

# Michigan Center Junior/Senior High School

400 S. State Street

Michigan Center, Michigan 49254

517.764.1440

Superintendent, Mr. Brady Cook

High School Principal, Mr. Zach Kanaan

Jr. High Principal, Mr. Troy Allen

Athletic Director, Mr. Chad Patrick

Sr. High Guidance Counselor, Mr. Shawn Kiley

Jr. High Guidance Counselor, Mrs. Lindy Cook

Testing Coordinator, Mrs. Paula Gates

Food Service Director, Mrs. Becki Nutt

## SCHOOL HOURS

7:40 a.m. to 2:30 p.m.

Students may enter the building at 7:00 a.m. and no earlier unless arrangements have been made with administrators prior to that day.

## HIGH SCHOOL SCHEDULE

*Students may enter the building at 7:00 a.m.*

1 <sup>st</sup> Period:	7:40 - 8:33	
2 <sup>nd</sup> Period:	8:38 - 9:31	
3 <sup>rd</sup> Period:	9:36 - 10:29	
4 <sup>th</sup> Period:	10:34 - 11:02	A lunch: 11:07 - 11:32
5 <sup>th</sup> Period:	A 11:37 - 12:32	B lunch: 11:37 - 12:02
5 <sup>th</sup> Period	C 11:07 - 12:32	C lunch: 12:07 - 12:32
6 <sup>th</sup> Period	12:37 - 1:30	
7 <sup>th</sup> Period	1:35 - 2:30	

## JUNIOR HIGH SCHOOL SCHEDULE

*Students may enter the building at 7am but need to head to the cafeteria/Scot Furman Gym until 7:30am.*

1st Period:	7:38am - 8:33am
2nd Period:	8:38am - 9:31am
3rd Period:	9:36am - 10:29am
4th Period:	10:34am - 11:32am
Lunch:	(B)11:37am - 12:02pm
5th Period:	12:07pm - 12:32pm
6th Period:	12:37pm - 1:30pm
7th Period:	1:35pm - 2:28pm

## MISSION OF THE SCHOOL

The mission of Michigan Center School District is to engage, challenge and motivate life-long learners towards excellence through innovation.

## HIGH SCHOOL GRADUATION REQUIREMENTS

Students must pass their class to receive credit.

Listed below are the graduation requirements in total and by department for Michigan Center High School.

- One half credit is given per semester for each class successfully completed.
- Advisory will receive half credit per year; quarter credit per semester.
- One and one-half credits are given per semester for each regular shift completed at the Jackson Area Career Center (may attend your Junior and Senior year).
- Attendance at Class Night is encouraged.

## **REQUIRED CLASSES**

*See Guidance Office for Clarification of Graduation Requirements*

- 8 Semesters of English
- 8 Semesters of Mathematics
- 6 Semesters of Natural Science
- 2 Semesters of Physical Education/Health (9<sup>th</sup> & 10<sup>th</sup> Grade)
- 2 Semesters of Technology or Embedded in General Curriculum Equivalent to 2 Semesters
- 6 Semesters of Social Sciences
- 2 Semesters Visual, Performing, or Applied Arts
- 2 Semesters of Foreign Language Beginning with the Class of 2016
- Electives: additional classes a student will take to reach total credits required

## CONFERENCES

Traditional parent / guardian/teacher conferences will take place in the fall and spring. Scheduled conferences by appointment only will take place in Marking Period 2 and 4. It is highly encouraged that you speak with your student's teacher to understand the progress your student is/is not making. parent / guardians are responsible for supporting the learning of their students which includes monitoring their progress through PowerSchool.

## PERSONAL CURRICULUM

All students are entitled to a personal curriculum. A personal curriculum is a tool that is provided for in Michigan law 380.1278b that allows specific modifications to be made to certain requirements of the Michigan Merit Curriculum (MMichigan Center) in order to individualize the rigor and relevance of the educational experience. While the law specifies the areas in which modifications may be made for specific groups of students, the personal curriculum is intended to help make the MMichigan Center accessible to all students while maintaining the academic rigor required to uphold the integrity of the high school diploma and align with student Educational Development Plan (EDP). If a personal curriculum is requested we may grant your request following the rules/guidelines/policy provided by the Michigan Department of Education.

## PROGRESS REPORTS

Progress reports are available through our online grading system (PowerSchool). You may access this at any time. If you are unable to view this at home, please call the office to schedule a time to come to the school to use the office computer to look up your students current grades. *Progress report cards will only be mailed home if requested by the parent / guardian.*

## REPORT CARDS

Report cards can be sent home upon request for each marking period. Progress reports are available regularly through PowerSchool. Please make sure parent / guardian contact information is accurate and up to date.

A = 4.00  
A- = 3.66  
B+ = 3.33  
B = 3.0  
B- = 2.66  
C+ = 2.33  
C = 2.00  
C- = 1.66  
D+ = 1.33  
D = 1.00  
D- = 0.66  
E = 0

## HONOR ROLL

Grade point average of 3.0 or above with no letter grade below a C-.

## ATTENDANCE POLICY

A student's success in school can be affected by his/her attendance in school. Our goal at Michigan Center Jr./Sr. High School is to encourage every student to be present every day for every class. We ask parents / guardians to sign students in and out in the main office. Thank you for cooperating with us in reaching our attendance goal.

*Excused absences include but are not limited to:*

Updated August 19, 2024

Highlights indicate changes from the previous year

Professional appointments that are documented from the professional office of service who have actually seen the patient (student) and turned into the school office upon returning to school

- Serious personal or family matters including funerals
- Homebound services
- Religious Holidays
- Behavioral Suspensions (Attendance Associated Suspensions are Not Excused)
- School Business
- Court Appointments
- Other as excused by Administration

Appropriate documentation must be turned in to the office within 24 hours of the absence for it to be excused. A medical excuse will only be valid if the student has been seen by the appropriate medical personnel.

### **Attendance**

- Any student with **5 unexcused absences** will receive a phone call home to collect information. (Make sure to document the phone call).
- Any student with **10 unexcused absences** will receive a phone call home. Reminding the family that after this point the court may get involved. (Make sure to document the phone call)
- When a student reaches their 10th unexcused absence, a referral to the JUMP Program will be made.

### **High School Tardy Policy**

- On tardies 1 to 3, teachers will talk with the tardy student, contact home and document their interaction.
- On tardies 4 to 6, Administration will call home and the student will be added to the lunch detention list for that day.
- When students have 7 tardies or more, Administration will contact parents and the student will have to serve ISS time. The amount of ISS time will be dependent on the number of tardies the student has accumulated. As the tardies increase for a student, so will the ISS time that they will need to serve.

## **LAKESIDE LEARNING CENTER**

### **Attendance:**

Physical attendance is not required, but encouraged, for student success. Students must maintain weekly communication and adequate progress based on the average total of all classes on their master schedule. Exceptions can be made if communicated with and approved by the lead teacher. Dismissal from the program may result if communication and progress are not met throughout 3/4 quarters of the school year.

### **SENIOR CREDITS**

All Seniors must meet their credit requirements by the last day of school for Seniors (May) to be able to participate in graduation extracurricular activities: Class Night, Baccalaureate, and Commencement.

### **LEAVING CLASS EARLY**

Without appropriate excused documentation (as noted above) if a student leaves class with 10 or more minutes remaining in the class period they will be marked absent.

## ELIGIBILITY

A. To remain eligible, all Michigan Center Jr./Sr. High student athletes must maintain a semester grade of D- or above in all of their classes scheduled during the regular school day (including Career Center classes). These grades will be checked on a weekly basis. These grades accumulate until the end of the semester.

B. Should an athlete earn any grade lower than D- on a weekly grade check they will be given one week to bring the grade up to a D-. In the event that the student does not earn a D- or higher on the second check they will be considered ineligible the following week and will have one week Monday-Sunday regardless of whether the grade is brought up to passing during the week.

a. *Example: If grades are pulled on the first Friday of October and a student is failing one class, that student will be informed that they have one week to bring that grade up to a D-. Grades will be pulled again the second Friday of October, if the student continues to have a failing grade they are ineligible for athletic participation. That student will continue to be ineligible until grades are pulled again and they have all passing grades.*

C. The ability to have one week time to get the grade up runs indefinitely (has no limit).

*Note: Please be aware that some teachers weigh aspects of their class more heavily than others. This can greatly impact the student's semester grade should they do poorly on a heavily-weighted item such as a test.*

Career Center grades will be calculated on a weekly basis with grades to determine eligibility. See Athletic Handbook for further eligibility explanation.

Eligibility calculations do not include summer school grades. Eligibility is based on the regular academic school year. Your fall eligibility is determined by your previous end of the school year grades (i.e. June report card determines August eligibility).

## LAKESIDE LEARNING CENTER

### Eligibility:

A. To remain eligible, all athletes enrolled in Lakeside Learning Center must maintain a D- or above for both the "Overall" and "Actual" grades for their classes scheduled during the regular school day (Including Career Center programs). These grades will be checked on a weekly basis. These grades accumulate until the end of the semester.

**\*Overall Grade:** The weighted average grade for completed activities based on the grade weights for each activity type

**\*Actual Grade:** This is the overall grade adjusted for progress if a student is behind. This score applies a penalty for falling behind.

B. Should an athlete earn any grade lower than D- on a weekly grade check they will be given one week to bring the grade up to a D-. In the event that the student does not earn a D- or higher on the second check they will be considered ineligible the following week and will have one week Monday-Sunday regardless of whether the grade is brought up to passing during the week.

**Example:** *If grades are pulled on the first Friday of October and a student is failing one class, that student will be informed that they have one week to bring that grade up to a D-. Grades will be pulled again the second Friday of October, if the student continues to*

*have a failing grade they are ineligible for athletic participation. That student will continue to be ineligible until grades are pulled again and they have all passing grades.*

C. The ability to have one week time to get the grade up runs indefinitely (has no limit).

#### **MUSIC**

Marching Band students will be required to pay a \$15.00 dry cleaning fee per school year. Please be advised that Music Classes are performance based classes and may require performances over scheduled vacation breaks that are part of the class grade.

#### **HOMECOMING COURT AND SNOWBALL COURT**

Students who are elected to Homecoming Court will not be allowed to be elected to Snowball Court. One court per year policy-

Students who have been suspended or have had several referrals for discipline are not allowed to be on Homecoming or Snowball Court as determined by Administration.

#### **PASSES**

All students must carry a pass issued by a school employee to be in the hall during class time. The only times students may be in the halls without a pass is before and after school and during class changes. Failure to have written permission from an adult when asked to present it may result in a disciplinary action.

#### **TESTING OUT OF CLASSES**

Students that are enrolled in grades 9-12 at Michigan Center High School have the option of testing out of courses as provided in the school code. A class that a student failed must be repeated and does not apply to this option. Courses tested out will earn credit toward graduation. An example would be a student who has taken private Spanish lessons and wants to see if he/she is ready for Spanish II, or a superior math student may feel he/she can skip a sequenced math class. Students wanting to "opt out" must pass a comprehensive final exam in the course. In order to obtain credit and be permitted to test out of a class the student must earn an eighty percent (80%) on the comprehensive exam for that course. Performance based classes are not an option for testing out. Testing out arrangements must be secured in the counseling office prior to the start of the school year in order to be eligible for the 1<sup>st</sup> semester of the upcoming school year. The test will be scheduled and administered before **Sept 1st**. For 2nd semester arrangements must be made by **December 1<sup>st</sup>**. Tests for 2nd semester will be given during exam week of 1<sup>st</sup> semester.

NOTE: *Students are limited to one per school year unless a valid student plan is in place for a student that has been approved by the counselor, administrator, and Superintendent.*

#### **LAKESIDE LEARNING CENTER**

##### **Testing Out of Classes:**

Students that are enrolled in grades 9-12 in Lakeside Learning Center have the option of testing out of courses through Prescriptive Testing as provided in the school code. This must be coordinated and monitored by a staff member. A class that a student failed must be repeated and does not apply to this option but can be assigned Pre Testing. Courses tested out will earn credit toward graduation. An example would be a student who has taken private Spanish lessons and wants to see if he/she is ready for Spanish I, or a superior math student may feel he/she can skip a sequenced math class. Students wanting to "opt out" must pass a comprehensive final exam in the course. In order to obtain credit and be permitted to test out of a class the student must earn an eighty percent (80%) on the comprehensive exam for that course. Performance based classes are not an option for testing out. Testing out arrangements must be coordinated with the lead teacher.

## SENIOR ACADEMIC RECOGNITION

You will be recognized academically in the following way:

Summa Cum Laude (With Highest Praise)***	3.75 GPA - 4.0 GPA or Higher
Magna Cum Laude (With Great Praise)**	3.5 GPA - 3.74 GPA
Cum Laude (With Honor)*	3.0 GPA - 3.49 GPA

Seniors with a 4.0 or higher will receive additional honors and recognition based on their order as of the end of Semester 1 senior year.

## GRADUATION SPEECHES

Students will be allowed to submit a written speech (unanimously) for the commencement ceremony to the committee (faculty members). The committee will select the best written speeches. Those speeches will then be presented to the committee and 1-3 speakers/speeches will be chosen to speak at graduation. Speeches must be submitted by the end of Quarter 3

## HONORS CLASSES

Honors classes and options may change year to year depending on class sizes and teacher availability. We cannot guarantee the same number or the same classes will be offered every year.

## ACADEMIC LETTER AWARDS

An academic award will be given to any student having a grade point average of 3.25 or better each semester and no semester grade below a C-. The award will be given after a student completes at least two (2) semesters of a given year.

## Michigan Virtual School (MVU)

If a student is enrolled in a MVU class and does not pass the class the student and/or **parent/guardian** is responsible for paying the cost for the MVU class. It is a privilege for students to take this class and for **Michigan Center** to cover the expense; therefore, we require students to take this class seriously and do their best. **Students must pass with a 60% or higher to receive proper credit** (as there are no exams). More information is given to students prior to enrolling. Please go over this information carefully.

## E2020

Students who fail an e2020 class are not allowed to retake that class on e2020. Any classes failed will result in a \$100.00 fee paid by the student by the end of the current school year.

## ASSESSMENTS

7<sup>th</sup> Grade: M-STEP, NWEA Reading and Math

8<sup>th</sup> Grade: PSAT 8 and M-STEP, NWEA Reading and Math

9<sup>th</sup> Grade: PSAT 9, NWEA Reading and Math

10<sup>th</sup> Grade: PSAT 10, NWEA Reading and Math

11<sup>th</sup> Grade: SAT/M-STEP/ACT WorkKeys, NWEA Reading and Math

## DUAL ENROLLMENT

Historically, school districts have allowed their students to attend courses at local colleges or universities, in addition to their own high school, in an effort to meet students' needs and interests. This is called "dual enrollment." Students who are enrolled as a full time student and have at least 1 high school course, and have taken all higher level courses offered by Michigan Center are eligible to participate in postsecondary options.

1. 9th to 12th grade students are eligible. By June 1<sup>st</sup> of each year, a Dual Enrollment Agreement form must be submitted in order to participate in the program the following school year.
2. Students can qualify for dual enrollment by taking one of the following

assessments: PSAT, ACT or PLAN. A copy of qualifying scores may be obtained from the counselor.

3. Eligible students may take courses for which there are no endorsements such as computer science, foreign language, history, political science or psychology as long as they have taken the EXPLORE, MME, ACT, PLAN or PSAT.
4. Students must be enrolled in both the local school district (Michigan Center High School) and the postsecondary institution during the local school district's regular academic year and must be enrolled in at least one high school class.
5. A student may not request a college course in a subject area that is offered at Michigan Center High School. An exception to this could occur if the Board of Education determines that a scheduling conflict exists, which is beyond the student's control.
6. College classes taken during the day must coincide with Michigan Center High School master schedule and the student's schedule. Night classes and online classes are permitted. No time at Michigan Center High School will be missed if the student takes a night or online college class.
7. The college course must be academic in nature and must align with the student's college and career goals. Dual enrollment courses may not be in the subject matter of hobby-craft, recreation, physical education, theology, divinity or religious education.
8. The school district will pay the student's tuition up to the allotted amount based on the statewide pupil-weighted average foundation allowance. The student is responsible for the remainder of the tuition cost (if there is any), books, transportation, and any other miscellaneous fees.
9. Dual enrollment courses may be taken for only high school credit, only post-secondary credit or both high school and post-secondary credit. It is important to check with the post-secondary institution you are planning on attending to make sure they will accept college credit used for high school and college credit. Some colleges will only accept courses used for college credit only.
10. The grade earned will be calculated in a student's grade point average at Michigan Center High School if the college class is taken during the school day. Night or online classes will not be noted on the student's high school transcript.
11. If the student does not receive a 2.0 or better in the college course (grade needed to transfer credits to other colleges) the student will be responsible for reimbursing the school district for the cost of the class. Students must obtain school district approval before dropping a course.
12. Dual enrolled students are responsible for attending the college course even if Michigan Center High School is not in session (ie. Spring breaks and winter breaks do not usually coincide).

#### **CREDIT ADVANCEMENT**

Students wanting to advance credits during the summer months or outside the regular school day must adhere to the following guidelines in order to receive credit for their classes.

1. Classes will only be accepted from accredited colleges or universities within the State of Michigan.
2. Michigan Virtual Classes will be accepted as credit advancement.
3. All expenses will be the responsibility of the student and parent / guardian..
4. All courses must be approved by the high school principal and meet the High School Content Expectations (HSCE) for that course. The burden of proof falls on the student and parent / guardian in regards to the Michigan HSCE.
5. These courses will be accepted as credit only. The grades will not factor into a student's cumulative grade point average (GPA) and class rank.

#### **TRANSFER STUDENTS (SENIORS)**

Students transferring to Michigan Center High School from another school during their senior year will be required to have completed all state and local graduation requirements in order to qualify for a Michigan Center High School diploma unless there is evidence of extenuating circumstances as determined by the counselor and the principal and approved by the Superintendent. Transfer credit will be accepted from schools that are accredited by the State of Michigan. All credits will be evaluated on an individual basis and may require equivalency testing. Personal Curriculums can be requested and reviewed by the counselor or principal. No students other than those receiving a Michigan Center High School diploma will be allowed to participate in the commencement ceremony.

### **TRANSFER CREDITS**

It is the policy of Michigan Center High School to accept transfer credits from new students. When a student enrolls into Michigan Center High School, all credits and cumulative GPA from their previous High School will carry over. The counselor or principal will go over requirements for Michigan Center High School graduation status and submit/adjust accordingly.

### **CREDIT RECOVERY**

Students needing to obtain credit recovery in order to graduate from Michigan Center High School must adhere to the following regulations. *Michigan Center may limit the number of credits issued based on counselor and administrative review.*

1. All courses taken for credit recovery are at the expense of the student and parent / guardian guardian.
2. Credit recovery courses must be approved by the high school guidance counselor.
3. Credit recovery courses will be accepted from the Jackson Career Center, Area Adult Education programs, MVHS or BYU online courses.
4. Credit recovery courses needed for graduation that are required under the Michigan Merit Curriculum must meet the Michigan High School Content Expectations. Elective credits will still be able to follow the guidelines listed above.

### **STUDENT SCHEDULE**

Students will receive their schedule on PowerSchool. Changes might occur over the summer based on circumstances over which we do not have control (e.g., retirements, deaths, resignations, etc.). If there is a change in a student's schedule, he/she will be notified through student email and/or PowerSchool.

If a student wishes to change his/her schedule, all changes must be completed during the **Drop and Add Period**. Changes to schedules during the first week of school will only take place if there has been an error or circumstances out of our control. No schedule changes will be made after the first week.

Students who are interested in a schedule change for semester classes need to communicate with the counselor prior to the beginning of 2nd Semester. It is highly recommended that inquiries for changes take place the first week of January. Students will not be moved out of/into classes once the 2nd Semester begins.

### **INCOMPLETE GRADES**

An (I) Incomplete grade may be issued if student work has not been completed in a marking period. Incomplete grades are to be made up no later than two weeks following the end of marking periods 1-3 and within one week after marking period 4. The student is to contact the teacher about specific work to be completed within the required time. After two weeks if the work has not been made up the (I) will be changed to an (E).

## **LAKESIDE LEARNING CENTER**

### **Incomplete Grades:**

An (I) Incomplete grade may be issued if student work has not been completed in a marking period. Incomplete grades are to be made up in the following marking periods 2-4 and within summer school after marking period 4. The student is to contact the teacher about specific work to be completed within the required time.

### **LOCKERS**

Students will be assigned a locker with a combination lock to keep their belongings. There are no book bags

permitted in the classrooms.

#### **WEARING APPAREL AND APPEARANCE**

**Philosophy:** The students and faculty of Michigan Center Jr./Sr. High School advocate guidelines for dress which simultaneously protect dress as a form of symbolic speech, promote the educational goals of the school, and respect the morals and values of the community. Prohibited will be wearing apparel which violates the written dress code, or doesn't match our educational goals and values.

#### **Specific Guidelines:**

1. Chains are not allowed.
2. Any apparel which promotes, displays, or advertises alcoholic beverages, tobacco products, or illegal drugs or substances of any kind is prohibited. Jackets displaying such may not be worn on school property.
3. Sunglasses inside the building during school hours are not allowed.
4. Shirts must cover the belly button.
5. Transparent / guardian shirts without an appropriate shirt underneath (ex: tank top, t-shirt, skin is covered) is not acceptable.
6. Off the shoulder shirts may be worn with a tank or bra with straps under it.
7. Open back shirts may not show skin below the shoulder blades.
8. Shorts must have a minimum 3 inch inseam and completely cover the pelvic region. Skirts may be worn, but must have a length covering to mid-thigh.
9. Any apparel that is found to be offensive to staff or students will be reviewed by the administration on an individual basis.
10. The wearing of coats/jackets may be prohibited at teacher discretion.
11. Students may be asked to change clothing if their attire is inappropriate and/or call home for a change of clothes.

**Students must change clothes to resume their normal school day or remain in ISS.**

#### **MICHIGAN CENTER SCHOOL NUTRITION/FOOD SERVICES**

Becki Nutt-Food Service Director \* 517-867-5711\* [rebecca.nutt@mccardinals.org](mailto:rebecca.nutt@mccardinals.org)\*

Student Lunch account information can be located at any time at [micenter.familyportal.cloud](https://micenter.familyportal.cloud)

Our goal in the Michigan Center Schools Food & Nutrition program is to serve nutritious, appetizing meals to students. We believe good nutrition is the key to effective learning. Our computerized lunch program makes serving students much faster and easier.

**ALL** students will qualify for both FREE breakfast and FREE lunch for the 2023/2024 school year. Federal guidelines are very clear in that students must take a complete meal for it to qualify for FREE. A full meal consists of 5 different food groups. The student **MUST** choose a minimum of 3 of the food groups and one **MUST** be a fruit/vegetable. If a student brings a sack lunch from home, and wants just milk, this is a cost of \$.75 to the student, and that will be charged to their account. We are happy to assist you with any questions you may have regarding complete meals. Please contact Becki Nutt@517-867-5711 or [rebecca.nutt@mccardinals.org](mailto:rebecca.nutt@mccardinals.org)  
**Although all students will be eating free, we are still strongly encouraging you to please still complete the free/reduced application which can be located at micenter.familyportal.cloud. If you do not have access to a computer, please contact Becki @ 517-867-5711 and we will send you a paper copy.**

Completion of these forms is imperative, as it financially supports the services we provide our students. In addition, it supports the summer PEBT program. If we don't have an application on file, your student will not receive the PEBT summer benefit. You will receive a letter from us when the application has been completed. Alacarte items are available for the students to purchase during their lunch period. Items cost from \$1.00-\$3.00. Milk is \$.75. Students will need their money deposited into their accounts prior to their lunch period. Deposits

can be sent to school with your student, and deposited across from the kitchen door, or through the family portal @ [micenter.familyportal.cloud](mailto:micenter.familyportal.cloud)

The family portal is where you can complete applications, deposit money, or just track your students' eating and spending. Go to [micenter.familyportal.cloud](mailto:micenter.familyportal.cloud) (If you are a first time user, you will need your student's ID number. It can be located on their PowerSchool account, Schedules, or by contacting the Food Service office at 517-867-5711.

**Lunch menus are posted in the hall, in the cafeteria, or on the schools website @ [mccardinals.org](http://mccardinals.org)**

Students requiring special diet requests will need to obtain the "Special Dietary Accommodation Form". This needs to be completed by a physician prior to accommodation.

Senior account requests need to be made to Mrs. Nutt no later than the students last day of school. Those requests can be made by a parent/guardian by sending an email to [rebecca.nutt@mccardinals.org](mailto:rebecca.nutt@mccardinals.org). Checks will be cut and mailed the following week.

**VENDING MACHINES**

The vending machines will be off during school hours. Any mistreatment and/or vandalism of vending machines will result in the following discipline:

- 1<sup>st</sup> Offense: 3 Days Out of School Suspension
- 2<sup>nd</sup> Offense: 5 Days Out of School Suspension
- 3<sup>rd</sup> Offense: 10 Days Out of School Suspension and/or Pending Expulsion

*Students will be charged with any repair costs and all payment is due within 60 days of offense. The Food Service Department has the right to press charges.*

**GUESTS IN THE BUILDING**

All guests must check in with the office immediately upon arrival.

**ELECTRONIC DEVICE POLICY (Grades 7-12)**

No electronic devices are allowed in the classroom without prior approval from the teacher.

**PERSONAL ELECTRONIC MEDIA DEVICES/Wireless Communication Devices (WCD)  
Guiding Principle Policy 5136**

Students may use wireless communication devices (WCDs) before and after school, during their lunch break, in between classes as long as they do not create a disruption or otherwise interfere with the educational environment, during after school activities (e.g. extra curricular activities) and/or at school- related functions. Teacher permission must be granted in order to use any WCD or personal electronic media devices in class. This policy may be updated during the school year as technology issues arise.

Students are prohibited from using WCDs to capture, record or transmit the words (i.e. audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a WCD to take or transmit audio and/or pictures/ video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. Students who violate this provision and/or use a WCD to violate the privacy rights of another person may have their WCD confiscated and held until the end of the school year.

WCDs, including but not limited to those with cameras, may not be possessed, activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, classrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The building principal has authority to make determinations as to other specific locations and situations where possession of a WCD is absolutely prohibited.

No expectation of confidentiality will exist in the use of WCDs on school premises/property.

Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior.

Students are also prohibited from using a WCD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their WCDs to receive such information.

#### **EXCLUSIONS**

Personal headphones are permitted only in conjunction with school computers and with teacher instruction. Amplified speakers are never permitted.

#### **ELECTRONIC DEVICE DISCIPLINE WILL BE DEALT WITH IN A PROGRESSIVE MANNER**

If a student does not cooperate, and refuses to put away or turn over to staff for the class period then administration will be notified and it will be taken for the remainder of the day. If this occurs during 5th hour or after it will be taken for the following day as well. Students may be placed on a phone plan for the remainder of the semester or school year.

**1st Offense:** The student picks up electronic devices after school.

**2nd Offense:** The student must have their parents either pick up the phone from the office or have a conversation with administration before their student can have their phone back.

**Additional Offenses::** The student receives a phone plan/contract that clearly states that the student must check their phone into the office at the beginning of the school day and can only pick the phone up at the end of the school day. The student also receives a 2 hour success session.

#### **RECOMMENDATIONS FOR ELECTRONIC FILE STORAGE**

Parents / guardians are strongly encouraged to provide their students with a permitted storage device.

#### **AGE OF MAJORITY**

Students 18 years of age or younger will abide by all rules and policies of the school. Students 18 years of age or older may be responsible for their own activities, providing they have a signed statement from their parent / legal guardian.

#### **STUDENT FEES, FINES AND CHARGES**

Michigan Center Schools charge 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.

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. Such materials may be needed by others.

Failure to pay fines, fees, or charges may result in the withholding of grades/credits and failure to participate in Commencement Exercises.

## SEMESTER GRADING AND EXAM POLICY

1. All students in grades 9-12 shall take finals in each of their classes.
2. A final exam or exhibition of mastery will be administered in all classes at the end of each semester.
3. Final exams will be calculated as 20% of the semester grade in **all** classes.
4. A teacher may waive a final exam for a student who has an overall grade of 75% or higher and zero zeros.
5. ~~Students who, in one semester, pass only one marking period, or pass only the final exam, will not receive credit for the course.~~

## CHEATING

Cheating and/or plagiarism will not be tolerated! A student will lose credit on the assignment (1<sup>st</sup> offense) where cheating and/or plagiarism has occurred. Continued cheating/plagiarism (2<sup>nd</sup> Offense or More) may result in a loss of credit for that class(es).

## STUDENT DRIVING

1. A driving permission slip must be acquired in the office, filled out completely by the student, and signed by a parent / guardian.
2. Unauthorized vehicles, or vehicles parked illegally or incorrectly may be ticketed or towed away. Student vehicles must be parked in the student lot **and registered with the front office.**
3. Unauthorized driving during the school day, or reckless or careless driving may result in one of the following:
  - Loss of driving privileges for a period of one week and possible report to the police.
  - Reporting of the offense to legal authorities and one month suspension of driving privilege.
  - Up to a seven-day suspension from school and loss in driving privileges for the rest of the year.
4. Driving is a privilege and not a right.
5. Student drivers are urged to drive with extreme caution near all school buildings before and after school when many student walkers are in the area.
6. Students are not to return to their cars during the school day or to loiter in the parking lot or in their vehicles during the lunch hour. Any student who needs to return to his/her car for any reason during the school day must secure permission in the office with a written request from the teacher.
7. Career Center students may drive to the Career Center with written permission of their Career Center instructors, principal and parent / guardian. A bus is provided for all students to ride to and from the Career Center.
8. Students are not allowed to "cut" through parking lots or drive across parking spaces.

**No Skateboards or Hoverboards allowed in the school building or used on school property during the school day and at school activities.**

## BUS TRANSPORTATION REGULATIONS

Random video recording of students on any particular bus will be done to monitor student behavior.

The following rules and policies will be in effect for all students who use our bus transportation system (we will only provide bus services for our students... no other adults/parents/friends/relatives are allowed to ride the school bus unless approved for a field trip):

1. MCL 257.1833 section 33 "AN unauthorized person attempting to board a school bus is subject to citation for a civil infraction and may be ordered to pay a civil fin of not more than \$500"
2. ALL RIDERS must Obey all directions given by bus drivers
3. Observe normal classroom conduct (e.g., no loud talking or shouting, no profane language or gestures) while getting on or off and while riding on the bus.
4. Stay off the traveled roadway at all times while waiting for the bus. Whenever possible, stand at least 10-20 feet from the side of the road at the bus stop.
5. Wait until the bus has come to a complete stop before attempting to get on or off the bus.
6. Cross over riders cross in front of the bus 5 feet and wait for driver signal to cross both on and off the bus.
7. Refrain from looking in the mailbox until the bus has safely left the stop.

8. Be at the designated bus stop ready to board the bus 5 minutes prior to your scheduled time. Drivers are responsible for maintaining a schedule and cannot wait for tardy students.
9. Walk to and from central pickup and unloading points. Students will not be required to walk more than one and a half (1.5) mile along a regular route.
10. Occupy the seat assigned by the driver and refrain at all times from moving seat to seat while the bus is either in motion or stopped.
11. Students must sit in the seat in such a manner that they are visible to the driver at all times; keeping the aisle clear.
12. Close windows at driver's request.
13. Keep all body parts inside the bus at all times.
14. Stop all talking at railroad crossings until the whole bus has cleared the rails.
15. Students must get off at their regular stop unless they have a written note SIGNED from their schools office or transportation director, to get off at another stop on their assigned regular route
16. There is to be no eating or drinking on the bus.
17. Glass containers will not be permitted on the bus unless they are packed or wrapped in a manner which will prevent breakage and possible injury to others.
18. Large instruments and other items not capable of being placed on the rider's lap or on the floor between the rider's feet will not be permitted on regular daily bus runs.
19. Students not normally assigned to ride buses will not be permitted to ride unless prior approval has been obtained from the transportation or school office.
20. Possession of weapons, vapes, alcohol, drugs, matches, lighters, flints and other fire starting materials will be cause for suspension from bus riding privileges,
21. Students who normally ride buses will not be able to change buses without prior approval from the school or transportation office.
22. No pictures or videos taken on the bus with cell phones, etc. of any person(s) on board the bus.
23. When listening to music on a personal device, earphones/buds must be used.
24. If a student is going to be off the bus for any reason for longer than (3) days i.e. vacation, temporary living situation, etc. The transportation office must be called so the driver can be notified.

## CHRONIC MISBEHAVIOR ON THE BUS MAY RESULT IN ANY OF THE FOLLOWING:

Any write ups must be signed by the parent/guardian and returned with the student to be able to get back on the bus.

1. It is a privilege to ride the bus. If Directions & Rules are not followed, discipline will be.

1<sup>st</sup> Written Warning

2<sup>nd</sup> Two day suspension from bussing

3<sup>rd</sup> Three day suspension from bussing

4<sup>th</sup> Five day suspension from bussing

5<sup>th</sup> 10 day suspension from bussing

6<sup>th</sup> Remainder of school year

## AFTER SCHOOL

**Students who are part of an athletic team, club, or program must report immediately to the adult in charge of their after school program. Students who are not part of an after school program must be off school grounds upon dismissal (2:30pm). There is no loitering or hanging out in the building or grounds after school. Discipline and Trespassing Charges may/can take place.**

## THE CARDINAL WAY: POSITIVE BEHAVIOR SUPPORT

We strive to support students and assist them in developing lifelong positive social skills and behaviors. Our expectations in the classroom, cafeteria, gym, locker room, hallway, bathrooms, etc...are encompassed in four key actions: being **RESPONSIBLE, RESPECTFUL, SAFE, and ENGAGED**.

## POSITIVE BEHAVIOR SUPPORT PROCESS

If a student is struggling with their behavior in school they may be referred to our Behavior Interventionist. This interventionist will meet one on one to process the student behavior, redirect and assist with processing his/her actions, assist students with being accountable and repair student interaction. A student may be asked to fill out a reflection form, be part of a small group that meets regularly for support, and meet with the teacher, our counselor, or the principal. Each situation is handled on an individual basis with the goal of returning the student to class in a positive manner.

*This is in conjunction with our current discipline policy.*

## CONFIDENTIAL STUDENT REPORTING

Harassment, bullying, suicidal thoughts, depression, abuse...you may report for yourself or someone you care about confidentially by going online to **OK2SAY** [www.michigan.gov/ok2say](http://www.michigan.gov/ok2say).

## STUDENT DISCIPLINE POLICY

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.

It is also important to remember that parent / guardians have the most influential role with their student's behavior by setting expectations at home and holding their student socially accountable.

## LAKESIDE LEARNING CENTER

### Student Discipline:

1. Warnings will be issued for the first 4 weeks by the lead teacher
2. Contact will be made home each time after 4 weeks.
3. If behavior continues the student will lose their in person privilege for 1 week for each infraction.
4. If behavior becomes excessive (1 or more times a week) they may lose in person privileges for the remainder of the semester.

## DEFINITION

Suspend: "to exclude a pupil from school for a disciplinary reason for a period of **fewer than 60 school days**"

Expel: “to exclude a pupil from school for disciplinary reasons for a period of **60 or more school days**”

#### **THE SEVEN FACTORS OF CONSIDERATION WHEN SUSPENDING OR EXPELLING (EXCEPT FOR FIREARM POSSESSION)**

1. Student’s age
2. Disciplinary history
3. Disability
4. Seriousness of behavior
5. Whether behavior posed safety risk
6. Restorative practices
7. Whether lesser intervention would address behavior

*This is not an all inclusive list stated below. Administration has the right, depending on the circumstance, to determine appropriate discipline based on the individual situation and actions regardless of the progressive discipline steps below. These steps act as a guideline and do not apply to all situations.*

#### **IN SCHOOL SUCCESS (ISS)**

A student who breaks a non-negotiable/minor offense will be assigned one (1) hour or more of ISS. Students will be allowed to work on class work at this time. It is the responsibility of the student to make up any class work that was missed due to his/her choice to not follow the rules.

#### **IN SCHOOL SUSPENSION (ISS)**

A student may be assigned ISS for behavior offenses. This may be an all day assignment, per class period, or for more than one (1) day. ISS days will be served consecutively if a student is issued more than 1 at a time.

#### **DISCIPLINE OF STUDENTS WITH DISABILITIES**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.) or Section 504 of the Rehabilitation Act of 1973. **For any in or out of school suspensions, a letter and procedural safeguards will be mailed home.**

#### **TOBACCO FREE ZONE**

Michigan Center Jr./Sr. High School is a Tobacco Free Zone. No smoking or use of Tobacco products during school hours or on school property (including field trips/school bus/etc...). No Tobacco products and/or packaging and/or paraphernalia, including E-Cigarettes, vaporizers or any other nicotine products are allowed on school grounds (on person, in locker, vehicle, or other student and school property).

#### **ALCOHOL AND MARIJUANA FREE ZONE**

Use of and/or possession and/or distribution of marijuana and/or alcohol on school grounds or a school affiliated trip is prohibited.

**Discipline:** Liaison officer will be notified and a **report will be made**. If documentation of the completion of a diversion program is presented to administration the **report will not be sent to the prosecutor**. The following consequences will always be enforced.

- **1st Offense: 1 day ISS or OSS**
- **2nd Offense: 3 days ISS or OSS**
- **3rd Offense: 5 days ISS or OSS**
- **All other offenses will have a report sent to the prosecutor and a referral will be made to the alternative program.**

#### **BEHAVIOR OFFENSES**

##### **Cardinal Way Non-Negotiables**

1. **Insubordination and Disrespect**
2. **Inappropriate Physical Contact**
3. **Threatening or Harassing Behavior**
4. **Damaging Property**
5. **Inappropriate Language**

6. Any write ups from a sub

**Cardinal Way Support**

1. Quickly address the behavior and create a discipline referral for the incident. A parent contact must be made by the referring teacher if it's past the first 3 weeks of the school year. A lunch detention/1 hr ISS will be assigned and a letter will be sent home to parents.
2. If behaviors happen more than once in the same week they will serve 1 hour ISS and a mandatory meeting with additional adult support. A letter will be sent home to parents.
3. If behavior becomes excessive (more than twice in the same week/4 or more times in a quarter) they will serve 2 hour ISS and a parent meeting with admin will be scheduled in person or via phone.
4. If the behaviors continue after the parent admin meeting then a behavior plan will be created and put in place for the remainder of the year.

**FIGHTING POLICY**

Students will be immediately separated to give statements to the administration. Guardians will be notified and students will be put on short term suspension pending an investigation (Review CCTV and collect witness statements) Student/s may be suspended or expelled depending upon the outcome of the investigation.

**CATEGORY A: MISCONDUCT**

1. Intention to harass, cause minor discomfort, and/or horseplay.
2. Threatening, taunting, provoking, and using verbally abusive language toward another student or adult.
3. Inciting others to hit, push, grab, or fight (subject to more severe consequence).
4. Action by students in the hall and on the grounds that creates distraction and/or disruption during school hours. This includes loitering during and after school hours, individually or in groups.
5. Refusal to return to class when directed by a teacher or school personnel.
6. Falsifying school forms or records or signatures of teachers, school officials, or parent / guardian; perjury; plagiarism.
7. Being on parts of school grounds designated as off-limits (e.g., the parking lot during lunch hour).
8. Being in possession of a water-spraying device or other item of potential disruption.
9. Outward showing of affection other than holding hands.
10. Rude/disorderly conduct in the cafeteria including throwing food, leaving food and wrappers on the table and the floor area.
11. Use of profanity in school or at school sponsored events.
12. Skipping classes (see attendance policy).
13. Misconduct at an assembly (students may lose the privilege of attending future assemblies).
14. Misconduct at an after school event.

**CATEGORY A: CORRECTIVE ACTIONS**

At the discretion of the principal, any of the following may be used, alone or in combination. Students need to be aware that repeated offenders will be handled more severely.

- Parent / guardians contacted (notice of charges, explanation of evidence, opportunity to respond).
- Restorative Action.
- Detention, before or after school, or during the lunch hour.
- Exclusion from participation in school extracurricular activities for a period not to exceed ten school days.
- Counseling and review of academic needs.
- Alteration of schedule.
- Misconduct at after school events will result in a suspension in attending further events. Further misconduct could result in permanent suspension of attending after school events.

- If the student is involved in repeated Category A offenses and other corrective actions have failed, the principal may suspend the student for up to five days.
- If the student is suspended three times within a year for repeated Category A offenses, the principal may recommend to the Superintendent that the student receive a long term suspension or reprogramming.

#### **CATEGORY B: MORE SERIOUS OFFENSES**

1. Chronic and serious disruption of learning in more than one class in which a student is enrolled.
2. Disrespectful behavior (i.e. speech, tone, or gestures towards school personnel, and/or school property as well as insubordination.)
3. Refusal to obey a clear and responsible order of a teacher or school personnel.
4. Stealing or damaging the property of others.
5. Fighting and/or assault.
6. Vandalism, or the willful destruction of property.
7. Obscene behavior.
8. Arson.
9. Carrying of weapons or look-alike weapons. (Review Weapons Expulsion Exceptions)
10. Extortion.
11. Possession or use of fireworks.
12. False fire alarms.
13. Bomb threats.
14. Use and/or possession of any tobacco product or lighting devices and/or drug paraphernalia.
15. Sexual Harassment. This includes touching another person in a sexual and/or inappropriate manner.
16. Students who threaten to “kill” or “harm” another individual verbally or in written form.

#### **CATEGORY B: CORRECTIVE ACTIONS**

At the discretion of the principal, any of the following may be used alone or in combination:

- Parent / guardian conference (Charges, facts/evidence, consequences, rights, hearing details).
- Contact legal authorities.
- **Restorative Action**
- Discipline Hearing (Review 7 factors).
- Suspension/Expulsion.
- Student placed on probation.
- Recommend new programming.

#### **CATEGORY C: DANGEROUS OR ILLICIT SUBSTANCES**

1. The use and/or possession of drugs (including marijuana and prescription drugs not issued specifically to the student by a physician) on school grounds or at a school-sponsored activity.
2. The use and/or possession of alcoholic beverages or illicit substances on school grounds or at a school sponsored activity.
3. The sale and/or distribution of either drugs or alcohol on school grounds or at a school sponsored activity.
4. Students may not be on school grounds while under the influence of any illegal substance.
5. Students attending any school activity while under the influence will be subject to search, legal actions, and discipline at the discretion of administration.

#### **CATEGORY C: CORRECTIVE ACTIONS**

At the discretion of the principal, any of the following may be used alone or in combination:

- Parent / guardian conference (Charges, facts/evidence, consequences, rights, hearing details).
- Contact legal authorities.
- **Restorative Action**
- Discipline Hearing (Review 7 factors).
- Suspension/Expulsion.
- Student placed on probation.
- Recommend new programming.

## **HARASSMENT**

Harassment by students or staff will not be tolerated. Sexual harassment, as defined by Title IX and the Michigan Civil Rights Act, is "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when...such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive environment." Any student or staff who feels he/she had been a victim of sexual harassment or any kind of harassment should report the incident immediately to school officials. Any student or staff person guilty of subjecting another to harassment will be subject to disciplinary action, according to the terms of this handbook and category B offense of the district's sexual harassment grievance procedures.

## **DANGEROUS WEAPONS POLICY**

The Board of Education is continually concerned about the safety and welfare of district students and staff; therefore, Michigan Center Schools will not tolerate behavior that creates an unsafe environment or a threat to safety.

In compliance with State Law, the Board of Education shall expel any student who possesses a dangerous weapon in a weapon-free school zone, which includes district buildings or property, including school buses and other school transportation.

For purposes of this policy, a dangerous weapon is defined as a "firearm, dagger, dirk, stiletto, knife, pocket knife opened by a mechanical device, box cutter, iron bar, or brass knuckles" or other devices designed to or used to intimidate or to inflict bodily harm, including, but not limited to air guns, explosive devices, and look-alikes.

## **SUSPENSION 10 days or less ("to exclude a pupil from school for a disciplinary reason for a period of fewer than 60 school days")**

The following procedure will be followed in suspending students:

1. The student and principal will discuss the charges.
2. The student and parent/guardian will be notified that he or she is suspended.
3. The parent / guardian will be contacted by phone or by letter. (Including procedural safeguards for students with disabilities).
4. During the period of suspension, a student will not participate in any activities sponsored by the school.
5. Students who have an Out of School Suspension can receive full credit for their missing work after the completion of their OSS. Students are responsible for collecting their missing work from teachers upon their return. Students will have the same number of days to complete missing work as they were issued for their suspension. Teachers will grade completed work within 5 school days of being turned in.
6. Any student or parent / guardian who would like to appeal regarding a suspension may state his or her case in writing to the Superintendent of Schools. If the student or parent / guardian desires to continue this appeal beyond the Superintendent, the appeal may be taken to the Board of Education.
7. In the event of the principal's absence, a designee of the principal or the Superintendent will have the authority to suspend. Any reference to the principal above will also refer to the designee or the Superintendent.
8. When suspended, teachers will be notified and the student may make up assignments missed. Teachers will notify students of their policy at the beginning of each semester on their course syllabi.

## **LONG TERM SUSPENSION AND/OR EXPULSION**

The purpose of a long term suspension or expulsion is to completely remove the student from the school setting for a long period of time because of chronic or serious violation of school rules and regulations. The following procedure will be followed in recommending long term suspension and/or expulsion:

1. The student and principal will discuss the problem.
2. The principal shall recommend long term suspension and/or expulsion to the Superintendent.
3. The student will be offered a hearing to refute the facts and charges.
4. The student shall be suspended from school pending the decision of the Superintendent.
5. If the Superintendent believes that the long term suspension and/or expulsion is in order, he/she shall recommend it to the Board of Education.

6. The suspension shall continue pending the decision of the board.
7. Any recommendation of long term suspension and/or expulsion made by the Superintendent shall be in writing and shall set forth the alleged grounds.
8. A copy of such recommendation shall be furnished forthwith to the parent / guardian having custody of such student.
9. The Board of Education shall set a time for a hearing upon receipt of a recommendation for long term suspension and/or expulsion. Said hearing, at a regular or special meeting of the Board of Education, shall be within ten (10) days from the date of the receiving of such recommendation.
10. The hearing may be postponed or adjourned at the request of the parent guardian of such student.
11. The student and his/her parent / guardian shall have the right to be represented by an attorney and to present evidence on behalf of such student of any hearing on a recommendation of long term suspension and/or expulsion.
12. Evidence may be presented in written or oral form.
13. A hearing on expulsion is not a court proceeding and court rules of evidence shall not be enforced at such a hearing.
14. The board will determine whether the pupil shall be expelled at the conclusion of the meeting.

## **COOPERATION BETWEEN LAW ENFORCEMENT AND THE SCHOOL**

Cooperation between Law Enforcement and the school involves cases in which police request permission to question students during the school day or when police are called by the school to help in the questioning of students. Whenever it is necessary for Law Enforcement to question a student, the following practices will be observed:

1. The law officer must present reasonable evidence to the principal that questioning is necessary.
2. The questioning will be in private in the office at the student's request.
3. The principal or his or her designee can be present during the questioning, although police officers have the right to question students at any time.
4. Student records and communication remain confidential and will not be turned over to the police unless the student or parent / guardian gives permission for their use.
5. Permission must be obtained from a parent / guardian before a student is removed from the school premises. The only exception to this relates to cases of felony or cases of misdemeanor committed in the presence of a law enforcement officer.
6. In the case of #5, the school will inform the parent / guardian of the action immediately by telephone, if possible.

## **MICHIGAN CENTER JR./SR. HIGH SCHOOL COMPUTER ADMINISTRATIVE RULES**

The Michigan Center School System continues to replace and update student technology for educational purposes. In addition, the Internet is accessible for students and staff using outside resources. Students and staff of Michigan Center Jr./Sr. High School are encouraged to use these devices in daily instructional endeavors wherever education would be enhanced through the use of computers as tools for learning. In order to insure that the technology remain functional for this purpose the following rules have been established:

1. Users must report any software/hardware problems to the teacher in charge.
2. All files written by students to be saved must be written in Google Suites or saved to a storage device.
3. No outside software is to be used on any machine.
4. Pirating of software may result in prosecution, suspension, expulsion, or permanent removal.
5. Users may not write to or alter any files on the file server.
6. Damage to hardware through misuse may result in restitution, suspension, expulsion, or permanent removal of the user.
7. Users are responsible for keeping all pornographic material, inappropriate files, or files dangerous to the integrity of the school's network, equipment or software from entering the school via the Internet or from being reproduced in visual, digital or written format. Violations may result in prosecution, suspension, expulsion, or permanent removal of the user.
8. Users must adhere to copyright guidelines in the use of hardware and software and in the transmission or copying of text files on the Internet or from other resources.
9. Users may not use the school technology or equipment for personal or private business, product advertisement or political lobbying, or for making any financial commitment on the Internet.
10. Users may not use school technology or equipment to disrupt the use of technology by others, to harass or discriminate against others, or to infiltrate unauthorized computer systems.
11. Staff members may establish other reasonable rules for the operation of equipment and software appropriate to educational use.
12. Any violation, or support of any illegal activities, through the use of Michigan Center School's equipment and Internet connections will result in disciplinary and legal action.
13. Personal chat rooms are forbidden.
14. Violation of any of the above shall result in possible suspension, loss of computer use or expulsion.

## **STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY 7540.03**

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred in our society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The Board of Education is pleased to provide Internet services to its students. The Board encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools which will be essential to life and work in the 21st century. The instructional use of the Internet will be guided by the Board's policy on Instructional Materials.

The Internet is an electronic highway connecting computers and users in the District with computers and educational users within Jackson County. Access to the Internet enables students to explore thousands of libraries, databases, and bulletin boards. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges.

First, and foremost, the Board may not be able to technologically limit access to services through the Board's Internet connection to only those that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources which have not been screened by educators for use by students of various ages.

The Board has implemented technology protection measures which block/ filter Internet access to visual displays that are obscene, child pornography or harmful to minors. The Board utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parent / guardians are advised that a determined user may be able to gain access to services on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parent / guardian may find inappropriate, offensive, objectionable or controversial. parent / guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet.

The Superintendent is directed to prepare guidelines which address students' safety and security while using email, chat rooms and other forms of direct electronic communications, and prohibit disclosure of personal identification information of minors and unauthorized access (e.g., 'hacking') and other unlawful activities by minors online.

Building Principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. All Internet users (and their parents / guardians if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students and staff members are responsible for good behavior on the board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines.

The Board designates the Superintendent and Director of Technology as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to the use of the Network and the Internet for instructional purposes.

- H.R. 4577, P.L. 106-554, Children’s Internet Protection Act of 2000
- 47 U.S.C. 254(h), (1), Communications Act of 1934, as amended
- 20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended
- 18 U.S.C. 2256
- 18 U.S.C. 1460
- 18 U.S.C. 2246

### **CLUBS**

The Board of Education is of the opinion that extracurricular and/or interest clubs are a welcome addition to school life and that they serve to facilitate instruction in several areas. Permission of the Superintendent and the principal along with an adult sponsor are required to form a club.

In accordance with the Public School Laws of the State of Michigan, there will be no secret societies or organizations. Membership in a secret society will result in expulsion of the student from Michigan Center Public Schools.

### **STUDENT SALES**

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

### **USE OF CLASSROOM PHONE/TEACHER COMPUTER**

Students are not allowed to use the teacher’s computer or classroom telephone; unless a student is informed by the teacher or office personnel to use the classroom phone to make an emergency call. A telephone is available to students in the office for emergency use and computer labs/library is available for student use.

### **LOST AND FOUND**

The lost and found area is in the Main Foyer. Unclaimed items will be given to charity at the close of the school year. The school is not responsible for loss of or damage to personal valuables.

### **STUDENT MEDICATION**

Prescribed medication must be submitted to the office upon arrival at school. A written prescription and instructions from the physician must be turned in with the medication. A **parent / legal guardian** and physician will be required to fill out a medication form to be on file at the school. You may get this form from the main office.

Nonprescription medication must be submitted to the office upon arrival to school with a note from a parent / legal guardian. A parent / legal guardian waiver must be signed for the school to administer the medication to the student.

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

### **HIGH SCHOOL DANCE POLICY**

All dances must be approved at least seven days in advance by the principal. High school dances are limited to members of the student body in grades 9th through 12th. The advisor and groups sponsoring the dance will be responsible for seeing that the following procedures are carried out:

1. Organizations sponsoring a dance must guarantee at least 3 adult chaperones. There must be at least one other faculty member in addition to the advisor.
2. A guest list will be kept by the office secretaries in advance of the dance. Students wishing to bring one guest from another high school must submit the name of the guest and the school which the guest

attends to the secretary at least three days in advance of the dance. The principal will screen the guest list by contacting the principals of the guests' schools for a reference. All Michigan Center High School graduates, under 21, may attend the dance provided they are signed up in advance of the dance (as stated above). No graduates from other schools will be allowed at dances, other than the High School Prom and must be under 21 years of age.

3. Any student whose guest creates a problem or disturbance at a dance will lose his/her privilege to bring any other guests to subsequent dances.

4. Only the specific entrance to the building will be open for admittance to the dance. Academic areas are off limits during the dances.

5. An adult chaperone must be at the admittance table at all times and must help students check in guests. (see #2 above).

6. Any student or guest who leaves the dance may not return, except with prior permission of a chaperone.

7. Advisors are urged to arrange for the school's Liaison Officer to attend all dances.

8. Appropriate school conduct and dress are expected at all dances and all policies of the school will be enforced during dances. Any Michigan Center student whose conduct is inappropriate during a dance will be subject to disciplinary action as described in this handbook, and may be excluded from subsequent dances.

9. Students who are suspected of using alcohol will be subject to a Breathalyzer test. Suspected use of any illegal substance will be dealt with according to handbook policy. Police will be called.

10. All dancing must be appropriate for a school dance. Any students dancing inappropriately will be asked to stop.

11. Prom is a formal dance for juniors and seniors of Michigan Center Senior High School. Tickets will be sold to the juniors and seniors in advance of the prom. Juniors and seniors who bring a guest will be responsible for him/her at the dance. Guests must be registered in the office by Thursday of Prom week. Guests who are not registered or who attempt to enter prom with someone other than the person with whom they are registered will not be admitted. As with all other extra-curricular activities, school dance participation for each student is contingent on attendance at school and good behavior on the day of the dance, or the day prior to the dance if it is held on Saturday. All school rules apply to guests, regardless of their age.

### **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 they are permitted to use.

### **EMERGENCY PROCEDURES**

Fire and Tornado Drills:

Necessary fire and tornado drills will occur throughout the school year. These drills will help ensure the safety of everyone in the event of an actual emergency. Teachers will practice drill procedures with students. Directions for fire and tornado drills are posted in each classroom.

Bomb Threats:

In case of a bomb threat, the building will be evacuated until local authorities have completed all necessary inspections. Student will return to school when the building has been declared safe.

Lock Out / Lock Down Drills:

Necessary lock out and lock down drills will occur throughout the school year. These drills will help ensure the safety of everyone in the event of an actual emergency. Teachers will practice drill procedures with students.

### **WEATHER EMERGENCIES**

Serious weather conditions make it dangerous for buses to travel. School may be closed for the day. If this were to happen, notice will be given over the following stations:

TV: WLNS, WSYM, WLAJ, WILX

RADIO: 105.3, 100.7, 1450 AM, 106.9, FLR Radio

When the weather is bad, students should listen for information on one of these radio stations. Do not call the school or school personnel for such information.

If a tornado watch has been issued, school will not be dismissed. and principals shall be notified to periodically check weather conditions and listen for radio or TV bulletins.

In the event of a tornado warning, school will not be dismissed, and children will be requested to stay at school. They will take cover, as per tornado drills. Parents / guardians may pick up their children from school. Unless the administration is reasonably certain that children can be transported home safely, there will be no attempt to do so until the warning is lifted. In the event of other severe weather warnings or conditions, the Superintendent's office shall make a decision regarding the dismissal or retention of students.

Due to possible confusion and congestion, parents / guardians are asked not to pick up their students or to call the school office during this time.

#### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) affords parent / guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- (1) The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. parent / guardians or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent / guardian or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of a student's education records that the parent / guardian or eligible student believes are inaccurate or misleading. The parent / guardian or eligible student may ask Michigan Center Public Schools to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent / guardian or eligible student, the district will notify the parent / guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent / guardian or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent / guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington D.C. 20202-4605.

**Student Receipt of Handbook Indicates Acknowledgement and Agreement of Rules and Policies. Any refusal to comply with rules and policies as stated in this handbook must be done in writing by the second Monday in September. Please address this written notice to the high school principal for review. A parent / guardian and student meeting will then be scheduled.**

### **DIRECTORY INFORMATION**

Michigan Center Jr./Sr. High School designates the following as public or "Directory Information". The students' name, addresses, participation in officially recognized activities and sports, weight and height of athletic team members and other similar information. parent / guardians or students (18 yrs.) may restrict the release of "Directory Information", except to school officials with legitimate educational interests. To do so, a parent / guardian or student (18 yrs.) must make the request in writing to the school principal at the start of **each** school year.

### **LOCAL SERVICE AGENCIES**

#### **Crisis Counseling for Teens and parent / guardians Runaway Services**

#### **COUNSELING/CRISIS ASSISTANCE**

Child & Parent Center 788-4445  
Catholic Charities 782-2551  
Family Services and Children's Aid 787-7920  
Jackson County First Call for Help 211

#### **MENTAL HEALTH**

Lifeways 789-1200  
Solutions to Well Being 787-9474

#### **ABUSE/ASSAULT/RAPE**

A.W.A.R.E. Inc. 783-2861  
Protective Services 780-7600

#### **ALCOHOL & DRUG ABUSE**

Alcoholics Anonymous 789-8577  
Washington Way (Ala-Teen) 782-4001

#### **HEALTH CARE**

Jackson County Health Department 788-4420  
Planned Parenthood 784-1700  
National AIDS Hotline (800) 342-AIDS HIV/STD  
Teen of Michigan (800) 750-TEEN

#### **211**

Your first call for FREE HELP on anything!