



# **Whitmore Lake Middle and High School**

## **2023-2024 Student Handbook**



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## SCHOOL BASICS

### DISTRICT MISSION STATEMENT

Whitmore Lake Public Schools...providing an exceptional and personalized education for all.

### 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.

### 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

1 <sup>st</sup> Hour	7:50 - 8:45
2 <sup>nd</sup> Hour	8:48 - 9:43
Trojan Time	9:46 - 10:11
3 <sup>rd</sup> Hour	10:14 - 11:09
4 <sup>th</sup> Hour	<b>11:11 - 11:41</b>   11:44 - 12:39 11:12 - 12:07   <b>12:09 - 12:39</b>
5 <sup>th</sup> Hour	12:42 - 1:37
6 <sup>th</sup> Hour	1:40 - 2:35

### HALF-DAY SCHEDULE

1 <sup>st</sup> Hour	7:50 - 8:18
2 <sup>nd</sup> Hour	8:23 - 8:51
3 <sup>rd</sup> Hour	8:56 - 9:24
4 <sup>th</sup> Hour	9:29 - 9:57
5 <sup>th</sup> Hour	10:02 - 10:31
6 <sup>th</sup> Hour	10:36 - 11:05

### MASCOT AND COLORS

School Mascot: TROJAN  
School Colors: RED AND WHITE

## 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 Middle/High School complies with the MMC.

### WLHS GRADUATION REQUIREMENTS

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

\*Two semesters of marching band will fulfill this credit

### STUDENT GRADE CLASSIFICATION

Promotion from 8th grade to 9th grade requires students to pass their four core classes with a grade of 60% or better, the equivalent of a D- letter grade as well as the standard for earning credit in high school.

### ALTERNATIVE PLACEMENT

At the conclusion of each school year, a credit audit will be conducted for each student. Students not on track to meet graduation requirements within four years will be placed in an alternative program.

### 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.

### **SCHEDULE CHANGES**

Student-initiated schedule changes are allowed during registration and during the first week of school. However, after the fifth full day of school, students no longer have the option to change their classes. After that date, requests for a schedule change must be approved by both the teacher and administrator.

### **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, 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, they have 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 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.

### **MICHIGAN VIRTUAL 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 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 \$325-375.

### **RETAKING A PASSED CLASS POLICY**

If a student receives a grade below a B- in a core class, they has the option of retaking the class in a subsequent school year for a better understanding of the subject and/or for a better grade. 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 CR. If the new grade is lower than the original grade, the original grade will be used and the lower grade changed to a CR. The CR 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. Students will not earn credit in the core

requirement area twice; rather, one of the credits will count as elective credit.

## GRADING & ASSESSMENT

Individual teachers will provide specific information on grading and assessment.

## REPORT CARDS

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

## 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. The request must be made prior to the start of the semester. Taking a class on this basis will require the agreement of the parent, teacher, counselor, student, and principal/designee.

## 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. 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. The request will be either approved or denied. 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](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 WLMS/WLHS, with certain exceptions, obtain parental written consent prior to the disclosure of personally identifiable information from a child's education records. However, WLMS/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 WLMS/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 WLMS/WLHS to disclose directory information from their child's education records without their prior written consent, they must notify the District in writing. WLMS/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 the Network Acceptable Use Agreement, Student Device Agreement, and Parent/Guardian Device Agreement signed by their parents and themselves before they will be permitted to go online.

## ATTENDANCE

The administration and staff of Whitmore Lake Middle/High School believe 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 Middle/High School is to teach and support behaviors that will be beneficial to the individual student for the duration of their 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 their 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 WLMS/WLHS attendance phone line at 734.449.4461 and press 2.

Parents/guardians are to contact WLMS/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 (2 per semester).\*

\*Items will not be counted towards the loss of credit/ten-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/designee 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, operation, 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, and other school-related activities.

### **FAMILY TRIPS**

Family trips in excess of three days must be filed in the high school office. Students must get teacher & principal/designee approval one week in advance of taking the trip. Family trips count under the ten-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 can 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 / TEN ABSENCE RULE**

Any student who is absent ten (10) or more times during a semester is considered in violation of our attendance policy. To receive credit in those courses in which ten (10) absences have been reached, the student must achieve at least a 77% on the final exam in that class. The final exam grade will be calculated in the semester grade, and if the student has earned a passing grade, they 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.

Absences not counted in the ten (10) absence policy include:

- Absences due to administrative reasons;
- 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.



In the event that a student can document extenuating circumstances, the Attendance Appeals Committee may override the policy.

### **ATTENDANCE REDEMPTION**

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

### **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, they will be marked absent. On the fourth tardy in a class, a detention will be assigned. Each subsequent tardy will be marked as an unexcused absence (TAB).

### **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.

### **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.

### **FOOD DELIVERIES**

Students are prohibited from ordering delivery food during the school day, either directly from a restaurant or through smartphone applications and websites such as Grubhub, DoorDash, and Uber Eats. Any food deliveries will be confiscated by the front office and, at the discretion of the front office, may either be retrieved at the end of the school day or discarded. Violation of this policy may result in student discipline.

### **LEAVING SCHOOL DURING THE DAY**

If a student must leave for any reason during the regular school day, that student must first report to the high school office and present a note or call their parent/guardian to request that they be released from school. Following this procedure the student will need to sign out. 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 their 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 & HOSPITALIZED SERVICE**

Please contact the counselor if an extended leave from school is required.

### **EXTRACURRICULAR ACTIVITIES**

Clubs and extracurricular activities are an integral part of the educational programming at Whitmore Lake Middle and High School.

### **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, Snowcoming, and Spring Fling.

### **NATIONAL HONOR SOCIETY**

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

All students in grades 10-12 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 five faculty members. The high school principal or designee retains veto power over membership decisions.

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**

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

All students in grades 8-9 who have attained at least a 3.5 cumulative grade point average and have attended WLMS/WLHS 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 five faculty members. The high school principal or designee retains veto power over membership decisions.

Selection is based on scholarship, leadership, character, service, and citizenship. 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.

### **ELIGIBILITY FOR CLUBS AND EXTRACURRICULAR ACTIVITIES**

Students who wish to participate in clubs or extracurricular activities, including but not limited to Sideline Cheer, Robotics, Quiz Bowl, and Drama Club, will have eligibility standards similar to the athletic department.

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. (During the 23-24 school year, this provision will be enforced in the second semester only.)

Each Friday, an eligibility survey will be conducted. 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 participate or leave early to travel with their team or club until the following Friday's grade check and the eligibility standard is met. A student who remains ineligible for more than three consecutive weeks may be removed from the extracurricular club or activity.

### **DANCE REGULATIONS**

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, they must secure a guest pass from the office and return it with the required information according to the established timeline.

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.

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.

### **ATHLETICS**

All athletes must turn in a current physical (dated after April 15 of the previous school year) before they begin practice. All debts must be paid before students participate. Beginning in the fall of 2007, WLMS/WLHS instituted Pay to Participate. Please see the Athletic Handbook online (at [www.wlps.net](http://www.wlps.net)) for specific details.

### **ACADEMIC ELIGIBILITY – MHSAA/WLMS/WLHS**

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.

Each Friday, an eligibility survey 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 compete or leave early to travel with their team until the

following Friday's grade check and the eligibility standard is met. A student who remains ineligible for more than three consecutive weeks may be removed from a team at the administration's discretion.

## 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 for an informal hearing with the principal or designee 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 or designee, 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 or designee 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/designee.

\*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 a 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 their parent/guardian as well as administrative 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.<sup>32</sup>

**“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/designee.

### **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 IEP/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 IEP/504 review, or an appeal is likely to create an imminent danger of injury to the student or others, there are four options to affect 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 IEP/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 IEP/504 EP. If the IEP/504 EP determines that the behavior is a manifestation of the disability, or the student's eligibility has not been appropriately determined, or the IEP/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. The Dean of Students will serve as Principal's designee for all discipline issues.

### **GLOSSARY: DEFINITION OF TERMS**

**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.

**Arson:** The act of intentionally setting or attempting to set a fire in school, on school grounds or at school events.

**Appeal:** Requesting a review of a case by the highest authority. Appeals must be in writing within 3 days of the date of the disciplinary action stating the adjustments being requested and the reasons therefore.

**Assault (Physical):** Defined by statute MCL 380.1311 as intentionally causing or attempting to cause physical harm to another through physical force.

**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.

**Bomb/or School Threat:** Any verbal or written communication that could result in significant damage to the school or its personnel by any device.

**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, 3rd floor stairways, pool deck, storage rooms, etc.

**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.

**Cheating:** Violation of accepted academic ethics.

**Confrontation:** A verbal exchange of hostilities.

**Detention:** See definition for a full description.

**Disrespect:** Having or showing lack of respect for others, to include but not limited to ethnic and gender intimidation or harassment.

**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.

**Distribution of Unauthorized, Pornographic, or Inappropriate Material:** The act of distributing materials on school property without authorization of administration.

**Dress Code:** Refer to dress code policy. Any items not included are at the discretion of building staff/administration.

**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.

**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.

**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 WLMS/WLHS, including but not limited to a phone call, letter, or parent conference.

**Electronic Communication Devices:** Cell phones, etc. School is not responsible for lost, stolen, or damaged items.

**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.

**Excessive:** More than required or allowed.

**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).

**Failure to Identify Oneself:** Ignoring or falsifying identification when asked by a staff member or administration

**Falsifying School Records:** Lying or changing of one’s grade; unacceptable academic ethics, or improper attendance verification.

**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.

**Food (Improper use of):** Inappropriate throwing of food, improper disposal of food/beverages in unauthorized areas (including classroom, media center). Water will be allowed in classrooms (except in Media Center or theater) at the discretion of the teacher.

**Food (fight):** Planned or spontaneous action of throwing food during lunch period or other school functions by an individual or group.

**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.

**Gang (engaging) Related Activity:** Group of individuals working together disrupting the normal school day learning environment.



**Gambling:** Engaging in any game for money or valuables that is a non-school sponsored event or activity.

**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.

**Hazardous Conduct:** Conduct that might be injurious to oneself or others or property, including spitting.

**Hazardous Driving:** Operating a motor vehicle in such a way as to be injurious to oneself, others or property, including squealing of tires.

**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.

**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.

**Hearing:** Formal fact-finding conference relating to a specific grievance.

**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.

**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.

**Investigation – Failure to Cooperate:** Refusal to cooperate with pertinent information during an investigation by a staff member or administrator.

**Late:** A student is considered late if they verify a pass before the 10-minute absent rule. Discipline may be assigned for this type of tardy.

**Leaving Class Without Permission:** Leaving class without the teacher's permission

**Leaving School Grounds w/o Permission:** Leaving school grounds without checking out through the office and/or without obtaining permission from an authorized school official. This also includes driving/riding to RCTC/LATEC without permission.

**Littering:** Throwing paper or trash on the floor inside the building or school grounds and failure to clean one's work or eating area.

**Loitering:** Any group (2 or more) of students congregating in unsupervised areas such as stairways/landings, 3rd 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.

**In-School Suspension (ISS):** Administrator's decision to remove a student from their daily academic schedule. This student attends a support program to work toward becoming a responsible thinker. Refer to ISS rules.

**Misuse of Pass:** Misuse of pass or being outside of class without a pass. Presence in unauthorized areas without permission, such as auditorium, community education, facility (pool deck), stairway, landings, cafeteria, 3rd floor tower, elevator, etc.

**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.

**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.

**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.

**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.

**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.

**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)

**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.

**Plagiarism:** Improper use or failure to attribute another person's writing or ideas (intellectual property)

**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 policy for details.

**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.

**Sexual Assault:** Refer to Michigan Law MCL 380.1311 Criminal Conduct definition

**Sexual Harassment:** Any unsolicited and unwelcome sexual overture, which may be verbal, physical, written, or visual. Any person who believes they have been subjected to sexual harassment should immediately report the incident to the building principal or designee. Upon request, 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.

**Skipping Detention(s):** The unexcused absence of an assigned teacher or administrator detention.

**Smoking/Vaping:** State law restricts tobacco/nicotine on school property. All district buildings are considered smoke free. Violators will be subjected to criminal misdemeanors 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.

**Spitting:** Refer to Hazardous Conduct

**Sportsmanship:** The practice of playing fair, taking defeat without complaint or victory without gloating and treating opponents with respect, generosity, courtesy, etc.

**Tardy:** A student is considered tardy when they are not in their assigned room at the beginning of the hour. If the student enters a class more than ten (10) minutes late during any period, they will be considered absent.

**Theft or Possession of Stolen Property:** The act of taking, possessing, or acquiring the property of others without their consent.

**Third in a Fight:** Joining in a physical confrontation already involving two or more combatants, resulting in an unfair or dangerous situation.

**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 or designee. 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 3rd floor deck, the pool deck, and the theater.

**Threats:** Written or verbal intent of physical violence or use of weapons.

**Truancy:** Being absent from a class, classes, or assignment without permission.

**Unauthorized Use of School Equipment:** Use of school equipment without staff or administration approval.

**Violation of Classroom Rules:** Not following established teacher verbal/written classroom rules.

**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.

**Weapons:** Possessing, using, or threatening to use any weapon (or look-alike), 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 their 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 papers 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 their 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. AI Tools:** Submitting work created or assisted by a computer application or tool, including artificial intelligence (AI) tools such as ChatGPT or Bard, is cheating and constitutes academic misconduct. Students may use simple word processing tools to update spelling and grammar in their assignments, but they may not use AI tools to draft their work, even if they edit, revise, or paraphrase it. There may be opportunities to use AI tools in class. Where they exist, the teacher will clearly specify when and in what capacity it is permissible.
- 7. 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.

8. **Violations:** The faculty will adhere to the following procedure in cases of academic misconduct:
- Students involved will receive a grade of zero (0).
  - The teacher will inform the student's counselor and administration of the violation.
  - The student's parents will be informed by the teacher of the violation.
  - 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.
  - 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.
  - Any action taken by a teacher or an administrator is subject to the appeal procedure by the student and their parent or guardian. This appeal must include a conference with all parties involved.
  - 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 their 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 or designee. They shall attempt to obtain the freely-offered consent of the student to the inspection; however, provided there is reasonable suspicion, they may conduct the search without such consent. Whenever possible, a search will be conducted by the principal or designee in the presence of the student and a staff member other than the principal or designee. 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 or designee 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 or designee 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 style and manner in which a student dresses while they attend school and school-related functions is largely the responsibility of the student and their parents. The school, however, maintains the right to impose reasonable restrictions on dress and grooming, where the style of dress or grooming is reasonably considered disruptive or detrimental to the school's mission and/or the health, safety, or welfare of the student or other students with whom they attends school.

Articles of clothing or accessories (e.g. hoods, sunglasses, etc.) which conceal identifying the person are strictly prohibited in the building.

Garments should not contain obscene words, advertise prohibited substances, or promote Satanism or violence.

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.

Undergarments should not show when sitting or standing.

Bare feet are against state law.

Blankets/bedding are not permitted.

### **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.

To govern the use of electronic devices, including but not limited to cell phones, smart watches, AirPods, etc., each classroom will be identified as a Green/Yellow/Red classroom. For instance, if a classroom teacher wants their classroom to be identified as “green,” then a green sign (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 the 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.

#### **Electronic Use Policy for Students During State Testing:**

Students are not permitted to use, wear, or access any personal, non-testing electronic devices during testing or while on a break when in an active testing session. These electronic devices include but are not limited to

smartphones, cell phones, smartwatches, Bluetooth headphones, headphones that allow access to voice assistant technology, and computers and/or tablets not being actively used for testing purposes. If a student brings an additional electronic device into the testing room, the test administrator must follow the district/building level electronic device policy in ensuring the electronic device is stored appropriately and is not accessible to the student during testing. The testing environment is not to be disturbed by any electronic devices not used for testing or test administration. If an additional electronic device is medically necessary for a testing student, the device must be left with the test administrator, or the test must be administered to the student in a one test administrator-to-one student setting, and the student must be actively monitored at all times while testing.

Additionally, students are not allowed to access the device used for testing for any other purpose than to complete the test during the test session. A student may not access any additional websites or applications during testing, or for any other purpose after testing, while in the testing room. No pictures or videos may be taken during testing.

Consequences for violating the policy: range from a warning up to and including long-term suspension or expulsion.

### **BEVERAGES**

Water bottles are 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 & 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 or designee will inform parents of the pending questioning so that they may be present.

### **SEXUAL HARASSMENT & 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 their 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, complemented
- 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 or designee. 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.
2. A fee will be assessed for a parking permit according to the following fee schedule:
  - \$25 (Early Bird Special) from Registration through the Thursday of Labor Day Weekend
  - \$40 September through February
  - \$25 in March
  - \$20 in April
  - \$10 in May
3. Any student earning a score higher than 1360 on the SAT will have fees waived during the senior year.
4. Reckless drivers on school property will lose their privileges and may be prosecuted.
5. 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.
6. Students must observe the regularly accepted rules of driving, safety, and courtesy at all times.



7. Students may not be in or drive their vehicles during the regular school day, including lunch break, without permission from the principal or dean.
8. 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 they need a 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](http://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 cannot 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 a 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/designee 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 their 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. Others 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.

Fees, fines, and charges include but are not limited to the following:

### Textbook Damages:

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

### Other Charges/Fines

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

Student fines must be paid in full by the end of each semester. 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 they 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 lockers are available for use at the discretion of staff. Locks are not provided.

## 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 lunchroom.

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 prepaid 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 <https://whitmore.familyportal.cloud/>. 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 10; please reapply before your previous year's eligibility expires.

It is important to understand this account is a prepaid 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: [lisa.ely@wlps.net](mailto:lisa.ely@wlps.net) at any time for more information about our program.

Student Breakfast - \$2.25  
Student Lunch - \$3.75  
(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.

## SAFETY DRILLS AND EMERGENCY EVACUATION

Whitmore Lake Middle and High School conducts all statutorily mandated safety drills following guidance from the Michigan Department of Education, the Bureau of Fire Services, and the State Fire Marshal. Practice drills occur several times during the school year. These drills familiarize students with procedures during an emergency, such as a fire, tornado, or violent intruder.

It is important that students familiarize themselves with the fire exits and evacuation routes in each classroom. A teacher or staff member will accompany students to a safe distance from the school as a group. Students are not permitted to go to their lockers during a drill. Under no circumstances will students be permitted to re-enter the building until the “all clear” is given.

## 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. A student must go only to the destination shown on the pass and then directly back to class.

Students with a pass to the restroom must use the nearest restroom on the same floor of the school as the classroom who issued the pass. Students using an unauthorized restroom will be subject to disciplinary consequences.

## 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 their locker. ***These lockers are school property. Therefore, the 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 disabled 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 donated to Goodwill, the Salvation Army, etc., at the end of the term.

## LIBRARY INFORMATION/MEDIA CENTER

The Library Information /Media Center provides the following services when staffing allows:

- 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

When a student signs out Library Information/Media Center materials, they agree 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. They will be disciplined by the principal or designee and may lose library privileges.

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.

## 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 school property by students or visitors.

## 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 Middle/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 discouraged from bringing valuables and money to school and 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 and guardians are encouraged to be proactive in partnering with their student's teachers. Teacher contact information is available online (at [www.wlps.net](http://www.wlps.net)); they should reach out to arrange a time to discuss questions and concerns about their student's academic progress. If they wish to meet with any administrative or counseling team staff members in person, they should schedule an appointment in advance. Parents and guardians may call the main office or contact the staff member directly to schedule a time.

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 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 the public comment portion of each meeting. Additionally, if an individual wishes to be placed on the Board's meeting agenda, they may do so 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 cumulative GPA and SAT score. The student's 7th semester cumulative 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 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 and 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 are 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 handheld device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly.

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

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

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school

business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

### **Notification**

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

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

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

### **Implementation**

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

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

### **Procedure**

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the principal or dean. 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.



## 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 <sup>nd</sup> 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 <sup>nd</sup> 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 <sup>nd</sup> Offense during HS career: Recommendation for expulsion.
Bomb and/or School Threat	Group IV Offense: Authorities and Parent/Guardian conference. 1-20 day suspension. May include recommendation for expulsion.	Group IV 2 <sup>nd</sup> Offense during HS career: Recommendation for expulsion.
Breach of Security	Group II Offense: 3 assigned detentions	Group II 2 <sup>nd</sup> 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 <sup>nd</sup> Offense: Parent/Guardian contacted. 1-3 day suspension. Group III 3 <sup>rd</sup> Offense: 3-5 day suspension. Group III 4 <sup>th</sup> Offense: 5-7 day suspension or recommendation for long-term suspension.
Cheating / Academic Misconduct and/or Plagiarism	Group I Offense: Parent/Guardian contacted. Student receive 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 receive 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 <sup>nd</sup> 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 <sup>nd</sup> Offense: 4-6 assigned detentions and/or ISS/OSS. Note: More severe disciplinary measures may be taken for repeat offenders

<b>Prohibited Acts</b>	<b>Penalty: First Occurrence</b>	<b>Penalty: Second &amp; Subsequent Occurrences</b>
Distribution of Unauthorized or Pornographic Material	Group III Offense: Parent/ Guardian contacted. 1-3 days suspended.	Group III 2 <sup>nd</sup> Offense: Parent/Guardian contacted. 3-5 day suspension. Group III 3 <sup>rd</sup> Offense 5-7 day suspension. Group III 4 <sup>th</sup> 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.
Driving to Vocational Program Without Authorization	Group II Offense: 3 assigned detentions	Group II 2 <sup>nd</sup> 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 <sup>nd</sup> Offense during HS career: Recommendation for expulsion.
Inappropriate Use of Electronic Communication Devices (ECD)	1 <sup>st</sup> Offense: Teacher warning 2 <sup>nd</sup> Offense: Confiscation of device for the remainder of the class	3 <sup>rd</sup> Offense: Parent notification and confiscation of the device by the office until the end of the day 4 <sup>th</sup> Offense: Confiscation of the device until parent/guardian picks up; administrative conference. 5 <sup>th</sup> & Subsequent Offense: 4 <sup>th</sup> offense penalty plus 3 assigned detentions Note: More severe disciplinary measures may be taken for repeat offenders
Elevator Use	Group I Offense: 1-3 assigned detentions.	Group I 2 <sup>nd</sup> Offense or referral to administrator as Group II 1 <sup>st</sup> 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 <sup>nd</sup> Offense: 3-5 day suspension. Group III 3 <sup>rd</sup> Offense: 5-7 day suspension. Group III 4 <sup>th</sup> 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 <sup>nd</sup> 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 <sup>nd</sup> Offense during HS career: Recommendation for expulsion.
Fighting	Group III Offense: Parent/ Guardian contacted. 1-3 day suspension.	Group III 2 <sup>nd</sup> Offense: 3-5 day suspension. Group III 3 <sup>rd</sup> Offense: 5-7 day suspension. Group III 4 <sup>th</sup> Offense: 7-9 day suspension or recommendation for long-term suspension.

<b>Prohibited Acts</b>	<b>Penalty: First Occurrence</b>	<b>Penalty: Second &amp; Subsequent Occurrences</b>
Forgery	Group III Offense: 1-3 day suspension.	Group III 2 <sup>nd</sup> Offense: 3-5 day suspension. Group III 3 <sup>rd</sup> Offense: 5-7 day suspension. Group III 4 <sup>th</sup> Offense: 7-9 day suspension or recommendation for long-term suspension.
Gambling	Group II Offense: 3 assigned detentions.	Group II 2 <sup>nd</sup> 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 <sup>nd</sup> Offense: 4-6 assigned detentions and/or ISS/OSS. Note: More severe disciplinary measures may be taken for repeat offenders.
Harassment	Group III Offense: Parent/Guardian contacted. 1-3 day suspension.	Group III 2 <sup>nd</sup> Offense: 3-5 day suspension. Group III 3 <sup>rd</sup> Offense: 5-7 day suspension. Group III 4 <sup>th</sup> Offense: 7-9 day suspension or recommendation for long-term suspension.
Hazardous Conduct	Group III Offense: 1-3 day suspension	Group III 2 <sup>nd</sup> Offense: 3-5 day suspension. Group III 3 <sup>rd</sup> Offense: 5-7 day suspension. Group III 4 <sup>th</sup> Offense: 7-9 day suspension or recommendation for long-term suspension.
Hazardous Driving	Group III Offense: 1-3 day suspension.	Group III 2 <sup>nd</sup> Offense: 3-5 day suspension. Group III 3 <sup>rd</sup> Offense: 5-7 day suspension. Group III 4 <sup>th</sup> Offense: 7-9 day suspension or recommendation for long-term suspension.
Hazardous Material	Group III Offense: 1-3 day suspension.	Group III 2 <sup>nd</sup> Offense: 3-5 day suspension. Group III 3 <sup>rd</sup> Offense: 5-7 day suspension. Group III 4 <sup>th</sup> 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 <sup>nd</sup> Offense during HS career: Recommendation for expulsion.
Inappropriate Behavior and/or Substantial Disruption	Group III Offense: 1 – 3 day suspension	Group III 2 <sup>nd</sup> Offense: 3-5 day suspension. Group III 3 <sup>rd</sup> Offense: 5-7 day suspension. Group III 4 <sup>th</sup> 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 <sup>nd</sup> Offense: Parent/Guardian contacted. 3-5 day suspension. Group III 3 <sup>rd</sup> Offense: 5-7 day suspension. Group III 4 <sup>th</sup> Offense: 7-9 day suspension or recommendation for long-term suspension.

<b>Prohibited Acts</b>	<b>Penalty: First Occurrence</b>	<b>Penalty: Second &amp; Subsequent Occurrences</b>
Insubordination	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.
Leaving Class Without Permission	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.
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 without Permit or in an Unauthorized Area	Group II Offense: 3 assigned detentions. May result in suspension of driving privileges and/or towing of automobiles.	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 automobiles.
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.

<b>Prohibited Acts</b>	<b>Penalty: First Occurrence</b>	<b>Penalty: Second &amp; Subsequent Occurrences</b>
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.
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 - 3rd tardy = teacher warning	Group I Offense: 4th tardy = 1 assigned detention. After the 4th tardy, each subsequent tardy will be marked as an unexcused absence (TAB).
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/Skipping Class	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.

<b>Prohibited Acts</b>	<b>Penalty: First Occurrence</b>	<b>Penalty: Second &amp; Subsequent Occurrences</b>
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-alikes	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.