



**WHITMORE LAKE
MIDDLE AND HIGH
SCHOOL**

**2017 - 2018
STUDENT HANDBOOK**

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Table of Contents

District Mission Statement	3	Staff Authority	9
Equal Educational Opportunity	3	Appeals	9
School Mascot	3	Definitions	9
School Colors	3	Teacher Disciplinary Action	9
Whitmore Lake Fight Song	3	Expulsion	9
Daily Time Schedule	3	Out-of-School Suspension	9
Half-Day Schedule	3	School Ground/Environment	10
		Detentions	10
		In-School Suspensions	10
Academics	3		
Michigan Merit Curriculum	3	Student Discipline	10
WLHS Graduation Requirements	3	Discipline of Students with Disabilities	10
Student Grade Classification	3	Emergency Seclusion and Restraint	11
Testing Out	3	Student Code of Conduct	11
Honor Roll	3	Glossary – Definition of Terms	12
Accelerated Course Policy	3	Disciplinary Offenses and Penalties	27
Credit Redemption Policy	4	Academic Misconduct	16
Dual Enrollment Policy	4	Search and Seizure	17
Early Graduation Policy	4	Dress Code	17
Michigan Virtual High School Policy	4	Cell Phone Use During School Hours	17
Retaking A Passed Class Policy	4	Beverages	18
Grading & Assessment	4	Police Questioning and Apprehension	18
Report Cards	4	Sexual Harassment and Intimidation	18
Mid-Term Progress Reports	4		
Pass/Fail	4	Transportation	19
Personal Curriculum	5	School Buses – Procedures & Policies	19
Senior Scholar	24	Bus Passenger Behavior Code	19
Student Community Service Program	24	Driving to School	19
Student Records	5	General Information	20
Directory Information	5	Student Enrollment	20
		Withdrawal	20
Computers and Technology	5	Immunizations	20
		Emergency Medical Information	20
Attendance	5	Change of Address/Phone	21
Attendance Philosophy	5	Medications - Prescription and Non-Prescription	21
Procedure When Absent	6	Control of Casual-Contact Communicable Diseases	21
Excused Absences	6	Control of Non-Casual Communicable Diseases	21
Unexcused Absences	6	Student Fees, Fines, and Charges	21
Make-Up Work	6	Locker Damage	22
Disabled Students	6	Gym Lockers	22
Absences for Extracurricular Activities	7	Cafeteria	22
Family Trips	7	School Closing and Delays	22
College & Trade School Visits	7	Fire Drills & Emergency Evacuation	22
Seven Absence Rule	7	Hall Passes	22
Attendance Redemption	7	Lockers	22
Voluntary Withdrawal	7	Elevators	23
Attendance Appeal Procedure	7	Lost and Found	23
Waivers	7	Library Information Center	23
Tardy Policy	7	Pesticide Application	23
		Pets	23
Closed Campus	7	Senior Trips	24
Leaving School During the Day	7	School Supplies	24
		School Social Worker	24
Age of Majority	8	Special Needs	24
		Student Accidents	24
Homebound and Hospitalized Service	8	Student Valuables or Possessions	24
		Visitors	24
Extracurricular Activities	8	Work Permits	24
Student Council	8	Board of Education	24
Dance Regulations	8	Senior Scholar Policy	24
Fundraising	8	Bullying Policy	25
National Honor Society	8		
National Junior Honor Society	8		
Athletics	9		
Academic Eligibility	9		

DISTRICT MISSION STATEMENT

Partnering with students, parents, and the community to provide exceptional, personalized education.

EQUAL EDUCATIONAL OPPORTUNITY

The Board of Education declares it to be the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, disability, religion, gender, ancestry, age, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District.

SCHOOL MASCOT: TROJAN

SCHOOL COLORS: RED AND WHITE

WHITMORE LAKE FIGHT SONG

It's the school with the spirit,
It's the school with the pep.
It's the school with the loyalty,
It's the school with the rep.
It's the school with the (name of sport) team,
Hey, watch them go!
Yea! Whitmore High School,
Hit 'em high,
Hit 'em low.
When we're in there to play the game,
We're in there to win.
We'll fight to the finish,
And we'll never give in.
We're backing those mighty Trojans,
Champions to be,
V-I-C-T-O-R-Y spells VICTORY!
FIGHT!

DAILY TIME SCHEDULE

First Hour	7:50 – 8:48
Second Hour	8:53 – 9:51
Third Hour	9:56 – 10:54
Fourth Hour	11:31 – 12:29/10:59-11:29 (A)
Fourth Hour	10:59 – 11:29/11:30 –12:00/ 12:01-12:29 (B)
	10:59 – 11:57/11:59 – 12:29 (C)
Fifth Hour	12:34 – 1:32
Sixth Hour	1:37 – 2:35

HALF-DAY SCHEDULE

First Hour	7:50 – 8:18
Second Hour	8:23 – 8:51
Third Hour	8:56 – 9:24
Fourth Hour	9:29 – 9:57
Fifth Hour	10:02 – 10:31
Sixth Hour	10:36 – 11:05

ACADEMICS

MICHIGAN MERIT CURRICULUM (MMC)

The Michigan Merit Curriculum redefined expectations for high schools. Essentially, every student will have access to what was once referred to as a “college prep” track. The MMC requires a specific number of credit hours in core curricular areas – English, Math, Social Studies, and Science.

In addition to core classes, the MMC made minimum requirements in physical education, arts, and technology. Whitmore Lake High School complies with the MMC and, in some cases, exceeds these expectations.

WLHS GRADUATION REQUIREMENTS

Class of 2016 and thereafter

English	4
Mathematics	4
Science	3
Social Studies	3
Business/Technology	1
Physical Education	1
Visual, Performing, or Applied Arts	1
Health	.5
Foreign Language	2
Electives	2.5
Total Credits	<u>22</u>

STUDENT GRADE CLASSIFICATION

The decision to promote a student to the next grade level is based on the successful completion of the curriculum, attendance, performance on standardized tests and other testing. Students are considered “on track” to graduate if the following credits are earned:

Class of 2016 and thereafter

22.0 credits required to graduate

Seniors	16.5 credits and up
Juniors	11.0 -16.0 credits
Sophomores	5.5-10.5 credits
Freshmen	0-5.0 credits

TESTING OUT

Under Michigan law, students have the option of “testing out” of courses where they can exhibit mastery of the subject matter by attaining a grade of not less than “C+” on the final exam in that course, or if there is no final exam, by exhibiting that mastery through the basic assessments used in that course which may consist of a portfolio, performance, paper, project, or presentation. Credit earned by this procedure will be based on a “pass” grade and will not be included in a computation of grade point average for any purpose. Students who wish to test out of the first term must apply by May 15 of the prior school year. Second term requests must be filed by November 1 of the first term in the Counseling Office. Students receive only one opportunity to test out of any class. Credit for graduation will not be earned by testing out. Successful testing out for students will satisfy sequence requirements only. If any questions exist regarding this, please contact the Counseling Office.

HONOR ROLL

An honor roll will be posted at the conclusion of each grading period. In order to be eligible for honor roll status, a student must have a 3.3 GPA.

ACCELERATED COURSE POLICY

In the event that only one section of honors/AP courses can be offered, the following guidelines will

be used to determine what students will be admitted into the course.

- Students will earn a score based on the following pieces of data: the Evidence Based Reading and Writing section of the PSAT 8/9, PSAT 10, or SAT test, their cumulative GPA, and a recommendation from the student's current teacher in the subject area.
- Entrance into the class will be limited to those students who score at or above the established cut score. Class size will not exceed thirty students. If the class is not full, students whose score does not gain them entrance into the course may request an appeal. Prior to their appeal, students will be asked to submit a written explanation of why they deserve entry into the course, a writing sample in the subject area, and two letters of recommendation from teachers in core subject areas. Following the submission of materials, a formal appeal will be scheduled, after which the committee will make a decision regarding the student's entrance into the course. The student will be notified in writing of the committee's decision.

CREDIT REDEMPTION POLICY

In the event that a student fails a class, he/she has the following options:

1. The student may retake the class during a regular school year. However, students in the courses' specified grade level will get priority in scheduling. For example, if a sophomore-level class is failed, the upcoming sophomores will get first priority when electing that class.
2. The student may retake the class in an approved summer school program. The cost of the program is the student's responsibility. Core classes in English, science, social studies, or math may only be taken at an on-site program or through Michigan Virtual High School.

DUAL ENROLLMENT POLICY

Michigan law requires school districts, in certain circumstances, to allow their students to attend courses at colleges and universities (including community colleges) and to pay all or a portion of the costs. This is called "dual enrollment," and it is designed for high school students whose personal and intellectual maturity suggests that they are ready for college-level work. See the counselor for specific information.

EARLY GRADUATION POLICY

Students who will have successfully completed graduation requirements after seven (7) semesters may petition to graduate. Applications must be submitted to the principal prior to January 30 of the seventh semester. Early graduates must take full responsibility to make arrangement with the high school office for anything pertaining to graduation ceremonies (i.e. announcements, cap/gown, graduation practice). The student and a parent will schedule a conference with the principal and school

counselor before January 30. At the conference the student should be prepared to justify his/her request.

MICHIGAN VIRTUAL HIGH SCHOOL POLICY

Success in a Michigan Virtual High School course takes a special type of student who is a responsible, self-directed, independent learner. In order to help ensure success, the counseling staff has established the following guidelines.

- Students cannot take MVHS to earn credit for a required class that was failed except during the summer.
- Students can only take MVHS for courses not offered at WLHS unless there is a schedule conflict.
- Students must have a contract signed by a parent/guardian. The contract can be obtained from the mentor teacher or from the Counseling Office.

Students must reimburse the school the cost of a failed course if missing assignments and/or poor attendance are the contributing factors to the failure. The cost of a course ranges from \$275-\$375.

RETAKE A PASSED CLASS POLICY

A student has the option of retaking a class for better understanding of the subject and/or for a better grade. If the original grade was below a B-, the improved grade will then be on the student's transcript and be part of the cumulative GPA, and the former grade will be changed to a P. If the new grade is lower than the original grade, the original grade will be used and the lower grade changed to a P. The P will not be part of the cumulative GPA but will remain on a student's transcript in order to show extra effort in mastering a subject area. If the original grade in the class was a B- or higher, both the original grade and the grade earned in retaking the class will appear on the student's transcript and be factored into the cumulative GPA. However, students should note that if the class being retaken is a core requirement, they will not earn credit in that subject area twice; rather, one of the credits will count as an elective credit.

GRADING & ASSESSMENT

Individual teachers will provide specific information on grading and assessment.

REPORT CARDS

Report cards are issued at the end of each term. It is the shared responsibility of the student, the parent, and the teacher to keep apprised of the student's progress.

MID-TERM PROGRESS REPORTS

A student progress report will be prepared at the approximate half way point of each term.

PASS/FAIL

During a high school career, a student may not take more than two classes on a pass/fail basis. A class taken for a pass/fail grade must be an advanced/honors class. Taking a class on this basis will require the agreement of the parent, teacher, counselor, student, and principal.

PERSONAL CURRICULUM

Generally, to earn a high school diploma, a student must satisfy the requirements of Michigan's Merit Curriculum. The District may modify those requirements, however, by developing a personal curriculum for a student. All students are entitled to a personal curriculum. A parent or a guardian of a student who has completed 9th grade (or the student is at least 18 years old or emancipated), or a student's teacher or counselor, may request a personal curriculum by contacting the Counseling department. For full details, please visit the Michigan Department of Education's Personal Curriculum page at: http://www.michigan.gov/mde/0,4615,7-140-6530_30334_49879---,00.html

STUDENT RECORDS

Student records shall be available only to students and their parents, adult students, and designated school officials and personnel, who have a legitimate educational interest in the information. In a situation in which a student has both a custodial and a non-custodial parent, both shall have access to the student's educational records unless stipulated otherwise by court order. In the case of adult students (18 years old and older), parents will be allowed access to the records without the student's consent, providing the student is considered a dependent under Section 152 of the Internal Revenue Code and has not graduated from the District. The District may disclose "directory information" on former students without student or parental consent.

DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that WLHS, with certain exceptions, obtain parental written consent prior to the disclosure of personally identifiable information from a child's education records. However, WLHS may disclose appropriately designated "directory information" without written consent, unless a parent has advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow WLHS to include this type of information from a child's education records in certain school publications. Examples include

- A playbill, showing a student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for football, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish

yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings—unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If a parent does not want WLHS to disclose directory information from his/her child's education records without his/her prior written consent, he/she must notify the District in writing. WLHS has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended.

COMPUTERS & TECHNOLOGY

Computers and technology are an integral part of our curriculum. Students must have a Computer Use and Internet Agreement form signed by their parents and themselves before they will be permitted to go online.

ATTENDANCE

The administration and staff of Whitmore Lake High School feel that regular attendance by all students is essential and therefore an important school requirement. Furthermore, the State of Michigan also recognizes the value of regular attendance.

In accordance with Compulsory School Attendance Law (380.1561), "Every parent, guardian, or other person in this state having control and charge of a child from ages 6 to 18, shall send that child to public school during the entire school year". The child's attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled. If extenuating circumstances result in a student absence, the school administrator will consult with parents before determining if such circumstances define proper cause. Certain exemptions to this law may be found by reading the entire Compulsory School Attendance Law.

ATTENDANCE PHILOSOPHY

A primary goal of Whitmore Lake High School is to teach and support behaviors that will be beneficial to the individual student for the duration of his/her

lifetime. Regular attendance is important for the following reasons:

1. Regular attendance and general success in school achievement are closely related. It is the policy of the District that regular attendance is one measure used in determining credit earned.

2. Each student has a responsibility to contribute to the group learning dynamics, which are important to the total school learning environment.

3. Each teacher has a responsibility to provide equal opportunity to all students, a responsibility which can only be served if the student is in regular attendance.

4. Each student needs to recognize his/her responsibility to parents, teachers, and to themselves by taking full advantage of the opportunities offered by the school.

5. The District has a responsibility to be accountable for all of its pupils, which in the high school means regular attendance to each of the classes in which a student is enrolled.

PROCEDURE WHEN ABSENT

When a student is absent, the school requires a satisfactory explanation by phone or a written note from the parent or guardian for each absence. Please call the WLHS attendance phone line at 734.449.4461 and press 2.

Parents/guardians are to contact WLHS by phone (24-hour message machine) or write a note whenever their child is absent, giving the appropriate length of absence. All excuses must be signed by a parent/guardian, medical doctor, dentist, court official, documentation of funeral, etc. Any call-ins that appear to be questionable will be verified. Any student who falsifies a call-in will be disciplined; the infraction will be treated as a Group III Offense.

Excused absences include

- Absences for religious observances;
- Absences for personal or family illnesses;
- Absences covered under the Michigan School Code of 1976;
- Absences for pre-arranged vacations;
- *Absences for medical and dental care;
- *Absences for the death of an immediate family member;
- *Absences for participation in legal or court proceedings;
- *Pre-approved college visits.

NOTE: * Items will not be counted towards the loss of credit/seven-absence rule if appropriate documentation (such as a doctor note, court/college documentation) is turned into the high school office when the student returns to school.

Unexcused absences include but are not limited to

- Absences that are not parent/guardian approved;

- Absences resulting from leaving class or school without granted permission from school authorities;
- Absences not reported by a parent/guardian within 48 hours of the student's return to school;
- Absences resulting from an unexcused tardy/late as described in the tardy procedures.

NOTE: The student may not receive credit for assignments missed.

If the parents will be out of town for a given period of time, it is important that the high school attendance office be advised of the person(s) responsible for the student during the parent's absence. If the parent cannot call the school, the student must bring a note to the office on the first day of return to classes.

Students who are emancipated minors and do not reside with their parents are required to make arrangements with the principal for reporting absences. (See Age of Majority.)

MAKE-UP WORK

Regular attendance is essential to earn credit for courses taken. A student with an excused absence will be allowed 1 day for every day of absence to complete work missed. If there are extenuating circumstances, such as serious illness, operations, or an injury causing a student to miss a long period of time, the teacher, with the approval of the principal, may extend the period of time for make-up work. If a student is able to do homework at home during the period of illness, make-up work may be obtained by calling the high school office.

At the teacher's discretion, make-up work can be a written assignment done after school or at home, time spent after school, or other assignments to be determined by the teacher. If a student fails to make up the work for an absence within the allowable amount of time, the teacher will record the assignment as a zero (0).

If a student is absent on the "due date" of a long-term assignment, such as a research paper or a special report, that assignment must be submitted on the due date. Assignments may be turned in to the office by family or friends. Detentions and/or in-school suspensions missed due to an absence will be served on the first day the student returns to school.

DISABLED STUDENTS

A disabled student or student suspected of having a disability may be denied credit pursuant to this policy only after an individualized educational planning team (or Section 504 planning team, as appropriate) determines that:

- a) The current determination of eligibility is correct;
- b) The absences or cause of the absences are not a manifestation of the student's disabling condition;
- c) The student's individualized educational programs (or Section 504, as appropriate) currently reflect the special education programs and services needed to meet the unique educational needs of the student.

ABSENCES FOR EXTRACURRICULAR ACTIVITIES

Students who are excused for extracurricular activities during class time have the responsibility of contacting their teachers in advance and making up their class work before the absence or as the teacher directs. Sponsors of activities should remind their students of this requirement. The times missed are a school activity. However, if a student is earning low grades or has excessive absences, the classroom teacher may deny the student the right to attend meetings, field trips, & other school-related activities.

FAMILY TRIPS

Family trips in excess of four days must be filed in the high school office. Students must get teacher & principal approval one week in advance of taking the trip. Family trips count under the seven-absence rule.

COLLEGE & TRADE SCHOOL VISITS

The student shall arrange for an appointment for a visitation date to a campus through the admissions office of the college/university or trade school. (A counselor will assist the student in making this appointment, if necessary.)

On the day before the visitation, the student should bring written parental permission for the visit and present that permission slip to the high school office. (No phone calls can be accepted for a visitation.) The student must make up missed work.

LOSS OF CREDIT / SEVEN ABSENCE RULE

In keeping with our attendance philosophy which recognizes the correlation between attendance and academic achievement, the following attendance policy will be in effect:

Any student who is absent seven or more times during a semester is considered in violation of our attendance policy. To receive credit in those courses in which seven absences have been reached, the student must achieve at least a 77% on his/her final exam in that class. The final exam grade will then be averaged with the semester grade, and if the student has earned a passing grade, he/she will receive the grade earned in that class. If the student does not earn at least a 77% on the final exam, credit will not be granted for the class. (See Attendance Appeal Procedure)

Any student who does not contribute to the classroom instruction will not qualify for the seven absence rule.

Absences not counted in the seven-absence policy include

- Approved school activities;
- Medical or dental appointments documented with a doctor's note
- Absences due to a death in the immediate family;
- Documented court dates;
- Suspensions.

ATTENDANCE REDEMPTION

After a student reaches seven (7) absences, days may be redeemed by attending school consecutively for **ten (10) days**. One (1) day is redeemed for every ten (10) days. Students must be in attendance all day to qualify and cannot be tardy to any class.

VOLUNTARY WITHDRAWAL

Students who miss ten or more consecutive days from school without a parental contact to the high school office will be considered voluntary withdrawals.

ATTENDANCE APPEAL PROCEDURE

At the start of the 2007-2008 school year, the attendance policy was amended. Please see Loss of Credit/Seven Absence Rule.

A student's second chance at receiving credit lost because of excessive absences is now being provided through the successful completion (minimum of 77%) on a final examination in the subject. Direct appeal of any policy should be made to the principal.

WAIVERS

The necessity to earn a 77% on a final exam in order to earn credit in a class may be waived by the administrator and two members of the Appeals Committee. Waivers may be granted for extenuating circumstances, such as long term hospitalization. Documentation, such as hospital verification, will be required.

TARDY POLICY

Teachers expect students to be in their seats, ready to begin lessons when the bell rings or at the appropriate start time. If a student is more than ten minutes late to a class, he/she will be marked absent. Teachers will assign detentions for tardiness after the first warning. After the fourth tardy in a class, each subsequent tardy will be marked as an unexcused absence.

CLOSED CAMPUS

Whitmore Lake High School has a closed campus. This means that a student is not permitted to leave the high school grounds or assigned areas during the school day without permission. Any student leaving for any reason must go to the office for permission to leave. Violation of this policy may result in suspension.

The school is a closed campus during lunch. Students are to be in the cafeteria. Outside orders delivered from other food establishments are not allowed unless ordered through a school-sponsored event.

LEAVING SCHOOL DURING THE DAY

If for any reason a student must leave during the regular school day, that student must first report to the high school office and present a note or call his/her parent/guardian to request that he/she be released from school. Following this procedure the student will need to sign out on the daily office sign

in/out sheet. If a student becomes ill during the school day and wishes to go home, the attendance/administrative secretary will contact a parent to gain permission for such a request. Failure to report to the high school office before leaving the building will not be tolerated. Administration will take immediate action to correct such behavior. A student who has an appointment such as with a doctor or dentist during the school day is required to bring a written notice to the high school office from that appointment upon their return to school.

AGE OF MAJORITY

A student may file for Age of Majority status after reaching the age of eighteen (18). By doing so, the student is taking on all responsibilities and rights formerly held by his/her parent. A student must declare this action in writing through the school office. A copy of the completed Age of Majority form will be mailed to the parent.

Age of Majority students must abide by the same rules and regulations that pertain to all students including, but not limited to, the attendance policy and closed campus.

HOMEBOUND AND HOSPITALIZED SERVICE

Please contact your child's counselor if an extended leave from school is required.

EXTRACURRICULAR ACTIVITIES

Students who wish to participate in athletic clubs or extracurricular activities, including but not limited to Student Council, National Honor Society, Equestrian Club, Powerlifting, Quiz Bowl, Drama Club, Key Club, Book Club, Chess Club, and S.A.D.D., will have the eligibility standards similar to the athletic department.

STUDENT COUNCIL

Student Council will consist of 20 members. The President, Vice President, Secretary, and Treasurer will be elected from the student body at large. An officer must have been a member of Student Council for one year prior to running for office. Four representatives will be elected from each grade level. Student Council is responsible for arranging activities that may include student exchanges with other schools, assemblies, fundraisers, dances, service activities, and half-time activities. Student Council also directs Spirit Week during Homecoming and Snowcoming.

DANCE REGULATIONS

The sponsoring organization will obtain the proper forms from the high school office and have them completed and returned 10 days in advance of the event. All dances must be approved by the principal.

Only Whitmore Lake High School students shall be admitted to dances unless a guest pass has been issued. If a student wishes to bring a guest, he/she must secure a guest pass from the office 24 hours prior to the dance.

School rules and regulations apply to ALL persons attending the dance. Students are responsible for their visitor's actions. Once a student leaves a dance, that person may not return.

No one 21 years or older will be permitted at dances without permission from the principal.

Students will be required to sign a dance contract prior to admission. Dress for dances should be appropriate. All debts must be paid before students participate.

FUNDRAISING

Students involved in fundraising for clubs or organizations have a responsibility to turn in all funds they have raised to the appropriate sponsor or advisor. Failure to turn in money will result in a fine listed for that amount. All fundraising activities must be approved by the principal.

NATIONAL HONOR SOCIETY

National Honor Society is a service organization designed to reward an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character.

All students in grades 10-11 who have attained at least a 3.5 cumulative grade point average and have attended Whitmore Lake High School for at least one semester are eligible for nomination to the Honor Society. Members are elected to the Honor Society by the Faculty Council, which consists of at least four faculty members and the high school principal.

Selection is made on the basis of scholarship, leadership, character, and service. Once elected, members must maintain at least a 3.5 cumulative grade point average and continue to uphold the ideals and requirements of the Society in order to continue their membership through graduation.

NATIONAL JUNIOR HONOR SOCIETY

National Junior Honor Society is a service organization designed to reward an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, to encourage the development of character, and to cultivate active citizenship.

All students in grade 8-9 who have attained at least a 3.3 cumulative grade point average and have attended Whitmore Lake Secondary School for at least one semester are eligible for nomination to the Honor Society. Members are elected to the Honor Society by the Faculty Council, which consists of at least four faculty members and the secondary school principal.

Selection is based on scholarship, leadership, character, service, and citizenship. Once elected, members must maintain at least a 3.3 cumulative grade point average and continue to uphold the ideals and requirements of the Society in order to continue their membership.

ATHLETICS

All athletes must turn in a current physical before they begin practice. All athletes will be given an athletic handbook at the beginning of each season. All debts must be paid before students participate. Beginning in the fall of 2007, WLHS instituted Pay to Participate. Please visit the website (www.wlps.net) for specific details.

ACADEMIC ELIGIBILITY – MHSAA/WLHS

MHSAA - Students must pass four (4) classes (full credit classes) with a D- minimum in the semester prior to the semester of participation. A student must also be passing four (4) classes during each semester.

WLHS - In order to participate in a sport sponsored by the athletic department of Whitmore Lake High School, a student must be passing 4 or more classes during the weekly survey conducted by a department representative. A student will be deemed ineligible if grades do not meet the standard and the student will remain ineligible until grades are in compliance with eligibility standards.

Each Friday, eligibility surveys will be conducted by representatives of the athletic department. A student deemed ineligible as a result of the survey will remain ineligible for the entire week until the next survey is conducted. A student deemed ineligible will not be allowed to leave early and travel with his/her team until the eligibility standard is met.

A student deemed ineligible will be on probation until an eligibility standard is met. A student who remains on probation for more than three consecutive weeks can be removed from a team.

STAFF AUTHORITY

The Board of Education acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment.

The Board believes that the best discipline is self-imposed and students should learn to assume responsibility for their own behavior and the consequences of their actions. Choices made by students are very important.

The Board shall require each student of this District to adhere to the Code of Conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

1. Conform to reasonable standards of socially-acceptable behavior;
2. Respect the person and property of others;
3. Preserve the degree of order necessary to the educational program in which they are engaged;
4. Respect the rights of others;
5. Obey constituted authority and respond to those who hold that authority.

School employees shall have the authority to assign discipline to students, subject to District guidelines and the student's due process right to notice, hearing, and appeal. Administration shall have the authority to increase punishment from one level to a higher level depending on the severity of the infraction.

A good faith effort shall be made to contact the parent at a time before the suspension becomes effective. A written communication will be given to the student to take home or a copy will be mailed home. In the event the parent wishes an informal hearing with the principal prior to the suspension being implemented, the parent must request it before the suspension begins. If the parent does not meet with the principal before the start of the suspension, the student will remain out of school pending the outcome of an appeal.

APPEALS

If there is a disagreement with the action of the principal, the student's parents may request a review of the action with the superintendent. Such a review by the superintendent shall be completed within a reasonable amount of time and the outcome reported to the principal.

Teachers and other employees of the District shall have the authority to take such means as may be necessary to control the disorderly conduct of students. This applies to all situations and in all places where such students are within the school environment or when such conduct interferes with the educational program of the school or threatens the health and safety of others.

DEFINITIONS

Teacher Disciplinary Action: Teachers have authority to utilize a range of behavior management techniques (not including corporal punishment) within the classroom to address incidents of minor misbehavior so long as such techniques do not violate Board policies, administrative directives, or state and federal laws and regulations.

Pursuant to state law (MCL 380.1309) teachers may exclude from class or school activity for one full day a student who in the teacher's opinion is causing a disruption or violating school rules. The teacher may send the student to the principal for supervision and appropriate action. The teacher will ask the student's parent to attend a conference which may also include other school personnel. A school administrator will attend if either the teacher or parent requests. During this suspension the student will not be returned that day to the class or activity without the teacher's approval.

Expulsion: Expulsion shall be the permanent exclusion of a student from the public schools for disciplinary reasons for a period of more than 60 days.

Out-of-School Suspension (OSS): Out-of-School Suspension is the removal of a student from school

for a specific amount of time for a period of less than 60 days. Students may be suspended a maximum of ten days by the high school principal.

*Students with an out-of-school suspension or expulsion from Whitmore Lake Schools are not permitted on school property for any reason during the suspension/expulsion period.

School Ground/Environment:

School grounds/environment are broad. They include but are not limited to all property within sight of the school building, buses, bus stops, and any area where school interests are being represented including off-campus conduct involving social media.

Detentions:

A student in violation of school rules or policy will be required to serve a detention. A student who is assigned a detention is expected to begin serving promptly at the predetermined time. Detentions will be assigned in 30-minute increments. The maximum number of detentions which can be served is six in a day. Accumulating six or more detentions may result in a suspension. Students will be given at least one day's notice of the detention. Students who miss a detention will serve double session on the next available date. Chronically missing detention will result in a suspension on the next day of classes, following an informal hearing with school administration. Changing a detention date can only occur with prior request from the student and his/her parent/guardian as well as administration approval.

Faculty and staff members are permitted to retain students after normal school hours as a disciplinary measure as well as to help students with their studies. The student may request and be given one day's advance notice so they can arrange appropriate transportation and notify their parents.

Jobs, sport activities, and lack of transportation are not excuses to miss detention. Students who work must make appropriate arrangements with their employer.

In-School Suspension (ISS)

Any in-school suspension beyond the third day shall be counted as an absence.

Rules the students will follow if given an in-school suspension:

1. Each student will bring homework and/or approved reading material.
2. The student will not talk or cause other disturbances.
3. The student will not sleep or waste time.
4. Each student will sit in an assigned seat.
5. Any student who is disrespectful to the supervisor will be sent home and further disciplinary action will be taken.
6. Progressive in school suspensions will be implemented with an out-of-school suspension. Suspensions will not be excused or rescheduled unless in an emergency situation such as hospitalization or death in the family.

STUDENT DISCIPLINE

Discipline of Students with Disabilities

The rules in this section apply to all students including those students enrolled in special education, those having Section 504 plans, and those suspected of a disability. However, due to the unique need of these students, appropriate disciplinary action will vary in accordance with local, state, and federal laws.

"Students With A Disability" (IDEA) Defined – "Students with a Disability" means an individual enrolled in school who is under 26 years of age and who is determined by an Individualized Educational Planning Team (IEPT) or hearing officer to have a characteristic or set of characteristics that necessitates special education or ancillary and other related services, or both. Determination of an impairment shall not be based solely on behaviors relating to environmental, cultural, or economic differences. These individuals are commonly referred to by local, state, federal and education agencies as students who are included in the Individuals with Disabilities Act or IDEA Students.³²

"Section 504 Student" Defined – "Section 504 student" means any student with a physical or mental impairment, which substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment. "Major life activities" means functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, or working. The student has a 504 Evaluation, Summary and Educational Plan (504EP) developed by a 504 committee.

Students Suspected of a Disability or the District has the Knowledge that a Student is suspected of Being Disabled – Students suspected of a disability are those whose parent (s) have requested a disability evaluation; whose parent (s) have expressed concern in writing to school personnel that their child is in need of special education and related services; whose behavior or performance demonstrates the need for special education services; or whose teacher, or other personnel, has expressed concern about the student's behavior or performance to the school principal.

Short-Term Suspension/Long-Term Suspension or Expulsion of Students Suspected of Being IDEA or 504 Eligible – When considering the short-term/long-term suspension or expulsion of a general education student, if there is reasonable cause to believe that the student is eligible under IDEA or Section 504 or is suspected of being disabled, the student must "Stay Put" in the current educational placement and be immediately referred for evaluation. If the evaluation determines that the student has a disability, then all disciplinary action must cease and the student must be referred for appropriate action. If there is not a disability, the student should be referred for appropriate disciplinary action.

IDEA or Section 504 Students – Short-Term/Long-Term Suspension or Expulsion of IDEA or 504 Eligible Students – Whenever an administrator is considering disciplinary action involving removal of a

special education or 504 eligible student, the student's records shall be reviewed to determine the total number of days during the current year that the student has missed due to disciplinary action. Once the number of days that a student has been out of school due to disciplinary action has been determined, the following procedures must be followed:

Under federal laws, an IDEA/504 student facing disciplinary removal from school, who has already been removed from school for a total of ten school days during the current school year due to disciplinary action, must "Stay Put" in the current placement pending an IEPT/504 EP hearing unless the parents agree to waive the student's right to "Stay Put" in the current placement or agree to an alternative placement. Similarly, whenever the parents appeal the determinations of an Individualized Educational Planning Team (IEPT)/504 EP reviewing the behavior of an IDEA/504 eligible student being considered for disciplinary action, the student has the right to "Stay Put" in the current placement unless the parents agree to waive the student's right to remain in the current placement or agrees to an alternative placement.

In cases where the appropriate administrator believes that to permit the student to "Stay Put" in a current or alternative placement pending a hearing, an IEPT/504 review, or an appeal is likely to create an imminent danger of injury to the student or others, there are four options to effect the student's removal:

1. Obtain a court order;
2. Obtain a final IEP/Section 504 determination that the behavior was not a manifestation of the disability and proceed with normal discipline;
3. Conduct an expedited hearing with a hearing officer appointed by the Michigan Department of Education and obtain a decision, based on substantial evidence that maintaining the current placement is substantially likely to result in injury to the student or others, to place the student in an alternative educational setting for not more than 45 days;
4. By agreement with the parents.

A disabled student may be subject to short-term/long-term suspension or expulsion due to disciplinary actions exceeding a total of ten (10) school days

within a school year only after an IEPT/504 EP determines that the behavior is not a manifestation of the student's disability, the eligibility placement is appropriate, and the student is receiving the services designated by the IEPT/504 EP. If the IEPT/504 EP determines that the behavior is a manifestation of the disability, or the student's eligibility has not been appropriately determined, or the IEPT/504 EP does not currently reflect the special education/504 plan's programs and services to meet the student's unique educational needs, then the District may not consider disciplining the student.

Note the Following Specific Guidelines Regarding Students with Disabilities: Evaluation for suspected, "has knowledge", IDEA or Section 504 eligible students takes precedence over other evaluations.

If the matter involved the use/possession of drugs or alcohol by a Section 504 student, then the discipline may proceed without convening a 504 educational planning meeting.

Pursuant to IDEA's regulations, suspensions beyond the accumulation of ten days, must either be held in abeyance pending the results of the evaluation or be administered in a manner that continues to provide the student with a free and appropriate education during the suspension.

Federal law affords school districts the right to request an expedited due process hearing to have an interim alternative placement ordered for up to 45 calendar days when it is believed that maintaining the student's current placement is substantially likely to result in injury to himself or others. The mandate also affords school personnel the right to order, at their own discretion, an interim alternative placement for up to 45 calendar days when the situation involves a weapon or drugs. Both types of placements can be requested/ordered even if the problem behavior was determined to be a manifestation of the student's disability or in the case of evaluating a student where the school suspects or has knowledge of a disability.

EMERGENCY SECLUSION AND RESTRAINT

The school district strictly adheres to the law as described in MCL 380.1307-380.1307h. The Board adopts the State Board of Education policy approved by the State Board of Education on March 14, 2017 and directs all staff to comply with the policy. Physical seclusion and/or physical restraint shall only be used as a last resort emergency safety intervention as defined by law. The following actions are prohibited in all situations: Corporal punishment, deprivation of basic needs, child abuse, intentional application of noxious substance or stimulus resulting in physical pain or extreme discomfort, mechanical restraint, chemical restraint, any restraint that negatively impacts breathing, prone restraint, physical restraint other than emergency physical restraint, and seclusion other than emergency seclusion.

STUDENT CODE OF CONDUCT

In order to establish a proper learning environment, it is necessary to maintain classroom control and school discipline. Whitmore Lake High School staff and personnel constantly strive to make disciplinary decisions that will result in positive student growth. Students must realize that they are responsible to all building staff personnel, which includes secretaries, custodians, cafeteria personnel, and all other adult staff members. The following activities are clearly disruptive to the education process of our students and will result in disciplinary action. This discipline will be progressive and cumulative. Acts of inappropriate behavior not listed below could result in immediate discipline

including but not limited to, suspension, and/or expulsion. The following list of disruptive activities should not be considered all-inclusive. A student who violates the Code of Conduct during a school sponsored function or event, will be subject to the Student Code of Conduct regardless of whether the issue initiated at school is related to a school situation or is the result of disciplinary action being taken by school personnel. A student who violates the Code of Conduct while off campus may be subject to disciplinary consequences if the off-campus conduct has a substantial nexus to the school environment. Dean of Students will serve as Principal's designee for all discipline issues.

GLOSSARY: DEFINITION OF TERMS

TERMS

DEFINITION

- | | |
|---|--|
| 1. Aggressive Behavior | Any act of inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, but is not limited to, bullying, hazing, stalking, intimidating, menacing, coercion, name-calling, taunting, and making threats. |
| 2. Arson | The act of intentionally setting or attempting to set a fire in school, on school grounds or at school events. |
| 3. Appeal | Requesting a review of a case by the highest authority. Appeals must be in writing within 3 days of the date the disciplinary action stating the adjustments being requested and the reasons therefore. |
| 4. Assault (Physical) | Defined by statute MCL 380.1311 as intentionally causing or attempting to cause physical harm to another through physical force. |
| 5. Assault/Threat (Verbal) | Any statement or act, oral or written, which can reasonably be expected to induce in another person (s) an apprehension or danger of bodily injury or harm. |
| 6. Bomb Threat | Any verbal or written communication that indicates that any incendiary/explosive device will/may be located and/or detonated on school property or at a school sponsored event. |
| 7. Breach of Security | The building is designed with specific entrance and exit doors and is equipped with security cameras. Due to safety and liability concerns, students are not allowed to use unauthorized areas. This includes but is not limited to areas such as the auditorium, 3 rd floor stairways, pool deck, storage rooms, etc. |
| 8. Bullying | A behavior designed to torment another individual through verbal teasing or threats, or through physical threats. This type of behavior may include subjecting another person to insults, taunts, or challenges, which are intended to intimidate or provoke an adverse response. Bullying can also involve written or verbal threats or verbal or physical gestures that are intended to inflict injury, or a reasonable fear of injury or violence upon one or more persons within the school, on school grounds, in school vehicles, or at school activities or school sanctioned events. |
| 9. Cheating | Violation of accepted academic ethics. |
| 10. Confrontation | A verbal exchange of hostilities. |
| 11. Detention | See Page 10 for a full description. |
| 12. Disrespect | Having or showing lack of respect for others, to include but not limited to ethnic and gender intimidation or harassment. |
| 13. Disruptive Behavior | Being involved in behavior that disrupts the educational process of other students in the classroom or school grounds; disregarding the suggestions and corrective effort by a staff member. |
| 14. Distribution of Unauthorized, Pornographic, or Inappropriate Material | The act of distributing materials on school property without authorization of administration. |
| 15. Dress Code | Refer to dress code policy. Any items not included are at the discretion of building staff/administration. |

16. Driving to Vocational Program	Parent and school permission forms must be filled out and signed by both parent and administration for students to drive to any vocational program.
17. Drug (illegal) or Alcohol Use, Abuse, Possession or Impairment	Use of any illegal or unauthorized medicines, alcohol, drugs, and drug paraphernalia narcotics or "look-alike" substances, including but not limited to marijuana, heroin, cocaine, LSD, inhalants, barbiturates, amphetamines, and drugs manufactured for use by animals. This applies to use or possession on school property, at school or at a school-sponsored activities.
18. Due Process	Students involved in an incident requiring discipline will have an opportunity to discuss the event with personnel. In the event that disciplinary action is given to a student, a good faith effort to communicate that decision to the parents of the student will be made by WLHS, including but limited to a phone call, letter, or parent conference.
19. Electronic Communication Devices	Beepers and cell phones. School is not responsible for lost, stolen, or damaged items.
20. Electronic Devices	Use or possession of unauthorized electronic devices, including but not limited to: radios, headphones, CD players, iPods, MP3s, PDAs, DVD players and other private listening or recording devices. School is not responsible for lost, stolen, or damaged items.
21. Excessive	More than required or allowed.
22. Expulsion	Michigan Law (MCL380.1310a, 1311, 1311a) requires that students be expelled for particular offenses. Where this applies, school authorities have no discretion to reduce or modify that punishment. The following is required by state law: 1. Mandatory permanent expulsions for a) possession of a dangerous weapon (firearm, dagger, stiletto, knife with a blade more than 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles; b) physical assault on a school employee, volunteer, or contractor (grade 6 or above; c) arson; and d) criminal sexual act; 2. Mandatory expulsion up to 180 days for physical assault on another student (grade 6 and above).
23. Failure to Identify Oneself	Ignoring or falsifying identification when asked by a staff member or administration
24. Falsifying School Records	Lying or changing of one's grade; unacceptable academic ethics, or improper attendance verification.
25. Fighting	Engaging in hostile, bodily contact in or on school property, on school buses, or at any activity under school sponsorship (i.e., dance athletic event, etc.). The issue of self-defense, if involved, must be validated.
26. Food (Improper use of)	Inappropriate throwing of food, improper disposal of food/beverages in unauthorized area (including classroom, media center). Water will be allowed in classrooms (except in Media Center or theater) at the discretion of the teacher.
27. Food (fight)	Planned or spontaneous action of throwing food during lunch period or other school functions by an individual or group.
28. Forgery	The act of fraudulently using, in writing, the name of another person, or falsifying items, dates, grades, addresses, or other data on school forms or records.
29. Gang (engaging) Related Activity	Group of individuals working together disrupting the normal school day learning environment.
30. Gambling	Engaging in any game for money or valuables that is a non-school sponsored event or activity.
31 Harassment, Social Media on/off-campus	Any unwelcome verbal, written or physical conduct which is persistent, severe, or invasive, and which has the purpose or effect of creating an intimidating, hostile, or offensive learning environment.
32. Hazardous Conduct	Conduct that might be injurious to oneself or others or property, including spitting.
33. Hazardous Driving	Operating a motor vehicle in such a way as to be injurious to oneself, others or property, including squealing of tires.

34. Hazardous Material	The possession, use, or intended use of any chemicals, substances, or materials that could cause harm to individuals or facilities. Shall include but not be limited to bleach, lye, acid, ammonia, bodily fluids, superglue, spray paint, flammable liquids, fireworks, smoke bombs, etc.
35. Hazing	Any willful act committed individually or in concert with others for the purpose of humiliation, intimidation, physical abuse, threats of abuse, ostracism, shame, or disgrace, as a rite of passage to join a group. Permission, consent or assumption of risk by an individual subjected to hazing does not affect this prohibition.
36. Hearing	Formal fact-finding conference relating to a specific grievance.
37. Inappropriate Behavior or Use of Technology	The act of engaging in conduct that is contrary to commonly recognized standards or propriety, behavior and morality. Use of any recording device is strictly prohibited.
38. Insubordination	Failure to obey the reasonable and proper directions or instructions from any authorized adult school personnel; defiance of authority; intentionally contemptuous behavior or attitude; refusal to answer questions during an investigation or interview.
39. Investigation – Failure to Cooperate	Refusal to cooperate with pertinent information during an investigation by a staff member or administrator.
40. Late	A student is considered late if he/she verifies a pass before the 10-minute absent rule. Discipline may be assigned for this type of tardy.
41. Leaving Class Without Permission	Leaving class without the teacher's permission
42. Leaving School Grounds w/o Permission	Leaving school grounds without checking out through the office and/or without obtained permission from an authorized school official. This also includes driving/riding to RCTC/LATEC without permission.
43. Littering	Throwing paper or trash on the floor inside the building or school grounds and failure to clean one's work or eating area.
44. Loitering	Any group (2 or more) of students congregating in unsupervised areas such as stairways/landings, 3 rd floor tower, parking lots, etc. This also includes all senior pranks against any school or personal property and includes but is not limited to toilet papering (TP), soaping, egging, etc.
45. In-School Suspension (ISS)	Administrator's decision to remove a student from his/her daily academic schedule. This student attends a support program to work toward becoming a responsible thinker. Refer to ISS rules.
46. Misuse of Pass	Misuse of pass or being outside of class without a pass. Presence in unauthorized area without permission, such as auditorium, community education, facility (pool deck), stairway, landings, cafeteria, 3 rd floor tower, elevator, etc.
47. Obscenity/Profanity	Any behavior, written or oral, which in the judgment of the staff and administration, is considered to be obscene, disrespectful, vulgar, profane and/or violates community-held standards of good taste will be subject to disciplinary action.
48. Offense: Group I	Disruptive student behavior category. Consequences may result in the assignment of 1-2 detentions (to be determined by teacher/and or administrator. Repeated instances of Group I offenses may result in detention and/or referral to the administrator as Group II offenses.
49. Offense: Group II	Disruptive student behavior categories that are not-all inclusive and may be amended at any time. Offenses in Group II will result in the assignment of 3 detentions. However, if the degree of seriousness of the offense dictates, more severe disciplinary measures will be taken.
50. Offense: Group III	Disruptive student behavior categories are not all-inclusive and may be amended at any time. Offenses in Group III will result in a 1-3 day suspension for the first offense, a 3-5 day suspension for the second offense, a 5-7 day suspension for the third offense, and a 7-9 day suspension for the fourth offense with a recommendation to the superintendent for long-term suspension for the remainder of the school year.

51. Offense: Group IV	Disruptive student behavior categories that are not-all inclusive and may be amended at any time. Offenses in Group IV will result in immediate suspension. A parent conference will be made to the superintendent, with the possible consequences ranging from a suspension of 1-20 days up to expulsion. Student and parent cooperation in seeking professional help when appropriate will be considered. Referral to the appropriate law enforcement agency will always be made when such offenses also appear to violate the law. A second violation of Group IV during one's high school career will result in a recommendation of expulsion to the Board of Education.
52. Out-of-School Suspension	Administrator's decision to remove a student from school for a specific length of time up to and including 10 days due to inappropriate behavior (refer to page 9 on specifics)
53. Parking	Students are required to register their vehicle(s) and purchase a permit at the high school office. Students are not allowed to park in unauthorized areas, such as the staff parking lot, unless pre-approved.
54. Plagiarism	Improper use or failure to attribute another person's writing or ideas (intellectual property)
55. Prescription/Over the Counter Drugs	State law states that all prescription or non-prescription drugs must be registered and administered by the main office staff. Refer to pg. 20 for policy details.
56. Public Display of Affection	Students should not, under any circumstances, show affection to one another that creates a scene or draws undue attention to themselves. This behavior creates a poor image of the school and student body. School is not the place to engage in affectionate gestures other than holding hands, walking arm-in-arm, or an occasional hug. Any sitting on one another's lap, long embraces, or "making out" is unacceptable.
57. Sexual Assault	Refer to Michigan Law MCL 380.1311 Criminal Conduct definition
58. Sexual Harassment	Any unsolicited and unwelcome sexual overture, which may be verbal, physical, written, or visual. Any person who believes he/she has been subjected to sexual harassment should immediately report the incident to the building principal or designee. The building principal or designee will provide the individual a copy of the sexual harassment policy and procedures. The Whitmore Lake School District strives to maintain an instructional environment that is free from sexual harassment.
59. Skipping Detention (s)	The unexcused absence of an assigned teacher or administrator detention.
60. Smoking	State law restricts tobacco on school property. All district buildings are considered smoke free. Violators will be subjected to criminal misdemeanor penalty punishable by a fine. The legislation affects all persons-students, employees and visitors (MCL750.473). In addition, Public Act 314 (Youth Tobacco Act) makes it unlawful for persons under the age of 18 to possess, buy, or use any type of tobacco product (MCL 722.641). Smoking paraphernalia will be treated the same under the policy. Students 18 or older may not use tobacco or any tobacco products on school grounds or at any school sponsored event at any time.
61. Spitting	Refer to Hazardous Conduct
62. Sportsmanship	The practice of playing fair, taking defeat without complaint or victory without gloating and treating opponents with respect, generosity, courtesy, etc.
63. Tardy	A student is considered tardy when he/she is not in his/her assigned room at the beginning of the hour. If the student enters a class more than ten (10) minutes late during any period, he/she will be considered absent.
64. Theft or Possession of Stolen Property	The act of taking, possessing, or acquiring the property of others without their consent.
65. Third in a Fight	Joining in a physical confrontation already involving two or more combatants, resulting in an unfair or dangerous situation.

66. Trespassing	Although schools are public facilities, the law does allow the school to restrict access on school property. If a student is 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. This includes but is not limited to areas such as the 3 rd floor deck, the pool deck, and the theater.
67. Threats	Written or verbal intent of physical violence or use of weapons.
68. Truancy	Being absent from a class, classes, or assignment without permission.
69. Unauthorized Use of School Equipment	Use of school equipment without staff or administration approval.
70. Violation of Classroom Rules	Not following established teacher verbal/written classroom rules.
71. Vandalism	The willful or malicious destruction or defacing of school property or the property of others. This includes but is not limited to writing on desks, lockers, bathroom stall walls, bulletin boards.
72. Weapons	Possessing, using, or threatening to use any weapon (or look-a-like), or instrument capable of inflicting bodily injury. A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), dagger, dirk, stiletto, knives with a blade more than 3 inches in length, pocket knife opened by a mechanical device, iron bar, razors, clubs, electric weapons, brass knuckles, martial arts weapons, and explosives. It may include any toy that is presented as a real weapon or reacted to as a real weapon.

ACADEMIC MISCONDUCT

It is the school's intent to maintain and encourage high standards of personal conduct. These standards include honesty, discipline, and integrity. We believe that students are in school to do their own work.

We assume that any schoolwork that is turned in for credit by a student is a result of that student's effort. Generally, academic misconduct occurs when a student turns in schoolwork that is not his/her own. Academic misconduct is a serious violation of school policy.

Specifically, students should be aware of the following information:

1. **Homework:** Daily homework assignments should represent a reasonable effort on the part of the student. Generally, collaboration among students on such assignments as laboratory reports and daily mathematics homework is acceptable. However, teachers may periodically designate homework and laboratory assignments on which collaboration is not permissible. The copying of someone else's work is not permissible.
2. **Closed Book Quizzes, Tests, and Assignments:** The result of a quiz or a test should represent only the student's own work. This work must be performed during the testing period without any unauthorized assistance. Specifically, this language prohibits such behavior as looking at another student's papers or having inappropriate written material available for use. In all testing situations, it is the student's responsibility to be certain that:
 - a. Desks and all writing paper are cleared. All inappropriate materials should be cleared from the test area. The nature of

the inappropriate materials and the testing area will be defined by the teacher.

- b. Personal behavior is appropriate. Thus, eyes should not scan the room, conversation should not occur with other students, tests should stay on the desk, etc.
3. **Open Book Tests:** The same rules apply to open book tests that apply to closed book tests, except that teachers will define the specific resources that a student may use.
4. **Major Papers and Products:** The basic guideline is that a student turns in his/her own work. Thus, plagiarism of, or inappropriate use of purchased or borrowed papers is specifically prohibited.
5. **Unauthorized Access:** Students are prohibited from gaining unauthorized access to test materials through such behavior as going into a teacher's files and looking through a teacher's desk. This is considered a Group III offense.
6. **Other Situations:** Students who provide unauthorized assistance, including but not limited to allowing their paper to be copied or providing answers to quizzes or tests, have violated the policy.
7. **Violations:** The faculty will adhere to the following procedure in cases of academic misconduct:
 - a. Students involved will receive a grade of zero (0).
 - b. The teacher will inform the student's counselor and administration of the violation.
 - c. The student's parents will be informed by the teacher of the violation.
 - d. The counselor will meet with the student and discuss the seriousness of the violation

and explore ways to assist the student to make more appropriate decisions.

- e. The administration will keep a record of all disciplinary violations. If academic misconduct persists, then other actions of corrective or disciplinary nature may be taken.
- f. Any action taken by a teacher or an administrator is subject to the appeal procedure by the student and his/her parent or guardian. This appeal must include a conference with all parties involved.
- g. Academic misconduct violations are considered as Group II Offenses, unless otherwise indicated.

SEARCH AND SEIZURE

The Board recognizes that the privacy of students and/or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner. The extent of the search will be governed by the seriousness of the alleged infraction, the student's age, and the student's disciplinary history. This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

Administrators are authorized to arrange for a breath-test instrument, according to the superintendent's guidelines, for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the principal. He/she shall attempt to obtain the freely-offered consent of the student to the inspection; however, provided there is reasonable suspicion, he/she may conduct the search without such consent. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened.

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found and the disposition made of them; and any

subsequent action taken. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

The District also authorizes the use of canines, trained in detecting the presence of drugs, drug paraphernalia, or other devices (weapons), when the principal has reasonable suspicion that illegal drugs or devices may be present in a school.

This means of detection shall be used only to determine the presence of drugs in locker areas and other places in the school where such substances could be concealed, including vehicles parked on school grounds. Failure to cooperate with a vehicle search will result in loss of parking privileges.

DRESS CODE

The school, like the workplace, sets the criteria for student dress. Students are to take pride in their personal appearance. Therefore, students must dress within acceptable standards of cleanliness and modesty. All clothing should be clean, neat, and in good repair. Clothing should not be distracting or offensive to others. Articles of clothing (e.g. hats, hoods, sunglasses, etc.) which conceal identifying the person are strictly prohibited in the building.

High school should be viewed as a stepping stone to the adult working world. The vast majority of jobs have expectations concerning the way in which employees are dressed. Students have had limited contact with the adult working world and need to be guided by the following rules:

Acceptable Standards of Dress:

- Shorts, skirts, or dresses should be appropriate in length. (At fist to finger tip length or longer.)
- Garments should not be cut off, cropped, or torn.
- Garments should not contain obscene words, advertise prohibited substances, or promote Satanism or violence.
- Bare feet are against state law.
- Clothing must cover the back and should not show excessive skin.
- Undergarments should not show when standing or sitting.
- Chains or jewelry should not contain sharp objects.
- Clothes should not promote gangs or gang-related activities.
- Flags from any nation (past or present) should not be used as an article of clothing.

CELL PHONES, ELECTRONIC COMMUNICATION DEVICES (ECD), AND ELECTRONIC STORAGE DEVICES (ESD)

The use of cell phones, ECD, and ESD for taking pictures/videos in school is strictly prohibited unless it is for a school approved assignment or activity.

Each classroom will be identified as a Green/Yellow/Red classroom. For instance, if a

classroom teacher wants his/her classroom to be identified as "green," then a green circle (provided by the HS office) will be on the window for staff and students to clearly see.

Below is a description of each:

- **Green** – Cell phones are allowed daily by the classroom teacher based on the curriculum for that course. Students will adhere to professional standards in their use of the phone and understand the expectation is that the curriculum demands interaction with the device. The teacher will communicate classroom expectations clearly to the students as well as consequences should there be misuse of the technology.
- **Yellow** – Cell phones are regulated by the classroom teacher based on curriculum for that course. The teacher will communicate classroom expectations clearly to the students as well as consequences should there be misuse of the technology.
- **Red** – Cell phones are not allowed by the classroom teacher. The teacher will communicate classroom expectations clearly to the students as well as consequences should there be misuse of the technology.

BEVERAGES

Water is allowed in the classroom. However, in areas including but not limited to computer labs and libraries where water can damage equipment or materials, restrictions will apply.

POLICE QUESTIONING AND APPREHENSION

Law enforcement officers may interview students at school. Students may be searched or arrested when such action is authorized by a warrant or otherwise permitted by laws. When appropriate, and when there is consent from the law enforcement officers, a principal or designee will be present during the questioning. When appropriate and administratively possible, the principal will inform parents of the pending questioning so that they may be present.

SEXUAL HARASSMENT AND INTIMIDATION

It is the policy of the Whitmore Lake Public Schools to establish and maintain a learning and working environment which provides for fair and equitable treatment for all students and staff. This includes freedom from sexual harassment and intimidation. All students have the right to be treated with respect and are expected to conduct themselves with respect for the dignity of others.

It is a violation of federal and Michigan laws for any student of the Whitmore Lake Schools to sexually harass a student or a staff member by speaking or acting in any of the ways defined below. The District will investigate all formal and informal, verbal or written complaints of sexual harassment brought to the attention of an administrator or supervisor. Any

student who is found to have sexually harassed any other student or staff person will be disciplined.

Any student or adult who knows of or believes that conduct which may constitute sexual harassment may be occurring should report the conduct as soon as possible to a staff person, such as a teacher, counselor, or administrator.

Definition of Sexual Harassment

- It is a particular form of sex discrimination.
- It is unwelcome and unwanted sexual attention that was not requested or encouraged.
- It includes physical actions and gestures of a sexual nature and/or spoken or written words or comments made by a student that have the purpose or effect of interfering with another student's ability to do school work or participate in school activities or substantially interfering with a staff member's ability to do his/her job.
- It includes actions or words of a sexual nature that create an intimidating, hostile, demeaning, humiliating, embarrassing, or offensive learning or teaching environment.

Examples of What Could Be Considered Sexual Harassment

- Sexual gestures with the hands and body
- Cornering, blocking, standing too close to or following
- Unwelcome and unwanted physical contact of a sexual nature, such as touching, pinching, and patting
- Suggesting or demanding sexual involvement accompanied by implied explicit threats, including but not limited to one's grades or job
- Pressure for sexual activity, implied or expressed
- Obscene or sexually explicit materials, including but not limited to T-shirts, hats, pins, and locker decorations.
- Unwanted sexual comments about a person's body
- Sexually suggestive objects, books, magazines, photographs, cartoons, or pictures
- Spreading sexual gossip
- Staring or leering with sexual overtones
- Attempted rape
- Rape

Sexual Harassment vs. Flirting

Sexual Harassment

- Makes the receiver feel bad, angry, sad, ugly, ashamed, demeaned powerless, invaded
- Results in negative self-esteem for receiver
- Is one-sided, demeaning, attention-forcing, invading, and degrading
- Is unwanted, power-motivated, illegal

Flirting

- Makes the receiver feel good, happy, flattered, in control, pretty/handsome, complimented
- Results in positive self-esteem for receiver

- Is received as flattering, open, complimentary, enjoyed by both
- Is wanted, liked by both, legal

A student may file a complaint of sexual harassment by a student with a building administrator, teacher, counselor, or other adult whom the student feels can be trusted. If a student feels sexually harassed, the student is urged to act promptly in order to resolve the situation.

Parents and students are encouraged to discuss any concern informally with the teacher, counselor, or administrator of the school involved.

Confidentiality will be maintained to the greatest extent possible. Any information gathered during an informal procedure might be used during a formal procedure if it is begun.

There can be no assurance of complete confidentiality. However, complaints of harassment will be treated as sensitive information not to be shared with others except as consistent with the requirements of due process, the Open Meeting Act, the freedom of Information Act, the applicable collective bargaining agreements, and the procedures herein and generally recognized as the "need-to-know" principles.

In all cases, it is advisable for the complainant to keep accurate and specific notes related to the event and to store them away from school.

TRANSPORTATION

SCHOOL BUSES – PROCEDURES & POLICIES

The Whitmore Lake Public School District operates school buses to provide transportation for students. This is done as a service, and students should be mindful of the necessity for proper behavior at all times. The following rules apply for any school sponsored activity.

BUS PASSENGER BEHAVIOR CODE – STUDENT RESPONSIBILITY

Students shall maintain appropriate behaviors on the bus by abiding by the following guidelines:

1. Shall maintain complete SILENCE at railroad crossings
2. Shall keep hands to one's self; no horseplay/fighting
3. Shall use a classroom voice
4. Shall not stand or change seats while bus is in motion
5. Shall not yell out windows and shall avoid being noisy and rowdy
6. Shall load and unload in orderly fashion without pushing
7. Shall be courteous to each other and the driver/attendant
8. Shall not use obscene language or gestures
9. Shall not distract the driver

10. Shall wait in a seat until the bus stops at the assigned destination
11. Shall keep hands, body, and property inside the vehicle
12. Shall obey the driver at all times
13. Shall not carry any weapons onto the bus
14. Shall not carry any alcohol or drugs onto the bus
15. Shall not eat or drink on the bus, unless authorized
16. Shall not damage or deface the bus in any manner
17. Shall not smoke on the bus
18. Shall be prompt to board the bus

First-Level Offenses (examples): feet in aisle, standing up, excessive noise, rude, annoying or discourteous behavior.

Consequences of First-Level Offenses:

- First incident – verbal warning
- Second incident – written warning requiring parent signature
- Third incident – one-day suspension
- Fourth incident - two-day suspension with required conference

Second-Level Offenses (examples): talking at railroad crossings, hanging out windows, throwing items out of the window, causing bodily harm to others, using profanity, smoking (or possession of cigarettes, lighters, etc.), throwing objects, fighting, spitting, lying to bus driver (name/age, etc.) destroying property, getting out of seat while bus is moving, continuous incidents of first level offenses.

Consequences of Second-Level Offenses:

- First incident – two-day suspension
- Second incident – four to five day suspension with required conference

Severity of the incident may result in additional disciplinary action taken by the principal. Any student suspended from the bus for a discipline action is also suspended from the bus for any field trip, athletic event, or school-related activity. A child who receives several warning slips will be monitored closely! Bus privileges may be revoked if improvement is not shown.

Consequences When a Bus Run is Driven by a Substitute Driver

During a bus ride driven by a substitute driver, all offenses (first and second level) will be subject to "consequences of second level offenses".

- First incident – two-day suspension
- Second incident – two-day suspension with required conference

DRIVING TO SCHOOL

Permission to park a vehicle in the school parking lot is a privilege, not a right. By entering school grounds with a vehicle, the person in charge of the vehicle consents to the search of the entire vehicle and its contents with or without cause by the school officials

or by police officers. The following regulations apply to all students who drive to school:

1. Students must obtain a permit from the high school office and place the permit in a visible part of the vehicle. A fee of \$40 will be assessed for a parking permit.
2. Any student earning a score higher than 30 on the ACT will have fees waived during the senior year.
3. **RECKLESS DRIVERS ON SCHOOL PROPERTY WILL LOSE THEIR PRIVILEGES AND MAY BE PROSECUTED.**
4. Vehicles are to be parked *properly* and parked in specified areas only. Students whose cars are parked in "No Parking" areas, such as the faculty area, the front of the school, the visitor parking area, or the bus/faculty/gym area, will be disciplined and/or fined \$5.
5. Students must observe the regularly accepted rules of driving, safety, and courtesy at all times.
6. Students may not be in or drive their vehicles during the regular school day, including lunch break, without permission from the principal's office.
7. Loitering in the parking areas at any time is prohibited.

Failure to comply with these rules and/or school rules will result in a conference and may result in detention, suspension, fines, dance suspensions, and/or a loss of driving privileges.

GENERAL INFORMATION

STUDENT ENROLLMENT

New student enrollment forms can be obtained in the high school office.

- Records Request
- Emergency Medical Form
- Field Trip Information Sheet
- Network and Internet Access Agreement
- Athletic Information

New students must provide the following information upon entering school:

- Transcripts
- Birth certificate with a raised seal
- Proof of residency
- Proof of guardianship, if indicated
- Immunization records (see immunization)

WITHDRAWAL

The law requires that all students attend school until sixteen (16) years of age. However, Whitmore Lake Public Schools affirm that it is in the best interests of both students and the community that students complete the educational program that will equip them with skills and increase their chances for a successful and fulfilling life.

IMMUNIZATIONS

Preteens and adolescents need vaccines to protect them from serious illnesses. Immunizations begin at

birth and continue throughout life. These shots are an important step in maintaining a child's health.

Meningococcal disease (meningitis) is a serious illness caused by bacteria which infects the blood or tissues around the brain and spinal cord.

- This germ can be spread from person to person by close contact.
- Common symptoms include a fever, rash, headache or stiff neck.
- It can lead to brain damage, disability, and death.

Meningococcal vaccine (MCV4) can protect children and adolescents from this disease.

- This vaccine is usually given to 11-12 year olds (6th graders).
- Because it is a newer vaccine, older adolescents may not have received it. Teens that have not had a meningococcal vaccine should be given a dose.
- Ask your child's health care provider if he/she needs meningococcal vaccine.

To obtain the meningococcal vaccine and other immunizations for your child, see your child's health care provider or your local health department.

For more information about meningococcal vaccine or other immunizations, talk to your child's health care provider or call your local health department. Information is also available at Centers for Disease Control and Prevention (CDC) website: www.cdc.gov

All students must have their immunization record on file. New students shall not be admitted without proof of immunization. These records should include the following:

1. **DTP, DT, OR TD:** Four (4) doses are required. If a dose was not given in the last five (5) years, a booster dose of Tdap is required.
2. **POLIO:** Three (3) doses are required.
3. **MEASLES, MUMPS, AND RUBELLA:** Two (2) doses are required. The first dose must be given on or after the first birthday. The second dose must be given at least 28 days from the first dose and at or after 15 months of age. In addition, a current laboratory report showing evidence of immunity to measles, mumps, and rubella will be accepted.
4. **HEPATITIS B:** Effective 01/01/00, three (3) doses are required.
5. **MENINGOCOCCAL:** Effective January 1, 2011, one (1) dose for children 11-18 years of age is required.
6. **VARICELLA (Chickenpox):** Effective January 1, 2011, two (2) doses is required on or after the first birthday administered at least 28 days apart. Reliable history of chickenpox disease is acceptable in lieu of the vaccine.

EMERGENCY MEDICAL INFORMATION

Annually, parents or guardians of all students must file an Emergency Medical Form in the high school office. In the event that emergency medical treatment for a student is necessary, the District will adhere to the instructions on the authorization form.

CHANGE OF ADDRESS/PHONE

Any change in name, address, or telephone number should be reported to a secretary in the main office. Quick communication with parents or guardians is important if an emergency should arise. If the address and phone number are correct, quick notification can be easily accomplished.

MEDICATIONS - PRESCRIPTION AND NON-PRESCRIPTION

All medications must be taken in the high school office. Parents and students must turn in all medications, whether non-prescription or prescription, to the high school office. Students should not possess any medications in their lockers, bags, purses, or on their person on school grounds.

Parents/guardians will:

- Provide Whitmore Lake High School with written permission and request to administer medication.
- Provide written information which includes name of student, name of medication, dosage, and time to be administered, route of administration, and duration of administration along with the medication form (permission for prescribed medication).
- Bring all medications to the high school office. Medications should be in a labeled container, prepared by a pharmacy or physician, and labeled with the student's name, dosage, and frequency of administration. Students should not carry their own medications.
- Provide written instructions from a physician whenever administering changes are ordered.
- Remove any unused medication from the school when the medication is discontinued, changed, or the school year ends.
- Renew permission and physician's instructions at least annually or more often if necessary.

The school will provide the appropriate forms for parents or guardians and physician to fill out and return to school.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

Whitmore Lake Public Schools recognize that control of the spread of communicable disease through casual-contact is essential to the well-being of the school community and to the efficient operation of the District.

For purposes of this policy, "casual-contact communicable disease" shall include diphtheria, scarlet fever, other strep infections, whooping cough, mumps, measles, rubella, and/or diseases designated by the Michigan Department of Community/Public Health.

In order to protect the health and safety of the students, district personnel, the school, and the community shall follow state statutes and Health Department regulations which pertain to immunization and other means for controlling communicable

diseases which may spread through normal interaction in the school setting.

The principal or the teacher may remove from the classroom any student who appears to be ill or has been exposed to a communicable disease. The principal may exclude such a student from the building or isolate the student. Whenever possible, this will be done with the recommendation of the Superintendent.

CONTROL OF NON-CASUAL COMMUNICABLE DISEASES

Whitmore Lake Public Schools seek to provide a safe educational environment for both students and staff. It is the Board's intent to ensure that any student or member of the staff who contracts a communicable disease that is not communicated through casual contact will have the confidentiality of the information protected and his/her status in the District examined by an appropriate panel of resource people. The rights of both the affected individual and those of other staff members and students will be acknowledged and respected.

For purposes of the policy, "non-casual-contact communicable disease" shall include:

1. AIDS – Acquired Immune Deficiency Syndrome
2. ARC – AIDS Related Complex
3. Persons infected with HIV (human immune deficiency)
4. Hepatitis B
5. Other like diseases that may be specified by the Health Department as potentially serious health problems for those who come in contact with the disease and/or the disease carrier.

In its effort to assist in the prevention and control of communicable diseases of any kind, the Board has established policies on immunization, hygienic management, and control of casual-contact communicable diseases. The purpose of this policy is to protect the health and safety of the students, District personnel, and the community at large from the spread of the above-mentioned diseases. The District will allow students and staff members to attend school unless there is definitive evidence to warrant exclusion.

STUDENT FEES, FINES, AND CHARGES

Students are not allowed to participate in school activities or athletic activities if they have any debts.

Textbook Damages:

Ripped pages	\$6.00
Cover rebinding	\$18.00
Lost book	replacement cost
Writing in books	
• Minor	\$2.00
• Major	\$5.00
Damaged book	\$10.00

Other Charges/Fines

Replacement agenda book	\$10.00
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Library fines	based on dues
Fundraisers	and/or book costs
Lunch fees	specified cost
Athletic equipment	specified cost

Student fines must be paid in full by the end of each term. Students will be denied access to extracurricular activities as well as the opportunity to run for class elections unless payment has been made or an agreement to receive periodic payments has been agreed upon with the high school office.

LOCKER DAMAGE

A student whose locker is damaged by another student must immediately report the incident to the office or he/she will be held responsible for the damage. Below is a schedule of fees for damage done to lockers:

Locker needs painting	\$20.00
Locker needs cleaning	\$5.00

GYM LOCKERS

Gym combination locks will be issued to all students, and they must be used on a daily basis. A charge of \$5 will be issued if locks are damaged, lost, or not returned.

CAFETERIA

The cafeteria is one facility that is used extensively during the school day and also in the evenings. Students are asked to help keep the cafeteria clean and neat at all times. In order to achieve this, the following procedures or rules have been adopted:

- Students entering or leaving the cafeteria must walk.
- Students are responsible for busing their own trays and trash to the proper area.
- Food and drink must be consumed only in the cafeteria.
- Food purchases may only be made before school or during lunch.
- Students may be suspended from the cafeteria or school for misbehaving in the lunch room.

Students must use their student ID card to participate in the hot lunch program. A lunch account is created for all students using their student ID number. This account remains open until they leave our district. The lunch account works like a pre-paid debit card. Parents may deposit money into their student's account, and whenever the student makes a purchase, the amount will be deducted from the balance. Parents may access their student's account to check balances, make deposits, monitor spending, set restrictions on the account, or apply for the free and reduced meal program by going to our Food Service web site or www.sendmoneytoschool.com. By using this site, parents will no longer need to send in the paper application, and it will expedite the approval process. Please be aware when applying for the free and reduced program that it may take up to 10 days to process the application. Until receiving notification that an application has been approved,

students will be responsible for all meal costs. Families may apply at any time during the school year as financial circumstances may change. If your student was eligible last year, your current status will expire October 16; please reapply before your previous year's eligibility expires.

It is important to understand this account is a pre-paid debit account, not a charge account. Students are NOT permitted to charge meals or snacks. In order for students to be provided with a hot and nutritious meal, they will need funds in their account.

Please feel free to contact the Food Service Department (734 449 4461 x3029 or email: diane.tomakowski@wps.net) at any time for more information about our program.

Student Lunch - \$3.00
 Student Breakfast - \$1.60
 (Prices are subject to change)

SCHOOL CLOSING AND DELAYS

District communication tools, such as AlertNow, will be used to notify parents and students if school closure decisions are made.

FIRE DRILLS AND EMERGENCY EVACUATION

It is important that students familiarize themselves with the fire exits in each classroom. The exits used for the fire drills will be posted in each room. Students are not permitted to go to their lockers during a fire drill.

A teacher will accompany students, as a group, to a position a safe distance from the school. Under no circumstances will students be permitted to re-enter the building until the "all clear" is given.

Practice drills will occur several times during the school year. The immediate and orderly evacuation of the building is the prime consideration. Other than a fire drill, should an emergency evacuation of the building be necessary, the procedure will be the same as a fire drill.

Special emergency procedures are listed under separate cover.

HALL PASSES

Teachers and office personnel will only issue hall passes for valid reasons. No student is to be in the corridors during class time without a hall pass. It is recommended that the hallway pass in the agenda be used. A student must be en route to the destination shown on the pass.

LOCKERS

Lockers are provided, as a convenience, to each student for the purpose of storing such materials as may be required for classroom work. Students are not to share lockers with others. It is appropriate to store jackets, shoes, after-school clothing, and some personal effects. The student is responsible at all

times for the material contained within his/her locker. **These lockers are school property. Therefore, administration reserves the right to search all lockers.** An administrator or a delegated representative may conduct a locker search at any time.

ELEVATORS

Elevators are for use by the handicapped and staff members only. Students must have permission/pass from the staff to use.

LOST AND FOUND

All items found, including but not limited to books, jewelry, wallets, jackets, gloves and umbrellas, are to be turned in to the principal's office. Books, if not claimed, will be returned to teachers. All other unclaimed items will be given to Goodwill, the Salvation Army, etc., at the end of the term.

LIBRARY INFORMATION CENTER

The staff's goal of the Library Information Center is to help the students become information specialists so they can learn how to find out what they need to know to succeed in school and the work world. Another goal is to provide materials for the faculty to use to help students to learn.

The Library Information Center provides the following services:

- Instruction in library research and technology skills based on the school curriculum
- Print and non-print materials to meet individual and classroom needs
- Reading guidance and enrichment
- Reference collection for research
- Electronic card catalog to assist students and staff in locating materials
- Individual help in finding materials
- An in-house computer lab for research and production

The Library Information Center is open for students and staff to do research and to study all day, including before and after school and during lunch.

During class periods, a student must have a pass from the classroom teacher. The pass must be left at the circulation desk to be signed in, with the arrival time. If the student leaves before the end of the class period, he/she will be signed out, with the time. The pass will be returned to the issuing person if the student stays all hour.

When a student signs out Library Information Center materials, he/she contracts to return materials on time and in good condition. Regular circulating materials may be checked out for a period of three weeks with a one-week grace period. After one month, a fine of twenty cents a day begins. Materials may be renewed. Overnight reference materials are due before school the next morning with a fine of twenty cents per class period. Any student who has an overdue item, owes fines, or has lost materials may not check out more materials.

If a student is absent and wants the fine waived, it is the student's responsibility to notify the adult library staff when returning overdue materials. Otherwise, fines will be charged.

If a student loses or damages library materials, the replacement cost plus a \$2.00 reprocessing fee will be charged.

Photocopies of materials that cannot be checked out and are necessary for schoolwork are available at no charge. All other materials can be copied at ten cents per page.

Anyone caught vandalizing library materials or leaving the library with materials that are not checked out will be considered destroying or stealing school property. He/she will be disciplined by the principal and may lose library privileges.

The library staff encourages students and staff to use the Library Information Center and is happy to answer questions or help in any other way.

Library Policy:

- Food and beverages, including bottled water, are not allowed in the library.
- All backpacks, bags, coats, and extra books must be left on the cupboard at the library door.

Lunch Time Policy:

- Students are not allowed in academic and gym areas without written teacher approval.
- All students must sign in.
- Once a student comes in during the lunch period, he/she must remain for the entire lunch period.
- Limit of four students to a table.

Computer Lab:

- Students must sign in legibly.
- Students must receive permission from an adult to go on the Internet.
- Games, including but not limited to solitaire and mine sweepers, are not allowed during the school day.

PESTICIDE APPLICATION

PA 131-93 requires school administrators to notify parents/guardians of children attending that school of their right to be informed prior to application of pesticides at that school. Notification will include:

- Approximate location of the application
- Date of the application

PETS

No animals are to be brought in the school building or on to school property.

SENIOR TRIPS

Because of state regulations, financing, supervision, and liability concerns, senior trips will only be permitted under the following conditions:

1. Must have the senior sponsor and a minimum of an additional chaperone for every ten students.
2. Must be a trip/activity approved by the high school principal.
3. Must be funded totally by the senior class, including the substitute's salary.
4. Any absence other than the above points will be considered unexcused.
5. See Board Policy.

SCHOOL SUPPLIES

Paper and pencils will be furnished to the students once each semester. Any other supplies are the students' responsibility.

SCHOOL SOCIAL WORKER

There is a school social worker on staff at Whitmore Lake High School. The school social worker maintains a close contact with community social agencies to intervene on students' behalf when appropriate. Likewise, the school social worker serves as a liaison with family or school.

It is also the task of the school's social worker to serve as a member of the Student Support Team and the Special Education Multidisciplinary Diagnostic Team as mandated by the state law.

SPECIAL NEEDS

Whitmore Lake Public Schools, in conjunction with the Washtenaw Intermediate School District, will provide a comprehensive, free, and appropriate educational program to all eligible disabled persons ages zero (0) to twenty-five (25) which complies with federal and state laws and guidelines.

STUDENT ACCIDENTS

For student safety, any accident in the school building, on school grounds, at practice sessions, or at athletic events sponsored by the school must be reported immediately to the main office, and the appropriate form must be submitted.

STUDENT VALUABLES OR POSSESSIONS

Students are responsible for any valuables or money that they bring onto school grounds. They should not leave any valuables or money in their hall locker or gym locker. All fundraising money must be turned in to the advisor first thing in the morning. Students should not put the money in their locker or carry it on their person. Students are totally responsible for any articles or money that is lost.

VISITORS

Parents are always welcome to visit. An appointment to confer with a teacher during the teacher's consultation period can be made by calling that teacher. If a parent wishes to have a conference with the principal, he/she can call the high school office.

All visitors must register in the high school office.

All visitors are to remain in the office unless given permission by the office personnel to visit teachers or students outside the office. Visitors will sign in and may be given a visitor's pass if they receive permission to leave the office.

Students will not be called out of class to meet with anyone except in a case of an emergency. Parents/guardians are urged to take care of personal business at home and not interrupt classes with messages from home. Whenever possible, appointments, including but not limited to doctor and dental appointments, should be made before or after school or on weekends.

Visitors will be limited to those with a legitimate educational purpose. All classroom visitations require 24-hour advance notice with the office.

WORK PERMITS

Any student under the age of eighteen (18) wishing to work must have a work permit. Anyone who lives in the Whitmore Lake School District may obtain a work permit from the high school office. A birth certificate or a driver's license is required before office personnel will process a work permit. Birth certificates will not be taken from school files; therefore, students must bring in their birth certificates (a copy is sufficient).

BOARD OF EDUCATION

Students are allowed to address the Board during meetings. Any member of the public may address the Board during public comment portion of each meeting. Additionally, if an individual wishes to be placed on the Board's meeting agenda, he/she may do by contacting the superintendent's office no later than one week prior to the meeting.

SENIOR SCHOLAR POLICY

Graduating seniors will be honored with one of the following distinctions (if eligible):

- Cum laude 3.3 -3.59
- Magna Cum laude 3.6 - 3.89
- Summa Cum laude 3.9 or higher
- Senior Scholars (see formula below)

Senior Scholar Formula - This formula uses a point system consisting of the student's 7th semester GPA and SAT score. The student's 7th semester GPA is multiplied by 250 and their SAT is multiplied by .625. The total of both are added together with a cut off of 1600. Any student above 1600 is a Senior Scholar. Any graduating senior at or above this cut score will be honored as a Senior Scholar. Students participating in specialized programs like ECA, WAVE, etc. located off-campus are not immediately eligible for distinctions.

STUDENT COMMUNITY SERVICE PROGRAM

The Board of Education believes that actively participating in community service will enhance students' interpersonal skills and self-esteem enable

them to connect their academic learning to the real world, and make them aware of the wide range of opportunities for service that exist in any community. The Board further believes that devoting time during a student's school years to serve others or the community as a whole may instill a life-long commitment to service, and thereby make this community or any community where our graduates live, a better place.

Any student who identifies a minimum of 60 total service hours, which equates to 15 each year, will earn the opportunity to wear a service cord at graduation.

Hours of service can be earned throughout high school by contributing time to organizations such as church, blood drives and service agencies (e.g. United Way, Gleaners, Humane Society). Projects could also include volunteering at hospitals, senior centers, telethons, landscaping at school, unpaid tutoring. Students who participate in Rake N Run may count this event one (1) time for a total of six (6) hours.

National Honor Society students may earn a service cord by volunteering hours above the minimum needed each year for NHS.

Details on required documentation and applicable form available in the principal's office.

DISTRICT BULLYING POLICY

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

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

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

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

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of

administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

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

Notification

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

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

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

Implementation

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

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

Procedure

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive

behavior should immediately report the situation to the Principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

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

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

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

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

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 NEXT PAGE(S) FOR DISCIPLINARY OFFENSES AND PENALTIES.

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DISCIPLINARY OFFENSES AND PENALTIES

Prohibited Acts	Penalty: First Occurrence	Penalty: Second & Subsequent Occurrences
Arson	Group IV Offense: Authorities and Parent/Guardian conference. 1-20 day suspension. May include recommendation for expulsion under Michigan Law MCL 380.1311 and US Code 20 USC 35.11	Group IV 2 nd Offense during HS career: Recommendation for expulsion.
Assault – Student to Adult (Physical or Verbal)	Group IV Offense: Authorities and Parent/Guardian conference. 1-20 day suspension. May include recommendation for expulsion.	Group IV 2 nd Offense during HS career: Recommendation for expulsion.
Assault – Student to Student (Physical or Verbal)	Group IV Offense: Authorities and Parent/Guardian conference. 1-20 day suspension. May include recommendation for expulsion.	Group IV 2 nd Offense during HS career: Recommendation for expulsion.
Bomb Threat	Group IV Offense: Authorities and Parent/Guardian conference. 1-20 day suspension. May include recommendation for expulsion.	Group IV 2 nd Offense during HS career: Recommendation for expulsion.
Breach of Security	Group II Offense: 3 assigned detentions	Group II 2 nd Offense: 4-6 assigned detentions and/or ISS/OSS. Note: More severe disciplinary measures may be taken for repeat offenders
Bullying and/or Aggressive Behavior	Warnings and/or detentions will be assigned. Parents of both parties will be contacted.	Group III 2 nd Offense: Parent/Guardian contacted. 1-3 day suspension. Group III 3 rd Offense: 3-5 day suspension. Group III 4 th Offense: 5-7 day suspension or recommendation for long-term suspension.
Cheating / Academic Misconduct and/or Plagiarism	Group I Offense: Parent/Guardian contacted. Student receives an “E” or “0” on work involved. Cheating on a final exam will result in loss of credit. 1-2 assigned detentions.	Group II Offense: Parent/Guardian contacted. Student receives an “E” or “0” on work involved. Cheating on a final exam will result in loss of credit. 3 assigned detentions.
Disrespectful Behavior	Group II Offense: 3 assigned detentions	Group II 2 nd Offense: 4-6 assigned detentions and/or ISS/OSS. Note: More severe disciplinary measures may be taken for repeat offenders
Disruptive Behavior	Group II Offense: 3 assigned detentions	Group II 2 nd Offense: 4-6 assigned detentions and/or ISS/OSS. Note: More severe disciplinary measures may be taken for repeat offenders
Distribution of Unauthorized or Pornographic Material	Group III Offense: Parent/ Guardian contacted. 1-3 days suspended.	Group III 2 nd Offense: Parent/Guardian contacted. 3-5 day suspension. Group III 3 rd Offense 5-7 day suspension. Group III 4 th Offense 7-9 day suspension or recommendation for long-term suspension.
Dress Code Violation	Group I Offense: 1-2 assigned detentions. Students will be required to change into appropriate attire or be sent home.	Group I or II Offense: 2-6 assigned detentions and/or ISS. Note: More severe disciplinary measures may be taken for repeat offenders. Students will be required to change into appropriate attire or be sent home.

DISCIPLINARY OFFENSES AND PENALTIES

Prohibited Acts	Penalty: First Occurrence	Penalty: Second & Subsequent Occurrences
Driving to Vocational Program Without Authorization	Group II Offense: 3 assigned detentions	Group II 2 nd Offense: 4-6 assigned detentions and/or ISS/OSS. Note: More severe disciplinary measures may be taken for repeat offenders.
Drug or Alcohol Use, Abuse, Possession, or Impairment	Group IV Offense: Authorities and Parent/Guardian conference. 1-20 day suspension. May include recommendation for expulsion.	Group IV 2 nd Offense during HS career: Recommendation for expulsion.
Inappropriate Use of Electronic Communication Devices (ECD)	1 st Offense: Confiscation of device. Warning will be issued, and ECD will be returned at the end of the day.	2 nd Offense: 3 detentions assigned and no device until all served. 3 rd Offense: 6 detentions and no device until all served. 4 th and more: Suspension and loss of Dance and/or other Extra Curricular Privileges.
Elevator Use	Group I Offense: 1-3 assigned detentions.	Group I 2 nd Offense or referral to administrator as Group II 1 st Offense (depending on severity/repeat offense): 3-6 assigned detentions and/or ISS/OSS.
Failure to Identify Oneself or Doing So Falsely	Group III Offense: 1-3 day suspension.	Group III 2 nd Offense: 3-5 day suspension. Group III 3 rd Offense: 5-7 day suspension. Group III 4 th Offense: 7-9 day suspension or recommendation for long-term suspension.
False Alarm	Group IV Offense: Authorities and Parent/Guardian conference. 1-20 day suspension. May include recommendation for expulsion.	Group IV 2 nd Offense during HS career: Recommendation for expulsion.
Falsifying School Records	Group IV Offense: Authorities and Parent/Guardian conference. 1-20 day suspension. May include recommendation for expulsion.	Group IV 2 nd Offense during HS career: Recommendation for expulsion.
Fighting	Group III Offense: Parent/ Guardian contacted. 1-3 day suspension.	Group III 2 nd Offense: 3-5 day suspension. Group III 3 rd Offense: 5-7 day suspension. Group III 4 th Offense: 7-9 day suspension or recommendation for long-term suspension.
Forgery	Group III Offense: 1-3 day suspension.	Group III 2 nd Offense: 3-5 day suspension. Group III 3 rd Offense: 5-7 day suspension. Group III 4 th Offense: 7-9 day suspension or recommendation for long-term suspension.
Gambling	Group II Offense: 3 assigned detentions.	Group II 2 nd Offense: 4-6 assigned detentions and/or ISS/OSS. Note: More severe disciplinary measures may be taken for repeat offenders.
Gang-Related Activity	Group II Offense: 3 assigned detentions.	Group II 2 nd Offense: 4-6 assigned detentions and/or ISS/OSS. Note: More severe disciplinary measures may be taken for repeat offenders.

DISCIPLINARY OFFENSES AND PENALTIES

Prohibited Acts	Penalty: First Occurrence	Penalty: Second & Subsequent Occurrences
Harassment	Group III Offense: Parent/Guardian contacted. 1-3 day suspension.	Group III 2 nd Offense: 3-5 day suspension. Group III 3 rd Offense: 5-7 day suspension. Group III 4 th Offense: 7-9 day suspension or recommendation for long-term suspension.
Hazardous Conduct	Group III Offense: 1-3 day suspension	Group III 2 nd Offense: 3-5 day suspension. Group III 3 rd Offense: 5-7 day suspension. Group III 4 th Offense: 7-9 day suspension or recommendation for long-term suspension.
Hazardous Driving	Group III Offense: 1-3 day suspension.	Group III 2 nd Offense: 3-5 day suspension. Group III 3 rd Offense: 5-7 day suspension. Group III 4 th Offense: 7-9 day suspension or recommendation for long-term suspension.
Hazardous Material	Group III Offense: 1-3 day suspension.	Group III 2 nd Offense: 3-5 day suspension. Group III 3 rd Offense: 5-7 day suspension. Group III 4 th Offense: 7-9 day suspension or recommendation for long-term suspension.
Hazing	Group IV Offense: Authorities and Parent/Guardian conference. 1-20 day suspension. May include recommendation for expulsion.	Group IV 2 nd Offense during HS career: Recommendation for expulsion.
Inappropriate Behavior	Group III Offense: 1 – 3 day suspension	Group III 2 nd Offense: 3-5 day suspension. Group III 3 rd Offense: 5-7 day suspension. Group III 4 th Offense: 7-9 day suspension or recommendation for long-term suspension.
Investigation-Failure to Cooperate	Group III Offense: Parent/Guardian contacted. 1-3 day suspension.	Group III 2 nd Offense: Parent/Guardian contacted. 3-5 day suspension. Group III 3 rd Offense: 5-7 day suspension. Group III 4 th Offense: 7-9 day suspension or recommendation for long-term suspension.
Insubordination	Group II Offense: 3 assigned detentions	Group II 2 nd Offense: 4-6 assigned detentions and/or ISS/OSS. Note: More severe disciplinary measures may be taken for repeat offenders.
Leaving Class Without Permission	Group II Offense: 3 assigned detentions	Group II 2 nd Offense: 4-6 assigned detentions and/or ISS/OSS. Note: More severe disciplinary measures may be taken for repeat offenders.

DISCIPLINARY OFFENSES AND PENALTIES

Prohibited Acts	Penalty: First Occurrence	Penalty: Second & Subsequent Occurrences
Leaving Building/School Grounds Without Permission OR Transporting a Student Without Permission	Group III Offense: 1 - 3 day suspension	Group III 2nd Offense: 3 – 5 day suspension Note: More severe disciplinary measures may be taken depending on the manner in which the student(s) departs
Littering	Group I Offense: 1-2 assigned detentions	Group I 2nd Offense or referral to administrator as Group II 1st Offense (depending on severity/repeat offense). 2-6 assigned detentions and/or ISS/OSS.
Loitering	Group III Offense: 1 – 3 day suspension	Group III 2nd Offense: 3 – 5 day suspension
Malicious Mischief	Group II Offense: 3 assigned detentions	Group II 2nd Offense: 4-6 assigned detentions and/or ISS/OSS. Note: More severe disciplinary measures may be taken for repeat offenders.
Misuse of Pass and/or Presence in Unauthorized Area	Group I Offense: 1-2 assigned detentions	Group I 2nd Offense or referral to administrator as Group II 1st Offense (depending on severity/repeat offense). 2-6 assigned detentions and/or ISS/OSS.
Obscenity/Profanity	Group I Offense: 1-2 assigned detentions	Group I 2nd Offense or referral to administrator as Group III 1st Offense (depending on severity/repeat offense). 2-6 assigned detentions or suspension.
Parking	Group II Offense: 3 assigned detentions. May result in suspension of driving privileges and/or towing of automobile.	Group II 2nd Offense: 4-6 assigned detentions and/or ISS/OSS. Note: More severe disciplinary measures may be taken for repeat offenders. May result in suspension of driving privileges and/or towing of automobile.
Possession of Prescription/Nonprescription drugs	Depending on Offense: Group III to Group IV. Suspensions will range from 1 – 20 days or recommendation for expulsion.	Depending on severity/repeat offense
Public Display of Affection	Group I Offense: 1-2 assigned detentions	Group I 2nd offense: 4 – 6 detentions
Sexual Assault	Group IV Offense: Authorities and Parent/Guardian conference. 1-20 day suspension. May include recommendation for expulsion.	Group IV 2nd Offense during HS career: Recommendation for expulsion.
Sexual Harassment	Group II or III or IV Offense: Authorities and Parent/Guardian conference. 3 assigned detentions and/or 1-20 days OSS. May include recommendation for expulsion. Penalty depends upon severity.	Same as first offense – penalty depends upon severity.
Skipping Detentions	Group I Offense: Detentions will double in length and be assigned on the next available detention date.	Group II 2nd Offense: Detentions will double in length and be assigned on the next detention date. Group III 3rd/4th Offenses: More severe disciplinary measures may be taken (ISS/OSS) for repeat offenders.

DISCIPLINARY OFFENSES AND PENALTIES

Prohibited Acts	Penalty: First Occurrence	Penalty: Second & Subsequent Occurrences
Smoking/Use or Possession of Tobacco Products and/or eCigarettes and/or Vaping	Group III Offense: 1-3 day suspension.	Group III 2nd Offense: 3-5 day suspension. Group III 3rd Offense: 5-7 day suspension Group III 4th Offense: 7-9 day suspension or recommendation for long-term suspension.
Taking Food from Cafeteria without Paying	1-3 OSS days. Parent contacted.	2nd Offense: 3-5 OSS days. Parent Conference. More severe disciplinary measures may be taken for repeat offenders.
Tardy	Group I Offense: 1st tardy = teacher warning	Group I Offense: 2nd – 4th tardy = 1 assigned detention. After the 4th tardy, each subsequent tardy will be marked as an unexcused absence.
Theft or Possession of Stolen Property	Group III or IV Offense: Authorities and Parent/Guardian conference. 1-20 OSS days. Recommendation for expulsion.	Same as first offense.
Threats and/or Profanity Directed at Staff	Group III Offense: Parent/Guardian contacted. 1-3 day suspension.	Group III 2nd Offense: Parent/Guardian contacted. 3-5 day suspension. Group III 3rd Offense: 5-7 day suspension. Group III 4th Offense: 7-9 day suspension or recommendation for long-term suspension.
Trespassing	Group III Offense: Parent/Guardian contacted. 1-3 day suspension.	Group III 2nd Offense: Parent/Guardian contacted. 3-5 day suspension. Group III 3rd Offense: 5-7 day suspension. Group III 4th Offense: 7-9 day suspension or recommendation for long-term suspension.
Truancy	2 detentions will be assigned for each hour missed.	Note: More severe disciplinary measures may be taken for repeat offenders.
Unexcused Absence	Group I or II Offense: Parent/ Guardian contacted. 1-3 assigned detentions. Will receive no credit for assignments missed.	Group I 2nd Offense or referral to administrator as Group II 1st Offense (depending on severity/repeat offense): 2-6 assigned detentions and/or ISS/OSS.
Unauthorized Use of School Equipment	Group I or II Offense: Parent/ Guardian contacted. 1-3 assigned detentions.	Same as first offense and/or referral to administrator as Group II Offense.
Vandalism	Group II, III or IV Offense (depending on severity): Parent/Guardian contacted. 3 detentions and/or more severe disciplinary measures will be taken depending on severity. May recommend ISS, OSS or expulsion. Restitution or restoration will be required.	Group II 2nd Offense, Group III 2nd Offense, or Group IV 2nd Offense: Same as first offense.
Violation of Classroom Rules	Group I Offense: 1-2 assigned detentions	Group I 2nd Offense or referral to administrator as Group II 1st Offense (depending on severity/repeat offense): 2-6 assigned detentions and/or ISS/OSS.
Weapons or Look-a-likes	Group IV Offense: Authorities and Parent/Guardian conference. 1-20 days suspension, May include recommend expulsion.	Group IV 2nd Offense during HS career: Recommendation for expulsion.

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