

NEGAUNEE HIGH SCHOOL STAFF ORGANIZATION  
 500 W. Arch Street  
 (906) 475-7861

*Negaunee High School*

Principal	Mark Marana
Assistant Principal/Athletic Director	Andrew Brunette
Guidance Counselor	Michelle Morey
Technology Coordinator	Scott Washburn
Secretaries	JonicaMcCarthy Sherry Burdick Beki Kumpula

<b>Teaching Staff</b>	<b>Rm. No.</b>	<b>Subject</b>
Kathy Alexander	204	Social Studies/Yearbook
Todd Backlund	305	Biology
Kevin Bell	111/215	Industrial Tech/Drafting
Kyle Bell	110/215	Drafting
Cynthia Benaglio	304/119	Science/Math
Karen Bonsall	117A	Special Education
Kelli Bucholtz	214	Chorus
William Ellerbruch	121	Mathematics
Curtis Gage	117B	Special Education
Marius Grazulis	211	Government/History
Jill Hamlin	304, 305, 307	Physical Science
Beth Holmgren	206	BEST/Computers
Sherri Holmgren	307	Biology
Kevin Jacobson	212/Gym	PE/Health/Social Studies
Mike Johnson	208	Science/Mathematics
Amanda Kerry	202	Foreign Language
Kim Mason	118	Art
Lynn Mileski	124	Special Education
Catherine Moilanen	213	Orchestra
Chris Momcilovich	213	Band
Paula Nebel	216	Accounting/Computers
Jeff Niemi	119/Gym	PE/Health
Victoria Paupore	200	Foreign Language
Mary Rosten	210	English
Peter Ruokola	207	Mathematics
Andy Skewis	122	English
Gina Sorensen	201	English
Commons/Cafeteria	217	
Guidance Office	220	
Principal's Office	211	



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Student Handbook

The Negaunee Public School District does not discriminate on the basis of race, color, national origin, sex, age disability, height, weight, religion or marital status in its program and activities.

### **Grievance Procedures For**

**Title VI of the Civil Rights Act of 1964**

**Title IX of the Education Amendment Act of 1972**

**Title II of the Americans with Disability Act of 1990**

**Section 504 of the Rehabilitation Act of 1973**

**Age Discrimination Act of 1975**

### **SECTION I**

Any person believing that the Negaunee Public School District or any part of the school organization has inadequately applied the principles an/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) Title II of the American with Disability Act of 1990, and (5) Age Discrimination Act of 1975, may bring forward a complaint, which shall be referred to as a grievance, to the District Compliance Officer, Mark Marana, High School Principal, 500 West Arch Street, Negaunee, Michigan 49866, (906) 475-7861 or Geoff Lasich, Administrative Aide for Finance, 101 South Pioneer Avenue, Negaunee, Michigan 49866 (906) 475-4156.

### **SECTION II**

Any person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the District Compliance Officer, who shall in turn investigate the complaint and reply with an answer to the complainant within five (5) business days. The complainant may initiate formal procedures according to the following steps.

#### **Step 1**

A written statement of the grievance signed by the complainant shall be submitted to the District Compliance Officer within five (5) business days of receipt of answers to the informal complaint. The compliance officer shall further investigate, matters of the grievance and reply in writing to the complainant within five (5) days.

#### **Step 2**

A complainant wishing to appeal the decision of the District Compliance Officer may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Officer's response. The superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

#### **Step 3**

If unsatisfied, the complainant may appeal through a signed, written statement to the Board of Education within five (5) business days of receiving the superintendents response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within forty (40) days of the receipt of such an appeal. A copy of the Boards disposition of the appeal shall be sent to each party within ten (10) days of this meeting.

#### **Step 4**

If at this point the grievance has not been satisfactorily settled, further appeal may be made to the Office of the Civil Rights, Department of Education, Washington, D.C. 20202. Inquiries concerning the non-discriminatory policy may be directed to Director, Office of Civil Rights, Department of Education, Washington, D.C. 20202. The District Compliance Officer, on request, will provide a copy of the districts grievance procedure and investigate all complaints in accordance with this procedure. A copy of each of the Acts and the regulations on which this notice is based may be found in the District Compliance Officer's office.

### **FORWARD**

This handbook is the product of the cooperative efforts of students, parents, teachers, administrators and school board members.

Information is the key to getting the most from any experience. The purpose of this booklet is to help students and parents be well informed users of the Negaunee School System. Please take the time to read about the services, policies, and rules found herein.

The school board and staff in your schools want every student to succeed. We exist to create an environment where students can learn the skills to be contributors to our world. Good schools are a result of cooperative effort, pride, eagerness to learn and a positive attitude. Success comes to the person who puts forth their best effort in every endeavor.

Parents and students who have questions about this booklet, or any other school matters should contact the principals' office at their earliest convenience.

**High School Phone Number 475-7861 – Middle School 475-7866**

### **I. ACADEMIC PLANNING**

#### **GUIDANCE AND COUNSELING**

The purpose of the Guidance Program is to help each individual student to achieve his/her highest growth potential-mentally, emotionally, and socially. We try to do this in several ways:

1. Arranging individual conferences whenever a student, a teacher, a parent or the counselor deems it necessary.
2. Aiding students in making educational and vocational plans for the future.
3. A testing program designed to help the student learn as much as possible about their capabilities.
4. Helping new students feel at home in our school with new teachers and friends in a different setting.

#### **SCHOOL RECORDS**

Confidential information about a student will be used only for valid educational purposes and in keeping with Michigan School Law. Parents are welcome to review school records by making an appointment through the principals office.

#### **CHANGES IN CLASS SCHEDULE**

As stated at registration time, we will do our best to schedule students into their choice of classes. They will then have the responsibility of sticking with their decisions. Students desiring to change a class should work through the counselor's office. No changes will be made without permission of the parent, counselor, teacher and principal. Classes dropped after the 1<sup>st</sup> week of the marking period shall be recorded as "F" for that marking period.

#### **REPORT CARDS**

Report cards are issued four times a year. Grades indicate the level of academic achievement and citizenship for each class. There is often direct correlation between behavior in the classroom and achievement.

#### **PROGRESS REPORT**

During the fifth week of each marking period teachers will send to parents a progress report if it is felt the work done by their children is unsatisfactory. This report attempts to analyze the reasons for poor work. These reports are also used as a warning that failure is likely unless improvement is made.

## HIGH SCHOOL GRADUATION REQUIREMENTS

Graduation from Negaunee High School requires the successful completion of twenty-two credits. Any course successfully completed for one semester is given one half credit. Any course successfully completed for the entire year is given one full credit. Negaunee High School grants credit on a semester basis for all courses; that is, a student is required to successfully complete a minimum of one semester to receive credit.

Beginning with the class of 2019, (7) semesters of high school attendance are required for participation in the graduation ceremony.

Final determination of scholarship recipients will be based on (7) semesters of high school attendance and academic work in the core curriculum of the high school. This includes but is not limited to Valedictorian, Salutatorian, or Excellence in Education Scholarships. In order for seniors to be eligible for Valedictorian, Salutatorian, and Excellence in Education Honors they must have completed (5) semesters at Negaunee High School.

<b>English</b>	<b>Credits</b>
English 9A & English 9B	1
English 10A & English 10B	1
English 11A & English 11B	1
Elective	1
<b>Total (English)</b>	<b>4</b>
<b>Math</b>	
Algebra 1 or Math Foundations	1
Geometry	1
Algebra 2	1
Senior Year Course	1
<b>Total (Math)</b>	<b>4</b>
<b>Science</b>	
Physical Science	1
Biology	1
Chemistry or Physics	1
<b>Total (Science)</b>	<b>3</b>
<b>Social Studies</b>	
World History	1
American History	1
American Government	1/2
Economics	1/2
<b>Total (Social Studies)</b>	<b>3</b>
<b>Physical Education</b>	1/2
<b>Health</b>	1/2
<b>Foreign Language</b>	2
<b>Visual, Performing, Applied Arts</b>	1
<b>Computer Class</b>	1/2
<b>Electives</b>	3 1/2
<b>TOTAL CREDITS:</b>	<b>22</b>

## MICHIGAN MERIT CURRICULUM (MMC)

The Michigan Merit Curriculum specifies a common set of credits required for a student to obtain a high school diploma. It also provides educators with a common understanding of what students should know and be able to do to receive credit. Obtaining these credits also serves as the foundation of skills needed in order to succeed in college and/or the workplace.

In order for a student to receive a high school diploma, they must demonstrate proficiency in each area of the content as specified by the MMC and local district Board of Education. A local Board of Education can require credits beyond those specified by the MMC. The local Board of Education must also determine what constitutes "proficiency".

## EDUCATIONAL DEVELOPMENT PLAN/4-Year Plan (EDP)

Each student will have an opportunity to create an Educational Development Plan that consists of basic profile information plus future educational and career plans. This EDP can be modified at any time and will be sent home for parent signature before being returned and stored in a student portfolio at NHS. In addition to the EDP, a student will complete a 4-year plan during scheduling for classes each year. This will allow some thought to go into planning a comprehensive high school course experience.

## PERSONAL CURRICULUM (PC)

The PC is a mechanism that can be initiated by a parent to modify specific MMC credits and/or content expectations based on the individual learning needs of a student. The intent of the PC option is to assure the relevance of the student's course of study and facilitate the achievement of postsecondary goals. Due to this important connection, a PC must align with the educational and career goals listed in a student's Educational Development Plan. The use of the PC option should be the exception as the intent of the MMC is to provide a rigorous and relevant curriculum for all students who will obtain a high school diploma.

The PC must align with the high school content expectations and must include as many of the content expectations of the MMC as is practicable. A student can still be awarded a high school diploma providing the student successfully completes the PC expectations and remaining requirements of the MMC (recognizing that the PC may modify one or more of the MMC requirements). Parents with questions about PC should get in contact with their student's counselor.

## DUAL ENROLLMENT

Any student in 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade may enroll in a postsecondary (**dual enrollment**) program providing s/he meets the requirements established by law and by the District. Any interested student should contact the School Guidance Office to obtain the necessary information.

## HONOR ROLL

Guidelines for an academic awards system have been developed. Students who earn honor roll status will receive awards which are established in the guidelines. Incoming freshmen will qualify based on second semester grades of their freshman year and first semester grades of sophomore year.

**ACADEMIC DISTINCTION:** Students who achieve all As (to include A-s) for the grading period will be on the honor roll with distinction.

**ACADEMIC HONORS:** Students who achieve a 3.0 average or higher and who receive no grade lower than a B- will be on the honor roll.

**CITIZENSHIP AWARD:** Citizenship point grades shall be 1s or 2s in all subjects.

To compute a grade point average, add the numerical values for each letter grade. Divide this total by the number of classes attempted, including any for which you received an F. Physical Education and Drivers Education are not included in calculation of the honor roll. The numerical value for each grade is as follows: A+13, A 12, A-11, B+ 10, B 9, B-8, C+ 7, C 6, C- 5, D+ 4, D 3, D- 2, F 0

### **NATIONAL HONOR SOCIETY**

The faculty on the basis of four criteria selects the National Honor Society. They are: Leadership, Character, Service and Scholarship. All four criteria are to be given equal weight in the selection process. There are separate awards for students that are strictly on the basis of scholarship or their grade point average.

#### **Selection Process:**

1. Eligibility to seek membership in the National Honor Society is based on Grade Point average. Eligible seniors must have a 3.25 (9.75) cumulative grade point average and Juniors must have a 3.5 (10.5) cumulative grade point average.
2. Application materials will be sent to **all** eligible students in June, then an informational meeting of applicants will be held in September regarding deadlines and membership requirements.
3. Candidates will submit a written application, a completed form, which verifies 10 hours of service performed, and 500-word essay on what the National Honor Society can do for the school, community and personal growth of its members. The application must be submitted within two weeks of the informational meeting.
4. Once they have been accepted into the National Honor Society, the students are expected to perform 15 hours of community service 10 of which deal with National Honor Society Activities. If this is not met by May 1<sup>st</sup> each year, the student may be dropped from the National Honor Society.
5. Annual Dues of \$20.00 are required to be paid by May 1<sup>st</sup> of each school year. Alternately, students may choose to participate in the fundraisers and raise \$20.00 in profits for the group in order to remain in the Honor Society.

### **GRADING SYSTEM**

The evaluation of student achievement is one of the important functions of the teacher. The marking system is as follows:

A - Excellent	D - Poor
B - Good	F - Failure
C - Average	I - Incomplete

An incomplete is given only in those cases where illness, emergency, or by prearrangement, the student has not been able to complete his/her assignments. An incomplete on the report card becomes an "F" two weeks from the end of the marking period. Make-up work is the complete responsibility of the student.

### **GRADING-ACADEMIC**

1. At the beginning of the school year and for each new class, all teachers will inform their students of the grading scale and how it works.
2. Students may see their grades as recorded in the teacher's grade book by appointment with the teacher.
3. During each marking period or prior to the determination of the marking period grade, teachers will return all papers collected for grading to the students for student review. Teachers may keep some student reviewed papers on file for educational purposes.

### **GRADING-CITIZENSHIP**

The Negaunee Board of Education recognizes that the preparation for and practice as a responsible, purposeful, meaningful life is a prime function of this school system. Citizenship is therefore taught and evaluated on a five point grading scale.

### **CITIZENSHIP MARKING SCALE**

1-Extra Effort, 2-Good Effort, 3-Shows Effort, 4-Seldom Puts Forth Effort, 5-No Effort

### **HOMEWORK (Academic Detention)**

Very often parents are led to believe that students can do their work successfully, without bringing work home. We wish to dispel that idea. Study outside of school hours should be done in order to aid the average student to succeed in his work. Some students need more time than others. A regularly scheduled study time is important in the development of good study habits. Students missing more than one assignment in each subject per quarter will receive one hour of detention to be served after school on Tuesday or Wednesday or Thursday (High School Only) or Saturday mornings.

### **FIELD TRIPS**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent. Attendance rules apply to all field trips.

## **II. ATTENDANCE**

### **ATTENDANCE POLICY**

Any student living at home, regardless of age shall be considered under the control of their parents/guardian for attendance purposes. Regular school attendance is not only the law in Michigan, but also one of the first essentials to school success and an important part of the record each student is establishing.

The Compulsory School Attendance Law requires that "the child's parent, guardian, or other person in this state having control and charge of the child shall send the child to a public school during the entire school year from the age of 6 to the child's eighteenth birthday. The child's attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled"..." MCL 380.1561

A parent or other person in a parental relation who fails to comply with this compulsory school attendance law is guilty of a misdemeanor punishable by up to 90 days in jail, a fine of up to \$50 or both. MCL 380.1599

A dependent child age 6 through 15 must attend school full-time. If the school reports that the child is truant (repeatedly absent from school without good cause), cash benefits received through the Department of Human Services will be suspended until it is verified that the child has attended school for 21 consecutive calendar days. If the child is 6 through 15 years old, cash assistance will be suspended for the entire family. If the child is 16 or 17 years old, cash assistance will be suspended for the child only.

### **RATIONALE**

In keeping with Career Education goals we are attempting to train and educate students to be responsible for their own actions. They also must learn that there are consequences for their behavior (both good and bad). A number of employers in our local area have indicated that their biggest problem with new and young employees is their poor attendance record. When these employers call the school for a reference check on graduates, we note that some students with good academic records are often not hired because of poor attendance and low citizenship grades.

### **DEFINITIONS**

**Absence** – All non-attendance of classes, whether it be part of an hour or a whole school day. It may include non-attendance even if the student is in the school building (lavatory, halls, study halls, etc.). Absences of two, three, four or five periods will be recorded as a half day absence. Absences of six or seven periods will be recorded as a full day absence.

**Class** – all subjects listed on the students schedule that have not been officially changed or dropped by the principal or his designee.

### **Approved Reasons for Absences**

1. Illness (any illness over 5 days should have a physicians statement).
2. Death in the family.
3. Pre-planned trips with parents (an advanced notice is needed.)
4. The school, in all cases shall determine whether an absence is excused or unexcused. Any absence not approved by a parent will be considered unexcused.

### **ATTENDANCE PROCEDURES**

It is important that students attend school regularly. If your son or daughter is ill and unable to attend school the PARENT/GUARDIAN IS REQUESTED TO CALL THE **SCHOOL BETWEEN 7:15 a.m. and 9:00 a.m. ON THE DAY OF THE ABSENCE AND STATE THE REASON FOR THE ABSENCE.**

### **STEPS TO TAKE ON RETURN FROM ABSENCE**

1. A written excuse or phone call from the students' parent/guardian must be registered in the school office.
2. Failure of the parent/guardian to call the school or present a written excuse within two days of the students return will cause the absence to be considered truancy. (Page 23.) Change in the status of an absence will require the student to present verification to the high school office and his/her teachers.
3. All work missed must be made up within a period of time equal to the absence time plus one day. Extenuating circumstances may dictate different arrangements. Teachers may extend the time period to make up work and/or tests. Teachers may also require alternate assignments and/or tests, which cover the same learning objectives.
4. In order to earn semester credit, a student must be absent no more than 10 days (class periods), unless there are extenuating circumstances as determined by the school.
5. Absences, which do not count toward the ten-day total, include school related/imposed activities and funerals.
6. Prior to the seventh day absent, parents will be notified.
7. Middle school students should report to the office before school begins on the day following an absence.
8. Any parent or legal guardian who feels a need to appeal an attendance policy decision may do so. A committee consisting of a teacher, counselor, Assistant Principal and Principal will hear the appeal.

### **HOMEBOUND INSTRUCTION**

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

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the principal. The District will provide homebound instruction only for those confinements expected to last at least five (5) days. Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregiver. A physician must; certify the nature and existence of a medical condition; state the probable duration of the confinement, request such instruction; present evidence of the student's ability to participate in an educational program.

### **BUILDING PASS**

1. The administration encourages parents to schedule medical and dental appointments outside of the regular school day whenever possible. If a school day appointment must be made, it should be scheduled during a study hall. Students must present a note, prior to the start of school, signed by a parent/guardian or from his/her doctor to be excused.

2. A building pass must be obtained in the office before a student leaves the school building. **LEAVING THE BUILDING WITHOUT A BUILDING PASS IS CONSIDERED TRUANCY.** ("F" on all work/tests and Saturday School (s) will be assigned)

### **FAMILY VACATION REQUESTS**

The decision to be absent from school for a family vacation (more than two days) is a parent decision. The primary responsibility for making up schoolwork missed rests with the student. Absences will be considered **excused** under the following conditions:

1. The principal is notified in writing of the intended absence at least one week in advance of the first day of vacation.
2. There should be no past record of excessive absences.
3. The students will receive their credits and grades when, in the judgement of the teacher, work is made up or equivalent work is substituted by the student to the satisfaction of the teacher.
4. One family vacation absence per year will be granted providing there is no past record of excessive absences.
5. **Student Deer Hunting Policy:** Students wishing to be excused from school for the purpose of deer hunting must make the following arrangements. (Failure to do so will result in unexcused absences.)
  - A. Request to be excused for one (1) or two (2) days.
    1. Pick up Deer hunting request form in the office.
    2. Have the form filled out properly and returned to the office prior to your absence. (Parents signature and date required.)
    3. Make arrangements with your teachers to make-up work missed.
  - B. Requests to be excused for three (3) or more days will be considered a Family Vacation Request.

### **LEAVING SCHOOL**

1. If it is necessary for a student to leave school, he/she must have permission of the parent. Before a student leaves the school property he/she is required to **SIGN OUT** in the principals office. Leaving the building without a building pass is considered truancy. ("F" on all work) and Saturday School (s).
2. School personnel are frequently confronted with the difficult and awkward situation of a non-custodial parent appearing at the school to remove the student. Any arrangement to release the student to another should be made in a written request by the custodial parent to assure the school the release is made with the knowledge and consent of the legal custodian of the student.

### **III. STUDENT RIGHTS – EQUAL OPPORTUNITY**

1. All students regardless of race, religion, sex, handicap, marital or family status, will be provided equal access to educational opportunity.
2. Each student has the right to expect assistance in making decisions concerning his educational goals.
3. Each student has the right to expect the school will be a safe place for students to gain an education.

### **PARENT INVOLVEMENT IN THE SCHOOL PROGRAM**

The Board of Education believes that durable and significant learning by a student is more likely to occur when there is an effective partnership between the school and the student's parents/guardians ("parents"). Such a partnership means a mutual belief in and commitment to significant education goals for a student, a plan for the means to accomplish those goals, cooperation on developing and implementing solutions to problems that may be encountered, and continuing communication regarding the progress in accomplishing the goal(s).

### **FREEDOM OF SPEECH AND ASSEMBLY**

1. Students are entitled to verbally express their personal opinions. Such verbal opinions shall not interfere with the freedom of others to express themselves. Obscenities or personal attacks are prohibited.
2. Students have the freedom to assemble peacefully. There is an appropriate time and place for the expression of opinions and beliefs. Conducting demonstrations, which interfere with the operation of the school or classroom, is inappropriate and prohibited, and will result in suspension.
3. All student meetings in school buildings or on school grounds may function only as authorized by the principal.

### **FREEDOM TO PUBLISH**

1. Students are entitled to express in writing their personal opinions. The distribution of such materials may not interfere with or disrupt the educational process. Such written expressions must be signed by the authors.
2. Students who edit, publish or distribute handwritten, printed or duplicated matter among their fellow students must assume responsibility for the content of such publication. Libel, obscenity and personal attacks are prohibited in all publications.
3. Unauthorized commercial solicitation by students on behalf of themselves or others will not be allowed on school property at any time. The primary purpose of school is educational and not promotional with respect to business, private and religious institutions and/or causes.
4. All publications, announcements, petitions newspapers, sales promotions and posters published in or to be displayed or distributed in the school must first be submitted to the principal for approval. This procedure provides the principal with the opportunity to be of assistance and/or disallow actions disruptive of the educational climate.

### **SEARCH AND SEIZURE**

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers and desks under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times under the control of the school district; however, students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Periodic general inspections of lockers, cars, and desks may be conducted by school authorities for any reason at any time without notice, without student consent and without a search warrant. *We may also bring a police dog in to search for any unauthorized or contraband materials.*

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's personal 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. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

### **IV. STUDENT RESPONSIBILITIES AND LIMITATIONS**

#### **Students are expected to:**

1. Respect the inherent human dignity and worth of every other individual. Each student must not hamper any other student from pursuing an education.
2. Be informed of and adhere to reasonable rules and regulations established by the Board of Education and implemented by School administrators and teachers for the welfare and safety of students.

3. Study diligently and maintain the best possible level of academic achievement.
4. Be punctual and present in the regular school program to the best of one's ability.
5. Refrain from libel, slanderous remarks and obscenity in both verbal and written expression and observe fair rules in conversation and responsible journalism.
6. Dress and appear in a manner which meet reasonable standards of health, cleanliness, safety and not to the detriment of the educational process.
7. Exercise the utmost care while using school facilities, thus preserving school property and promoting a healthy school environment.
8. Conduct oneself in an appropriate manner while in attendance at school related functions held on or off school grounds.
9. Continue or become actively involved in one's education, understanding of people and preparation for adult life.
10. Be willing to volunteer information important to the maintenance of rules and standards of health and safety.
11. Be willing to complete classroom work on time when absent due to school sponsored activity.
12. Be prepared to take quizzes or tests when returning to school after an absence if he/she was made aware of a test or quiz prior to the absence.

### **V. PROCEDURAL DUE PROCESS**

In the event a student faces suspension or expulsion, one of the following procedures shall apply:

#### **A. SHORT TERM SUSPENSION: (10 School Days or Less)**

1. The Principal or Assistant Principal shall advise the student orally or in writing of the charges.
2. If the student denies the charges, the Principal or Assistant Principal shall explain the evidence against the student and give the student an opportunity to present the student's side of the story.
3. If, on the basis of this discussion, the Principal or Assistant Principal believes the student is guilty of the misconduct charged, and that suspension is the appropriate punishment under the circumstances, the Principal or Assistant Principal may suspend the student for ten days or less.
4. Parents will be notified of the cause of the disciplinary action and action taken.
5. If an acceptable understanding is not reached through the principal, the decision may be appealed to the superintendent within 2 days.
6. There shall be no right to appeal the decision beyond the superintendent for short term suspensions.

#### **B. LONG-TERM SUSPENSION: (MORE THAN 10 SCHOOL DAYS) OR EXPULSION.**

1. Prior to the hearing outlined below, the student may be suspended for up to 10 days if the procedures for a short-term suspension are followed.
2. **NOTICE OF CHARGES:** The student and/or the student's parents or guardian shall be notified in writing of the specific charges against the student. These charges must be stated clearly enough for the student and the parent to understand the grounds of the charges and to be able to prepare a defense.
3. **NOTICE OF HEARING:** The student and/or the student's parent or guardian shall be notified in writing of the student's right to a hearing before the Board of Education or before an impartial administrator designated by the Board or a committee of the Board. The notice shall advise the student and/or the student's parent, or guardian of the provisions of the Open Meeting Act pertaining to closed or open hearings where the hearing is to be conducted by the Board or a committee of the Board. If a hearing is requested by the student and/or the student's parent or guardian, notification of the date, time and place of the hearing will be provided.

4. **NOTICE OF RIGHT TO PRESENT EVIDENCE:** If a hearing is requested by the student and/or the student's parent or guardian, notice shall be given of the right to present witnesses of documentary evidence to rebut the charges against the student. Notice shall also be given that the student and/or his or her parent or guardian may be represented and/or assisted at the hearing by a lawyer or other adult.

5. **HEARING:** The hearing shall be conducted in a manner designed to satisfy the student's procedural due process rights. The administration or person advancing the charges against the student shall be obligated to first present witnesses and documentary evidence supporting the charges against the student. The student, parent, attorney or adult representative of the student shall have the right to present witnesses and documentary evidence to refute the charges. The decision shall be based exclusively on the evidence presented at the hearing. A tape recording or other record of the hearing shall be made.

#### **C. SUMMARY SUSPENSION**

Immediate suspensions of a student may be imposed by the Principal or the Superintendent without prior notice and hearing when the student's continued presence in school poses a continuing danger to the student or to other persons or property, or an ongoing threat of disruption of the academic process. In such cases the necessary notice of the date and place of the subsequent hearing shall be given to the student and to the parents or guardian of the student. Such hearing shall be held within ten days after the student's removal from school by the Principal or the Superintendent. The board may continue the Principals or the Superintendents summary suspension or take other action as the facts warrant.

#### **VI. STUDENT CONDUCT CODE**

##### **The Negaunee Board of Education recognizes the following:**

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

##### **PREAMBLE**

A primary responsibility of the schools of Michigan and their professional staff shall be the development of understanding and appreciation of our representative form of government, the rights and responsibilities of the individual and the legal process whereby necessary changes are brought about.

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

The authority of the Board of Education to authorize suspension or expulsion and to make reasonable rules and regulations regarding discipline is granted in Sections 1261, 1300, and 1311 of the School Code.

##### **SCHOOL CODE OF 1976**

Sec. 1261 Care, Custody and Management of School Property (M.S.A.15.41261)

Sec. 1261-Every Board shall have the general care and custody of the schools and the property of the district and shall make and enforce suitable rules and regulations for the general management of the schools and preservation of the property of the district.

Sec. 1300 Regulations Generally (M.S.A. 15.41300)

Sec. 1300-The board of a school district shall make reasonable proper establishment, maintenance, management and carrying on of the public schools of such district, including regulations relative to the conduct of pupils concerning their safety while in attendance at school or en route to and from school.

Sec. 1311 – Suspension or Expulsion of Pupils; Grounds; Evaluation of Handicapped Pupils.

Sec. 1311 – 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 a reasonable cause to believe that the pupil is handicapped, and the school district has not evaluated the pupil in accordance with rules of the state boards, the pupil shall be evaluated immediately by the intermediate School District of which the local school district is a constituent in accordance with Sec. 1711.

#### **VII. DISCIPLINE**

##### **PHILOSOPHY OF STUDENT DISCIPLINE**

It is the aim of the Negaunee Public Schools to promote, through its policies and regulations the highest possible standard of conduct and atmosphere for good instruction. Development of good habits in citizenship and conduct as individuals requires a consistent calm atmosphere, which will promote the individual and group learning process.

One of the most important lessons education should teach is self-discipline. While it does not appear as a subject, it underlies the whole education structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people.

With an understanding of the purposes of discipline in a school, you may form a correct attitude toward it, and not only do your part in making your school an effective place of learning, but develop the habit of self-restraint which will make you a better person.

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

The list of violations/offenses set forth herein is not all inclusive and the District reserves the right to discipline students up to and including expulsion for other inappropriate conduct. The District also reserves the right to discipline students for any attempted violations or other inappropriate conduct.

## DISCIPLINARY VIOLATIONS

### MAJOR VIOLATIONS – Penalty: Suspension (3-10 Days) or Expulsion

The following are among those defined as criminal under the laws of the State of Michigan. The commission of or participation in such activities in school buildings, on school property, or at school sponsored events are prohibited.

**A. ARSON** – The willful and malicious burning of, or attempt to burn any building, structure or property of the Negaunee School District.

**B. ASSAULT** – Any physical aggression where one individual is attempting to do great bodily harm to another.

**C. BURGLARY** – Breaking and entering school property.

**D. DRUGS** – Possession, sale, transfer, use of or recent use of drugs, drug paraphernalia, etc. (Includes imitation or “look a Like” Drugs, any type of mind altering substances, including but not limited to bath salts of any type, any form of synthetic marijuana, herbal incense or potpourri, regardless of whether the substance is classified as a controlled substance) on school property and at school functions may result in **expulsion** from school. Possession of **prescription drugs** may also result in **expulsion** from school.

**E. ALCOHOLIC BEVERAGES ETC.** – Possession, sale, transfer, use of alcohol beverages on school property and at school functions.

**F. EXPLOSIVES** – Illegal possession or use of explosives on school property or at school sponsored events. This includes use of, possession, or sale of firecrackers, or other explosive devices.

**G. EXTORTION, BLACKMAIL OR COERCION** – Obtaining money, property or favor by violence or forcing someone to do something against his will by force or threat of force.

**H. FIRE PROTECTION SYSTEM** – tampering with the fire protection system in any manner.

**I. POSSESSION OR USE OF TOBACCO ON SCHOOL PROPERTY** – Smoking and other tobacco uses are a danger to a student’s health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco, electronic cigarettes, vaporizers, or similar devices during school time, at any school activity, or on school property. Violations of this rule could result in suspension or expulsion. “Use of tobacco” shall mean all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contain tobacco, in addition to papers used to roll cigarettes. The display of unlighted cigars, cigarettes, pipes, other “smoking” paraphernalia or tobacco products on one’s person is also prohibited by this policy.

**J. ROBBERY** – Stealing from an individual in their presence by force or threat of force.

**K. STEALING** – The act of dishonesty acquiring the property of another or others.

**L. THREATS** – verbal or written threats toward an individual(s) or facility, this involvement may lead to retribution, suspension, and or expulsion.

**M. UNLAWFUL INTIMIDATION OF AUTHORITIES** – Interfering with school personnel by intimidation with threat of force or violence.

**N. VANDALISM AND MALICIOUS MISCHIEF** - The act of willful destruction of property belonging to another or others. The cost of replacement or repair for property damage will be the responsibility of the student and/or parent.

**O. 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. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

## BOARD POLICY STATES:

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

**A.** Any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item.

**B.** Any cutting instrument consisting of a sharp blade **over three (3) inches long** fastened to a handle.

**C.** Any similar object that is intended to invoke bodily harm or fear of bodily harm.

### **2. USE OF AN OBJECT AS A WEAPON**

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

### **3. 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.

## **OTHER VIOLATIONS: Penalty: Suspension (1-10 Days) or Expulsion**

**A. CHEATING** – Cheating is any act or behavior by a student which results in a student submitting or representing another students academic work or knowledge as his or her own work or knowledge for evaluation or grading.

Acts or behavior constituting cheating are prohibited and include (but are not limited to the following):

1. Plagiarism (submitting or representing the writings or ideas of another as your own)
2. Writing information or data on items of any kind, including, but not limited to, clothing, items of apparel or accessories, desk or other furniture, or on any ones body for use during any exam, quiz, recitation or exercise of any type. Making and/or having a copy of answers information or data (cheat sheet).
3. Asking for or providing clues, hints or answers on any graded exercise unless deemed permissible by the teacher. (Note that this implicates the person supplying answers as well as the one receiving them.)
4. Asking or obtaining grade changes from a teacher on any exam, test, quiz or academic exercise other than a grade change based on legitimate concerns about the grade calculation and/or method or the correctness of an answer.
5. Copying from another person’s calculator, work, or computer file.
6. Using old exams test or quizzes as study aides when all students do not have access to them.
7. Graphing calculator abuse, as defined by the classroom teacher.
8. Opening test or notebooks during exams, tests, quizzes, or academic exercises unless deemed permissible by the teacher.
9. Stealing exams, tests, quizzes, or academic exercises.
10. Using a cell phone, electronic communication device, or electronic storage device during a test, quiz, or exam without having permission from the classroom teacher.



## **CHEATING**

Special conditions for seniors – any senior found to be cheating, **regardless of the number of offenses**, would be disqualified from participation as an Excellence in Education Scholar, Valedictorian, Salutatorian, honor student, and member of the National Honor Society at Negaunee High School. Furthermore, any senior who has already been named for these awards would forfeit those honors and any monetary award associated with the award.

**FIRST OFFENSE** – one day suspension, have student notify parent, have teacher notify parent and student receives a zero on the exam/test/quiz/assignment or exercise.

**SECOND OFFENSE** – two-day suspension, have student notify parent, have teacher notify parent, and require parent conference, student receives zero on the /test/assignment/exercise, and student is denied honor roll recognition for the current semester.

**THIRD OFFENSE** – three day suspension, have student notify parent, have teacher notify parent, require parent conference, student receives zero on exam/test/quiz/assignment/exercise, student is denied all future academic honors including honor roll Valedictorian, Salutatorian, Excellence in Education Scholar etc.

**FOURTH OFFENSE OR REPEATED OFFENSE THEREAFTER** – four day suspension in addition to the aforementioned consequences. Cheating offenses are cumulative throughout all four years of high school. Students will not get a clean slate at the beginning of the year...**APPEAL POLICY** – the appeal policy is the same as that contained in the current student handbook for any other offense.

**B. DECEPTION** – The act of assuming the role of a parent or other person.

**C. DEFIANCE OF AUTHORITY/DISRESPECT** – All school personnel have the right to make a request that is in the best interest of proper school environment. The failure of a student to carry out a reasonable request will constitute a violation. Students must identify themselves to school personnel upon request.

**D. DISORDERLY CONDUCT** – May be defined as any conduct that is disruptive of the educational process or conduct that will endanger the physical well-being of student or staff (This includes throwing of objects). Depending on the degree of disorderly conduct, this may be considered a major offense.

**E. DISTRIBUTION OR POSSESSION OF UNAUTHORIZED PRINTED MATERIAL** – The act of distributing or possessing unauthorized material on school property. This includes pornography.

**F. DRESS AND GROOMING** - While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. If a student has selected a manner of appearance that presents a risk to themselves or others, they may be removed from the educational setting.

**The following styles or manners of dress are prohibited.**

- Hats of any kind are not to be worn in school buildings.
- Clothing which exposes bare midriffs or underclothing
- Clothing advertising alcoholic beverages, tobacco, or those with obscene or sexually suggestive printing or ethnic slander on them will not be allowed.
- Mutilated clothing

- Jackets and book bags **may not** be brought to class.
- Sunglasses may not be worn in the building
- Pants must be worn at waist level
- Tank top straps less than 2" in width/halter top without undershirt
- Chains
- Studded jewelry

**Footwear must be worn at all times.**

**Shorts are acceptable according to the following conditions:** they are to be loose fitting (lycra spandex material is not acceptable). They are to be approaching the knee (length should be to mid thigh) "Cut – offs" jeans are not acceptable. Shorts with rips or tears are not acceptable.

**Failure to comply with the above conditions may result in the following consequences.**

1. Student will be asked to turn clothing inside out (in the case of offensive language or graphics.)
2. Student may be asked to change into appropriate clothing.
3. Parent may be called to bring in appropriate clothing.
4. Student may be sent home.
5. Non compliance after the above steps have been taken will result in detention or suspension.

## **G. CELL PHONES AND ELECTRONIC COMMUNICATION DEVICES**

Students may possess and use cellular phones or other electronic communication Devices (ECD) and electronic storage devices (ESD) before school, after school, and during their lunch period as long as they do not create a distraction, disruption, or otherwise interfere with the educational environment. Possession and/or use of cellular phones, ECD, or ESD except those approved by a teacher or administrator, at any other time is prohibited. Consequence: Phone will be confiscated until the end of the day and Saturday School will be assigned.

Except as authorized under this policy, use of a cellular telephone or other electronic communication devices (ECD) and electronic storage devices (ESD) in school, on school property, at after school activities and at school-related functions will be subject to disciplinary action.

Also, during school activities when directed by the administrator or sponsor, cell phones and other ECD/ESD shall be turned off and stored away out of sight.

The use of cell phones and other ECD/ESD in locker rooms or restrooms is prohibited.

The use of audio or video recording capacity of any cell phone and other ECD/ESD is prohibited in locker rooms.

**H. EXTORTION** – the act of borrowing or attempting to borrow any money or things of value from a student unless both parties enter into the agreement freely and without the presence of either an implied or expressed threat.

**I. EXTRA CURRICULAR ACTIVITIES ATTENDANCE** – Students attending extra curricular activities at home or away are not to leave the building during the activity. Students who leave the facility will not be allowed to return. All school rules apply at all school activities. High school students are not allowed to attend Middle school dances.

**J. FIGHTING** – The act of quarreling involving bodily contact in or on school property, or going to or from school, including any activity under school sponsorship dances, athletic events, etc. Any altercation having its origins on school property will be considered under the school jurisdiction.

**K. FORGERY** – The act of fraudulently using in writing the names of another person, or falsifying times, dates, grades, addresses, or other data on school forms.

**L. GAMBLING** – The act of gambling for money or valuables.

**M. HAZING** - The act of harassing by ridicule or criticism or the playing of abusive tricks on fellow students.

**N. INDECENCY** – The act of offending against commonly recognized standards of good taste, including vulgar language.

**O. LITTERING** – The act of littering on school property or on private property passed when going to or from school.

**P. LOITERING** – The act of being in or about any school building or in specifically restricted areas of a school building at unauthorized times or without the specific authorization of the schools personnel.

**Q. OBSENIITY** – The act of using obscene or profane language in verbal or written form or in pictures, caricature or obscene gestures on any school property. Obscenity directed toward a school employee will warrant a more serious discipline action.

**R. PUBLIC DISPLAY OF AFFECTION** – any display of affection in a physical way.

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

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

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless hand held device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Any student that believes s/he has been/or is the victim of harassment should immediately report the situation to the teacher, the principal or assistant principal, or may report directly to the Superintendent at the District Office, 475-4156. Complaints will be investigated in accordance with AG5517.

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

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

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

The following definitions are provided for guidance only. If a student or other individual believes there has been harassment, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

#### **HARASSMENT –**

- A.** Submission to such un- welcomed conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District:
- B.** Submission to, or rejection of, the un welcomed conduct or communication Is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District.
- C.** The un- welcomed conduct or communication interferes with the student's Education, creates an intimidating, hostile or offensive environment, or Otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning Comments.

**SEXUAL HARRASMENT**, may include, but is not limited to:

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

**Individuals wishing to report incidents of harassment should contact the District Anti-Harassment Compliance Officers.**

Mr. Mark Marana  
Negaunee Public Schools  
High School Principal  
906-475-7861  
500 West Arch Street  
Negaunee, MI 49866

Mr. Geoff Lasich  
Negaunee Public Schools  
Administrative Aide for Finance  
906-475-4156  
101 South Pioneer Avenue  
Negaunee, MI 49866

**T. BULLYING** – 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 discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file. To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

**Implementation** – The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy. This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

**Procedure** – Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

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

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

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.

**DEFINITIONS** – The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, s/he should report it immediately and allow the administration to determine the appropriate course of action.

“Aggressive behavior” is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student’s educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

“At School” is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

“Bullying” is defined as any gesture or written, verbal, graphic, or physical act (including any electronic communication or “Cyber-bullying” – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following.

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students.
- B. adversely affecting the ability of a student to participate in or benefit from the school district’s educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress:
- C. having an actual and substantial detrimental effect on a student’s physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. **Physical** – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. **Verbal** – taunting, malicious teasing, insulting, name calling, making threats.
- C. **Psychological** – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

“Harassment” includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion.), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

“Intimidation/Menacing” includes, but is not limited to, any threat or act intended to place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person’s property; or to intentionally interfere with or block a person’s movement without good reason.

“Staff” includes all school employees and board members.

“Third parties” include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

Any student who believes he/she has been or is the victim of aggressive behavior including bullying or hazing, should immediately report the situation to the building principal or assistant principal, or the Superintendent.

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

**V. TARDINESS** – A student not in his/her assigned room when the bell rings.

**W. TRUANCY** – All absences from school and classes that are not authorized by the parent/guardian. Truancy is meant to include terms such as hooky and skipping. Etc. Truancy also includes leaving the school grounds during school hours without an approved pass.

**X. UNAUTHORIZED PERSONS** – Any person (including one who has been suspended or expelled) who cannot or will not prove a right to be in the building,

**Y. UNSAFE DRIVING** – (high school only) – Driving in excess of the speed limit, spinning wheels, peeling rubber, throwing gravel, leaving tacks on the pavement, riding on the outside of the vehicle, hanging out windows, or any other unsafe maneuver or action.

**Z. STUDENT SALES** – No student is permitted to sell any item or service in school without the approval of the Principal. Violation of this may lead to disciplinary action.

#### **DISCIPLINARY PENALITIES**

#### **MAJOR PENALTIES – Penalty; Suspension or Expulsion**

**A. PENALTIES – any of the penalties in this section may warrant board action up to and including expulsion depending on the severity of the infraction.**

1. **First major violation** will result in a minimum of three days suspension by the principal whether or not criminal charges result.
2. **The second major violation** and subsequent offenses in the same school year will warrant a minimum of 5 days suspension.
3. **The third major violation** in the same school year may require Board action, which may result in a student’s expulsion from school.
4. Damage cost or repair of property will be the responsibility of student and parents to a maximum of \$2,500 (M.C.L.600.2913).

**B.** All of the previously stated major violations may be reported to the police or proper authorities when considered unlawful acts.

**C.** A student violating the drug policy on school grounds may be recommended to the Negaunee School Board for expulsion.

**D.** A student violating the alcoholic beverages provision may have his/her penalty reduced and be readmitted to school when he/she gives evidence of enrollment in a substance abuse program through an agency acceptable to school authorities. The student must continue in the program until completion as evidenced by a statement from the agency. School guidance personnel will work with the agency if requested.

**E.** In general, students who refer themselves (Drugs, alcoholic beverages, etc.) to school personnel and who are making satisfactory progress toward rehabilitation, are not liable to formal suspension from school, athletics or extra curricular activities. If however, the student discontinues rehabilitation, the building administrator may impose a suspension from a prior major discipline violation.

#### **A. PENALTIES**

1. Other violations defined above may warrant school, suspension of 1,2,3 days (issued in progressive order to a maximum of 10 days).
2. School authorities, in the first two violations, may decide whether the student is to have alternative discipline or be suspended.
3. Further violations and repeated misbehavior may be grounds for the building principal to recommend expulsion to the school board through the superintendent.
4. Driving violations may result in the banning of the vehicle and the prohibition of the student from driving on school property (inside the fence).

**B.** any violation deemed to be unlawful may be reported to the proper legal authorities.

**C. TARDINESS** – A student is tardy if he/she is not in assigned room when the bell rings, or he/she is absent first period only.

1. Tardiness will be handled by the teacher.
2. Chronic tardiness will result in the following penalties.
  - a. **Third Tardy** – referral to the office and warning given
  - b. **Fourth Tardy** – One hour of detention
  - c. **Fifth Tardy** – Detention and a required parent conference prior to readmittance to class.
  - d. **Sixth Tardy** – Suspension
  - e. **Third Tardy in more than 1 class** – detention and a required parent conference prior to readmittance to class.

#### **D. TRUANCY – (“F” on all work – no make-up)**

1. All time missed because of truancy shall be made up before any credit is earned or recorded. Saturday school and/or after school detention will be assigned.
2. It will be the student’s responsibility to make any and all arrangements in the principal’s office to schedule make up time. Time must be made up within one week or the student may be suspended for defiance.
3. In cases where truancy is a small part of a much larger problem, which is not school oriented the administration shall use discretion in assigning make up time.
4. On-Campus Truancy (AWOL) will result in detention time.
5. Off – Campus Truancy will result in Saturday school suspension. (Student leaves school ground).

#### **DISCIPLINARY CONSEQUENCES**

**A. DISCIPLINE CONFERENCE** – meeting a student and/or parents with one of the building principals or assistant principals.

**B. REFERRAL TO STUDENT ASSISTANCE PROGRAM** – when school personnel sense that there are other factors influencing a student’s behavior, referral may be made to the Student Assistance Program (SAP).

**C. AFTER SCHOOL DETENTION** – Teachers or administrators may give this type of disciplinary action. Parents may be informed in advance. Failure of student to meet this obligation may result in their suspension or other disciplinary action. Transportation home will be the responsibility of the parent. It is the teacher or administrators responsibility to supervise the detention. The Middle School & H.S. may utilize Saturday detention or noon hour detention.

**D. TEMPORARY EXCLUSION** – The student is separated from a class or classes or a school sponsored function by an individual teacher or principal pending appropriate action. The action by a teacher is subject to review by the principal.

**E. SUSPENSION (IN SCHOOL)** – Any student found in violation of the Student Code of Conduct may be barred from attendance, by school administrators, from one to ten days in a designated in-school adjustment center. The student shall not enter the mainstream of the school day. Lavatory privileges and lunch facilities shall be approved by the principal or his assistant. A parent will be notified and a conference may be required to resolve the problem (s) that caused assignment to the adjustment center. Suspended students will be allowed to make up their daily work if the suspension is mandated by the Administration. Alternative assignments may be offered by teachers to allow suspended students to make up for lost class time.

**F. SUSPENSION (OUT OF SCHOOL)** – the student is temporarily removed from regular class routine because of a major or minor offense. During a suspension the student will not be allowed on the school grounds during school hours or at school events. The length of the suspension will be determined by the nature of the offense. A parent will be notified and re admittance to the school may require a parental conference with a building administrator. Suspended students will be allowed to make up their daily work if the suspension is mandated by the Administration. Participation In extra curricular activities will not be allowed during a suspension. Alternative assignments may be offered by teachers to allow suspended students to make up for lost class time.

**G. EXPULSION** – The student may be permanently removed from the school because of a gross misdemeanor or persistent disobedience. Expulsion will be determined by the Board of Education on the recommendation of the Superintendent.

**H. SATURDAY SCHOOL SUSPENSION – (9:00 a.m. – 12:00)** Administrators may give this type of disciplinary action. Parents may be informed in advance. Students failing to attend Saturday School Suspension when it has been scheduled and confirmed by the student’s parents or guardian will only be excused for the same reasons that would normally excuse a student from a regular school day. All other absences from Saturday School will be considered unexcused and will be served as out of school suspension for three days with no credit per a parent contact by the school administrator.

#### **GENERAL CONDUCT**

1. Talk in conversational tone and walk to the right in the hallways.
2. Keep hands, feet, and objects to yourself.
3. Respect school and personal property of others.
4. Listen to and follow directions of persons in authority.
5. Be considerate, courteous and respectful of others.
6. No gum chewing, candy or beverages in school except on special occasions.
7. Be in your classroom and complete assignments on time.

**CLASSROOM REGULATIONS** – each teacher will discuss classroom rules with students during the first week of class.

1. Be in your seat when the bell rings.
2. Always have necessary books, material and equipment ready to begin work. Teachers will not encourage the habit of forgetfulness by giving you permission to go to your locker during a class period.
3. Do not open or lean out of windows or adjust the shades or blinds. No student is allowed on the roof of any school building.
4. Writing on desks, books, or on the chalkboard without teacher permission is not allowed.
5. Remain in your seat at the dismissal bell until dismissed by the teacher.

**HALL BEHAVIOR** – Loitering, running, bumping, crowding, or banging doors, or boisterousness in the building is contrary to the standard set for the school. Holding hands and other signs of affection between couples does not have a place at any time in our school.

**CARE OF SCHOOL PROPERTY** – School buildings and equipment are constructed and maintained through taxpayers money. Students who destroy or vandalize school property will be required to pay for losses or damages. If student willfully destroy school property, suspension and subsequent expulsion may be necessary. If you should happen to damage something by accident, report it to a teacher or the office immediately.

**TEXTBOOKS** – All Basic texts are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. Book Covers are recommended. Please be sure your name and grade are written on the book label in case the book is misplaced.

If books or other school property should be lost, destroyed or damaged, a fine will be levied which must be paid before final records are completed according to the following schedule.

New	100% of cost price
1-year-old	80% of cost price
2 years old	60% of cost price
3 years old	40% of cost price
4 years old, or older	20% of cost price

#### **NOON HOUR REGULATIONS – (CLOSED CAMPUS)**

1. No food or beverages will be consumed in the school building during the school day, except in the cafeteria.
2. No food may be taken from the cafeteria (includes beverages).
3. High School students will confine themselves to designated areas during the lunch hour. (CAFETERIA, SECOND FLOOR BATHROOM).
4. Students should deposit all litter in the wastebasket and leave the area in clean condition.
5. Misconduct which includes the throwing of objects is considered a minor offense and will be dealt with in an appropriate manner. Misconduct during the lunch hour will result in a loss of cafeteria privileges for 5 days . In addition, one hour of detention will be assigned. Failure to comply will result in suspension. Severe misconduct such as a food fight may result in cafeteria privileges for up to ten days and suspension from school for up to five days.
6. **No Middle School student** is permitted on any floor other than basement during noon. Detention will be assigned to any student not in supervised areas.  
**All sixth grade students** are expected to be in assigned areas no later than 11:00 a.m.
7. Students are not permitted to order and have food delivered to the school without receiving prior permission from the Principal or Assistant Principal. In most cases, permission will only be granted for special occasions (meetings, parties, etc.)

**All seventh & eighth grade students** are expected to be in assigned areas no later than 11:30 a.m. An announcement will be made on days when inclement weather prohibits the use of the playground area.

7. The Middle School and High School have closed campuses. All students will remain on campus during the noon hour.

**AUDITORIUM BEHAVIOR** – Performers, speakers, and faculty in our assembly programs are to be treated with courtesy. Poor posture, whistling, and stomping of feet are considered discourteous. Improper conduct at an assembly program will result in loss of the privilege of attending and/or disciplinary action. No food or Beverages are permitted in the auditorium.

#### **MOTOR VEHICLE RULES**

Students who drive to school must:

1. Have a valid Negaunee High School parking permit sticker.
2. Have issued to them a valid Michigan drivers license.
3. Have insurance that adequately covers property damage and public liability for that person driving onto the school grounds.
4. Have the permission of the parents or guardian to drive a vehicle.
5. Vacate their car immediately upon arrival in the student parking lot. There will be absolutely no loitering in cars, anytime during the school Day.
6. Park their vehicles in the area only which is designated as **Student Parking Area**. Also, park vehicles in a manner which will not block other vehicles.
7. Not be permitted to leave the premises until after dismissal in the afternoon, except with the Principals permission.
8. Not get into cars until they leave the premises at the final dismissal.
9. Students are to drive carefully at a reasonable and prudent speed not to exceed 15 miles/hour.
10. ALL STUDENT drivers must yield to buses at ALL TIMES.
11. Snowmobiles / ATV's are not permitted on campus.
12. Violation of motor vehicle rules in a minor offense (Penalty: Saturday School)

#### **PHYSICAL EDUCATION**

Physical Education is required for all students in the Middle School and for 9<sup>th</sup> and 10<sup>th</sup> graders in the High School. If the family physician advises against taking part in physical education, a written excuse from the physician must be presented. A one-day excuse due to illness may be granted through a written parental request.

The following rules apply to gym classes:

1. All students must be in appropriate attire for physical activity.
2. All injuries must be reported to the instructor at once.
3. All lost and found articles are to be turned in to the instructor
4. All valuables should be kept locked in the students locker, or checked in with the office. The school is NOT responsible for any lost or stolen articles or equipment.
5. If a student must wear glasses, adequate protection should be provided by the student. No insurance for broken glasses is available.
6. Physical education equipment should be washed regularly.

#### **POOL**

1. All students entering the water must have swim apparel approved by the instructor.
2. NO ONE should enter the pool area without the instructor or his/her assistant being present.
3. All students in the pool are to be under the immediate control of the instructor and/or assistant.

#### **CONCUSSIONS**

**A concussion is a type of traumatic brain injury** that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a “ding”, “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven’t been knocked out.

You can't see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a health care professional says they are okay to return to play.

**SOME COMMON CONCUSSION SYMPTOMS:** *Headache, Pressure in the Head, Nausea/Vomiting, Dizziness, Balance Problems, Double Vision, Blurry Vision, Sensitive to Light, Sensitive to Noise, Sluggishness, Haziness, Fogginess, Grogginess, Poor Concentration, Memory Problems, Confusion, "Feeling Down", Not "Feeling Right", Feeling Irritable, Slow Reaction Time, Sleep Problems.*

#### **IF YOU SUSPECT A CONCUSSION:**

1. **Seek Medical Attention Right Away** – A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don't hide it, report it. Ignoring symptoms and trying to "tough it out" often makes it worse.
2. **Keep Your Student Out Of Play** – Concussions take time to heal. Don't let the student return to play the day of injury and until a health care professional says it's okay. A student who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.
3. **Tell The School About Any Previous Concussion** – Schools should know if a student had a previous concussion. A student's school may not know about a concussion received in another sport or activity unless you notify them.

**Signs Observed by Parents:** *Appears dazed or stunned, is confused about assignment or position, forgets an instruction, can't recall events prior to or after a hit or fall, is unsure of game, score, or opponent, move clumsily, answers questions slowly, loses consciousness (even briefly), shows mood, behavior, or personality changes.*

**CONCUSSION DANGER SIGNS:** In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs. *One pupil larger than the other, is drowsy or cannot be awakened, a headache that gets worse, weakness, numbness, or decreased coordination, repeated vomiting or nausea, slurred speech, convulsions or seizures, cannot recognize people/places, becomes increasingly confused, restless or agitated, has unusual behavior, loses consciousness (even a brief loss of consciousness should be taken seriously.)*

**HOW TO RESPOND TO A REPORT OF A CONCUSSION:** If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion. During recovery, rest is key. Exercising or activities that involve a lot of concentration (such as studying, working on a computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rests breaks, be given extra help and time, spend less time reading, writing or on a computer. After a concussion, returning to sports and school is a gradual process that should be monitored by a health care professional.

Remember: Concussion affects people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer. To learn more, go to [www.cdc.gov/concussion](http://www.cdc.gov/concussion).

#### **DETENTION (After School and Saturday)**

1. Students will be supervised while they make up their time.
2. Transportation to and from school will be the responsibility of the student and/or family.
3. It will be the student's responsibility to make arrangements in the principals office to sign up for make-up-time.
4. Middle School and High School students owing make-up time must do so within the prescribed time.
5. Detention time is to be used to do school related work. Failure to comply will result in a written assignment

#### **STUDENT GRIEVANCE AND APPEAL PROCEDURE**

All grievances including those that could be classified under Title IX (sex discrimination) shall be processed according to this student grievance procedure. No reprisals of any kind shall be taken by or against any party of interest or any participant in the grievance procedure by reason of such procedure. All documents, communications, and reports dealing with a grievance shall not be made a part of the permanent record of the student.

1. **Level One**  
A student who has been unable to resolve a grievance with a teacher or other school personnel, in an orderly and satisfactory manner, may inform the principal either verbally or in writing and seek resolution with him. With allowance of time for the parties to cool off (if this is necessary) there will be an effort to pursue the matter promptly.
2. **Level Two**  
If all the efforts of Level One have failed to result in the solution of the problem, the grievor may present all of the details and pertinent facts in writing to the superintendent.  
The student may choose at either Level One or Level Two to have another person present while presenting his position in the matter.
3. **Level Three**  
If resolution of the grievance is not yet complete after the efforts of the Superintendent, the student shall be informed of his right to petition the Board of Education for relief and also to be represented by counsel of his own choosing.
4. **Appeals**  
All grievances must be filed in a timely manner. A student has 5 school day's to file a grievance at each level detailed above.  
If the grievance should originate with a party charged with resolution of the Grievance at any of the levels, the procedure should then advance and be Pursued at the next highest level.

### VIII. EXTRA CURRICULAR ACTIVITIES (Organizations)

The Negaunee Board of Education recognizes the need for and encourages student participation in extra curricular and interscholastic activities. The Board further recognizes that participating in these activities carries with it the responsibility of good behavior in and out of school. Failure on the part of any student to meet this responsibility is cause for suspension of the privilege of participation.

1. The sponsor/coach of each activity shall give the student written copies of the training rules and other regulations during the first week of practice. Training rules and squad regulations will be discussed verbally with the participating students and will then be taken to the parents for their signature.

#### 2. HIGH SCHOOL ELIGIBILITY

- a. Students must be passing **five** classes at the high school (five classes at the middle school) or they will be declared ineligible. Eligibility will be taken on a weekly basis.
- b. If a student is declared ineligible for failing work, or poor citizenship the student will not be permitted to participate in that particular activity for the following week.

#### 3. MIDDLE SCHOOL ELIGIBILITY

- a. A 5 in Citizenship or an “**F**” means participation is ineligible for the week. Students can practice, but not play. If grade remains a 5 or and F for a second week, student will not play in games or practice.
- b. Two fours in citizenship will result in the athlete being ineligible for the week. Student can practice, but not play. If grade remains a 5 or and F for a second week, student will not play in games or practice.
- c. One 4 will result in student not participating in one half of each game scheduled that week.
- d. Eligibility will be determined each Friday by each teacher. Teachers will return eligibility sheets to office for recording of grades. Coaches and students will be notified of ineligibility.

4. All students are limited to either interscholastic or intramural participation in the same sport during a school year. Cheerleading is considered a sport activity.

5. When team cuts are necessary, all finalists will be notified by team listing after all tryouts are completed.

### CLUBS AND ORGANIZATIONS

Clubs and organizations may form based on student interest. Each such organization must be approved by the school principal, have an open participation policy and be supervised by an adult approved by the principal. Examples: chess, photography, and pep club.

### ELECTIONS

Students seeking elective office (class officers, homecoming or Prom king/queen, student council) must satisfy the following criteria:

1. **Attendance Record** – must have fewer than eight absences each semester for the previous year (Absences which are not school approved)
2. **Academic Record** – must have passed four classes the previous semester.
3. **Citizenship Record** – must not have been suspended from school the previous year. “Suspension includes: *Saturday School Suspension, In School Or Out of School Suspension.*”

The principal has the right to nullify or accept any student’s candidacy.

### FUND RAISING AND SALE OF COMMERCIAL PRODUCTS

Students are permitted to engage in fund-raising to support certain approved student activities. Each organization/club is allowed one fundraiser per school year. Each plan to raise funds must be recommended by the Principal of the school and approved by the Board of Education prior to the event occurring.

### IX. GENERAL OPERATIONS

**Hot Lunch** – a type A meal is provided in the cafeteria every day and is available to all students. It is always a well-balanced meal including fruit, vegetable, meat, milk, bread and butter. Students must buy weekly tickets before the first morning class.

#### Accommodating Students with Special Dietary Needs

The Board of Education believes all students, through necessary accommodations where required, shall have the opportunity to participate fully in all school programs and activities. In some cases, a student’s disability may prevent him/her from eating meals prepared for the general school population.

Substitutions to the regular meal will be made for students who are unable to eat school meals because of their disabilities, when that need is certified in writing by a physician. The form “**REQUEST FOR SPECIAL DIETARY NEEDS ACCOMODATIONS**” is available in the front office of each school building, the school nurse office, and on the school-district website. Once completed, the form will be sent to the school nurse for review.

Meal service shall be provided in the most integrated setting appropriate to the needs of the student with this disability. The District, in compliance with USDA Child Nutrition Division guidelines, will provide substitute meals to food-allergic students based upon the physician’s signed statement.

**USE OF TELEPHONE** – the school phone is available only in emergencies.

**COMPUTER NETWORK RULES** – The following guidelines have been established to provide network security and consistency. By following these guidelines, we can reasonably assure security for every individual’s personal files and ensure that the programs remain operational.

1. All users are restricted to the login ID(s) that have been assigned to them these IDs CAN and WILL be revoked if used improperly.
2. All user IDs require a password. These passwords are NOT to be shared with anyone. If you forget your password, you may fill out a Request to Change Password form in the media center. Your password will be changed within two school days.
3. Any student caught using an ID that is not assigned to them, or exploring outside their files WILL lose access to all computers for at least two weeks and may receive additional punishment – especially repeat offenders. These offenders will still be responsible for any assignments given during this time period. Offenders will either have to do their assignments manually or receive a ZERO for any incomplete assignments.
4. The use of any program that has not been purchased/installed by the school system is strictly forbidden, i.e. No games are permitted. This is to protect the integrity of the network and to insure that the equipment is used for what it is intended. Violators will be treated in the same manner as in item three.
5. At the moment, there is no restriction to the amount of file space an individual has on the file saver. If there is abuse of this policy, all users will be restricted to the amount of storage space that they may have.
6. Violations may also result in Saturday School Suspension.



**NEGAUNEE PUBLIC SCHOOL DISTRICT  
STUDENT ACCEPTABLE USE POLICY FOR  
COMPUTER TECHNOLOGY AND INTERNET**

You have access to the Negaunee Public School District computer network. This access includes connections to computers throughout the school itself as well as to the Internet, which connects you with educational resources all over the world. Our goal in providing this service is to promote educational excellence at Negaunee by facilitating resource sharing, innovation, and communication. The system hardware is District property. All material/messages created, composed, sent, or received on the system are and remain the property of the District and are not the private property of any person.

While there are filters and security measures built into the system, you must exercise responsible use of the technology and systems to which you have access. The use of this technology is a privilege, not a right. If you violate this policy or use the system for any improper purposes, you shall be subject to discipline as deemed appropriate by the administration, up to and including suspension, expulsion, and suspension of system privileges.

Please read the following policies that govern the use of computer equipment, computer software, and the Internet in the Negaunee Public School District. When using the District's computer network, you accept the responsibility of using the network in an appropriate manner. This policy is applicable at all times, which includes class time, break time, work time, after hours, and on weekends, and applies whether you are on or off District premises during the use.

**A. Educational Purpose**

The Negaunee Public School District computer network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities and career development activities. The Negaunee computer network has not been established as a public access service or a public forum. The Negaunee Public School District has a right to place reasonable restrictions on the material you access or post through the system. You are expected to follow the rules set forth in the Student Handbook, as well as the law, in your use of the Negaunee computer network. You may not use the Negaunee computer network for commercial purposes. This means you may not offer, provide or purchase products or services through the network.

**B. Student Internet Access**

All students will have access to Internet and World Wide Web information resources through school owned devices. Access to the school network through personal devices is prohibited. The District will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. Educational staff will, to the best of their ability, monitor minors' use of the Internet in school, and will take reasonable measures to prevent access by minors to inappropriate material on Internet and World Wide Web, and restrict their access to materials harmful to minors.

**C. Unacceptable Uses**

**Personal Safety.** You will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone, school address, work address, social security number, credit card number, etc. You will not agree to meet with someone you have met online without your parent's approval. Your parent should accompany you to this meeting. You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or that makes you feel uncomfortable. Personally identifiable information concerning students will not be disclosed or used in any way on the Internet without the permission of a parent or guardian.

**Email, Blogging, Chat, and Instant Messaging.** You will not use commercial Web-based mail (Hotmail, Yahoo Mail, etc.) on any school computer, or any type of instant messaging including, but not limited to, AOL Instant Messenger, and MSN Messenger. You are not permitted to contribute to web blogs or to be in online Web-based chat rooms unless it is a part of a collaborative sharing project under the direct supervision of a teacher and are prohibited from using chat programs on any school computer.

**Social Media/Networking** – Students are not permitted to access social media/networking sites (Facebook, MySpace, Twitter etc.) without permission from the school's administration.

**Illegal Activities** – You will not attempt to gain unauthorized access to the Negaunee computer network or to any other computer system through the Negaunee computer network or go beyond your authorized access ("hacking"). This includes attempting to log in through another person's account or accessing another person's files. These actions are illegal, even if only for the purpose of "browsing". You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal. You will not use the Negaunee computer network to engage in any other illegal act such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.

**System Security** – You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person. You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.

**Inappropriate Language** – Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages. You must not use the system to create, send, receive, or use any offensive or disruptive materials or messages. Messages which are considered to be offensive include, but may not be limited to, those which contain sexual implications, racial slurs, gender-specific comments, or any other comments that offensively address someone's sex, sexual orientation, religious or political beliefs, national origin, or disability. Also considered offensive are messages or materials which are fraudulent, harassing, or obscene, and those which contain abusive, profane, or offensive language. Persons who wish to express personal opinions on the Internet must obtain their own user names on non-institute-owned systems. You will not post information that could damage or endanger another's reputation. You will not engage in personal attacks, including prejudicial or discriminatory attacks. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending them messages, you must stop. You will not knowingly or recklessly post false or defamatory information about a person or an organization.

**Respecting Resource Limits** – You will use the system only for educational activities. You will not download any files. Loading or use of unauthorized games, programs, files, or other electronic media is prohibited. No software is to be installed onto the network by students at any time for any purpose. You will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people. You will be responsible for damages done to the equipment, system, and software. Vandalism will result in a cancellation of privileges. "Vandalism" is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any of the agencies that are connected to the Internet backbone.

**Plagiarism and Copyright Infringement** – You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specified appropriate use of that work, you should follow expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions, ask a teacher.

**Inappropriate Access to Material** – You will not use the Negaunee computer network to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made for hate literature if the purpose of your access is to conduct research and both your teacher and parent have approved. If you mistakenly access inappropriate information, you should immediately tell your teacher or another District employee. This will protect you against claim that you have intentionally violated this Policy. Your parents should instruct you if there is additional material that they think would be inappropriate for you to access. The district fully expects that you will follow your parents’ instructions in this matter.

**D. Your Rights**

**Search and Seizure** – The District reserves and intends to exercise the right to review, audit, intercept, access, and disclose all uses of the system. The contents of electronic communications may be disclosed within the District or to law enforcement officials without the permission of the author. You should not assume confidentiality of any material produced. Even when the material is erased from the system, it is usually possible to retrieve that material. Further, the use of passwords for security does not guarantee confidentiality or privacy. Routine maintenance and monitoring of the Negaunee computer network may lead to discovery that you have violated this Policy, the provisions of the Student Handbook, or the law. An individual search will be conducted if there is reasonable suspicion that you have violated this Policy, the provisions of the Student Handbook, or the law. The investigation will be reasonable and related to the suspected violation. Your parents have the right at any time to request to see the contents of your files.

**Due Process.** The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the Negaunee computer network. If the violation also involves a violation of other provisions of the Student Handbook, it will be handled in a manner described in the Student Handbook. Additional restrictions may be placed on your use of your Internet account.

**E Limitation of Liability**

The District makes no guarantee that the functions or the services provided by or through the District computer system will be error-free or without defect. The District will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system.

**F. Personal Responsibility**

When you are using the Negaunee computer network, it may feel like you can more easily break a rule and not get caught. This is not really true because whenever you do something on a network, you leave little “electronic footprints,” so the odds of getting caught are really about the same as they are in the real world. You and/or your parents can be held financially responsible for any harm to the system as a result of intentional misuse.

**NEGAUNEE PUBLIC SCHOOL DISTRICT**

**Student Acceptable Use Policy for Computer Technology and Internet**

**Student Network/Internet User Agreement and Parent Permission Form**

To use network resources and the Internet, all students must sign and return this form and obtain parental permission. The following activities are not permitted.

- Accessing the school network through personal devices
- Giving personal information, such as complete name, address, or telephone number.
- Damaging or modifying computers, computer systems, or computer networks
- Using obscene language
- E-mailing, blogging, chatting, instant messaging, or social media (unless part of teacher-directed activity)
- Creating, sending, receiving, or using any offensive or disruptive materials or messages
- Harassing, insulting, or attacking others
- Using others’ passwords
- Downloading files or software
- Trespassing in others’ folders, work or files
- Intentionally wasting limited resources
- Violating copyright laws (including plagiarism)

<p><b>STUDENT USER AGREEMENT:</b></p> <p><b>I have read the Student Acceptable Use Policy and agree to use the school network as outlined in the policy.</b></p> <p><b>Name (Please Print)</b> _____</p> <p><b>Signature</b> _____ <b>Date</b> _____</p>
--

**PARENT/GUARDIAN PERMISSION:**

All students are provided with access to district computer resources. In addition to accessing our district computer network, as the parent or legal guardian, I grant permission for the above-named student to:

(Initial appropriate items)

\_\_\_\_\_ Access the Internet

\_\_\_\_\_ Have his/her picture published on the school or district website (identified by first name only for special recognition)

\_\_\_\_\_ Have his/her quality work samples published on the school website

**These permissions are granted for an indefinite period of time. Students and parents may file a revised permission form at any time.**

**NAME OF PARENT/GUARDIAN (PLEASE PRINT)**

\_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Student's Name** \_\_\_\_\_  
**LAST FIRST**

**Year of Graduation** \_\_\_\_\_

**FIRE, LOCK DOWN and TORNADO DRILLS** – Fire Drills, Lock Down and Tornado Drills will be conducted throughout the school year. Specific instructions on how to proceed will be provided to students by the administration.

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

**EMERGENCY CLOSINGS AND DELAYS**

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the following radio and television stations: WDMJ/WJPD, WGLQ, WHWL, and WLUC-TV.

Parents and students are responsible for knowing about emergency closings and delays.

**LIBRARY** – The library is open from 7:30 a.m. to 2:45 p.m. every day. The library contains excellent reference materials, magazines, and newspapers. Student use of the library is expected to be consistent with current posted Library Policy. All book, magazines, newspapers, vertical files, media or other library materials that are removed from the library must be checked out at the circulation desk. Any student who removes library materials without signing his/her name to a checkout card may be suspended for stealing.

**USE OF SCHOOL EQUIPMENT AND FACILITIES**

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

**LOST AND FOUND**

Articles found in and around the school should be turned in to the main office where the owners may claim their property by identifying it. Gym clothing is turned in to the gym lost and found. Anyone wanting to offer a reward to lost times may do so by placing the information in the daily announcements.

**STUDENT COUNCIL**

Your Student Council provides for student activities, serves as a training experience for both leaders and followers, give students a share in the management of the school, develops high ideals of personal conduct, acts as a clearinghouse for student activities, seeks to interest students in school affairs and help solve problems that may arise. Members of the Council are your representatives and have direct access to the school administration.

**Nominations: Petitions will be available in the Principals office.**

**SUPPLIES-MATERIALS-PROJECTS**

The school will supply students with textbooks, workbooks, and materials for any project which is considered a class requirement. After completing a project in shop, sewing, art, etc. a student may keep the project by paying for the cost of the materials.

## **TRANSPORTATION GUIDELINES**

### **I. FACTS ABOUT PUPIL TRANSPORTATION**

School Districts are NOT required by law to transport regular education children. Negaunee Public Schools has elected to provide transportation. Therefore, “School Bus Transportation is a Privilege, Not a Right”.

Pupil Transportation will operate according to the following Criteria, listed in order of priority:

1. Safety of pupils.
2. Economy of operation.
3. Convenience of pupils.

Transportation to and from school will be provided to the following:

- Student who live more than 1.5 miles, by the shortest route, from the school property in which they attend. If under 1.5 miles, the student is expected to walk to school, by State regulation.
- Elementary students may be required to walk up to, but no more than ½-mile to reach their designated bus stop.
- Secondary students may be required to walk up to, but no more than 1 mile to reach their designated bus stop.

There is NO maximum riding time in the law for children in Kindergarten through grade twelve. Attempts are made to keep Preschool age children (under 5 yrs.) to less than 60 continuous minutes of riding.

Many factors are taken into consideration when establishing the placement of school bus stops. The primary concern is visibility of the bus to other traffic and the consideration of stopping distances necessary for other motor vehicles in order to accomplish safe loading and unloading of children. In general, State Law requires 400 feet of clear and continuous visibility on a highway or roadway where the speed limit is more than 35 miles per hour and 200 feet where the speed limit is less than 35 mph.

The alternating overhead lights on a school bus which are used to notify other traffic of an upcoming stop must, by law, be activated 200 feet before the stop. *Thus, bus stops must be a least 200 feet apart.*

### **II. PARENTAL RESPONSIBILITIES**

Parents are responsible for the safety of your child while going to or from the bus stop & while waiting at the stop for the school bus. Parents are also responsible for any damage by your child to school buses, personal property of others, or public property.

Parents are to advise the child that the bus driving is the sole authority on the bus while they are being transported.

Parental Prerogative – Whenever buses operate, but parents feel that it is unsafe for their children to ride because of inclement weather or road conditions, they may keep their children home. Also, parents are authorized to pick their children up from school and take them home if they feel that it would be unsafe for them to ride the school bus home at the regular school dismissal time. Parents are expected to notify the building principal in such instances.

### **III. RULES FOR RIDING NEGAUNEE PUBLIC SCHOOL BUSES**

**A.** Every bus rider must abide by the following rules, or be subject to disciplinary action, which may entail loss of bus riding privileges. The bus driver is in charge of the bus & MUST be obeyed.

1. Students are expected to be at their designated bus stop 10 minutes before the scheduled pick-up time. Buses cannot wait for tardy pupils.
2. Stay off the roadway while waiting for the bus. Form a line to get on the bus. *Behavior at the bus stop is the parent’s responsibility.*
3. Bus riders should not move to board the bus until it is completely stopped and the bus door is open. Riders shall follow an orderly procedure when getting on or off the bus.
4. The driver has the right to assign seats. Keep your feet on the floor, out of the aisle and off the seats.
5. All riders shall remain seated when the bus is in motion.
6. Keep all body parts & items inside the bus when the window is open.
7. Shouting, fighting, horseplay & obscene language is forbidden.
8. All riders are expected to help keep the bus clean & sanitary inside.
9. Any damage to the bus, seat covers (\$50 each), etc, shall be paid for by the rider inflicting the damage. A billing will be sent to the home.
10. No smoking or chewing tobacco will be permitted on the bus. Lighters and matches are forbidden.
11. Students must ride their assigned bus and get off at their regular stop unless other arrangements are made in advance. A written request from the parent/guardian is required. Such written request is to include the child’s name, date change is to occur, person’s name and address they are going to. In case of an emergency, the written request may be waived.
12. Parents should call the Transportation Supervisor at 475-4156 between 7:30 a.m. & 3:30 p.m., or 475-4714 (Bus Garage/answering machine) before or after that time whenever there are changes, problems or questions. *The bus drivers are not allowed to make route or stop changes without prior authorization.*

### **B. CONSEQUENCES FOR RULE INFRACTIONS**

Riders who violate the bus rules will receive a School Bus/Student Discipline Report Form indicating the infraction. This form will be sent home with the student to be signed by the parent/guardian & is to be returned to the school office the next school day. Bus suspensions are not arranged for the convenience of the parent/guardian. The days designated are not negotiable according to when the parent/guardian can transport their student. This suspension would be from ALL Negaunee buses on the day(s) designated.

1. **FIRST OFFENSE** – in most cases a verbal warning will be given to the rider, unless the offense is judged severe by the bus driver. In this case, the rider may lose riding privileges as outlined in Step 2.
2. **SECOND & SUCCEEDING OFFENSES** – The student will be suspended from bus riding privileges, usually starting with 1 day off, however, if deemed severe may be for a longer period of time. The suspension time will progressively increase with each additional infraction to 3 days off and then to 5 days off. If the student receives an additional infraction after serving their 5 day suspension, they will be denied the privilege of riding ALL Negaunee Public School buses for the remainder of that school year.

**CHANGE OF ADDRESS/PHONE** – If at any time during the school year a student moves to a different address, he must report his change to the school office. Likewise, a change in home or work telephone numbers should be reported. Unlisted numbers required by the school will be held in privacy.

**LOCKERS** – Lockers are issued to students at the beginning of the year. You are expected to stay with your assigned locker unless given permission by the principal to change. Students are cautioned not to give their combinations to others if they expect their property to be safe. Each student is responsible for keeping their assigned locker clean both inside and outside, and in sanitary condition which requires daily removal of perishable foods and food containers. No scotch tape or glue which when pulled off removes the paint may be used in lockers. Writing on lockers is prohibited. The school district owns the lockers and will maintain control of them while they are used by the students. We are charged with the responsibility of providing a safe and healthy environment for the students. It is imperative therefore, that nothing unsafe, unhealthy, illegal or contrary to school policy be kept in the lockers, or anywhere else in the school. Any locker malfunction should be reported to the office. Students are cautioned not to keep money or other valuables in their lockers. The school will not be responsible for things stolen or missing from your locker.

**VISITORS** – All visitors must report to the school office.

**TRESPASSERS** – Visitors who have not official business or valid reason for being in the building or on school grounds between 7:30 a.m. and 2:50 p.m. will be considered trespassers and will be asked to leave.

**VISITORS PASS** – No visitor passes will be permitted at the High School or Middle School.

**WORK PERMITS** – Students who work and are not yet 18 years old must have a work permit. Applications for a work permit are issued through the High School Principal's Office.

**WITHDRAWAL FROM SCHOOL** – Any student withdrawing from school must complete the following procedures.

1. Obtain a withdrawal form from the Principals Office.
2. Return all textbooks and school materials to classroom teachers and the library.
3. Clean out assigned academic and physical education lockers.
4. Return withdrawal form signed by all teachers to the Principals Office.

Under no circumstances will credits be sent to another school until all obligations are met.

**MEDICATION** – If necessary for a student to take any form of medication at school, the following guidelines are to be observed.

\*Parents must assume responsibility for safe delivery of the medication to school.

\*Parents are required to personally bring prescription medications to the principal's or nurse's office. It is against policy for students to transport prescription medication. A refill of each prescription is the responsibility of the parent upon notification by the school.

\*Students in grades 9-12 may be allowed to possess and self-administer an over-the-counter medication upon a written authorization per the medication form. A signed medication form with the parent/guardian signature suggesting permission to receive non-prescribed medications must be present in the school office in order for the student to obtain/administer the medication. If the student is found with a medication in his/her possession, his/her record will be checked to determine proper authorization is on file. If not, disciplinary actions will take place.

\*The medication form 5330 F1 authorizing your child to receive nonprescription or prescription medication is available in the office. This will be filed in your child's CA-60 file.

\*All prescribed medications must be kept in a pharmaceutical container, labeled as to name of pupil, name of medication, dosage and time to be administered. These containers will be properly secured. The supply of medication should be for a minimum of two weeks if possible.

\*All over-the-counter medication/nonprescription medication must be in its original container.

\*Parents are to notify the District Health Coordinator or school office by phone or in writing before starting or when there is a physician ordered change in the student's medication program.

\*Forms authorizing the possession and use of asthma inhalers or other emergency medications, such as epi-pens, shall be completed and signed by a physician and parent.

\*If parents authorize the use of medications while at school, such as non-prescribed medications or prescribed medication ordered by the physician, then parents/guardians must agree to hold the Board of Education, its officials and its employees harmless from any and all liability foreseeable or unforeseeable for damage or injury resulting directly or indirectly from their authorization in accordance to the Negaunee Public School Board Policy.

**ILLNESS/COMMUNICABLE DISEASES AND PESTS** – Because a school has a high concentration of people, it is necessary to take specific measures for the health and safety of the group. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice. *If your child has a temperature or symptoms such as vomiting or diarrhea, keep him/her home. Students will not be permitted to attend school if they are acutely ill, and/or have a fever (greater than 100.0 degrees F), a severe cough, infectious rash, diarrhea or vomiting. If a child has had recent diarrhea, vomiting, or fever greater than 100 degrees Fahrenheit, please keep him/her home for 24 hours after the symptoms have subsided.*

Communicable diseases must be reported to the school. Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, chicken pox, conjunctivitis (pink eye), mononucleosis, head lice, scabies, methicillin resistant staphylococcus aureus (MRSA), fifth disease, and influenza.

#### **HEALTH SERVICES**

**NURSES OFFICE** – The school health coordinator may be called for any student who feels ill or is injured the school day. A student should report to their classroom teacher and then be dismissed to the office.

**ACCIDENTS AND EMERGENCY** – In the case of an accident, no matter how minor, the student should report that accident to the teacher immediately. In the case of severe accidents or acute illness, emergency care will be given and the parents will be notified. It is the responsibility of the parents to provide transportation and further care of the student if the student becomes ill or injured on school property.

**EMERGENCY CARDS** (Middle School/High School) – In order that we conform to the wishes of parents, emergency cards must be filled out for each student upon enrollment and filed in the office for use in emergency situations. Parents are asked to call and update this card when phone numbers or doctors are changed. The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPR. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

**Family Policy Compliance Office**  
**U.S. Department of Education**  
**400 Maryland Avenue, SW 20202-4650**  
**Washington, D.C.**  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

Informal inquiries may be sent to the Family Policy Compliance Office via the following e-mail addresses: [FERPA@ED.Gov](mailto:FERPA@ED.Gov); and [PPRA@ED.Gov](mailto:PPRA@ED.Gov).

**IMMUNIZATIONS**

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



**SCHOOL DAY SCHEDULE – NEGAUNEE HIGH SCHOOL**

School Open	-	7:00 a.m.
1 <sup>st</sup> Period	-	7:35 – 8:29 a.m.
2 <sup>nd</sup> Period	-	8:34 – 9:24 a.m.
3 <sup>rd</sup> Period	-	9:29 – 10:19 a.m.
4 <sup>th</sup> Period	-	10:24 – 11:13 a.m.

**LUNCH PERIODS**

1 <sup>st</sup> Lunch	-	11:13 – 11:43
2 <sup>nd</sup> Lunch	-	12:07 – 12:37

5 <sup>th</sup> Period	-	11:18 – 12:07
5 <sup>th</sup> Period	-	11:48 – 12:37
<b>SSR</b>	-	12:42 – 12:54
6 <sup>th</sup> Period	-	12:54 – 1:42
7 <sup>th</sup> Period	-	1:47 – 2:41

**SUGGESTIONS/CONCERNS/COMPLAINTS**

An integral part of the education process is a good relationship between the school and community. The Negaunee district encourages communication between the school system and the public. We hope you will tell us when we do well and when you see an area where improvement is needed. There will also be occasions when concerns surface about what is in the best interest of a particular child.

When parents have discussed a concern with an employee but continue to feel a situation or decision is not in the best interest of their child, contact with the school principal should be made. A conference will be scheduled to review the circumstances and propose a solution to the conflict. If the proposed solution is unacceptable to the parent, the complaint form below should be completed and sent to the school principal. Following written receipt of the complaint, the principal will investigate the circumstances of the event and reply in writing. Should the parent wish to appeal the principals decision, an appeal to the Superintendent, and ultimately the Board of education is available.

**STUDENT INVOLVED** \_\_\_\_\_ **SCHOOL** \_\_\_\_\_

**1. Complaint/Request:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. Suggested Remedy/Relief Sought:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. Has this matter been called to the attention of the employee involved in the complaint?**

**YES**

**NO**  
(Provided date(s) and summary of that meeting.)

**Name of complainant** \_\_\_\_\_ **Date** \_\_\_\_\_

**Address** \_\_\_\_\_ **Phone** \_\_\_\_\_

## **STUDENT RECORDS**

In compliance with the Family Educational Rights and Privacy Act, the educational records of students shall not be released to any individual, agency, or organization without written parental consent; except for “directory information” and as otherwise provided by Board policy. Access to student records is available to parents, and school officials whom the Board of Education has determined have a legitimate educational interest. Common uses for which “directory information” is disclosed includes Armed Forces recruiters, elected officials, photographers for senior pictures, Senior All-Night Party planning) “Directory information” includes: the student’s name, address, date and place of birth, courses of study, participation in school activities, awards received, weights and heights of athletes, date of attendance, most recent school attended, and any photograph taken of the student in school related activities. (However, the Armed Forces will receive phone numbers also.) Board policy No. 8330 outlining the access, review, amendment, disposition, and appeal process is available upon request in the district central office 101 S. Pioneer Ave., Negaunee, MI 49866.

Any parent, or student 18 years or older, may object within the first two weeks of this notification to the release of information identified as “directory information” a written objection must be filed with the principal of the school attended by student.

## **STUDENT ASSESSMENT**

The SAT will be given to all 11th grade students in the spring. It will provide students with a score report that they can use to apply to a college or university. SAT scores are used during the college admission process to assess a high school student's general educational development and their ability to complete college-level work. The SAT Score is also used to determine dual enrollment qualification.

In addition, the Michigan Student Test of Educational Progress (M-STEP) will be given in the spring. Information will be made available to students and parents as it becomes available to school administration.

In October, the PSAT/NMSQT will be given to all 11th graders. In the spring, the PSAT 8/9 will be given to 9th grade students and PSAT 10 will be given to 10th grade students. These provide educators and students with the chance to check in on student progress. In addition they support all students with a clear focus on the skills and knowledge that matter most for college and career success. We will be able to measure and follow student performance, pinpoint areas for development, and prepare students for the SAT.

## **TESTING OUT OF HIGH SCHOOL COURSES**

The Negaunee Public Schools Board of Education shall grant high school credit in any course to a pupil enrolled in high school, who has exhibited a reasonable level of mastery of the subject matter of the course by attaining a grade of not less than C+ in a final exam in the course, or, if there is no final exam, by exhibiting that mastery through the basic assessment used in the course which may consist of a portfolio, performance, paper, project or presentation. For the purpose of earning credits under this section, any high school pupil may take the final examination in any course. Credit earned under this section, shall be based on a “pass” grade and shall not be included in a computation of grade point average for any purpose.

Credit earned under this section shall not be counted towards graduation, but shall be counted towards fulfillment of a requirement for a subject course and shall be counted toward fulfillment of a requirement as to course sequence. Once credit is earned under this section, a pupil may not receive credit thereafter for a course lower in course sequence concerning the same subject area.

## **PROCEDURE to IMPLEMENT:**

### **August “Testing Out”**

Students must request to test-out by May 15<sup>th</sup>.

### **December/January “Testing Out”**

Students must request to test out by November 15<sup>th</sup>.

**Because of other parts of the school code, Physical Education and Government are excluded from this option.**

**For application or further information contact the Guidance Department.**

## **CHILD FIND**

Negaunee Public Schools fulfills our federal obligation to identify, locate, and evaluate all children who are to have a disability. For more information about our policy, you can visit our website at: <http://www.negaunee.k12.mi.us/>. It is located under the “Special Education Updates” tab. Please contact the building principal or NPS Special Education coordinator if you have any questions.

## **SECTION 504 OF THE REHABILITATION ACT**

Negaunee Public Schools fulfills our federal obligation to identify, locate, and evaluate all children who are suspected to have a disability and that may qualify for protection under Section 504 of the Rehabilitation Act. For more information about our policy, you can visit our website at: <http://www.negaunee.k12.mi.us/>. The policy can be found under “Program (2000)”, then **2260.01**. Please contact the building principal or NPS Special Education/504 coordinator if you have any questions or believe your child may be entitled to an evaluation.

**ACKNOWLEDGEMENT OF BUS RULES**

I have received a copy of the Negaunee Public School Rules for School Bus Riders. These rules and the Board of Education Transportation Policy were developed to prevent behavioral problems on the bus. This action is necessary so our drivers can devote their undivided attention to the driving task. State on the back of this form any health problems which the bus driver should be made aware of.

Please return this form to your child’s bus driver the first week of school.

**Student’s Name** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Grade** \_\_\_\_\_ **Address** \_\_\_\_\_

**Parent’s Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Person to contact in an emergency** \_\_\_\_\_

**Phone** \_\_\_\_\_

**PARENT AND STUDENT ACKNOWLEDGEMENT OF NOTIFICATION OF THESE RULES**

Students and parents are required to indicate they have received and read this handbook, the statement on page 43 regarding student records, and the information on page 26-27 regarding concussions. The signatures below acknowledge this requirement. We ask you to return this signed statement to your child’s first period teacher by the completion of the second week of school. Thank you for your cooperation in helping us comply with state and federal law.

\_\_\_\_\_  
Parent or Guardian’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Home Room

**Advisory To Parents / Guardians**

Dear Parent or Guardian:

State of Michigan law requires that schools and day care centers that may apply pesticides on school or day care property must provide an annual advisory to parents or guardians of students attending the facility.

Please be advised that Negaunee High School utilizes an Integrated Pest Management (IPM) approach to control pests. IPM is a pest management system that utilizes all suitable techniques in a total pest management system with the intent of preventing pests from reaching unacceptable levels or to reduce an existing population to an acceptable level. Pest management techniques emphasize sanitation, pest exclusion, and biological controls. One of the objectives of using an IPM approach is to reduce or eliminate the need for chemical applications of pesticides. However, certain situations may require the need for pesticides to be utilized.

As required by State of Michigan law, you will receive advance notice regarding the non-emergency application of a pesticide such as an insecticide, fungicide or herbicide, other than a bait or gel formulation, that is made to the school or day care grounds or buildings during this school year. Please note that notification is not given for the use of sanitizers, germicides, disinfectants or anti-microbial cleaners. In certain emergencies, such as an infestation of stinging insects, pesticides may be applied without prior notice to prevent injury to students, but you will be notified following any such application.

Advance notification of pesticide applications, other than a bait or gel formulation, will be given by at least 2 methods. The first method will be by posting at the main entrance to the school. The second method will be by the method(s) checked below:

\_\_\_\_ Posting in a public, common area of the school or day care center, other than an entrance. We will post in the main entrances of the specified school building.

\_\_\_\_ E-mail.

\_\_\_\_ A telephone call by which direct contact is made with a parent or guardian of a student of the school / day-care center or a message is recorded on an answering machine.

\_\_\_\_ Providing the students of the school or children of the day-care center with a written notice to be delivered to their parents or guardians.

X Posting information on the school’s web site.

Please be advised that parents or guardians of children attending the school or day care center are entitled to receive the advance notice of a pesticide application, other than a bait or gel formulation, by first class United States mail postmarked at least 3 days before the pesticide application, if they so request. If you prefer to receive the notification by first class mail, please complete the attached form and return it to our office. Please be advised that parents or guardians of children attending the school may review the school’s Integrated Pest Management program and records of any pesticide application upon request.



REQUEST FOR ADVANCE NOTIFICATION BY FIRST CLASS MAIL

Dear Parent / Guardian:

Complete this form **ONLY** if you are requesting advance notification of a pesticide application by United States Postal Service first-class mail.

Please be advised that you WILL receive notice via the methods identified in the annual advisory notice and should only complete this form if you are also requesting notification by first-class mail.

If you are requesting prior notification of pesticide treatments conducted at this school or day care center, other than a bait or gel formulation, and you would like the notice to be delivered by United States Postal Service first-class mail, postmarked at least 3 days prior to the planned treatment, please complete the information on the following form and submit it to:

Negaunee High School      500 Arch Street      Negaunee, MI 49866

\*\*\*\*\*

**I wish to receive a prior notice of any pesticide application to the school or day care center by first-class mail.**

PARENT NAME:

\_\_\_\_\_

STUDENT NAME:

\_\_\_\_\_

STREET ADDRESS:

\_\_\_\_\_

CITY, ZIP

\_\_\_\_\_

DAY PHONE #

\_\_\_\_\_

EVENING PHONE #

\_\_\_\_\_

Please Check One:

- I wish to be notified prior to a scheduled pesticide application inside of the school building.
- I wish to be notified prior to a scheduled pesticide application on the outside grounds of the school building.
- Both of the above.

Signature

Date

*NHS Students Believe in...*

*Meaningful Participation*

*Integrity*

*Noticeable Timeliness*

*Extra Effort*

*Respect and Responsibility*

*Superior Behavior*



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