



# ***Petoskey High School***

## ***2015-2016***

# ***Student/Parent Handbook***



*Petoskey High School has been continuously accredited by NCA/AdvancED since 1908*

### PHS Mission Statement

The staff of Petoskey High School believes that all students can learn the basic life skills necessary for the responsibilities of their adult roles.

We believe and accept that it is our school's responsibility to expect all students and staff to strive for high levels of student academic performance, and further to foster positive development of their health, citizenship, self-image, and life-long learning.

**To promote a positive school climate all members of PHS  
will abide by the FULL VALUE AGREEMENT**



**BOARD OF EDUCATION**

Mark Ashley  
 Frank Lamberti  
 Mary Ling  
 Kathy Reed  
 Keith Szajnecki

**CENTRAL OFFICE ADMINISTRATION**

Superintendent – John Scholten  
 Teaching/Learning Director – Lynn Slanec  
 Business Manager – Kent Cartwright  
 Technology Director – Howard Bates

**HIGH SCHOOL ADMINISTRATION  
and COUNSELING**

Principal – Mandy Stewart  
 Athletic Director / AP – Timothy Wedge  
 Attendance – Brent Hewitt

Assistant Principal – **TBD**  
 9<sup>th</sup> and 11<sup>th</sup> Counselor – Katie Frentz  
 10<sup>th</sup> and 12<sup>th</sup> Counselor – Tamara Kolodziej

**PHS FACULTY****CTE**

Jane Babcock  
 Howard Bates  
 Adam Hausler  
 Misty Jakeway  
 Lauren Liebler  
 Casie Parker  
 Bill Sommerfeldt

**Science**

Lance Bailey  
 Chris Jorgensen  
 Anna Kievit  
 Tom Ochs  
 Becky Scholl-Stauffer  
 Jamie Whitley

**Special Education**

George Armstrong  
 Samantha Fettig  
 Alicia Greenough  
 Matt McSweeney  
 Erica Marlatt  
 Christopher Thomas

**English**

Samantha Fettig  
 John Lennon  
 Lynne Lesky  
 Kacey Riley  
 Stasha Simon  
 Angie Trudeau  
 Erin VandenHeuvel  
 Glen Young

**Music / Art**

Barry Bennett  
 Melissa Paterson  
 Patrick Ryan  
 Julie Saunders  
 Duane Willson

**Physical Education**

Earl Flynn  
 Kevin Starkey

**Foreign Language**

Susan Baker-Smith  
 Dirk Esterline  
 Netawn Kiogima  
 Matt Koontz

**Mathematics**

Jamie Buchanan  
 Rob Harris  
 Don Honaker  
 Linda Kelbel  
 Lisa Rasmussen  
 Alicia Webster  
 Jackie Wheaton

**Social Studies**

Jodie Anderson  
 Kim Block  
 Nate Gross  
 Matt Henning  
 Zach Jonker  
 Chad Loe  
 Lisa Pontoni

**SUPPORT STAFF****Aides & Tutors**

**TBD**  
 Randy Handwerk  
 Laura May  
 Kristi Muller  
 Ann Pinney  
 Lee Ann Struthers  
 Adele Forbrig  
 Joan Dann

**Custodians**

James Caviness – Day  
 Butch Hogan - Lead

**Indian Education**

**TBD**

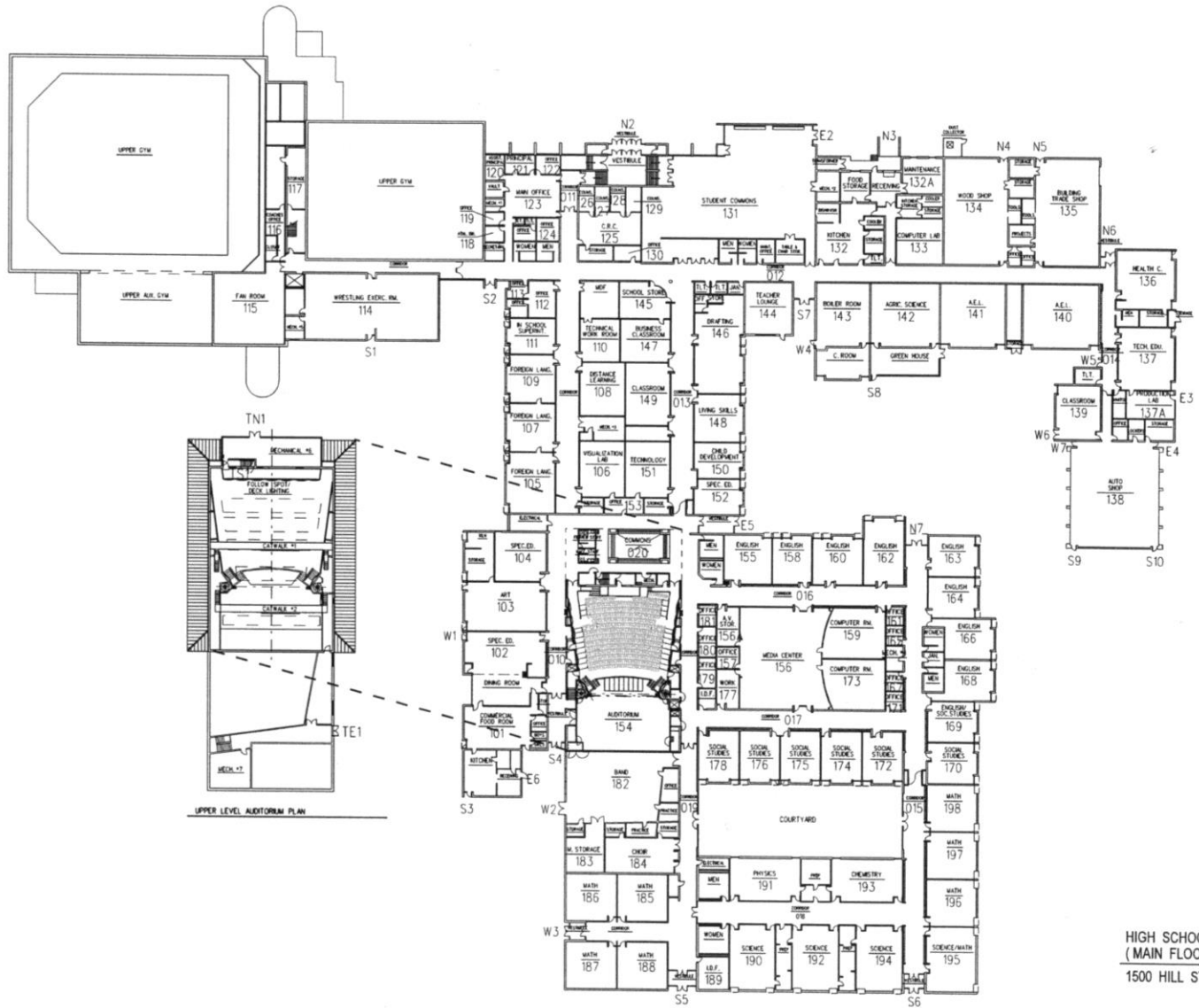
**Secretaries**

Karin Grangood  
 Denise Henley  
 Diana Munson  
 Cathy Richardson

**Food Service**

Beth Kavanaugh

# Petoskey High School



HIGH SCHOOL  
(MAIN FLOOR)  
1500 HILL ST.

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## ACADEMIC & STUDENT SERVICES

### **Academic Letter**

To earn an academic letter, a student must meet the following criteria:

1. He/she must have completed three semesters.
2. Her/his cumulative grade point average must be 3.5 or higher.
3. He/she must be enrolled as a full-time student.
4. Transfer students must be enrolled in PHS for one semester and meet the criteria mentioned above.

Overall GPA will be calculated from ALL high school courses.

First-year recipients will receive a varsity letter "P" with an engraved lamp of learning. All students who maintain a cumulative 3.5 GPA thereafter will be awarded academic pins.

### **Announcements**

Announcements for the day concerning school activities will be posted outside the main office, in the library, guidance and general office bulletin boards, and in teachers' classrooms. An electronic version of announcements may be available in the cafeteria or school store. Parents can access our daily announcements online. There are occasions where announcements are read over the intercom.

Students are held responsible for having heard or read the announcements. Any student or organization wishing to make an announcement or to post materials on a bulletin board must gain approval from the high school office. This requirement also applies to any posters or signs that a student or organization wishes to hang in the hallway.

### **Driver Education**

Petoskey High School no longer provides a Driver Education program for students. Students and their parents are encouraged to thoroughly examine all of the private vendors who sponsor Driver Education and make the best choice for their teenager according to their own needs.

### **Dual Enrollment**

Pursuant to the Postsecondary Enrollment Options Act Public Act 160 of 1996, eligible students will be permitted to enroll in eligible course(s) at a postsecondary institution for high school credit, postsecondary credit, or both. Students who have taken the PSAT, ACT, Michigan Merit Exam, Explore, and/or PLAN assessments and have achieved a qualifying score are eligible for consideration.

If a dual enrolled student's college class does not meet on a specific day he/she may not be wandering the halls at the high school. Students may be in appropriate areas that are designated by administration if they have visible school ID's.

### **Final Exams and Earning Credit in Courses**

The State of Michigan requires students to participate in comprehensive assessments in all high school courses. Students are expected to be in attendance during their regularly scheduled exam periods. Students who are absent during an exam must follow the regular attendance policy for excusing their absence, and will be required to make up their exams after (not before) the regularly scheduled exam period.

Students are expected to take exams during the scheduled times. Students may not take exams early.

Students may earn credit in a course in one of two ways. To earn credit in a course, a student must show mastery of course content through general assignments, projects and tests, receiving a passing grade (60% or higher) in the course; or a student may earn credit by demonstrating minimal mastery on the final exam for the course (60%). Earning credit in a course satisfies the graduation requirement for that course, but does not constitute a passing grade in the course. Many colleges calculate courses earned for credit without a passing grade as a D- grade in the course.

### **Grading Scale**

93-100 % = A = 4.0	87-89% = B+ = 3.33	77-79% = C+ = 2.33	67-69% = D+ = 1.33	00-59% = E = 0.00
90-92% = A- = 3.7	83-86% = B = 3.0	73-76% = C = 2.0	63-66% = D = 1.00	
	80-82% = B- = 2.67	70-72% = C- = 1.67	60-62% = D- = 0.67	

### **Health Services**

If a student becomes ill or sustains an injury, a teacher should be notified. The teacher will then notify and send the student to the office. The administrator (or his/her designee) will determine the seriousness of the illness or injury and notify the parents or guardian.

### **Indian Education Services**

Petoskey High School has an Indian Education Coordinator devoted to creating and promoting a positive and healthy learning environment that encourages personal growth, critical thinking skills, reasoning, global conscience, and respect for diversity. Please contact Mr. Matt Henning at 348-2169 for more information.

### **Library**

The library is a place of study; proper decorum should be observed at all times. Books are checked out for 2-week periods and can be renewed anytime. Students are encouraged to return their books on time. Students will be held responsible for partial and/or full replacement costs of damaged or missing books. All students are welcome to use the Media Center at any time providing they have permission from the teacher of their regularly scheduled class and strict attention is paid to appropriate and respectful conduct.

### **Lost & Found**

This service is maintained in the main office. If an item is found, it should be brought immediately to the office. Items not claimed within a reasonable amount of time will be donated to charity.

### **Main Office**

The main office will be open during regular school days 7:30 AM to 4:00 PM.  
Summer hours will be 7:30 AM to 2:30 PM.

The primary responsibility of the office staff is to preserve and promote a climate of teaching and learning. The care, welfare and academic success of students and staff is paramount. In order to protect the instructional time for students and staff, office staff will encourage minimal classroom interruptions. Office staff will be accorded the highest standard of respect by students and staff.

### **National Honor Society, Petoskey High School Chapter**

The Petoskey Chapter of the National Honor Society, which was initiated in 1925, has a longstanding history at Petoskey High School of bringing prestige and honor to those students who have been selected and inducted as members.

The preliminary qualifications for consideration require a student to have achieved sophomore or junior status and a minimum of a 3.5 grade point average (GPA). Membership is never considered on the basis of grades alone. Schools that select members solely on the basis of scholarship violate the NHS Constitution and place their charters in jeopardy. The national criterion for selection to NHS includes exceptional character, leadership, and service.

Dismissal From NHS: Membership in the NHS is both an honor and a responsibility. All members are required to maintain the 3.5 GPA after each semester (again, the faculty will recognize varying degrees of difficulty of courses of study), perform 10 hours of recorded service per year, and pay annual membership dues. Members are also expected to continue to demonstrate the qualities of character, leadership and service. An NHS member being considered for dismissal is entitled to a hearing. All hearings will be conducted according to standards of NHS and the PHS code of conduct and procedures set forth in the Administrative Regulations.

To obtain a copy of the complete NHS Charter, contact the NHS advisor.

### **Student Council**

The purpose of the Student Council is to give advice and input regarding matters affecting the students at Petoskey High School, to discuss concerns of Petoskey High School students and to initiate positive action on these items with the advice and consent of the administration. Student Council elections are conducted annually. By becoming a member of the Petoskey High School Student Council, students become unique and special people in the eyes of the community, the faculty and the school. More is expected of them than of other students. For this reason, a Constitution and Bylaws has been prepared. Students should read the material carefully and set their goals to conform to the rules herein.



## ATHLETICS

It is a privilege, not a requirement, for students to participate in interscholastic athletics. In addition to other related policies of the Board of Education that may pertain to interscholastic athletics, all participating students must adhere to the rules and regulations set forth by the administration and the Athletic Board of the school district. By becoming a member of a Petoskey High School athletic team, students become unique and special people in the eyes of the community, the coaches and the school. Athletics is a part of the total educational program of Petoskey High School. It is offered as an extracurricular activity. Anyone who wishes to participate may benefit from interscholastic athletics. Athletics may provide the opportunity for a student to grow physically and emotionally. More is expected of them than of other students. For this reason, a booklet has been prepared. Students should read the material carefully and set their goals to conform to the rules herein. Student athletes should:

- Be proud to be a Northmen.
- Be ready to sacrifice to be a Northmen.
- Give their best to their coaches, teammates, and to themselves.
- Represent their school with respect, dignity and their best effort.

Interscholastic athletics are provided as a part of our educational program. The athlete benefits by his/her knowledge of the game, team spirit, and sportsmanship that athletics teaches. The entire school and community benefit by supporting teams and by developing good sportsmanship and spectator appreciation of sports. Petoskey High School is a member of the Big North Conference. This conference includes: Alpena, Cadillac, Gaylord, Petoskey, Traverse City Central, Traverse City West and West Branch.

In accordance with school board policy, Petoskey High School collects a participation fee from students participating in athletics. Participation fees are also collected from students who participate in extra-curricular activities that provide them an opportunity to participate in a defined season (period of time), are not service clubs and are not an extension of a classroom that contributes to a letter grade for that class. Contact the Athletic Department for current participation fees.

Students on the reduced lunch program will pay a smaller fee per sport/activity, and students on the free lunch program will not be charged. A student's designation of free/reduced status for all sports/activities will be based on his/her lunch status the previous school year. Those students/parents interested in financial assistance are encouraged to contact the high school principal.

### **Eligibility Rules for Athletes**

Eligibility rules governing transfers, grades, age, amateur status, etc. established by the Michigan High School Athletic Association and adopted by the Petoskey Board of Education can be found on the MHSAA web site at [www.mhssa.com](http://www.mhssa.com) If you are uncertain or have any questions, please seek explanation or answers in the Petoskey High School Athletic Office. See page 15 of this Handbook for specific details.

### **Athletic Code of Conduct**

The district's Athletic Board has established the following Code of Conduct for Petoskey High School athletes. This is a code of honor and will be in effect 12 months, in and out of season, on and off the playing field/court. The purpose of this code shall be to establish a uniform set of guidelines for all student athletes.

- A. Athletes shall be clean, neat and well groomed at all times. Since athletes are the largest representative group in our school, they are expected to look and act in a way that will bring credit to themselves and their school. Any conduct unbecoming a PHS student-athlete may result in disciplinary action.
- B. Classroom and school behavior - Athletes shall comply with the standards established by the school and the Michigan High School Athletic Association regarding scholarship, conduct in class and attendance.
- C. Conviction, status as a youthful trainee, being bound over after preliminary exam (or waiving such exam), any verifiable incident of criminal activity and/or Probate Court taking jurisdiction based upon a delinquency petition for a criminal offense will subject a student-athlete to the following discipline which the Athletic Board may modify for good cause.
  - First Offense: Dismissal from the squad for the remainder of the season.
  - Second Offense: Dismissal from all athletic activities for 12 months from the date of the event in paragraph C.
  - If the first offense occurs during a season in which the student-athlete is participating, but the event in paragraph C occurs when the student-athlete is not participating, the dismissal shall apply to the season of the next sport in which the student-athlete desires to participate.
- D. Use or possession of tobacco, alcoholic beverages, steroids, NCAAAA banned substance or possession or use of any other controlled substance will subject a student/athlete to the following discipline:

First Offense:

For tobacco: The coach and/or Athletic Director shall warn the athlete, suspend the athlete for 10% of the regularly scheduled season contests/dates, or if none remain, the next tournament contest, and notify the Athletic Board of such action. If the offense occurs when there are no season contests or tournament contests remaining, the athlete's suspension will be invoked at the beginning of the next sport in which the athlete participates. Suspended athletes must attend all practices and games, but may not suit up/dress for the contest(s).

For alcohol/drugs/steroids/NCAA banned/controlled substances: The coach and/or Athletic Director shall warn the athlete, suspend the athlete for 20% of the regular season contests/dates, or if none remain, the next tournament contest, and notify the Athletic Board of such action. If the offense occurs when there are no season contests or tournament contests remaining, the athlete's suspension will be invoked at the beginning of the next sport in which the athlete participates. Suspended athletes must attend all practices and games, but may not suit up/dress for the contests(s). In addition, the suspended athlete shall be required to receive counseling from a licensed drug/alcohol counselor or agency. Written verification of the completion of or continuing compliance with counseling shall be provided to the Athletic Director. This verification must be received before the athlete is allowed to participate in any contests.

Second Offense:

For tobacco and alcohol/drugs/steroids/NCAA banned/controlled substances: Dismissal from all athletic participation for one calendar year. This includes all practices, games, try-outs, and other team functions. A calendar year is defined as 12 months from the date of the second offense. In addition, the suspended athlete shall be required to receive counseling from a licensed drug/alcohol/addiction counselor or agency. Written verification of the completion of or continuing compliance with counseling shall be provided to the Athletic Director. This verification must be received before the athlete is allowed to participate in any team functions. The 12-month suspension from all sports may be appealed as outlined below:"

- An immediate 30-calendar day suspension from all sports. At the end of the 30-calendar day period, the student may ask for an appeals hearing from the Athletic Board. The Athletic Director will be the primary point of contact and will schedule the hearing.
- The student agrees to immediately begin weekly random drug testing at his/her family's expense at a designated testing facility. The Athletic Director will provide a list of establishments offering these tests. The student/family must provide a copy of these test results to the Athletic Director each week. The Athletic Director may choose to mandate, from week to week, when these tests are administered. The student must agree to continue the random testing each week for a 12-month period. A failed drug test shall be considered a third offense.
- The student will begin counseling with a licensed professional counselor and must provide verification at their appeals hearing of this counseling.
- During the 30-calendar day suspension, the student will be informed by the Athletic Director as to whether he/she will be permitted or required to attend practice. In no circumstance will the student be allowed to participate in practice during this suspension period.
- At the appeals hearing, the Athletic Board will determine one of many different courses of action:
  - 1) reinstatement with additional conditions that may apply, and/or
  - 2) additional suspension, and/or
  - 3) a denial of request which would automatically place the student under the 12-month suspension.

Information considered at the appeals hearing may include, but is not limited to:

- 1) Documented history of and/or current substance involvement,
- 2) Documented history of and/or current counseling for substance involvement,
- 3) Willingness to participate in and provide documentation of random drug testing at the athlete's family expense,
- 4) Proposed restitution that may include:
  - Community service
  - Fees/fines paid
  - Communication to any aggrieved party
- 5) Documented court involvement and adherence to conditions established by the Court.

**Third Offense:**

For tobacco and alcohol/drugs/steroids/NCAA banned/controlled substances: The student/athlete will be permanently suspended from all athletic participation.

- E. A student-athlete may appeal to the Athletic Board for a hearing regarding the discipline in A-D above only if substantial new information becomes available or there is evidence that the procedure set forth in this policy was not followed.
- F. In all disciplinary cases, the Athletic Director shall notify the parents/guardians (in writing) of the student athlete's infraction, and inform them of the consequences.
- G. Quitting an established squad - Any athlete who quits an established squad shall be denied the right to practice or participate on another squad until the season ends for the squad that the athlete left, unless permission is received from both coaches or the Athletic Director.

**Self-Disclosure**

A student-athlete who, by him/herself or together with his/her parent(s) or legal guardian, voluntarily discloses his/her violation of the substance abuse policy under this code prior to any reports, charges or complaints may have the penalty reduced by 50% for that violation, pending administrative approval. Self-disclosure, whether by the student alone or together with a parent or legal guardian, must be made to the Athletic Director, Principal, or designee (coach). The provisions for self-disclosure contained in this section shall apply only once to any student/athlete during his/her years in grades 9-12 and may only be exercised for a first or second violation. Admitting to a drug use, abuse, or dependency problem after being confronted or investigated by school or law enforcement officials is not self-disclosure.

**Miscellaneous Athletic Information**

- 1. Any student participating on any interscholastic team is responsible for his/her conduct on or off the playing area. The student will display and adhere to good sportsmanship while participating for Petoskey High School.
- 2. Any student participating on any interscholastic team must abide by the rules set by the high school concerning travel from one site to another. Travel to and from sites must be with the team, unless permission is granted to travel otherwise by the coach and parent.
- 3. Athletes are responsible for all school equipment that is issued during a sport season. Athletes should maintain their equipment according to rules established by the coach of the sport. Any equipment not returned or lost will be reported by the coach to the Athletic Director. Athletes will be billed by the school for replacement of lost equipment.
- 4. Athletes who go on vacation during sports seasons with anyone other than parents/guardian will be dropped from the team, unless otherwise allowed by the coach or Athletic Director.
- 5. The Board of Education does not assume any legal responsibility nor provide any insurance relative to doctor and hospital expenses. Athletics are voluntary and the student participates with the knowledge of his/her parents/guardians and at their own risk of injury.
- 6. The individual coach in his/her sport may have reasonable rules that will ensure the proper conduct of members of the squad. Examples: missing practices, tardy to practice, disrespect for team members.
- 7. Each coach will inform team members of the requirements and standards for earning an award in the sport. Varsity awards will be given by the school based upon the coach's recommendation.

**Varsity Awards**

For an athlete to earn a Petoskey varsity award, he/she must finish the season with the team in good standing and be recommended by the coach. Finishing the season can be waived by the coach in cases of injury or extenuating circumstances. The criteria for earning a varsity letter in a particular sport is available from the head coach and may be used as a guideline for coaches recommendations.

**Athletic Tickets (Passes)**

Athletic passes for full school year are available in the High School office as follows: (Athletic passes cannot be used for hockey or post-season tournaments.) Contact Athletic Department for details.

**Head Coaching Staff (Tim Wedge, Athletic Director)**

<b>Fall</b>		<b>Winter</b>		<b>Spring</b>	
Boys Soccer	Zach Jonker	Boys Basketball	Dennis Starkey	Baseball	Shawn Racignol
Boys Tennis	John Boyer	Girls Basketball	Bryan Shaw	Boys Golf	Chad Loe
Cross Country	Jim Harrington	Hockey	Brent Ward	Girls Soccer	Zach Jonker
Football	Kerry VanOrman	Skiing	Travis Hill	Girls Tennis	Dree Lo
Girls Golf	John Myers	Wrestling	Nate Gross	Softball	Dave Serafini
Volleyball	Heather Miller	Bowling	Steve Hamlin	Boys Track	John Goble
				Girls Track	Karen Starkey

### **Physical Examination of Students**

All student athletes participating in school-sponsored interscholastic and/or intramural athletic programs shall provide evidence to their school principal of successfully passing a physical examination conducted by a certified physician during the school year of participation. This examination must be conducted prior to the first practice session of the activity in which the student wishes to participate.

## **ATTENDANCE POLICY**

We believe that there is a direct correlation between academic achievement and regular, prompt attendance. A student's success in school and future career activities depends on positive attendance habits. Regular and consistent school attendance helps to develop responsibility and self-discipline; it also prepares students for the world of work. The attendance policy is in place to promote and encourage positive attendance habits for each student.

The major responsibility for acceptable attendance lies with the student and her/his parents. Teachers, counselors and administrators have the responsibility to assist the students and work with parents in meeting the goal of acceptable attendance.

Extreme absenteeism can influence a student's grade and earning of credit. Research in student achievement clearly shows the link between regular attendance and successful class performance. It is only logical that for a student to do well in class, he/she must be in attendance and participating positively in the class experiences provided. It is considered excessive for any student to be absent more than eight (8) times per semester. An absence is defined as missing 15 minutes or more of any class period.

**Students** are expected to be in school and on time to class every day. Students should be fully aware that the interactions in the classroom constitute a valid and critical part of the coursework. They cannot be duplicated. Students should be attentive and prepared with proper materials to be actively involved in the class. Students with excessive absences may not be eligible for credit recovery programs.

**Parents** are expected to notify the school of an absence in a timely fashion. This includes any extenuating circumstances regarding illness, personal and family problems that may have an effect on attendance. Every effort should be made to schedule routine appointments after school hours. Family vacations should be planned during holidays outlined on the school calendar. A trip slip is required prior to planned vacation of two or more days if the student wishes to receive credit for missed work. Parents should discuss the importance of good attendance with their teenager to avoid loss of credit due to violations of the attendance policy.

**Teachers** are expected to maintain accurate daily attendance records and report them properly to the office. A teacher has a professional responsibility to begin class on time and provide a consistent classroom environment that is a challenging and rewarding educational experience.

**Counselors** are expected to help students recognize possible consequences of poor attendance and to counsel students in making good decisions. Counselors should communicate with teachers and parents and work closely with administrators to help detect problems early.

**Administrators** are expected to coordinate the efforts of students, parents and staff when a student's absences are adversely affecting school success. Administrators should enforce whatever steps and procedures are necessary to improve the student's attendance and follow the guidelines and policies as described in the student handbook.

### **Definition Of Absences**

There are four general categories of absences: parent excused, school related, unexcused, and suspensions.

#### **Absences excused by parents:**

1. These include illness, appointments, funerals or other issues deemed important enough to miss school.
  - Students who have appointments during lunch may be required to provide appropriate documentation explaining the reason for the student's absence.
2. Prearranged absences are those absences that cause a student to miss two days or more in a row. Parents are discouraged from excusing their teenager from school for trips. A student who wishes to take a planned vacation of two or more days will be excused if:
  - A request is made at least five school days before the trip.
  - A trip slip is signed by all of the student's teachers.
  - This form is returned to the attendance office before leaving on the trip.

- Student should promptly turn in missed schoolwork upon their return to receive credit for work missed.
3. Observance of religious instruction and/or holidays. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

The school may require documentation explaining the reason for the student's absence. If a student's absence is excused, he/she will be able to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers.

**Absences that are school related:**

These are field trips, athletic contests, or any other activities that are required for class work or team participation for which a student must miss regularly scheduled classes. Students must have written parental permission for field trips. Students are also responsible for obtaining assignments or making arrangements for make-up work with their teachers prior to leaving on a trip. When students attend extracurricular events or field trips, they are expected to be in school on time the next morning.

**Absences that are unexcused:**

1. Leaving school during the school day without permission or without properly checking out in the main office.
2. Skipping class, leaving for more than fifteen minutes of any period or without the permission of the instructor.
3. All other absences not listed specifically as excused absences.

Students who are unexcused from school will not be allowed to make up missed work.

**Suspensions**

Suspensions are counted as excused absences. Suspensions are an absence for disciplinary reasons. Work may be made up during the period of suspension at full credit, but must be turned in immediately upon the student's return to class.

**Tardies**

Students are allowed a five minute passing period between classes. Tardiness to class impedes students' and teachers' ability to effectively begin a lesson and disrupts others' learning. In each class, the fourth unexcused tardy and each successive unexcused tardy in a marking period will result in an unexcused absence (Saturday School) and/or a consequence assigned by the teacher. Tardiness to school in the morning will be handled in the same fashion as tardies to all other class hours. Excessive tardiness will be treated as insubordination and result in disciplinary measures beyond Saturday school.

**Absence Procedures**

**Notify the attendance office**

When a student is absent from school, the parent should call the attendance office (348-2105) as soon as possible (preferably by 11:00 am on the day of the absence) but no later than the next school day after an absence occurs. If no contact is made within one school day of the absence, the absence will be considered unexcused.

**Checking in and out of school**

All students leaving must sign out in the office, receive permission beforehand and double-check with the attendance secretary to ensure that a parent has called to excuse the absence. Failure to sign out properly will result in an unexcused absence. The same procedure holds true for students who are returning from a previous appointment. All students are required to check in with the main office to secure a pass to class and to credit the absence as excused or unexcused. The school, acting *in loco parentis*, requires all students regardless of age unless living on their own, to obtain parental/guardian permission before signing out of school. Emancipated minors must receive administrative approval before signing out of school.

**Excused Absences**

Any excused absences exceeding twelve (12) per semester, per class, will result in loss of credit in that class. To earn credit back, the student must either make up the time as per the unexcused policy or show minimal mastery of content by passing the semester exam with a 60% minimum for each course where absences exceed twelve (12).

**Unexcused Absences**

Any unexcused absence may lead to loss of credit. To preserve credit, students must make up 3 hours for each hour that is unexcused. All unexcused absences can be made up in one of the following ways:

1. Serving three (3) hours in Saturday School.  
Students assigned Saturday School will be required to complete assignments they missed on the day of the absence or missing work from their courses. Students who arrive with minimal or no work will be given an assignment to complete. To earn credit for Saturday School attendance, students must complete assigned work and remain on task for the entire time present. Work completed will be given partial credit in the course(s) for which it was completed. Students who fail to attend assigned Saturday School will be assigned five consecutive lunch detentions. Failure to complete these detentions will result in a suspension, and the student still be required to make up the time in Saturday School.
2. Performing three (3) hours of community service with an approved agency.
3. Having a parent accompany the student in attendance in three (3) hours of classes.

Students must complete or have begun the process of completing one of the above options within three weeks of the unexcused absence in question. When completed, the unexcused absence will be changed to reflect that time has been made up. Any unexcused absence not made up through one of the above options will cause a loss of credit in the class where the unexcused absence occurs.

Saturday School Sessions will ordinarily allow a student to stay in class during regular school days. Students skipping or missing Saturday School will be suspended for one day; students who miss two Saturday Schools will be suspended three to five days; students who miss more than two Saturday Schools may be subject to progressive discipline, including suspension from school until the Saturday School is served, not exceeding 10 days.

The school does not provide in-school suspensions. It is a parent's/student's responsibility to arrange transportation to and from Saturday school assignments. Lack of transportation does not constitute an excused absence from Saturday school.

#### **Parent/School Communication**

To help track their student's attendance, parents can expect the following communication:

- For each unexplained absence a telephone call will be made inquiring as to the reason for the absence or to alert the parent that their student has skipped class and the resultant consequence.
- At eight total absences per semester, a personal contact (telephone or meeting) with the parents will be made indicating concern that excessive absences could impact their student's classroom performance through either the grade earned or even the possibility of failing a particular class if the student continues to be absent. If attempts at personal contact with parents are unsuccessful, a letter will be sent.
- At twelve absences per semester, a second personal contact will be made to convene an Attendance Review Committee Meeting. The focus of such a meeting will be to review the reasons for a student's chronic absences from school and to put in place a plan to address any effects on academic performance as well as how to improve school attendance. Students may not be eligible for credit recovery programs if they have accrued excessive absences.

#### **Attendance Review Committee**

At twelve absences per semester an Attendance Review Committee Meeting will be convened. The purpose of this committee will be to address in what way a student's attendance pattern is affecting her/his overall academic achievement and/or earning of credit. The makeup of this committee will include, at a minimum, the student, parent, and administrator; in addition, the committee may include a counselor, teacher(s) of the class(es) in question, and/or relevant, contact people from outside agencies such as probate court.

At such a meeting, the following options could occur:

- A student may be rescheduled to attend a more restrictive environment on campus.
- A student may be placed in an off campus alternative education setting (examples include Great Lakes, Lakeview, Crooked Tree)
- A student may be dropped as a student for lack of attendance and insubordination due to her/his refusal to attend her/his scheduled class(es).

#### **Truancy**

A parent or other person in parental relation who fails to comply with the Michigan Compulsory School Law is guilty of a misdemeanor, punishable by a fine, or imprisonment, or both.

## CO-CURRICULAR PROGRAMS

Co-curricular programs are important learning activities. Research tells us that those students who are successful in school and later on in life are those individuals who get involved in the total school experience. Each student is encouraged to participate in any of the many co-curricular programs including athletics, organizations and clubs. Feel free to contact any of the advisors or head coaches of the organizations listed below to find out how to get involved.

Anime	Ms. Kim Block
Band	Mr. Patrick Ryan
Blue Crew	M
College Testing (ACT/SAT)	Ms. Stasha Simon
Choir	Ms. Julie Saunders
Debate	Ms. Tina DeMoore
DECA	Ms. Casie Parker
Equestrian Club	Ms. Beth Harwood
FCCLA	TBD
French Club	Ms. Susan Baker-Smith
FFA Chapter	Ms. Becky Scholl-Stauffer
Go Girls Club	M.
GSA	Ms. Stasha Simon
Hill Street Journal	Mr. Glen Young
Key Club	Ms. Erica Marlatt
Model United Nations	Ms. Lisa Pontoni
National Honor Society	Ms. Erin VandenHeuvel
Poetry Club	Ms. Kacey Riley
Quiz Bowl	Mr. Matt Tamm
Renaissance	Ms. Lisa Pontoni
Robotics Club	Mr. Tom Ochs
School Safe Youth	Ms. Susan Pulaski
Spanish Club	Mr. Dirk Esterline
Stat Club	Mr. Nate Gross
Student Council	Ms. Lisa Pontoni
Student Mentors	Ms. Anderson, Ms. Trudeau
Yearbook	Ms. Casie Parker

With the opportunity to participate in the co-curricular program comes the responsibility and expectation that students will adhere to an exemplary standard of behavior and eligibility requirements. Many co-curricular programs have their own charters, bylaws and constitutions. It is the student's responsibility to secure, know and abide by the guidelines outlined in this material. Students attending school functions off school property are under the same jurisdiction as if on school property.

### Student Responsibilities:

1. To seek and receive prior and proper consent from administrators and any other designated school personnel before organizing student associations.
2. To meet the approved criteria for membership in clubs, organizations, and activities of their choosing.
3. To participate regularly in their respective organizations and conduct themselves in an appropriate manner, including operating in accordance with the policies of the Board of Education and the administrative rules and regulations.
4. To secure an advisor approved by administration.

### Eligibility for Participation in Extra-Curricular Activities

Eligibility rules apply to interscholastic athletics, musical productions and plays, debate and forensics, robotics, Student Council, Equestrian Club, FFA, FCCLA, DECA, HOSA.

1. Student participants must be passing **all** classes taken (i.e. student participants cannot be carrying an "E" average in any class).

2. Any student participant with a “D” average or below in a single class will be so notified by the coach, advisor or sponsor.
3. Student participants with an “E” average in a class and/or a “D” average in more than two classes will be deemed ineligible for participation in competition and will report to the Athletic Director, sponsor, or advisor for academic counseling (e.g. study table assignment, tutoring assistance).
4. Any student participant having an “E” average in a class and/or a “D” average in more than two classes and deemed ineligible for participation in competition may appeal to the Review Committee for reinstatement of eligibility. The Review Committee may waive eligibility requirements for any student if extenuating circumstances exist. If a student wishes to file an appeal, the appeal must be filed in writing with the Assistant Principal within 48 hours of the student’s notification of ineligibility. The Review Committee will be composed of three people, appointed by the Principal, and will consist of: an administrator, the Athletic Director or an advisor or sponsor, and a high school counselor.
5. The eligibility of each student participant will be monitored and checked on a weekly basis.
6. Each co-curricular program will indicate in writing through course syllabus or club constitution how that group or organization will implement eligibility standards.

### **Eligibility Procedure**

Beginning with the second week of each school year, the eligibility system will be monitored by the high school administration or designee(s) in accordance with the following procedure:

1. Each Monday morning, the student grades data base will be queried to locate students in extra-curricular activities with Ds and/or Es.
2. A list of students in academic difficulty will be given to each coach by Monday at noon. The coach shall pass on the information to the student-athlete.
3. An ineligible student participant has until the end of the current week to improve his/her grade in a class. If there is no improvement in accordance with the standard necessary to be eligible, the student participant will be declared ineligible by the high school administration or his/her designee. The student participant will remain ineligible until such time as the necessary standard is met, or when the Review Committee determines that sufficient progress has been made to allow participation.
4. Each student’s academic performance (i.e. letter grade of A,B,C,D,E) will be cumulative for each marking period. At the beginning of each marking period, academic averaging for each student will start anew.

### **Ineligibility of Student Participants**

To clarify the status of student participants who are declared ineligible, the following rules are to be used:

1. Student participants who are temporarily ineligible are encouraged to continue to practice.
2. Ineligible student participants may attend games, meets, and/or competitions, but they are not to be dressed in the team’s uniform nor are they allowed to participate in the games, meets, and/or competitions (unless their “in-class” grade in a particular co-curricular activity is dependent upon their after-school participation).
3. Ineligible student participants are not to miss class time or be dismissed from school to attend games, meets, and/or competitions.
4. At the conclusion of each semester, any student participant who did not pass four (4) classes will be ineligible for the following semester (this applies to athletes only and is in accordance with the Michigan High School Athletic Association rules).



## CODE OF CONDUCT

We believe every person has the right to learn and work in a non-threatening environment. We expect a positive attitude and respectful behavior from everyone. Respectful behavior will be encouraged by:

1. Treating others as we want to be treated.
2. Accepting others' responses and ideas in class with an open mind and polite attention.
3. Practicing common courtesy and friendliness at all times.
4. Being cooperative, attentive and responsive to directions in class and in the halls.

A sincere effort will be made by administrators and faculty members to resolve problems through effective utilization of school district and community resources in cooperation with the student and his/her parent(s) or guardian. On those occasions where the severity and/or frequency of the offense warrants, a student will be subject to progressive disciplinary action which may include parent conferences, detention, withholding of privileges, Saturday School, notification of law enforcement, and out of school suspension or expulsion.

### **Conduct Code Violations**

#### **Activities Defined as Criminal**

Under the laws of the State of Michigan, including but not limited to the following (Note: If any of the following are not presently or cease to be criminal activities prohibited by law, they are still violations of this Disciplinary Code and are still improper):

1. **Academic Dishonesty** - Cheating or plagiarism
2. **Alcohol/Drugs** - Use, possession, sale or distribution of alcoholic beverages/ drug paraphernalia or "look-alike" alcoholic beverages/drugs, or being under the influence of alcoholic beverages/drugs
3. **Arson**- Intentional setting of fires
4. **Assault** - Intentional physical contact with or threatened harm to another person without the consent of that person (e.g. striking or threatening a teacher, administrator, school employee, adult or student)
5. **Bomb Threats** - Calling in or insinuating in any way that the persons or buildings on school property are under threat of explosive devices
6. **Bullying** - Any written, verbal, or physical act, or any electronic communication that is intended or that a reasonable person would know is likely to harm one or more students.
7. **Burglary** - Entering a school building, a school vehicle, or any vehicle on school property without permission and for illegal purposes
8. **Caustic Substances** - Use or possession
9. **Dangerous Weapons/Fire Arms** - Possession
10. **Extortion** - Getting property or favors from another by use of threat
11. **False Alarms** - Reporting a false alarm of any kind (e.g.-fire, bomb, etc.)
12. **Gambling** - Wagering of any kind
13. **Harassment** - Harassment of any kind (e.g., sexual, ethnic, gender, etc.) or in any fashion (e.g., physical, verbal, written)
14. **Hazing** - Organizing or carrying out any hazing
15. **Incendiaries** - Use or possession of fireworks, smoke bombs or similar devices
16. **Interference** - Interfering with school activities or intimidating of individuals at school activities
17. **Littering** - Disposing of trash improperly on school property
18. **Motor Vehicles** - Unauthorized or unsafe use of a motor vehicle
19. **Robbery** - Stealing from an individual by force or threat of force
20. **Theft** - Stealing the property of another
21. **Toy Weapons** - Possessing a toy "look-alike" weapon on school property (including a school vehicle) or at a school sponsored event
22. **Trespassing** - Illegal entering or unauthorized intruding in school buildings or on school property
23. **Vandalism, Malicious Mischief** - Property damage, including defacing, damaging, or destroying school property or any other person's property on school property, including but not limited to the placing of graffiti
24. **Warning Systems** - Carrying electronic communication devices (e.g., beepers) while on school property except when approved by the principal of his/her school, for health or unusual reasons
25. **Weapons** - Possessing a weapon that is not a firearm or dangerous weapon within the Board of Education's policy concerning Dangerous Weapons/Firearms; Arson; Criminal Sexual Conduct, such as a knife under 3 inches or other paraphernalia. If a student is in possession of any knife under 3 inches, dangerous paraphernalia, or any object used to inflict harm on another person, he/she shall be guilty of a gross misconduct.

### **Anti-Bullying Policy**

Bullying is characterized by repeated and intentional intimidation. Bullying, intimidation, and harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. The school will attempt to protect students against retaliation for reporting incidents of bullying, intimidation, or harassment, and will take disciplinary action against any student who participates in such conduct that may range in severity from a warning to expulsion and law enforcement involvement. Parents of students who have engaged in the above behaviors will be notified. A student making a knowingly false accusation of harassment may also be subject to disciplinary consequences.

It is the policy of the District to provide a safe educational environment for all students. Bullying of a student at school is strictly prohibited.

For the purposes of this policy, "bullying" shall be defined as:

Any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

- a. Substantially interfering with educational opportunities, benefits, or programs of one or more students;
- b. Adversely affecting a student's ability to participate in or benefit from the 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; or
- d. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Retaliation or false accusation against a target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying is strictly prohibited.

If a student, staff member, or other individual believes there has been an incident of bullying in violation of this policy, s/he shall promptly report such incident to the appropriate principal or designee, or the Responsible School Official(s).

A report may be made in person, via telephone, or in writing (including electronic transmissions). If an incident of bullying is reported to a staff member who is not the appropriate principal or designee, or a Responsible School Official, the staff member shall promptly report the incident to the appropriate staff member.

Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

Complaints of bullying by the building principal or designee may be reported to the Superintendent. Complaints of bullying by the Superintendent may be reported to the President of the Board of Education.

All reported allegations of a policy violation or related complaint about bullying shall be promptly and thoroughly investigated by the building principal or designee. A description of each reported incident, along with all investigation materials and conclusions reached by the principal or designee, shall be documented by the principal or designee.

If the principal or designee determines that an incident of bullying has occurred, s/he shall promptly provide notification of same to the parent/guardian of the victim of the bullying and the parent/guardian of the perpetrator of the bullying.

Individuals who have been determined, after investigation, to have violated this policy will be subject to appropriate disciplinary action.

#### **Definitions**

"At school" means 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. "At school" also includes any conduct using a *telecommunications access device* or *telecommunications service provider* that occurs off school premises if the device or provider is owned by or under the District's control.

The complete Public Schools of Petoskey Anti-Bullying Policy # 8260 can be accessed on our website at [www.petoskeyschools.org](http://www.petoskeyschools.org).

### **Cheating or Plagiarism**

Cheating or attempting to cheat is not tolerated. Students who cheat or attempt to cheat on class work, homework, projects, quizzes or tests will receive a zero on their work and may earn up to 50% if redone/retaken. Students who cheat or attempt to cheat on subsequent occasions (in any course) will receive a zero on their work and are not

permitted to make up the work. Plagiarism is the act of using another person's ideas or expressions in your writing without acknowledging the source. Whenever you use source materials you must give credit to the authors, even if you only paraphrase. Laws protect authors and publishers whose materials have been copyrighted. School consequences for plagiarism follow those for cheating. Academic dishonesty may be grounds for dismissal and/or loss of office in many of our co-curricular programs.

#### **Chemical Aerosol Agents (e.g., pepper gas, mace, etc.)**

These agents may not be brought onto or possessed on school property or at school events, without express written permission of a school administrator.

#### **Computers**

Unauthorized or improper use of the school computers as defined in the Technology Acceptable Use Policy (e.g. hardware, software and all computerized information) is prohibited.

#### **Dangerous Weapons/Firearms; Arson; Criminal Sexual Conduct**

The Gun-Free Schools Act of 1994 (Federal Statute 20 USC 3351 as amended by PL 103-382) and the Michigan School Code (MCL 380.1311 as amended by Public Act 328 of 1994) require Michigan School Boards to revise their policies to expel students automatically from school when dangerous weapons/firearms, arson, or criminal sexual conduct are involved. Therefore, students in possession of a dangerous weapon/firearm, and/or who commit arson or criminal sexual conduct on/in school district property (including a vehicle used to transport students) or at a district or school sponsored event, shall be permanently expelled from school and referred to the criminal justice or juvenile delinquency system and the appropriate county department of social services or community mental health agency. The parent, legal guardian and/or student shall also be notified of the referral(s).

For the purpose of this policy, a dangerous weapon means a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles.

For the purpose of this policy, a "firearm" means (1) any weapon (including a starter gun) which will expel a projectile by action of an explosive, or is designed to expel a projectile by action of an explosive, or may readily be converted to expel a projectile by the action of an explosive; (2) the frame or receiver of any such weapon; (3) any firearm muffler or silencer; or (4) any destructive device. Each student subject to expulsion shall have his/her situation reviewed by the Superintendent of Schools on a case-by-case basis.

If a dangerous weapon/firearm (as defined above) is determined not to be in the possession of a student, but is determined to be under the control of a student while the student is on school district property (including a vehicle used to transport students) or at a district or school sponsored event, the student shall be guilty of a gross misdemeanor or persistent disobedience. In that case, the student shall be disciplined pursuant to the administrative rules and regulations governing suspension and expulsion. Accordingly, the student may be expelled, but he/she will not be automatically expelled under the above referenced state or federal statutes.

If a student is in possession of, or has under his/her control any dangerous paraphernalia or any object used to deliberately inflict harm on another person (which is not specifically listed above in the definitions of a dangerous weapon or firearm (stick, martial arts weapons, handcuffs) he/she shall be guilty of a gross misdemeanor or persistent disobedience. In that case, the student shall be disciplined pursuant to the administrative rules and regulations governing suspension and expulsion. Accordingly, the student may be expelled, but he/she will not be automatically expelled under the above referenced state or federal statutes.

If a school administrator charges a student with violating paragraph 2 or 3 of this policy, the administrator shall immediately report the finding(s) to the criminal justice or juvenile delinquency system and the appropriate county department of social services or community health agency. The parent, legal guardian and/or student shall be notified of the referral.

**Toy Weapons** - A student shall not possess nor have under his/her control a toy "look alike" gun or other weapon while in school, on a vehicle used to transport students to or from school, on school property, or in attendance at a school activity. The penalty for violating this "toy weapon" policy may range from a conference with the student and/or parent(s)/guardian(s) to expulsion from school, depending upon the specific circumstances.

#### **Disorderly Conduct**

Behavior considered distractible, inappropriate, or any behavior that infringes on the rights and/or safety of others in or on school property or at any school event is prohibited.

## **Drugs Including Alcoholic Beverages**

The administration will apply the following disciplinary guidelines when dealing with a student involved with drugs.

### **First Offense**

Notification of parents. Parent, administrator and student conference. The discipline imposed upon a student for violating our anti-drug policy may vary depending upon the seriousness of the offense, the student's prior disciplinary history, and other matters deemed pertinent. The school district may deal with a violation of our anti-drug policy with discipline ranging from a conference with the student to making a recommendation for expulsion. The administration may separately or concurrently refer the student or the incident to the appropriate governmental authority. In general, the following guideline will be used for first offense consequences, but may be modified at an administrator's discretion:

- 1) Possession of drug paraphernalia, alcohol containers, lighters, or any device believed to be used for the purposes of ingesting or storing controlled substances will result in a three to five day suspension.
- 2) Possession, use or suspected use of a controlled substance (alcohol or drugs, including prescription drugs on a student's person) will result in a five to ten day suspension.
- 3) Intent to distribute, distribution, or possession of amounts of distributable controlled substances will result in a long-term suspension or expulsion, pending a Board of Education hearing.

Participation in a substance abuse prevention program that meets the approval of the school may reduce the length of suspension in some cases. It will be the responsibility of the student to pay for this service. Student privileges will be revoked upon suspension for a drug or alcohol related suspension.

**Second Offense** (any time during student's high school years) Notification of parents. Parents, administrator and student conference. The administration may recommend to the Board of Education that the student have a long-term suspension or possible expulsion. The student may be referred to the appropriate governmental authority.

## **Fighting**

Any physical altercation between students is considered gross misconduct. Any altercation where physical harm may occur can be considered an assault and may lead to expulsion.

## **Food and Drink Consumption**

Food and drink is to be consumed in the cafeteria only. No food or drink is to be consumed in the hallways or classrooms. The only exception is clear water, and the container cannot hold more than 16 ounces.

## **Gangs/Cults/Non-Sanctioned Organizations**

State law and Board of Education policy prohibit students from organizing, joining or belonging to gangs, cults, secret societies, or organizations that are not sanctioned by the Petoskey School District. Gangs, cults, or non-sanctioned organizations pose a threat to the educational environment and to public safety and order through violence, intimidation, harassment, or other illegal activities. The Board of Education and the administration have the duty and commitment to keep the school district and its students, staff and visitors free from threats or harmful influence of any gangs, cults, or non-sanctioned organizations.

**Neither gangs/cults/non-sanctioned organizations nor gang/cult/non-sanctioned organization activity will be tolerated in the Public Schools of Petoskey.**

1. Students and visitors are prohibited from:
  - a. Wearing, possessing, or displaying any item or article (including but not limited to: apparel, jewelry, accessory, backpack, notebook), or engaging in any manner or grooming which, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in a gang/cult/non-sanctioned organization; or
  - b. making, possessing or displaying any paraphernalia, signs, or communication (written, verbal, or gesture), which symbolizes gang/cult/non-sanctioned organization membership, recognition, or support.
2. Disciplinary Process
  - a. Any student or visitor violating or suspected of violating the Board of Education policy concerning gangs/cults/non-sanctioned organizations or these administrative regulations shall be referred to a building administrator.
  - b. The student's parent/guardian shall be contacted and, at the discretion of the administrator, the student may be sent home to change.
  - c. The student shall be subject to disciplinary action up to and including suspension or expulsion and referral to local law enforcement authorities and/or other appropriate governmental authorities.

- d. Any visitor to school property (including transportation) or to a school activity who violates the Board of Education policy or these administrative regulations will be refused entry to schools and school events or will be required to leave.
- e. Any article, item or paraphernalia that violates Board of Education policy or these administrative regulations and is possessed by a student on school property (including school transportation) or a school district activity may be confiscated and may not be returned.
- f. If any student misconduct is determined to be gang/cult/non-sanctioned organization related, the disciplinary action may be increased up to and including suspension or expulsion from school.
- g. The procedure for suspension or expulsion of a student for violation of the Board of Education policy or violation of these administrative regulations shall be the procedure set forth in Administrative Regulations Governing Suspension and Expulsion.
  - a. If there is a clear and direct connection between the school district and any illegal incident, which occurs off school property, disciplinary action may be pursued up to and including suspension and expulsion.

#### **Insubordination**

Refusal to comply with requests of a school administrator, teacher, employee, chaperone or other adult acting in the role of supervisor will not be tolerated.

#### **Lighters, Matches or other Fire Starting Devices**

These devices may not be brought on to school property or to school events, or possessed on school property or at school events.

#### **Language**

Suggestive gestures and profane language are not acceptable. Possession of items that contain inappropriate, obscene, profane, sexually suggestive language or pictures is not acceptable.

#### **Loitering**

Being present in any area other than for its intended purpose is prohibited. (e.g., bathrooms, hallways, parking lot, pit area, and unused offices and rooms, etc.). Students are not allowed in gymnasiums or locker room facilities at any time without staff supervision. Hackysack and other sports are not to be played inside the building. High school students are not to be in other buildings in the district without the prior permission of that building's principal. Students are permitted on middle school grounds for bussing purposes only.

#### **Passes/Permits/Authorizations**

Misuse of passes, permits or any school regulated authorizations is prohibited. This includes using, writing, or displaying in writing the name of another person, or falsifying times, dates, grades, addresses or other information on school forms.

#### **Public Display of Affection**

PDA is not permitted on school property, in school vehicles or at school activities. Students engaging in PDA will first be given a warning. Subsequent offenses will result in detention, Saturday school and parent notification.

#### **Snowball Throwing**

Snowball throwing is not permitted on school property.

#### **Throwing Food and Littering**

No food throwing or littering is allowed in the cafeteria or any other part of the school building or grounds. Students are required to pick up and dispose of their own garbage and lunch remains. Students who leave garbage in the cafeteria may be given the privilege of serving their detention in the cafeteria to help with custodial care.

#### **Tobacco Products**

(including cigarettes, e-cigarettes or nicotine-related, look-a-likes)

Petoskey High School has a comprehensive 24/7 tobacco-free school policy that prohibits the use of all types of tobacco and non-tobacco nicotine products, by any person, in school buildings and on school grounds at all times, and at any on-or off-campus school sponsored event, including athletic events.

Use or possession of tobacco products on schools grounds or during a school function may result in discipline ranging from a conference to a suspension of up to ten days. The student may be referred to the appropriate governmental authority.

Referral of students 16 years of age or younger to the appropriate governmental authority could result in Probate Court involvement. The Probate Court judge has indicated the use or possession of tobacco products may include the following, depending on the frequency and severity of the offense:

- Court fees
- Community service work
- Probation (consent calendar) “non-reporting status”
- Substance abuse screening (may recommend substance abuse education and/or treatment)
- Attendance at a tobacco awareness class (1-1/2 to 2 hour class involving written educational material, videos, discussion and testing before and after to gauge progress).
- Counseling
- Referral to District Court
- Possible jail time

### **Vandalism**

Defacing or destroying school property is a serious offense. A minor who does any damage to school property will be required to make full monetary restitution. This is in accordance with the laws of the State of Michigan, which state that parents of a minor may be fined up to \$300 for the willful destruction of property by their children.

### **Verbal Assault**

Verbal assault to persons or gross disrespect of school personnel, chaperons or any other person on school property or at school activities, including, but not limited to, verbal sexual assault and/or harassment, hate speech is prohibited.

*The preceding list of improper conduct or behavior is not all-inclusive. Unacceptable conduct not specifically set forth herein will be dealt with in the same fashion as those specifically listed. The discipline assigned to a student for violating the student code of conduct may vary depending upon the seriousness of the offense, the student's prior disciplinary history, and other matters deemed pertinent. An administrator may deal with a violation of the student code of conduct with discipline ranging from a conference with the student to making a recommendation of expulsion. The administrator may separately or concurrently refer the student or the incident to the appropriate governmental authority.*

## **Consequences For Conduct Code Violations**

### **Detentions & Saturday School Sessions**

Detention and Saturday School Sessions may be used as forms of discipline. They can be effective as a first-line choice for altering a student's behavior, which is primarily disruptive of the learning process (e.g. failure to do homework, tardiness, unexcused absences, insubordination and off task behavior, etc.). Detention can be assigned by a teacher or by an administrator during a student's lunch period and/or before/after school. If assigned outside of school hours, the student will be given at least one day's notice to inform parents and make transportation arrangements. Transportation problems **will not** exempt a student from such discipline. Students, as part of making restitution for an offense, will be required to make a positive contribution to the school climate.

Saturday School Sessions will ordinarily allow a student to stay in class during regular school days. Students who fail to attend assigned Saturday School will be assigned five consecutive lunch detentions. Failure to complete these detentions will result in a suspension. Progressive discipline will be enforced; including suspension from school until the Saturday School is served, not exceeding 10 days.

### **Loss of Student Privileges**

Any student who has been suspended for any reason will temporarily lose the privilege of attending after school events. Students suspended for ten days (total) will have their privilege of attending school events that require a student I.D. revoked. This will include athletic events and dances.

Students who have lost privileges will be notified by administration.

Students may return to privilege status after a period of time established by administration and after avoiding further discipline problems. Continual discipline problems will result in the student remaining at loss of privilege status.

### **Suspension and Expulsion**

For extremely severe or frequent disciplinary actions, a student will be subject to suspension or expulsion from school. The specific Board of Education Policy governing due process for suspensions and expulsions may be found in the Legal Notices portion of this handbook and the online version of the Board Policy Manual.

Disciplinary action, including -suspension or expulsion from school, may be taken for failure to conform to rules or regulations adopted by the Board of Education, now or at any future date. Disciplinary action, including suspension or expulsion from school, may be taken for any improper conduct or behavior on school property (including school buses and other transportation) or at school activities.

### **Progressive Discipline**

Progressive discipline may be utilized in all disciplinary situations.

### **Due Process**

Administration shall provide the student with the right to Due Process, or the opportunity to discuss the situation with administration, before disciplinary action is taken.

## **GENERAL INFORMATION**

### **Age of Majority**

The Petoskey Board of Education recognizes that a student who reaches the age of majority (18) is afforded all the rights and privileges of adulthood. However, legislation provides the opportunity for schools to establish reasonable rules and regulations to govern student behavior. A student attending school, regardless of age, is subject to the school board policies that have been officially adopted. An 18 year-old student's responsibility to the school does not change upon reaching the age of majority. The school, acting *in loco parentis*, requires all students regardless of age unless living on their own, to obtain parental/guardian permission before signing out of school. Emancipated minors must receive administrative approval before signing out of school. A doctor's note will be required for those 18 year old students and emancipated minors signing out with permission to excuse an absence for medical reasons.

### **Allergies**

Some students may be allergic to certain products, chemicals, and environmental allergens. Students are asked to inform the main office of any allergic condition. In order to maintain a safe environment, students should not bring items known to cause allergic reactions such as latex or spray products to school. Designated "peanut-free" areas are available in our cafeteria for students with this allergy. Petoskey High School strives to maintain peanut-free classroom environments.

### **Automobile Use**

A student who wishes to use the school's parking lot to park his/her vehicle must submit a completed application and be approved each school year. Those granted parking permits must adhere to the established administrative regulations as outlined in the application. Vehicles parked improperly or without proper permits will be subject to towing and/or ticketing. Parking permits must be properly placed in the bottom passenger-side, front window.

### **Book Care**

Students are responsible for proper care and maintenance of their books. Books typically cost \$50 - \$100 per text. It is an enormous burden on the district to replace damaged or missing books. Students will be held responsible for partial and/or full replacement costs of damaged or missing texts. All student privileges will be suspended until book fees are collected. Seniors must make full restitution for damaged and/or missing textbooks as part of their "Right to Walk" graduation privilege.

### **Bus Rider Conduct**

The National Transportation Safety Board contends that it is a proven fact that student discipline problems on buses are one of the major causes of school bus accidents. Since bus transportation to school is considered an extension of the classroom, the board of education requires that students conduct themselves on school buses in a manner consistent with established standards of classroom behavior. Maintaining general classroom conduct while waiting at bus stops and riding on buses is important if safe conditions are to exist. Strict observance of rules governing the behavior of riders is necessary to avoid accidents and injuries.

While the law permits the school district to furnish transportation, it does not relieve parents or guardians of students from the responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day. Once a child boards the bus, and only at that time, does he or she become the responsibility of the school district. Such responsibility ends when the child is transported to the regular bus stop at the close of the school day.

Although the safety record of drivers in Michigan is commendable, bus drivers must always be alert to student behavior problems as well as the operation of the bus itself. Therefore, the following rules are enforced by the Public Schools of Petoskey:

1. Arrive at your bus stop on time. If a driver waits one minute for ten different riders, the bus would be ten minutes behind schedule.
2. Wait for your bus in a safe place. Keep off the road at all times.
3. Board the bus in an orderly manner. Wait for the bus to come to a complete stop before approaching the bus. Do not crowd or push, wait your turn.
4. Move directly to a seat; take the assigned seat if designated by the bus driver. Bus seats are designed to hold three passengers per seat.
5. Remain in the seat until leaving the bus. For your safety do not leave your seat until the bus has come to a complete stop.
6. Leave the bus only by the front door.
7. Obey the instructions of the bus driver (or in case of an emergency, other supervisory personnel such as a teacher).
8. Refrain from undesirable conduct on the bus. Fighting, wrestling, throwing things, unnecessary loud talk, and other undesirable conduct cannot be tolerated on the bus. Your bus driver must not be distracted from his/her driving responsibilities.
9. Do not extend any portion of your body outside of the bus windows.
10. Report any bus damage to the driver immediately.
11. Cross the road after leaving the bus by using the following procedure:
  - a. Walk 10 feet in front of the bus;
  - b. Look both ways for traffic;
  - c. If traffic is clear, walk across the road.
12. Refrain from eating on the bus. Cooperation is needed to keep your bus clean and sanitary.
13. The cost of any damage to the bus shall be reimbursed by the rider inflicting the damage.
14. Students wishing to ride the bus home with a friend, relative or to a daycare provider must have the following prior to transporting;
  - a. Bus garage approval verifying room for the student (s) on the bus.
  - b. A permission slip signed by the parent or guardian verifying a change in drop-off address and the date. This slip is to be given to the bus driver each day they ride.
15. Be courteous to the driver and other passengers. Your cooperation with the above rules will help to make your school bus ride a safe and enjoyable experience.

For those riders who fail to follow the established rules, temporary loss of riding privileges will occur. In such cases, the student will be directed to have his or her parent/guardian telephone the Supervisor of Transportation before being allowed to ride the bus again. Repeated or serious misconduct on the part of a rider may result in the permanent loss of riding privileges. If parents/guardians wish to make an inquiry about bus transportation, they should contact Mr. Johnson, Supervisor of Transportation (348-0178 from 7:45 am to 5:00 pm). If further inquiry is necessary, they should contact the principal of their child's school or the school district's Business Manager (348-2348).

### **Calendar**

The PHS calendar can be found on the website at [www.petoskeyschools.org](http://www.petoskeyschools.org). Also, calendar information can be obtained in the main high school office.

### **Cancellation of School**

Occasionally, weather conditions or other circumstances may cause the postponement or cancellation of school. When this occurs, the public is notified immediately after the decision is made. Ordinarily, this will be done prior to 6:00 a.m., and announcements will be made by local radio and television stations. At times, weather conditions or other circumstances may make it necessary to cancel school after classes have begun for the day. In circumstances such as this, parents are notified via local radio stations, and are therefore encouraged to listen to the local radio stations when poor weather conditions prevail.

### **Care of Rooms and Equipment**

Each student is responsible for keeping desks and adjacent floor cleared of wastepaper, pencil marks, etc. Students who make messes will be expected to clean them up if asked by a faculty member, support staff member, or an administrator. If severity of the mess warrants, students may be assigned lunch or before/after school detention(s) to rectify the damage.



### **Cell Phones and Electronic Devices**

While students are allowed to bring and use electronic communications devices on school property, no student shall use them during instructional time, or in a manner that disrupts any school activities. Students who violate this policy in a manner that disrupts instructional time will be considered insubordinate and will be referred to the office. A second offense will result in parents being required to pick up the device at the end of the day. When a student is directed to put their electronic device away, they are expected to comply. Continued violations will result in progressive discipline, which may include confiscation of the electronic device, detention, suspension, and/or loss of privileges.

Any device found to be used for illegal purposes or used in a manner that violates the Student Code of Conduct may be confiscated pending, where appropriate, parent/guardian conference and/or police involvement. Students assume responsibility for the care of their electronic device. At no time shall the school be responsible for the theft, loss, or damage of an electronic device.

Students found to be using any electronic communications device to, in any way, send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held. Students violating this rule will be disallowed from carrying any personal communication device following the incident unless it can be established by the building Principal that such a device is necessary.

### **Concussions**

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. If a student reports symptoms of a concussion, the student should be kept out of play the day of the injury. The student should only return to play with permission from a health-care professional experienced in evaluating for a concussion. The parent and athlete concussion information sheet is provided at registration and is available at the main office and athletic office for more information.

### **Closed Campus**

Petoskey High School operates under a closed campus policy. Students are to remain on school premises after arrival at school, unless authorized to leave by school authorities. Students who violate these regulations will be subject to Saturday school. Subsequent offenses will result in insubordination and out-of-school suspension.

Students who sign out during lunch with appropriate parent permission may be required to provide documentation to excuse the absence.

### **Communicable Disease Control**

The Superintendent or his or her designee has the authority to exclude a student or staff member from school when reliable information from a qualified source (e.g. medical professional, parent/guardian, or the infected student or staff member) confirms him/her of having a communicable disease or infection that is known to be spread by any form of casual contact and is considered a health risk to the school. The student may return to school only when the parent/guardian provides the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the disease. The student's parent or guardian is required to notify the school office if they suspect their child has a communicable disease. This includes the condition of head lice.

### **Conferences with Teachers**

Individual conferences with students often help to solve problems and will improve the student-teacher relationship. These conferences can be arranged during the teacher's conference period and before and after school. Most teachers are available to students and parents from 8-8:20 a.m. and from 3:10-3:40 p.m. In addition to the scheduled conferences, parents are invited to visit the school and arrange for individual conferences with teachers during the school year. Generally, each teacher has one hour during the school day scheduled for conferences with parents or students. Check the master schedule for a teacher's conference period.

### **Dances**

To promote a healthy, safe, enjoyable evening for all students, procedures will be in place for all dances at Petoskey High School. Dances are a school-sponsored event and a privilege. All school rules will apply during the dance. Any student who has accumulated 10 days of suspension or more will not be admitted to any dances for the remainder of the school year.

Upon obtaining a dance ticket, students agree to abide by all dance rules and guidelines. The following behavior will not be permitted: re-entry into the dance, the use of drugs, alcohol, or other substance. Sexually suggestive dancing (grinding) and making out will also not be tolerated.

## **Deliveries**

No commercial establishments may make deliveries to school premises, unless approved through the main office by high school staff. This includes flowers and parent food-service deliveries other than brown-bag lunches.

## **Dress Code**

Students are expected to dress in a manner that is not distracting or disruptive to the educational process. No student will be allowed to attend school if his/her personal hygiene or apparel endangers his/her own health or safety or the health and/or safety of others. Clothing that is so distracting that it interferes with the learning and teaching process is not acceptable.

Examples of clothing that are not appropriate for school are as follows:

- Clothing that exposes the stomach or back (no midriff)
- Tube tops, tank tops, halter tops, tops with open sides, tops with spaghetti straps, sleeveless jerseys, shirts with sleeves removed, and any other clothing deemed inappropriate by administration
- Any clothing that reveals undergarments (bras/underwear), including see-through outfits as well as any article of clothing that sags, rides up, or is low-cut so as to reveal undergarments, cleavage or buttocks.
- Clothing associated with gangs or gang activity
- Shorts, skirts and dresses that are too short (must be able to touch fabric, when standing straight with arms at her/his side)
- Footwear worn at all times
- Wearing of coats and hats as per individual classroom teacher
- Sunglasses
- Articles of clothing that have slogans or symbols, which promote or make reference to: substances that would be considered illegal for minors including alcohol, tobacco and drugs
- Articles of clothing should not display words, symbols, or pictures that would be viewed by staff and administration as derogatory, obscene, vulgar, violent or racist.

Enforcement will be as follows:

### **First offense**

Student has the opportunity to change into something more appropriate or may wear something that the school provides (sweatpants or shirt to cover up attire) if available. If the student refuses to wear what the school provides, he will be sent home and parents made aware that he/she is welcome back when they are dressed appropriately as defined by the policy.

### **Second offense**

Parents will be called, and student must change into something more appropriate as defined under first offense.

### **Third offense**

This may be considered insubordination.

## **Emergency Drills and Procedures**

Safety drills will occur at times established by the building principal. Each school shall conduct six fire drills, two tornado drills, and two lockdown drills each year. At least four fire drills will occur in the fall. Drills will not be preceded in warning to the students. Students are expected during drills to practice as instructed and in a serious manner.

### **Fire Drill & Bomb Threat Instructions**

Fire drills and bomb threat drills are considered as emergency measures and should be regarded in this light. Teachers should emphasize the following procedure and students should accept responsibility to observe all necessary precautions.

- Everyone should proceed directly to the proper exit in an orderly manner. There should be no loitering, pushing, running or stopping on the part of any person. One instance might endanger a life. Students are not to go to or stop at their lockers.
- Teachers should take charge, directing students to the correct exit, seeing that they are clear of the building and in every way possible assisting in perfecting these drills.
- In all cases, the first students out should open both doors and see that they remain open until the building is empty. Students should go 300 feet away from the building.
- Students are not allowed to leave school premises unless authorized by school authorities.
- All windows and doors must be closed and lights turned off.

- Teachers should review fire drill procedures with each class.
- Please familiarize yourself with the exit plan for all of the rooms in which you have class or responsibilities.

### **Tornado Information**

In the event of a tornado warning, all students and staff should whenever possible go to an interior hallway on the main floor. They should avoid auditoriums and gymnasiums or other structures with wide, free-span roofs. Students must **STAY AWAY FROM WINDOWS**. If they are outdoors, they should move away from the tornado's path at a right angle. If there is no time to escape, they should lie flat in the nearest depression or ravine. The tornado alert consists of an announcement via the public address (P.A.) system.

### **Lock Down Procedures**

In the event of a lock down, students should be away from doors, quiet, and out of sight. Students need to remain attentive throughout the lock down. Lock downs supersede all other alarms or announcements. Each room will be released from lock down by a school administrator and/or police officer. Under no circumstances should anyone deviate from the lock down procedure until spoken to personally from administration or law enforcement.

### **Fees, Charges & Fines**

The school may establish fees and charges to cover the costs of certain extracurricular and noncredit activities. Materials for clubs, independent study, or special projects as well as transportation fees for admission and participation in field trips may be included. A fee shall not exceed the combined cost of the service(s) provided and materials used.

When school property, equipment, or supplies are damaged, lost or taken by a student, whether in a regular course or extra-curricular offering, a fine may be assessed. The late return of borrowed books may be subject to appropriate fines. Failure to pay due fines will result in a loss of privileges and if a senior, suspension of their right to walk in graduation ceremonies.

### **Field Trips**

Educational Field trips and excursions are important experiences for students that help to supplement and compliment classroom instruction. Students participating in field trips must engage in behavior consistent with the School Code of Conduct. All such trips must be approved by the school principal. Those trips that require overnight accommodations for students must also be approved by the Superintendent of Schools or his/her designee. Requests for field trips or excursions outside the Continental United States must be made in accordance with administrative rules governing same. Application for such trips must be filed at least six (6) months prior to the proposed trip. Students may not transport themselves to school field trips without the prior approval of the superintendent, as in accordance with school board policy.

### **Free and Reduced Breakfast and Lunch**

The Federal Government makes funds available to help pay for the breakfasts and lunches of students from families with low incomes. Applications for free and reduced meals may be secured in the high school office. We encourage all families to fill out and return paperwork to determine eligibility. Federal funds become available to schools who qualify.

### **Fund Raising**

The sale of tickets, food, beverage or merchandise by student groups in school activities may occur only when all of the following conditions are fulfilled:

- The sale or promotion will be under the control of a school-related organization and the school advisor.
- Profits are used to enhance school program(s) by providing money for expenditures not currently funded by the school.
- Approval is obtained from the Superintendent of Schools or his/her designee. All funds received as gifts and/or from solicitations must be immediately deposited with the school advisor or treasurer, and all expenditures from a class treasury must be approved by a school advisor.
- The Board of Education prohibits the use of lotteries and/or raffles for fundraising or other school purposes (i.e. curricular, extra-curricular, and/or co-curricular activities).

### **Immunizations**

In accordance with Michigan Public Health Code, Section 92 of Public Act 368 of 1978, all students enrolled in the Public Schools of Petoskey must complete and present proof of the immunization requirements. Every new student entering the Petoskey School District must have fulfilled the immunization requirements for diphtheria, pertussis, tetanus, measles, mumps, rubella, polio, chicken pox and Hepatitis B. Failure to complete the basic immunization

requirements within a reasonable length of time will result in the student's exclusion from school until proof of immunization is presented. Students excluded from school because of immunization deficiencies are to be reported to the local health department for follow-up inquiry. A pupil will be exempted from the above requirements if a written waiver is on file with the school district and the waiver is consistent with the suggested guidelines of Public Act 368 regarding immunizations.

### **Internet Safety**

Students will be instructed in how to use computers safely and appropriately during their first several lab sessions while in high school. Expectations of "digital citizenship" are very high in high school. Students will pay close attention to instruction and the Acceptable Use Policy so they can be safe and behave appropriately when using any Petoskey Schools' technology. Students must understand and adhere to technology ethics issues such as plagiarism, copyright, cyber bullying, cheating, and appropriate social media usage while using school issued technology. In the event they see something inappropriate, feel uncomfortable or threatened, they should turn the monitor or device off and seek guidance from an adult. By the time your child leaves high school, they should have the foundation for appropriate technology use as an adult.

### **Lockers, Locks, and Desks**

The lockers, lock and desks assigned to you belong to the school. You may decorate the inside of the locker within the limits of good taste. No suggestive pictures, alcohol, or drug related materials, etc. are allowed. Lockers are to be kept clean and neat. Nothing is to be attached to the outside. All inside decorations and personal items must be removed before the last day of the school year.

You are responsible for the locker assigned to you. School authorities for any reason may conduct periodic inspections or searches of lockers and desks at any time, without notice, without student consent, and without a search warrant. Students are responsible for whatever is contained in desks and lockers issued to them by the school district. You should be aware that at various times throughout the school year, a drug-detecting dog is brought in to sniff all lockers for drugs. **You may not change lockers unless you have permission from the office. Students are held responsible for the contents of their assigned locker.**

### **Lunch/Breakfast Programs**

All students will eat in the cafeteria and may either carry their lunch or purchase a hot lunch. Students may not leave the school grounds for lunch, and absences to "go out to lunch" may not be excused without proper documentation. Students will not be allowed to charge the cost of any meal. The Federal Government makes funds available to help pay for the breakfasts and lunches of students from families with low incomes. Applications for free and reduced meals may be secured in the high school office.

Lunch will be served in three sessions:

Group A (11:25 – 11:55), Group B (12:00 - 12:30) and Group C (12:30 - 1:00).

It is common courtesy to leave the table neat and clean for the group that follows. Absolutely no food or beverage is to be consumed in halls or classrooms. All food and beverage shall be limited to the cafeteria and Commercial Foods. Since classes are in session during the lunch periods, students are asked to remain in the cafeteria until the bell rings. Students are not to be in the parking lot or any unsupervised areas of school property during the lunch periods or while classes are in session.

### **Medications**

Medication includes prescription, non-prescription, and herbal medications, and includes those taken by mouth, by inhaler, those that are injectable, and those applied as drops to eyes, nose or medications applied to the skin.

By law, school officials/staff may not administer any prescription medication without written instructions from a physician, which include the name of the student, name of the prescribed medication, dosage of the medication, route of administration, time medication is to be administered to the student, and written permission from the parent/guardian must accompany the request and be kept on record by the school. Non-prescription medication such as, Tylenol, etc., may be administered with written consent from the parent or guardian and with a Medical Authorization Form on file in the office. District medical permission forms are available in the school office.

All medications to be given at school, including prescription and over the counter drugs, must be delivered by the parent(s)/guardian(s), in the container as prepared by a pharmacy, physician, or pharmaceutical company with information specifying: child's name, medication name, time to be administered, and physician's name. The parent must also pick up any medications that need to be sent home.

All medications, except properly prescribed inhalers, are to be kept in the main office. Students will be allowed to self-administer inhalers when written instructions signed by a parent/legal guardian and physician have been provided. A log of medication administration shall be kept in the main office.

Diabetic students and/or their parents should notify the school principal of their diabetic care plan. The high school will assist in the management of diabetic care plans as directed by families, physicians and school law.

Medications must be claimed by parent(s)/guardian(s) at the end of the school year. If this is not done, the individual who administers the medication will dispose of the medication and record this disposal on the medication log. This procedure will be witnessed and initialed by a second adult.

### **Nondiscrimination Policy**

The Petoskey School District does not discriminate on the basis of race, color, national origin, gender, gender-identity, age, disability, height, weight or marital status in its programs, services or activities.

Inquiries related to discrimination on the basis of disability should be directed to: Section 504 Coordinator, Public Schools of Petoskey, Spittler Administration Building, 1130 Howard Street, Petoskey, MI 49770, (231) 348-2351.

Direct all other inquiries related to discrimination to: Director of Teaching and Learning, Public Schools of Petoskey, Spittler Administration Building, 1130 Howard Street, Petoskey, MI 49770. (231) 348-2352.

### **Northmen Pride Award**

Any student, staff member, parent, or volunteer is eligible to receive this award for going above and beyond normal expectations to make Petoskey High School a special place for everyone. Please feel free to nominate any person you feel is deserving of this award. Recipients will receive an award and certificate thanking them for their support of PHS. The nomination forms are available on the school's website and in the main office and need to be returned to the main office.

### **Parents**

Parents are welcomed at PHS and are encouraged to visit the school. Parents are urged to become involved in any of our special interest booster groups, chaperone activities and attend extra-curricular activities, as well as any daytime curricular activities. All teachers are available by appointment for conferences during their conference period and before and after school. ***In case of questions, please feel free to call 348-2160 for the main office, 348-2105 for the attendance office, or for guidance call 348-2221.***

### **Parking Lots**

Parking lots are to be used only for the parking of motor vehicles. Students may not access or eat lunch in their vehicles during school hours. Student parking is a privilege. Parking stickers must be purchased in order to park on school grounds. Stickers are available in the main office. Parking stickers must be placed in the lower passenger-side corner of the front windshield. Students are expected to park in the appropriate student lots (underclassmen must park in the tennis court and lower lot). Vehicles may not be parked or located in the bus lanes, fire lanes, or visitor parking at any time. Failure to comply with parking regulations will be considered insubordination and may result in disciplinary action, ticketing, and/or towing.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. Students park their vehicles on or near school property at their own risk. Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in vehicles parked on school grounds. School lots are regularly searched and based on the reasonable suspicion standard, vehicles are suspect to search as well. Prohibited items found will result in the appropriate disciplinary measures, which may include expulsion and referral to local law enforcement.

### **Parties; Student-Sponsored or Faculty-Sponsored**

Parties during school hours are not encouraged. Permission for a party shall be granted by the Principal's office only.

### **Pictures**

Student pictures and identifying names will be printed in the school annual and school paper and will be given to the local news media on those occasions that warrant it. However, any student, or the student's parent or guardian if the student is under the age of 18, may request that his/her picture not be published in the media or in the school yearbook. Such requests are to be made in writing to the counseling department of the high school.

### **Publications**

If financially affordable, the school district may provide the opportunity for students to plan and produce student publications (e.g. newspaper, yearbook) under the direction of a faculty advisor and the school principal. Students who edit, publish, post or distribute printed, handwritten or duplicated written material among their fellow students within the school are responsible for the content of such publications. Libel, obscenity, profanity, personal attacks and encouragement of the violation of laws are prohibited. All such publications must identify the author, and/or the editor, publisher. The determination of whether such material violates the aforementioned shall be left to the sole discretion of the administration. Material that meets the above requirements may be distributed as long as it does not interrupt regular school activities or intrude on the individual lives of students or staff. Internet or blog material must meet the same standards of creation and distribution.

**All publications distributed in the building require administrative approval.**

### **Right to Walk- Graduation Ceremony Participation**

Seniors who complete all academic graduation requirements within the current graduation year defined by the Michigan Department of Education and the Public Schools of Petoskey, are in good standing regarding their attendance, behavior, and academic integrity, and have paid all fees and charges owed to the school in full prior to commencement, may participate in graduation ceremonies. Participation in commencement exercises is an earned privilege; seniors earn the "Right to Walk." A student's "Right to Walk" may be revoked by an administrator if the above conditions are not met prior to commencement.

### **Searches**

A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched by building administrators whenever the building administrator has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. This also applies to vehicles.

The student shall be requested to empty items such as, but not limited to, pockets, purses, shoulder bags, and briefcases. Items that are not illegal but violate school policy, rules or regulations may remain in the custody of the building administrator. Items, which the building administrator believes may be connected with illegal activity, may remain in the custody of the building administrator, unless such items are turned over to law enforcement officials.

School authorities shall conduct no strip searches. A student's failure to permit searches and seizures as provided in this policy will be grounds for disciplinary action including suspension and/or expulsion.

### **Student Visitors**

Students who wish to bring a guest to Petoskey High School must obtain and have approved by administration a visitor's pass at the school office at least two (2) days in advance and one week in advance for dances. Students should not embarrass their guests or themselves by bringing someone unannounced. The student must accompany his/her guest throughout the day or dance and will be responsible for his/her conduct. The administration reserves the right to limit the number of visitors. Student visitors at dances and school functions, including prom, are permitted at the discretion of administrators who may deny admission to any visitor, for any reason. Underclassmen who wish to attend prom must do so as the guest of a Petoskey High School junior or senior. Guest pass privileges for dances are under review of the high school administration and will be announced and clarified prior to dances.

### **Substitute Teachers**

Full cooperation is required of every student when a substitute teacher is present. Substitute teachers will be accorded the same respect as a regular classroom teacher.

### **Telephone**

Students are encouraged to use the office telephone for school business. In the case of illness students are to come to the main office to call home and sign out. No classes will be interrupted for telephone calls or messages unless of an emergency nature. Students may not use their personal cell phone during the school day, with the exception of their assigned lunch hour in the cafeteria. Students may not use their cell phones during the lunch hour to text or phone students who may be in academic courses.

### **Valuables**

Students are encouraged to leave all valuables at home. Personal property is the responsibility of students, and should be stored on their person or in a locked location. The school is not responsible for valuables brought to school and lost or stolen. The school will assist with stolen valuables reported to the office by contacting the proper government authorities.

### **Visitors to the Schools**

Visitors and parents entering the high school should report to the main office to sign in and have a stated purpose for their visit approved by administration. Visitors must wear proper identification while in the building. Visitors and parents will be under the jurisdiction of the building principal and be expected to adhere to building policies. Videotaping and/or audiotaping classroom or student activities are strictly prohibited unless authorized beforehand by the building principal.

The building principal has the authority to request aid from any law enforcement agency if any visitor or parent to the district's buildings or grounds refuses to leave or creates a disturbance. Violation of this rule may lead to removal from the building or grounds and denial of further access to the building or grounds. Violators of this Board policy and administrative rules established pursuant to this policy will be subject to trespass laws.

### **Volunteers**

All volunteers must complete volunteer information forms and be approved by the school principal before assisting the school. Volunteers must follow the same procedures as visitors to the school.

### **Work Permits**

Students under 18 years old are required to have a work permit for employment. It may be obtained from the office. It is to be understood that both employer and employee must abide by the rules set up by the State of Michigan concerning student employment.

## **COUNSELING SERVICES**

The counseling program is an integral part of the total school program and involves students, teachers, parents and administration as well as counselors. The goal of the Counseling Office is to assist each student in reaching his greatest potential socially, academically and emotionally. The counselor serves as a facilitator in the development of this potential by offering a variety of services.

### **Academic, Career & Technical Counseling**

Counselors are available to assist students in planning a four year high school program which will meet their educational needs and career goals.

### **Personal Counseling**

The purpose of this service is to guide students' understanding of selves and acceptance of social responsibility.

### **Group Counseling**

Group counseling is available on a limited basis for selected students.

### **Family Counseling**

Counselors welcome the opportunity to act as a resource for parents as well as students in providing information about:

- furthering educational and occupational opportunities
- scholarships and loans
- colleges, technical schools and vocational schools
- homebound instructors
- referral agencies

### **Counseling Office**

The Counseling Office is open from 7:30 AM to 4:00 PM daily. The office provides scholarship and financial aid information. Armed Services and college representatives will meet with students for special presentations throughout the school year during lunch hours.

The Counseling office maintains a website with current information regarding scholarships, financial aids, and test dates. Additional test dates and information are available at [www.actstudent.org](http://www.actstudent.org) or [www.collegeboard.com](http://www.collegeboard.com).

### **College and Career Assessment**

There are many opportunities during the school year to take tests for a number of different purposes. The most widely known test that college bound students must take is the ACT (American College Test). Most colleges require this test as well as the State of Michigan Scholarship program. Here is a partial list of other tests that come up during the school year. See your counselor for more details:

- Career Cruising
- ASVAB (Armed Services Vocational Aptitude Battery)
- SAT (Scholastic Aptitude Test)

Advanced Placement Tests  
PSAT/NMSQT  
NWEA (Northwest Educational Assessment)

Students interested in pursuing athletics at the collegiate level must register with the NCAA and/or NAIA Clearinghouse for eligibility. See your counselor for details.

### **College Night**

The date for College Night is October 14, 2015 at 6:30 p.m., at North Central Michigan College. All junior and senior students and their parents are urged to attend. Representatives from over 60 colleges, nursing and vocational schools will be present to explain entrance requirements, costs and available financial aids. Eighteen area public and parochial schools participate in College Night, and attendance includes nearly 1,000 students and parents.

### **College Representatives**

College representatives schedule visits to the Counseling Office. Check daily announcements for scheduled visits. College Representatives will be available throughout the year in the cafeteria.

### **Commencement Exercises**

The high school commencement program is the culmination of the successful completion of grades 9-12. Commencement is held at or near the completion of each school year. In preparing and conducting the commencement program, the following guidelines are used:

Students are eligible to receive a diploma when they have met the approved graduation requirements of Petoskey High School within the graduation year. Parents and/or adult students will be informed in writing during the second semester of the student's senior year regarding the student's eligibility to earn a diploma as well as the details surrounding the commencement exercises.

The "Right to Walk" in Commencement Exercises is an honor and privilege for students. In addition to approved graduation requirements, students must have their student affairs in order. Student affairs may include but are not limited to the following:

- attendance make up hours
- community service hours for discipline infractions
- return of all books including those lost or damaged
- payment of any outstanding fees
- positive student conduct minus pranks

PHS seniors are positive role models for underclassmen, and the entire PHS Family salutes our seniors.

Students who do not participate in the commencement exercises should make arrangements with the high school principal to obtain their final grade report and diploma. This should be done as soon as possible after the commencement exercises are completed.

### **Credit Recovery**

PHS has an on-line learning laboratory that is used for credit recovery purposes only.

### **Personal Curriculum**

Students and parents have the right to pursue a Personal Curriculum. For more information, contact your counselor.

### **Dropping Classes**

Approval for dropping a class must be made by a counselor or an administrator. Students have a maximum of two weeks in which to drop a class without a grade being received for the semester. After two weeks, a grade of E shall be recorded in the student's file, unless an administrator approves the drop without recording such grade.

### **School Codes**

ACT/SAT/AP High School code - 232 990

### **Testing Out of High School Classes**

In accordance with Michigan law, the Board of Education of a school district shall grant high school credit to a pupil enrolled in high school, even though the pupil is not enrolled in that course - if the pupil has exhibited a reasonable level of mastery of the subject matter of the course by attaining a grade of not less than C+ (78%) on both semester exams in the course; or, if there is no final exam, by exhibiting mastery through the basic assessment used in the course (which may consist of a portfolio, performance, paper, project or presentation).



Regarding courses in which there is a final exam given, but the exam is not intended as a comprehensive examination of all the coursework covered (i.e. the exam is merely the last in a series of tests on portion of the curriculum sequentially taught during the length of the course), passage of the non-comprehensive exam would not be sufficient to "test out" of that course. A non-comprehensive exam would need to be combined with such other exams, papers, presentations or projects to fairly indicate attainment of a reasonable level of mastery. No final exam will be created solely for the purpose of allowing pupils to "test out" of a course. The "testing out" requirement may be met by performing work which includes papers, projects or presentations (such as in an art course or a writing course), or a number of exams, or work together with an exam(s), if the combination used would logically be considered as exhibiting mastery of the content of the course.

- Credit earned according to this policy shall be based on a "pass" grade and shall not be included in the computation of the grade point average for any purpose.
- Credit earned according to this policy may be counted toward the numerical total required for graduation.
- Once credit is earned according to this policy, a pupil may not receive credit thereafter for a course lower in course sequence in the same subject area.

Testing out periods will occur in the summer and prior to second semester. Please contact your counselor for specific testing out deadlines and dates. Students must complete and turn in an intent to test out form in the counseling office to be eligible and will be provided upon approval the following materials:

1. Textbooks used for the course
2. A course syllabus

Core courses are aligned with the Michigan Merit Curriculum, which can be accessed at [www.mde.gov](http://www.mde.gov). Final exams will include coverage of these standards as well as other important concepts listed in the course syllabus.

### **Withdrawal from School**

A student considered as a potential or immediate dropout will be required to meet with his/her counselor for the purpose of discussing the reason(s) for leaving school and the student's plans for the future. The counselor will make an effort to meet with the student's parent(s) or guardian(s) and/or teachers to discuss the student's scholastic record. Subsequently, the student, the counselor, and the Principal or his/her designee will meet to review all pertinent information. A student leaving PHS for any reason shall pick-up a drop sheet from the office, have each of his/her teachers sign and give a final mark for the time spent in class, return all books, and pay any outstanding fees (including Library and Career Resource materials) to the office.

Additional information about any counseling services can be found on the counseling website, which can be found on the high school's main page.

## **LEGAL NOTICES**

### **ASSAULTS**

#### **Physical Assaults Against Other Students**

The Board shall expel a student in grade 9 or above for up to 180 days if the student commits a physical assault against another student as defined by MCL 380.1310(3)(B), on school property, on a school bus or other related school vehicle, or at a school-sponsored activity or event. The Board may modify the expulsion period on a case-by-case basis.

#### **Physical Assaults Against School Personnel**

The Board shall permanently expel a student in grade 9 or above if the student commits a physical assault, as defined by MCL 380.1311a(12)(B) against a district employee or against a person engaged as a volunteer or contractor for the district on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or event.

#### **Verbal Assaults Against School Personnel**

Any student in grade 9 or above who commits a verbal assault on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or event against a district employee or against a person engaged as a volunteer or contractor for the district shall be expelled by the Board for up to 180 days. The Board may modify the expulsion period on a case-by-case basis.

For the purpose of this policy, "verbal assault" shall be defined as any willful verbal threat that is intended to place another in fear of immediate physical contact that will be painful and injurious, coupled with the apparent ability to execute the act.

### **COMPUTER ACCEPTABLE USE POLICY**

Computers are used to support learning and to enhance instruction. Computer networks allow people to interact, to share resources, and to communicate with others. The Internet carries these capabilities to people and resources around the world. With the freedom and flexibility comes responsibility. To that end, the Public Schools of Petoskey (PSP) has developed this *Acceptable Use Policy (AUP) for students*.

We are excited about offering access to technologies such as the Internet. We feel that these tools will be a critical component of lifelong learning. Additionally, we look forward to working with parents and students to direct technology usage in a positive and productive manner. We request your help in the management of technology usage in our program.

#### **Parental Information**

All students will have access to the Internet while attending the Public Schools of Petoskey. While the school District cannot guarantee that students will be denied access to all undesirable Internet sites, it is our intent to reduce the likelihood of such access whenever possible. This will be attempted via filtering software, teacher oversight, and informing parents/guardians what constitutes appropriate computer usage.

Parent/s Guardians do have the option of denying Internet access and requesting alternative assignments not requiring direct Internet access. For this to occur, the parent/guardian must submit a written request to the appropriate Building Principal for their child.

#### **Conditions Defining Acceptable Use**

Students are expected to use PSP's technology resources for learning. Other uses are prohibited. All students must adhere to the following conditions:

- Parents/Guardians requesting that a student not participate in accessing the Internet must advise the PSP in writing.
- Students shall not erase, rename, or make unusable anyone else's computer files, programs, or disks.
- Accessing another person's materials, information, or files must be done with the permission of that person.
- Students will receive user identification (user id) and a password from the designated teacher(s) and/or staff. The user id and password are to be treated as personal and confidential information.
- Attempts to discover or use another student or staff member's password are strictly prohibited.
- Students shall not modify or attempt to modify any settings, appearance, or configuration of any PSP computer equipment.
- Students shall use school technology equipment for school related work only.

- Students shall not use a computer for unlawful purposes, such as illegally copying or installing software, or violating any software copyright laws.
- Students shall not copy, change, or transfer any software or documentation provided by the school district, teachers, or another student without permission from the superintendent or his/her designee.
- Students shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software (e.g. a computer virus or worm).
- Students shall not deliberately use the computer to annoy or harass others with inappropriate language, images, or threats. Users shall not deliberately access or create any obscene or objectionable information, language, or images.
- Students shall remove PSP technology equipment from school remises only with written permission of the superintendent or his/her designee.
- Students shall not download or post any material considered being objectionable. (e.g. including but not limited to pornography, The Anarchist's Cookbook or similar materials designed to give instruction on violating the law and the rights of others).
- Students shall use technology equipment in a fashion consistent with the directions from teachers and staff.
- Students shall subscribe to or use fee based on-line services only with prior written approval of the superintendent or his/her designee.
- Students shall report illegal or unauthorized use of the technology resources to the supervising teacher or the most immediately available staff member.

### **Discipline**

Violation of any of the above conditions will be cause for immediate disciplinary action. Disciplinary action may include denial of further technology resource access, suspension, expulsion, and/or involvement of external law enforcement agencies.

## **EDUCATIONAL RIGHTS AND PRIVACY ACT**

### **FERPA**

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

- 1) The right to inspect and copy the student's educational records within 45 days of the day the District receives a request for access.
  - a. Parent(s)/Guardian(s) or eligible students should submit to the School custodian of student records a written request that identifies the record(s) they wish to inspect.
  - b. The custodian will make arrangements for access and notify the parent(s)/guardian(s) or eligible student of the time and place where the records may be inspected.
- 2) The right to request the amendment of the student's education records that the parent(s)/guardians(s) or eligible student believes are inaccurate, misleading or an invasion of privacy.
  - a. Parent(s)/Guardians(s) or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, or an invasion of privacy. They should write the school Principal or records custodian, clearly identify the part of the records they want changed, and specify the reason.
  - b. The right to challenge school student records does not apply to: (1) academic grades of their child, and (2) references to expulsions or out-of-school suspensions, if the challenge is made at a time the student's school records are forwarded to another school to which the student is transferring.
  - c. If the District decides not to amend the record as requested by parent(s)/guardian(s) or eligible student, the District will notify the parent(s)/guardian(s) or eligible student of the decision and advise him/her of their right to a hearing regarding the request for amendment.

Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

- 3) The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Michigan law authorizes disclosure without consent.
- 4) The right to be informed that, pursuant to federal law and state mandate, records of suspension or expulsion action against the student are considered to be a part of the "student records" and the District is required to transfer those records pertaining to suspension or expulsion to any public or private school in which the student has enrolled within 30 days of the date of the request from the other school.

- 5) The right to be informed that disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the District has contracted to perform a special task (such as attorney, auditor, medical consultant, or therapist); or the parent(s)/guardian(s) or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her personal responsibility.
- 6) The right to know that, upon request, the District discloses education records, including records of suspension or expulsion action against the student, without consent to officials of another school District in which a student has enrolled or intends to enroll as well as to person(s) specifically required or allowed by State of federal law.
- 7) The right to know that disclosure is also permitted without consent to: any person for research, statistical reporting, or planning, if not student or parent(s)/guardian(s) can be identified; any person named in a court order; and appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.
- 8) The right to prohibit the release of Directory information concerning the parent(s)/guardian(s) child. Throughout the school year, the District may release Directory information regarding students, limited to:
  - Name
  - Picture
  - Grade Level
  - Academic awards, degrees and honors
  - Information in relation to school sponsored activities, organizations and athletics
  - Major field of study

*Any parent(s)/guardian(s) or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building Principal within 30 days of the date of this notice. No Directory information will be released within this time period, unless the parent(s)/guardian(s) or eligible student is specifically informed otherwise.*

- 9) The right to prohibit the release of Directory information concerning the parent(s)/guardian(s) child to Armed Forces recruiting personnel.

Student information to be released to the Armed Forces to include:

- Name
- Address
- Telephone Number

- 10) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the office that administers FERA:

Family Policy Compliance Office  
 U.S. Department of Education  
 Washington DC 20202-4605

### **Student Privacy Notice and Consent/Opt-Out for Specific Activities**

The Protection of Pupil Rights Amendment (PPRA), 20 USC 1232h, requires the Public Schools of Petoskey to obtain consent or allow you to opt your child out of participating in certain school activities, including a student survey, analysis, or evaluation in an applicable program that concerns one or more of the following eight areas:

#### Protected Information Surveys

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with who respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, physicians, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parent/guardian;
8. Income, other than as required by law to determine program eligibility or financial assistance.

This opt-out right also applies to the collection, disclosure, or use of student information for marketing purpose and to certain physical exams and screenings.

No activities requiring parent/guardian notice and consent or opt-out are scheduled for the upcoming school year. (Please note that this notice and consent/opt-out transfers from parents to any students who are 18 or older or an emancipated minor under Michigan law.)

**Notice about release of certain High School Student Information to Military Recruiters**

Two federal laws and one Michigan law require the Public Schools of Petoskey school district to provide military recruiters, upon request, the names, addresses, and telephone numbers of high school students.

A parent/guardian or 18-year-old student may exercise the option to withhold consent for the release of this information to the military recruiters by signing and returning the form found in the student handbook to the main office. If you do not return this form by **October 1**, the district must release this information.

**NONDISCRIMINATION AND GRIEVANCE PROCEDURE**

The Petoskey Board of Education will comply with all local, state, and federal laws, and regulations prohibiting discrimination. No person, on the basis of sex, race, color, national origin, religion, height, weight, marital status, handicap, age or disability shall be discriminated against, excluded from participation in, or be denied benefits of any program for which the Board of Education is responsible. The following people have been designated to handle inquiries regarding the nondiscrimination policies:

Inquires related to discrimination on basis of disability should be directed to:

Section 504 Coordinator  
Public Schools of Petoskey  
Spitler Administration Building  
1130 Howard Street  
Petoskey, MI 49770  
(231) 348-2351

Direct all other inquires related to discrimination to:

Director of Teaching & Learning  
Public Schools of Petoskey  
Spitler Administration Building  
1130 Howard Street  
Petoskey, MI 49770  
(231) 348-2352

The government has made legal provisions to insure that no person is discriminated against on the basis of sex, race, color, national origin, religion, height, weight, marital status, handicap, age, or disability. In order to protect these rights and assure compliance, the Petoskey School District has appointed the Director of Teaching and Learning as Coordinator of Title IV, Title IX, the Age of Discrimination Act and Title II.

Inquiries concerning the application of, or grievances for, any of these regulations should be addressed to:

Director of Teaching & Learning  
Public Schools of Petoskey  
Spitler Administration Building  
1130 Howard Street  
Petoskey, MI 49770  
(231) 348-2353

**PESTICIDE APPLICATION**

Pursuant to Public Act 131 of 1993, amending the Pesticide Control Act requiring school administrators to notify parents and guardians of children attending that school of their right to be informed prior to application of pesticides, the following schedule has been designated; Public Schools of Petoskey shall be services the first Thursday of each and every month during the school year. Service shall begin only after 3:00 p.m. and shall be limited to crack and crevice application.

**PRELIMINARY BREATH TEST**

**Use of Preliminary Breath Tester**

Petoskey Public School students and/or guests found to be in the possession of, under the influence of, or involved in the use, transfer, distribution, or sale of alcoholic beverages or what is represented to be alcohol while in school buildings, on school property or at school sponsored events, are in violation of school board policy and subject to the appropriate disciplinary action as outlined in this Handbook. Evidence of alcohol in one's body is also a violation of this policy. A student may be found to have used or be under the influence of alcohol even though the amount of alcohol consumed is minimal. Students who are reasonably suspected of using or being under the influence of alcohol because of observable behavior may be requested to take a breath-alcohol test. Observable behavior includes but is not limited to impaired speech, impaired coordination, glazed eyes, the smell or odor of alcohol on the breath or clothing, or other overt behavior causing reasonable suspicion that alcohol has been consumed. This

breath-alcohol test shall be administered only by the high school principal or assistant, or other personnel who are trained to administer the test.

1. School officials may request (see Options I & II) a student to take a breath-alcohol test only if there is reasonable suspicion to believe the student has consumed alcohol. The reasonable suspicion must be based upon observable behavior sufficient to establish that the student has in fact consumed alcohol. The request that the student take a breath-alcohol test shall be considered an opportunity for the student to prove his/her innocence.
2. Refusal to take a breath-alcohol test shall not be construed to indicate or establish that the student has consumed alcohol.
3. School officials may take appropriate disciplinary action for alcohol consumption even though a student refuses to take a requested breath-alcohol test, provided observable behavior establishes the student has consumed alcohol.
4. Students and parents/guardians will be informed of this policy (in this Handbook or such other means as may be deemed appropriate) and the implementation procedures to be used for the administration of the breath-alcohol test.

**Option I: Parent/Guardian/Administrator Available**

If a student is suspected of violating school rules or policies relating to consumption of alcohol, the following procedures shall be implemented as closely as possible:

1. An administrator shall attempt to contact a parent/guardian to request the parent/guardian to come to the school.
2. When the parent/guardian arrives at the school, the administrator shall explain to the parent/guardian that there is reasonable suspicion that the student has consumed alcohol. The basis for the reasonable suspicion shall be explained to the parent/guardian.
3. The parent/guardian will be advised that the student has the opportunity to take a breath-alcohol test in order to prove the student's innocence. The parent/guardian will be requested to direct the student to take a breath-alcohol test.
4. If the student's observable behavior (e.g. impaired speech, impaired coordination, glazed eyes, smell or odor of alcohol on the clothing or breath, or other overt behavior) or the results of a breath-alcohol test demonstrate the student has consumed alcohol, the appropriate discipline for the infraction will be imposed.
5. Administrators may refer any case involving suspected consumption of alcohol to the police. Administrators may request the police to administer a breath-alcohol test to a student suspected of having consumed alcohol.
6. The student will be informed of the student's right of refusal to take the breath-alcohol test, and such refusal shall not be construed as an admission of guilt.

Students shall not be suspended from school for refusal to take the breath-alcohol test. However, this will not prohibit suspension by the administration based upon observable behavior as previously defined.

**Option II: Parent/Guardian Not Able To Be Contacted**

If a student is suspected of violating school rules or policies relating to consumption of alcohol and the parent/guardian of the student cannot be contacted, or is unable or unwilling to attend, the following procedures shall be implemented as closely as possible:

1. The administrator shall explain to the student that there is reasonable suspicion that he/she has consumed alcohol. The basis for this reasonable suspicion shall be explained to the student.
2. The student will be advised that he/she has the opportunity to take a breath-alcohol test in order to prove the student's innocence.
3. The student shall be advised of his/her right to have another person present on his/her behalf during the breath-alcohol test. If the student desires another person to be present, the administration will attempt to obtain a person who is readily available.
4. If the student's observable behavior (e.g. impaired speech, impaired coordination, glazed eyes, smell or odor of alcohol on the clothing or breath, or other overt behavior) or the results of a breath-alcohol test demonstrate the student has consumed alcohol, the appropriate discipline for the infraction will be imposed.
5. Administrators may refer any case involving suspected consumption of alcohol to the police. Administrators may request the police to administer a breath-alcohol test to a student reasonably suspected of having consumed alcohol.
6. The student will be informed of the student's right of refusal to take the breath-alcohol test and such refusal shall not be construed as an admission of guilt.

Students shall not be suspended from school for refusal to take the breath-alcohol test. However, this will not prohibit suspension by the administration based upon observable behavior as previously defined.

## SEARCHES

### Search of Lockers

The lockers in the schools of the District shall be under supervision of the building Principal or designated representative. Students are to use lockers only for school-related materials and authorized personal items, such as outer garments, footwear, grooming aides, or lunch. Students are not to use lockers for any other purpose unless prior authorization has been obtained from the Principal or designee. Students are responsible for the content of their lockers and should not share lockers, or divulge locker combinations unless authorized to do so.

The building Principal shall have sole custody of the combination or key to all locker locks in a storage place designed to guard against unauthorized access or use. He/She may search any locker at any time. Such search may be made without notice to the student to whom such locker has been assigned. Random searches will be conducted. Students are prohibited from placing locks, other than the regularly issued school lock, on their lockers. Law enforcement officers may be asked to assist, but school officials must supervise searches that school officials instigate pursuant to policy 8130.

If a law enforcement officer desiring to search a student's locker has a warrant for such search, the Principal shall immediately take such person to the student's locker and permit him/her to search the locker. Whenever possible, such search shall be made in the presence of the Principal.

If a law enforcement officer desires to search the student's locker without a warrant, the building Principal shall ask what facts lead the officer to believe that evidence of a crime will be lost, destroyed or moved if the search and seizure did not take place immediately, before a warrant is obtained. If the building Principal is not of the same opinion, he/she shall not participate in the search, but shall allow the law enforcement officer to proceed on his/her own responsibility. The Principal shall report the incident to the Superintendent who may notify the officer's superior of the incident.

Prohibited items recovered from a student's locker shall remain in the custody of the building Principal, until such items are turned over to law enforcement officials. The Principal shall receive a receipt for such items so delivered.

### Search of Motorized Vehicles

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of student automobiles on school property. The building Principal or designated representative may search any motorized vehicles brought onto school premises by a student at any time upon reasonable suspicion that the motorized vehicle contains an item(s) hazardous to the health, safety, and welfare of students, personnel, or property. These items include but are not limited to firearms, explosives, liquor, flammable material, dangerous weapons, narcotics, or other matter prohibited by law or school regulations from being on school property. Contraband dogs may be used in such inspections. The interiors of student vehicles may be observed through windows at any time and may be inspected whenever a school district authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside; such patrols and inspections may be conducted without notice, without student consent, without parental consent, and without a search warrant.

Students refusing to cooperate in allowing a search of the motorized vehicle shall immediately lose their parking/driving privileges and shall be subject to further disciplinary action up to and including long term suspension or expulsion.

Prohibited items recovered from motorized vehicles shall remain in the custody of the building Principal, until such items are turned over to law enforcement officials. The Principal shall receive a receipt for such items so delivered.

### Search of the Person

When it has been determined by the building Principal that there is reason to suspect that a student is in possession of an object which can jeopardize the health, welfare or safety of other students or self, that student shall be ordered to report to the building Principal's office. This determination may be based on any information received by the building Principal or by a member of the faculty or staff. It also may be based on knowledge of the student's disciplinary problems, the student's association with known drug offenders, the students' exhibiting objects associated with drug use, or the students' exhibiting such objects as bullets or a knife sheath that could be associated with dangerous weapons.

Once in the Principal's office, the student shall be advised of the reason why he/she has been ordered to report to the Principal's office. The student shall then be requested to empty items such as, but not limited to, pockets, purses, shoulder bags, and briefcases. Items that the building Principal believes may be connected with illegal activity may

remain in the custody of the building Principal, until such items are turned over to law enforcement officials, and if this is done, the Principal shall receive a receipt for such item so delivered.

If the student refuses to comply with this request, the building Principal shall notify the student's parent(s)/guardian(s) and request that they come to the school at once. The building Principal shall advise the parent(s)/guardian(s) of the situation. If the parent(s)/guardian(s) of the student are unable to persuade the student to comply, the parent(s)/guardian(s) and the student shall be advised that law enforcement officials will be notified, and the matter turned over to an appropriate law enforcement agency.

If the parent(s)/guardian(s) refuse to come to the school or are unable to be notified and the student continues to refuse to cooperate, the building Principal shall notify law enforcement officials and inform them of the facts, which give him/her reasonable suspicion to believe that the student has illegal or dangerous objects on his/her person. Any further search of the student shall be at the discretion and under the control of the law enforcement officials with a valid warrant, if law requires a warrant. Once the building Principal has relinquished control of the student to the law enforcement officials, the building Principal or representative shall remain with the student and request to be present during any search of the student made by law enforcement officials on school property.

### **Interrogations by Law Enforcement Agencies**

It shall be the policy of the district that a reasonable cooperative effort be maintained between the school administration and law enforcement agencies. Law enforcement officials may be summoned to conduct an investigation of alleged criminal conduct on the school premises or during a school-sponsored activity or to maintain an environment conducive to education. Law enforcement officials may also be summoned for the purpose of maintaining or restoring order when the presence of such officers is necessary to prevent injury to persons or property. Administrators have the responsibility and the authority to determine when the presence and assistance of law enforcement officers is necessary in their respective jurisdictions. The district's administrators shall, at all times, act in a manner that protects and guarantees the rights of students and parents when cooperating with law enforcement officials.

The building administrator shall determine when the necessity exists that law enforcement officers be notified to conduct an investigation and question students who are potential witnesses of such alleged criminal behavior on school property (including vehicles being used for school activities). A reasonable attempt shall be made to contact the student's parents, guardian or representative prior to questioning by law enforcement officers. Reasonable requests of the parents, guardian or representative shall be observed. Such notifications or attempted notifications to parents, guardians or representatives shall be documented by the administrator involved. In the absence of a student's parents, guardians or representatives during any question of such students, the principal or a designated, certified school staff person shall be present.

In all cases, the officers shall be requested to obtain prior approval of the building administrator before beginning such an investigation on school premises. The administrator shall document the circumstances of such investigation as soon as practical. Alleged criminal behavior that is related to the school environment and is brought to the building administrator's attention by law enforcement officer(s) shall be administered as per the searches policy.

Investigators from the Department of Social Services may interview a student on school premises under the general supervision of the building administrator. The investigator may be entitled to interview the student without the building administrator being present if, in the judgment of the investigator, a private interview is in the student's best interest.

### **SEXUAL HARRASSMENT**

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972 and the Michigan Elliott-Larsen Civil Rights Act. Sexual harassment is a form of sexual discrimination. As sexual harassment is unacceptable to this school district, it is against the policy of this school district for any administrator, employee, student, independent contractor or volunteer, male or female, to sexually harass another administrator, employee, independent contractor, volunteer [Hereinafter at times referred to as "employee(s)"], or student.

This policy is intended to provide a confidential way to report incidents and to ensure incidents will be investigated and resolved fairly and according to law. It is Board policy that all reports of violations of this policy or making false allegations or complaints will be treated as serious disciplinary matters.

Sexual harassment is prohibited and is defined as:

- A) Unwelcome sexual advances; or
- B) Requests for sexual favors; or



- C) Other verbal or physical conduct or communication of an intimidating, hostile or offensive sexual nature when:
  - 1) Submission to such conduct or communication is made either explicitly or implicitly a term or condition of the employee's employment status or the student's educational status; or
  - 2) Submission to or rejection of such conduct or communication by an individual is used as a basis for decisions affecting the person's employment or educational status; or
  - 3) Such conduct or communication has the purpose or effect of substantially interfering with the person's work or creating an intimidating, hostile or offensive employment or educational environment.

Sexual harassment does not refer to behavior or occasional compliment of a socially acceptable nature. It refers to behavior which is not welcome, which is personally offensive, which fails to respect the rights of others, which lowers morale and which, therefore, interferes with an employee's work effectiveness or a student's educational effectiveness. Sexual harassment may take different forms. One specific form is the demand for sexual favors. Other forms of harassment include:

- A) Verbal - Written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, threats.
- B) Non-verbal - Sexually suggestive objects, pictures, graphics, commentaries, or sexually suggestive or insulting sounds or gestures.
- C) Physical - Unwanted physical contact of a sexual nature, including but not limited to touching, patting, hugging, pinching, brushing against a person's body, coerced sexual intercourse, assault.

All employees and students of the Public Schools of Petoskey are expected to comply with this policy and take appropriate measures to ensure that such conduct does not occur. Appropriate disciplinary action designed to stop the harassment immediately and to prevent its recurrence will be taken against any employee or student who violates this policy against sexual harassment. Based on the seriousness of the offense, disciplinary action may include verbal or written warning or reprimand, suspension, demotion or discharge, or expulsion.

#### **Sexual Harassment Complaint Procedure**

- A) Any person who believes he/she has been subjected to sexual harassment is encouraged to express this belief to the offender in an effort to stop the offensive behavior. However, this is not a requirement for filing a complaint.
- B) Any student who believes he/she has been the victim of sexual harassment or has observed such actions is encouraged to report the alleged act(s) of harassment immediately to one of the appropriate persons listed:
  - 1) Teacher
  - 2) Counselor
  - 3) Building Principal
  - 4) Title IX Coordinator
  - 5) Superintendent of the School District
  - 6) President of the Board of Education

At no time shall a student be required or expected to report first directly to an allegedly offending person.
- C) The employee or student may make contact either by written report, telephone, or personal visit. During this contact, the reporting employee or student should provide the name of the person(s) whom he/she believes to be responsible for the harassment and the nature of the harassing incident. A written summary of each such report is to be prepared promptly and forwarded to the Superintendent of Schools, unless the Superintendent is the alleged harasser, then said report should be forwarded to the President of the Board of Education.
- D) The Superintendent or Board President to whom the complaint is made or forwarded shall be responsible to make certain that the allegations are promptly and thoroughly investigated.
- E) The purpose of the investigation is to establish whether there is a reasonable basis for believing that the alleged violation of this policy has occurred. In conducting the investigation, the Superintendent (or the Board President, when the Superintendent is the alleged harasser), or his/her designee may interview the complainant, the accused, or other persons believed to have pertinent factual knowledge. At all times, to the extent possible, the administrator conducting the investigation will take steps to ensure confidentiality.
- F) The investigation will afford the accused a full opportunity to respond to the allegations.
- G) All employees, students and others are to be protected from coercion, intimidation, retaliation, or discrimination for filing a complaint or assisting in an investigation.

- H) The Board recognizes that false accusations can have serious effects on innocent individuals. Therefore, all employees and students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges against any administrator, employee, student, independent contractor, or volunteer. A person who knowingly makes a false allegation, charge, or complaint will also be subject to disciplinary action which may include verbal or written warning or reprimand, suspension, demotion or discharge, or expulsion.
- I) Possible outcomes of the investigation include:
- 1) A judgment that the allegations are not warranted;
  - 2) A judgment that the complainant knowingly filed a false allegation, charge, or complaint;
  - 3) A negotiated settlement of the complaint;
  - 4) Any form of sexual harassment of a minor is considered child abuse and the abuse(s) must be reported immediately in accordance with the Board's policy and the Michigan Child Protection Law.
  - 5) Institution of formal action where appropriate;
  - 6) Initiation of appropriate written disciplinary action designed to stop any confirmed harassment immediately and to prevent its recurrence.

### **Confidentiality**

The purpose of this provision is to protect the confidentiality of the employee or student who files the complaint, encourage the reporting of any incident or harassment, and to protect the reputation of any party wrongfully charged with harassment, therefore;

- A) To the extent possible, the proceedings will be conducted in a way calculated to protect the confidentiality interests of all parties.
- B) After the investigation, the parties will be informed of the facts developed in the course of the investigation and any formal actions to be taken by the Public Schools of Petoskey.

### **Notice of Policy**

The administration of the Public Schools of Petoskey shall take necessary actions to ensure that all public school administrators, employees, students, independent contractors or volunteers are aware of and understand the Public Schools of Petoskey's sexual harassment policy, including distribution of copies of the policy by placing a copy of the policy in appropriate places.

## **SUSPENSIONS AND EXPULSIONS**

### **Any Short Term Suspension - Teachers or Administrators**

No short-term suspension by any school employee shall be imposed upon a student without giving the student notice of the charges and affording the student a hearing, meaning, at minimum, the opportunity to reply to the charge. The notice may be oral or written and the hearing may be held immediately. The hearing may be informal, but shall include the following minimal procedural due process requirements:

- a) The rights of the student to be present at the hearing,
- b) The right of the student to be informed of the charges,
- c) The right of the student to be informed of the basis of the accusation,
- d) The right of the student to make statements in defense of the charges or accusations.

A written notice of any short-term suspension and the reasons for the suspension shall be given to the student involved and to the parent(s)/guardian(s) of the student within 24 hours after the suspension has been imposed. In the event the student has not been afforded a hearing prior to any short-term suspension, an informal hearing shall be provided as soon as practicable but in no event later than 72 hours after such short-term suspension has been imposed.

### **Long Term Suspension**

A "long term suspension" is defined as any suspension longer than ten instructional days up to and including 180 days of instruction (a full school year.) A written notice of any proposal for a long-term suspension and the charges upon which the suspension is based shall be given to the student proposed for suspension and to the parent(s)/guardian(s). Any notice of a proposal to suspend for a long-term shall state the time, date, and place that the student will be afforded an opportunity for a formal hearing, and the hearing shall be held no later than 10 calendar days after the date of the notice. A copy of this policy and administrative procedures shall accompany the notice.

Upon the conclusion of any formal hearing, which results in a long-term suspension, the person or committee who conducts the hearing shall make a written report of the findings and results of the hearing. The report shall be

directed to the Board and shall be open to the inspection of the student who is suspended, and if the student has not attained 18 years of age, to the parent(s)/guardian(s) and counsel or other advisor of the student.

Whenever any formal hearing results in a long-term suspension, the person or committee conducting the hearing may make a recommendation that the student return to regular classes pending any appeal or during the period allowed for notice of appeal. However, it should reasonably be anticipated that the student not continue to cause repeated material disorder, disruption or interference with the operation of the school or substantial and material impingement upon or invasion of the rights of others.

Whenever the person or committee conducting a hearing fails to make a recommendation for the return of the student to regular classes, the report of the hearing shall provide that the suspension shall continue until appeal is determined or until the period of suspension has expired, whichever is sooner.

### **Expulsion**

"Expulsion" means a permanent and complete severance of the relationship between the student and the District. While the word "expulsion" or "expel" may appear, at times, in State of Michigan law or rules that refer to a period less than a permanent and complete severance of the District/student relationship, the term, for the purposes of this District, shall mean a permanent severance.

A written notice of any proposal to expel permanently, and the charges upon which the permanent expulsion is based, shall be given to the student and the student's parent(s)/guardian(s). The notice of the proposal to permanently expel shall state the time, date and place that the student will be afforded an opportunity for a formal hearing before the Board. It shall also state the right of the student to be represented by counsel, to produce witnesses, and submit evidence on his or her behalf, and to cross-examine any adult witnesses who may appear against him or her. A copy of the Board policy and the administrative procedures shall also be given with the notice. The hearing before the Board shall not be held later than 10 calendar days after the date of the notice.

Upon any conclusion, which results in a recommendation to the Board for permanent expulsion, the Superintendent shall submit a written report detailing the reason(s) for the recommendation to the Board. The report shall be open to the inspection of the student who is being recommended for permanent expulsion, and if the student has not attained 18 years of age, to the student's parent(s)/guardian(s) and counsel or other advisor of the student. If the student is 18 years of age or older, the report shall be open to inspection by the parent(s)/guardian(s) and counsel or other advisor of the student only upon written consent of the student.

At the permanent expulsion hearing, the Board shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as recommended. After the presentation of the evidence, the Board shall decide the issue of guilt and take such action as it finds appropriate.

### **Written Notice**

Written notice of the result of any hearing resulting in a long-term suspension or in a permanent expulsion shall be provided to the student and to his/her parent(s)/ guardian(s) within 24 hours after the determination.

### **Formal Hearing Procedure: Suspension and Expulsion**

The formal hearing provided for in Board policy shall be conducted in accordance with the following procedures:

- The right of the student to have counsel of their own choice present and to receive the advice of counsel or other person the student may select,
- The right of the student's parent(s)/guardian(s) to be present at the hearing,
- The right of the student and his/her counsel or advisor to hear or read a full report of testimony of witnesses against the student,
- The right of the student and his/her counsel to confront and cross-examine witnesses who appear in person at the hearing,
- The right of the student to present his/her own witnesses,
- The right of the student to testify in his/her own behalf and give reasons for his/her conduct,
- The right of the student to have an orderly hearing, and
- The right of the student to a fair and impartial decision based on substantial evidence.

In these procedures, counsel means any person a student selects to represent and advise him/her at all proceedings conducted according to these procedures.

### **Appeals to the Board**

Any student who has been suspended for a long-term may appeal the long-term suspension to the Board by filing a written notice of the appeal with the Board Secretary no later than 10 calendar days after receiving written notice.

Any appeal shall be heard by the Board, a Board committee, or hearing officer appointed by the Board not later than 20 calendar days after the notice of appeal is filed.

The student and his/her parent(s)/guardian(s) shall be notified in writing of the time and place of the appeal hearing at least five days prior to the appeal hearing. The appeal hearing shall be conducted in accordance with the procedures stated above.

#### **Formal Hearing Procedures**

Mechanical or electronic recording may be used to make a record of the appeal hearing in all long-term suspension or permanent expulsion cases, and the costs shall be borne equally by the District and the student/parent(s)/guardian(s).

The Board shall render its decision on any appeal within five calendar days after the conclusion of the appeal hearing.

#### **VIDEO SURVEILLANCE**

The board has a responsibility to maintain discipline, protect the safety, security, and welfare of its students and visitors while at the same time safeguarding district facilities, vehicles, and equipment. As part of fulfilling this responsibility, the board authorizes the use of video/audio surveillance cameras in any district building, on district property, and in district buses and vehicles. Video recorder placements shall be based on the presumption and belief that students, staff, and visitors have no reasonable expectation of privacy in areas or at events that occur in plain view of other students, staff or visitors.

Signs shall be posted on campus buildings and in district vehicles to notify students, staff and visitors that video cameras may be in use. Parents and students shall also be notified through the student handbook that cameras may be in use in school buildings, on school grounds and in school vehicles. Students will be held responsible for any violations of school discipline rules caught by the cameras.

The district shall retain copies of video recordings for a minimum of two (2) weeks before they are erased which may be accomplished by either deletion or copying over with a new recording.

Video recordings shall be considered student education records, and any release or viewing of such records shall be in accordance with current law. Videos containing evidence of violation of student conduct rules and/or state or federal law shall be retained until the issue of the misconduct has been settled.

Students who vandalize, damage, disable, or render inoperable surveillance cameras and equipment shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.

*The Petoskey High School Student/Parent Handbook  
is not inclusive of all Board of Education policies.*

*The Board of Education policy manual is available online at [www.petoskeyschools.org](http://www.petoskeyschools.org)*