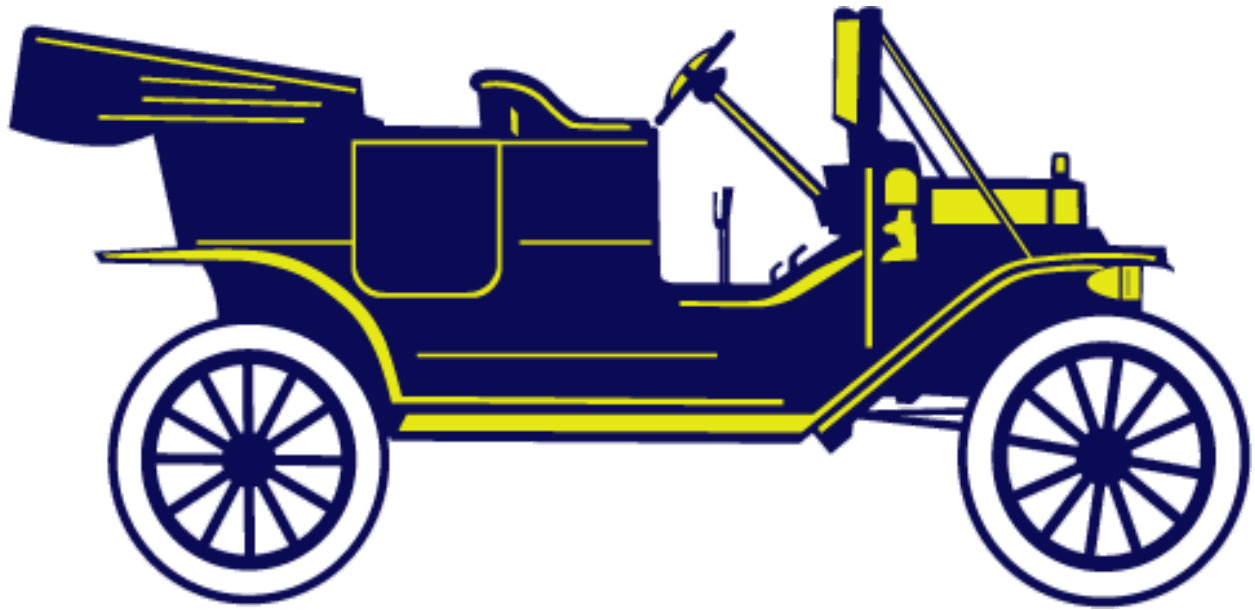


Kingsford High School

Flivvers

2024-2025



431 Hamilton Avenue
Kingsford, Michigan 49802

Telephone (906) 779-2670
Fax (906) 774-2883

www.kingsford.org/1/home

BREITUNG TOWNSHIP SCHOOL DISTRICT**SCHOOL CALENDAR 2024-2025**

Monday, August 26	Teacher PD - No School
Tuesday, August 27	Teacher PD - No School
Wednesday, August 28	First Day of School
Friday, August 30	No School (Friday before Labor Day)
Monday, September 2	No School - Labor Day
Friday, October 11	No School - Teacher PD
Wednesday, October 23	1/2 day of school - Students Dismissed at 12:15 p.m. Parent/Teacher Conferences at KHS/KMS 2:00-7:00 p.m.
Friday, October 25	End of 1st Marking Period
Thursday, November 7	1/2 day of school - Students Dismissed at 12:15 p.m.; Staff PD 1:00-3:00 p.m. Parent/Teacher Conferences at Woodland Elem. 2:00-7:00 p.m.
Friday, November 15	No School - Deer Day
Wednesday, November 27	1/2 day of school - Students Dismissed at 12:15 p.m.
Thursday, November 28	No School - Thanksgiving Day
Friday, November 29	No School - Thanksgiving Holiday
Monday, Dec 23 - Friday, Jan 3	No School - Winter Break
Monday, January 6	Return from Winter Break
Friday, January 17	End of the 1st semester - 1/2 day of school for students - Students Dismissed at 12:15 p.m.; Staff PD 1:00-3:00 p.m.
Monday, February 10	No School - Mid-winter break day
Monday, February 17	No School - Teacher PD
Friday, March 14	No School - Teacher PD
Friday, March 21	End of 3rd Marking Period 1/2 day of school - Students Dismissed at 12:15 p.m.; Staff PD 1:00-3:00 p.m.
Monday, March 24 - Friday, March 28	No School - Spring Break
Monday, March 31	Return from Spring Break
Friday, April 18	No School - Good Friday
Friday, May 2	No School - Teacher PD
Saturday, May 24	Graduation Ceremony
Monday, May 26	No School - Memorial Day
Thursday, June 5	Last Day of School - 1/2 day of school for students - Students Dismissed at 12:15 p.m.; Staff PD 1:00-3:00 p.m.

WELCOME STUDENTS

Welcome to Kingsford High School. We extend this welcome on behalf of the faculty, staff and administration. We are looking forward to assisting you in fulfilling your educational goals.

Kingsford High School offers a complete and comprehensive program of academic and co-curricular activities. Year after year our student body demonstrates a commitment to uphold the high standards that have been set by previous graduates. We encourage you to become involved and to prepare yourselves academically and socially in order to take an active role in our society. Teachers, secretaries, support staff and administrators stand ready to assist you and guide you throughout the year.

It is important that all students and parents/guardians read, understand and abide by the information in this handbook

We look forward to a great year and are excited that you will be a part of it.

Mr. David Lindbeck
Principal

KINGSFORD HIGH SCHOOL

Telephone (906) 779-2670

Mr. David Lindbeck	Principal
Mr. Aaron Yonke	Assistant Principal
Mr. Chris Hartman	Athletic/Com. Schools Director
Mrs. Laura Olsen	Executive Secretary High School Office
Mrs. Kristina Tell	Executive Secretary Counseling Office
Mrs. Jamie Lockhart	Virtual Learning/Scholarship Coordinator
Mrs. Kendalynn Sutton	Guidance Counselor
Mr. Zach Wedge	Guidance Counselor
Mrs. Alena Grenier	Athletic/Community Schools Secretary
Mrs. Chris Tramontine	Director of Food Services
Mrs. Carrie Meeuwsen	School Nurse
Mrs. Rebecca Steinbrecher	School Nurse
Mrs. Jessica Zawada	School Nurse
Ms. Kristin Cameron	Schilleman Bus Service

SUPERINTENDENT'S OFFICE

Telephone (906) 779-2650

Mr. David Holmes	Superintendent of Schools
Ms. Richelle Barker	Director of Finance
Mrs. Michelle Kleikamp	Secretary to Superintendent
Mrs. Tara Hartman	Director of Instruction

Approved by the Board of Education on 8/12/24.

Discipline Code adopted by the Board on 8/12/24.

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This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the District Administrator. The Policies and Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed. If you have questions or would like more information about a specific issue, contact your school principal.

FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. This handbook summarizes and references many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior student handbook.

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 this handbook and keep it available for you and your parent to 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, contact your Principal who you will find listed in the Staff Directory section of the handbook.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2024, the language in the most current policy or administrative guideline prevails.

OUR MISSION

The mission of Breitung Township Schools, in cooperation with families and our community, is to provide a quality educational experience to assist all students in developing the knowledge, skills, and attitudes necessary to become successful citizens.

BREITUNG TOWNSHIP SCHOOLS BELIEF STATEMENTS

1. All students can learn.
2. All students have the right to a meaningful educational experience.
3. Each student has dignity and worth.
4. Achievement is a result of high expectations with realistic goals.
5. The entire community shares the responsibility of educating its citizens.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired based on the traits of sex (including gender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as "Protected Characteristics") or other protected characteristics as well as place of residence within District boundaries, or social or economic background. ([See Board Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity](#))

Any person who believes that they have been discriminated against on the basis of their race, color, national origin, sex (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, Protected Classes), while at school or a school activity, should immediately contact the School District's Compliance Officer listed below:

Richelle Barker
Director of Finance
906.779.2650
810 Pyle Drive
Kingsford, MI 49802
rbarker@diisd.org

Justin Cowen
Director of Learning Technology
906.779.2650
810 Pyle Drive
Kingsford, MI 49802
jcowen@kingsford.org

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

PARENT INVOLVEMENT

The Board of Education recognizes and values parents and families as children's first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents and family members in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism. This policy shall serve as the District policy, as well as the Parent and Family Engagement policy for each school in the District.

Family engagement is a collaborative relationship between families, educators, providers, and partners to support and improve the learning, development and health of every learner. The principles of family engagement include: relationships as the cornerstone; positive learning environments; efforts tailored to address all families, so all learners are successful; purposeful and intentional efforts that clearly identify learner outcomes; and engaging and supporting families as partners in their child's education.

(For more information or to view the Parental Involvement Plan, please review [board policy 2112](#).)

SCHOOL DAY

KINGSFORD HIGH SCHOOL SCHEDULE

1st Hour	8:00 - 8:55	55 minutes
2nd Hour	9:00 - 9:55	55 minutes
3rd Hour	10:00 - 10:55	55 minutes
4th Hour	11:00 - 11:50	50 minutes
5th Hour - A	11:55 - 12:45	50 minutes
5th Hour - B	12:20 - 1:10	50 minutes
6th Hour	1:15 - 2:05	50 minutes
7th Hour	2:10 - 3:05	55 minutes
1st Lunch (warning bell - 12:15)	11:50 - 12:20	
2nd Lunch (warning bell - 1:10)	12:45 - 1:15	

TECH CENTER SCHEDULE

1st Block 8:05 – 9:50 a.m.

2nd Block 10:00 – 11:45 a.m.

3rd Block 1:15 – 3:00 p.m.

BUS SCHEDULE FOR TECH CENTER

8:00 a.m.	Leave KHS - Go to Tech Center
8:05 a.m.	1st Block begins
9:50 a.m.	Pick up students at Tech Center
9:55 a.m.	Drop students at KHS and load “2nd Block” students
10:00 a.m.	Leave KHS - Go to Tech Center
10:05 a.m.	2 nd Block begins
11:45 a.m.	Pick up students at Tech Center
11:50 a.m.	Drop students at KHS
1:10 p.m.	Pick up students at High School for Tech Center
1:15 p.m.	Leave KHS - go to Tech Center
1:20 p.m.	3rd Block begins
3:00 p.m.	Pick up students at Tech Center
3:05 p.m.	Drop students at KHS

(See also Board Policy 8220 – School Day and associated Administrative Guidelines.)

STUDENT RIGHTS AND RESPONSIBILITIES

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

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

suggestions or concerns that may help their child better accomplish the child's educational goals.

Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from the school success worker, Mrs. Marci Veale.

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

(See also Board Policy 5780 – Student/Parent Rights and associated Administrative Guidelines.)

STUDENT WELL-BEING

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

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

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

The purpose of the Breitung Township Student Assistance Program is to respond to the special needs of our students by providing opportunities which enable them, through growth and development, to attain sound, healthy lives. The Student Assistance Program identifies students who are experiencing academic, emotional, behavioral, or health problems. A group of trained teachers, counselors, and other helping professionals within the school assists in providing support for students, parents and staff in directing them to qualified sources of help. The goal is to ensure all students have access to a quality learning experience in a healthful environment. The Student Assistance Program provides a way for schools to continue quality education in the classroom while providing a means to address behaviors in youth which interfere with their academic and/or social development. The Student Assistance concept was developed out of a spirit of genuine care for our community's young people. It will take an effort on everyone's part to secure the full success of the program.

Who To Contact: Guidance Office - 779-2670 ext. 5

(See also Board Policy 5330 – Use of Medications, et seq.; Board Policy 5341 – Emergency Medical Authorization; Board Policy 8400 – School Safety Information; and associated Administrative Guidelines.)

INJURY AND ILLNESS

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

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

If a student is injured in a classroom or while engaged in a supervised activity, the supervising teacher must be immediately notified and assistance sought. A student injured during the school day must be brought to the office, if it is practical to do so. In all cases, the office must be notified immediately and emergency treatment/ paramedics will be sought as deemed necessary and the parent notified. Also an accident form must be completed and placed on file.

([See also Board Policy 5340](#) – Student Accidents, et seq.; [Board Policy 8442](#) – Reporting Accidents; and associated Administrative Guidelines.)

HOMEBOUND INSTRUCTION

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

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

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

([See also Board Policy 2412](#) – Homebound Instruction Program and associated Administrative Guidelines.)

SECTION I - GENERAL INFORMATION

ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides, unless enrolling under the District's open enrollment policy, or enrolling and paying tuition.

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

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

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

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

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures. ([See Board Policy 5111.01 – Homeless Students](#))

Students who meet the Federal definition of children and youth in foster care may enroll and will be under the direction of the Local Point of Contact with regard to enrollment procedures. ([Board Policy 5111.03 – Children and Youth in Foster Care](#))

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students. ([See Board Policy 5114 – Foreign and Foreign-Exchange Students](#))

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

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

(See also [Board Policy 5111](#) – Eligibility of Resident/Nonresident Students, et seq.; [Board Policy 5113](#) – Schools of Choice Program, et seq.; and associated Administrative Guidelines.)

SCHOOL INFORMATION/ANNOUNCEMENTS

Announcement areas (Bulletin Boards, PowerSchool, Hallways, BTS Social Media, TV's in School) should be checked by students regularly for information on upcoming events such as testing dates, scholarships, financial aids, school calendar, etc. All posters and special announcements connected with school groups and organizations are to be checked and approved by the office. The placing of these posters are restricted to designated areas only.

SCHEDULING, ASSIGNMENTS AND DROPPING CLASSES

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 Office. It is important to note that some courses may be denied because of available space or the need to take prerequisites. Students are expected to follow their schedules.

A student will not make a general schedule change when it concerns a desire for a specific lunch hour, or a teacher change for the same subject. A teacher request form must be completed and returned to the guidance office by a parent or guardian in order for the request to be considered.

A student may make a schedule change if they are dropping a class and adding a different one. Every required change must be approved by a counselor, parent, and/or administration. However, keep in mind there are always extenuating circumstances that will promote change.

Changes of schedules should be complete during the first three (3) days of each semester. **A student is not permitted to drop any subject or make a class change without permission of the Counseling Office and parent written approval. The Drop-Add Form must be utilized for any schedule changes.**

Withdrawing or dropping a class after the first three (3) days:

Anytime a student withdraws, drops or is removed from the class due to attendance, failing, attitude, etc. after the first three (3) days of each semester, the final grade for

that class is an “F” (that grade is incorporated into the students G.P.A.). If a student withdraws or drops from a class due to illness, or extenuating circumstances, to be determined by an administrator or counselor, the student will receive a Withdraw Pass or Withdraw Fail. It will not be calculated in the GPA.

EARLY DISMISSAL FROM SCHOOL

No student will be allowed to leave school prior to dismissal time without a written or verbal request by the parent or a person whose signature is on file in the School office or the parent coming to the school office to request the release. The Main Office will provide the student with a blue pass to leave their class after a proper request is made. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian. A student must arrive on time and be in attendance for 20 minutes to be considered present for the class they are leaving from.

(See also [Board Policy 5200](#) – Attendance, [Board Policy 5230](#) – Late Arrival and Early Dismissal, [Board Policy 5223](#) – Absences for Religious Instruction, and associated Administrative Guidelines.)

TRANSFER OUT OF THE DISTRICT

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

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

(See also [Board Policy 5113](#) – Schools of Choice Program (Inter-District), et seq.; [Board Policy 6152](#) – Student Fees, Fines, and Supplies; [Board Policy 8330](#) Student Records; and associated Administrative Guidelines.)

WITHDRAWAL FROM SCHOOL

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

(See also [Board Policy 5130](#) – Withdrawal from School.)

IMMUNIZATIONS

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

(See also [Board Policy 5320](#) – Immunization, [Board Policy 5111.01](#) – Homeless Students, [Board Policy 5113.03 Children and Youth in Foster Care](#), and associated Administrative Guidelines)

EMERGENCY MEDICAL AUTHORIZATION

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

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

(See also [Board Policy 5340](#) – Student Accidents, et seq.; [Board Policy 5341](#) – Emergency Medical Authorization; [Board Policy 8442](#) – Reporting Accidents; and associated Administrative Guidelines.)

USE OF MEDICATIONS

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

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

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form 5330 F1, F1a, F1b, and F1c must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the Nurse's office.
- D. Medication that is brought to the office will be properly secured. Medication may be conveyed to school directly by the parent or an individual approved by the school. This should be arranged in advance.
- E. Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about their person, except for emergency medications for allergies and/or reactions.

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

([See also Board Policy 5330](#) – Use of Medications, et seq.; [Board Policy 5500](#) – Student Conduct; [Board Policy 5520](#) – Disorderly Conduct; [Board Policy 5530](#) – Drug Prevention; and associated Administrative Guidelines.)

Asthma Inhalers and Epi-pens

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

([See also Board Policy 5330](#) – Use of Medications, et seq.; [Board Policy 5330.01](#) – Epinephrine Auto-Injectors, and associated Administrative Guidelines.)

Non Prescribed (Over-the-Counter) Medications

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

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

([See also Board Policy 5330](#) – Use of Medications, [Board Policy 5500](#) – [Student Conduct](#), [Board Policy 5520](#) – Disorderly Conduct, [Board Policy 5530](#) – Drug Prevention, and associated Administrative Guidelines.)

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.

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

([See also Board Policy 8450 – Control of Casual-Contact Communicable Diseases](#), et seq. and associated Administrative Guidelines.)

COUNSELING PROGRAM

The tests you took as Elementary & Middle School students and comments of your teachers come to Kingsford High School to form a basis for counseling. In Kingsford High School we have counselors who are directly concerned with your well-being. The counselors are more than willing to help you solve your problems. The records we have in the office pertain only to school and outside conditions which may have an effect on your school life.

Obviously, many students have issues that are personal. You may feel free to discuss them with a counselor and not to have them become a part of your permanent records. The counselors are available during all periods of the school day. ***Feel free to make an appointment to see a counselor during your lunch hour or before/after school.*** Confidentiality means that the privacy of information that you share with your counselor belongs to you. You may share information with others as you wish, but we understand that you have a right to privacy. We will guard that privacy as much as is permitted by the law, ethics, and school rules. We recognize the legal rights and responsibilities of parents in doing what is in the best interest of their children. If you ask that information be shared with other non-school professionals, you and your parents will be asked to sign a release form. We will send only information you request unless mandated by law or ethics.

You should know that there are exceptions where we are obligated to break confidentiality:

- **If you or someone you know is in danger of harm (i.e. Mandatory Reporting)**
- **If an illegal action has taken place**
- **If we are subpoenaed by the court system to testify**

Counselors occasionally consult with other school professionals, but in such cases only information necessary to achieving the goals of the conference will be shared. In addition, counselors keep informal notes regarding conferences, notes that are stored in a secure location and treated confidentially.

INDIVIDUALS WITH DISABILITIES

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. ([Board Policy 2260.01 – Section 504/ADA Prohibition Against Discrimination Based on Disability](#)). This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the Main Office at 906-779-2670 to inquire about evaluation procedures and programs. ([See Board Policy 2460 – Special Education](#) and associated Administrative Guidelines)

The District is committed to identifying, evaluating, and providing a free appropriate public education ("FAPE") to students within its jurisdiction who are disabled within the definition of Section 504, regardless of the nature or severity of their disabilities.

STUDENTS WITH LIMITED ENGLISH PROFICIENCY (LEP)

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extracurricular programs of the District. It is, therefore, the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extracurricular program offered by the District. Parents should Contact the Main Office at 906-779-2670 to inquire about evaluation procedures and programs offered by the District.

([See also Board Policy 2225 – Students with Limited English Proficiency \(LEP\)](#) and associated Administrative Guidelines.)

STUDENT RECORDS

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

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

Each year the Superintendent shall provide a public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information":

- A. a student's name;
- B. major field of study;
- C. participation in officially recognized activities and sports;
- D. height and weight, if a member of an athletic team;
- E. date of graduation;
- F. awards received;

G. honor rolls;

H. scholarships.

The Superintendent will also develop a list of uses for which the District commonly would disclose a student's directory information and develop an opt-out form that lists all of the uses or instances and allows a parent or legal guardian to elect not to have his/her child's directory information disclosed for one (1) or more of these uses.

Each student's parent or legal guardian will be provided with the opt-out form within the first thirty (30) days of the school year. The form shall also be provided to a parent or legal guardian at other times upon request.

If an opt-out form is signed and submitted to the District by a student's parent or legal guardian, the District shall not include the student's directory information in any of the uses that have been opted out of in the opt-out form. A student who is at least age eighteen (18) or is an emancipated minor may act on his/her own behalf with respect to the opt-out form.

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

Directory information can be provided upon request to any individual, other than a forprofit 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 at Kingsford.org.

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

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

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the Executive Secretary to the Counseling Office. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates

the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

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

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, the student's 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 their parents;
- B. mental or psychological problems of the student or their family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or their parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

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

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

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

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

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

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

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

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

Armed Forces Recruiting

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

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

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

(See also [Board Policy 8330](#) - Student Records and associated Administrative Guidelines.)

STUDENT FEES, FINES, AND SUPPLIES

Kingsford High School charges specific fees for the following non curricular activities and programs. Such fees or charges are determined by the cost of materials,

freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit.

The District will provide all basic supplies needed to complete the required course curriculum. The student and/or the student's family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes. Fees may be waived in situations where there is financial hardship.

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

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

(See also [Board Policy 6152 – Student Fees, Fines, and Supplies](#); [Board Policy 5111.01 Homeliness Students](#); [Board Policy 5513 - Care of District Property](#); and associated Administrative Guidelines.)

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines ([See Board Policy – 5830 Student Fund-Raising](#) and associated Administrative Guidelines). The following general rules will apply to all fundraisers.

- A. Crowdfunding activities are governed by [Board Policy 6605](#) and Associated Guidelines.
- B. Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
- C. Students may not participate in fundraising activities off school property without proper supervision by approved staff or other adults.
- D. Students who engage in fundraisers that require them to exert themselves physically beyond their normal pattern of activity, such as "runs for", will be monitored by a staff member in order to prevent a student from overextending himself/herself to the point of potential harm.
- E. Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

Parents have the right to review any instructional materials being used in the school. Any parent who wishes to review materials or observe instruction must contact the

Principal prior to coming to the School. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

([See also Board Policy 2416 – Student Privacy and Parental Access to Information](#), [Board Policy 5780 – Student/Parent Rights](#), [Board Policy 9130 – Public Complaints](#), and associated Administrative Guidelines.)

MEAL SERVICE

The Board believes the development of healthy behaviors and habits with regard to eating cannot be accomplished by the District alone. The school participates in the National School Lunch Program and makes lunches available to students. Ala carte items are available. Students may also bring their own lunch to school to be eaten in the school's cafeteria.

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

([See also Board Policy 8500 – Food Services](#), [Board Policy 8510 – Wellness](#), [Board Policy 8531 – Free and Reduced-Price Meals](#) and associated Administrative Guidelines.)

FIRE, LOCK DOWN AND TORNADO DRILLS

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

Tornado drills will be conducted during the tornado season using the procedures provided by the State.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year.

([See also Board Policy 8420 – Emergency Situations at School](#) and associated Administrative Guidelines.)

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, please check our Facebook page, BTS Website, or WLUC-TV 6. Parents will be notified via email, phone call and text message through the Power School notification system and it will also be posted on the BTS Facebook page. Parents and students are responsible for knowing about emergency closings and delays.

([See also Board Policy 8220 – School Day](#) and associated Administrative Guidelines.)

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* ([Board Policy 8405](#)) and asbestos management plan will be made available for inspection at the Board offices upon request.

VISITORS

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the Principal.

If a person wishes to confer with a member of the staff, that person should call for an appointment prior to coming to the School, in order to schedule a mutually convenient time.

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

(See also [Board Policy 7440 – Facility Security](#), [Board Policy 9150 – School Visitors](#), and associated Administrative Guidelines.)

USE OF THE LIBRARY OR MEDIA CENTER

The library or media center is available to students throughout the school day. To check out any other materials, contact the librarian.

In order to avoid late fees, all materials checked out of the library must be returned in a prompt manner.

Students in the library must abide by the guidelines/expectations below,

1. Students may not be on their PCD when in the library. PCD's shall be placed in the holder behind the main desk.
2. Backpacks, purses, and/or similar items are not allowed in the library.
3. All students are entitled to use media center materials.
4. Students using the media center must sign in using their entire name (no initials or nicknames). Each person must sign in for him/herself.
5. All computer use policies must be followed when using the media center's computers.
6. Please be quiet. Respect the rights of other students using the media center.
7. Anything taken from the media center must be checked out.
8. Books and audiobooks are checked out for three weeks. They can be renewed if no one is waiting for them. Fines are five cents per day per item if overdue.
9. Materials lost or damaged beyond repair will have to be paid for.
10. Chromebooks and chargers are available to borrow for one day at a time and must be returned at the end of the day. Abuse of this may lead to the loss of this privilege.

11. When checking out textbooks at the beginning of the year or semester, please report any damages to the Media Center within the first week of checking out the textbook. If you do not report any damages by that time, you will be responsible and charged for any damages to your textbooks.
12. Preference will be given to students taking assessments and receiving accommodations when considering who uses the quiet rooms in the library.

([See also Board Policy 2521 – Selection of Instructional Materials and Equipment](#) and associated Administrative Guidelines.)

USE OF SCHOOL EQUIPMENT AND FACILITIES

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

LOST AND FOUND

The lost and found area is in the 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 dispersed at the end of the year.

STUDENT SALES

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

USE OF SCHOOL TELEPHONES

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. If a parent/guardian needs to communicate with their student during the school day, please contact the office. Students have the ability to use school telephones located in the guidance/main office for the sole purpose of contacting a parent/guardian.

USE OF PERSONAL COMMUNICATION DEVICES

For purposes of this policy, “personal communication device” includes computers, tablets, electronic readers, cell phones and/or other web-enabled devices of any type. Students may not use PCDs on school property or at a school sponsored activity to access and/or view internet web sites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles during school sponsored activities, at the discretion of the bus driver, classroom teacher and/or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated. PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage of degree of disrobing or changing clothes.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Students may use school phones to contact parents/guardians during the school day.

Staff members are responsible for enforcing the PCD policy in their classroom. Students will place their PCD into the classroom holder at the start of class. Staff may choose to enforce a more strict policy if they so desire, but will follow the policy listed above.

Any violation of the PCD Policy will result in the following disciplinary action:

- **1st Offense** – PCD device will be confiscated and turned in to the high school office and the parent/guardian will be contacted.
- **2nd Offense** – Students will be assigned 5 hours of Saturday School and the parent/guardian must come and pick up the device from the high school office.
- **3rd Offense** - In addition to receiving the same consequences as 2nd offense, student shall turn in their PCD device to the main office. It will be returned at the end of the day.
- Additional offenses may lead to meeting with KHS administration in addition to any, and all disciplinary consequences.

([See also Board Policy 5136 – Personal Communication Devices](#) and associated Administrative Guidelines.)

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the Principal. A minimum of twenty-four (24) hours advance notice is required to ensure that the Principal has the opportunity to review the announcement or posting.

([See also Board Policy 9700 – Relations with Special Interest Groups, Board Policy Advertising and Commercial Activities](#), and associated Administrative Guidelines.)

SECTION II - ACADEMICS

COURSE OFFERINGS

Please contact the Counseling Office to obtain/review information relevant to course offerings at Kingsford High School.

ACADEMIC DISHONESTY

Students found cheating on an assignment, exam, test, or quiz will receive an “F” for the grade on that assignment and may result in disciplinary action. The teacher will notify the parent or guardian and will report the incident to the principal/assistant principal. A second violation will result in the student being removed from the class and a grade of “F” given for the semester.

Students who plagiarize will be subject to their teacher’s “plagiarism policy”.

ADVANCED PLACEMENT COURSES

The following are official Advanced Placement courses at Kingsford High School: AP Calculus, AP Computer Science A, AP Literature & Composition, AP Chemistry, AP U.S. History and AP Computer Principles.

AP courses are college level courses offered on campus at Kingsford High School. Courses which are designated as “AP” on a student’s transcript will follow the guidelines listed below:

1. Students will be required to take both Semester 1 and Semester 2 final exams.
2. Students are encouraged to take the AP Exam at the end of the school year, with payment being made prior to exam ordering in February. Taking the AP exam **does** exempt a student from the school’s 2nd semester final exam and it affords them the opportunity to gain college credit for work done at the high school level.**
3. Acquiring a Weighted Grading Scale: A 5.0 grading scale will be applied to semester grades in AP courses provided **all** of the following occur:
 - A. The student achieves a “C” or higher for their semester grade.
 - B. The student completes the full year course.
 - C. The student takes 1st semester and 2nd semester finals or AP exam.

**Students who qualify for free or reduced lunch may qualify for fee reductions from the College Board for AP Exams. Cost per exam is approximately \$95.

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. Attendance rules, the Student Code of Conduct, and the Search and Seizure policy apply to all field trips.

(See also [Board Policy 2340 – Field and Other District Sponsored Trips](#), [Board Policy 5500 Student Code](#), [Board Policy 5771 – Search and Seizure](#), and associated Administrative Guidelines.)

GRADES

Kingsford High School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a

grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will inform the students at the beginning of the course work. If a student is not sure how their grade will be determined, the student should ask the teacher.

The school uses the following grading system:

A	94 - 100 %	EXCELLENT, Is making excellent progress; displays unusual interest, originality and initiative; excellent quality work.
A-	90 - 93 %	
B+	87-89%	ABOVE AVERAGE, Is making very good progress; displays above average effort; does very good work promptly and neatly; has good study habits.
B	83 - 86 %	
B-	80 - 82 %	
C+	77 - 79 %	AVERAGE, Is making good progress; makes a response on definitely assigned work; is developing satisfactory study habits.
C	73 - 76 %	
C-	70 - 72%	
D+	67 - 69 %	BELOW AVERAGE, Needs to improve; can do better work with more effort; should improve study habits and daily work; should prepare required work more thoroughly.
D	63 - 66 %	
D-	60 - 62 %	
F	0 - 59%	FAILURE, Is making unsatisfactory progress; displays little effort to achieve; lacks interest, work is too poor to justify passing.
I		INCOMPLETE. Indicates assigned work has not been completed. A student has 2 weeks after each marking period to make up the Incomplete, failure to do so results in an "F" for the marking period.

You must have an overall 60% for the semester to earn a passing grade for the semester. Each marking period grade counts 40% of the semester grade, and the semester (final) assessment counts 20%.

GRADE POINT AVERAGE

A = 4.000	B- = 2.667	D+ = 1.333
A- = 3.667	C+ = 2.333	D = 1.000
B+ = 3.333	C = 2.000	D- = .667
B = 3.000	C- = 1.667	F = .000

([See also Board Policy 5421 – Grading](#) and associated Administrative Guidelines.)

FINAL ASSESSMENTS FOR SENIORS 2ND SEMESTER

1. Senior final exams for the spring semester will be 1 hour in length.
2. Second semester senior exam exemptions will be granted for seniors who meet all of the following criteria:
 - A. Must have a minimum of a 80% average for the second semester in each class.
 - B. Exam exemptions do not apply to AP classes.
 - C. Has not gone over the allowable attendance cap for either the 3rd or 4th marking periods in each class.

D. Has no disciplinary referrals during the second semester.

3. Any Senior who is over the cap or has discipline referral must take all finals

GRADUATION

The School District sponsors a graduation ceremony for seniors who have completed the necessary MMC and KHS graduation requirements. The school district wants to emphasize that the graduation ceremony is a **privilege**, not a right. The privilege to participate in the graduation ceremony may be revoked for senior students who violate the Student Code of Conduct, even if the senior student is otherwise eligible to receive a high school diploma. Students shall only wear cords/decor that are recognized by KHS Administration.

- **Blue Cords:** Students receiving Academic Excellence earning a 4.00 and above GPA.
- **Red Cords and Medallions:** are for students being named to the Top 10%.
- **Gold Cords:** Are being worn by students who have earned a “B” (3.0 or better average during high school).
- **Michigan Student Service Award Medallions:** are being worn for 200+ hours of Community Service.
- **White Cords:** are for students in the National Honor Society.
- **Students entering the military may wear the military branch stole**

GRADUATION REQUIREMENTS

All 9th-12th grade students must be enrolled in a full-time schedule. 10th, 11th, and 12th grade students who qualify for dual enrollment may count one or two college classes to meet the minimum class requirement.

Specific course requirements are:

<u>Credits</u>	<u>Course</u>
4.0	English
4.0	Mathematics
3.0	Social Studies
3.0	Science
2.0	World Language
1.0	VPPA
0.5	Physical Education
0.5	Health
6.0	Electives

24 Credits

POSTSECONDARY (DUAL) ENROLLMENT OPTIONS PROGRAMS

Registration for these courses must be completed during the scheduling window. Students cannot add/enroll in these courses at any time after the scheduling window closes. 10th, 11th & 12th grade, by Application Only.

Dual Enrollment (DE)/Concurrent Enrollment (CE) is open for 10th-12th grade students who have qualifying test scores for both college readiness and college admission as well as any prerequisite courses at KHS.

Cost: Because the college course is taken as part of the students high school schedule, the district will pay a portion of the tuition for the course. This value varies each year (it is approximately \$500 per course per semester) and may not cover the total expense charged by the college. Materials/books are the responsibility of the student.

Credit: Students have an hour of their day assigned to work on their DE/CE course.

Scheduling: The course will show on the students schedule as one hour of their day, however, the course may not be scheduled at that time (i.e. online or night/weekend courses). This hour will serve as an open hour not requiring attendance but should be designated as work/study time for their DE/CE course.

(See also [Board Policy 2271 – Postsecondary \(Dual\) Enrollment Options Programs](#) and associated Administrative Guidelines.)

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 Main Office.

Academic Letter

The academic letter/bar criteria are as follows:

1. The student may receive an award for receiving all A's (i.e. A's equal to or greater than A-'s) during three (3) consecutive semesters, for receiving a B- or better for five (5) consecutive semesters, or for receiving a B- or better for any six (6) semesters.
2. Transfer students may receive academic awards after they have completed two (2) semesters at Kingsford High School provided that their combined record at Kingsford High School and their previous School meets the criteria as specified in number one (1) above.
3. The award is a six (6) inch block chenille letter similar to the athletic letter, but including an embroidered scroll upon which **ACADEMIC** is printed in block letters.
4. A student may receive the above awards only once. If the criteria for receiving the award are met more than once, service bars will be awarded on subsequent occasions.

Honor Roll

Honor rolls will be published approximately three weeks after the end of the marking period. It is the student's responsibility to make up incompletes within two (2) weeks, The student and teacher must report the make-up grade to the COUNSELING OFFICE in writing.

Honor Rolls are listed as follows:

All A's = "A" in each subject/Superior Honors 4.0 or better

B or Better = 3.0 or Better in each subject High Honor (3.25-3.99)

3.0 or Better/B Average = 3.0 Average of all subjects Honor (3.00-3.24)

Governor's Service Award

The State of Michigan has set up a program to honor those students who are actively involved in their communities. Students earning a total of 400 hours or more between June 1st at the conclusion of their 8th grade year and March 31st of their senior year will earn a medallion, which KHS students are permitted to wear at the graduation ceremony. Interested students should fill out an application in the Counseling Office to document their hours of service in our community. DICSA recognizes undergraduate students who participate annually in this program.

National Honor Society

The Kingsford High School Chapter of the National Honor Society has been in existence since May 16, 1934. Membership in the National Honor Society is a coveted honor.

([See also Board Policy 5451 – Student Recognition](#) and associated Administrative Guidelines.)

HOMEWORK

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the MME Exam, Final Assessments, and Graduation. If absent, you should check with your teacher for missing assignments or assessments.

([See also Board Policy 2330 – Homework](#) and associated Administrative Guidelines.)

CAREER CRUISING/ONLINE CAREER MANAGEMENT

Kingsford High School utilizes this online portal for 4 year high school course planning as well as for EDP (Educational Development Plan) creation. This tool has proven to be extremely useful in both exposing and educating students about possible career options post high school. By using some of the diagnostic tests included in the program, students can also be directed to various career pathways or specific professions based on likes, dislikes, and perceived skills. For each career option, resources are embedded into the system to take them to the college degree they may need (if applicable) to qualify for the profession, which school across the United States offer that degree, the estimated cost and entrance requirements for those schools, and other employment/wage earning information where available. For more information or to retrieve a lost ID and Password, contact the Counseling Office.

STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

Before any student may take advantage of the School's computer network and the internet, the student and their parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. Copies of the School District's *Student Network and Internet Acceptable Use And Safety Policy* and the requisite student and parent agreement can be obtained in the Main Office.

([See also Board Policy 7540.03 – Student Technology Acceptable Use and Safety](#) and associated Administrative Guidelines.)

STUDENT ASSESSMENT

TESTING

SAT, P-SAT, ASVAB, M-STEP, ADVANCED PLACEMENT EXAMS

See the Guidance Office for more information.

Testing information websites

www.collegeboard.org

www.michigan.gov/mde

Test Center Numbers

SAT - 23-372

KHS School Code - 232-210

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

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

([See also Board Policy 2623 – Student Assessment](#), [Board Policy 5460 Graduation Requirements](#), and associated Administrative Guidelines.)

RETAKEING A COURSE

Students may retake one or both semesters of a year-long course for credit with teacher recommendation.

1. The intent of this policy is to allow students who did not master the material in a course the first time, a second opportunity to learn the material. This is especially suitable to the courses which serve as prerequisites to other courses.
2. Students will not be allowed to retake a course if they received a C- or better the first time the course was taken.

SEAT TIME WAIVER PROGRAM

Students having unique educational needs and meeting a set of predetermined qualifiers are now able to take courses online for Kingsford High School credit outside of the school building. Seat Time Waiver applications are run through the Counseling Office.

SUMMER SCHOOL

A summer school program is offered for six weeks starting in June. This program allows students who are falling behind in credits to make up for those credits failed; students may earn up to 1.0 credit as two 0.5 credit sessions are offered each day. Summer school courses are for credit recovery and do not affect a student's GPA. Summer school courses do not replace/remove a student's previous course grade from a student's transcript. A variety of courses are available as the program uses on-line courses. Computer skills are necessary as the program uses "On-Line" courses. To be

successful students will need to be motivated and self-disciplined. Applications are available in the Counseling Office. The number of students able to enroll is limited and consequently applicants will be reviewed with priority for enrollment in the program given to upperclassmen and those in the most need of credits. The cost of the courses is paid by the school district as long as the student passes the course. If the student does not pass, the student/parent may be responsible to cover the cost.

TECHNICAL CENTER

All students who attend Technical classes at the Dickinson-Iron County Larry Varda Technical Educational Center should ride the shuttle bus to the Technical Center. Because the Technical Center is an extension of Kingsford High School, out of school suspensions from either will apply to both.

SECTION III - STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Kingsford 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.

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

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

- | | | |
|--------------------------------------|----------------------------|----------------------|
| 1. Anime | 11. Environmental | 23. SADD |
| 2. Association of Student Artists | Science Club | 24. Soccer |
| 3. Basketball | 12. Flivver Family | 25. Softball-Girls |
| 4. Baseball-Boys | 13. Football | 26. Spanish Club |
| 5. Bowling | 14. French Club | 27. Student Council |
| 6. Business Professionals of America | 15. Golf | 28. Swimming |
| 7. Cheerleading | 16. High School Quiz Bowl | 29. Tennis |
| 8. Cross Country | 17. Hockey | 30. Track |
| 9. Drama/Theater | 18. Jazz Band | 31. Volleyball-Girls |
| 10. E-Sports | 19. Key Club | 32. Wrestling |
| | 20. National Honor Society | 33. Yearbook |
| | 21. Robotics | |
| | 22. Rockets for Schools | |

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

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

([See also Board Policy 2430 – District-Sponsored Clubs and Activities](#) and associated Administrative Guidelines.)

NON SCHOOL-SPONSORED CLUBS AND ACTIVITIES

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

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

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

(See also Board Policy 5730 - Equal Access for Nondistrict-Sponsored Student Clubs and Activities.)

ATHLETICS

Kingsford High School provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. A student's use of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and participation. The following is a list of activities currently being offered. Parents and student athletes are encouraged to read and review the KHS athletic handbook, which can be found here. For further information, contact Chris Hartman, the Athletic Director, at 779-2670.

To minimize the risk of heat-related illness in interscholastic athletic programs, the athletic programs of the District will monitor and respond to temperature and humidity indexes in accordance with Michigan High School Athletic Association's (MHSAA) model policy.

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

(See also Board Policy 2431 – Interscholastic Athletics and associated Administrative Guidelines, Board Policy 2431.01 – Managing Heat and Humidity in Interscholastic Athletic Programs, Board Policy 5340.01 – Concussions and Athletic Activities, and associated Administrative Guidelines, including associated Athletic Handbook.)

DANCES

1. Kingsford High School student dances will be for Kingsford High School students and their previously approved guests ONLY. **Middle School students are prohibited from attending KHS dances.**
2. A Kingsford High School student may sign up **ONE (1) approved guest on a list IN THE PRINCIPAL'S OFFICE** during the week prior to the dance and complete and return the guest pass application. Guests **WILL NOT be able to sign up at the**

entrance to the dance.

3. The doors at the dance will be open for the first thirty **(30) minutes only**. Late entry will be approved on a case by case basis from the principal/assistant principal.
4. All tickets are sold in advance. No tickets are sold at the door.
5. Once a student leaves the building from the dance the student **CANNOT** re-enter under any circumstances.
6. A school dance is considered a school event and all school rules of conduct apply.
7. There must be a **minimum** of five (5) adult chaperones plus an administrator at each dance.
8. Advertising for Kingsford High School dances shall be limited to the high school building only.
9. Dances will be finished by 10:00 p.m. Sponsoring clubs and organizations must consider this when contracting with companies that supply the music. Exceptions must be approved in the office.
10. Prom is for Juniors and Seniors only. The only exception would be if the underclassman is escorted by a Junior or Senior.

Dance Guidelines

- All students and guests may be checked for illegal or controlled substances prior to entry to the dance.
- All guests attending KHS dances must be 20 years old or younger.
- No straddling legs.
- No grinding.
- No inappropriate touching.
- No “making out”.
- Students are not allowed to leave the dance and return.
- Dancing Guidelines - applies on and off the dance floor.

Dance Court Participation ~ (Homecoming and Prom)

Students may be ineligible from participation if there is a suspension from school or a violation of the KHS Athletic Code within the past year.

SECTION IV - STUDENT CONDUCT

ATTENDANCE

Objectives

The policy and procedures regarding student attendance are designed to accomplish three (3) primary objectives:

1. To instill in each student the sense of responsibility necessary for success in high school.
2. To identify and attempt to remedy situations where student absence is having an adverse effect on the student’s progress in school.
3. To maintain an accurate record of attendance for each student which becomes part of the student’s permanent school record that is requested by employers and other schools.

School Attendance Policy

The following procedures are based on the assumption that a maximum of four (4)

absences per nine week marking period are more than adequate to cover the legitimate needs of the majority of students. This limit is not to be considered a grant to be absent in any case where absence is avoidable, and every effort should be made to schedule doctor, dentist and agency appointments after school.

1. All parents/guardians will contact the school to excuse the student's absence. This also applies to students 18 years of age and older.
2. **If the parent/guardian does not contact the school to excuse the students absence, the absence will be unexcused. Any unexcused absence may result in assignment of Saturday School.**
3. The maximum number of days (excused or unexcused) that a student can miss in a class and still receive a passing grade is four (4) days per nine week marking period.
4. Any absences beyond four (4) days per making period will result in the student receiving a failing grade in that class.
5. If a student is under sixteen (16) years of age and has continued poor attendance, the student and parent/guardian may be referred to the Dickinson County Truancy Officer. A county wide truancy ordinance has been adopted for Dickinson County. This ordinance enforces the parent's responsibility to insure regular school attendance for his/her child.
6. **Whenever a student leaves the building during the normal course of the school day, he/she must first sign out in the Principal's Office. NO STUDENT WILL BE ALLOWED TO LEAVE THE BUILDING WITHOUT PARENT/GUARDIAN PERMISSION. Failure to sign out when leaving the building may result in disciplinary action.**
7. Attendance is taken during each class period. A student must arrive on time and be in attendance for 20 minutes to be considered present.
8. Class work missed during an excused absence must be made up according to the teacher's requirement.
9. No student shall be charged with an absence if he/she is unable to attend school because of bus transportation being suspended due to adverse weather conditions or other bus problems beyond control. However, class work must still be made up.
10. **Students are required to be in school for the entire day in order to participate in an extracurricular activity (meeting, practice, or competition) on that day. Students that miss any school on the day of competition must have prior approval from a school administrator.**
 - A. If a student is ILL on the day of competition, then he/she must be in school for the last 3 class periods of the day or the last 3 class periods before the bus departure to participate that day (lunch is not a class period).
 - B. Other excused absences on days of competition include funerals, school trips, college tours, and/or doctor/dentist appointments.
 - C. Any athlete/extracurricular participant who is suspended from school will not practice or participate in any event that day.
 - D. There are times in the conduct of our inter-scholastic program that our student athletes/extracurricular participants may have to miss class time. If this is the case, the student shall contact the teacher or teachers involved to create a plan to make up for lost instruction and missing academic tasks. The student shall initiate this conversation within 24 hours of the absence to discuss this matter and select a date, agreed upon by all parties involved, for completion of all missed tasks.
 - E. All participants involved with athletics/extracurricular activities should be in school the day following the activity unless excused for medical or dental appointments, or the student has been injured and cannot attend classes. In

case of injury the coach/advisor should be informed of the injury.

11. When unusual circumstances exist concerning absences or tardies not covered by the policies, parents are expected to contact the school. Also the administration reserves the right to use its discretion as needed in all situations regarding attendance.
12. Parents are discouraged from having their children excused from school for vacations or trips. However, a policy (pre-arranged absences) exists for this purpose and the form can be obtained from the high school office. This pre-arranged absence form must be completed prior to when the student will be absent. Pre-arranged absences for non-medical reasons may be denied if a student has accumulated more than four (4) absences. If a student chooses to miss anyway, their absences will count as excused, not non-chargeable, if verified.
13. Only 5 days of Pre-Planned Absences (non-chargeable) will be permitted during the school year. This provision of the KHS attendance policy is meant to be used for college visits, family vacations, armed forces, physicals and medical appointments & procedures that take the student out of the area.
14. School related activities that take a student out of school will be considered non-chargeable.
15. **All doctor and other medical appointments are excused and not chargeable. A signed note from a licensed medical professional with specific dates is required for these absences to not count towards the student's limit of four (4) absences per marking period.**

Appealing Loss of Credit

A student and/or his/her parents may appeal a loss of credit. The initial appeal must be made to the Administration within three (3) school days of notification of the loss of credit. The Administration will consider the appeal at a designated meeting time and date. At the appeal hearing, the student may be accompanied by a parent/guardian.

If the student or parent is not satisfied with the decision at the first step of the appeal process, he/she may appeal to the Superintendent of the school within three (3) school days of the initial appeal decision. If the student is not satisfied with the decision of the Superintendent, he/she may appeal to the Board of Education at a regular meeting. Arrangements may be made through the Superintendent to have the appeal placed on a Board meeting agenda. The hearing with the Board will be public unless a private hearing is requested in writing.

If there is no appeal made or the student and parents do not show at the appeal hearing, the loss of credit will stand.

Note: The four absences do not carry over from marking period to marking period. (i.e. if you are only absent one day during the 1st marking period - you do not have seven days to be absent during the 2nd marking period.

The student who is making up time because he/she has exceeded the maximum number of days may do so on an hour for hour basis in Saturday School or at a time suggested by the building principal/assistant principal. **No make-up time for the days exceeding the limit will be allowed after the end of each marking period.**

Truancy

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed. A student will be considered a "habitual truant" which can result in:

- A. Assignment to an alternative placement with loss of participation in school activities and events;
- B. A hearing before a judge in a court of law;
- C. A report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child.

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

During the next grading period, a "frequently-absent" student will be placed on "attendance watch" to monitor whether or not the pattern continues. If it continues, the student may be denied the opportunity to participate in non curricular school activities and events. Students on this list may also be subject to loss of school privileges.

Suspension from School

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

A suspended student will be responsible for making up school work lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon the student's return to school. It is the responsibility of the student to contact staff and make arrangements for work and missed instruction. Make up of missed tests may be scheduled when the student returns to school.

The student will be given credit for properly completed assignments and a grade on any made-up tests.

Tardiness

All tardiness except those caused by late buses or by a conference with a teacher, counselor or administrator shall be chargeable. Tardies are on a marking period basis.

<i>First Offense</i>	Verbal Warning by Teacher
<i>Second Offense</i>	Verbal Warning by Teacher/Contact Parent
<i>Third Offense</i>	Referred to Office/Assignment of Saturday School

Additional tardies will result in two (2) hours of Saturday School each. **Anytime a student is five (5) minutes or more late to class, the student is considered absent**

for that hour.

Make-up of Tests and Other School Work

Students who are excusably absent from school or who have been suspended shall be given the opportunity to make-up work that has been missed. The student should contact their teachers as soon as possible to obtain assignments. All work and assessments should be completed within a reasonable time agreed upon by students and staff.

([See also Board Policy 5200 – Attendance](#) and associated Administrative Guidelines.)

ARTICLES (PROHIBITED)

Hats and sunglasses are not to be worn in the building. Roller blades and skateboards **are not permitted** to be used at school. If prohibited items are being used at school, these items will be taken. These items will be taken by the classroom teacher and/or administrator and will be brought to the office. Items which are judged to be out of place in the school setting will be confiscated and returned only at the parent's request. Backpacks, handbags and purses will be permitted in the hallways before and after school. However, backpacks, handbags or purses are **not permitted** in classrooms including gym, cafeteria, and auditorium. Backpacks should be stored in lockers during the day.

ASSEMBLY CONDUCT

Periodically throughout the school year, assembly programs are scheduled for the student body. Some assemblies are held in the auditorium and others in the gymnasium. Courtesy dictates that the audience be respectful of the performers and the effort and practice that the presentations represent. Assemblies held in the auditorium are generally those that do not allow for student participation. Polite applause and respectful attention is expected at these assemblies. Respect for school property dictates that feet not be placed on seats. The assemblies held in the gym require courteous attention and polite behavior also. However, on occasion, gym assemblies will be of a more casual nature and lighter substance than those held in the auditorium.

CAFETERIA CONDUCT

Students are expected to proceed to lunch in an orderly manner. Running, cutting in line, and failure to properly dispose of lunch trays or litter will result in disciplinary action. Lunch Trays do not leave the building. Students must use their student ID card number for breakfast and lunch.

CODE OF CONDUCT

A major component of the educational program at Kingsford 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.

Student conduct is governed by the rules and provisions established in the Student Code of Conduct.

Expected Behaviors

- A. abide by national, State, and local laws as well as the rules of the school;
- B. respect the civil rights of others;
- C. act courteously to adults and fellow students;
- D. be prompt to school and attentive in class;
- F. complete assigned tasks on time and as directed;
- G. help maintain a school environment that is safe, friendly, and productive;

([See also Board Policy 5500 – Student Conduct](#), [Board Policy 5600 – Student Discipline](#), and associated Administrative Guidelines.)

Dress and Grooming

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

Students should consider the following questions when dressing for school:

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

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

The following styles or manners of dress are prohibited:

- Hats, visors, doo rags, hoods, bandanas of any kind are not permitted.
- Profanity, vulgar or double meaning suggestions printed on clothing is prohibited.
- Clothing suggesting illegal substance abuse is prohibited (alcohol, drugs, tobacco, etc.)
- Clothing that displays or advertises weapons is prohibited (guns, knives, etc.).

- Bare midriffs are not acceptable.
- Pajamas and slippers are prohibited.
- No Sunglasses.
- Pants must be worn at waist level, no sagging.
- Shoes/Sandals must be worn at all times.
- Coats/Jackets, backpacks, handbags/purses, must be placed in students' lockers upon arriving at school.
- Shirts must cover adequately and not be revealing.
- At no time should undergarments be visible.

Any student who doesn't follow the above guidelines will be referred to the office and corrective measures will be taken (i.e. notification of parents, required to change clothing, make-up time).

Due to the nature of some classroom activities, some teachers may place further restrictions on these dress guidelines.

([See also Board Policy 5511 – Dress and Grooming](#) and associated Administrative Guidelines.)

Care of Property

Students are responsible for the care of their own personal property. Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables. 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 the student's parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

([See also Board Policy 5513 – Care of District Property](#); [Board Policy 6152 – Student Fees, Fines, and Supplies](#); and associated Administrative Guidelines.)

TITLE IX SEXUAL HARASSMENT

[Board Policy 2266](#) – Nondiscrimination on the Basis of Sex in Education Programs or Activities.)

STUDENT DISCIPLINE CODE

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

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

(See also [Board Policy 5500](#) – Student Conduct, [Board Policy 5600 – Student Discipline](#), [Board Policy –Board Policy 5610 - Emergency Removal of Students, Suspensions, and Expulsions](#), [5610.02 – In-School Discipline](#), [Board Policy 5611 – Due Process Rights](#), and associated Administrative Guidelines.)

EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE

(Organized by Rule Number)

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

1. Use of drugs

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

The Department of Community Health periodically distributes to the District the list of banned drugs based on [bylaw 31.2.3.1 of the National Collegiate Athletic Association](#). Use of any drugs or substances appearing on this list will affect the student's athletic and extracurricular participation.

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

FIRST OFFENSE:

Suspension from school for up to five (5) days.

SECOND OFFENSE:

Suspension from school for up to ten (10) days.

THIRD OFFENSE:

Suspension from school for up to ten (10) days and recommendation for expulsion from school by the Board of Education.

DRUG-FREE SCHOOLS MEMORANDUM TO PARENTS

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroids, dangerous controlled substance as defined by State statute, or substance that could be considered a “look-a-like” controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbook, up to and including expulsion from school. When required by State Law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which she/he receives help through programs and services available in the community. Students and their parents should contact the school Principal or Counseling Office whenever such help is needed.

2. Use of 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 or electronic cigarettes or similar devices. The term “tobacco” includes any product containing, made of, or derived from tobacco or nicotine (including synthetic nicotine) that is intended for human consumption or is likely to be consumed, whether inhaled, absorbed, or ingested by any other means including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus; any electronic smoking device and any substances that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine; an e-cigarette (including, but not limited to, “JUUL”, “NJOY,” “BREEZE,” “Puff Bar,” etc.), e-cigar, e-pipe, vape pen, or e-hookah; but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.

Students found in violation of this policy may be subject to the discipline policy and may be referred for additional restorative practices.

4. Student disorder/demonstration

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

5. Possession of a weapon

A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without the student's knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

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

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

6. Use of an object as a weapon

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

7. Knowledge of Dangerous Weapons or Threats of Violence

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

8. Purposely setting a fire

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

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

Physical assault at school against a District employee, volunteer, or contractor which may or may not cause injury may result in charges being filed and subject the student

to expulsion. Physical assault is defined as “intentionally causing or attempting to cause physical harm to another through force or violence.”

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

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

11. Extortion

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

12. Gambling

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

13. Falsification of school work, identification, forgery

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

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

14. False alarms, false reports, and bomb threats

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

15. Explosives

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

16. Trespassing

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the Principal. In addition,

students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.

17. Theft

When a student is caught stealing school or someone's property, the student will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning. The school is not responsible for personal property. Theft may result in suspension or expulsion.

18. Disobedience

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

19. Damaging property

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

20. Persistent absence or tardiness

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

21. Unauthorized use of school or private property

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

22. Refusing to accept discipline

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

23. Aiding or abetting violation of school rules

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

24. Displays of affection

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

25. Possession of Personal Communication Devices (PCDs)

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

A student may possess a personal communication devices (PCDs) or other electronic communication devices (ECDs) and electronic storage devices (ESDs) in school, on school property, at after school activities, and at school related functions provided that during school hours, school events, and on a school vehicle its use is not disruptive or distracting to the educational process, the scheduled activity, or other participants.

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

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

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

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, the student will fail the exam and may be suspended. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense.

26. Violation of individual school/classroom rules

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

27. Violation of bus rules

Please refer to Section V on transportation for bus rules (or please refer to bus rules provided by Schilleman Bus Company).

28. Disruption of the educational process

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

29. Harassment

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

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

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless hand held device), may be subject to District disciplinary procedures if it is considered to have a negative impact on the school environment.

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

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

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

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

The following definitions are provided for guidance only. If a student or other individual believes there has been harassment, regardless of whether it fits a particular definition,

they should report it and allow the administration to determine the appropriate course of action.

Harassment

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

Sexual Harassment may include, but is not limited to:

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

29a. Hazing

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

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical

harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

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

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

29b. Bullying and Other Aggressive Behavior

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.

ANTI-BULLYING

Bullying constitutes inappropriate conduct that is detrimental to the learning process and the establishment of a safe and fear-free school environment. The Board of Education opposes bullying and adopts this policy to encourage all members of the

school community (employees, students, parents) to take appropriate steps to prevent and respond to bullying behaviors.

Bullying is a form of aggression that occurs when one or more individuals intentionally subject another person (the “target” of the bullying) to unwanted and hurtful action that results in the target feeling oppressed, and interferes with a safe and fear-free school environment for that person. While bullying may involve just a single incident, it is frequently characterized by repeated aggressive actions. Bullying may include, but is not limited to, the following types of conduct:

Verbal: name-calling, teasing, threatening, taunting, and gossiping.

Emotional: shunning, isolating, rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, manipulating friendships, initiating rumors, and exerting coercive peer pressure. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

Physical: any sort of aggressive physical contact which may include punching, poking, shoving, kicking, choking, pulling hair, beating, biting, and tickling.

Note: bullying of a sexual nature will be addressed through the district’s policy and procedure for sexual harassment.

Prevention

1. The district shall provide to school employees, students, and parents written information about the identification, prevention, and correction of bullying.
2. The district shall provide to all school employees training about the nature and seriousness of bullying, as well as prevention and intervention strategies.
3. The district shall provide to students learning activities regarding the nature and seriousness of bullying; knowledge, attitudes, and skills necessary to discourage bullying; standards of acceptable behavior; and ways in which students can be actively involved in creating a safe school environment.
4. The district shall encourage communication between teachers/administrators and parents shall be encouraged to promote the strong partnerships necessary to most effectively prevent and intervene with bully/target problems.
5. The district shall conduct periodic assessments regarding the types and prevalence of bullying shall be made at each school in order to gauge program effectiveness and needs.
6. Recognizing the importance of positive role modeling, district staff shall not engage in bullying conduct while involved in school related duties.

Intervention

1. Allegations of bullying shall be promptly investigated by school administration. Consideration shall be given to the due process rights of the accused as well as the need for confidentiality and safety of the target and/or reporting person.
2. Allegations of bullying can lead to disciplinary consequences, including but not limited to reprimand, suspension, change of schedule or placement, expulsion, denial of participation or privileges, and detention.
3. Individualized interventions to equip students with pro-social and coping skills shall be provided to students who exhibit bullying behaviors and those who are targets of such behaviors.
4. Any person who reports an incident of bullying shall not be subject to retaliation. Appropriate measures shall be taken to discourage and promptly address any

retaliation or attempts to “get even” with the target and/or the person who reports the bullying conduct.

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.

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

[\(See also Board Policy 5517.01 – Bullying and Other Aggressive Behavior Toward Students\)](#)

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

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

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

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

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

Criminal acts

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

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

Safety Concerns

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

Profanity

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

DISCIPLINE

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

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

Two (2) types of discipline are possible, informal and formal.

Informal Discipline

Informal discipline takes place within the school. It includes: change of seating or location, lunch-time or after school detention, in school restrictions, loss of privileges, and Saturday School

Detentions

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

Saturday School

It is the purpose of this policy to provide an alternative to out-of-school suspension. The availability of this option is dependent upon the financial ability of the Board of Education to support such a program.

Students who have violated any section of the Code of Conduct or Attendance Policy may be assigned to Saturday School by the Administration. **Saturday School will be in session from 8:00 a.m. to 1:00 p.m. Parents and students will be notified of the assignment of Saturday School via email.**

A student missing any portion of his/her assigned time in Saturday School will be automatically suspended from school on the following Monday or first day of school thereafter.

Students will be assigned Saturday School.....

1. To make up time when a student has exceeded the maximum number of days allowed four (4) days per marking period. **One (1) complete Saturday School 8:00 a.m. to 1:00 p.m. equals one (1) full day of School.**
2. To serve detention for minor rule infraction of the Student Code of Conduct.
3. Students serving time on Saturday must report on the first Saturday following the date of reprimand by the administrator.
4. **Failure to report for Saturday School means the student will be automatically suspended from school on Monday following the assigned Saturday or first day of school thereafter.**
5. Transportation, employment concerns and extra-curricular activities are not valid excuses for missing Saturday School. Excuses that normally excuse a student for a regular school day will be the only ones honored for a Saturday.

SATURDAY SCHOOL GUIDELINES

Saturday School is a privilege extended to the students of Kingsford High School. As in any classroom setting, guidelines must be established for it to operate in an orderly manner. All KHS behavioral guidelines and expectations apply to students during Saturday School.

1. **Students required to attend Saturday School, for any amount of time, must be in attendance by 8:00 a.m. school time. Tardiness of any kind will result in the student not being allowed to attend.**
2. Students are to have sufficient learning activities and materials for the period of their detention.
3. Students are not to communicate with each other.
4. Students should sit where assigned.
5. Students are not to pass any materials from one person to another.
6. Students are to remain in their designated seats at all times, unless permission is granted to do otherwise.
7. **No cell phones, PCD's, IPods, cards, games or other recreational articles shall be allowed in Saturday School.**
8. Students will be allowed to use their school issued device. It will be monitored. The

device must be used for educational purposes only. Violation of this may result in additional disciplinary action.

9. Students shall not be allowed to put their heads down or sleep.
10. No food or beverages shall be consumed.
11. **Transportation to and from Saturday School shall be the responsibility of the parent/guardian of the student.**
12. Failure to comply with above rules or reasonable request of the Saturday School Supervisor will mean automatic suspension from school.
13. Saturday School shall be held in the cafeteria at Kingsford High School. Students should enter through the middle door in front of the school on the west side.
14. There will be no breaks during Saturday School.
15. Students must check with the supervisor for bathroom privileges. Only one (1) student out at any one time.
16. Once Saturday School has been served the student is required to leave the school building immediately. Students found loitering in school or on school property after Saturday School may face additional disciplinary action.
17. Students are not permitted to leave Saturday School before their assigned time has been served.
18. If a student leaves, they will be suspended the following school day.
19. If any student leaves before all of their time has been served parents will be contacted by phone.
20. The school dress and grooming code applies to Saturday School.

Formal Discipline

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

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

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

Discipline of Students with Disabilities

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

DUE PROCESS RIGHTS

Due Process Rights

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

Suspension from School

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will provide the student with evidence supporting the charges. The Administrator will then make a decision whether or not to suspend. If a student is suspended, she/he and his/her parents will be notified, verbally, in writing, or by phone within one (1) day, of the reason for and the length of the suspension.

During the Appeal Process

- The student shall not be allowed to remain in school.
- Suspensions of five (5) school days or less may not be subject to appeal. Suspension of more than five (5) school days but not more than ten (10) school days may be appealed in writing to the principal within two (2) school days of the parents' receipt of the written suspension notice or telephone call. The written appeal must contain the reason(s) that the suspension is being appealed.
- When a student is suspended, she/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 (10) days will be given due process as described in the expulsion section below.

Expulsion from School

When a student is being considered for expulsion, the student will receive a formal letter of notification addressed to the parents which will contain:

- the charge and related evidence;
- the time and place of the Board Meeting;
- the length of the recommended expulsion;
- a brief description of the hearing procedure;
- a statement that the student may bring parents, guardians or counsel;
- a statement that the student may give testimony, present evidence, and provide a defense;
- a statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction.

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

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (IDEA) and the Americans with Disabilities Act (ADA).

(See also [Board Policy 5605 Suspension/Expulsion of Students with Disabilities](#), [Board Policy 5610 Emergency Removal, Suspension, and Expulsion of Students](#), [Board Policy 5611 – Due Process Rights](#), and associated Administrative Guidelines.)

HALLWAY CONDUCT

Keep corridors open to traffic by walking to the right. Do not block traffic by standing in groups. Pass through corridors quietly. Be considerate of others in the halls and classrooms. Discard trash in the containers provided. Keep the school clean by picking up paper from the floors. Students are expected to have their agenda book at all times.

RESPECT AND CARE OF PROPERTY

Ability to handle one's property and the property of others is essential to good citizenship. It is expected that our students will care for and refrain from defacement of school property. The building, furniture, books and other property in our building are provided for our use through taxes paid by community members. Unnecessary waste tends to raise costs through needed replacements. A penalty will be given to any person known to be guilty of defacing property in any manner. We should strive to keep our school as clean as possible. This can best be done by having everyone assume his or her share of the responsibility for cleanliness.

SEARCH AND SEIZURE

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

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

In an effort to keep schools and district premises free of illegal drugs, alcohol, and dangerous weapons, school authorities may use specially trained, non-aggressive dogs to detect the presence of said items on school property and in vehicles parked on school premises. Such inspections by school authorities and trained dogs may be announced or unannounced and conducted at any time.

If a dog detects any of the above mentioned items, a search will be conducted in the student's presence. If an item is found, the student will be subject to discipline as outlined in the Student Discipline Code of Conduct.

Dog detection procedures will be focused on but not limited to student lockers, backpacks, coats/jackets, and vehicles. Backpacks and coats/jackets will not be worn by the students during the detection procedure.

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

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

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

([See also Board Policy 5771 – Search and Seizure](#) and associated Administrative Guidelines.)

STUDENT RIGHTS OF EXPRESSION

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

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

designated locations, as long as exits are not blocked and there is proper access and egress to the building.

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

STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES

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

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

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

[\(See also Board Policy 5710 – Student Grievance.\)](#)

USE OF ELEVATOR

The elevator is to be used by only the students who have a medical disability and you must make arrangements to use the elevator through the high school office.

SECTION V - TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

The school provides transportation for all students who live farther than one mile from school. The transportation schedule and routes are available by contacting the Schilleman Bus Company at 906-828-2456.

[\(See also Board Policy 8600 – Transportation](#) and associated Administrative Guidelines.)

BUS CONDUCT

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

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following behaviors are expected of all students:

Prior to loading (on the road and at school), each student shall:

1. Be on time at the designated loading zone five (5) minutes prior to scheduled stop;
2. Stay off the road at all times while walking to and waiting for the bus;
3. Line up single file off the roadway to enter;
4. Wait until the bus is completely stopped before moving forward to enter;
5. Refrain from crossing a highway until the bus driver signals it is safe;
6. Go immediately to a seat and be seated.

It is the parent's responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.

During the Trip, each student shall:

1. Remain seated while the bus is in motion;
2. Keep head, hands, arms, and legs inside the bus at all times;
3. Not litter in the bus or throw anything from the bus;
4. Keep books, packages, coats, and all other objects out of the aisle;
5. Be courteous to the driver and to other bus riders;
6. Not eat, drink or play games, cards, etc;
7. Not tamper with the bus or any of its equipment.
8. Complete silence at railroad crossings is required.

Leaving the Bus, each student shall:

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

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

[\(See also Board Policy 8600 – Transportation and associated Administrative Guidelines.\)](#)

VIDEO SURVEILLANCE AND ELECTRONIC MONITORING ON SCHOOL BUSES

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

If a student misbehaves on a bus and the student's actions are recorded, the recording will be submitted to the Principal and may be used as evidence of the misbehavior. Since these recordings are considered part of a student's record, they can be viewed only in accordance with Federal law.

PENALTIES FOR INFRACTIONS

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

SELF-TRANSPORTATION TO SCHOOL

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

PARKING LOT POLICY

The school district retains authority to conduct routine patrols of the student parking lot and inspections of the exterior of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, and without student consent.

1. The term car as used here includes all motor vehicles.
2. The school will not be responsible for vehicles which are lost, stolen or damaged.
3. Student's cars must be parked on the blacktop in accordance with the designated yellow lines.
4. Cars must be driven at a slow speed, approximately five (5) miles per hour.
5. Students must park their car immediately upon entering the parking lot.
6. Students are not permitted to sit in their cars while the car is parked in the parking lot during hours of instruction.
7. Students are not permitted to go to their cars nor be in the parking lot between classes without permission; to do so means the student has left the building without permission.
8. Loitering in the parking lot is not permitted at any time.
9. First offense with the car will mean a thirty (30) day loss of driving privileges on school property.
10. Second offense with the car will mean a loss of driving privileges for the remainder of the school year.
11. Motorized and pedal bikes should be parked in or near the bike rack in front of the building.

[DRAFTING NOTE: Be advised that the following forms must be available in the School Office as they are referenced in the Student/Parent Handbook.]

- **Title VI, IX, 504 Grievance Form 2260 F2**
- **Notice of Nondiscrimination 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 5330 F1**
- **Authorization for Non Prescribed Medication or Treatment (Secondary Version) Form 5330 F1a**
- **Authorization for Non Prescribed Medication or Treatment (Elementary Version) Form 5330 F1b**
- **Authorization for Use of Asthma Inhalers, Epi-pens or Prescribed Emergency Medication Form 5330F1c**
- **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 8330F9]**

INSIDE BACK COVER

[Use to List School Faculty, including phone numbers and E-mail addresses, if applicable.]

OUTSIDE BACK COVER

[Use to list Board of Education Members and relevant District offices and administrators.]