

SHS Handbook



This agenda belongs to:

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STUDENT NO. _____



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WELCOME to SCHOOLCRAFT HIGH SCHOOL

The information in this handbook has been carefully prepared to help you succeed at Schoolcraft High School, specifically designed to help guide you through your high school years. You will find useful information that advises you of your rights under due process and under the rules which this school is operated. Please read carefully and ask questions of any area that is not clear.

The support staff, teachers, counselor, and administrators are all here to assist with your education.

May your school year be an enjoyable, educational, and successful one.

Board of Education

Kathy Mastenbrook	Jeannette Marshall
Darby Fetzer	Skip Fox
Mike Rochholz	Matthew DeVoe
David Krum	

HIGH SCHOOL OFFICE HOURS: 7:30 A.M. - 4:00 P.M.

MISSION STATEMENT

*We, the staff of Schoolcraft High School,
believe all students are capable of learning.*

*We, therefore, commit ourselves to providing all our
students the opportunity to reach their maximum potential of
academic and social challenges with the goal of becoming
responsible, productive members of our society.*

HIGH SCHOOL STUDENT
CODE of CONDUCT

Preamble

The school is a community and regulations of a school are the laws of that community. All those enjoying the rights of citizenship in the school community must also accept the responsibilities of citizenship. A basic responsibility of those enjoying the rights of citizenship is to respect the laws of the community.

The Board of Education, Administration, and Faculty of Schoolcraft Community Schools, feel that the parents of Schoolcraft students share a major responsibility in the well-being of the students of the school. Cooperative supervision of the students by the school faculty and parents is the key factor in satisfactory participation by the students.

The parent must be aware of school policies, such as, seeing that the child is in school on time; going through the proper channels when the child is absent; and, in general, aiding the school in every way possible. School policies are formulated for the purpose of benefiting the child and must be followed if the child is to receive the best possible education.

Students also have a definite responsibility to the school, to their parents, and to themselves. They must learn to be sensitive to the needs of others, willing to accept responsibility for academic, social, and household duties. They should be from the school, it is the responsibility of the students and their developing mature, sensitive ways of dealing with people. With proper guidance parents to see that these mature concepts are developed.

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BELL SCHEDULE (7 PERIODS)

PERIOD TIME

Teachers open classrooms.....	7:50
1st Period.....	8:00 - 8:54
2nd Period.....	8:58 - 9:49
3rd Period.....	9:55 - 10:46
Lunch A.....	10:46 - 11:16
4th Period (B).....	10:50 - 11:41
Lunch B.....	11:41 - 12:11
4th Period (A).....	11:20 - 12:11
5th Period.....	12:15 - 1:06
6th Period.....	1:10 - 2:01
7th Period.....	2:05 - 3:00

Half Day Schedule

1st Period.....	8:00-8:56
2nd Period.....	9:00-9:56
3rd Period	10:00-10:56
4th Period.....	11:00-12:00

GENERAL BEHAVIOR

What Do We Expect of Students?

In an effort to give students an idea of what is expected of them, we offer these guidelines:

1. Students should **INVOLVE** themselves in the total school program and avail themselves of all that the school has to offer in the way of curriculum.
2. Students should be prompt in arriving at their assigned places.
3. Students should understand and follow school policies.
4. Students should **RESPECT** the worth and dignity of each individual.
5. Students should **RESPECT** the rights and responsibilities of the faculty members as they perform their duties.
6. Students should **RESPECT** the rights of fellow students.
7. Students should **RESPECT** rights and responsibilities of non-professional personnel, such as custodians and administrative assistants.
8. Students should observe a code of conduct for all citizens by the use of proper language, etiquette, and appearance.
9. Students should devote all their energies toward realizing their potential.
10. Students should attend school regularly.

SCHOOL CODE

Article 8 of the Constitution of the State of Michigan of 1963 and the School code of 1976, as amended, authorize the Board of Education to maintain and support a system of free public elementary and secondary education and to manage and direct the educational program of the School District. Among other rights and responsibilities delegated to the Board are the following:

Care, Custody, and Management of Schools and Property

“The Board...shall have the general care and custody of the schools and property of the district and shall make and enforce suitable regulations for the general management of the schools and the preservation of the property of the district.” Section 380.1261.

SCHOOLCRAFT HIGH SCHOOL ATTENDANCE POLICY

Every parent, guardian, or other person in this state having control and charge of a child from the age of six to the child's 16th birthday, shall send that child to the public schools 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.

The state law concerning school session and attendance is that school is to be open and in session a minimum of 1,098 hours. The school's obligation is to set minimum standards of attendance to obtain credit and to keep parents informed of student absenteeism. The parent's and the school's obligation is to determine when, and for what reason, the student will be permitted to be absent. **Every effort should be made by both students and parents to see that absences are limited to reasons of personal illnesses and emergencies.**

ATTENDANCE RECORDS:

A record of the attendance of each student shall be maintained in accordance with the following classifications:

1. "Present" shall mean the student was physically present at the designated place during the entire class period.
2. "Tardy" shall mean that the student was late for the class period by not more than three (3) minutes.
3. "Absent" shall mean the student was not physically present at the designated place after three (3) minutes of the final class bell.
4. "Excused" shall mean that the tardiness or absence was approved by the principal (or his designate) and the student will have the right to make up all work missed during the absence period within a prescribed time (24 hours unless otherwise specified) for credit.
5. "Unexcused" shall mean that the tardiness or absence was not approved by proper authority (principal or his designate). Students who have missed classes are expected to make up work in accordance with the procedure outlined by the teacher. In cases of unexcused absences **a teacher may deny make-up.**

SCHOOL BOARD ATTENDANCE POLICY

1. Absence:
 - A. "Absent" shall mean the student was not physically present at the designated place three (3) minutes after the start of class.
 - B. Nine absence days per semester will be allowed to be used for personal illness, serious personal or family problems, and professional appointments which cannot be scheduled after school.
 - C. **Upon the 10th absence from any class (except as described below) a student will be denied credit and a "NC (no credit)" will be recorded on the student's record for the semester in that class.** To receive an extension, the 10th and all following absences must be verified by a doctor's note. Verification of the first nine absences is required for consideration for granting an extension. **Failure to do so will result in an unexcused absence.**

2. Non-Chargeable Absences:
 - A. Verified hospital confinement and immediate convalescence and/or infectious illness and diseases will not count toward the student's accumulation of nine (9) days. Verification must be made via a doctor's note.
 - B. A verified absence for attending a funeral will not be counted toward the student's accumulation of nine (9) days.
 - C. An absence due to a subpoenaed court appearance will not be counted toward the student's accumulation of nine (9) days.
 - D. Participation in school activities of the school program, provided that arrangement for the absence and the completion of assigned school work have been made in advance and approved by the Principal will not be counted toward the student's accumulation of nine (9) days. Pre-arranged college visitations will be limited to two (2) in the senior year only.

STEPS TO FOLLOW WHEN ABSENT:

1. Have parent or guardian phone the school and inform the office of your absence before 11:00 a.m. of the day of the absence.
2. **Each time a student is absent from school, a note from home is required stating the reason for the absence.** The note must be written, dated and signed by the parent or legal guardian in order to be considered acceptable. The specific time period that the student was absent must be stated in the note.
3. Present your note to the office and the absence will be marked excused.
4. Ask all teachers for make up assignments. Assignments that are not made up will be reflected in your grade. (Each student is responsible for seeing that make up work is completed.)

SECURING AN EXCUSE TO BE ABSENT:

1. Requests for doctor and dental appointments must be made at least 24 hours in advance of the appointment. This will allow the student to make necessary arrangements to complete assignments in advance. Students and parents are urged to make every effort to schedule such appointments after school hours or on Saturdays.
2. Request for hunting days and family trips must be signed and returned at least five (5) days in advance of the expected absence. Such days are to be limited to no more than a total of five (5) days for the school year. A slip signed by all instructors must be turned in to the Principal before the student leaves school prior to the planned absence. Such trips are not encouraged by the Administration. Every effort should be made to schedule such trips during times when school is not in session. **Also, such trips will be counted as chargeable absences.** It is highly recommended that work be made up in advance.
3. Any student who finds it necessary to leave school between the time of his/her arrival in the morning and close of school in the afternoon, must be excused by the office before leaving the building. **Never leave the building without first reporting to the principal's office and obtaining permission.** The office staff shall make a telephone call notifying parents of the request and obtain permission for the student to be excused.

LIMITATION TO PARTICIPATION BECAUSE OF STUDENT ABSENCES

1. A student must be present in school all day during the day of an athletic contest or other school activity in which he/she plans to participate in order to be considered eligible to participate in that activity. This also applies for practices. A student may be pre-excused for doctor and dental appointments, court appearances, etc., if verification is received by high school office. **A phone call or note from parent(s) prior to the appointment is requested.**
2. A student who is absent from school, or who leaves school due to illness, and subsequently attends a school activity or event later that same day or evening, will not receive an excused absence for the period of time in question.

HOMEWORK POLICY

Homework is a very vital part of the total high school education experience. Homework is defined at Schoolcraft High School as all material outside of the regular classroom that the student is responsible for, including preparation of tests and quizzes. Homework will reinforce and enrich the classroom activity and will be corrected or acknowledged by the instructor.

- A. Seniors will be required to submit a Release Slip to the office before they are formally separated from Schoolcraft High School. The student's teachers and administrator must sign the slip. The administrator signature will be obtained only after all obligations and requirements are fulfilled in the areas of courses, attendance, and behavior.
- B. A senior may be exempt from 8th semester exams if they meet the following criteria:
 - have a (B) 80% or better for the semester average
 - have no more than five (5) chargeable absences
- C. Senior Skip Day - seniors participating in the non-approved activity known as "Senior Skip Day" will be subject to the following:
 - The senior will receive a suspension for truancy
 - Attendance in all classes will be required until graduation
 - The "B" average policy allowing second semester seniors to be excused from taking their final examination will be rescinded.

GUIDANCE AND COUNSELING SERVICES

Guidance services are available for every student in school. These services include assistance with educational planning, interpretation of test scores, occupational and career planning, study help, help with home, school and/or social concerns, or any questions or problems the student may wish to discuss with a counselor.

Materials Available:

1. Career Information
2. Catalogs for Michigan two and four-year colleges
3. Catalogs for technical schools
4. Brochures for correspondence schools
5. Bulletins regarding most out-of-state colleges
6. PSAT (Preliminary Scholarship Aptitude Test)
7. SAT (Scholarship Aptitude Test)
8. ACT (American College Test)
9. Plan Test
10. Advanced Placement Test

ENROLLMENT PROCEDURES

Prior to the beginning of your high school year, each student shall have arranged a four year course of study with the counselor. This course of study is to be arranged by the student, his/her parents, and the counselor. Parents are requested to have on file at school their signature of approval for the course of study their child has selected.

PROCEDURES FOR CHANGE OF SCHEDULE

Students will be permitted to change their class schedule during the first (1) week after school opens in the fall. If unusual circumstances exist, the counselor can recommend a change after this time period. Also, students will have one week to make class schedule changes at the beginning of the second semester. All student schedule changes must be approved by the student's parents or legal guardians.

PERSONAL CURRICULUM

The Michigan Merit Curriculum (MMC) requires that students earn credits in certain subject areas in order to graduate from high school. Credits are earned when the student demonstrates competencies in content expectations in the given subject areas. The law allows certain modifications of these credits and/or expectations through the development of a Personal Curriculum (PC). A Personal Curriculum Committee will meet to determine eligibility. A student may or may not be eligible for a high school diploma with a Personal Curriculum. A parent, legal guardian or a student who has adult status are the only persons who can request a Personal Curriculum. For more information about a Personal Curriculum contact the High School Guidance Office.

ACADEMIC REQUIREMENTS

Graduation Requirements

1. Minimum requirements for graduation from Schoolcraft High School are:
Twenty-four (24) credits including:

English	4 credits
Social Studies	3 credits
Mathematics	4 credits
Science	3
Consumer Education	1/2 credit
Physical Education/Health	1 credit
Speech	1/2 credit
Fine & Applied Arts or Language or Voc. Ed.	2 credits
Visual, Performing or Applied Arts	1 credit
2. All students must attend high school for eight (8) full semesters on the 9-12 level prior to graduation. Early graduation is possible providing the students meets all academic requirements and an appeal allowing this to happen is made. Requests of this type will be considered through the Principal's office and will be determined on an individual basis following a review of circumstances.
3. All students will take six (6) classes per semester unless on an alternative approved plan.
4. A transfer student must satisfy all graduation requirements of Schoolcraft High School.

ACADEMIC REQUIREMENTS, (cont'd)

Required course work recommended by grade:

9th Grade:	English I or Honors English I World History Algebra I or Geometry Earth Science Physical Education/Health
10th Grade:	English II or Honors English II Geometry or Algebra II U.S. History BMA Biology
11th Grade:	English III or Honors English III Algebra II or Algebra IIA or Trig/Pre Calculus Chemistry or Physics US Government/Economics Speech/Consumers Education
12th Grade:	English IV or Honors English IV Math

Make -up Credits

Students who are in need of additional credit(s) for graduation have four acceptable alternatives:

1. Summer School - credit will be accepted at face value from any area high school offering acceptable summer school programs. **Students must have the High School Principal's approval before enrollment.**
2. Adult education -a student in his/her senior year of high school may enroll in the adult Education Program with written approval of High School Principal.
Credit transfers at face value.
3. College or University - students may be permitted to make up high school credit to satisfy high school graduation requirements.
4. MI Virtual H.S. - students may be permitted to make up high school credit to satisfy high school graduation requirements.

ACADEMIC REQUIREMENTS, (cont'd)

Testing Out

1. A student currently enrolled in high school will be permitted to “test out” of any class, in which they are not currently enrolled, during a designated testing period in June of each year. Classes already taken for grade and/or credit are exempt from testing out.
2. Credit will be earned based on successful mastery of the required objectives:
 - a. Credit will be earned if the student achieves 77% or better on a comprehensive final examination. Students may also be required to demonstrate mastery through basic assessments used in the class which may include, but are not limited to portfolios, performance, papers, projects, and/or presentation.
 - b. Credit will be recorded on the student transcript as “CR” and will not count in the computation of the grade point average.
 - c. Once credit is earned by “testing out” a student will not receive credit, by any means for a lower course in that course sequence.
3. Testing Out Process
 - a. To be eligible to test out of classes for the upcoming school year, a student must complete a testing out application by the end of the current school year. A letter of explanation will be given to each student that has submitted a testing out application at least two weeks prior to the end of the school year.
 - b. Each year the course syllabus and course outcomes for each class will be available for students who have met the application deadline. The date these materials will be available will be included in the letter of explanation.
 - c. A testing window in June will be established each year and communicated to students in the letter of explanation.

Dual Enrollment - The major provisions at this time include:

1. A student must be enrolled in at least one high school class, must be in 11th or 12th grade, a student who has met the requirements for an endorsed diploma in one or more subject areas of the MME Test in which a post-secondary course is sought

ACADEMIC REQUIREMENTS, (cont'd)

2. All college courses are eligible except hobby craft, recreational, physical education, remedial math and English classes, theology, divinity, or religious education courses.
3. Students will assume responsibility for transportation and the school district will not be subject to any liabilities associated with their transportation arrangements.
4. Students may not take college courses at out-of-state colleges or universities.
5. Students may not participate in college athletic programs.
6. Credit will be granted based on successful completion of the college class in which the student is enrolled. All credit will transfer on a three-to 1/2 basis (i.e., three Kalamazoo Valley credits will transfer 1/2 credit to Schoolcraft High School).
 - Eligible student may enroll in postsecondary courses for high school credit or postsecondary credit or both. A student will designate which type of credit she/he desires at the time of enrollment and shall notify both the high school and the postsecondary institution of the designate. A student may make different credit designations for different courses. High School credit granted to a student shall be counted toward the graduation and subject area requirements of the school district.
7. Interested students should contact the high school office for specifics of this program. Students need to be fully aware of the benefits and risks of enrolling in a post-secondary course. The aim of this program is to help students maximize their individual potential plan for the future.
8. The following definitions apply to Post-Secondary Options/ Dual Enrollment. Eligible student is:
 - a. 11th and/or 12th Grade
 1. A student enrolled in at least one high school class.
 2. A student is at least 11th grade.

ACADEMIC REQUIREMENTS (cont'd)

- b. 12th Grade only
 - 3. A student who has completed the requirements for a state endorsed diploma in the subject area in which a post-secondary course is sought.
 - 4. A student who desires to take a computer science or foreign language course not offered by the school district.
 - 5. A student who desires to take a fine arts course as permitted by the district.

REPORTING STUDENT PROGRESS

Schoolcraft High School formally communicates student progress to parents through Report Cards, Progress Reports and Parent-Teacher Conferences, held in the Fall and Spring. Parents are encouraged to contact their student's teacher whenever concern arises over behavior or academic progress.

Report Cards: Report cards are an effective method of communicating an evaluation of student progress and an understanding of a student's educational growth to the student and parents.

- a. Report cards will be issued quarterly. (Every 9 weeks.)
- b. Report cards will be given at the end of the first marking period to parents attending Parent/Teacher conferences. Report cards not distributed during conferences will be given to students on Friday following the conference.
- c. Report cards issued at the end of the second and fourth marking periods are semester progress reports.

Progress Reports: Progress Reports will be issued every three (3) weeks. Parents should discuss the report with their child, and exert their positive influence to continue progress or improvement.

Upon receipt of an unsatisfactory progress report, parents are requested to contact the school to arrange for a conference with the student's teacher(s) to discuss unsatisfactory work and study habits.

REPORTING STUDENT PROGRESS, (cont'd)

Parent/Teacher Conferences: Conferences are scheduled at the end of the first marking period in the first semester, and at the end of the third marking period in the second semester. These conferences provide an opportunity for parents and teachers to share information midway through a semester and to develop strategies for students who are having difficulties.

Class Grades: Scholarship is evaluated in terms of letter grades.

The marking system used at Schoolcraft High School is as follows:

100 - 93 = A	89 - 87 = B+	79 - 77 = C+	69 - 67 = D+
92 - 90 = A-	86 - 83 = B	76 - 73 = C	66 - 63 = D
	82 - 80 = B-	72 - 70 = C-	62 - 60 = D-

Each nine-week grade is worth 40% (2/5th's) of the student's grade, while the final exam is 20% (1/5th) of the semester grade.

Incomplete: The grade of "I", Incomplete, is given to scholastic work not completed on the due date because of reasonable and accepted reasons. The Incomplete work must be completed and the grade of "I" changed within ten (10) school days after the end of the marking period or the "I" will become an E.

FINAL EXAMINATIONS

1. Comprehensive final examination will be given in all classes at the end of each semester.
2. All students are required to take the final examination as part of the course requirements.
3. The final examination will be 20% of the semester grade.

SCHOLASTIC HONORS

Schoolcraft High School recognizes quality academic achievement through the awarding of Senior Academic Plaques, a published Honor Roll, a chapter of the National Honor Society, and selection of a Senior Class Valedictorian Top Ten.

SCHOLASTIC HONORS, (cont'd)

1. Academic Plaque will be awarded to each senior at Schoolcraft High School who has earned or maintained a cumulative grade point average of 3.5 for 7 semesters.

2. Honor Roll students may attain Honor Roll status by:

<u>Honorable Mention</u>	<u>Honors</u>	<u>High Honors</u>
3.0 - 3.149	3.15-3.49	3.5 - 4.0

3. National Honor Society members of the sophomore, junior and senior classes may be nominated for the National Honor Society on the combined basis of scholarship (3.25 grade point average, character, leadership, and service). A committee of all faculty will review student membership in this society. A student inducted into the National Honor Society must maintain a cumulative grade point average of 3.00 for all semesters. Attendance at the induction ceremony is mandatory for induction into National Honor Society.

a. Character - is based upon repeated positive episodes which indicate a definite pattern of behavior. The student with appropriate character:

- Constantly exemplifies desirable qualities of personality (cheerfulness, friendliness, poise and stability).
- Upholds principles of morality and ethics.
- Cooperates by complying with school regulations concerning attendance, property, programs, halls, books, lockers, etc.

b. Leadership - is based upon involvement in extra-curricular activities and the efficiency with which duties are performed. The student who exercises leadership:

- Demonstrates leadership in promoting school activities.
- Demonstrates leadership in the classroom, at work, and in school activities.
- Contributes ideas that improve the civic life of the school.

SCHOLASTIC HONORS, (cont'd)

- c. Service - is based upon involvement in projects or activities which go beyond the regular school program. The student who serves:
 - (1) Is willing to uphold scholarship and maintain a loyal school attitude.
 - (2) Participates in outside and inside activities: athletics, clubs, scouts, church groups, volunteer services.
 - (3) Shows courtesy by assisting visitors, teachers, custodians and other students.

- 4. Valedictorian and Salutatorian -
These are the first and second highest scholastic averages in the graduating class. Determination of the Valedictorian will be based on GPA, at the end of the seventh (7th) semester. The Valedictorian will be expected to speak at the graduation ceremony.

- 5. High Honor and Honor Graduates
 - a. High Honor graduates are those students who, based on the GPA, at the end of the seventh (7th) semester, have achieved a 3.50 and above GPA.
 - b. Honor graduates are those students who, based on the GPA, at the end of the seventh (7th) semester, have achieved a 3.0-3.49 GPA.

GRADUATION INFORMATION

Graduation Ceremony

The Schoolcraft School District is very proud of each of its graduates and values the graduation exercise with the highest regard. This is a time when the student, family, and the school all gather to honor each other's accomplishments.

Participating Seniors

- 1. Seniors who meet the established criteria for graduation are allowed to choose whether they will participate in the graduation exercises.

- 2. Seniors who choose to participate must be present for the graduation practice on the morning of the graduation exercise practice.

GRADUATION INFORMATION, (cont'd)

3. Seniors who participate in graduation exercises shall conform to all the requirements and expectations in keeping with the significance of the occasion. Students will adhere to the following:

Appropriate attire is to be worn under the gown. (Men will wear a dress shirt (preferably with tie), dress slacks, dress shoes and socks. Women will wear dress attire. NO CASUAL CLOTHES OR SHOES.)

Non-participating Seniors

1. Students not wishing to participate in the graduation exercises will not be allowed admittance to the ceremony on graduation day.
2. Diplomas may be picked up at the High School Office after commencement.

Continuous Participation

Compliance with the regulations as set forth in this handbook and those determined by the administration to be pertinent to graduation will result in the student being allowed the privilege of continuous participation in graduation exercises and subsequent awarding of his/her diploma.

Interrupted participation

Graduation is a school sponsored event and subject to the same interpretation; students who are under suspension for school rule violations will not be allowed to participate in any school sponsored event.

CO-OP WORK PROGRAM

The Co-op Program is designed to provide the student enrolled in a vocational program (Building Trades, Office Block, Machine Tool, etc.) with a program-related, on-the-job experience. Placement in these programs is on an individual basis. A student must apply for Co-op during the 11th grade year at the time they are counseled for his/her senior classes. The student's record in attendance, attitude, citizenship, and grades is considered in recommending the student for cooperative training.

Students who participate in the program must attend a minimum of three (3) subjects a day (excluding cadet teacher, office aid, etc.), and work the remainder. A student must work a minimum of 540 hours per school year, and be employed at the training station for nine months to be eligible to receive credit and a Co-op certificate (State Law). Students will receive up to three (3) credits for the school year for Co-op.

CO-OP WORK PROGRAM, (cont'd)

Again, this program is intended to provide the student with job experience directly related to the vocational program in which the student is enrolled. Anything less will not qualify under the Co-op program.

SCHOLARSHIPS AND APPLICATIONS

Scholarships and college applications are handled through the counselor. All Juniors are urged to take the National Merit Scholarship Test if they are planning to attend college. The latter is a requirement of many scholarship applications.

HEALTH REQUIREMENTS

Any student enrolling in a public, private, parochial, or denominational school in the state of Michigan for the first time must:

1. Submit a statement signed by a physician that they have been immunized or protected against: Tetanus-Diphtheria-Rubella-Polio-Pertussis-Measles, and Hepatitis-B and varicella disease.
2. Submit a statement signed by a parent or guardian to the effect that the child has not been immunized because of religious conviction or other objection to immunization.

BUILDING AND EQUIPMENT

1. Permission must be secured from the Principal or his designee to put up posters and advertisements, and students are expected to remove them later.
2. Faculty representatives are to be present at all meetings or practices in any part of the building unless special permission has been obtained from the office.
3. Scheduling of all school activities after 4:00 p.m., should be done in the office.
4. The teacher's room in the high school building is not to be used by students for any reason at any time without a teacher.

SCHOOL LOCKERS

Lockers are to be kept neat and clean at all times. All lockers and desks are the property of Schoolcraft High School and are subject to periodic inspection by school authorities for any reason at any time without notice, without student consent and without a search warrant. Lockers are not to be utilized for illegal or dangerous purposes, i.e. harboring stolen property, drugs, or alcohol, materials that might create health or fire hazards, etc.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and/or personal effects (e.g., purse, book bag, athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

Section 1306 of the School Code states a student has no expectation of privacy in a locker or its contents; a school principal or designee may search a locker and its contents "at any time" as permitted by local policy. **Schoolcraft Community Schools cannot and will not be responsible for lost or stolen articles, regardless of location on school property.**

STUDENT VISITORS

Pupils are requested not to bring student visitors to school with them. Such action not only distracts from your work, but also disturbs the routine of classes.

TELEPHONE

The office phone is a "business phone" and is to be used only for that purpose. Students are welcome to use the office phone in the event that they are ill or there is a genuine emergency and it is necessary to contact your parents immediately. **CELL PHONES ARE TO BE OFF AND STORED DURING SCHOOL HOURS.**

VIDEO TAPING OF CLASSROOM ACTIVITIES

Parents should be aware that video taping of classroom activities may occur at any time. Any questions regarding video taping should be directed to the building administrators.

STUDENT DRESS CODE

The consensus of the Dress Code Committee that a student's dress, upon arrival at school, has parental approval. However, the following restrictions as to dress must be followed:

1. NO bare feet, bare midriffs, NO undergarments to be exposed. Straps must be 2" wide. NO sleeveless shirts for men.
2. NO suggestive or profane slogans or pictures on clothing.
3. Wearing of hats, hoods, and bandanas in the building during the school day, is not permitted.
4. Additionally, from time to time, it may become necessary to restrict various clothing that is inappropriate, distracting, or disruptive for the normal and quality functioning of the school. Suggested guidelines: Tops should be as high as a straight line from the top of one arm pit to the top of the other arm pit. Skirts and shorts must be as long as arms outstretched comfortably along sides to fingertips.

Any student not adhering to the dress code will be immediately sent home and receive an unexcused absence.

LIBRARY RULES

The High School Library is available for classroom and individual use. Students and staff will find new book release, current periodicals, a national newspaper, and a comprehensive reference section.

1. Only one warning will be issued to those talking or disturbing the library. On the second warning, you will be given your signed library pass and expected to leave without delay and return to class or study hall. Violation of this rule will result in the following: (1) **1st violation** - not allowed in the library for a week, (2) **2nd violation** - not allowed in the library for a month, (3) **3rd violation** - not allowed in the library for the equivalent of a semester.
2. Students from study hall will be allowed to go to the library ten (10) minutes after second bell has rung. Students will remain in the library until the end of the hour. However, students sent from library for disruptive behavior will be sent back immediately.
3. If additional time is needed for library use, a slip must be submitted by the instructor assigning the work.
4. All books or materials taken from the library are to be properly signed out and returned promptly.
5. No food or drink is allowed in the library.

DANCE RULES

1. Junior High students will not be allowed to attend high school dances. This also includes Homecoming dances.
2. Students who wish to bring a guest to the dance must register the guest with the high school Principal by the close of the school day on the day of the dance. Each guest must have a guest slip signed by the Principal prior to being admitted to the dance. **GUESTS WILL NOT BE PERMITTED TO SIGN IN WITHOUT HAVING BEEN PREVIOUSLY REGISTERED WITH THE PRINCIPAL.**
3. No smoking or possession of tobacco or illegal substances. This applies to ALL students and guests, **regardless of age.**
4. No student or guest will be admitted who appears to be under the influence of alcohol or illegal substance. Possession of alcohol or illegal substance will result in immediate dismissal from the dance as well as indefinite suspension from school. This also applies to **all students and guests, regardless of age.**
5. Each student and guest must show proof of paid admission.
6. Any student or guest who leaves the dance before it has ended will not be readmitted.
7. Any student involved in any misconduct of any kind may be denied the privilege of attendance at all extra-curricular activities for up to one full calendar year.

EMERGENCY INFORMATION

ACCIDENTS:

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the school office.

MEDICATION:

Parents must sign the medication form for any prescription medicine to be given. Medicine must be in a prescription container. Only trained and assigned office staff are permitted to dispense medication. Assigned staff will ensure that students swallow medication and initial the medication sheet. All prescription medication will be kept in the office. At the end of the school year, parents will be sent a written reminder to pick up medication before the office staff leaves for vacation. Any medication left in the school office two weeks after the student's school year has ended, will be properly disposed of. All permission slips will also be discarded. New permission slips must be filled out every year.

FIRE DRILLS: Fire drills are held in accordance with regulations of the State Fire Marshall and help us prepare for an orderly, quiet, efficient evacuation of the building in case of a fire. The proper exit is posted on a display in each class. It is important that students remain in class groups so that attendance checks can be easily made. Move at least 100 feet away from the building so that others may get out in the shortest possible time.

TORNADO DRILLS: As the tornado season approaches, some general instructions and procedures should be understood by all concerned. The Civil Defense through the Intermediate School office will alert all schools in the county as to possible tornado dangers in the area. The first announcement may be a **TORNADO WATCH** which means that the weather potential is such that a tornado may develop in the area. Students will be kept in the building and follow the necessary precautions. A **TORNADO WARNING** means that a tornado has been sighted in the area, and that necessary precautions are to be taken. The students will remain at the school until the warning has been canceled.

The school administration seeks the complete cooperation of all concerned students, teachers, and parents to make this program workable to minimize the dangers of a tornado warning if one is received.

LOCK DOWN PROCEDURE: In the event of the necessity to go into lockdown, the Principal or a designee will announce over the PA that we are going into lockdown followed by a numeric code. Teachers are to lock all doors leading into the classroom, turn off all lights and proceed to designated lock down areas. Students and staff are to remain in their designated area until notification by the principal or designee followed by the numeric code.

PROCEDURE IF WE MUST KEEP STUDENTS AT THE SCHOOL

1. Each instructor will accompany his/her class to designated safety locations in the school. The tornado alarm will be an alternating ring of the bell that will executed from the high school office.

3. The following areas will be used during tornado drills:

Rooms 100-102 Kitchen Area of Room 102

Rooms 101-107 Boy's/Girl's Restrooms

Room 106 Art Room Storage Area

Rooms 108 Storage area of room

Rooms 109, 111, 113,115 Boy's/Girls Restrooms

Rooms 110, 112, 114 Hallway fire doors

Rooms 116, 118, 120 Hallway fire doors

Rooms 117, 119, 121, 123 Girl's/Boy's Restrooms

Library Storage Area

Return to class when the alarm has ceased and sounded one more time.

SNOW DAYS

During the past years, schools in Schoolcraft have been closed several days due to deep snow and other hazardous conditions. When the need arises to close school, the announcement will be made over the following radio and television stations:

WKZO (AM) 590	WKPR (1420)	WLHQ (CH41)
WWMT (CH 3)	WQSN (1470)	WKMI (1360)
WGRD (97.9)	WOTV (CH8)	WMXL (CH17)
WKFR (103.3)	WQLR(106.5)	WNWN (98.5)
WFAT (96.5)	WRKR(107.7)	WQXC (100.9)

The stations will be contacted at the earliest possible time in order that all concerned may plan accordingly. If an emergency closing is required during the day, the radio announcement will be used to inform parents of early dismissal.

AUTHORIZATION OF BOARD TO MAKE RULES AND REGULATIONS

“The Board...shall make reasonable rules relative to anything necessary for the proper establishment, maintenance, management, and carrying on of the public school of the district, including regulations relative to the conduct of pupils concerning their safety while in attendance at school or enroute to and from school.” Section 80.1300.

SUSPENSION OR EXPULSION OF PUPILS

“The Board may authorize or order the suspension or expulsion from school of a pupil guilty of gross misdemeanor or persistent disobedience when in the Board’s judgment the interest of the school may demand the authorization or order. If there is reasonable cause to believe that the pupil is handicapped, and the school district has not evaluated the pupil in accordance with the rules of the State Board, the pupil shall be evaluated immediately by the intermediate school district of which the school district is a constituent...” Section 380.1311.

SERIOUS VIOLATIONS

A building administrator may recommend to the Board of Education that a student be given an extended suspension or be expelled from school, upon a first, second, or third violation if, in the opinion of the administrator, the presence of the student will be disruptive to other students or to the educational process.

RESERVATION OF RIGHTS

The school reserves the right to set forth, as part of the Code of Conduct, those rules and regulations necessary and proper for carrying into execution the educational program of the school, **which are not specifically stated herein** as the need arises. When, in the judgment of the Administration, the student’s behavior reaches such proportion, or is of a nature that it tends to influence others adversely, and/or interferes with the educational process, or infringes on the rights of others, the behavior is grounds for suspension or recommendation for expulsion.

TYPES OF DISCIPLINARY ACTION AND DISCIPLINARY PROCEDURES

1) Detentions

After School Detention — this is detention time assigned by the instructor. Parents will receive notification one day in advance of detention, and are responsible for the student's transportation for the detention period. Students will be given assigned duties during this time period. Failure to serve detention after school will result in additional detention time. An additional violation will result in a one (1) day in house suspension. Upon returning to school, the student will make up the original amount of detention time. **Detention slips must be signed by parents and returned to staff the next day. Additional detentions will be assigned for failure to return signed detention slips.**

2) Teacher Imposed Suspension

A teacher is authorized by Public Act 103 of 1999 to remove and suspend a student from a class subject, or activity when the student's behavior is so unruly, disruptive, or abusive that it materially interferes with the teacher's ability to effectively teach the class, subject or activity, or the student's behavior interferes with the ability of other students to learn.

Any student suspended pursuant to this policy shall not be allowed to return to that class, subject or activity from which he or she was suspended until the passage of one full school day from the time of the student's infraction unless otherwise permitted by the teacher who initiated the suspension.

Students attending separate class periods throughout the school day shall be permitted to attend other classes taught by other teachers if the student's behavior does not rise to a level requiring a multiple day suspension in accordance with the school's Student Code of Conduct.

3) Suspensions

- a) **In House Suspensions** — A school Administrator may require a suspended student to attend school during the period of suspension in an assigned location within the school.

The suspended student will be assigned a specific station which he/she may not leave during established school hours without permission from the Suspension Room supervisor.

The student may not participate in or attend any school function while under suspension. The suspended student shall not return to the regular high school program until all his/her time has been made up and he/she leaves the In-House Program in good standing.

- b) **Out-of-School Suspension** — during this period, a student may not:
- attend school for a specific period of time.
 - nor may the student enter upon school premises without previous permission from high school principal.
 - not attend or participate in any related school activities.

Out of school suspension could result in loss of credit for tests or quizzes for days of suspension. Credit for homework will be given during suspension time.

Definition — School grounds means all properties and buildings owned and operated by the Schoolcraft Community Schools.

Suspension's (cont'd)

c) **Extended Suspension** — A suspension for a period of more than ten (10) days as approved by the Board of Education. NOTE: All suspension for violations of the school **Code of Conduct** are to be effective until the number of school days have passed.

Suspension Procedures

1. The student shall be informed of the specific charges which could be the basis for disciplinary action to be taken against him/her.
2. The student will have the right to present, to the school administrator, any relevant information that will support his/her defense.
3. If the student is suspended by the school administrator, the administrator will:
 - a. Notify the parents or guardian as soon as possible of the suspension, the reasons for the suspension, and the steps necessary to effectuate the student's return.
 - b. Meet with parents or guardian and the student to plan the satisfactory return of the student to the school setting if deemed necessary by the administrator.
4. If the parents or guardian are dissatisfied with this action, they may appeal to the Superintendent or designee to review the decision.
5. If the suspension is for a period of more than ten (10) days, the same due process for students as is covered under students being expelled will apply.

Re-entry Contract

As a condition of reinstatement, a suspended student may be required to enter into a contract that sets forth terms and conditions of reinstatement. Any violation of the re-entry contract will result in an additional suspension, alternative setting, or expulsion from school.

Expulsion

This is the removal from school on a permanent basis. This action may be taken by the Board of Education only. The following procedural guidelines will govern the expulsion process:

1. Written notice of charges against a student will be supplied to the student and his/her parents or guardian by registered mail. Included within this notice shall be statement of the time and place for the hearing, which time therefore shall be reasonable for the parties involved.
2. Parents or guardian may be present at the hearing. Students against whom charges have been filed will be required to attend this hearing.
3. The student shall be given an opportunity to give his/her version of the facts and implications. He/she should be allowed to offer the testimony of other witnesses and present other evidence.
4. The student and his/her parents or guardian may be represented by legal council.
5. The student, his/her parents, guardian, or legal agent, shall be allowed to review all evidence offered against them. In addition, they shall be allowed to question any witness.
6. The hearing shall be conducted by the Board of Education, which shall make its determination solely upon the evidence presented at the hearing. The hearing is not a court proceeding, and court rules of evidence shall not be enforced at such hearings. An open or closed hearing, at the student's option, may be requested before a majority of the Board of Education.
7. A record shall be kept of the hearing.
8. The Board of Education, by a majority vote, shall state, within ten (10) days after the hearing, its findings as to whether or not the student charged is guilty of the conduct charged and its decision as the expulsion, or extended suspension.
9. The findings of the hearing authority shall be reduced to writing and sent to the student and his/her parents or guardian.
10. The student and his/her parents or guardian shall be made aware of their right to appeal the decision of the Board of Education to the appropriate judicial authority.

Due Process

The Schoolcraft Community Schools' Board of Education recognizes the following:

That students have full rights of citizenship as delineated in the United States Constitution, Constitution of the State of Michigan, the School Code, and other laws passed by the Legislature of the State of Michigan. That the primary intent of society in establishing the public school is to provide an opportunity for learning. That citizenship rights must not be abridged, obstructed, or in other ways altered except in accordance with due process of law. That the opportunity for education is one of these citizenship rights.

CATEGORIES OF MISCONDUCT

Assuming the responsibility granted to it by law, the Board of Education established the following categories of misconduct (while a student is under the jurisdiction of the school and/or engaged in school connected activities) as those which may result in temporary separation, suspension, or expulsion from the Schoolcraft Community Schools. **These categories are general in nature and are not to be held all inclusive.**

We feel it is in the best interest of the community to work with the students in developing the best possible citizens which means learning to live with rules as good citizens.

It must be understood that reaching adult status does not provide for any special privileges with regard to attendance or any other school policy or regulation. **All attendance regulations as well as all other school policies and regulations shall apply to all students, including adult students.**

MATTERS PERTAINING TO CITIZENSHIP

A. Violation of:

1. State laws
2. Local ordinances
3. Abuse of fire alarms, safety equipment
4. Bomb threats
5. Arson

First Violation: Ten (10) days suspension, parent conference, file complaint with police, seek restitution of damages through court of competent jurisdiction, possible recommendation for expulsion.

Second Violation: Recommend for expulsion, file complaint with police, seek restitution of damages through court of competent jurisdiction.

MATTERS PERTAINING TO CITIZENSHIP, (cont'd)

B. Use of Profane Language or Gestures, and Possession of Pornographic Materials:

First Violation: Detention or suspension up to three (3) days contingent upon the severity of the infraction and satisfactory conference with parents.

Second Violation: Detentions or five (5) days suspension .
Satisfactory conference with parents.

Third Violation: Detentions or ten (10) days suspension, plus possible recommendation for expulsion and satisfactory conference with parents contingent upon the severity of the infraction.

C. Cheating:

First Violation: The teacher shall collect the student's paper, mark a zero for the work, and notify the parents and Principal immediately as to the action taken.

Second Violation: Five (5) days suspension, parent conference, loss of credit on all work related to the cheating.

Third Violation: Ten (10) days suspension, parent conference, loss of credit on all work related to the cheating.

D. Corridor Misconduct:

First Violation: Warning, detention, and/or suspension up to three (3) days.

Second Violation: Three (3) days suspension.

Third Violation: Five (5) days suspension.

E. Improper use of Beepers, Cellular Phones, and Other Noise-Producing Devices:

First Violation: Confiscation and parents must contact the Principal's office to retrieve device.

Second Violation: Confiscation and detention. Parents must contact the Principal's office to retrieve devices.

Third Violation: Confiscation and three (3) days suspension. Parents must contact the Principal's office to retrieve devices.

MATTERS PERTAINING TO CITIZENSHIP, (cont'd)

F. Overt Amorous Behavior (Displays of Affection)

There is a proper time and place for expressing affection. During the school day, classrooms, hallways, etc., are not considered proper places for this expression. Students are asked to avoid embarrassment to themselves and others by avoiding displays of affection during the school day and at school events.

First Violation: Warning and/or detention, parents notified.

Second Violation: One (1) day suspension, parent notified.

Third Violation: Three (3) days suspension, parent conference.

G. Excessive Tardiness

Each teacher is responsible for informing students when they are tardy, and to determine if the tardy is excused. This includes all classes and homeroom. Students are expected to be in their classroom on time.

Unexcused tardies will be dealt with as follows per semester.

1st Unexcused Tardy- -Warning

2nd Unexcused Tardy- -Warning

3rd Unexcused Tardy- -Warning, parents notified

4th Unexcused Tardy- -1 hour detention period, parents notified

5th Unexcused Tardy- -1 day suspension, parent conference

6th Unexcused Tardy- -2 day suspension, parent conference

7th Unexcused Tardy- -5 day suspension

8th Unexcused Tardy- -10 day suspension, parent conference, possible recommendation for expulsion.

MATTERS PERTAINING TO CITIZENSHIP, (cont'd)

H. Truancy

- A. One hour or less: **First Violation:** One (1) day
Second Violation: Three (3) days
Third Violation: Five (5) days
- B. Over one hour: **First Violation:** Three (3) days
Second Violation: Five (5) days
Third Violation: Ten (10) days suspension with possible recommendation for expulsion

I. Closed Campus

Because of our commitment to student safety, Schoolcraft High School operates a “closed campus” which means that students are to remain in school or in designated outside areas after their arrival on school grounds until the end of normal school day.

- 1. Closed campus penalties for leaving without permission:
First Violation: Three (3) days suspension.
Second Violation: Five (5) days suspension, parent conference.
Third Violation: Ten (10) days suspension, possible recommendation for expulsion.
- 2. Lunch Time Area
 - a. Students may remain in the cafeteria area or the center hallway in front of office complex.
 - b. Students should not enter any parking lot without authorization.
First Violation: Warning and/or detentions.
Second Violation: Detentions and/or one day suspension.
Third Violation: Three (3) day suspension, parent conference.

J. Failure to sign out when leaving the building:

- First Violation:** One (1) day Suspension
- Second Violation:** Three (3) days Suspension
- Third Violation:** Five (5) days Suspension

Matters Pertaining to Citizenship (cont'd)

K. Behavior at Athletic Events (home and away), concerts and assemblies. (Unsportsmanlike/inappropriate behavior and/or heckling is not acceptable at school events.)

First Violation: Removal from school event and parent conference.

Second Violation: Removal from school event, parent notification. Student will be excluded from attending all school functions for the remainder of the current semester.

MATTERS PERTAINING TO THE SAFETY OF OTHERS

A. Verbal or Written Assault: Any student in grade 6 or above who commits a verbal or written assault against any student, school employee, volunteers or contractor on school property, at any school-sponsored activity or on any school-related vehicle shall be expelled from school for up to 180 days. Verbal or Written Assault is defined as any willful statement or act, oral, or written, which can reasonably be expected to induce in another person(s) an apprehension of danger and/or fear of bodily injury or harm.

B. Physical assault: Any student in grade 6 or above who intentionally causes or attempts to cause physical harm to any school employee, student volunteer, or contractor through force or violence shall be permanently expelled from school, subject to possible reinstatement after 180 school days.

Any student in Grade 6 or above who intentionally causes or attempts to cause physical harm to another student on school property, at any school sponsored activity, or on any school-related vehicle through force or violence shall be expelled from school for up to 180 school days. **Any student expelled under this policy may not enroll in any other public school in Michigan prior to the completion of the term of the expulsion.**

C. Harassment:

First Violation: Warning, detentions, and/or up to ten (10) days suspension contingent upon severity of the infraction.

Second Violation: Up to (10) days suspension, contingent upon severity of the infraction.

Third Violation: Ten (10) days suspension with possible recommendation for expulsion.

D. Fighting:

First Violation: Three (3) days suspension and satisfactory parental conference/notification of police, if appropriate.

Second Violation: Ten (10) days suspension.

Third Violation: Recommendation for expulsion.

MATTERS PERTAINING TO THE SAFETY OF OTHERS (cont'd)

E. Extortion:

First Violation: Five (5) days suspension. Appropriate notification of police.

Second Violation: Recommendation for expulsion.

F. Possession of a Weapon:

A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. It can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

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

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

G. Use of an object as a Weapon:

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

H. Knowledge of Dangerous Weapons or Threats of Violence:

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

First Violation(F,G,H): Expulsion from school for a minimum of 180 school days, requires notification of parents, and law enforcement agency. (Michigan PA 211/HB, 1988 and Michigan PA 328, 1994). Each student subject to expulsion shall have their situation reviewed by the superintendent on a case-by-case basis.

MATTERS RELATING TO PUBLIC AND PRIVATE PROPERTY

A. **Theft:**

First Violation: Up to five (5) days suspension and satisfactory parental conference. Restitution and notification of police, if appropriate.

Second Violation: Ten (10) days suspension and satisfactory parental conference. Restitution and notification of police, if appropriate.

B. **Defacing and/or Destruction of Property Including Textbooks:**

First Violation: Up to ten (10) days suspension and possible recommendation for expulsion. Reparation and/or restitution, including the obligation to do work in the school related to the type of offense committed and a satisfactory parent conference.

Second Violation: Ten (10) days suspension and possible recommendation for expulsion. Reparation and/or restitution will be required.

C. **Misuse of Books, Lost or Stolen Book, and Other class related materials:**

Textbooks, school-owned musical instruments, and other similar class-related materials become the responsibility of the student to whom they are issued. While reasonable wear is expected, books, and other materials must be returned in good condition. Damaged, lost or stolen books and other materials must be paid for by the student to whom they are issued. Fines will range from \$2.00 to the cost of replacement of textbook.

D. **Computer Misuse:**

Computer misuse is defined as any unauthorized use of school owned computer equipment and/or software.

First Violation: Warning, detention periods, up to ten (10) days suspension and restitution and possible exclusion of using the school's computers for a semester.

Second Violation: Up to ten (10) days suspension and/or possible recommendation for expulsion.

**MATTERS PERTAINING TO DISRUPTION
OF THE EDUCATIONAL PROCESS**

A. Disrespect toward school employees (Insolence, Insubordination)

First Violation: Warning, detention periods, and/or three (3) days suspension.

Second Violation: Five (5) days suspension.

Third Violation: Ten (10) days suspension, parent conference and/or possible recommendation for expulsion.

B. Inciting, Contributing to Disruption In/Outside Classroom:

First Violation: Warning, detention periods, and or three (3) days suspension.

Second Violation: Five (5) days suspension.

Third Violation: Ten (10) days suspension, parent conference and/or possible recommendation for expulsion.

C. Possession or use of Inappropriate Object which Disrupts the Educational Process:

First Violation: Confiscation, detention periods, and/or three (3) days suspension.

Second Violation: Confiscation and five (5) days suspension.

D. Student Distributed Materials:

Any material handed out by students or displayed on school property must be approved by the School Principal before it may be distributed to other students.

First Violation: Warning and/or detention periods, and/or three (3) days suspension.

Second Violation: Five days suspension from school, parent conference.

MATTERS PERTAINING TO DISRUPTION OF THE EDUCATIONAL PROCESS, (cont'd)

E. Throwing Objects:

First Violation: Warning, detention periods and/or up to three (3) days suspension, contingent upon the severity of the infraction.

Second Violation: Confiscation and five (5) days suspension, parent conference.

Third Violation: Ten (10) days suspension, parent conference with possible recommendation for expulsion.

MATTERS PERTAINING TO CONTROLLED SUBSTANCES

A. Tobacco, all types including chewing tobacco:

1. Possession

First Violation: Confiscation and three (3) days suspension.

Second Violation: Confiscation and five (5) days suspension.

Third Violation: Confiscation and 10 days suspension with possible recommendation for expulsion.

2. Use on school premises, at school-related activities, or in route between the high school and shop, and/or high school and building trades house:

First Violation: Confiscation and three (3) days suspension.

Second Violation: Confiscation and five (5) days suspension.

B. Substance Abuse:

Pupils shall not possess or use alcohol, illegal drugs, narcotics, hallucinogens, barbiturates, marijuana, controlled substances, designer drugs, mood or behavior altering chemicals, or substances purported to have the effect of illegal drugs, or possess drug paraphernalia at school related activities, or within 1,000 feet of school premises.

MATTERS PERTAINING TO CONTROLLED SUBSTANCES (cont'd)

First Violation: Confiscation, ten (10) days suspension from school, during which period the student must have drug counseling by a qualified substance abuse counselor. Police will be involved.

Second Violation: Confiscation, ten (10) days suspension, and recommendation for expulsion. Police will be involved

C. Sale or Furnishing:

Sale or furnishing, or attempting to sell or furnish illegal drugs, narcotics, hallucinogens, amphetamines, barbiturates, marijuana, controlled substances, designer drugs, mood or behavior altering chemicals, or substances purported to have the effect of illegal drugs, at school related activities, or within 1,000 feet of school premises.

First Violation: Confiscation, ten (10) days suspension, and recommendation for expulsion. Police will be involved.

Computer and Internet Uses (Technology Services)

All students, along with their parents, will be required to sign an Acceptable Use Policy. This explains the expectations of students who use the computers and the Internet at Schoolcraft Schools.

All students will be given a personal 'Home' account of 50 Megs of fileserver space. This account is password protected and allows privacy between students, but is not to be considered private from Administrators of the network. Saving things that are in conflict with the Acceptable Use Policy can mean that disciplinary actions may be taken. Students are not to save music, video, or executable files to this area without teacher's permission, and are not to download and install anything to the computers.

Students are expected to be working on class work when in the labs or on a computer in the classroom. Listening to music over the Internet, watching videos, emailing or instant messaging friends, or trying to circumvent filtering is not be tolerated. If a need to email is necessary to comply with a class assignment, teacher notification is required and when completed the student is asked to remove themselves from the email service.

MATTERS PERTAINING TO TRANSPORTATION

A. **Bus Rules:**

It is important for the safety of all the students, that we have the absolute cooperation of all students who ride the bus. The BUS RULES apply to all students equally and are to be clearly understood and obeyed by all. It is understood that any student who rides the bus has read and agrees to abide by the rules as stated below. It is equally important that parents understand and help to enforce the rules by reading and discussing the rules with their children.

1. Students are to wait until the bus is completely stopped before approaching the door of the bus.
2. While boarding the bus at school, the students must remain on the sidewalk and form a single line before entering the bus. Be orderly upon entering and leaving the bus. Do not push, crowd, rush, or poke.
3. Students are to take their assigned seats upon entering the bus and remain seated unless asked by the driver to move.
4. Students are not to throw anything in or out of the bus. No part of the student's body is to extend out of the window.
5. There will be no smoking on the bus or lighting of any kind of fire.
6. Use of profane, abusive or foul language on the bus will not be tolerated.
7. Rowdy conduct and unnecessary noise will not be permitted. Use a soft voice. **Complete silence at all railroad crossings is a must!**
8. The emergency exit door is to be used only as the driver directs - never as a regular way of leaving the bus.
9. Students may be allowed to eat on the bus with the driver's permission.
10. No glass containers of any kind will be allowed on the bus.
11. No pets or animals may be taken on the bus without prior permission of the driver and the principal.
12. No pupil shall be allowed to get off the bus at a different location without prior permission from the parent. This note should be presented at the principal's office. In turn, it will be initialed by the principal or his designate, and then taken to the driver of the bus you wish to ride. Telephone permission will be permissible.

MATTERS PERTAINING TO TRANSPORTATION, (cont'd)

13. When the students must cross the road, he/she must do so in front of the stopped bus under the direction of the driver. Do not go to the mailbox until the bus leaves.
14. Students should be ready for the bus seven (7) minutes before normal pick up times, to allow changing weather conditions, etc. Every attempt will be made to keep the bus on schedule.
15. Students are to remember that the driver, and/or the chaperone is in charge at all times, and that you are to obey them at all times. Misconduct on the bus will not be tolerated. Students reported to the principal may be refused bus privileges.
16. Visitors are not permitted to ride the bus during regular runs except with the written permission of the principal.
17. Students transported to an extra-curricular activity must be transported both ways by the school vehicle, unless written permission has been given in advance by the parent. No student will be transported home from extra-curricular activities if they were not transported by a school bus to the activity, unless previously approved by the administration in writing.
18. No radios or tape recorders are to be brought without permission. They are not to be played on the bus.
Student Discipline Shall be Progressively Applied as follows:

First Violation:

Warning - The driver will first talk to the student to explain the problem and why it can't be tolerated.

Second Violation:

Three (3) days suspension from bus privileges.

Third Violation:

Five (5) days suspension from bus privileges.

Fourth Violation:

Ten (10) days suspension from bus privileges.

Fifth Violation:

Bus privilege is terminated for the remainder of current school year.

*Bus suspension will also pertain to extra curricular events.

**Suspensions relating to trips as part of a curricular activity will be handled on a case by case basis. Suspension may be adjusted depending on circumstances of suspension.

MATTERS PERTAINING TO TRANSPORTATION, (cont'd)

School jurisdiction: For the purpose of this policy, the jurisdiction of the school shall extend to all school property and extra-curricular activities held after the close of the regular school day.

B. Student Motor Vehicle Operations:

1. General Regulation: No student shall operate a motor vehicle or be a passenger in a motor vehicle operated by a student while under the jurisdiction of the school, except as herein expressly set forth. The driving to and from school during school hours, including approved extra-curricular activities, of motor vehicles and cycles is a privilege and shall be permitted with the approval of the Administration, under the following provisions:
 - a. A student driver must possess a valid drivers license and proof of registration and insurance. Stickers may be assigned.
 - b. Students wishing to drive for special purposes such as consortium, co-op, work experience, and any emergency that might occur, must have written permission from a parent and the Administration.
 - c. Any student involved in an accident on school property must report the incident to the high school office.
2. Operation on school premises: Appropriate areas shall be designated for parking of student vehicles. A student vehicle shall not be operated during school hours except as the administration shall expressly allow.
3. Student Passengers: A student shall not be a passenger in a motor vehicle operated under the provisions of this policy without the prior approval of the Administration.

C. Driving Policy — High School:

1. All vehicles driven to school by students must be properly parked within designated parking areas.
2. Students are not to sit in cars in the parking lot at any time during the school day. The parking lot is off limits (See Closed Campus).

MATTERS PERTAINING TO TRANSPORTATION, (cont'd)

D. Student Motor Vehicle Operations Violations

1. Parking in Unauthorized Area:

First Offense:

Police will be notified and vehicle may be ticketed and/or towed. The cost of towing will be the responsibility of the driver. If police are not available, the driver may lose driving privileges for five (5) days.

Second Offense:

Police will be notified and vehicle may be ticketed and/or towed. The cost of towing will be the responsibility of the driver. If police are not available, the driver may lose driving privileges for the remainder of the school year.

2. Unsafe or Exhibition Driving or Riding:

First Violation: Detention, and up to five (5) days suspension and parent conference. Police may be notified.

Second Violation:

Five (5) days suspension. Loss of driving or riding privilege for the remainder of the school year, and parent conference. Police may be notified.

BICYCLES

Students riding bicycles to school must park them in the bike rack at the west side of the building. Students are urged to lock their bikes. The school cannot be liable for lost bicycles.

ATHLETICS

SCHOOLCRAFT COMMUNITY SCHOOLS ATHLETIC PROGRAM PHILOSOPHY STATEMENT

The Schoolcraft Community School District supports and promotes an interscholastic athletic program as an integral part of the educational program of the school district, as it is recognized that participation in athletics encourages the development of an ethical system of values, sportsmanship, dependability, cooperation, leadership, honesty, and a sense of fair play.

The Schoolcraft School District recognizes that the primary aim of the athletic program is for the development and enjoyment of the student, and not primarily for the purpose of winning. While the individual and the team should be directed toward that end, it is considered to be secondary to the development of the community.

Schoolcraft High School, a member of the KVA (Kalamazoo Valley Association) Conference, will offer the following sports this coming school year:

1. FOOTBALL (Varsity and Junior Varsity)
2. GIRLS BASKETBALL (Varsity, Junior Varsity, and Freshmen)
3. TENNIS (Girls)
4. GOLF (Boys/Girls)
5. BOYS BASKETBALL (Varsity, Junior Varsity, and Freshmen)
6. VOLLEYBALL (Varsity, Junior Varsity, and Freshmen)
7. COMPETITIVE/SIDELINE CHEER (Girls)
8. BOYS TRACK
9. GIRLS TRACK
10. BASEBALL (Varsity and Junior Varsity)
11. SOFTBALL (Varsity and Junior Varsity)
12. CROSS-COUNTRY (Varsity and Junior Varsity)
13. WRESTLING
14. BOWLING

The following schools are members of the KVA Conference:

Battle Creek Pennfield (Panthers)	Constantine (Falcons)
Delton-Kellogg (Panthers)	Galesburg-Augusta (Rams)
Kalamazoo Christian (Comets)	Kalamazoo Hackett (Irish)
Maple Valley (Lions)	Olivet (Eagles)
Parchment (Panthers)	Schoolcraft (Eagles)

LOCAL SCHOOL RULES

GOVERNING ELIGIBILITY AND PARTICIPATION

1. Indulgence and/or possession of alcoholic beverage, use of or possession of tobacco products, use of, possession of, or distribution of any illegal substances (drugs and narcotics), as well as violation of local curfew ordinances and breaking of the law in general is considered contrary to the “Code of Conduct” for athletes at Schoolcraft Community School.

2. It is felt by the Board of Education, the Administration and the coaches of Schoolcraft Community Schools, that a student who wishes to participate in the athletic program of the school system does so with the understanding that he or she is subject to the rules and regulations of the Athletic Policies and Rules handbook 365 days a year, and that the policies and rules outlined there-in apply regardless of whether or not the violation takes place during a particular season or during any other time of the year. Also, there are no geographic limitations. Violations which occur on or off school premises, whether in this community or another, shall result in the same disciplinary action against the person violating the policy or rule.

3. The privilege of participation in the athletic program maybe withdrawn because of the breaking of any of the above outlined rules (use of, or possession of, tobacco products, drugs, narcotics, or alcoholic beverages; and violation of the local, state or federal laws).

4. Scholastic Eligibility:
a. In order to qualify for participation in the athletic program of Schoolcraft Community Schools, a student must have successfully completed at least five (5) classes during his/her last semester of regular attendance.

LOCAL SCHOOL RULES GOVERNING ELIGIBILITY AND PARTICIPATION (cont'd)

- b. In order to remain eligible for participation in any sport in grades 7-12, a student must be successfully passing in five (5) subjects in the semester during which he or she is presently enrolled. The Athletic Director will issue "Bi-Weekly Eligibility List" to each teacher who shall grade each athlete, using a grade which is cumulative from the beginning of the semester. The Athletic Director will then determine whether or not any athlete has fallen below the minimum requirements for eligibility.
- c. Awards: Athletes may not accept any award for any athletic performance or participation other than a trophy having monetary value of not more than five dollars (\$5.00). A trophy is defined as a medal, ribbon, badge, plaque, cup, banner, picture, or ring.
- d. Amateur Practices: Amateurs may not accept money or other valuable considered (merchandise of any kind) for participation in any form of athletics, sports or games, or for officiating in any interscholastic athletic contest. An athlete shall not remain eligible for participation in athletics if he/she has signed a contract with a professional team.

RULES VIOLATIONS

A firm and fair policy of enforcement is necessary to uphold the regulations and standards of the athletic department. The community school administrators, and the coaching staff feel strongly that high standards of conduct and citizenship are essential in maintaining a sound program of athletics. The welfare of the student is our major focus and transcends any other consideration.

Students have no absolute right to participate in extracurricular athletics. Such participation is a privilege accorded to students that is encouraged by the Board of Education. To be eligible to participate, students must comply with the provisions of the policy.

**LOCAL SCHOOL RULES GOVERNING ELIGIBILITY AND PARTICIPATION,
(cont'd)**

1. Violations - The following are violations of the Schoolcraft Athletic Training code:
 - a. The possession of, distribution and/or drinking of alcohol.
Alcohol: Any liquor, wine, beer or other beverage containing a alcohol.
 - b. The use, possession and/or sale or distribution of drugs and/or drug paraphernalia in any manner (except as medically prescribed).
Drugs: Any drug, including illegal drugs, marijuana, inhalants, legal prescription and over-the-counter drugs used or possessed or distributed for other than legitimate medical reasons, counterfeit (look alike) substances and tobacco.
Drug Paraphernalia: Equipment or apparatus designed for or used for the purpose of measuring, packaging, distributing or facilitating the use of drugs.
 - c. The commission of any crime (misdemeanor or felony)
2. Coverage - 365 days a year
3. Area of Jurisdiction - violations which occur on or off school property in this community or another, shall result in the same disciplinary action against the person violating the policy or rule.
4. Penalties - For violations of Section 1 the following progression of penalties will be implemented.

1st offense: Loss of 20% of the season and option of in-school counseling and/or professional treatment. Professional treatment at student's expense.

2nd offense: Loss of 50% of the season and option of in-school counseling and/or professional treatment. Professional treatment at student's expense.

3rd offense: Loss of one(1) calendar year and option of in-school counseling and/or professional treatment. Professional treatment at student's expense.

4th offense: Referred directly to Board of Education for recommendation on penalty. Professional treatment at student's expense.

NOTE: Notwithstanding the above profession of penalties, in the case of a serious offense or offenses such as, but not limited to, drug sale or distribution, steroid usage, or commission of serious misdemeanors or felonies involving violence, theft, or destruction of property the Building Principal may alter the progression of penalties by imposing any penalty listed for 2nd, 3rd, or 4th offenses subject to the appeal rights in Section 13.

**LOCAL SCHOOL RULES GOVERNING ELIGIBILITY AND PARTICIPATION,
(cont'd)**

5. Accumulation of Penalties: Students will be under jurisdiction of the code from grades 7-12. After the first violation, the student athletes record will be cleared if he/she completes three years without an additional violation.

6. Enforcement -
 - a. Who can report? School personnel or any responsible adults who are made aware of a violation of any of the aforementioned policies may report to the proper school authorities.
 - b. Procedure for reporting violations - the person aware of the violation shall notify the Building Principal, the Athletic Director or the coach involved. Administrators may act upon violations they are made aware of and need verification to implement penalties.
 - c. The school district reserves the right to search an athlete present on school property or at a school sponsored event and to search the athlete's locker, desk or personal effects or to demand that the student submit to a drug test where there is reasonable suspicion that such procedures will provide evidence that these rules have been violated.

7. Hearing - Any athlete who is suspected of violating the above rules shall be afforded an opportunity for a hearing with the responsible school official (coach, principal or Athletic Director). The school official shall inform the athlete of the evidence supporting the charge of a violation and provide an opportunity for the athlete to respond. If the athlete is found to be in violation of the rule(s), the school official, in accordance with the schedule of penalties, shall inform the athlete of the penalty being implemented.

8. Administering Penalties - The responsible school official will contact the athlete's parent(s) or guardian either in person or by phone, if possible and shall send a letter describing the details of the violation and the discipline being imposed. A copy of this Code should be enclosed notifying the parent(s) or the appeal procedures. Discipline will be served immediately, or at the discretion of the Principal or Athletic Director, may be suspended pending completion of the appeal. A period of suspension will be carried over to the next sport in which the student participates if not completed in the current sport.

9. Multiple Violations - Should a student-athlete be reported for multiple violations during one incident, it will count as one violation with penalties served concurrently.

10. Practicing Under Suspension - The athlete is allowed to practice with permission of the coach of the sport involved, the Athletic Director and the building Principal.

LOCAL SCHOOL RULES GOVERNING ELIGIBILITY AND PARTICIPATION (cont'd)

11. Transfer Student - Students who transfer to Schoolcraft Schools fall under the athletic code upon date of enrollment. However, the building principal will review and evaluate any record of violations from the previous school. The principal determination will be subject to the appeals process (Athletic Council and Board of Education).

12. Composition of Athletic Council
 - Athletic Director
 - Building Counselor
 - Building Principal
 - Board of Education
 - Building Faculty Member (to be appointed by Athletic Director)

13. Appeals - The student and/or parent/guardian may appeal an athletic disciplinary action by following these steps:
 - a. Provide the Building Principal with written notice of the desire to appeal within three days of the notification give pursuant to Section 8.
 - b. Appeals are first heard by the Athletic council within five (5) days of the notification of appeal or as soon thereafter as its members can convene. The Athletic Council shall forward its written recommendations to the Board of Education within two (2) days of the completion of its hearing.
 - c. The Board of Education shall consider the recommendation of the Athletic Council within five (5) days of its receipt or as soon thereafter as it may reasonably be convened, but if not within five (5) days then no later than its next regularly scheduled meeting. A student appealing the disciplinary measure shall be given an opportunity to present his/her version of the event(s) which led to the imposition of discipline and make a state to the Board of Education. The student may continue the appeal as promptly as is reasonable in the circumstances. The Board of Education may suspend this imposition of the penalty pending completion of the appeal.

14. Team Rules - The Head coach, in consultation with the Athletic Director and Principal, may suspend an athlete for a period of time or dismiss an athlete from the team for violations of team rules or insubordination if the head Coach feels that such action is in the best interest of the team and the athletic program. In addition to the hearing procedures above, such suspension or dismissal shall require the approval of the building Principal.