



# **Mid Peninsula JH/HS Student/Parent Handbook**

**2023/2024**

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## FOREWARD

Welcome to the Mid Peninsula School. The administration, faculty and staff are pleased to have you here as a student and will do our best to help you make your experience here as productive and successful as you wish to make it.

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the course of a school year. Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for you and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your Student Service Director or Principal. This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook.

## MISSION OF THE SCHOOL

Mid Peninsula will assure successful graduates who can effectively function as positive members of society. Our students will be responsible, self-motivated, and intellectually independent. We will attain this through a diverse, encompassing curriculum; dedicated, qualified, and enthusiastic staff members with a positive, supporting environment.

## SECTION I – GENERAL INFORMATION

### EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students. Any person who believes that the School or any staff person has discriminated against a student on the bases of race, color, creed, disability, religion, gender, age, ancestry, national origin, or other protected characteristics as well as place of residence within District boundaries, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the School District's Compliance Officer listed below;

Eric J. VanDamme, Superintendent (906) 359-4387, Ext. 112.

The complaint will be investigated and a response, in writing, will be given to the concerned person within 10 days. Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

### SCHOOL DAY

The school is open from 8:00 a.m. to 4:00 p.m. Class hour schedule is as follows:

1 <sup>st</sup> Period; 8:10/9:01	Lunch; 11:46/12:16
2 <sup>nd</sup> Period; 9:05/9:56	5 <sup>th</sup> Period; 12:16/1:08
3 <sup>rd</sup> Period; 10:00/10:51	6 <sup>th</sup> Period; 1:12/2:04
4 <sup>th</sup> Period; 10:55/11:46	7 <sup>th</sup> Period; 2:08/3:00

### STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the School are designed to allow each student to obtain a safe, orderly, and appropriated education. Students can expect their rights to freedom of expression and association and to a fair treatment as long as they respect those rights for their fellow students and staff. Students will be expected to follow teacher directions and obey all school rules. Disciplinary procedures are designed to insure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the mail or hand delivery may be used to insure contact. Parents are encouraged to build a two-way link with their student's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program.

Adult students (age 18 or older) are expected to follow all school rules. If residing at home, adult students should include their parents in their educational program.

### STUDENT WELL-BEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lockdown, and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

State law requires that all students must have an emergency medical card completed, signed by a parent/guardian, and filed in the School office. A student may be excluded from school until this requirement has been fulfilled.

### ADMINISTRATION OF MEDICATIONS

**Prescribed Medications;** If a student needs to be administered prescribed medication, the School will accommodate the parent under the following conditions;

- \*The medication must be authorized by both the student's physician and parent on a form which is available in the office
  - \*The medication (in its original container) must be brought to the School office by the parent or other responsible person designated by parent
  - \*The parent is responsible for ensuring that their child understands the importance of taking the medication properly and at the designated time.
- The School will maintain a log of each administration and inform the parent if the child does not take the medication as directed.
- \*At the end of the school year, the parent should pick up an unused medication. Otherwise, the School will dispose of any unused portions.

**Non-prescribed (Over-the-Counter) Medications (Grades K-12);** Parents may authorize the School to administer a non-prescribed medication using a form with is available at the School office. A physician does not have to authorize such medication but all of the other conditions described above the Prescribed Medications will also apply to non-prescribed medications. The student may be authorized on the request form by his/her parent to self-administer the medication in the presence of a School staff member. No other exceptions will be made to these requirements.

If a student is found using or possessing a non-prescribed medication without parent authorization, s/he will be brought to the School office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received.

***Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.***

#### **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures. A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

#### **ENROLLING IN THE SCHOOL**

Students are expected to enroll in the attendance district in which they live.

Students that are new to the School District are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring; a birth certificate, custody papers from a court (if appropriate), proof of residency, proof of immunizations. In some cases, a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to make the enrollment complete.

Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. The Student Service Director will assist in obtaining the transcript, if not presented at the time of enrollment. Adult students (18 years of age or older) may enroll themselves, but if residing with their parents, are encouraged to include them in the process. Adult students do carry the responsibilities of both the student and the parent.

#### **SCHEDULING AND ASSIGNMENT**

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's need and available class space. Any changes in a student's schedule should be handled through the Principal. It is important to note that some courses may be denied because of available space or the need to take prerequisites. Students are expected to follow their schedules. Any variation must be approved with a pass or schedule change.

#### **TRANSFER OUT OF THE DISTRICT**

If a student plans to transfer from the Mid Peninsula School, the parent must notify the Principal's Office. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact Principal's Office for specific details.

#### **WITHDRAWAL FROM SCHOOL**

No student under the age of 18 will be allowed to withdraw from the school without the written consent of his/her parents.

#### **IMMUNIZATIONS**

Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the Principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State Law. Any questions about immunizations or waivers should be directed to the High School Principal's office.

Immunization Requirements (Unless given a waiver), students must meet the following requirements:

- Diphtheria Four (4) or more doses of DTP or DT (pediatric) vaccine or any combination thereof, is the minimum acceptable. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.
- Tetanus Four (4) doses of any appropriate tetanus vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.
- Pertussis Four (4) doses of any appropriate pertussis vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.
- Polio Three (3) doses of any appropriate polio vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.
- Measles Two (2) doses of live measles virus vaccine after 1<sup>st</sup> birthday at least thirty (30) days apart with one (1) of the doses given after fifteen (15) months of age. A physician's certification of laboratory evidence of immunity in the blood will satisfy these requirements.
- Rubella Two (2) doses of live rubella virus vaccine after 1<sup>st</sup> birthday at least thirty (30) days apart with one (1) of the doses given after fifteen (15) months of age. A physician's certification of laboratory evidence of immunity in the blood will satisfy these requirements.
- Mumps Two (2) doses of live mumps virus vaccine after 1<sup>st</sup> birthday at least thirty (30) days apart with one (1) of the doses given after fifteen (15) months of age. A physician's certification of laboratory evidence of immunity in the blood will satisfy these requirements.

#### **CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASE & PESTS**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice. Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Any removal will only be for the contagious period as specified in the School's administrative guidelines.

#### **CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES**

In the case of non-casual contact communicable diseases, the School still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department to insure that the rights of the person affected and those in contact with that person are respected. The School will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted disease, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human-immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal Law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

#### **SPECIAL EDUCATION**

The Mid Peninsula School provides a variety of Special Education programs for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA).

A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the School wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact the Superintendent at 359-4387, Ext. 112.

#### **AMERICANS WITH DISABILITIES ACT – SECTION 504**

The American's with Disabilities Act (A.D.A.) requires the School to ensure that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals.

Students with disabilities may be served within the regular education program with an accommodation plan developed by school staff. Parents who believe their child may have a disability that substantially limits the child's ability to function properly in school, should contact the Principal at 359-4390.

#### **STUDENT RECORDS**

Many student records are kept by the teachers, student services and administrative staff. There are two basic kinds of records- directory information and confidential records.

Directory information can be given to any person or organization for non-profit making purposes when requested, unless the parents of the student restrict the information, in writing to the Principal. The Board designates as student "directory information": student's name; address; telephone number; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; or any other information which would not generally be considered harmful or an invasion of privacy, if disclosed.

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Michigan Law. This information can only be released with the written consent of the parents, the adult student, or a surrogate. The only exception to this is to comply with State and Federal laws that may require release without consent. Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions and communications with the family and outside service providers. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent only with the permission of the originator. Such records shall be placed in a student's file only with knowledge of the parent. Parents may obtain such records from the originator and should maintain them in a home file. Parents may also provide the School with copies of records made by non-school professional agencies or individuals.

Information on former students also fall into directory and confidential information categories and will be made available on the same basis as enrolled students.

Students and parents have the right to review all educational records generated by the school district, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requestor. If a review of records is desired, please contact the High School Principal, in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions there may be.

#### **REVIEW OF INSTRUCTIONAL MATERIALS**

Parents have the right to review any instructional materials being used in the School. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction should contact the Principal prior to coming to the School.

#### **MEAL SERVICE**

This year the school is participating in the CEP program. All students will receive free breakfast and lunch.

#### **FIRE, LOCK DOWN, AND TORNADO DRILLS**

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. The alarm signal for fire drills consists of a continuous ring.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm signal for a tornado is different from the alarm for fires and lock down drills and consists of intermittent short rings.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year. The alarm system for a school lock down is different from the alarm for fires and tornadoes and consists of P.A. announcements.

#### **EMERGENCY CLOSING AND DELAYS**

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the following radio and television stations: WCHT, WCMN, WDBC, WGLQ, WIMF, WYKX, Facebook and will also post closure immediately on our school website at [www.mpswolverines.com](http://www.mpswolverines.com). Parents and students are responsible for knowing about emergency closing and delays.

#### **VISITORS**

Visitors, particularly parents, are welcome at the School. In order to properly monitor the safety of students and staff, **each visitor must report to the office upon entering the School.** If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School, in order to prevent any inconvenience. Students may not bring visitors to school without first obtaining written permission from the Principal.

#### **STUDENT SALES**

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

#### **CELL PHONES AND ELECTRONIC COMMUNICATIONS DEVICES**

A student may possess a cellular telephone or other electronic communication devices (ECD) in school, on school property, at after school activities and at school-related functions. During school activities when directed by the administrator, teacher or sponsor, cell phones and other ECDs shall be turned off and stored away out of sight.

The use of cell phones and other ECDs in locker rooms is prohibited.

Possession of a cellular telephone or other ECD by a student is a privilege, which may be forfeited by any student who fails to abide by the term of this policy, or otherwise engages in misuse of the privilege.

Violations of this policy may result in disciplinary action against the student which may result in confiscation of the cellular telephone or ECD.

The student who possesses a cellular phone or ECD shall assume responsibility for its care. At no time shall the District be responsible for preventing theft, loss or damage to cell phones or ECDs brought onto its property.

#### **USE OF PHONES**

Office telephones are not to be used for personal calls. Personal call may be placed on personal devices at staff discretion. Except in an emergency, students will not be called to the office to receive a telephone call. Students are NOT to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

#### **ADVERTISING OUTSIDE ACTIVITIES**

No announcement or posting of outside activities will be permitted without the approval of the Principal. A minimum of 24 hours notice is required to ensure that the Principal has the opportunity to review the announcement or posting.

### **SECTION II – ACADEMICS**

#### **GRADES**

Mid Peninsula High School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher. The School uses the following grading system; 100 to 90% = A = Excellent achievement, 89 to 80% = B = Good achievement, 79 to 70% = C = Satisfactory achievement, 69 to 60% = D = Minimum-Acceptable achievement, F = Failure, I = Incomplete, P = Acceptable achievement

#### **GRADING PERIODS**

Students shall receive a report card at the end of each 9 week period indicating their grades for each course of study for the portion of the academic term.

#### **PROMOTION, PLACEMENT, AND RETENTION**

**JUNIOR HIGH (6-8);** Promotion to the next grade (or level) is based on the following criteria: current level of achievement; potential for success at the next level; emotional, physical, social maturity

**HIGH SCHOOL (9-12);** A student's progress toward graduation and receiving a diploma is determined by completing required course work, earning the necessary credits and passing the M-Step tests. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individual Education Plan (I.E.P.). It is the student's responsibility to keep in contact with his/her student service director and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the Student's Service office and the student service director will answer any questions.

The following number of earned credits designate the grade in with the student will be registered: Freshman = 0 to 5 credits, Sophomore = 6 to 10 credits, Junior = 11 to 15 credits, Senior = 15 or more credits.

#### **GRADUATION REQUIREMENTS**

##### **REGULAR DIPLOMA**

Normally, a student will complete graduation requirements in four years. In order to receive a diploma and graduate, a student will need to pass all proficiency test, meet the school requirements for basic course work, and earn the total number of minimum credits. A student enrolled in special education may be exempted from the MEAP tests. Such an exemption is made by the I.E.P.C. Team. The student may still need to earn the required credits indicated by the I.E.P.

#### **PERSONAL CURRICULUM**

Each student is entitled to a personal curriculum and can obtain more information through the Superintendent.

Specific course requirements beginning with the class of 2017 and after: Mid Peninsula High School requires students to accumulate a minimum of 24 credits and successfully complete (at least) the number of credits listed in the following subject areas:

English (ELA 9, ELA 10, ELA 11, ELA 12)	4 Credits
Mathematics (Geometry, Algebra I, Algebra II, one math or math related course in final year of HS)	4 Credits
Science (Biology, Chemistry or Physics, one additional science course)	3 Credits
Social Studies (W. History/Geography, US History/Geography, .5 credits in both Civics and Economics)	3 Credits
Foreign Language	2 Credits
Visual, Performing, and Applied Arts	1 Credit
Health/Physical Education	1 Credit
Electives	6 Credits
<b>TOTAL:</b>	<b>24 Credits</b>

#### **POST SECONDARY ENROLLMENT/DUAL ENROLLMENT**

Any student in 5<sup>th</sup> through 12<sup>th</sup> grade may enroll in a post-secondary program providing s/he meets the requirements established by law and by the District. Any interested student should contact the Student Service Director to obtain the necessary information and District Policy.

#### **HONOR ROLL**

Students receiving a "B" average or better in all subject areas will qualify for the Honor Roll.

### **ACADEMIC EXCELLENCE AWARD**

**High School:** Students meeting the prescribed criteria will receive an Academic Letter denoting this accomplishment. The criteria for this award is as follows:

1. 3.3 GPA or better, no grade lower than a B-, 3 consecutive semesters on the honor roll
2. 3.3 GPA or better, no grade lower than a B-, any four semesters on the honor roll

Once a student has received his/her academic letter, s/he will receive a pin to denote the maintenance of this standard.

**Junior High:** Students will receive an academic pin if they maintain three consecutive marking periods or four total marking periods on the “B” or better honor roll.

### **NATIONAL HONOR SOCIETY**

Selection of students to the N.H.S. is based on the following procedures:

1. Students academic records reviewed to determine scholastic eligibility. (3.0 GPA minimum requirement)
2. Students who are eligible scholastically are notified and told that for further consideration for selection to the NHS Chapter they may complete the student activity information form.
3. If additional faculty input would be beneficial, all faculty members could be invited to make comments on candidates. However, the actual selections must be made by the appointed members of the faculty council.
4. The student activity information form is reviewed by the faculty council, along with any other verifiable information about each candidate. Candidates receiving a majority vote of the faculty council should be inducted into the chapter.

### **HOMEWORK**

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is part of the student’s preparation for the MEAP tests and graduation. Homework will not be used for disciplinary reasons but only to enhance the student’s learning.

### **STUDENT ASSESSMENT**

To measure student progress, students will be tested in accordance with State standards and District Policy. Unless exempted, students will be expected to participate in appropriate MME and other standardized tests. Notification will be sent home regarding testing times and dates. Make-up dates are scheduled, but unnecessary absences should be avoided.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

The Michigan Merit Exam (MME), which will include the SAT for high school juniors, will replace the M-step assessment.

Parents and students should watch school newsletter and the local press for announced testing times.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the Student Services Director. If necessary, intelligence tests, speech and language evaluations, individually administered achievement test and other special testing services are available to students needing these services. Depending on the type of testing, specific information and/or parent consent may need to be obtained. The Mid Peninsula School will not violate the rights of consent and privacy of a student participating in any form of evaluation.

College entrance testing information can be obtained from the Student Services Office.

## **SECTION III – STUDENT CONDUCT**

### **ATTENDANCE**

Attending school is both necessary and the law. State law requires school attendance until the age of sixteen. Students who do not maintain good attendance may fail, lose certain privileges, and/or have their parents taken to court. Mid Peninsula School has an attendance policy to avoid these negative consequences.

### **Excusable, Approved Absences**

The following are legitimate reasons for not being in school;

1. Personal illness (The Principal may require a doctor’s confirmation if s/he deems it advisable)
2. Illness in family
3. Quarantine of the home (This is limited to the length of the quarantine as fixed by the proper health officials.)
4. Death of close relative
5. Observance of Religious holidays (Any student shall be excused for the purpose of observing a religious holiday consistent with his/her creed or belief.)
6. Absence during the school day for professional appointments

Parents are encouraged to schedule their child’s appointments with doctors and dentist during non-school hours to the extent possible.

### Unexcused Absences

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State. No credit shall be given for any school work not completed as a result of truancy.

### Notification of Absence

If a student is going to be absent, the parents should contact the school at 359-4397/359-4390 Ext. 110 by 9:00 a.m. and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible. When no excuse is provided, the absence will be unexcused and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will try to help the student improve attendance. **Students missing more than ten (10) days in a semester will be considered unexcused and will not be able to make up any assignments, quizzes or tests that may be missed.**

An excused absence allows the student to make up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of school work such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade. If the absence is unexcused or unauthorized by the Principal, a student will not be given the opportunity to make up the work. The skipping of classes or any part of the school day is considered an unexcused absence and no make-up of class work will be permitted. Disciplinary action will also follow.

### Tardiness

Students arriving late to class are disruptive to the learning process. Each student is expected to be in his/her assigned location throughout the school day. If a student is late in arriving at school, s/he is to report to the office before proceeding to his/her first assigned location. Any student who is late will be marked in Powerschool by the classroom teacher.

Each student is allowed 5 points per marking period per class. Any additional points will result in the student having to make up time after school. Make up time will be scheduled through the Superintendent or Student Services Director.

1 absence = 1 point

1 tardy = 0.5 point

### Vacations During the School Year

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the Principal to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

### Make-up Tests and Other School Work

Students who are excusably absent from school shall be given the opportunity to make up work that has been missed. The student should contact the classroom teacher as soon as possible to obtain assignments. Students will be given the **number of days of excused absence, plus 1 day**, within which to make up work. If a student misses a teacher's test due to excused absence, s/he may make arrangements with the teacher to take the test. If s/he misses a M-step or other standardized test, the student should consult with the Principal to arrange for taking the test.

### Closed Campus

Closed campus means that students are expected to remain on campus from the time they arrive in the morning until they leave at the end of their scheduled school day in the afternoon. To leave campus during the school day, students must receive parent permission and CHECK OUT through the Principal's office.

### Code of Conduct

A major component of the educational program is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

#### Expected Behaviors

1. abide by national, state, and local laws as well as the rules of the school
2. respect the civil rights of others
3. act courteously to adults and fellow students
4. be prompt to school and attentive in class
5. work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race or ethnic background
6. complete assigned tasks on time and as directed
7. help maintain a school environment that is safe, friendly and positive
8. act at all times in a manner that reflects pride in self, family and in the school

### Dress and Grooming

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress accessory or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

1. No undergarments should be exposed at any time.
2. Shorts or dresses should have a minimum (4) inch inseam, which would cover to approximately mid-thigh.
3. Heads are to remain uncovered when the student is in the building.
4. Students and parents should make an effort to dress appropriately for the seasons.

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents a risk to themselves or others, they may be removed from the educational setting. Students who represent Mid Peninsula School at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders and other such groups.

### Care of Property

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry, electronics, or irreplaceable items should not be brought to school. The School may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

### Student Discipline Code

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to discipline action. The Board has also adopted the list of behaviors and the terms contained in the list. It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with the words "safe" and "orderly". Discipline is within the sound discretion of the School's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation. The following chart provides a list of major areas that could result in disciplinary action. An explanation of each behavior and possible consequences follows the list. The absence of a behavior or any specific action from the list does not mean that such conduct does not violate the discipline code or cannot be punished.

STUDENT DISCIPLINE CODE			PROBABLE DISCIPLINARY ACTION		
	<u>BEHAVIOR</u>	<u>DISCRETIONARY</u>	<u>RESTRICT</u>	<u>SUSPEND</u>	<u>EXPEL</u>
1.	Drugs: possession, distribution, sale, use			XIX	
2.	Tobacco/Alcohol: possession, use		X		
3.	Disorder/demonstration		X		
4.	Possession of a weapon				X
5.	Use of an object as a weapon				X
6.	Purposely setting a fire				X
7.	Physically assaulting a staff person, student, or other person			X	
8.	Verbally threatening a staff person, student, or other person			XX	
9.	Extortion			XX	
10.	Gambling or cheating	X			
11.	Falsification or schoolwork, identification, and/or forgery	X			
12.	Setting false alarms/false reports			XX	
13.	Explosives				X
14.	Trespassing	X			
15.	Theft	X			
16.	Disobedience	X			
17.	Damaging property	X			
18.	Attendance violation	X			
19.	Unauthorized use of school or private property	X			
20.	Refusing to accept discipline	X			
21.	Aiding and abetting violation of school rules	X			
22.	Engaging in displays of affection	X			
23.	Violation of individual school or classroom rules	X			
24.	Violation of bus rules	X			
25.	Disruption of the educational process	X			
26.	Harassment	X			
27.	Violation of self transportation	X			
X	1 <sup>st</sup> Violation				
XX	Minimum 1 day out-of-school suspension				
XIX	Minimum 3 day out-of-school suspension				

### Explanation of Terms Applying to the Student Discipline Code

**1. Use of Drugs:** A student's use or sale of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and extracurricular participation. The Department of Community Health periodically distributes to the District the list of banned drugs based on bylaw 31.2.3 of the National Collegiate Athletic Association. Use of any drugs or substance appearing on this list will affect the student's athletic and extracurricular participation. The School has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that the activity – sale, use, distribution, or use of drugs, alcohol, fake drugs (this includes non-alcoholic beers and wines), steroids inhalants, or look-alike drug is prohibited. Violations of this rule will result in suspension or expulsion and law enforcement officials may be contacted. The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe the student has consumed an alcoholic beverage. The student(s) will be taken to a private administrative or instructional area on school property and have at least one other member of the teaching or administrative staff present as a witness to the test. If the student refuses to take the test, s/he will be informed that refusal to participate leaves the observed evidence of the alcohol use unrefuted thus leading to potential disciplinary action. The student will be given a second opportunity to be tested, and if s/he refuses again, s/he will be asked to sign a refusal statement. Regardless of whether or not s/he signs a written report of the incident will be prepared. If the result indicated a violation of school rules as described in the {} Code of Conduct the disciplinary procedure described in the Code will be followed.

**2. Use of Tobacco:** Smoking and other tobacco uses are a danger to student's health and to the health of others. The School prohibits the sale, distribution, use or possession of any form of tobacco during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule will result in suspension or expulsion.

- 3. Student Disorder/Demonstration:** Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feel there is need to organize some form of demonstration, s/he is encouraged to contact the Principal to discuss the proper way to plan such an activity. Students who disrupt the School may be subject to suspension or expulsion.
- 4. Possession of a Weapon:** A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon or an object used to threaten or injure another. This includes, but is not limited to padlocks, pens, pencils, chairs, jewelry, and so on. Criminal charges will be filed for this violation. Possession of a weapon will subject a student to expulsion.
- 5. Use of an Object as a Weapon:** Any object that is used to threaten or harm another may be considered a weapon. Intentional injury to another can be a felony and/or a cause for Civil action. Violation of this rule will result in suspension or expulsion.
- 6. Purposely Setting a Fire:** Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and will subject the student to expulsion.
- 7. Physical Threatening a Staff Member, Student, Person Associated with the District:** Physical assault on a staff member, student, or other person associated with the District which may or may not cause injury. Injury to a staff member may result in charges being filed and subject the student to expulsion.
- 8. Verbally Threatening a Staff Member, Student, Person Associated with the District:** Any statement or non-contract action that a staff member, student, or other person associated with the District feels to be a threat will be considered a verbal assault as will profanity directed toward a staff member in a threatening voice. Verbal threats may result in suspension and expulsion.
- 9. Extortion:** Extortion is the use of threat, intimidation, force or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule could result in suspension or expulsion.
- 10. Gambling:** Gambling includes casual betting, betting pools, organized-sports betting and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from the activity. Violations of this rule could result in suspension or expulsion.
- 11. Falsification of School Work, Identification, Forgery:** Forgery of hall/bus passes and excuses as well as false, I.E.'s far forms of lying and are not acceptable. Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violation of this rule could result in suspension or expulsion.
- 12. False Alarms and False Reports:** A false emergency alarm or report endangers the safety forces that are responding, the citizens of the community and the person in the building. What may seem like a prank, is a dangerous stunt. Violations of this rule could result in suspension or expulsion.
- 13. Explosives:** Explosives, fireworks, and chemical-reaction objects such as smoke bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule will result in suspension or expulsion.
- 14. Trespassing:** Although schools are public, the law does allow the school to restrict access on school property. If a student has been removed, suspended or expelled, the student is not allowed on school property without authorization of the principal. Violations of this rule could result in suspension or expulsion.
- 15. Theft:** When a student is caught stealing school or someone's property s/he will be disciplined and may be reported to law enforcement officials. The School is not responsible for personal property. Theft may result in suspension or expulsion.
- 16. Disobedience:** School staff is acting "in loco parentis", which means they are allowed by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction be a staff member, the student is expected to comply. Chronic disobedience can result in expulsion.
- 17. Damaging Property:** Vandalism and disregard for school property will not be tolerated. Violations could result in suspension or expulsion.
- 18. Attendance Violations:** Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world of work. Excessive absence could lead to suspension from school.
- 19. Unauthorized Use of School or Private Property:** Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. Violations of this rule could result in suspension or expulsion.
- 20. Refusing to Accept Discipline:** The School may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.
- 21. Aiding or Abetting Violation of School Rules:** If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.
- 22. Displays of Affection:** Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Such behavior may result in suspension from school or possibly expulsion.
- 23. Violation of Individual School/Classroom Rules:** Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the School. Persistent violations of rules could result in suspension or expulsion.
- 24. Violation of Bus Rules:** Please refer to Section IV on transportation for bus rules.
- 25. Disruption of the Educational Process:** Any actions or manner of dress that interfere with school activities, disrupt the educational process and are unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic and performing arts events. Violations of this rule could result in suspension or expulsion.

**26. Harassment:** The School believes that every individual deserves to be able to come to school without fear or demeaning remarks or actions. The harassment of other students or members of staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Harassment could result in suspension or expulsion from school. Harassment through any means, including electronically transmitted methods (e.g., internet telephone, or cell phone, personal digital assistant (PDA), computer or wireless hand held device, may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Conduct constituting harassment may take different forms, including but not limited to the following:

**Sexual Harassment**

A. Verbal: The making of written or oral sexual harassment innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff members, or other person associated with the District.

B. Nonverbal: Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the District.

C. Physical Contact: Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the District.

**Gender/Ethnic/Religious/Disability Harassment**

A. Verbal: Written or oral innuendos, comments, jokes, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the District. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the District by refusing to have any form of social interaction with the person.

B. Nonverbal: Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the District.

C. Physical: Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the District.

Any student who believes that s/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the District should take immediately the following steps:

A. If the alleged harasser is a student, staff member, or other person associated with the District other than the student's Principal, the affected Student should, as soon as possible after the incident, contact his/her Principal.

B. If the alleged harasser is the student's Principal, the affected student should, as soon as possible after the incident, contact the Superintendent or Student Services Director.

The student should submit a report in writing, by telephone, or in person. The reporting student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s). The report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved will discuss the subject outside of the investigation. If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence.

Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges.

Some forms of sexual harassment of a student by another student may be considered a form of child abuse which will require that the student-abuser be reported to proper authorities.

Hazing by any school group, club or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Under no circumstances will the School threaten or retaliate against anyone who raises or files a harassment complaint.

**26a. Bullying:** The board will not tolerate any gestures, comments, threats, or actions to a student which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation. This policy applies to all activities in the District, including activities on school property and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or when an employee is engaged in school business. Bullying- intimidation of others by acts, such as but not limited to:

A. Threatened or actual physical harm

B. Unwelcome physical contact

C. Threatening or taunting verbal, written or electronic communication

D. Taking or extorting money or property

E. Damaging or destroying property

F. Blocking or impeding student movement

G. Electronically transmitted acts – i.e., internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device for text messaging, Instant messaging, blog web sites or online bullying through unpleasant or aggressive messages

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of harassment, although it need not be based on any of the legally, protected characteristics, such as sex, race, color, national behaviors as bullying, hazing, stalking, intimidating, menacing, coercion, name-calling, taunting, making threats. Any student who believes s/he has been or is the victim of aggressive behavior including bullying or hazing, should immediately report the situation to the building Principal or Superintendent.

27. Violation of Self Transportation: Please refer to Section IV on transportation.

**Criminal Acts:** Any criminal acts taken at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated.

#### **Discipline**

It is important to remember that the School's rules apply going to and from school, at school, on school property, at school sponsored events and on school transportation. In some cases, a student can be suspended from school transportation for infractions of School bus rules. Ultimately, it is the Principal's responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two types of discipline are possible, informal and formal.

**Informal Discipline:** Informal discipline takes place within the school. It includes; before/after-in school detention, Saturday School, lunch-time restriction, lunch duty/in-school community service.

**Lunch-time Restriction:** A student may be restricted from attending his/her regular lunch period.

**Detention:** A student may be detained after school or asked to come to school early after giving the student and his/her parents one day's notice. The student or his/her parents are responsible for transportation.

**Saturday School:** The Saturday School will be in session from 8:00 a.m. to 11:00 a.m. Assigned students will attend a continuous 1 to 3 hour period during which time they will be permitted one 5 minute break at each hour. Each student shall arrive with sufficient educational materials to be busy during this study period. A student missing any portion of his/her assigned time in Saturday School may be given additional time. Failure to timely serve Saturday School assignment(s) may lead to a suspension from school for a period not to exceed 10 days. Any such suspension shall be in accordance with District guidelines on suspension and expulsion.

The following rules shall apply to Before/after School Detention, Lunchtime Restriction and Saturday School:

1. Students are required to have class assignments with them
2. Students are not to communicate with each other unless given special permission
3. Students are to remain in the designated seats at all times unless permission is granted to do otherwise
4. Students shall not be allowed to put their heads down or sleep
5. No radios, cards, magazines, or other recreational articles shall be allowed in the room
6. No food or beverages shall be consumed (except during lunch-time restriction)

Transportation to and from Saturday School and Before/after School Detention shall be the responsibility of the student and parent/guardian.

**Formal Discipline:** Formal discipline removes the student from school. It includes emergency removal for up to 72 hours, suspension for up to 10 school days, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for less than one school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed. Students being considered for suspension or expulsion are entitled to an informal hearing with the building administrator, prior to removal, at which time the student will be notified of the charges against him/her and given an opportunity to make a defense. If a student is suspended, the parents may appeal the suspension, in writing, to the Superintendent and a formal appeal hearing will be held. When a student is being considered for expulsion, a formal hearing is scheduled with the Board of Education and the parents will be given written notice of the hearing and will be expected to be present. The Superintendent then takes testimony and determines if a recommendation to expel is to be made to the Board of Education. This decision may also be appealed. In the case of expulsion, the student remains out of school during the appeal period. Work missed during an expulsion cannot be made up and usually results in a loss of credit. Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the School rules. This is especially true for infractions involving drugs, alcohol, and tobacco use or harassment. If a student commits a crime while under the School's jurisdiction, s/he may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime).

#### **Discipline of Students with Disabilities**

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

#### **Due Process Rights**

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

#### **Suspension from School**

When a student is being considered for a suspension of ten days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the Principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified, verbally or in writing within one day, of the reason for and the length of the suspension. The suspension may be appealed, within ten days after receipt of the suspension notice, to the Superintendent. The request for an appeal must be in writing. Suspension from co-curricular and extra-curricular activities may not be appealed.

During the appeal process, the student is allowed to remain in school unless safety is a factor. If that is the case, the student shall be immediately removed under the Emergency Removal Procedure. The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. When a student is suspended, s/he may make up work missed. Make-up work must be completed upon the students' return to school. Any learning that cannot be made up such as labs, field trips, skill-practices, and the like or any learning that the student chooses not to make up may be reflected in the grades earned.

A student being considered for suspension of more than ten days will be given due process as described in the expulsion section below.

#### **Expulsion from School**

When a student is being considered for expulsion, the student will receive a formal letter of notification addressed to the parents which will contain:

- the charge and related evidence
- the time and place of the Board meeting
- the length of the recommended expulsion

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- a brief description of the hearing procedure
- a statement that the student may bring parents, guardians or counsel
- a statement that the student may give testimony, present evidence, and provide a defense
- a statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction

Students being considered for expulsion may or may not be immediately removed from school. A formal hearing is scheduled with the Board of Education during which the student may be represented by his/her parents, legal counsel and/or by a person of his/her choice. Within ten days after notification of expulsion, the expulsion can be appealed, in writing, to the Superintendent. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

Mid Peninsula School makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the Principal or Superintendent.

#### **Discipline of Disabled Students**

Student with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.).

#### **Search and Seizure**

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. No strip searches will be conducted by any employee of the District, but may be conducted by law enforcement officials, if deemed necessary.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The School reserves the right not to return items which have been confiscated.

#### **Students Rights of Expression**

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following guidelines:

Material cannot be displayed if it;

- a. is obscene to minors, libelous, indecent or vulgar
- b. advertises any product or service not permitted to minors by law
- c. intends to be insulting or harassing
- d. intends to incite fighting or presents a likelihood of disrupting school or school event

Materials may not be displayed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the Principal 24 hours prior to display.

#### **Student Concerns, Suggestions and Grievances**

The School is here for the benefit of the students. The staff is here to assist a student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the Principal or to the student council.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of legitimate concern. As with suggestions, concerns and grievances may be directed to the Principal or to the student council.

A student has the right to a hearing if the student believes s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

### **Section IV – Transportation**

#### **Bus Transportation to School**

Bus Conduct: Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided. The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety. The following behaviors are expected of all students:

**Previous to loading (on the road and at school)** - Each student shall:

1. be on time at the designated loading zone
2. stay off the road at all times while walking to and waiting for bus
3. line up single file off the roadway to enter
4. wait until the bus is completely stopped before moving forward to enter
5. refrain from crossing a highway until the bus driver signals it is safe
6. go immediately to a seat and be seated

It is the parent's responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.

**During the trip** - Each student shall:

1. remain seated while the bus is in motion
2. keep head, hands, arms, and legs inside the bus at all times
3. not litter in the bus or throw anything from the bus
4. keep books, packages, coats, and all other objects out of the aisle
5. be courteous to the driver and to the other bus riders
6. not eat or play games, card, etc.
7. not tamper with the bus or any of its equipment

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**Leaving the bus** – Each student shall:

1. remain seated until the bus has stopped
2. cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals it is safe
3. be alert to a possible danger signal from the driver

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

**Penalties for Infractions**

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Student Discipline Code and may be deprived of the privilege of school transportation.

**Videotapes on School Buses**

The Board of Education has authorized the use of video cameras on some school buses for purposes of monitoring student behavior. If a student is reported to have misbehaved on a bus and his/her actions were recorded on videotape, the tape will be submitted to the Principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal law.

**Self Transportation to School**

Driving to school is a privilege which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encourage to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school. The following rules shall apply:

1. students under age eighteen (18) are to have a note from their parents granting permission to drive to school
2. students must have a student vehicle form on file in the office
3. parking lot speed limit is 10 mph

**School Sponsored Activities**

When the school provides transportation, students shall not drive to school sponsored activities:

1. unless written permission is granted by their parents and approved by the school sponsor (coach, class advisor, etc) and the Principal
2. no other students are allowed to be driven to a school sponsored activity by the approved student driver without a note from parents of passenger students granting permission and approval by the Principal

**APPENDIX**  
**Title VI, IX, 504 Grievance Form**

Building \_\_\_\_\_

Date \_\_\_\_\_

Time \_\_\_\_\_

**Step 1 - Statement of Grievance**

\_\_\_\_\_  
 \_\_\_\_\_

Signed \_\_\_\_\_

Reported to \_\_\_\_\_ Principal or Superintendent

Disposition \_\_\_\_\_

\_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

Grievance satisfactorily settled: Yes \_\_\_\_ No \_\_\_\_

If not, referred to Superintendent or Coordinator of Title VI and IX and 504

Signed \_\_\_\_\_

Date \_\_\_\_\_

**Step 2 - Disposition**

\_\_\_\_\_  
 \_\_\_\_\_

Grievance satisfactorily settled: Yes \_\_\_\_ No \_\_\_\_

If not, referred to the Board of Education

Signed \_\_\_\_\_

Date \_\_\_\_\_

**Step 3 - Disposition**

\_\_\_\_\_  
 \_\_\_\_\_

Grievance satisfactorily settled: Yes \_\_\_\_ No \_\_\_\_

**Step 4 Appealed to:** \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

### **Memorandum to Parents Regarding School Board Policy on Drug-Free Schools**

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school approved vehicles, or at any school-related event. Drugs includes any alcoholic beverage, tobacco, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbook, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school Principal or Student Services office whenever such help is needed.

### **Weapon Free School**

The Board of Education is continually concerned about the safety and welfare of District students and staff and, therefore, will not tolerate behavior that creates an unsafe environment or a threat to safety.

In compliance with State Law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits wither arson or rape in a District building or District property, including school buses and other transportation.

For purposes of this policy, a dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including but not limited to, air guns and explosive devices.

The Board need not expel if the student can establish to the satisfaction of the Board that:

- A. the object or instrument was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon
- B. the weapon was not knowingly possessed
- C. the student did not know or have reason to know that the object or instrument possessed constituted a dangerous weapon
- D. the weapon was possessed at the suggestion, request, or direction of, or the express permission of a District administrator or the police

The student may be enrolled, in lieu of expulsion, in the District's Alternative Education Program (upon the recommendation of the Superintendent).

Disabled students under IDEA or Section 504 shall be expelled only in accordance with Board policy 2461 and Federal due process rights appropriate to these students.

The Superintendent shall ensure that the weapons expulsion is duly noted in the student's record and that the student has been referred to the County Department of Social Services or Mental Health Department with three (3) school days and the parents informed of the referral. In compliance with the Board policy 5772, the Superintendent shall also notify the appropriate law enforcement agency if the expulsion is for possession of a dangerous weapon.

A student who has been expelled under this policy may apply for reinstatement in accordance with the following guidelines:

- A. If the student in grade 5 or below, at the time of expulsion, the parents may submit a request for reinstatement after sixty (60) school days from the date of expulsion but the student may not be reinstated before ninety (90) school days from the expulsion date.
- B. If the student is in grade 6 or above, the parents, an adult student, or an emancipated minor may submit a request for reinstatement after 150 school days from the date of expulsion, but the student may not be reinstated before 180 school days from the expulsion date.
- C. The parent, adult student, or emancipated minor shall submit the request for reinstatement to the Superintendent.
- D. The Superintendent shall, within ten (10) school days after receiving the form, submit the request, together with any other information s/he deems pertinent to the requested reinstatement, to a Board-appointed committee consisting of two (2) Board members, a District administrator, a teacher, and a parent of a District student.
- E. The committee shall, within ten (10) school days after being appointed, review all pertinent information, and submit its recommendation to the Board. The recommendation may be for unconditional reinstatement, conditional reinstatement, or non-reinstatement, based on the committee's consideration of;
  - 1. the extent to which reinstatement would create a risk or harm to students or school personnel
  - 2. the extent to which reinstatement would create a risk of District or individual liability for the Board or District personnel
  - 3. the age and maturity of the student
  - 4. the student's school record before the expulsion incident
  - 5. the student's attitude concerning the expulsion incident
  - 6. the student's behavior since the expulsion and the prospects for re-admission
  - 7. if the request was filed by a parent, the degree of cooperation and support they have provided and will provide if the student is reinstated, including, but not limited to the parents' receptiveness toward possible conditions placed on the reinstatement. Such conditions may, as an example, include a written agreement by the student and/or a parent who filed the reinstatement request to
    - a. abide by a behavior contract which may involve the student, his/her parents, and an outside agency
    - b. participate in an anger management program during or other counseling activities
    - c. cooperate in processing and discussing periodic progress reviews
    - d. meet other conditions deemed appropriate by the committee
    - e. accept the consequences for not fulfilling the agreed-upon conditions

The committee may also allow the parent, adult student, or emancipated minor to propose conditions as part of the request reinstatement.

The Board shall make its decision no later than the next regular Board meeting following the committee's submission of its recommendations. The Board's decision shall be final and not subject to appeal.

In the event a student who has been permanently expelled from another school district requests admission to this District, the Board shall, in making its decision, rely upon the recommendation of the Superintendent.

The Superintendent shall ensure the Board policies and District guidelines regarding a student's rights to due process are adhered to when dealing with a possible expulsion under this policy.

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#### **Notification to Parents on Blood-Borne Pathogens**

Dear Parent,

The District is subject to Federal and State regulations to restrict the spread of hepatitis B virus (HBV) and human immune deficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the District who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties.

Because of the very serious consequences of contracting HBV or HIV, the District is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment.

Part of the mandated procedures include a requirement that the District request the person who was bleeding to consent to be tested for HBV and HIV. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the District to request that consent. Although we expect that incidents of exposure will be few, we wanted to notify parents of these requirements ahead of time. That way, if the situation does develop you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading.

If you have any questions or concerns, contact Eric VanDamme, Superintendent at 359-4387, Ext. 112.

#### **Network/Internet Use Policy**

The intent of this policy is to ensure that students will comply with all Network and Internet Acceptable use policies approved by the Mid Peninsula School District, hereafter known as the District.

Internet Use Agreement and District Policy is available from the Technology Director. No internet use is permitted until a signed agreement is on file.

#### **Integrated Pest Management Program**

Integrated Pest Management (IPM) is a pest management system that utilizes all suitable techniques in a total pest management system with the intent of preventing pests from reaching unacceptable levels or to reduce an existing population to an acceptable level. An emphasis is placed on manipulation of the pest environment to the point that it will not support a pest population.

Michigan Law, Public Act 451 and Regulation 637 require that certain conditions must be met prior to making a pesticide application (other than sanitizers, germicides, disinfectants, or anti-microbial agents) in schools, public buildings or health care facilities. These conditions include:

1. The pesticide applicator must have attended an approved IPM program.
2. There must be an IPM plan in place for the building.

The IPM plan is intended to reduce the incidence of pest infestation while also reducing the need for chemical pesticide applications. It is also intended to satisfy the requirement for having an IPM plan in place for the building. *Note: in a situation where there are multiple buildings, the plan will include a site description and evaluation for EACH building.*

