

## Harbor Springs High School Handbook

Dear Students:

This handbook has been prepared for you and your parents to familiarize you with the regulations, policies, and opportunities at Harbor Springs High School. The information contained in this handbook will provide you with essential facts regarding attendance, discipline, student rights, responsibilities, and other aspects of school life. Be sure to read this handbook thoroughly so you are informed of your obligations as a member of our student body. As young adults, you are accountable to perform according to the policies stated in this handbook. You are strongly advised to read each page of the handbook and keep a copy of the handbook at home for your personal use. This is your high school user manual. Please be sure to share this legal information with your parents.

At Harbor Springs High School, the staff is dedicated, not only to public education, but also to you, our student. We have devoted our professional lives to education because we care about each individual within this school community. It is with pride that we welcome you this year. You are invited to become an active member of the student body, take pride in your accomplishments, expand your educational goals, and to pursue your dreams with the assistance of a professional, caring staff.

Sincerely,

Susan Jacobs  
Principal

## Experience Belonging

Develop Mastery

Practice Generosity

Achieve Independence

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## 2011-2012 School Calendar

9/6	No school - Professional Development
9/7	First day (full day) - includes HS orientation
9/15	Open House 5:00 - 7:00 pm HS
9/20	HS photo day
9/27-29	NWEA grades 9 & 10
10/12	PSAT 11th grade
10/14	Homecoming Game and Parade
10/15	Homecoming Dance 9-12
10/19,20	P/T Conference HS: 3-5 and 5-7pm scheduled
10/19	9th grade MEAP Social Studies
11/2	No School
11/17	1/2 Day
11/17-20	French—Spanish Trip to NYC
11/23-25	Thanksgiving break
12/2	No school
12/23-1/1	Winter break
1/2	No School Professional Development
1/18-19	P/T Conferences HS: 3-5 and 5-7 pm scheduled
2/10	Hall of Fame night
2/20	No school
2/24	Coming home game
2/25	Coming home dance 9-12
3/2	No School Professional Development
3/6	ACT - no school for 9,10,12 only grade 11 reports
3/7	MME test - grade 11
3/8	MME - grade 11
3/14-18	MYIG
3/15	No School
3/30 –4/8	Spring break
4/25-26	P/T Conferences HS: 3-5 and 5-7 pm scheduled
5/5	PROM
5/9	Day of Sharing HS
5/16-18	NWEA Testing grade 9 and 10 and all SE
5/22	Undergraduate Awards night - 7 pm PAC
5/23	GIVE Celebration
5/24-25	Senior exam days, senior check-out and graduation practice (stadium - 2:00 pm)
5/30	Baccalaureate 7:30 pm Methodist Church of Harbor
6/1	Senior Honors Convocation - 7 pm PAC
6/3	Graduation 2:30 pm Ottawa Stadium
6/6-6/8	1/2 days exams
6/8	Last day of school for grades 9, 10 and 11

**Harbor Springs Public Schools  
Board of Education 2011-2012**

<b>President</b>	<b>Gary Morse</b>
<b>Vice President</b>	<b>Tim Davis</b>
<b>Treasurer</b>	<b>Bryan Lauer</b>
<b>Secretary</b>	<b>Shauna Bezilla</b>
<b>Trustee</b>	<b>Robert Fuhrman</b>
<b>Trustee</b>	<b>Julie Cupps</b>
<b>Trustee</b>	<b>Paul Fairbairn</b>

**Harbor Springs High School  
Faculty and Staff 2011-2012**

<b>Susan Jacobs</b>	<b>Principal</b>
<b>David Iafolla</b>	<b>Athletic Director</b>
<b>Shelby Richardson</b>	<b>Guidance Counselor</b>

Thom Blanck	Media Center
Danele Bosker	Mathematics
Chad Broughman	English
Mike Davies	Business Education
Jennifer Davis	English
Kelly Dutcher	Social Studies
Mark Grosvenor	Physical Education
Cheryl Halfacer	Student Support
Tom Halfacer	Mathematics
Molly Jones	Social Studies
Jennifer LaPoint	Mathematics
Rob LaPoint	Math/Science
Tony Matelski	Science
Chris Nelson	Technology Director
Glen Morse	Social Studies
Karen Naile	French
Cindy Okerlund	Biology
Lisa Overbeek	Learning Center
Anne Payne	Spanish
Chelsey Poindexter	English
Brad Reed	Woodshop/Drafting
Linda Richards	Learning Center
Patrick Ruddy	Instrumental music
Steve Schultz	Math/Science
Terry Spanish	Odawa Language
Allen Talcott	Art
Becky Lipchick	Long Term Sub- Rob LaPoint

# Harbor Springs High School

## MISSION STATEMENT

**Building a solid foundation for life  
by creating a community of learners  
who experience BELONGING,  
practice GENEROSITY,  
develop MASTERY, and  
achieve INDEPENDENCE.**

## CODE of CONDUCT

Harbor Springs High School recognizes that its sole purpose is to foster the growth of students through the development of independence, self-discipline, and mastery of skills. **In order to achieve this goal, it is necessary for all members of this learning community to recognize that “no individual has the right to intentionally harm anyone including themselves.”** If you intentionally harm anyone, you have broken the one guiding principle of this school.

**In accordance with this principle, “a harmful act” in this school shall be defined as any behavior or action by a member of the school community that prevents another member from experiencing physical or emotional safety, individual respect, or interferes with academic instruction. All harmful acts are problems that must be corrected immediately.**

***EVERYONE* has the responsibility to assist in resolving *any* problem with which he/she comes in contact. Anyone failing to be part of the solution to a problem will be considered part of that problem.**

By signing this agreement and participating in HSHS activities, you are stating that you will strive to the best of your abilities to avoid causing or exacerbating problems and assist in working toward resolution in order that all members of HSHS may reach their full potential. If by chance you create or cause a problem, you will be expected to provide restitution to the individual harmed.

Student name \_\_\_\_\_

Student signature \_\_\_\_\_



## GRADUATION REQUIREMENTS

### Phasing in the State Requirements

Trimester requires 29.0 credits for graduation prorated over four years - students can earn 30 credits in four years.

Class of 2010	Class of 2011	Class of 2012	Class of 2013 (and above)	<b>GENERAL DIPLOMA</b>
4	4	4	4	Language Arts
4	4	4	4	Mathematics, including Algebra II
3	3	3	3	Science, inc. Sci 9, Biology, Chemistry
3	3	3	3	SS: World His, Civics/Econ, US History
1	1	1	1	Business Technology
0	0	0	0	Foreign Language (per state mandate)
1	1	1	1	Fine and Practical Arts
1	1	1	1	Physical Education/Health
0.5	0.5	0.5	0.5	College Readiness
10	11.5	11.5	11.5	Electives
<b>27.5</b>	<b>29</b>	<b>29</b>	<b>29</b>	<b>Required for graduation (30 possible)</b>

Class of 2010	Class of 2011	Class of 2012	Class of 2013 (and above)	<b>HONORS DIPLOMA-GPA of 3.5 or above</b>
4	4	4	4.5	Language Arts, including AP Lang. ABC
4	4	4	4	Mathematics, inc. Precalculus or Calculus
4	4	4	4.5	Science, including Physics
3	3	3	3	Social Studies
1	1	1	1	Business Technology
2	2	2	2	Foreign Language
1	1	1	1	Fine and Practical Arts
1	1	1	1	Physical Education/Health
0.5	0.5	0.5	0.5	College Readiness
1	1	1	1	1 combined credit in - Creative Writing, Anatomy/Physiology, Statistics & Probability, Physics C, or AP Calculus C
7	8.5	8.5	7.5	Electives
<b>28.5</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>Required for Honors Graduation</b>

**Transfer students will have their credits evaluated on an individual basis to assist in attaining graduation requirements.**

### STANDARDS FOR GRADE PROMOTION

**Grade 10 - Five credits earned**  
**Grade 11 – Ten credits earned**  
**Grade 12 – Sixteen credits earned**

In recognizing its responsibility to uphold the minimum educational standards of the State of Michigan, the Board of Education establishes the following policy and criteria regarding the acceptance of credits from nonpublic schools whether they be state-approved, non-approved, or home schools.

For credit or course-work to be accepted for courses taken in such schools, assurance of compliance with minimum requirements established by the State must be provided.

Recognition of credits or course-work shall be granted when the proper assurance and the student's transcript has been received. The District reserves the right to assess such transfer students in order to determine proper placement and to be assured the student can demonstrate the learning that is prerequisite to a placement.

Although credits from nonpublic schools may be granted and placed on a student's transcript, no grades will be entered on the transcript or considered for class ranking. Only grades awarded for courses taken at the District or at a school approved by a state education agency shall be considered in class ranking and for entering on the transcript.

The board shall award a regular high school diploma to every student enrolled in this district who meets the requirements of graduation established by this board as provided by state law.

Students are required to attend Harbor Springs High School full time to earn all course credits. Credits may be earned in the following manner:

1. Complete State of Michigan required curriculum offered by Harbor Springs High School
2. Transfer credits previously earned at an accredited high school
3. Complete an approved dual enrollment course
4. Correspondence courses may only be used toward graduation requirements if approved by the principal to replace a grade previously earned while enrolled in the course at Harbor Springs High School or other institution.

Reduced schedules will be available for all vocational students to allow travel time between the Vocational Center and Harbor Springs High School. All other students are required to attend five courses each trimester.

## **HONORS CERTIFICATION**

Background Information: Since the publication of the report, *A Nation at Risk*, by the Department of Education in 1981, Public Act 25, Goals 2000 in 1994, all subsequent State of the Union addresses and State of the State addresses, educational excellence has been addressed by the legislative authorities of both the federal and state governments of our country. Communities across the United States have been demanding that high schools provide an education that better prepares their students for greater success in completing programs of study in college, universities, and technical schools. Yet, while parents, students, and school officials all desire to accomplish this goal, much confusion remains as to how best assure positive results.

To help alleviate some of the confusing information high school students and their parents receive in regard to what courses best prepare one for higher education, Harbor Springs High School has adopted an Honors Certification to accompany the high school diploma of our high school students. To receive the additional certification, the students must meet the requirements set down by each department of Harbor Springs High School. The designation of "Honor Student" would replace the designation of "Top Ten." It further states that only students adhering to the highest academic curriculum be considered for the designation Valedictorian and Salutatorian.

Philosophy: Students in the District of Harbor Springs Public Schools deserve the opportunity for an education that prepares them to successfully compete in colleges and universities with students from our nation's most prestigious high schools. The district accepts the responsibility of not only providing this opportunity, but also for providing for our students the resources, motivation, and commitment necessary to accomplish this task. It is the intention of Harbor Springs High School to set these standards for every graduation class.

## REGISTRATION PROCEDURES

- Every student will be required to register for five class hours.
- No regularly enrolled student may carry a partial academic load regardless of the number of credits accrued up to a particular year.
- When at all possible, schedule changes should be made prior to the end of the first week of school.
- It is important for students to carefully plan their academic programs to coincide with future plans, goals, and academic preparation. Students should not sign up for a course with the intention of just trying it out and dropping it if it is not to their liking. Students should plan programs carefully.
- Students may not register for a class if all prerequisites are not met (i.e. if a student fails English 9, he/she may not register for English 10 until he/she proves that the prerequisite has been retaken and passed in summer school, correspondence classes, or re-enrollment at Harbor Springs High School.

## STUDENT INITIATED DROP OF A CLASS

- The drop process must be completed during the first week in a trimester and the student must select another class.
- When a new class is selected, the previous work in that class may need to be made up to receive a credit and grade in the class.
- If a class is dropped after the second week in a trimester, an "F" will be recorded in the student's record and no credit given, unless an administrator or counselor approves the drop without a grade being received.

## SCHEDULE OF CLASSES

<b>First lunch (A)</b>		<b>Second lunch (B)</b>	
Hour 1	8:00 – 9:12	Hour 1	8:00 – 9:12
Hour 2	9:17 – 10:29	Hour 2	9:17 – 10:29
Hour 3	10:34 – 11:46	Hour 3	10:34 – 11:46
Lunch A	11:46 – 12:21	Hour 4	11:51 – 1:03
Hour 4	12:26 – 1:38	Lunch B	1:03 – 1:38
Hour 5	1:43 – 2:55	Hour 5	1:43 – 2:55

## Five-minute passing times

### MENTOR AND EARLY RELEASE DAY BELL SCHEDULE

<b>Mentor 45</b>		<b>One 35-min Lunch</b>			
<b>Hours</b>	<b>Start</b>	<b>End</b>	<b>Minutes</b>	<b>Plus</b>	<b>Pass</b>
	7:55		first bell		
Hour 1	8:00	9:02	1:02		0:05
Hour 2	9:07	10:09	1:02		0:05
Hour 3	10:14	11:16	1:02		0:05
Mentors	11:21	12:06	0:45		
Lunch	12:06	12:41	0:35		0:05
Hour 4	12:46	13:48	1:02		0:05
Hour 5	13:53	14:55	1:02		

## DUAL-ENROLLMENT - North Central Michigan College

Effective April 1, 1996, Public Act 160 created the Postsecondary Enrollment Options Act, commonly referred to as dual enrollment. This law directs school districts to assist students in paying tuition and fees for courses at Michigan public or private colleges or universities, if all of the following conditions are met:

1. Students are in grade 11 or grade 12.
2. Students can qualify for dual enrollment by taking one of the following assessments: PSAT, ACT/PLAN, ACT, or MME. The following table shows the complete list of scores that qualify students for dual enrollment:

Assessment	Test Section	Content Area	Minimum Dual Enrollment Qualifying Score
PSAT	Critical Reading	Reading	44
	Writing Skills	Writing	49
	Mathematics	Mathematics	45
PLAN	Mathematics	Mathematics	18
	Reading	Reading	17
	Science	Science	19
ACT	English	English	21
	Mathematics	Mathematics	18
	Reading	Reading	17
MME	Science	Science	19
	English	English	21
	Reading	Reading	1100
	Writing	Writing	1100
	Mathematics	Mathematics	1100
	Science	Science	1100
	Social Studies	Social Studies	1100

Additionally, according to PA 160, eligible students may take courses for which there are no endorsements, such as computer science, foreign language, history, political science, or psychology, as long as they have taken all sections of the MME, ACT/PLAN, ACT, or College Board PSAT. State endorsement is not required in any specific area for this participation.

3. Students must be enrolled in both the school district and postsecondary institution during the local school district's regular academic year and must be enrolled in at least one high school class.
4. The district must not offer the college courses. An exception to this could occur if the local board of education determines that a scheduling conflict exists, which is beyond the student's control.
5. The college courses cannot be a hobby, craft, or recreation course, or in the subject areas of physical education, theology, divinity, or religious education.
6. School districts are required to pay the lesser of:
  - a. The actual charge for tuition, mandatory course fees, materials fees, and registration fees; or
  - b. That state portion of the students' foundation allowance, adjusted to the proportion of the school year they attend the postsecondary institution.

### INDEPENDENT STUDY GUIDELINES

- \* The student must be a senior in good standing behaviorally, have a good attendance record, a GPA of 3.0 or above, and have advanced permission by the classroom teacher and the administration.
- \* A student may take one independent study per trimester.
- \* The student must submit in writing the purpose of taking an independent study using office form provided.
- \* The teacher/advisor to whom the student will be responsible must submit to an administrator the objectives which are to be attained by the student and must attain approval of the objectives.
- \* The purpose of the independent study and student objectives will be on file in the student's CA-60.

### TESTING OUT OF HIGH SCHOOL CLASSES

In accordance with Michigan law, the board of education of a school district shall grant high school credit in certain courses to a student enrolled in high school, even though the student is not enrolled in that course - if the student has exhibited a reasonable level of mastery of the subject matter of the course by attaining a grade of not less than C+ in a final exam in the course; or, if there is no final exam, by exhibiting 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 portions 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, projects, or presentations to fairly indicate attainment of a reasonable level of mastery. No final exam will be created solely for the purpose of allowing students to "test out" of a course. The "testing out" requirement may be met by performing work that 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 or exams, if the combination used would logically be considered as exhibiting mastery of the context of the course.

Credit earned according to this policy shall be based on a "pass" grade and shall not be included in the computations of the grade point average for any purpose. Credit earned according to this policy shall not be counted toward the numerical total required for graduation. Credit earned according to this policy shall be counted toward fulfillment of a requirement for subject area course and shall be counted toward fulfillment of a requirement related to course sequence (e.g. If a student "tests out" of his/her first mathematics course, he/she must take a higher sequence mathematics course to fulfill the mathematics requirement for his/her graduation; if a student "tests out" of Spanish I, he/she may take Spanish II.

**Once credit is earned according to this policy, a student may not receive credit thereafter for a course lower in course sequence in the same subject area.**

## **Nova Net Program Use:**

Student Guidelines:

1. Nova Net may be prescribed for a student under the following conditions:
  - a. Homebound Services
  - b. Credit Recovery
  - c. Remediation
  - d. Long Term Suspension
  - e. Summer School
  - f. Special Education
  - g. 504
  - h. GED Prep
  - i. ACT Prep
2. Homebound Services: The following guidelines will be followed for all homebound students.
  - a. A physician's recommendation must be filed in the HS office declaring the medical condition and the length of time the student must be homebound. The prescription must be signed by the physician and the parents of the homebound student.
  - b. Students must be enrolled as full time students at Harbor Springs High School.
  - c. The student will be issued a laptop from the school with Nova Net installed and ready to use.
  - d. Parents are responsible for maintaining the condition of the laptop and assume all financial responsibility for damages or loss of the laptop. A loan agreement will be signed and filed in the office.
  - e. Parents must have high speed Internet to facilitate the use of the program. The school will not provide this service.
  - f. Students will be signed up for all coursework currently available within the Nova Net program and will be monitored by the Nova Net instructor, counseling, and/or the principal.
  - g. Homebound services are offered only during the designated school year.
3. Credit Recovery:
  - a. Students must be enrolled as full time students at Harbor Springs High School.
  - b. Students must have taken the course at HSHS and failed to earn credit in order to participate in credit recovery during the school day.
  - c. Students will be assigned to the Nova Net instructor for 1 hour per day unless authorization is secured for additional lab time.
  - d. Students will complete course work as assigned.
  - e. Students may earn two courses (.5 credits each ) during each hour of Nova Lab per trimester for a 3 credit limit per year.

- f. Students who require additional credit recovery may purchase Nova Net coursework on a tuition basis.
  - i. Each .5 credit will cost \$100.00.
  - ii. All additional coursework must be completed outside of the school day.
  - iii. Nova Net after school hours will be assigned to monitor availability.
  - iv. Students have 4 months to complete the course.
- g. All students in the credit recovery class will sign responsibility forms.
- h. All students purchasing tuition coursework will sign a Nova Net agreement with the school and pay tuition in full prior to beginning the course.
- i. All students using tuition coursework must have the appropriate equipment in their homes and high speed Internet. Personal computers meet the minimum Nova Net system requirements (PS/MAC). There are two methods to have Nova Net installed
  - i. Receive the installation disks, Nova Net installation guide, and Internet Use Policy from the high school office. Install the program at your home.
  - ii. Bring your computer or laptop to the high school for installation of Nova Net.
  - iii. Home installation is not provided.
- 4. Remediation: Use of the Nova Net Lab or program during school hours by students recommended for remediation is free and can be used by all instructors. There are four portals available so usage must be scheduled.
- 5. Long Term Suspension, Summer School, ACT Prep, and GED Prep will be offered on a tuition basis.
  - a. Long Term Suspension: \$175.00 per course, .5 credits each, students may not attend Nova Lab or be on school grounds. Students must install Nova Net. Based on availability.
  - b. Summer School: \$100.00 per course, students must install the Nova Net, have high speed Internet, and report to Nova Lab as directed. Sixteen day time slots will be available.
  - c. ACT PREP: \$125.00 per 12 week availability. Students use the Nova Net Lab after school hours, install Nova Net at home, or have Nova Net installed on their laptop. Programming will be made available for 12 consecutive weeks. Students will be provided a daily time for study. Nova Net is available after school hours and during the summer 24 hours per day, seven days a week.
  - d. GED PREP: \$100.00 per content area.
- 6. Special Education and 504: Students who are required to participate in Nova Net by IEP or 504 Plan will do so tuition free with staff recommendation.
- 7. All Nova Net credits must be completed by the last school day in May to count toward graduation of the current year.

## GRADING SYSTEM

Report cards are issued three times each year at marking period intervals. Grades received at the end of each trimester are final grades and are recorded on each student's permanent record. Pluses and minuses are recorded on the permanent record and are used in determining grade point averages. Progress reports are sent to parents in the middle of each marking period. **Incompletes must be made up within two weeks after the end of the marking period or they will automatically become failures.**

## HONOR ROLL

Honor rolls will be published at the end of each marking period. The honor roll includes all students with grades A, B, or higher in all subjects.

## DROPPING CLASSES

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

## **SCHOOL ADMISSIONS**

In accordance with Michigan Public Health Code, Section 92 of Public Act 368 of 1978, all students enrolled in the Harbor Springs Schools must present proof of completion of the minimum immunization requirement. Every new student entering the Harbor Springs School District must have fulfilled the immunization requirements for diphtheria, measles, mumps, pertussis, polio, rubella, tetanus, and hepatitis B. **Failure to complete the basic immunization requirement 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 student 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 school district and the waiver is consistent with the suggested guidelines of Public Act 368 regarding immunizations.

## **STUDENT WITHDRAWAL FROM SCHOOL**

A student considered as a potential or immediate dropout will be required to meet with the 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 her designee) will meet to review all pertinent information. If, after this review, the student remains firm concerning his/her intention to leave school, the counselor will point out those educational and occupational alternatives that are available to the student.

A conscientious attempt will be made by staff to retain students in school and assist them in earning a diploma. It is, of course, recognized that some students may drop out of school abruptly and/or unexpectedly. In such cases, it is recognized that the above procedure cannot be implemented. A student leaving for any reason shall pick up a withdrawal form from the office, have each of his/her teachers sign and give a final grade for the time spent in class, return all books including library and Career Resource materials to the office.

## **COMPUTER USE**

Any inappropriate use of computers or Internet will result in a discipline step and loss of accessibility to district equipment. Students will be required to sign a computer Internet Use agreement prior to gaining access to the Internet provided by the Harbor Springs School District.

## **STUDENT ACCEPTABLE USE POLICY AND AGREEMENT**

### **INTRODUCTION**

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 this freedom and flexibility come responsibility. To that end, the Harbor Springs Public Schools (HSPS) 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 life-long 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 Harbor Springs Public Schools. 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.

Parents do have the option of denying Internet access and requesting alternative assignments not requiring direct Internet access. For this to occur, the parent must submit a written request to the appropriate building principal for his/her child.



## CONDITIONS DEFINING ACCEPTABLE USE

Students are expected to use HSPS'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 HSPS 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 a 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 HSPS 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 to 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 HSPS technology equipment from school premises 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 Anarchists'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 the 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.

**Student signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent signature** \_\_\_\_\_ **Date** \_\_\_\_\_



# GENERAL INFORMATION

## ACTIVITY PROCEDURES

If a class or club desires to have an activity such as a dance or fund-raising activity, members must secure an activity form from the office. This form must be completed and approved by the student council, principal, and class advisor before the activity will receive final approval. The completed form must be filed in the office **TWO WEEKS** prior to the event date.

## DAILY BULLETIN

Items for publication in the daily bulletin must be submitted to the office in writing by 3:15 the day before the announcement is to be made. After the items have been edited, the announcements will be posted on the electronic bulletin board in the student commons. All items for publication are to be approved by a faculty member and are also subject to approval by the principal or the athletic director.

## DANCES

Dances are sponsored by the ninth through twelfth grade classes or by student council; only students in grades 9-12 may attend high school dances. Students from other schools may be admitted if they are accompanied by one of our students. Prior permission must be received from the principal. All regulations pertaining to student conduct while in school are in effect. No one may be admitted to the dance who is suspected of being under the influence of alcohol or other drugs. If there is a suspicion of alcohol use, a student may be tested by a breath-analyzer. Once a student leaves a dance, he or she may not re-enter. He or she may not pay admission again. No one is admitted after 11:00. Excepting the setup crew, no one will be admitted before the start of the dance. Dances end at 12:00 midnight sharp. Students should refrain from inappropriate public displays of affection. Students who violate these regulations are subject to disciplinary action that may involve up to a one-year suspension from social activities.

## DISTRIBUTION OF LITERATURE

The distribution of inappropriate (obscene, vulgar, indecent, inflammatory, or otherwise inappropriate) literature is against school rules and may be terminated by a school administrator.

## COURSE MATERIALS

All students are required to come to class prepared to work. This includes bringing the following materials: writing utensils (pen or pencil), lined paper, notebooks or journals, and organizational materials. **Students must always carry with them their day planners** that are issued free at the beginning of the school year. Students whose financial situation prevents the procurement of these items will be given the appropriate materials.

## DRESS

### Dress Code:

The personal appearance of students may follow the style of the day; however, the wearing of overly tight, loose, distracting, extreme, or inappropriate apparel is not permitted. No cleavage may be exposed.

**Cleanliness** of the physical person consistent with good health is mandatory.

**Headgear** is not allowed at Harbor Springs High School. This includes things such as hats, caps, bandanas, scarves, towels, stocking caps, hoods, large headbands, headphones.

**Shorts, Skorts, Skirts:** shall extend to the tip of the fingertip when both arms are extended by the side.

Tights or leggings may be worn under skirts and skorts so long as the skirt or skort meets the length requirement. The Principal or designee's determination as to the appropriate length and style of all shorts is determinative and final. Students inappropriately dressed will be asked to return home to change clothing.

## DRIVING AND PARKING REGULATIONS

All cars driven by students must be registered in the office. Students driving to school must park in student parking area during school hours. All cars using the student parking area (as student transportation) must be identified with a tag. Violation will result in ticketing by local police. Cars are not to be used during school hours without permission from the office. School bus transportation will be provided to Petoskey; however, vocational students will be permitted to drive with parent permission. There is no fee for using the upper student parking lot for seniors. There is no charge for the Lake Street lot; however, parking tags and registration are required. All non-tagged cars will be ticketed.

## FEES

While most materials used in school are free to the students, the student will be charged for the cost of art, shop, or other projects if he/she desires to produce a more professional item. Most fees may be paid in the high school office; art fees are paid to the art instructor. We are certainly flexible about fees, and in cases of hardship, we encourage parents to contact us. We want to ensure that all students have an equal opportunity to produce quality projects and we will help toward that end.

## FIRE DRILL AND BOMB THREAT INSTRUCTIONS

### Fire drill instructions

It is required by law to have a certain number of fire drills. Fire drills are considered as emergency measures and should be regarded in this light. Teachers must emphasize the following procedures, and students should accept responsibilities as individuals to observe all necessary precautions.

- Everyone will proceed directly to the proper exit in an orderly manner. There will be **NO** loitering, pushing, running, or stopping on the part of any person. One instance might endanger a life.
- Teachers will take charge, directing students to the correct exit, seeing that students are clear of the building, and in every way possible, assist in perfecting these drills.
- In all cases, the first students out will open both doors and see that they are held open until the building is empty. Upon leaving the building, students will go 200 feet away from the building.
- Classroom windows and doors must be closed and lights turned off.
- Teachers will review fire drill procedures with each class. All teachers are responsible to take their class record books, assuming it is necessary to take roll outside the building.
- Teachers must be familiar with the exit plans for all of the rooms in which they have class or responsibilities.

### Evacuation Procedure

Students and staff will be notified via intercom or in person. The principal will announce the following: "A security situation has developed in the building; please follow your evacuation plan immediately."

- Evacuation should be quick, quiet, and orderly. Students will be instructed that they may not take any items with them. **Leave everything behind.**
- Students are instructed to be absolutely quiet.
- Teachers will take roll books and writing instrument.
- Instructors will LEAD students down the hallway and out the fire exit.
- Everyone will go immediately to the practice field behind the performing arts building.
- Teachers will take roll immediately upon arrival at the practice field; they will know who is in their charge.
- Students will not be allowed to leave with anyone other than parents and only if the teachers can verify they are leaving with parents.
- Students may not leave with other students.
- Students and teachers are to leave for the middle school as soon as the signal is given.
- Students are to remain quiet.
- Roll will again be taken at the middle school.
- Classes will stay together.

## **Blackout Plan**

In the event of a blackout, these guidelines will be followed:

- ❑ All emergency lights will be activated.
- ❑ All students will remain in their seats.
- ❑ Instructors will keep classes calm and in the room.
- ❑ Class work will be continued if possible.
- ❑ The principal will inform you about the reason for the blackout.
- ❑ Students will remain in the classroom.
- ❑ If restroom is needed, two students are to go together with flashlight, which are provided for each classroom.
- ❑ The principal will keep you updated or dismiss you from school.
- ❑ Classes will NEVER change during any emergency. Students will remain with their instructors until the event has ended.

## **Lock-Down Procedure**

Students and staff will be notified via intercom or in person. The principal will announce the following: "A security situation has developed in the building. Please follow your **LOCK-DOWN** plan immediately."

- ❑ Classroom doors will be closed immediately.
- ❑ Students will be instructed to follow teachers' directions and be quiet.
- ❑ Students are to assume a low position, away from windows and doors.
- ❑ Instructors and students are to use common sense. Listen for directions and any identifying noises.

## **GUIDANCE COUNSELING SERVICES**

The guidance 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/her greatest potential socially, academically and emotionally. The counselor serves as a facilitator in the development of this potential by offering the following services.

**Academic, vocational, and career counseling:** The counselor is available to assist students in planning a four-year high school program which will meet their education needs and reflect their career goals.

**Personal counseling:** The purpose of this service is to guide a student's understanding of self and acceptance of social responsibility. The counselor can also act as liaison when problems occur between the student and his/her home and/or school environment.

**Group counseling:** Group counseling is available on a daily basis.

**Substance abuse counseling:** Private and confidential substance abuse counseling for prevention and recovery is available daily with Mr. Eric Larson. Students are required to sign in.

**Testing information:** The following tests are available to Harbor Springs High School students:

**PSAT/NMSQT** (Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test)

**\*ACT** (American College Test)

**PLAN** (Pre-ACT)

**SAT** (Scholastic Aptitude Test)

Advanced Placement Tests

**MME** and **MEAP**

\*The ACT is an admission requirement for most colleges and part of the State of Michigan MME Promise Scholarship program.

Students must pass Reading, Writing, Math and Science sections of the MME with a score of 1 or 2 in order to qualify for this scholarship. The test is administered at the high school in the spring of each year.

**College visits:** Students should plan to visit a small, medium, and large-sized college before their senior year. The counselor will assist them with arrangements.

**College admissions:** College representatives visit the counseling office. Students should check at the counseling office for scheduled times.

**Appointments:** Should you wish to see the counselor, come to the office and make an appointment. Office hours coincide with the regular school day; however, appointments can be made at other times.

## HEALTH SERVICES

If a student becomes ill or sustains an injury, a teacher should be notified. The teacher will then notify the principal's office. The administrator, or his/her designee, will determine the seriousness of the illness or injury and notify the parents or guardian. **Any student who leaves the building or misses class without first seeing the administrator, or her designee, will be given a discipline step.**

## MEDICATIONS

If, under exceptional circumstances, a child is required to take oral medication during school hours and the parent cannot be at school to administer the medication, only a school administrator, or his/her designee, will administer the medication. In doing so, compliance with the following is mandatory:

- ❑ Written instructions signed by a parent/guardian and PHYSICIAN will be required and will include
  - Child's name
  - Name of medication
  - Purpose of medication
  - Time to be administered
  - Dosage
  - Possible side effects
  - Termination date for administering the medication
- ❑ The medication must be administered to the child in the presence of another adult (unless it is an emergency) pursuant to written permission of the child's parents or guardian and in compliance with the instructions of a physician.
- ❑ The conditions set forth in paragraphs I and II above are also applicable to non-prescription medication (e.g. aspirin and Tylenol).
- ❑ No medication, prescription or non-prescription (including aspirin, etc.), may be kept in a student's possession (i.e. pockets, bags, lockers, desks) without permission from a building administrator. All such medication must be deposited in the school office.
- ❑ Students will be allowed to self-administer their own medication when the medication has been deposited in the school office and written instructions, signed by a parent or guardian, have been provided to the school office.
- ❑ The school administrator or his/her designee will:
  - Inform appropriate school personnel of the medication
  - Keep a record of administering medicines
  - Keep medication in a locked cabinet
  - Return unused medication to the parent or guardian.
- ❑ The parents of the child must assume responsibility for informing the school administrator or his/her designee, of any change in the child's health or change in medication.
- ❑ The school district retains the discretion to reject requests for the administration of medicine.
- ❑ A copy of this policy will be provided to parents when they request the administration of medication in the schools.

## PARENT-TEACHER CONFERENCES

Parent-teacher conferences are planned for each trimester. Parents will pick up progress reports and meet individually with each teacher in his/her individual classrooms. Conferences are scheduled through the front office.

## LEAVING THE BUILDING OR CLASSROOM

Students leaving the building during the school day for any reason must check out at the principal's office. If a student becomes ill during the school day, he/she must report to the principals' office and the parent will be notified.

## LIBRARY

The library has books, magazines, and pamphlets for assigned study and recreational reading. It is open for use during the entire school day, a short time before and after school. We encourage you to make use of the many resources the school library has to offer. If you cannot find what you need, ask the librarian to check with the Petoskey Public Library, Harbor Springs Public Library, the North Central Michigan College Library, or even the State of Michigan Library. All of these institutions will loan books or other resources to students free-of-charge.

## LOST AND FOUND

Students who find lost articles are asked to take them to the high school office where the articles can be claimed by the owner. If you lose something, be sure to check in the office. Often, many items go unclaimed and are donated to charities. If you find something and don't turn it in, it is considered theft.

## LUNCH

Hot lunches are provided in the school cafeteria at a reasonable price. Students may apply for free- or reduced-price lunches at the office by filling out the form provided by the Federal Hot Lunch Program. During lunch, high school students may be in the library, cafeteria, or locker commons area. No food or drink may be consumed outside of the cafeteria. Students eating or drinking outside of the designated area are subject to discipline and the food or beverage will be confiscated immediately. Students may not lie on the floors of the building at any time. **Our school's goal of professionalism and excellence will be reflected in all student activity. Students at the high school level are reminded that they are to reflect adult attitudes at all times, including lunch time. All students are responsible for the proper disposal of garbage and lunch clean up.**

## POCKET PAGERS

To comply with P.S. 215 (effective July 1, 1988), Harbor Springs Public Schools prohibits the use of pocket pagers or other **electronic communication devices to include cell phones, wireless phones, lasers, ipods, headphones, PDAs, and MP3 players** in school except for health or other unusual reason approved by the board of education. Also prohibited in the academic building, media center, shop, and PE complex are backpacks, book bags, and personal music devices. These above devices will be immediately confiscated. Students who violate this prohibition may be subject to disciplinary action and the device will be confiscated and held at least one week. All cell phones must be turned completely off during school hours.

## CONTACT INFORMATION PRIVACY

The law requires that schools give parents and students the opportunity to request that student and family information not be disclosed to anyone outside of the school. A form has been mailed to you to be signed and returned to the high school office if you want all information kept confidential.

## SCHOOL CLOSING – SEVERE WEATHER

In case of severe weather, snow, icy roads, etc., the office announcement for school closings may be heard over the local radio stations before 6:45 a.m. (usually). Listen to these stations, but please do not call the school or school officials since we need to keep lines open for emergencies.

### ➤ Radio Stations

- North Star Broadcasting  
The Bear, The Zone, Big Country
- LITE 96 FM, KHQ
- WJML News Radio
- WKPK The Peak
- CMU Radio
- WTCM
- WCCW Oldies 107.5

### TV Stations

- TV 9 & 10
- TV 7 & 4
- TV 29 & 8
- FOX 33 TV

## SCHOOL DAY

Classes are in session from 8:00 a.m. until 2:55 p.m. When school is in session for only one-half the school day, students will be dismissed at 11:00. Dismissal on early-release delays will be at 1:30 pm. Early-release days are scheduled for October 14, November 11, December 9, January 13, February 10, March 17, and May 12.

## STUDENT PHOTOGRAPHS

Student photos and identifying names will be printed in the school yearbook and school newspaper and given to the local news media on those occasions that warrant it. However, any student under the age of 18, or student's parent or guardian, may request that his/her photo not be published in the media or in the school yearbook. Such requests are to be made in writing to the principal of the high school. This does not cover photos taken by the news media of school events. In order to provide student I.D.s, all students are asked to be photographed on Picture Day; purchasing photos is not required.

## TELEPHONES

An office counter telephone is available for student use; students are asked to request permission from the office staff before making a call.

## 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. **STAY AWAY FROM WINDOWS!** If students and staff members are outdoors, they should move away from the tornado's path at a right angle. If there is not time to escape, they should lie flat in the nearest depression or ravine.

## VISITORS

All visitors must report to the office. Occasionally, a student may wish to have a friend attend classes for a day. Arrangements must be made with the principal one day in advance. The visitor must be of high school age and must secure the permission of both parents and teachers before permission will be granted by the principal. In addition, the students may not be registered at another school that is in session on the day the visit is contemplated.

## VOCATIONAL CENTER

Juniors and seniors may elect to attend the Petoskey High School Vocational Program. While in attendance, students must abide by all P.H.S. rules and policies. Busing will be provided.

## WORK PERMITS

Work permits to minors under the age of 18 are issued at the high school office. Students not attending Harbor Springs High School must produce proof of age. High school records of our students are an official record of date of birth to prove age.

### ELECTRONIC DEVICES AND BACKPACKS

Rules apply from 6:30 AM – 4:00 PM

**BACKPACK and BOOK BAGS:** Backpacks and book bags **will not be permitted in the academic building, media center, shop, or PE complex.** Backpacks are used by some students to bring in contraband or take food and drinks into classes. They are a health risk to all of our students' skeletal systems. Lockers have been provided and ample time to use them has been included in the schedule.

**PERSONAL MUSIC DEVICES:** Musical devices (ipods, MP3, or other brands) **will not be permitted in the academic building, media center, shop, or PE complex.** Use of these devices is determined by the 504 or IEP process.

**CELL PHONES:** Cell phones **will not be permitted in the academic building, media center, shop, or PE complex and may not be in use during class time in any area of the school.** Cell phones are not permitted in locker rooms at any time.

**PDA and PALM PILOTS:** These items may be used for note taking and scheduling; however, they may not be used during testing and must be put away immediately when requested by an instructor.

**Misuse will result in immediate confiscation of the device. Items will be held as follows:**

1. Incident one: 1 week
2. Incident two: 2 weeks
3. Incident three: 3 weeks
4. Incident four: 4 weeks

Students, please consider these consequences when attempting to sneak an item into the academic building. It is simply not worth the trouble.

## EXTRA/CO-CURRICULAR STUDENT ACITIVITY GUIDELINES

(revised 6/98, 4/00, 8/00, 9/00, 11/00))

### RESPONSIBILITIES OF A HARBOR SPRINGS HIGH SCHOOL PARTICIPANT IN EXTRA/CO-CURRICULAR STUDENT ACTIVITIES

- Being a member of Harbor Springs extra/co-curricular student activities is the fulfillment of an early ambition for many students. The attainment of this goal carries with it certain traditions and responsibilities that must be maintained. A great school tradition is not built overnight; it takes the hard work of many people over many years. As a member of any extra/co-curricular activity of Harbor Springs High School, you have inherited a wonderful tradition, a tradition you are challenged to uphold.
- It will not be easy to contribute to such a great tradition. To represent your school may mean that you will have to say “no” to influences and peer pressure. When you represent our school, we assume that you not only understand our traditions, but also are willing to assume the responsibility that goes with them. The contributions you make should be a satisfying accomplishment to you and your family.

### RESPONSIBILITIES TO YOURSELF

The most important of these responsibilities is to broaden your self and develop strength of character. You owe it to yourself to get the greatest possible good from your high school experiences. Your studies and your participation in extracurricular activities, as well as in sports, prepare you for your life as an adult.

### RESPONSIBILITES TO YOUR SCHOOL

Another responsibility you assume as an activity participant is to your school. Harbor Springs High School cannot maintain its position as an outstanding school unless you do your best in whatever activity you choose. By participating in any co-curricular activity to the best of your ability, you are contributing to the reputation of your school.

You assume a leadership role when you represent your school. The student body and citizens of the community know you. You are on stage with the spotlight on you. The student body, the community, and other communities judge our school by your conduct and attitude. The younger students in the Harbor Springs Schools are also watching you. Set good examples for them. Because of your leadership role, you can contribute greatly to your school spirit and community pride. Make Harbor Springs High School proud of you and the community proud of your school by your faithful example.

### SPECIFIC POLICY

The Harbor Springs Public Schools imposes certain rules and regulations on all people who participate in co-curricular activities. In addition to the Michigan High School Athletic Association requirements, the coaches, directors, and staff have developed the following articles. Activity sponsors shall review with you at the start of each season or activity the articles of this policy. Violation of these rules and regulations means self-disqualification from athletic and co-curricular activities.

#### **Article I: Eligibility**

##### **Section I: Initial Eligibility for Both Athletic and Co-Curricular Activities including Student Council, National Honor Society, Drama, Michigan Youth in Government and School Sponsored Trips.**

These requirements shall be met before a student shall be permitted to practice or compete with the team or participate in an extra/co-curricular activity.

- A. All students must meet the requirements set forth by the Michigan High School Athletic Association and Harbor Springs Public Schools.

- B. In accordance with MHSAA rules, any student who fails two or more trimester classes shall be ineligible for the next trimester.
- C. Any student who fails one trimester class will not be allowed to participate in activities, games, or competitions for a period of two weeks, beginning with the first game or contest. The student is required to attend practices or rehearsals leading up to and during this time.

**Section II: Academic Eligibility**

Any student shall meet these requirements in order to participate in any co-curricular events or non-required school trips.

- A. A student's grade is cumulative in each marking period beginning with the first day of that period and measured through the day of the eligibility check.
- B. Students are required to maintain a **68% in each** of their classes.
- C. Eligibility will be checked every three weeks for all co-curricular participants. In addition, an instructor may submit an ineligibility notice at any time during the three-week interval. This will prevent students from lowering their standards between checkpoints. Students and parents will be notified immediately of any change in eligibility.
  - 1. A student who is marked ineligible will be placed on academic grace week. Grace week means that the student may continue to participate, but **must** improve the grade by the end of that week.
  - 2. All students on grace week are required to do the following:
    - a. Report after school to the instructor who has marked him/her ineligible. Practice or performance do not supercede meeting with instructors. Students on grace week must report to instructors prior to attending any practice, contest, performance, or activity
    - b. Determine with the instructor the exact homework, retesting, projects, or tests that must be passed or completed to restore eligibility.
    - c. It is then the student's responsibility to determine dates and times of make-up work or assistance time to be completed during grace week
    - d. At any time during grace week, a student may re-establish eligibility (68%) if he/she provides proof to the athletic director or activity sponsor. Forms for this are available in the high school office. Only official forms can be used to establish eligibility.
  - 3. If at the end of a week, he/she is again marked ineligible, the student will not be able to participate in any co-curricular events until eligibility is restored. At that point, a student would be allowed to resume participation.
- D. Students who are ineligible for a period of **three consecutive weeks** shall be dismissed from co-curricular participation until they **establish and maintain eligibility for two consecutive weeks**.
- E. Student appeals of academic eligibility may be made to the principal. These appeals may be based on the student's lack of opportunity to improve his/her academic status in a class during a grace or ineligible period. Student exemption from academic eligibility rules is left to the discretion of the principal.
- F. Coaches, parents, sponsors, and students will be notified concerning academic status as soon as possible. Students will be notified no later than noon on the following Monday. A letter or phone call of notification will also be initiated to parents on Monday or immediately upon receiving instructor notification.
- G. Students who are ineligible will not be excused from school to attend any athletic competition or co-curricular event that occurs during school hours. Violations of this rule will result in suspension from the next scheduled event.

**Article II: Physicals and Parental Approval**

- Athletics Before students participate in any form of activity, they must have on file with the athletic director a complete Michigan High School Athletic Association physical examination summary and parental approval document card.
- Co-Curricular Before students may participate in any form of co-curricular activity, they must file an acknowledgement form for student activity guidelines.

**Article III: School Attendance**

- A. Students shall not report for practice, competition, or performance if he or she has been absent from school **for any portion of the scheduled day**. Any student who knowingly violates this rule will be suspended for one game, competition, or performance. The length of time between the violation and the discovery will not be the determining factor in the enforcement of penalties in this section.
- B. Exceptions – pre-arranged appointments must be made prior to the student’s leaving school for the appointment. Examples of pre-arranged appointments are dentist, doctor, \*family emergency, and \*situations beyond the control of the student. \*Special situations and emergencies will be determined by the principal as to whether they are violations or exceptions and she will decide if they are violations or not.

**Article IV: Travel**

Co-curricular travel is an important time for team members or group participants to be together. We encourage parents to have their students ride in school-sponsored transportation unless there is an important reason.

**All members of teams or groups must travel to and from athletic contests or activities outside the Harbor Springs School District in school-sponsored transportation.**

- A. Students are not allowed to drive themselves or to ride with any person not approved by the athletic director, sponsor, or principal to athletic contests or activities outside the Harbor Springs School District.
- B. Parents may make a pre-arranged written request to allow students to travel in transportation other than school-sponsored vehicles. The written request is made through the athletic office or high school office where a bus permission card is issued. The student then submits this card to the coach/sponsor. The student must ride with his or her parents or guardians.
- C. Violations of this rule will result in the student’s being suspended for the next contest, competition, or activity.

**Article V: Alcohol and Drug Use**

**A. Philosophy and Purpose**

The Harbor Springs School District recognizes the use of illegal drugs or mood-altering chemicals as a significant health problem for adolescents resulting in negative effects on behavior, learning, and the total development of each individual. The use and abuse of mood-altering chemicals for some adolescents affect extra-curricular participation and the development of related skills. Others are affected by the use and abuse by family, team and group members, or other significant persons in their lives.

**B. Specific Rule**

The following rules apply to all students involved in co-curricular activities at Harbor Springs High School. The rules apply on a twelve-month basis, including off-season and vacation periods, throughout the student’s high school career.

The following **behaviors constitute a violation** of the Harbor Springs Co-curricular Activity Policy and subject the student to penalties as outlined. Regardless of the quantity, a student participant shall not use, be in possession of, conceal, consume, be under the influence of, sell, distribute, or give away any of the following:

1. Tobacco or tobacco products in any form;
2. Alcohol or alcoholic beverages in any form;
3. Illegal drugs, including but not limited to those substances defined as “controlled substances” pursuant to federal and/or state statute;
4. Steroids, human growth hormones, or other performance-enhancing drugs;
5. Substances purported to be illegal, abusive, or performance-enhancing, i.e., “look-alike” drugs;
6. Inhalants.

It shall not be a violation of the Co-curricular Policy for a student to use or possess a prescription or patent drug when taken pursuant to a legal prescription issued by a licensed physician or for which permission to use in the school has been granted pursuant to board policy. A student should notify his/her coach/sponsor if he/she is taking prescription medicine that could alter the student's behavior or affect the student's ability to participate in a contest.

#### **D. Penalties and determination of possible violations**

A student can be questioned by the principal or the athletic director about possible violations and will be provided the opportunity to admit or deny involvement when the principal or the athletic director receives information from the following sources:

- Notification from a law enforcement agency;
- Notification through court;
- Notification by instructor, coach or administrator

All violations are cumulative beginning with the student's freshman year. The consequences of any violations that take place during the time period when a student is not a member of a school-sponsored activity (summer vacation, spring vacation, between seasons) will be enforced at the first possible opportunity.

Examples:

- **Summer infractions:** Consequences will be enforced at the beginning of the student's next co-curricular activity.
- **In-school infractions:** Consequences will be enforced immediately.

All violations will result in the student's being recommended for immediate drug treatment or counseling. The school will provide recommendations for counseling. The school will not be held responsible for the expenses of counseling. The following step system will be used:

- 1) **First offenders** will be suspended from participation in co-curricular activities for **ten (10) consecutive days** immediately following school verification of the offense and are expected to:
  - (a) Participate in the School Based assessment program completed by School Social Worker.
  - (b) Provide evidence to the school that the assessment has taken place and that a treatment has been prescribed. Students may not participate at any level until this is accomplished. Participation in practice may resume upon verification of assessment.
  - (c) Attend all prescribed counseling sessions prior to and following reinstatement.
  - (d) Failure to attend counseling or provide evidence of continued treatment will result in suspension from the co-curricular activity for the remainder of the activity season.
- 2) **Second offenders** will be suspended from participation in co-curricular activities for **15 consecutive days** immediately following school verification of the offense and are expected to:
  - (a) Participate in the School Based assessment program.
  - (b) Provide evidence to the school that the assessment has taken place and that a treatment has been prescribed. Students may not participate at any level until this is accomplished. Participation in practice may resume upon verification of assessment.
  - (c) Attend all prescribed counseling sessions prior to and following reinstatement. Student must provide evidence of treatment each week to continue participation. Students will provide drug or alcohol screening tests upon request of the administration.
  - (d) Attend after-care as prescribed.
  - (e) Failure to attend counseling or provide evidence of continued treatment will result in suspension from the co-curricular activity for the remainder of the school year.
- 3) **Third offenders** will be prohibited from holding any office, leadership position or participating on any team for one calendar year. (A calendar year is defined as one 12-month period beginning with the date of the notification of discipline.)
- 4) For each additional offense, the student will be prohibited from co-curricular activity for an additional calendar year.

❖ **Any cost for required counseling is the responsibility of the student and/or parents.**

Transition clause for 2002-2003: Any student currently involved in the discipline system at the first offense level will be processed into the new system immediately. Any second offenders will be offered participation in the new policy.

## **Article VI: Civil and Criminal Offenses**

Any student who is found guilty of any criminal offense, pleads guilty or *nolo contendere* (not contesting an accusation) to any criminal offense, admits committing any criminal offense, is bound over after preliminary exam or waives such exam, or is placed under the jurisdiction of probate court based upon a Delinquency Petition for a criminal offense shall be disciplined by the building principal. Criminal offense shall include misdemeanors, circuit court misdemeanors and felonies, whether allegedly committed during the school year or not. The discipline shall range from verbal reprimand or warning to permanent suspension from all co-curricular events.

Any student who disagrees with the discipline set by the building principal may appeal the decision to the superintendent.

## **Article VII: Other Rules**

- A. Any student who is suspended from school for a violation of Harbor Springs Code of Conduct will be ineligible to participate in practices, competition, or co-curricular events on those days. This rule will apply to students who are removed from classes for disciplinary reasons.
- B. A participant who has been injured during the season and not allowed to participate further on doctor's orders shall present a note from the doctor clearing him/her to return to activities, practice or game competition before he/she will be allowed to play.
- C. Students who fail to turn in uniforms or equipment at the end of one season or event will not be allowed to begin another activity until he/she has returned items. All uniforms and equipment will be paid for at full cost if lost. Students who fail to return uniforms or equipment will be asked to pay a \$50 deposit when joining future teams.
- D. Students are required to dress appropriately on game days, performance days, and activity days as per their coach's instructions.
- E. An individual coach or sponsor may impose other rules and conditions. Each participant will be given a written copy of specific team/activity rules at the start of each activity or season.
- F. Parents may choose to participate in one of the following alternative counseling services instead of Harbor Hall. They should do so under full advisement that Harbor Hall is the Probate Court's required service provider for all probate court participants. All specific requirements of the policy must still be met.  
Chips: 547-6551; Community Mental Health: 347-6701.

## **Article VIII: Varsity Awards**

Section I: To earn a letter or qualify for a varsity certificate, a student must be a member of that sport team at the end of the season.

Section II: Letters are awarded at the discretion of the coach. The criteria for earning a letter will be made clear to athletes at the start of the season.

## **Article IX: Joining a Sport Late**

Any student athlete who comes out late for a sport may not participate in an athletic contest until he/she has practiced an equal amount of days as the other team members (not to exceed two weeks).

## **Article X: Dual Sports Participation**

- A. Student athletes are allowed to participate in more than one sport during the same season.
- B. Rules for dual participation:
  - 1. The athlete must carry a minimum 3.0 grade point average;

2. Athlete must declare a primary and secondary sport. If there are any conflicts, the primary sport takes precedent;
3. Both coaches should agree. In the event that both coaches can't agree, they may appeal to the athletic director.

### **Article XI: Hazing**

Any student who is found guilty of hazing or any other similar behavior (swirlies, wedgies, duct taping, or similar behavior) will be immediately removed from the activity in which he or she is involved. Any student found guilty of inappropriately treating another student or fellow teammate in any way (verbally tormenting, making threats, harassing, unwelcome practical jokes, any "initiation" type activity, or similar activity) will be disciplined by the building principal. The discipline may range from a verbal reprimand to permanent removal from the activity in which he/she is involved.

### **Article XII: Stating Parent Concerns**

Parents of participating student/athlete are asked to follow these guidelines when expressing concerns involving coaches, sponsors, or other activity areas:

- Concerns will be expressed privately; confidentiality will be observed.
- Concerns will not be expressed on performance or game days.
- Concerns will be first expressed to the coach/sponsor.
- If concerns are not addressed satisfactorily, the following "chain of appeal" should be followed:
  1. athletic director/sponsor,
  2. principal,
  3. superintendent,
  4. board of education.

### **NCAA Clearing House**

Any student athlete who plans to participate as a freshman in intercollegiate sports at a Division I or Division II college is required to register with the NCAA Clearing House. Specific GPA and core courses are required for eligibility. For details, contact the athletic director or school

### **Academic Guidelines for Student Athletes**

Because any sport requires that athletes miss class time to participate in athletic events, it is recommended that students utilize the following process to avoid academic difficulties. It is the athlete's responsibility to communicate to the teacher that he/she will be absent from class and to get the assignments that he/she will miss.

It is also the athlete's responsibility to turn in assignments on the due date. All student athletes should recognize that time management is a very important skill if they wish to avoid academic difficulties.

- Anticipate, look at the schedule and see what days you will be gone from class.
- Talk to the instructors, let them know when you will be gone and find out what requirements, assignments need to be completed ahead of time. Don't wait until the day before you will be absent. **Communication** is important.
- Understand that you need to prioritize your time so you can complete assignments. Don't procrastinate!
- Falling behind in a class? Ask your coach for study time either as a team or an individual.
- **REMEMBER – ACADEMICS ARE YOUR FIRST PRIORITY!**

## ATTENDANCE POLICY

There is a positive relationship between attendance and success at school. Therefore, administrator, teachers, and parents have a responsibility to encourage and positively reward regular and punctual attendance.

Students are expected to attend all scheduled classes. Accurate records of daily and hourly absences will be kept. Basic responsibility for attendance rests with the students and parents. Parents will be informed when problems arise because parents are an important part of our education team.

### Goals and Objectives for Student Attendance

Harbor Springs High School, in complying with Michigan State School Law, offers 173 days of student instruction each year. It is our belief that students who have the best attendance records receive the best education. It is also our belief that students need to practice good attendance in order to ready themselves for the strict requirements they will encounter in the workplace after graduation. Therefore, we have set some specific goals and objectives for all students in relation to regular attendance.

- Students should strive for maximum participation in each class. To participate fully, students must strive to be in school each and every day (173 days per year).
- Student attendance and class participation will be two of the factors used to assign class grades in addition to daily written work, tests, quizzes, or other class requirements. Students will be given a specific written list of grading requirements at the beginning of each new class so that attendance and participation requirements are made very clear.
- Because students need to be in class in order to participate fully and to successfully learn material required for graduation, instructors have clearly stated attendance requirements for each course offered at HSHS. As a general rule, students must participate in 90% of all classes offered to receive a passing grade. This means that a student missing more than six (6) classes per trimester will severely jeopardize their grade for that class. **This includes all excused absences.** Students who lose credit due to poor attendance may appeal to the principal for consideration (see Section BVI).
- Absences that occur will be carefully documented for each student, and the school will define those absences as excused or unexcused (see definitions in Sections III and IV). Unexcused absences shall be treated as a discipline problem with specific consequences outlined in Section IV.
- Students and parents or guardians will be kept informed regularly of any problems with attendance. The following steps will be taken to ensure regular communication:

6 absences	letter to parent(s). Upon reaching 6 absences, parents and students will be notified that grade reductions will begin. A parent conference may be scheduled with the instructor(s) involved and the assistant principal and guidance counselor to establish a behavioral plan. This plan may address ways to recover the reduction and will be registered in the main office as part of the CA60.
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12 absences	Letter to parents detailing the continued attendance issues and letter to the truancy officer detailing the attendance issues and the corrections taken to date. The student has missed 20% of his/her classes and can no longer receive credit for this class unless the instructor, parent, student, and counselor create a credit recovery plan. A copy of this letter will also be sent to the truancy officer as step two of the truancy process. Students who fail to reclaim the credit within one month will lose credit for the class and must retake the class in the next trimester.
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15 absences	Students under 16 will be referred to the court with all appropriate documentation and be required to follow the instructions set forth by the court.
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## Important Procedures to Know Regarding Attendance

Parents and students need to be aware of the following procedures:

- Checking in and out – Students, when leaving the building, **must** get permission to check out and make parent contact at the office. Students coming into the school building after 8:00 a.m. **must** check in at the office. If this procedure is not followed, the absence will not be excused.
- **Tardiness** – Tardiness is not acceptable; all students must report on time to all classes. Tardiness will result in consequences as determined by each instructor.

## ATTENDANCE - RULES AND PROCEDURES

### ❖ Reporting procedure for an excused absence:

- When possible calls should be placed to the office between **7:00 and 12 noon** (or recorded on the 24-hour attendance line 526-4880 by 12:00 pm). All attendance accounting will be completed by 12:00 daily. Mrs. Dickinson is our attendance secretary; please contact her immediately if you have concerns.
- Parents must state the reason for the student's absence – we are required to report some illnesses.
- Only parents may legally excuse a student enrolled in HSHS, regardless of signing the Age-of-Consent form. Signing this form does not supersede the attendance procedures.
- **Excused absence limitations**
- Each student will be allowed **six (6) excused absences per trimester**. These absences will not be carried over into the next trimester.
- Students are advised to contact their instructors immediately about make-up work for every absence.
- Students who exceed six (6) absences will have their grade reduced by 3% for each additional absence. However, students may make-up time with their instructor in an effort to reclaim the credit reduction.
- Students who miss twelve (12) class periods or 20% of their classes will not receive credit for the course.
- Make-up time must be completed with the teacher or with Mrs. Halfacer and verified in the office. The Make-up Verification Form must be registered in the office verifying the make-up time.

### Excused absence categories:

- **Excused absences** fall into the following areas:
  - **Illness** of that student as reported by the parents;
  - **Religious holiday**;
  - **Medical, dental, or legal appointments.** (Efforts should be made to schedule these appointments before or after school.) The student must bring a note from the appointment for it to be excused;
  - **Prearranged family trips** should be made at least **three weeks** before departure. It is the student's responsibility to find out what work needs to be completed during the absence and the due dates for such assignments. A prearranged voluntary absence form must be picked up in the office and signed by each teacher, then returned to the office where a copy will be made and put on file. If this procedure is not completed, the absence will be unexcused; All work is due on the day of return unless other written arrangements are made by the student and the instructors.
  - **Special circumstances** (as determined by the principal and will not count toward the six allowable excused absences.) Examples: family emergencies, personal crisis, death in the family, student personal business (court, etc.).
  - **Medical situations**, extended illnesses or hospitalization.

- The following **will not be counted as absences or as any part of the total number of absences:**
  - School-sponsored/school-approved activities A
  - Prearranged senior college visits CV
  - Special circumstances (as determined by the principal) SC
  - Teacher excused TE
- **Make-up time rules: With instructors or in detention room**
  - ◆ Students must come prepared, have work to complete during the make-up time or they will not be admitted to the room and will be marked absent (see above).
  - ◆ Students will not be admitted if they arrive late and will be marked as absent (see above).
  - ◆ Students will not be allowed to leave the room except in case of emergency.
  - ◆ No forms of entertainment will be allowed (I-pods, CD players, radios, head phones, laptops for computer games or DVDs, playing cards, etc). Silent Sustained Reading is appropriate.
  - ◆ Backpacks, food, or drinks (other than bottled water) will not be allowed in the room.
  - ◆ Attendance make-up time sessions will be held Monday through Thursday of each week from 3 to 4 p.m. in Mrs. Halfacer's room and supervised by Mrs. Halfacer.
- ❖ **Unexcused absence policy**
  - Unexcused hourly absences will result in a 3% reduction in course grades and the following:
    - Step 1 First offense – one lunch detention; parent notification via telephone
    - Step 2 Second offense – two lunch detentions; parent notification via telephone
    - Step 3 Third offense – three lunch detentions, counseling, and parent notification via telephone
    - Step 4 Fourth offense – three days in-school suspension at Great Lakes North, parent notification via telephone and letter.
    - Step 5 Fifth offense – five days in-school suspension to Great Lakes North Academy, parent conference, and behavior plan.
  - Unexcused absence for a full day will result in a step on the discipline scale and a 3% reduction of all course grades.
  - **Unexcused absences (not all-inclusive):**
    - Hair appointments
    - Baby sitting unless required by parent for family emergency
    - Missing the bus or ride
    - Senior pictures
    - Saying goodbye to friends at the airport
    - Skipping on "skip days"
    - Modeling, movie-making, or personal money-making ventures
    - No call to excuse from parents
    - No note from an appointment
    - Sleeping in
    - Staying home to do homework
    - Leaving school without permission or failing to follow the appropriate signing-out procedures
- ❖ **Unexcused absence notification process**
  - Students will be contacted and notified as soon as possible of any unexcused absence that has occurred on that day. Notification is dependent on locating and contacting the student. Parents will be notified within 48 hours.
- ❖ **Tardy to school and/or class**
  - When teachers take their attendance at the beginning of the hour they will determine and discipline students who are tardy.
  - Students not present when attendance is taken are considered unexcused if they do not have an excused pass from the office or another teacher.

## HARASSMENT

Section 1300a of the State of Michigan School Code requires that as of January, 1995, a harassment policy must be implemented in all public schools. Students are advised that the policy is in place and shall be acted upon accordingly.

Any type of ethnic, gender, or sexual intimidation or harassment shall not be permitted on/in school district property (including vehicles used to transport students) or at a district or school-sponsored event (either at the district or away from the district).

A person is guilty of ethnic/gender/sexual intimidation/harassment if that person behaves purposely and maliciously and with specific intent to intimidate or harass another person because of that person's race, gender, religion, creed, disability, age, sexual orientation, national origin, or ancestry or uses abusive, profane, or vulgar language, gestures, displays or graffiti.

Sexual harassment does not refer to behavior or occasional compliments 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.

Sexual harassment specifically includes making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile, or offensive education learning environment.

The following, though not inclusive, would be examples of harassment behaviors:

- touching
- verbal comments
- spreading sexual rumors
- pressure for sexual activity
- gestures
- blocking movements
- leers
- sexual assault or attempted assault
- jokes
- cartoons/pictures/graffiti
- name calling
- displaying sexually suggestive objects or objects that are offensive re: race, gender, etc.

Any Harbor Springs student who feels he/she has been harassed is to report such to any person in a supervisory role. Upon receipt of such a report, an investigation shall begin.

Any student who knowingly falsely accuses another person of harassment shall be him/herself guilty of harassment and be dealt with in accordance with this policy.

The procedure is intended to provide a confidential way to report incidents and to ensure incidents will be investigated and resolved fairly and according to law.

All employees and students of the Harbor Springs Public Schools 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 harassment. Based on the seriousness of the offense, disciplinary action may include verbal or written warning or reprimand, suspension, or expulsion.

## **HARASSMENT COMPLAINT PROCEDURE**

Any person who believes he/she has been subjected to 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.

Any student who believes he/she has been the victim of harassment, or has observed such actions, is encouraged to report the alleged act(s) of harassment immediately to one of the appropriate persons listed.

- Teacher
- Counselor
- Building principal
- Superintendent of the school district
- 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.

A copy of the board of education policy and administrative regulations, including the procedure regarding filing a complaint, may be obtained from the office of the superintendent of schools.

# GENERAL BEHAVIOR

## What Do We Expect of Students?

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

### All students will:

- Involve themselves in the total school program and avail themselves of all that the school has to offer in the way of curriculum.
- Be prompt in arriving at their assigned places.
- Understand and follow school policies.
- Respect the worth and dignity of each individual.
- Respect the rights and responsibilities of faculty members as they perform their duties.
- Respect the rights of fellow students.
- Respect the rights and responsibilities of nonprofessional personnel, such as custodians and clerical assistants.
- Observe a code of conduct for all citizens by the use of proper language, etiquette, and appearance.
- Devote all their energies toward realizing their potential.
- Attend school regularly.
- Show respect for the building by refraining from littering the halls and commons areas.
- Show respect for the building – never defacing any area with graffiti.

### Purpose of Discipline System:

An effective disciplinary system will:

- Improve the educational environment for students, teachers, parents, and staff.
- Better inform students and parents of rules and policies.
- Record discipline violations in a systematic way.
- Review each year with a willingness to ascertain our needs and institute changes where necessary.

### Student and Parental Awareness:

Students and parents should be aware of regulations concerning acceptable and unacceptable behavior at Harbor Springs High School. These regulations are based upon the belief that an individual does not have the right to infringe upon the rights of others or to interfere with the educational process or atmosphere.

Individual acts of misbehavior will be dealt with as they arise. The vast majority of high school students are **never** sent to the office and **never** receive disciplinary action from the principal.

Take pride in your name and reputation. Undesirable consequences are a result of poor judgment. Harbor Springs High School students are the best there are. Live up to the ideal.

### Disciplinary Action:

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.

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 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. Improper conduct or behavior will include, but not be limited to, the following:

- 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):
  - **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.
  - **Arson** – The intentional setting of fires.
  - **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 shall result in expulsion.
  - **Bomb threats** – calling in or insinuating in any way that the persons or buildings on school property are under threat of explosive devices.
  - **Burglary** – Entering a school building, a school vehicle, or any vehicle on school property without permission and for illegal purposes.
  - **Caustic substances** – Use or possession.
  - **Dangerous weapons/firearms** – possession.
  - **Extortion** – Getting property or favors from another by use of threat.
  - **False alarms** – Reporting a false alarm of any kind (e.g. fire, bomb, etc.).
  - **Gambling** – Wagering of any kind.
  - **Harassment** – of any kind (e.g. sexual, ethnic, gender, etc.) or in any fashion (e.g. physical, verbal, written).
  - **Hazing** – Students may not organize or carry out any hazing.
  - **Incendiaries** – Use or possession of fireworks, smoke bombs, or similar devices.
  - **Interference** – With school activities or intimidation of individuals at school activities.
  - **Larceny** – Stealing the property of another.
  - **Littering** – on school property, including school vehicles.
  - **Robbery** – Stealing from an individual by force or threat of force.
  - **Toy weapons** – A student shall not possess a toy “look-alike” weapon on school property (including a school vehicle) or at a school-sponsored event.
  - **Trespassing** – illegal or unauthorized intrusion in school buildings or on school property.
  - **Unauthorized or unsafe use of a motor vehicle.**
  - **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.
  - **Warning system** – Student may not carry electronic devices (e.g. beepers) while on school property except when approved by the principal of his/her school for health or unusual reasons.
  - **Weapons** – Possession of 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. If a student is in possession of any dangerous paraphernalia or any object (not covered by policy) used to inflict harm on another person, he/she shall be guilty of a gross misdemeanor.
- **Bottles/containers** – Students are not permitted to bring open beverage containers into school buildings or on school buses. Students who remain in the building during the lunch period are to eat their lunches in the cafeteria and are to leave food and drinks in the cafeteria.
- **Cheating or plagiarism** – 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. Therefore, the act of plagiarism by any student of Harbor Springs High School will be dealt with by issuing an automatic zero on the assignment; second offense in same class will mean loss of grade.
- **Chemical aerosol agents** (e.g. pepper gas, mace, etc) may not be brought onto or possessed on school property or at school events without expressed written permission of a school administrator.

- **Computers** – Unauthorized or improper use of the school computers (e.g. hardware, software, and all computerized information).
- **Disorderly conduct** – Behavior considered destructive or inappropriate, any behavior that infringes on the rights and/or safety of others in or on school property or at any school event (including inciting or contributing to disruption, water balloon activity, skateboarding, unauthorized demonstrations, careless, driving, etc).
- **Fighting** – Fighting or provoking a fight will result in three days suspension for all parties.
- **Gang/cult/non-sanctioned organizations** – Students may not wear, possess, or display any items, engage in any communication, or engage in any manner of grooming which, buy virtue of its color, arrangement, trademark, or any other attribute, denotes, symbolizes, or supports membership or recognition of a gang/cult/non-sanctioned organization.
- **Insubordination** – Disrespect to or refusal to comply with requests of a school administrator, teacher, employee, chaperon, or other adult acting in the role of supervisor.
- **Irregular attendance and/or skipping** – Unexcused absence from class.
- **Leaving class or school grounds** without permission or without properly signing out.
- **Lighters, matches, or other fire-starting devices** may not be brought on to school property or to school events, or possessed on school property.
- **Locker and desk decorations** – Lockers, locker doors, desks, and personal items may not be decorated with anything alcoholic-, drug-, or tobacco-related, sexual innuendo, anything that denigrates culture or race, or anything that is distasteful as determined by the school administration.
- **Lockers** – Lockers are not to be utilized for improper, illegal, or dangerous purposes (e.g. harboring stolen property, drugs or alcohol, materials that might create health or fire hazards, etc.).
- **Loitering** – Being present in any area other than for the purpose for which the area was intended to be used (e.g. bathrooms, unused offices and rooms, parking lot, etc.).
- **Obscene, profane, or lewd behavior/language** – Suggestive gestures, or obscene or profane language.
- **Passes/permits/authorizations** – Misuse of passes, permits, or any school regulated authorizations refers to the act of using, writing, or displaying in writing the name of another person, or falsifying times, dates, grades, addresses or other information on school forms; or being in an unauthorized area without a proper permit or pass.
- **Public display of affection** – Public display of affection, except holding hands, is not permitted on school property, in school vehicles, or at school activities.
- **Throwing objects** – No throwing of objects on school property, or onto or at school property (e.g. snowballs).
- **Student-distributed material** – the school principal must approve any material handed out by students or displayed on school property before it may be distributed or displayed.
- **Tobacco products** – Use or possession of tobacco products on school property or at school –sponsored activities.
- **Unauthorized possession** of school property or the property of another person.
- **Unauthorized locks** on lockers.
- **Unsportsmanlike-like behavior or heckling at school events.**
- **Vandalism** of personal property of staff members on or off school property.
- **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.
- **Possession of inappropriate items** – Possession of items that contain inappropriate, obscene, profane, or sexually suggestive language or pictures.
  - **Possession** – Whenever used in this code, the term possession will mean either having the article on the student, or in the immediate vicinity of the student, or under the student’s control, or among the student’s personal possessions.
  - **School property** – Whenever used in the student/parent handbook includes vehicles used for school purposes. Defacing or destruction of school property (including books and equipment) is a serious offense. A minor who does any damage to school property will be required to make restitution. This is in accordance with the laws of the State of Michigan, which state that parents of a minor may be fined for the willful destruction of property by their children.
- **Student Dress Code** – The dress code is set forth in this handbook under General Information. Although students’ dress and grooming are parental responsibilities, dress and grooming must conform to the dress code so as to be safe, healthy, and not so

distracting as to interfere with the learning and teaching process (e.g. for health reasons, shoes must be worn).

The school administration may temporarily over-rule restrictions for specified school activities such as dress-up days, field days, picnics, and other similar events.

## **Discipline for violations of the Student Code of Conduct**

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 imposed upon 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.

There are certain violations for which the administration has provided more specific discipline. These are violations dealing with dangerous weapons/firearms, arson, criminal sexual conduct, alcohol, drugs, tobacco, and assault which are specifically set forth below.

### ➤ **Dangerous weapons/firearms, arson, criminal sexual conduct**

- The Gun-free School 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) requires 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, pocketknife 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; (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, 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 (e.g. stick, pipe, 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 reference 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 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 any 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.
- A special education student who has brought a firearm to school may be moved to an alternative education placement for a maximum of forty-five (45) days. During the course of any pending proceeding, such as the process hearing, the student is to remain in the alternative setting unless the parents and the administration agree otherwise.

➤ **Drugs**

- Use or possession of drugs/drug paraphernalia or “look-alike” drugs
  - First offense – notification of parent(s)/guardian(s), administrator, and student conference. Student may be suspended for up to ten (10) days out of school for drug possession and five (5) days out of school suspension for possession of drug paraphernalia. If the student and his/her parent(s)/guardian(s) all are willing to enter a drug education treatment program (approved by the administration), the number of days that the student is in the drug program are excused. It is the administration’s opinion that the first time offender should be allowed to go to a treatment program to seek help in terms of solving his/her problem. The student will be referred to the appropriate governmental authority.
  - Second offense – (Anytime during the student’s high school years) – Notification of parent(s)/guardian(s). Parent(s)/guardian(s), administrator, and student conference. The administration may suspend the student for up to the remainder of the school year and/or recommend to the board of education that the student be expelled. The student will be referred to the appropriate governmental authority.
- Sale or distribution

A student may be determined to be selling drugs if the student has possession of a quantity of drugs or “look-alike” drugs which the administration determines is excessive for that student’s one- day personal use or if the student is determined to be selling or distributing drugs (e.g. without payment). This conduct will result in the administration’s imposing a suspension for any period of time up to the remainder of the school year and/or recommending to the board of education that the student be expelled. The student will be referred to the appropriate governmental authority.

➤ **Alcoholic beverage** – use, possession, sale, or distribution (e.g. without payment) of an alcoholic beverage or a “look-alike”

- First offense – notification of parents. Parent(s)/guardian(s), administrator, and student conference. Student may be suspended for up to ten (10) days. The student will be referred to the appropriate governmental authority.
- Subsequent offenses – (anytime during student’s high school years). Notification of parent(s)/guardian(s), administrator, and student conference. Student may be suspended for any period of time up to the remainder of the school year. If a student and his/her parents are willing to enter an alcohol/drug education treatment program (approved by the administration), the number of days that the student is in the program are excused. It is the opinion of the administration that the student with an

alcohol problem should be allowed to go to a treatment program to seek help in terms of solving his/her alcohol problem. The student will be referred to the appropriate governmental authority.

- **Tobacco products** – use or possession
  - First offense – student conference. The student may be suspended up to ten (10) days and/or the student may be referred to the appropriate authority.
  - Subsequent offenses – (within the same school year). The student may be suspended for any period of time up to the end of the school year and the student will be referred to the appropriate governmental authority.

- Referral of students 16 years 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 will be dealt with as follows:

**First offense:**

- ❖ \$50 court service/oversight fee
- ❖ Fifteen hours of community service work
- ❖ Sixty days probation (consent calendar) “non-repeating status”
- ❖ Substance abuse screening (may recommend substance abuse education and/or treatment)
- ❖ Attend tobacco-awareness class (1½ to 2-hour class involving written educational material, videos, discussion, and testing before and after to gauge progress).

**Second offense:**

- ❖ \$40 per month court service/oversight fee
- ❖ Twenty-five (25) hours of community service
- ❖ Four (4) months probation (consent or formal)
- ❖ Tobacco-awareness class
- ❖ Re-evaluate substance abuse screening
- ❖ A five (5)-page written report on tobacco
- ❖ Consider counseling

- Referral of students 17 years of age to the appropriate governmental authority could result in district court involvement. The district court judge has indicated the use or possession of tobacco will be dealt with as follows:

- ❖ First offense - \$60 court costs
- ❖ Second offense – increased costs and possible jail time

- **Physical assaults** – Part 1. Public Act 104 of 1999 (SB 206) creates Section 1311a of the Revised School Code, adding “physical assaults” upon school employees, volunteers, or contractors to the categories of misconduct for which a Michigan public school student must be expelled. Similar to the mandatory expulsion for dangerous weapons, criminal sexual conduct (“CSC”), and arson, any student in grade six or above who **physically assaults** a school employee, volunteer, or contractor **shall be permanently expelled**, subject to reinstatement after 180 days. The statute defines “physical assault” as “**intentionally** causing or attempting to cause **physical harm** to another through force or violence.”

As with expulsions for weapons, CSC, and arson, the student is **permanently expelled** from **all** Michigan public schools other than “strict discipline academies” and appropriate alternative education programs. If an expelled student enrolls in such a qualified program, the enrolling school is eligible for the “prorated share of either the PSA’s or operating school district’s foundation allowance, or the expelling school district’s foundation allowance, whichever is higher.” The school district “may provide, or may arrange for the intermediate school district to provide appropriate instructional services to the individual at home,” similar to services for homebound students. MCL 388.1709.

PA 104 also requires schools to report all assaults to appropriate state and local law enforcement agencies in conformance with the Statewide School Safety Information Policy (“SSSIP”) discussed below. The Act established a catalog of information on alternative education programs to be made available to expelled students (and their parents/guardians) through the Office of Safe Schools, which is also to provide technical assistance to schools developing alternative education programs.

- **Physical Assault** – Part 2. Public Act 102 of 1999 (HB 4240) adds Sections 1308, 1310A to the Revised School Code. The mandatory expulsion provision applies to a physical assault by a student upon another student that occurs on school property, at any school-sponsored activity, or on any school-related vehicle. If a student in grade six or above commits a physical assault against another student and the assault is reported to the board or administration, the school board shall expel the student for up to 180 school days. The administrator must forward reports of those physical assaults to the school board. In addition, a school must file an annual report with the Michigan Department of Education documenting all acts of physical violence, gang activity, substance abuse, trespassing, and other crimes that occur on school property or at school activities. See MCL 380.1310a. Last year’s amendment to the State School Aid Act, which permits an assault victim to enroll in a school district other than their district of school residence, only applies to victims of a “criminal sexual assault or other serious assault.” See MCL 388.1606(6).
- **Verbal Assault.** PA 104, now Section 1311a(2), also mandates expulsion for up to 180 school days of any student in grade six or above who commits a “verbal assault” against a school employee, volunteer, or contractor. Although bomb threats and similar threats directed at a school building, school property, or a school-related event are included as verbal assaults, the legislature declined to otherwise define the term “verbal assault” and instead left that task to local school policy. One formulation of this term, based on traditional principles of common law is:
  - Any intentional threat or offer to do bodily injury to another by force, under circumstances that create a well-founded fear of actual harm, coupled with the apparent ability to carry out the act if not prevented.
 While the above definition is consistent with the case law standards applied in tort cases, and may therefore be familiar to both attorneys and judges reviewing decisions made by school boards under this statute, it has the disadvantage of requiring the administration to present evidence to prove the “intent” of the student-perpetrator, as well as the student’s “apparent ability” to actually carry out the threatened assault. A simpler definition of “verbal assault” that we believe could also be legitimately enforced by the courts if properly adopted and communicated to all students (although there is no way to guarantee the outcome of such a review by any particular court), would be:
  - Any statement or act, oral or written, that can reasonably be expected to induce in another person(s) an apprehension of danger of bodily injury or harm.
 While the second alternative definition is broader than the first and can therefore be expected to apply to more cases, including “minor” incidents, the statute permits a board of education to impose expulsions of varying duration and minor offenses simply could be sanctioned with a shorter duration expulsion.

Aggressive Behavior Consequences:

Harbor Springs High School recognizes that its sole purpose is to foster the growth of students through the development of independence, self-discipline, and mastery of skills. **In order to achieve this goal, it is necessary for all members of this learning community to recognize that “no individual has the right to intentionally harm anyone including themselves.”** If you intentionally harm anyone, you have broken the one guiding principle of this school.

**In accordance with this principle, “a harmful act” in this school shall be defined as any aggressive behavior or action by a member of the school community that prevents another member from experiencing physical or emotional safety, individual respect, or interferes with academic instruction. All aggressive acts are problems that must be corrected immediately.**

**EVERYONE** has the responsibility to assist in resolving *any* problem with which he/she comes in contact. **Anyone failing to be part of the solution to a problem will be considered part of that problem.**

Harbor Springs High School definition of aggressive behavior:

**Aggression is any mean look, gesture, word, or action that hurts a person’s body, feelings, friendships, reputation, or property.**

Harbor Springs High School Aggressive Behavior and Consequence Rubric				
Behavior	First Occurrence	Second Occurrence	Third Occurrence	Fourth Occurrence
<b>Level One: Mean or Rude Gestures</b> Flipping someone off or any other mean gesture or calling someone a mean name	15-second intervention Referral form No step	15-second intervention Referral form 1 lunch detention LSCI conflict resolution form	15-second intervention Referral form Student calls home 2 lunch detentions LSCI conflict resolution form	15-second intervention Referral form Student calls home 3 lunch detention LSCI conflict cycle discussion
<b>Level Two: Teasing</b> Tauting, ridiculing, insulting remarks, spreading rumors, directed profanity, poking mean tricks, "just kidding" or any other behavior that would hurt other feelings.	15-second intervention Referral form Student calls home Step 1 – 1 lunch detention LSCI conflict resolution form	15-second intervention Referral form Student calls home Step 2 – 2 lunch detentions LSCI conflict resolution form	15-second intervention Referral form Student calls home Step 3 – 3 after school detentions LSCI conflict cycle discussion	15-second intervention Referral form Student calls home Step 4 – 3 in-school suspensions GLN Parent conference
<b>Level Three:</b> <b>Moderate Physical Contact -</b> Pushing, shoving, tripping, poking, pinching, grabbing, hair pulling <b>Moderate Intimidation</b> Shunning, planned exclusion, silent treatment, social alienation, emotional blackmail	15-second intervention Referral form Student calls home Step 1 – 1 after school detention LSCI conflict resolution form Restitution	15-second intervention Referral form Student calls home Step 2 – 2 after school detentions LSCI conflict resolution form Restitution	15-second intervention Referral form Student calls home Step 3 – 3 to 5 after school detentions LSCI conflict cycle discussion Restitution	15-second intervention Referral form Student calls home Step 4 – 3 days suspension GLN Parent conference Restitution
	<b>Level Three: Property Damage</b> Stealing, damaging property, graffiti, vandalism, or threatening the same. (Property damage resulting in costly removal will always result in police notification)	15-second intervention Referral form Student calls home 1 after-school detention LSCI conflict resolution form Restitution Step 1	15-second intervention Referral form Student calls home 2 after-school detentions LSCI conflict resolution form Restitution Step 2	15-second intervention Referral form Student calls home 3 after-school detentions Parent conference with LSCI Restitution Police notification Step 3
<b>Level Four: Refusal or defiant behavior directed toward an adult</b> Arguing, backtalk, refusing to follow directions, walking away during conversation, name-calling, walking away while staff is talking to student	15-second intervention Referral form Student calls home 1 after-school detention LSCI all stages Step 1	15-second intervention Referral form Student calls home 2 after-school detentions LSCI all stages Step 2	15-second intervention Referral form Student calls home 3 after-school detentions Parent conference LSCI all stages Step 3	15-second intervention Referral form Student calls home 3-day suspension at GLN Parent conference LSCI all stages Step 4
<b>Level Five: Severe Physical Contact, Intimidation, Harassment</b> Punching, slapping, kicking, fighting, spitting, threat of emotional or physical violence, racial/ethnic/sexual/religious harassment, pictures on a camera or phone, intimidation, stalking, extortion	Referral Form Student calls home 3-day suspension Police notification LSCI all stages Parent conference	Referral Form Student calls home 5-day suspension Police notification LSCI all stages Parent conference	Referral form Student calls home 10-day suspension Police notification LSCI all stages Parent conference	Recommendation for Expulsion
<b>Level Six: Possession of dangerous items including:</b> weapons, fireworks, explosives, gang activity, bomb threats, and arson	Office Referral – Expulsion recommended			

## Detentions

Detentions may be used as a form of discipline. It 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 home work, tardiness, unexcused absences, inattentiveness, etc.). Detention can be imposed by a teacher or by an administrator. The student will be given time to inform parents and make transportation arrangements. Transportation problems **will not** exempt a student from this type of discipline.

- **Teacher detention** – A teacher may impose before school, lunchtime, or after-school detention. The length of detention is at the teacher's discretion. Students who miss a detention assigned by the teacher may be referred to the administration for other disciplinary action as determined by the administration.
- **Administration detention** – The administrators may impose before school, lunchtime, or after-school detention. Students skipping or missing detention may be subject to progressive discipline, including suspension from school until the detention is served, not exceeding ten (10) days.

- **Discipline Scale:**

A step system: All students will be assigned a step per disciplinary action taken by a member of our staff. The consequences per step are clearly defined below and will be strictly enforced. Detentions will be given as follows:

- Step 1** The penalty will be specified for the specific violation and/or **one (1) detention**. Parents will be notified via letter.
- Step 2** Same as step #1 but with **two (2) detentions**; parents will be notified via letter.
- Step 3** The student will be placed in after-school detention until a satisfactory conference with parents is held (**maximum – five (5) days after-school detention**); parents will be notified via telephone or letter.
- Step 4** The student will be suspended for **three (3) days**; parental conference will be required. Parents will be notified via telephone call or letter.
- Step 5** The student will be suspended for **five (5) days**; parental conference will be required, possible referral to counseling, and/or alternative school placement. Parents will be notified via telephone or letter.
- Step 6** The student will be suspended for **ten (10) days**, parental conference will be required, referral to counseling, and/or alternative placement will be suggested. Parents will be notified via telephone call and letter.
- Step 7** The principal will recommend that the student be **expelled** due to incorrigibility. Parents will be notified via certified letter. **A fifteen (15) day suspension will be effective immediately.**

**Detention times** will be served within 24 hours or as designated

- **Detention location** - Detention will be served in the designated detention room. Students are to bring reading/study materials to all detentions. Detention will be set from 3:00-4:00 daily.
- **Students failing to serve a detention will be subject to one (1) day suspension the following day.**

### Student right to appeal

Any student may appeal a decision or action by a teacher to the building administrator, but this appeal must be made between classes, after or before school, during lunch or any other time for which they make an appointment. They may not walk out of a teacher's room during class to discuss such a matter.

### Reservation of rights

The school reserves the right to set forth, as part of the Code of Conduct, those rules and regulations necessary and proper, for carrying in to execution the educational program of the school, which are specifically stated herein, as the need arises. When, in the judgment of the administration, the student's behavior reaches such proportion or is of a nature that it tends to influence others adversely and/or interferes with the educational process or infringes on the rights of others, this behavior is grounds for suspension.

## STUDENTS OF LEGAL AGE

The Harbor Springs Board of Education recognizes that a student who reaches the age of majority (18) is afforded all rights and privileges of adulthood. However, legislation provides the opportunity for schools to establish reasonable rules and regulations to govern student behavior. Thus, Michigan General School Law states: "It can be stated unequivocally that rules may be made by the state, local boards of education, teachers, and principals, and these may be enforced reasonably against all who are in the school setting, below or above the age of 18, regarding the surrounding circumstances. " A student attending school, regardless of age, is subject to the school board policies. An 18-year-old student's responsibility to the school does not change upon reaching the age of majority. Any 18-year-old student wishing to declare his/her adulthood must complete the appropriate form available in the high school office. This is the responsibility of the student. It is also the responsibility of the students to inform the office staff when checking out for appointments and to call in to excuse all illnesses.

## STUDENT ALCOHOL/DRUG ABUSE

The Harbor Springs Board of Education recognizes its share of the responsibility for the health, welfare, and safety of the students who attend the district's schools. The board is concerned about the community problem of substance abuse, and further recognizes that the illegal or inappropriate use of alcoholic beverages, narcotic drugs, depressants, and other controlled substances constitutes a hazard to the positive development of students.

Therefore, students in possession of, under the influence of, or participating in the distribution of, any substance in the form of alcoholic beverage, tobacco, or illegal drugs are prohibited from all school buildings, school buses, school activities, and school grounds at all times. Detection of any student involved in such an act will result in disciplinary action by the school district administration. This administrative action can include suspension from school, student organizations, school activities, and school services (e.g. busing). It will include a report to local law enforcement agencies, parents or guardians, and may include a recommendation to the superintendent of schools for further disciplinary action.

### Definition of terms:

- **Substance** is meant to include all illicitly obtained, legally classified "narcotics" or "dangerous substances" as defined in the Michigan Controlled Substance Act of 1971 (P.A. 196) and as amended. Also, included are any stimulants, depressives, or mood-altering chemicals (hallucinogenic chemicals, marijuana, alcoholic beverages).
- **Possession** will mean either having such substance on the person or in the immediate vicinity of the person and under such person's control or among the student's personal possessions.
- **Under the influence** shall mean either the smoking, inhaling, ingesting, and/or injecting of such substance or the indication by action or behavior that such substance has been consumed.

## SEARCH AND SEIZURE

### Lockers and desks

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, and desks under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times under the control of the school district; however, students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. School authorities for any reason may conduct periodic general inspections of lockers and desks at any time without notice, without student consent, and without a search warrant. All backpacks must be stored in lockers at all times after entry into the building.

## Personal Searches

A student's person and/or personal effects (e.g. purse, book bag, athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, such finds shall be turned over to proper legal authorities for ultimate disposition.

## 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 inspection of the exteriors of student automobiles on school property. 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**.

## Student Refusal

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action (immediate suspension for one to three days).

## Dog Searches

Students and parents need to be aware that at various times throughout the year, a drug-detecting dog is brought in to sniff school property, including lockers, desks, backpacks, and vehicles for drugs.

## INTERROGATIONS BY LAW ENFORCEMENT AGENICES

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 are 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

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.

## TRANSPORTATION

The driver of a bus has a great responsibility. A mistake by the driver might mean injury or death to students on the bus. Students should remember that transportation is provided for their convenience and that it is a privilege to ride the bus, not a right.

### Responsibilities of Students:

- To maintain safe classroom conduct while riding the bus.
- To refrain at all times from moving around while the bus is in motion.
- To keep the aisles clear.
- To be aware that damage to bus property must be paid for by the offender.
- To remain quiet at railroad crossings.
- To be at their designated stops on time and board the bus in an orderly manner.
- To wait until the bus has come to a stop before attempting to get on or off.
- To leave the bus only with the consent of the driver. Students will bring a transfer pass from school whenever they deviate from regular procedures.
- To cross the highway in front of the bus.

- To enter and leave the bus only at the front door, except when directed to use rear door for an emergency exit.
- To keep hands and head inside the bus.
- To not eat, drink, smoke, or light matches on the bus.
- To not bring pets, animals, or creepy-crawly creatures on the bus. Containers with covers or stapled bags will be allowed.
- To not bring pop cans on the bus unless in sealed package.
- To not carry glass on the bus. For a special occasion, it will be allowed if wrapped in newspaper and sealed and arrangements are made with bus driver in advance.
- To package toys or any items needed for school projects before they are brought on the bus and not to be opened until they reach the school.
- To obey any safety or disciplinary rules assigned by the bus driver.
- To not use profane language or gestures.

#### **Responsibilities of Parents:**

- To ascertain and insure that their children arrive at the bus stop on time in the morning.
- To provide necessary supervision of their children to, from, and at the bus stop.

## **STUDENT SUSPENSION AND EXPULSION**

**Suspension** shall be defined as a temporary refusal of a school district to allow a student to attend school. A short-term suspension refers to an exclusion of ten (10) school days or less. A long-term suspension is a suspension that exceeds ten (10) school days. A long-term suspension requires more formal due-process procedures than a short-term suspension. A long-term suspension for more than the remainder of the school year requires board of education action. The procedure for a long-term suspension for more than the remainder of a school year will be the same procedure as for an expulsion by the board of education (only the board of education may expel a student for conduct other than violation of board policy concerning Dangerous Weapons/Firearms, Arson, Criminal Sexual Conduct).

**Expulsion** shall be defined as an exclusion of a student from school permanently or for a given period of time in excess of the remainder of the school year. The administration may only expel a student for violation of the board of education's policy concerning Dangerous Weapons/Firearms; Arson; Criminal Sexual Conduct, and such expulsion shall be permanent as provided in Act 328 of the Public Acts of 1994, as amended. Expulsion for any misconduct other than violation of the board's policy concerning Dangerous Weapons/Firearms; Arson; Criminal Sexual Conduct or any suspension for more than the remainder of the school year must be by action of the board of education.

During the time of **suspension**, the student shall not participate in any extra-curricular activity or be present on school property unless accompanied by a parent or legal guardian for a pre-arranged conference scheduled by an administrator, at the specific request of an administrator, for a hearing before an administrator, for an appeal to the superintendent, or for a hearing before the board of education.

A student on short-term or long-term suspension shall be considered on the rolls as an enrollee, and shall be recorded as absent and excused during the period of short-term suspension.

A student on short-term or long-term suspension, while a recommendation is made to the board of education to place the student on long-term suspension in excess of the remainder of the school year or for permanent expulsion, shall be carried on the rolls as enrollee, but shall be recorded as absent and excused until the board of education renders its decision. If the board of education imposes a long-term suspension less than the remainder of the school year, the student will continue to be carried on the rolls as an enrollee during the suspension but shall be recorded as absent and excused during the suspension. If the board of education imposes a long-term suspension in excess of the remainder of the school year or expels the student permanently, the student shall no longer be carried on the rolls as an enrollee.

A student who has been permanently expelled by a building administrator for violation of the board of education's policy concerning Dangerous Weapons/Firearms; Arson; Criminal Sexual Conduct (board policy)

shall be carried on the rolls as an enrollee, but shall be recorded as absent and unexcused during a review of the expulsion by the superintendent of schools. The superintendent shall review every expulsion by a building administrator pursuant to the board policy concerning Dangerous Weapons/Firearms; Arson; Criminal Sexual Conduct. Such a review does not require a hearing before the superintendent. The superintendent may review the expulsion based upon the school's record of the incident. However, within five (5) school days after an expulsion by a building administrator pursuant to board policy, the student/parent or guardian may appeal the expulsion to the superintendent. Such an appeal must be filed as provided in (section II.B.2 *Long Term Suspension or Expulsion for Violation of Board Policy, subparagraph g*). If such an appeal is timely filed, the superintendent will conduct a hearing as set forth under Section II.B.2.g rather than review the expulsion based only upon the school's record of the incident. After the superintendent has reviewed the expulsion or conducted a hearing (if an appeal was timely filed by the student/parent or guardian), if the superintendent of schools affirms the expulsion, the student shall no longer be carried on the rolls as an enrollee.

During any period in which the student is considered on the rolls as an enrollee, but is recorded as absent and unexcused, the student may make up work as permitted by his/her building policy. 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. The respective building administrator shall be responsible for documenting evidence to support any action of suspension or expulsion. Such documentation shall be in writing and shall be maintained in the administrator's office.

### **Suspension or Administrative Expulsion (Pursuant to Board Policy)**

#### ➤ **General Provisions for Suspension**

- The legal authority to suspend students rests with the board of education under Section 1311 of the School Code. Only those persons authorized by board to act in their behalf may suspend a student from school. The board of education has delegated to the administration the authority to suspend students for any period of time up to and including the remainder of a school year.
- Students may only be suspended for good cause.
- The length of suspension must be in relationship to the severity of the offense. The length of a student's suspension may vary depending upon the seriousness of the offense, the student's prior disciplinary history, and other matters deemed pertinent.
- **Snap Suspensions.** Public Act 103 of 1999 (SB 183) adds section 1309 to the revised School Code and introduces "snap suspensions" to the disciplinary process which permits a teacher to suspend a student from any "class, subject, or activity" for up to one day. The suspension must be for specific student conduct defined by local school district policy as behavior justifying suspension from a class. The teacher must "immediately" report the suspension to the principal and send the student to the office for "appropriate action" by the principal. The student shall not be returned to the teacher's classroom that day without mutual agreement of the teacher and principal. "As soon as possible" after suspension, the teacher shall ask the student's parent/guardian to attend a conference at which an administrator shall also be present if the teacher or parent/guardian so requests. The school counselor, psychologist, or social worker shall also attend this meeting "where practicable."

#### ➤ **Due Process Procedures**

##### • **Short-term Suspension**

A student being considered for suspension of ten (10) school days or less must be provided an informal administrative hearing. The hearing will consist of a meeting between the principal or other administrator and the student. The purpose of this hearing is to notify the student of the charges and to provide the student an opportunity to defend him/herself.

- Long-term Suspension or Expulsion for Violation of Board Policy
- A student being considered for a suspension of more than ten (10) school days or for expulsion for an alleged violation of the board of education's policy concerning Dangerous Weapons/Firearms; Arson; Criminal Sexual Conduct (Board Policy) must be provided a hearing by the principal or other administrator.
- **Appeals-** If a student is suspended by a building administrator in a single suspension for more than forty-five (45) school days, or if a student is expelled by a building administrator for violating Board Policy (Dangerous Weapons/Firearms; Arson; Criminal Sexual Conduct), the student or his/her parent/guardian has the right to appeal the suspension to the superintendent of schools.

- **Suspension or Expulsion of Handicapped Students**  
Suspension of handicapped students shall be conducted in accordance with the then current Michigan State Board of Education Position Statement and the Harbor Springs Public Schools' administrative regulations pertaining to suspension and expulsion of handicapped students.

### **Expulsion by the Board of Education**

- Expulsion for any misconduct other than violation of the board's policy concerning Dangerous Weapons/Firearms; Arson; Criminal Sexual Conduct (Board Policy) or any suspension for more than the remainder of the school year must be by action of the board of education.
- **Expulsion of Handicapped Students**  
Expulsion of handicapped students shall be conducted in accordance with the then current Michigan State Board of Education Position Statement and the Harbor Springs Public Schools' Administrative Regulations pertaining to suspension and expulsion of handicapped students.

**Note: The complete Harbor Springs' administrative regulations governing student suspension and expulsion sets forth all the due process procedures regarding student suspension and expulsion, a copy of which may be obtained at the office of the Harbor Springs Superintendent of Schools.**

## **STUDENT ASSISTANCE PROGRAM**

Any student seeking information regarding the health risks associated with the use of illicit drugs and abuse of alcohol should contact one of the following sources/agencies:

- Erik Larson  
435 Madison  
Petoskey, MI 49770  
1-231-439-6882
- Munson Alcohol and Drug Treatment Center  
1105 Sixth Street  
Traverse City, MI  
1-800-662-6766