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# PERSONNEL DIRECTORY

## **Administration**

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Matt Wells, Maintenance/Transportation	<a href="mailto:mwells@ncajets.org">mwells@ncajets.org</a>

## **Middle/High School Staff**

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## **Support Staff**

Donna Dombrowski - Cook	<a href="mailto:ddombrowski@ncajets.org">ddombrowski@ncajets.org</a>
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Robert Hanchek - Bus Driver	
Aaron Harper -- Custodian	<a href="mailto:aharper@ncajets.org">aharper@ncajets.org</a>
John Raab - Bus Driver	<a href="mailto:johnraab1@gmail.com">johnraab1@gmail.com</a>
Amanda Sanchez - Cook	<a href="mailto:asanchez@ncajets.org">asanchez@ncajets.org</a>

## NORTH CENTRAL AREA SCHOOL'S BOARD OF EDUCATION

Craig VanEnkevort	President	<a href="mailto:cvanenkevort@ncajets.org">cvanenkevort@ncajets.org</a>
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Nathan Fleetwood	Trustee	<a href="mailto:nfleetwood@ncajets.org">nfleetwood@ncajets.org</a>

## BOARD ASSIGNMENTS / AD HOC COMMITTEES OR REPS

### Finance

Chris Fazer  
Kelly Plunger  
Craig VanEnkevort

### Building & Grounds

Brad Eichmeier  
Nathan Fleetwood  
Melissa Mercier

### School/Athletics Policy

Brad Eichmeier  
Chris Fazer  
Melissa Mercier

### Negotiations

Chris Fazer  
Kelly Plunger  
Craig VanEnkevort

### Personnel/School/Ath's

Nathan Fleetwood  
Jessica Naser  
Craig VanEnkevort

### Community Schools

Chris Fazer  
Jessica Naser

### School Improvement

Jessica Naser

### Scholarship

Jessica Naser  
Melissa Mercier

### Technology

Chris Fazer  
Melissa Mercier

### Community Partnerships

Craig VanEnkevort  
Jessica Naser  
Kelly Plunger

### School Calendar

Melissa Mercier

## **FOREWORD**

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the course of a school year. Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for you and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your Guidance Counselor or Principal. This handbook is also the discipline guide. All decisions about discipline will be administered according to this handbook. The administration will alter any disciplinary action based on the severity of the action or behavior. This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook.

## **OUR MISSION**

North Central Area Schools will empower students to achieve personal and academic success, thus becoming contributing, responsible members of society.

## **OUR VISION**

North Central Area Schools will be a nurturing, safe and professional educational environment that supports the development and success of all students.

## **OUR CORE BELIEFS**

- Cooperation between school and community is an essential component for creating engaged citizens.
- We believe all citizens should be lifelong learners.
- All students deserve to experience an academically challenging, safe, and supportive learning environment provided by highly qualified teachers.
- Teachers and staff model and insist upon respect, responsibility, and honesty.
- Teachers pursue new methods to improve motivation, instruction, and assessment, ensuring that student learning is rigorous and relevant.
- Effective communication is essential to building relationships and strengthening mutual commitment to purpose.
- Parental support and involvement is necessary to motivate students for optimum success in education.
- After given opportunities, each person is accountable for his or her attitude and success.

“Empowering Students to Achieve”

## **EQUAL EDUCATION OPPORTUNITY**

It is the policy of this district to provide an equal education opportunity for all students.

Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, age, ancestry, national origin, or other protected characteristics as well as place of residence within district boundaries, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the school district's Compliance Officer listed below:

Jennifer Eichmeier  
Superintendent and  
Elementary Principal  
(906) 498-7737

The complaint will be investigated and a response, in writing, will be given to the concerned person within five (5) days. Under no circumstances will the district threaten or retaliate against anyone who raises or files a complaint.

## **ABSENCE/ATTENDANCE POLICY**

Opinion 5414 of the Attorney General: *“The compulsory attendance law recognized an educational value in regular attendance at school. Presence in the classroom aids in instilling concepts of self-discipline and exposes a student to group interactions with teachers and fellow students.*

*Such presence also enables a student to hear and participate in class instruction; discussion and other related learning experiences. These and similar considerations are proper educational values which will not necessarily be fully reflected in test results.*

*School authorities may determine that attendance; class participation and similar factors are proper educational values bearing on a student's academic achievement. It is, therefore, my opinion that a school district by its agents and employees may consider attendance in determining a student's grade in a course."*

The policy is based on the fact that something important happens in class every day and that the activity or interaction with teacher and students can never be exactly duplicated.

In order for the school staff to do the best possible job of educating the students entrusted to them, the students must be in regular attendance. A successful educational program requires the cooperation of the parent, the student, and the school staff at all points in the process. One of the most vital points is that of student attendance. We cannot teach a student who is not present. The following policy has been developed to encourage good attendance.

### **Policy**

The North Central Board of Education, faculty and staff expect every student to be in attendance in every class on every school day. Parents must call the school on the day of a student's absence, or send a note with their child on the day which they return, in order to be recorded as "excused". The following attendance guidelines are in effect for all 6-12 grade students.

### **Arrival**

- \* Students are not to be in the building before 7:00 a.m. The first class begins at 8:05 a.m.
- \* Students who arrive for class after 8:15 are to sign-in in the office before going to class.

### **Early Dismissal**

- \* A note or phone call from a parent or guardian is necessary before permission for early release will be granted. Failure to follow this procedure may result in an unexcused or skipping absence for classes involved.
- \* A student must be present in class for the first 30 minutes of the period in order to be recorded as present.

### **Tardiness**

Students are allowed four minutes between classes. If a student is tardy for a class period, s/he will be marked tardy in Power School by the classroom teacher. Tardiness of five minutes or more will result in a recorded absence in that class. Tardiness related to illness, emergencies or unavoidable appointments are excusable. Tardiness due to car problems, work, or no reason will be unexcused.

1. Tardiness is recorded by class period.
2. Three unexcused tardies per class equal one absence in that class.
3. If a student accumulates a total of nine tardies in all classes within a semester, s/he will be considered "chronic tardy" and disciplinary action will follow (see page 15).

### **Excused and Un-excused Absences**

It is recognized that parents have the primary responsibility for assuring their children regularly attend school. It is also recognized that the school has the responsibility of informing parents of the attendance record of their student and encouraging students to be at school every day. Thus, the school will adhere to the following procedure with regard to absenteeism:

1. Parents will be expected to notify the school between 8:00/a and 12:00/p of their student's absence for the day. If phone access is not possible, a note to the office must accompany the student upon his/her return to school. Lack of verbal or written notice by a parent upon the student's return to school will result in an unexcused absence. Absence records will not be changed once an unexcused absence has been documented.
  - a. Students who receive an unexcused absence will receive a "0" for work due on that day. Any labs, tests or quizzes cannot be made up. Students who receive an unexcused absence in a class forfeit the ability to be exempt from that exam.
2. School sponsored or sanctioned activities are exempt from and will not count against the absence policy, the student is required to contact his/her classroom teachers ahead of time for homework.
3. Certain absences will be considered non-chargeable or exempt against the six day policy, they are: 1. Death in the immediate family; 2. School sponsored /sanctioned events; 3. Suspensions; 4. Mandatory medical leave (i.e.: Chicken Pox, Mono, Pneumonia, Verified Mental Health Care)
4. Work or business related absences will be considered unexcused. Students will not be excused from school because of their work schedule or start time.

5. All school work missed due to **ANY** type of absence is expected to be made-up. It is the student's responsibility to request missed work assignments from the teacher.
  - a. Assignments for excused absences will receive full credit if completed within two (2) days upon returning to school, unless extenuating circumstances exist. (IE: Student is absent on Monday – homework is due on Wednesday. Student is absent on Monday & Tuesday – Monday's homework is due on Thursday; Tuesday's homework on Friday.)
  - b. Assignments for unexcused absences will not receive credit.
  - c. Students who request assignments while absent are expected to turn them in upon returning to class. Extenuating circumstances can be taken into consideration relating to make-up work and make-up work allowed.
9. Vacation Requests and Procedures
  - a. Any time a student plans to be absent for three (3) or more consecutive days for a non-emergency reason, such absences are to be pre-arranged with the high school office.
  - b. Pre-arrangement procedures should begin with the parent/guardian contacting the office *one week prior to the absence* and the student picking up a Pre-arranged Absence Form.

### **College Days**

Juniors and seniors will be allowed no more than two (2) college visit days per year. These days will not count against the six-day attendance policy, nor will they count against the attendance requirements of the exam exemption policy. Students who plan to take a college day must first notify the office one week in advance, submit documentation that confirms their appointment at a college/university, and fill out a pre-arranged absence form.

### **Truancy**

If a student is absent more than three consecutive days without notifying the school, the parents will be contacted concerning the reason for the student's absence. If the student is absent for insufficient reason, the parents will be requested to send the student to school at once. If the request is not fulfilled within two days, the school will notify the juvenile authorities so further steps can be taken to assure the compulsory attendance law is followed for students who are under the age of sixteen. Parents and students sixteen or over may be requested to come to school for a conference concerning the student's attendance record.

### **Expected Days of Attendance**

On certain occasions, such as student reward days or community service day, the school may declare the days as "expected days of attendance". Any student who does not attend school on an expected day must notify the office with a verified reason for his or her absence. If attendance drops below 75% on an expected day of attendance, hours will need to be made up at the end of the school year.

### **Days of Suspension**

If a student is suspended from school for one or more days, he/she should request homework from his/her teachers in advance. All homework is due upon return to the regular classroom.

### **Unexcused days or skip days and Seniors**

Any senior who participates in a senior skip day will attend school until the end of the school year and will take semester exams with underclassmen, in addition to any other disciplinary action assigned by the Principal.

## **ADVERTISING OUTSIDE ACTIVITIES**

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

The school has a central bulletin board located in the front hallway, which may be used for posting notices after receiving permission from the Principal.

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

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

Students with disabilities may be served within the regular education program with an accommodation plan developed by school staff. Parents who believe their child may have a disability that substantially limits the child's ability to function properly in school should contact Mrs. Jennifer Eichmeier, Superintendent at 498-2293.

The district shall make reasonable accommodations for a disabled person to be able to participate in a school activity upon request to the superintendent at 498-2293 prior to the event. Board Policy 9160.

## **ATHLETICS AND EXTRA-CURRICULAR ACTIVITIES**

North Central Jr/Sr High School provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. The following is a list of activities currently being offered. For further information, contact the Athletic Director at 497-5226.

Basketball (Boys or Girls)	Cross-Country (Boys or Girls)	Volleyball	Cheerleading
Golf (Boys or Girls)	Track (Boys or Girls)	Baseball	Football
Robotics			

### **Eligibility Requirements**

See "Student Athletics/Activity Handbook"

## **BULLYING &/OR HARASSMENT**

Bullying is a form of harassment. For the purpose of this policy, "bullying" or "harassment" are defined as: "The repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not be limited to, actions such as harassment (as defined on pages 29 & 30 of this handbook), verbal taunts, name-calling and put-downs, including ethnically-based or gender based verbal put-downs, extortion of money or possessions, and exclusion from peer groups within school." Such conduct is disruptive of the educational process and therefore, bullying is not acceptable behavior in this District, and is prohibited.

Students who engage in any act of bullying while at school, at any school function, in connection to or with any District sponsored activity or event, or while in route to or from school are subject to disciplinary action, up to and including suspension or expulsion. As may be required by law, law enforcement officials shall be notified of bullying incidents.

## **CHEATING AND PLAGIARISM**

Any student caught cheating or plagiarizing someone else's work will be subject to disciplinary action. Parents or guardians will be notified by the classroom teacher or the Principal within twenty-four hours of the offense. Any offense of cheating or plagiarism will remain on record for the duration of the school year and will be considered cumulative. IE: If student "A" cheats in Mr. Z's class during the first semester, this is considered his/her first offense for the school year. If student "A" plagiarizes his report in Mrs. X's class during the second semester, this is his/her second offense of the school year. (See page 15 for specific consequences)



## **CLASS RANK**

High School class rank is based on a student's cumulative GPA for grades nine through the end of the first semester of their senior year. A student must attend North Central for two semesters in order to be ranked with his/her class.

## **CLOSED CAMPUS FOR UNDERCLASSMEN**

The school grounds of the North Central JR/SR High school are a "***Closed Campus***". Once a student arrives on campus, whether by school bus or by private transportation, until the school day ends, he or she is not allowed to leave school grounds without prior permission from the Principal. Students who leave campus without proper authorization will be subject to disciplinary action.

SENIORS will have the privilege to walk off campus during their scheduled lunch period. Seniors using this privilege will return to school on time for their scheduled classes. No student may use a motor vehicle during this time without prior arrangements with the Principal, for the specific day. This policy will be revisited periodically throughout the year and if issues arise, this privilege may be revoked without notice.

## **CODE OF CONDUCT**

A major component of the educational program at North Central JR/SR High School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

### **Expected Behaviors**

Each student shall be expected to:

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

### **Student Conduct**

Respect for law and for those persons in authority shall be required of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property, pride in one's work, achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this district.

No student on or about school property or at any school-related activity:

1. Shall commit any act, verbal or non-verbal (gestures, handshakes, etc.) that may reasonably be perceived by a student, teacher, or administrator as evidence of membership in or affiliation with any gang:
2. Shall commit any act, verbal or non-verbal, in furtherance of the interest of any gang or gang activity, including, but not limited to:
  - a. Soliciting others for membership on any gang or gang-related activity;

- b. Requesting any person to pay protection or otherwise intimidating or threatening any person;
- c. Committing any other illegal act or violation of school district rules or policies; or
- d. Inciting other students to act with physical violence on any person.

Discipline on district vehicles shall be the responsibility of the driver on regular bus runs. When district vehicles are used for field trips and other district activities, however, the teacher, coach, or advisor shall be responsible for student discipline. If a student becomes a serious discipline problem on the vehicle, the superintendent may suspend the transportation privileges of the student providing such suspension conforms to due process.

No student is to be detained after the close of the regular school day unless the parents of the student have been contacted and informed that their child is to be detained.

The rules and provisions of the Student Code of Conduct shall govern student conduct. This Code of Conduct shall be reviewed periodically.

### **Care of Property**

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

## **COMMUNICATING WITH TEACHERS**

**E-Mail** is available for every teacher and parents are encouraged to use **E-Mail**. The teachers' **E-Mail addresses** are listed on Page 3 of the handbook. A message may be provided to the teacher by calling the office at 497-5226 and asking for the message be delivered to the teacher. This is the number one step if there is an issue between a student and a teacher. Communication needs to start here first. If a resolution is not successful THEN step number two would be to involve the high school principal.

## **COMPUTER TECHNOLOGY AND NETWORKS**

Before any student may enhance his/her school career through participation in the school's computer network, he/she and his/her parents must sign an agreement, which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action up to and including suspension from school or referral to law enforcement authorities.

If you are in the system in an unauthorized area, the following consequences will occur if damages occur:

1. Criminal charges may be filed for any damages.
2. Suspension or expulsion from school.
3. Pay all damages. Basic charges for repair start at \$100 per hour.
4. Removal of technology use at North Central Area Schools.

The consequences can be any combination of the four, or all of them.

Students must sign and return Network & Internet Access Agreement for Network Users (attached in the back of this handbook) to receive computer access.

See #36 under Discipline Code.

## **CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice.

Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the local and state health departments.

Any removal will only be for the contagious period as specified in the school's administrative guidelines.

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

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

Non-casual contact communicable diseases include sexually transmitted diseases, HIV (Human-immunodeficiency), Hepatitis B, and other diseases that may be specified by the state board of health.

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

## **COURSE OFFERINGS**

Algebra I and II	English 11	M.S. STEM
Art	English 12	Personal Fitness
Band	Financial Algebra	Phy-Ed – Advanced
Biology	Geometry	Phy-Ed. – Grade 9
CAD	Health	Physics
Career Readiness	Intro to Chemistry	Resource Room
Chemistry	Intro to Physics	Sociology
Civics	M.S. Art	STEM
Computer Applications	M.S. Computers	Trig/Pre-Calculus
Current Events	M.S. English	U.S. History
Dual-Enrollment ( <i>with Bay College</i> )	M.S. Health/Phy-Ed	Weight Lifting
Economics	M.S. Intro to Industrial Arts	Welding
English 9	M.S. Math	Woodworking
English 10	M.S. Science	World History

## **DISCIPLINE**

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

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two types of discipline are possible, informal and formal.

### **Informal Discipline**

Informal discipline results in consequences within the school, such as:

Change of seating or location - 2 hour or 4 hour Saturday School - 1 hour after school detention - In-school-suspension

**1 Hour after school detention** will be held in an assigned classroom with a member of the teaching staff on pre-arranged Wednesdays from 3:15 p.m. to 4:15 p.m. You must bring work to complete in detention.

**2 or 4 hour Saturday School (detention)** is an option that the principal may use to improve attendance and/or to modify student behavior. If it is determined that a violation was committed, the student shall be notified of the administrator's decision. It is the student's responsibility to inform the parent of the Saturday detention. Students who have violated any section of the Code of Conduct may be assigned to Saturday detention by the principal.

Saturday School will be in session for a 2 Hour Saturday School from 8 am -10 am and/or a 4 hour Saturday School from 8 a.m.-Noon. Students **MUST** be in the building by 8 a.m. or they will not be allowed to enter the building. Attendance is to be taken from the attendance sheet and recorded by the supervising personnel. Any discrepancy noted should be promptly reported to the administrative personnel.

Assigned students will attend a continuous four-hour period. Each student shall arrive with sufficient educational material to be busy during this four-hour study period, unless otherwise assigned.

A student missing any portion of his/her assigned time in Saturday detention may be assigned additional time. Failure to serve Saturday detention will lead to a parent meeting and in-school suspension. Rules are, but not necessarily limited to:

1. Students are to have sufficient learning activities and materials and class assignments with them when they attend Saturday detention.
2. Students are not to communicate with each other unless given special permission to do so.
3. Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
4. Students shall not be allowed to use the telephone or go to their lockers.
5. Students shall not be allowed to put their heads down on their desk to rest or sleep.
6. Playing cards, board games, magazines, or other recreational articles permitted.
7. No food or beverages shall be consumed.
8. Cell phones and other electronic devices are prohibited during any assigned Detention times.

Students are normally given one-week notice if they are assigned Saturday detention. If there is a reason that the student cannot attend, parents must call prior to the assigned Saturday to have the Saturday moved to another date. If an emergency should occur on the assigned date and the student cannot attend, the parent must call 497-5226 prior to 8:00 a.m. on the

assigned Saturday and leave a message. *Work is not an acceptable reason to miss Saturday detention.* Failure to call and not serve Saturday detention will result in being assigned an in-school suspension for the first offense.

### **Formal Discipline**

Formal discipline removes the student from school. It includes emergency removal for up to 72 hours, suspension for up to 10 school days, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for less than one school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed.

Students being considered for suspension or expulsion are entitled to an informal hearing with the building administrator, prior to removal, at which time the student will be notified of the charges against him/her and given an opportunity to make a defense. If a student is suspended, the parents may appeal the suspension, in writing, to the superintendent and a formal appeal hearing will be held.

Suspension from co-curricular and extracurricular activities may also be appealed.

When a student is being considered for expulsion, a formal hearing is scheduled with the Board of Education and the parents will be given written notice of the hearing and will be expected to be present. The superintendent reviews the data and testimony and determines if a recommendation to expel is to be made to the Board of Education. This decision may also be appealed. In the case of expulsion, the student remains out of school during the appeal period. Work missed during an expulsion cannot be made up and usually results in a loss of credit.

Students involved in co-curricular and extracurricular activities such as band and athletics can lose their eligibility for violation of the school rules. This is especially true for infractions involving drugs, alcohol, and tobacco use or harassment.

### **Criminal acts/behavior**

If a student commits a crime while under the school's jurisdiction, s/he may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime).

Acts, which the law defines as criminal are prohibited on school property or at school sponsored events. The commission of such acts may result in police action and/or disciplinary action up to and including expulsion. Some examples of such criminal acts, although by no means an inclusive list, are:

Arson; assault; battery, extortion, blackmail or coercion; burglary; larceny; trespass; robbery; explosives, weapons, and/or possession of other dangerous objects; damage done to the property of school personnel whether on or off of school grounds.

### **Discipline of students with disabilities**

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

## DISCIPLINE CODE

The Board of Education has adopted the following Student Discipline Code. The code includes the types of misconduct that will subject a student to disciplinary action. The board has also adopted the list of behaviors and the terms contained in the list.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with the words "safe" and "orderly". Discipline is within the sound discretion of the school's staff and Administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

The following chart provides a list of major areas that could result in disciplinary action. An explanation of each behavior and possible consequence follows the list. **The absence of a behavior or any specific action from the disciplinary list does not mean that such conduct will be accepted or tolerated. The list is not all-inclusive but acceptable behavior and conduct must occur at all times.** Due to the severity of an act, more severe consequences can be administered than are stated. Administration also reserves the right to skip steps based on the severity of any violation. In most instances, this refers to discipline required during school hours, on school grounds and during school activities. However, community violations that interfere with school purposes may be addressed in the same manner.

### DISCIPLINE CODE CHART

VIOLATION	CONSEQUENCE
<p>Alcohol or drugs --</p> <p>A) Possession, use, or under the influence.</p> <p>B) Distribution &amp;/or sale <i>(Go directly to consequence #3)</i></p>	<p><b><u>1<sup>st</sup> Offense</u></b></p> <ol style="list-style-type: none"> <li>1. Parents &amp; law enforcement will be notified.</li> <li>2. Minimum of 5-day O.S.S., plus student will be excluded from all extra-curricular activities including rehearsals, practices, contests &amp; meets – both as a participant &amp; a spectator.</li> <li>3. Student &amp; parents must agree to Abuse Assessment. Parents have the right to obtain counseling sessions at an alternate program of their choice, paid for by the parent. Planned &amp; scheduled attendance to the sessions must be verified to the principal within 30 days.</li> <li>4. Failure to complete #3 will result in a recommendation for expulsion.</li> <li>5. Police referral is mandatory.</li> </ol> <p><b><u>2<sup>nd</sup> Offense</u></b></p> <ol style="list-style-type: none"> <li>1. Same as above, plus 10-day suspension</li> <li>2. Possible referral for expulsion</li> </ol> <p><b><u>3<sup>rd</sup> Offense</u></b></p> <p>Same as above, plus suspension pending expulsion hearing.</p>
<p>Arson</p>	<p><b><u>All Offenses</u></b></p> <ol style="list-style-type: none"> <li>1. 10-day O.S.S.; possible expulsion &amp; loss of extra-curricular privileges</li> <li>2. Parent &amp; police notification</li> <li>3. Restitution</li> </ol>

Back packs, Bags & Purses, etc.	<p>4. <b><u>1<sup>st</sup> Offense</u></b></p> <ol style="list-style-type: none"> <li>1. Verbal warning</li> <li>2. Return back pack, bag, purse, etc. to locker</li> </ol> <p><b><u>Any Further Offense</u></b></p> <ol style="list-style-type: none"> <li>1. Refer to “Defiance or Disobedience of Authority”</li> </ol>
Bullying &/or Harassment	<p><b><u>1<sup>st</sup> Offense</u></b></p> <ol style="list-style-type: none"> <li>1. Written warning</li> <li>2. Parent notification</li> </ol> <p><b><u>2<sup>nd</sup> Offense</u></b></p> <ol style="list-style-type: none"> <li>1. Three days O.S.S. and loss of extra-curricular privileges</li> <li>2. Parent notification</li> </ol> <p><b><u>3<sup>rd</sup> Offense</u></b></p> <ol style="list-style-type: none"> <li>1. Up to 10 days O.S.S. and loss of extra-curricular privileges</li> <li>2. Parent conference</li> </ol> <ol style="list-style-type: none"> <li>1. Possible referral for expulsion</li> </ol> <p>Police action if warranted</p>
Cheating and/or Plagiarism (Including on-line classes)	<p><b><u>1<sup>st</sup> Offense</u></b></p> <ol style="list-style-type: none"> <li>1. “F” on assignment</li> <li>2. Teacher will notify parent/guardian</li> <li>3. Detention</li> <li>4. Student forfeits ability to be exempt from exam</li> </ol> <p><b><u>2<sup>nd</sup> Offense</u></b></p> <ol style="list-style-type: none"> <li>1. “F” for a final grade</li> <li>2. Principal will notify parent/guardian</li> <li>3. Saturday School</li> <li>4. Student forfeits ability to be exempt from exam</li> </ol> <p><b><u>3<sup>rd</sup> Offense</u></b></p> <ol style="list-style-type: none"> <li>1. “F” for a final grade</li> <li>2. Mandatory parent/guardian meeting with Principal</li> <li>3. Student forfeits ability to be exempt from exam</li> </ol> <ol style="list-style-type: none"> <li>1. Suspension and possible referral to Board for expulsion</li> </ol>
Chronic Tardiness	<p><b><u>Per Semester</u></b></p> <p>One hour detention upon accumulation of 9 tardies. Four hours Saturday School upon accumulation of 12 tardies.</p> <ol style="list-style-type: none"> <li>1. In school suspension upon accumulation of 15 tardies.</li> </ol>
Closed Campus Violations	<p><b><u>1<sup>st</sup> Offense</u></b></p> <ol style="list-style-type: none"> <li>1. Detention</li> <li>2. Parent notification</li> </ol> <p><b><u>2<sup>nd</sup> Offense</u></b></p> <ol style="list-style-type: none"> <li>1. In-school suspension</li> <li>2. Parent notification</li> </ol>

<p>Closed Campus Violations (continued)</p>	<p><b><u>3<sup>rd</sup> Offense</u></b></p> <ol style="list-style-type: none"> <li>1. 3-10 days suspension</li> <li>2. Parent notification</li> </ol> <p>Possible police intervention</p>
<p>Communication/Electronic devices – <b><i>Including, but not limited to: cell phones, pagers, laser pointers or devices capable of taking, storing or sharing unauthorized photographs or video, etc.</i></b></p>	<p><b><u>1<sup>st</sup> Offense</u></b></p> <ol style="list-style-type: none"> <li>1. Confiscation -- Held until the end of the school day</li> <li>2. Parent notification &amp;/or police action if necessary</li> <li>3. One hour detention</li> </ol> <p><b><u>2<sup>nd</sup> Offense</u></b></p> <ol style="list-style-type: none"> <li>1. Confiscation -- Held for parent pick-up</li> <li>2. Parent notification &amp;/or police action if necessary</li> <li>3. 2 hours Saturday School</li> </ol> <p><b><u>3<sup>rd</sup> Offense</u></b></p> <ol style="list-style-type: none"> <li>1. Confiscation -- Held for parent pick-up</li> <li>2. Parent notification &amp;/or police action if necessary</li> <li>3. Refer to step 3 of “Defiance or Disobedience of authority”</li> </ol> <p><i>* Administration retains the right to add to these steps based on the situation</i></p>
<p>Defiance or Disobedience of authority</p>	<p><b><u>1<sup>st</sup> Offense</u></b></p> <ol style="list-style-type: none"> <li>1. One hour detention, plus loss of extra-curricular activities for a day</li> </ol> <p><b><u>2<sup>nd</sup> Offense</u></b></p> <ol style="list-style-type: none"> <li>1. Saturday School or one day O.S.S.</li> <li>2. Parent conference for development of behavior plan</li> </ol> <p><b><u>3<sup>rd</sup> Offense</u></b></p> <ol style="list-style-type: none"> <li>1. Up to five days O.S.S.</li> <li>2. Parent conference required for implementation of behavior contract</li> <li>3. Loss extra-curricular privileges</li> </ol>
<p>Disruption of the educational process</p> <p>Disruption of the educational process (continued)</p>	<p><b><u>1<sup>st</sup> Offense</u></b></p> <ol style="list-style-type: none"> <li>1. One hr. detention &amp; loss of extra-curricular activity on day of detention</li> </ol> <p><b><u>2<sup>nd</sup> Offense</u></b></p> <ol style="list-style-type: none"> <li>1. Saturday School</li> <li>2. Parent conference</li> </ol> <p><b><u>3<sup>rd</sup> Offense</u></b></p> <ol style="list-style-type: none"> <li>1. One day O.S.S. &amp; loss of extra-curricular activity for the day</li> <li>2. Parent conference for development of behavior plan</li> </ol>
<p>Displays of Affection (<i>other than holding hands</i>)</p>	<p><b><u>1<sup>st</sup> Offense</u></b></p> <ol style="list-style-type: none"> <li>1. Warning</li> </ol> <p><b><u>2<sup>nd</sup> Offense</u></b></p> <ol style="list-style-type: none"> <li>1. One hour detention</li> </ol> <p><b><u>3<sup>rd</sup> Offense</u></b></p> <ol style="list-style-type: none"> <li>1. Two to four hours Saturday School</li> <li>2. Parent notification</li> </ol>



Dress code violations	<p><b><u>1<sup>st</sup> Offense</u></b></p> <p>1. Change</p> <p><b><u>2<sup>nd</sup> Offense</u></b></p> <p>1. Change</p> <p>2. One hour detention</p> <p><b><u>3<sup>rd</sup> Offense</u></b></p> <p>1. Change</p> <p>2. Two hours Saturday School</p> <p>3. Parent Notification</p>
Explosives	<p><b><u>All Offenses</u></b></p> <p>1. Parent notification &amp; police action if necessary</p> <p>2. One to ten days O.S.S. &amp; loss of extra-curricular privileges</p> <p>3. Possible expulsion based on explosive device</p> <p>Restitution</p>
Extortion	<p><b><u>All Offenses</u></b></p> <p>1. Suspension pending Board hearing for expulsion</p> <p>1. Parent &amp; police notification</p>
Failure to serve detention	<p><b><u>1<sup>st</sup> Offense</u></b></p> <p>1. Double detention</p> <p><b><u>2<sup>nd</sup> Offense</u></b></p> <p>1. Saturday school</p> <p><b><u>3<sup>rd</sup> Offense</u></b></p> <p>1. One day I.S.S. &amp; loss of extra-curricular privileges for the day</p>
<p>Failure to serve Saturday School</p> <p>Failure to serve Saturday School (continued)</p>	<p><b><u>1<sup>st</sup> Offense</u></b></p> <p>1. One day I.S.S. &amp; loss of extra-curricular privileges for the day</p> <p>2. Parent conference</p> <p><b><u>2<sup>nd</sup> Offense</u></b></p> <p>1. One day O.S.S. &amp; loss of extra-curricular privileges for the day</p> <p>2. Parent conference</p> <p><b><u>3<sup>rd</sup> &amp; Each Offense Thereafter</u></b></p> <p>1. Three days O.S.S. &amp; loss of extra-curricular privileges</p> <p>Parent visit after the 3<sup>rd</sup> day before student is allowed to return school</p>
False Alarm/Report	<p><b><u>All Offenses</u></b></p> <p>1. Parent notification</p> <p>2. Police action if necessary</p> <p>1. Up to 10 days O.S.S. and possible expulsion</p>

Fighting	<p><b><u>1<sup>st</sup> Offense</u></b></p> <ol style="list-style-type: none"> <li>1. Three days O.S.S. &amp; loss of extra-curricular privileges</li> <li>2. Parent notification</li> <li>3. Police action if necessary</li> </ol> <p><b><u>2<sup>nd</sup> Offense</u></b></p> <ol style="list-style-type: none"> <li>1. Five days O.S.S. &amp; loss of extra-curricular privileges</li> <li>2. Parent notification</li> <li>3. Police action if necessary</li> </ol> <p><b><u>3<sup>rd</sup> Offense</u></b></p> <ol style="list-style-type: none"> <li>1. Ten days O.S.S. pending expulsion hearing</li> <li>2. Loss of extra-curricular privileges</li> <li>3. Parent notification</li> <li>1. Police action if necessary</li> </ol>
Gambling	<p><b><u>1<sup>st</sup> Offense</u></b></p> <ol style="list-style-type: none"> <li>1. Confiscation</li> <li>2. One hour detention</li> <li>3. Parent notification</li> </ol> <p><b><u>2<sup>nd</sup> Offense</u></b></p> <ol style="list-style-type: none"> <li>1. Confiscation</li> <li>2. Two hours Saturday School</li> <li>3. Parent notification</li> </ol> <p><b><u>3<sup>rd</sup> Offense</u></b></p> <ol style="list-style-type: none"> <li>1. Confiscation</li> <li>2. Four hours Saturday School</li> <li>1. Parent notification</li> </ol>
Gang Activity	<p><b><u>1<sup>st</sup> Offense</u></b></p> <ol style="list-style-type: none"> <li>1. Suspension from school up to and including expulsion</li> </ol>
Hazing	<p><b><u>All Offenses</u></b></p> <ol style="list-style-type: none"> <li>1. Conference with parents</li> <li>2. Referral to appropriate law enforcement agency</li> </ol> <p>Suspension up to 10 days, up to and including expulsion</p>
<p>Inappropriate Library Use (No pass, misuse of technology, inappropriate behavior, removing materials w/o checking them out)</p>	<p><b><u>1<sup>st</sup> Offense</u></b></p> <ol style="list-style-type: none"> <li>1. Loss of library privileges for 3 days</li> </ol> <p><b><u>2<sup>nd</sup> Offense</u></b></p> <ol style="list-style-type: none"> <li>1. Loss of library privileges for 5 days</li> </ol> <p><b><u>3<sup>rd</sup> offense</u></b></p> <ol style="list-style-type: none"> <li>3. 1. Loss of library privileges for 10 days</li> </ol>

<p>Recording without Permission: A student shall not record by any means (ie, audio, video, digital, etc.) a communication from or with any administrator, teacher or other North Central employee, student or guest without the expressed permission of the person recorded for the particular communication allowed.</p> <p>Posting of Recording Without Permission</p>	<p><b><u>1<sup>st</sup> offense</u></b> One day of I.S.S. - Cell phone (device) must be left in the main office or home for two weeks. Parents contacted.</p> <p><b><u>2<sup>nd</sup> Offense</u></b> Three day O.S.S. - Cell phone Device) must be left in the main office or home for 30 school days. Parents contacted.</p> <p><b><u>3<sup>rd</sup> Offense</u></b> Cell phone (device) must be removed from the school for the remainder of the school year. Parents contacted. 5-10 O.S.S. administrators discretion.</p> <p><b><u>1<sup>st</sup> offense</u></b> One day of I.S.S. - Cell phone (device) must be left in the main office or home for two weeks. Parents contacted.</p> <p><b><u>2<sup>nd</sup> Offense</u></b> Three day O.S.S. - Cell phone Device) must be left in the main office or home for 30 school days. Parents contacted.</p> <p><b><u>3<sup>rd</sup> Offense</u></b> Cell phone (device) must be removed from the school for the remainder of the school year. Parents contacted. 5-10 O.S.S. administrators discretion.</p>
<p>Refusal to accept discipline/ Insubordination</p>	<p><b><u>1<sup>st</sup> Offense</u></b></p> <ol style="list-style-type: none"> <li>1. One hour detention or I.S.S.</li> <li>2. Loss of extra-curricular activities for a day</li> <li>3. Parent conference</li> </ol> <p><b><u>2<sup>nd</sup> Offense</u></b></p> <ol style="list-style-type: none"> <li>1. Saturday School</li> <li>2. Parent conference to development behavior plan</li> </ol> <p><b><u>3<sup>rd</sup> Offense</u></b></p> <ol style="list-style-type: none"> <li>1. One to five days O.S.S., with possible expulsion</li> <li>2. Loss of extra-curricular privileges, Parent conference</li> </ol>
<p>Riding or sitting in a vehicle during school day w/o permission from the office</p>	<p><b><u>1<sup>st</sup> Offense</u></b></p> <ol style="list-style-type: none"> <li>1. One hour detention</li> </ol> <p><b><u>2<sup>nd</sup> Offense</u></b></p> <ol style="list-style-type: none"> <li>1. Two hours detention</li> </ol> <p><b><u>3<sup>rd</sup> Offense</u></b></p> <ol style="list-style-type: none"> <li>1. Four hours Saturday School</li> </ol>

<p>Skipping</p>	<p><b><u>1<sup>st</sup> Offense</u></b></p> <ol style="list-style-type: none"> <li>1. Four hours Saturday School &amp; loss of extra-curricular activities for a day</li> <li>2. Parent notification</li> </ol> <p><b><u>2<sup>nd</sup> Offense</u></b></p> <ol style="list-style-type: none"> <li>1. Three days O.S.S. &amp; loss of extra-curricular activities during those days</li> <li>2. Parent conference</li> <li>3. Referral to truancy officer &amp;/or police if necessary</li> </ol> <p><b><u>3<sup>rd</sup> Offense</u></b></p> <ol style="list-style-type: none"> <li>1. Five days O.S.S. &amp; loss of extra-curricular activities during those days</li> <li>2. Parent conference</li> <li>3. Possible recommendation for expulsion</li> </ol> <p>Referral to truancy officer &amp;/or police if necessary</p>
<p>Theft</p>	<p><b><u>1<sup>st</sup> Offense</u></b></p> <ol style="list-style-type: none"> <li>1. Four hours Saturday School; up to 5-day suspension</li> <li>2. Parent notification</li> <li>3. Full restitution</li> <li>4. Referral to police</li> </ol> <p><b><u>2<sup>nd</sup> Offense</u></b></p> <ol style="list-style-type: none"> <li>1. Three to ten days O.S.S. &amp; loss of extra-curricular privileges</li> <li>2. Parent notification</li> <li>3. Full restitution</li> <li>4. Referral to police</li> </ol> <p><b><u>3<sup>rd</sup> Offense</u></b></p> <ol style="list-style-type: none"> <li>1. Three to ten days O.S.S. with possible expulsion</li> <li>2. Loss of extra-curricular privileges</li> <li>3. Parent notification</li> <li>4. Full restitution</li> </ol> <p>Referral to police</p>
<p>Theft (continued)</p>	<p><b><u>1<sup>st</sup> Offense</u></b></p> <ol style="list-style-type: none"> <li>1. Five days O.S.S. &amp; loss of extra-curricular privileges</li> <li>2. Parent notification</li> </ol> <p><b><u>2<sup>nd</sup> Offense</u></b></p> <ol style="list-style-type: none"> <li>1. Ten days O.S.S. &amp; loss of extra-curricular privileges</li> <li>2. Parent notification</li> </ol> <p><b><u>3<sup>rd</sup> Offense</u></b></p> <ol style="list-style-type: none"> <li>1. Suspension pending expulsion hearing</li> <li>2. Loss of extra-curricular privileges</li> <li>3. Parent notification</li> <li>4. Referral to law enforcement</li> </ol>
<p>Threats of Violence</p>	<p><b><u>1<sup>st</sup> Offense</u></b></p> <ol style="list-style-type: none"> <li>1. Five days O.S.S. &amp; loss of extra-curricular privileges</li> <li>2. Parent notification</li> </ol> <p><b><u>2<sup>nd</sup> Offense</u></b></p> <ol style="list-style-type: none"> <li>1. Ten days O.S.S. &amp; loss of extra-curricular privileges</li> <li>2. Parent notification</li> </ol> <p><b><u>3<sup>rd</sup> Offense</u></b></p> <ol style="list-style-type: none"> <li>1. Suspension pending expulsion hearing</li> <li>2. Loss of extra-curricular privileges</li> <li>3. Parent notification</li> <li>4. Referral to law enforcement</li> </ol>

<p>Tobacco, Vapes and Vape Paraphernalia</p> <p>A) Possession, use or transfer of while in school or on school property, such as parking lots, school busses, on field trips, or at school sponsored events.</p> <p>B) Sale or deliver <i>Go directly to 3<sup>rd</sup> Offense</i></p>	<p><b><u>1<sup>st</sup> Offense</u></b></p> <ol style="list-style-type: none"> <li>1. Three days O.S.S. &amp; loss of extra-curricular privileges</li> <li>2. Parent notification</li> <li>3. Referral to police for minor in possession</li> </ol> <p><b><u>2<sup>nd</sup> Offense</u></b></p> <ol style="list-style-type: none"> <li>1. Five days O.S.S. &amp; loss of extra-curricular privileges</li> <li>2. Parent notification</li> <li>3. Referral to police for minor in possession</li> </ol> <p><b><u>3<sup>rd</sup> Offense</u></b></p> <ol style="list-style-type: none"> <li>1. Ten days O.S.S. &amp; loss of extra-curricular privileges</li> <li>2. Parent Notification</li> <li>3. Referral to police for minor in possession</li> </ol>
<p>Unauthorized leaving of the building <i>(not signing out, or leaving w/o contacting parent, guardian or school official)</i></p>	<p><b><u>1<sup>st</sup> Offense</u></b></p> <ol style="list-style-type: none"> <li>1. Recorded as “unexcused” or “skipping” for class periods missed</li> <li>2. Parent notification</li> </ol> <p><b><u>2<sup>nd</sup> Offense</u></b></p> <ol style="list-style-type: none"> <li>1. Four hours Saturday School or Community Service</li> <li>2. Parent Notification</li> </ol> <p><b><u>3<sup>rd</sup> Offense</u></b></p> <ol style="list-style-type: none"> <li>1. Three days O.S.S. &amp; loss of extra-curricular privileges</li> <li>2. Parent notification</li> </ol>
<p>Use of obscene, profane or vulgar language in verbal or written form, or in drawings, caricatures or gestures.</p>	<p><b><u>1<sup>st</sup> Offense</u></b></p> <ol style="list-style-type: none"> <li>1. Two hour detention &amp;/or loss of extra-curricular activity for a day</li> <li>2. Parent notification</li> </ol> <p><b><u>2<sup>nd</sup> Offense</u></b></p> <ol style="list-style-type: none"> <li>1. Saturday School or loss of 2 extra-curricular activities</li> <li>2. Parent notification</li> </ol> <p><b><u>3<sup>rd</sup> Offense</u></b></p> <ol style="list-style-type: none"> <li>1. One day O.S.S. &amp; loss of extra-curricular privileges</li> <li>2. Parent conference required before student can return to school</li> </ol>
<p>Vandalism or Willful destruction of school or personal property</p> <p>Vandalism or Willful destruction of school or personal property (continued)</p>	<p><b><u>1<sup>st</sup> Offense</u></b></p> <ol style="list-style-type: none"> <li>1. One to five days O.S.S. &amp; loss of extra-curricular privileges</li> <li>2. Parent notification</li> <li>3. Police action if necessary</li> <li>4. Full restitution</li> </ol> <p><b><u>2<sup>nd</sup> Offense</u></b></p> <ol style="list-style-type: none"> <li>1. Three to ten days O.S.S. &amp; loss of extra-curricular privileges</li> <li>2. Parent notification</li> <li>3. Police action</li> <li>4. Full restitution</li> <li>5. Possible expulsion</li> </ol> <p><b><u>3<sup>rd</sup> Offense</u></b></p> <ol style="list-style-type: none"> <li>1. Indefinite suspension and recommended expulsion</li> </ol>
<p>Violation of bus rules</p>	<p><b><u>1<sup>st</sup> Offense</u></b></p> <ol style="list-style-type: none"> <li>1. One hour detention</li> <li>2. Parent notification</li> </ol> <p><b><u>2<sup>nd</sup> Offense</u></b></p> <ol style="list-style-type: none"> <li>1. Three day suspension of riding privileges</li> <li>2. Parent notification</li> </ol> <p><b><u>3<sup>rd</sup> Offense</u></b></p> <ol style="list-style-type: none"> <li>1. Suspension of riding privileges for remainder of semester</li> <li>2. Parent notification</li> </ol>
<p>Violation of driving/parking rules</p>	<p><b><u>1<sup>st</sup> Offense</u></b></p> <ol style="list-style-type: none"> <li>1. Loss of driving/parking privileges for 10 days</li> </ol> <p><b><u>2<sup>nd</sup> Offense</u></b></p> <ol style="list-style-type: none"> <li>1. Loss of driving/parking privileges for 30 days</li> <li>2. Parent notification</li> </ol>

Violation of driving/parking rules (continued)	<b>3<sup>rd</sup> Offense</b> 1. Loss of driving/parking privileges for semester or rest of year 1. Parent notification
Violation of Network Agreement	<b>1<sup>st</sup> Offense</b> 1. One hour detention 2. Loss of privilege for 5 days <b>2<sup>nd</sup> Offense</b> 1. Two hours Saturday School 2. Loss of privilege for 10 days
Violation of Network Agreement (continued)	<b>3<sup>rd</sup> Offense</b> 1. Four hours Saturday School 2. Loss of technology privilege for remainder of the school year 3. Parent notification
Weapons  A) Possession of, &/or B) Use of an object as a weapon	<b>1<sup>st</sup> Offense</b> 1. Confiscation of weapon 2. Parent notification 3. Referral to police 4. Ten days O.S.S. pending expulsion hearing (state law)

## **DISCIPLINE CODE EXPLANATION OF TERMS**

1. **Use of alcohol/drugs**  
The school has a "DRUG FREE" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity - sale, use, possession, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. This includes non-alcoholic beers and wines and the like. If caught, the student could be suspended or expelled and law enforcement officials **will** be contacted. Many drug abuse offenses are also felonies.
2. **Use of tobacco**  
Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco during school time or at any school activity. This prohibition also applies at school bus stops. Violation of this rule could result in suspension or expulsion. Non-tobacco products, such as Electronic cigarettes (E-cigarettes), which can deliver, in the form of vapor, gas or smoke, a controlled or uncontrolled substance is prohibited on school property. The disciplinary action for possessing or using any electronic smoke or nicotine delivering device will fall under the "Use of Tobacco" section, third offense, of the current student handbook.
3. **Possession of a weapon**  
A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon or an object converted from its original use to an object used to threaten or injure another. This includes, but is not limited to padlocks, pens, pencils, chairs, jewelry, and so on. Criminal charges may be filed for this violation. Possession of a weapon will subject a student to expulsion. Refer to Board Policy 5772.
4. **Use of an object as a weapon**  
Any object that is used to threaten or harm another may be considered a weapon. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion.
5. **Purposely setting a fire**  
Anything involving fire that endangers school property and/or its occupants will not be tolerated. Arson is a felony and will subject the student to expulsion.
6. **Physically assaulting a staff member/student/person associated with the district**  
Physical assault on a staff member, student, or other person associated with the district, which may or may not cause injury, is strictly prohibited. Injury to another person may result in charges being filed and subject the student to expulsion.
7. **Verbally threatening a staff member/student/person associated with the district**  
Any statement or non-contact action that a staff member, student, or other person associated with the district feels to be a threat will be investigated as a verbal assault as will profanity directed toward a staff member in a threatening tone. Verbal threats may result in suspension and expulsion.
8. **Extortion**  
Extortion is the use of threat, intimidation, force or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule could result in suspension or expulsion.

9. **Gambling**  
Gambling includes casual betting, betting pools, organized sports betting and any other form of wagering using money or goods and services. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.
10. **Falsification of schoolwork, cheating, identification, forgery**  
Forgery of hall passes and excuses are forms of lying and are not acceptable. Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion.
11. **False alarms and false reports**  
A false emergency alarm or report endangers the safety forces that are responding, the citizens of the community and the persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule could result in suspension or expulsion.
12. **Explosives**  
Explosives, fireworks, and chemical-reaction objects such as smoke bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.
13. **Theft**  
When a student is caught stealing school property or someone's personal property, s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the building principal. The school is not responsible for personal property. Theft may result in suspension or expulsion.
14. **Disobedience**  
School staff is acting "in loco parentis," which means law allows them, to direct a student, as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience can result in expulsion.
15. **Damaging property unintentionally**  
The act that damaged the property was done with no malice. Full restitution will be required.
16. **Damaging school property, personal property, willful destruction or vandalism**  
Vandalism and disregard for school property will not be tolerated. Violations could result in suspension or expulsion, and full restitution for damages will be required.
17. **Refusing to accept discipline**  
The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.
18. **Displays of affection**  
Students demonstrating affection with each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Such behavior may result in suspension from school.
19. **Possession &/or use of electronic equipment; including devices capable of taking photos or video**  
By law (ACT 451 of 1976, Section 380.1303), *"Beginning with the 2004-2005 school year, subsection (1) does not apply and the board of a school district or board of directors of a public school academy may adopt and implement its own local policy concerning whether or not a pupil may carry a pocket pager, electronic communication device, or other personal communication device in school."* See page 26 of this Handbook, "Electronic Communication Devices" and page 8, "Bullying &/or Harassment" for policy specifications. A complete copy of the NEOLA Board Policy #5136 which deals with "Cell Phones and Electronic Communication Devices" may be requested from the Superintendent's office.
20. **Violation of bus rules**  
Please refer to Section V on transportation for bus rules.
21. **Disruption of the educational process**  
Any actions or manner of dress that interfere with school activities disrupts the educational process and are unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic and performing arts events. Violations of this rule could result in suspension or expulsion.
22. **Bullying & Harassment**  
The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The bullying or harassment of other students or members of staff, or any other individuals, is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Bullying or harassment could result in suspension or expulsion from school.
23. **Gang activity**  
Any gang related activity during the school day or at extracurricular activities would result in suspension and possible referral to the Superintendent of Schools for expulsion. This includes behavior such as the writing of graffiti, hand gestures, the possession of an electronic pager or other electronic communication device, and dress; specifically beads or other paraphernalia, which are worn for the purpose of designating gang association are not to be worn at any time during the school day or at extracurricular activities.
24. **Failure to serve after school detention in teacher's room**  
Continued failure to serve assigned detention in teacher's room could lead to suspension from school up to expulsion.

25. **Persistent absence or tardiness**  
Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school & in the world of work..
26. **Cutting class**  
A student remains in the school building but fails to attend his/her scheduled class. Excessive cutting of class could result in suspension and/or removal from the class.
27. **Unauthorized leaving of building (not signing out and contacting parent and/or school official)**  
School officials must speak with the parent before a student under the age of 18 will be allowed to sign out. Eighteen-year-olds with a properly documented Age of Majority form on file may sign out without parent permission, but must have a school official's permission to sign out and leave. Failure to follow this procedure could result in suspension and up to expulsion.
28. **Violation of dress code**  
Continued violation of the dress code **will be considered persistent disobedience** and could lead to suspension and/or expulsion for chronic offenders.
29. **Fighting**  
Fighting is defined as two persons actively involved in the activity doing physical harm to each other. If both persons had an active role in the fight such as trash talking, threats, challenges, etc., then both parties will be considered at fault. Fighting may lead to suspension or expulsion and police action.
30. **Use of obscene/profane language in verbal, written form, drawings, caricatures or gestures** Violations of this rule could lead to suspension or expulsion.
31. **Violation of driving, parking rules**  
Driving to school is a privilege. Failure to follow driving and parking rules will result in a loss of driving privileges.
32. **Inappropriate library use**  
Being in the library without a pass (**misuse of technology, inappropriate behavior, removing materials without checking them out**).
33. **Inappropriate behavior**  
All behaviors deemed unacceptable in the school.
34. **Misuse of Technology/Violation of Network Agreement**  
Before any student may enhance his/her school career through participation in the school's computer network, he/she and his/her parents must sign an agreement, which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action up to and including suspension from school or referral to law enforcement authorities. If you are in the system, in an unauthorized area & damage occurs, the following consequences will be implemented:  
1. Criminal charges will be filed for any damages over \$100;  
2. Suspension or expulsion from school;  
3. Pay all damages. Basic charges for repair start at \$100 per hour.  
The consequences can be any combination of the three or all of them.  
Students must sign and return Form 7540 (attached in the back of this handbook) to receive computer access.
35. **Hazing**  
Soliciting, encouraging, aiding, or engaging in "hazing" on or in any school property at any time, or in connection with any activity supported or sponsored by the District, whether on or off school property, is strictly prohibited.  
"Hazing" means any intentional, knowing, or reckless act meant to induce physical pain, embarrassment, humiliation, deprivation of rights or that creates physical or mental discomfort, and is directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team sponsored or supported by the District and whose membership is totally or predominately other students from the District.  
Students engaging in any hazing or hazing type behavior that is, in any way connected to any activity sponsored or supported by the District, will be subject to one or more of the disciplinary actions up to permanent expulsion from District.
36. **Backpacks, Bags, Purses, etc.**  
All backpacks, bags & purses that students use to transport books, personal items, etc., to and from school must remain in lockers that are provided for student storage. The only class students are allowed to bring such items to is to physical education classes & locker rooms for the purpose of carrying gym clothes. This does not include binders and trapper keepers.

## **DRESS CODE**

### **Dress and Grooming**

While fashion changes, the reasons for being in school do not. Students are in school to learn and our dress code is intended to create unity, strengthen school spirit and pride, and focus attention upon learning and away from distraction. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within the following guidelines. If a student has selected a manner of appearance that is beyond mere



freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting. Students are expected to wear school appropriate clothing.

### **Guidelines For Appropriate Dress Includes:**

#### **1. Tops**

Students are encouraged to wear school apparel, polo shirts, or business casual. Excessively low-cut, high-cut, transparent, or revealing clothes are unacceptable. Modest dress is encouraged. Any item of clothing containing sayings, messages, and/or pictures of immorality or violence are not acceptable. Clothing that promotes alcohol, drugs, and/or tobacco products are also unacceptable.

#### **2. Bottoms**

Types of appropriate pants would be jeans, khakis, or business casual. Shorts and Skirts on students should be of an appropriately modest length. Modest dress is encouraged.

#### **3. The principal will determine acceptability of a student's attire if it is questionable.**

4. Gym clothes are not to be worn after physical education class. Athletic uniforms may not be worn during phy-ed class.

5. Hats and head coverings are not allowed in the school building at any time. This includes hoods of sweatshirts and/or jackets/coats. Students wearing hats or hoods in the building can expect to have them taken.

6. Students are encouraged to wear athletic shoes, loafers, oxfords, sandals with heel straps that secure the shoe to the foot, or athletic slides with socks. In some cases, special footwear may be recommended for hands-on classes such as auto, welding, & shop, or on lab days in science/cooking classes. Flip flops & bedroom slippers are not allowed.

**The dress code applies to all school functions.** Students who are representing North Central Jr/Sr High School at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands and other such groups.

## **DUAL ENROLLMENT AND FIFTH YEAR PROGRAMS**

The Michigan State Legislature passed Public Act 160 of 1996, the Postsecondary Enrollment Options Act and Public Act 258 of 2000, the Career and Technical Preparation Act also known as the "Dual Enrollment" bills. These bills modify and expand on provisions of the State School Aid Act providing for students to earn college credit while in high school. The bills also require that the board of a school district or public school academy ensure that each student in eighth grade or higher be given information about college course taking opportunities. The classes that students are eligible for must not be offered by the high school or academy and must lead towards postsecondary credit, accreditation, certification and/or licensing.

### **Dual Enrollment:**

1. Students who meet the minimum qualifying scores set forth by the State of Michigan may enroll in dual enrollment classes for which they are qualified, as long as they meet all State as well as North Central Area Schools guidelines. A list of acceptable tests and qualifying scores can be requested from either the Counselor's or Principal's office.
2. Students must be enrolled in both the school district and post-secondary institution during the local school district's regular academic year and must be enrolled in at least one high school class.
3. The college courses cannot be a hobby craft or recreation course, or in the subject areas **of physical education, theology, divinity, or religious education**
4. **Students that fail a class or withdraw after the cutoff date for refunds will reimburse the school for total cost of the class and class materials.**
5. Students no longer enrolled in their on-campus college course will be placed into a class at the home school for the remainder of the school year.
6. This policy includes all on-campus and all online classes.
7. Any student who wishes to take a college class may do so outside of the regular school day.
8. 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) the state portion of the students' foundation allowance, adjusted to the proportion of the school year they attend the post-secondary institution.

### **Fifth Year Program:**

Early Middle College at North Central Middle/High School is a program for students to enroll in a five-year course of study that coordinates high school classes with college classes. The goal is to earn an associate degree or 60 transferable college credits by the end of the 5<sup>th</sup> year, along with the high school diploma. Early Middle College benefits include:

1. Earn college credit at no cost
2. Reduce total student debt
3. More support than a transitional transition to college
4. Smoother transition from high school to college level courses

If you believe you are eligible for dual enrollment or for the fifth year program, and that you qualify for tuition and fee support, contact high school principal for registration information.

## **DUE PROCESS RIGHTS**

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

### **Suspension from school**

When a student is being considered for a suspension of ten days or less, the administrator in charge will notify the student and parent of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified of the reason for and the length of the suspension.

Suspension of one (1) school day or less will not be subject to appeal. Suspension of more than one (1) school day but not more than ten (10) school days may be appealed in writing to the principal within two (2) school days of the parent's receipt of the suspension notice. The written appeal must contain the reason(s) that the suspension is being appealed.

1. The student shall be reinstated during the appeal process unless it is determined that the student's attendance would jeopardize the safety of others.
2. Upon review, the principal may uphold the suspension, establish an alternative suspension of lesser severity, or reverse the suspension in its entirety. The review may include, but not be limited to, a meeting with the parent if, in the principal's opinion, this is appropriate.
3. The principal will reach the decision and inform the parent in writing within ten (10) school days after the receipt of the written request.
4. The decision of the principal may be appealed in writing to the superintendent within two (2) school days of the parent's receipt of the decision. The superintendent will reach a decision and inform the parent in writing within ten (10) school days after the receipt of the written request.
5. The superintendent's decision shall be considered final. The parent may appeal to the Board of Education only in cases of alleged violation of due process (Policy 5611) by the superintendent. In such cases, the appeal shall be made in writing to the board president within two (2) school days after the parent's receipt of the decision and shall include a statement of the alleged violation of the policy. The board shall notify the parent of its decision within ten (10) school days of receipt of the written request.

### **Expulsion from school**

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

- a) The charge and related evidence;
- b) The time and place of the board meeting;
- c) The length of the recommended expulsion;
- d) A brief description of the hearing procedure;
- e) A statement that the student may bring parents, guardians or counsel;
- f) A statement that the student may give testimony, present evidence, and provide a defense;
- g) A statement that the student may request attendance of school personnel whom was party to the action or accused the student of the infraction.

Students being considered for expulsion may or may not be immediately removed from school. A formal hearing is scheduled with the building principal and the student may be represented by his/her parents, legal counsel and/or by a person of his/her choice.

Within ten days after notification of expulsion, the expulsion can be appealed, in writing to the superintendent. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. Again, the right to representation is available. The opportunity to earn grades or credit ends when a student is expelled.

North Central MS/HS makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the building principal.

In compliance with state law, the board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or rape in a district building or on district property, including school buses and other school transportation.

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

### **Discipline of disabled students**

Disabled students under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and federal due process rights appropriate to disabled students.

A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines, which are available in the principal's office.

### **Suspension of co-curricular and extra-curricular**

See activities handbook

## **ELECTRONIC COMMUNICATIONS DEVICES – STUDENTS**

Students in grades 6-12 may be in possession of a cellular telephone, pager/beeper, or other electronic communications devices, with or without head phones or ear buds, subject to the terms of this policy and the administrative rules of the District. Use of such devices shall be limited to the period before classes begin in the morning (8:00/a), during the student's scheduled lunch period, and after the student's last class in the afternoon (3:00/p). Such devices shall not be used during instruction time unless the classroom teacher has the need to allow students to use an electronic device written in the daily lesson plan. Cell phones may be used during the students scheduled lunch period. Misuse of this policy will result in the removal of the privilege from the handbook for all students.

### **Exceptions to this policy are:**

- A. Students participating in an athletic event or students involved in an extra-curricular field trip who need to contact parents during the ride home in order to coordinate a pick-up time/place.
- B. When a staff member has made arrangements with the building Principal to use wireless devices as an instructional tool in a specific classroom for a designated period of time.
  1. Bring Your Own Device (BYOD): NCAS may allow students to bring their own wireless devices, provided that they adhere to and sign the Internet Safety Policies of the District. The purpose of BYOD is to allow students to access school network resources, including the Internet, from their mobile devices. Such access is intended to enhance learning and will allow students greater opportunity for developing 21<sup>st</sup> Century skills: critical thinking and problem solving; communication; collaboration; and creativity and innovation. As teachers incorporate more 21<sup>st</sup> Century teaching in their classrooms, students will be able to access the classroom content and learn anytime, anywhere.
  2. Online activities may be monitored by instructors or administrators at any time. Monitoring may include, but is not limited to, visual observation during class sessions or use of specific monitoring tools and software to review browser history and network, server and computer logs. If a student is suspected of misuse of their device, authorities may confiscate and search the mobile device and take appropriate disciplinary action against the student.

Cellular telephone or audible pagers/beepers, with or without head phones or ear buds, shall be turned off during instructional or class time, during passing times between classes, and at school sponsored events where there is a reasonable expectation of quiet attentiveness or where use of the device would cause any disruption unless there is a bona fide case of a health or safety emergency.

Students found to be using any electronic communications device in any way to send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device shall be confiscated and will be returned following the code of conduct. Students violating this rule may be disallowed from carrying any personal communication device following the incident unless it can be established by the building principal that such a device is necessary for a bona fide health or safety emergency.

### **Additional Cell phone/Electronic Devices policies:**

1. They are not allowed in locker rooms or dressing rooms at any time.
2. Students cannot take pictures of others without their prior permission as this is a violation of personal privacy.
3. Students are not allowed to connect their camera phone to any District owned PC.
4. Any phone/camera device being used for any illegal purpose or being used in a manner that violates the Student Code of Conduct will be confiscated pending, where appropriate, parent(s)/guardian(s) conference, and may also include representation from police authorities.
5. Cyber Bullying – Posting malicious remarks electronically on the Web or by E-Mail.
6. Unauthorized access, including so-called 'hacking'.
7. Any other conduct that violates another discipline code as outlined in the school's Student Handbook.
8. Cell phones and other electronic devices are prohibited from 8:00 am to 3:00 pm Monday through Friday, except during the student's scheduled lunch period.
9. Students can not record without permission or post recording without permission.

Devices operated in violation of this rule, or for any illegal purpose, shall be confiscated and not returned until, where appropriate, parent(s)/guardian(s) conference has been held. Repeated violations will result in permission being withheld to use or possess the device(s).

Students found to be using any electronic communications device in violation of these rules shall be subject to disciplinary action under the Student Code of Conduct.

The administration shall promulgate rules to enforce this policy at the building level.

## ELEVATOR

Use of the elevator is restricted to students or patrons that qualify under the Americans with Disabilities Act. Any unauthorized use of the elevator or tampering with the operational system of the elevator will result in disciplinary action.

## EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the community using the "Bright Arrow" electronic and telecommunication system as well as the following television and radio stations. Generally the stations will be notified by 5:30 a.m. **Please, do not call the school to ask about closing.**

### Television Stations

WLUC-TV Channel 6, WFRV Channel 5, WBAY Channel 2, Fox 11, WGBA Channel 26

### Radio Stations

WDBC/AM 680, WYKX 104.7, WCHT/AM 60, WGLQ/FM 97.1, WJNR/FM 101.5, MIX 106

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

## ENROLLING IN THE SCHOOL

Students that are new to the North Central Area Schools are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:

- A birth certificate or similar document;
- Custody papers from a court (if appropriate);
- Proof of residency (**lease/rental agreement, phone bill, utility bill, tax bill, driver's license**);
- Proof of immunizations;
- Copy of high school transcript for verification of grade level placement & credits earned.

In some cases, a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to make the enrollment complete.

Adult students (18 years of age or older) may enroll themselves, but if residing with their parents, are encouraged to include them in the process. Adult students do carry the responsibilities of both the student and parent.

## EVACUATION DRILLS -- FIRE AND TORNADO

The school complies with all fire safety laws and will conduct fire drills in accordance with state law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm system for tornadoes is different from the alarm system for fires and consists of A STORM TONE signal.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur during the year. There are two types of lockdowns. The first is where there is no immediate danger to students or staff but there is a need to restrict movement in the building. Class instruction may continue during this type of lockdown. An example of this type is a dog search of lockers. The second type of lockdown is when potential danger is present. Students and staff are to locate their safe haven as posted by the door in each room. No instruction occurs. An example of this type of lockdown is when an intruder is in the building.

## FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may participate in any school-sponsored trip without a completed parental consent form being on file in the principal's office. School rules apply to all field trips.

## GRADES

North Central MS/HS has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

The school uses the following grading system:

4.00 = A = Excellent achievement	F = Failure
3.00 = B = Good achievement	I = Incomplete
2.00 = C = Satisfactory achievement	N = No credit
1.00 = D = Minimum-Acceptable achievement	CR = Acceptable achievement

The grade program used by all teachers will weight final grades in all classes. The following would be how the program will figure grade percentage:

### **All percentages will be represented by the following letter grades.**

100 – 94% = A	79 – 77% = C+
93 – 90% = A-	76 – 74% = C
89 – 87% = B+	73 – 70% = C-
86 – 84% = B	69 – 67% = D+
83 – 80% = B-	66 – 64% = D
	63 – 60% = D-

### **Grade Point Average**

To calculate a grade point average (GPA), assign a weighted point value to each course grade and divide by the total number of classes taken. For example, a course with an earned grade of "C" would be worth 2 points. Add this to the other grade values earned, total, then divided by the total number of classes taken to get your GPA. This can be done by semester, year, or for a series of school years. When calculating GPA, the following points are used:

A = 4.0, A- = 3.7, B+ = 3.3, B = 3.0, B- = 2.7, C+ = 2.3, C = 2, C- = 1.7, D+ = 1.3, D = 1.0, D- = .7 F = 0.0

### **Grading Periods**

Students shall receive a report card at the end of each semester period indicating their grades for each course of study. Additionally, progress reports will be sent out midway through the 9 week marking period. Parents can also check daily on Power School to monitor their student's progress.

### **Report Card Incompletes**

Under normal circumstances, incompletes need to be made-up within one week after the end of the semester. Any incomplete not made-up will become an F and grade adjustments will be made accordingly. Requests for consideration to allow additional make-up time due to extenuating circumstances relative to illness or family emergency may be made to the principal.

**Report Cards and Honor Roll** Report cards will be mailed home on the Wednesday following the end of the 9 week quarter, or at Parent/Teacher Conferences. Students compiling a B average with no grade lower than a C- are eligible for the B Honor Roll. Students who attain no grade lower than an A- are eligible for the A Honor Roll.

### **Testing Out**

The law states: *“The Board of a school district shall grant high school credit in any course to a pupil enrolled in high school, but who is not enrolled in the course, who has exhibited a reasonable level of mastery of the subject matter of the course by attaining a grade of not less than C+ in a final exam in the course, or, if there is no final exam, by exhibiting that mastery through the basic assessment used in the course which may consist of a portfolio, performance, paper, project, or presentation. For the purpose of earning credit under this section, any high school pupil may take the final examination in any course. Credit earned under this section shall be based on a “pass” grade and shall not be included in a computation of grade point average for any purpose. Credit earned under this section may or may not be counted toward graduation, as the board of the school district may determine, but the board’s determination shall apply equally to all such credit for all pupils and credit earned under this section shall be counted toward fulfillment of a requirement for a subject area course and shall be counted toward fulfillment of a requirement as to course sequence. Once credit is earned under this section, a pupil may not receive credit thereafter for a course lower in course sequence concerning the same subject area.”* (www.michigan.gov)

Student must have a permission slip signed by the teacher of the course, the building Principal, and a parent. Credit earned under this section shall be based on a “pass” grade and shall not be included in a computation of grade point average for any purpose. Credit earned under this section shall be counted toward graduation and shall apply equally to all such credit for all

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

### **Testing Out Period**

The testing out period will be (2) two weeks (10 school days) before the first day of school and one week after (five school days) the first day of school. The testing period for subsequent semesters will be two weeks (ten school days) before and one week (five school days) after the semester begins. For our purposes, we will define these terms from the law in the following manner:

“Pupil enrolled in high school” refers to a student who is currently attending that high school or who is formally registered for next semester. (This includes: 8<sup>th</sup> graders and students from private or parochial school settings.)

“Enrolled in the course” refers to a student who has registered and begun attending class sessions.

“Any course” refers to any semester curricular offering available to students enrolled at our school; not to be confused with a class taught by a specific teacher.

The requirements for “attaining a grade of not less than C+” are to be identified by district practice and shall apply equally to all students attempting to test out of a course. These standards must be comparable to standards used for the regular course.

The “final exam” is a comprehensive semester assessment that includes the final student learning’s of the course. In the past, a final exam had a variety of definitions, for example: the last test of the semester, a test covering half of the course, or a comprehensive assessment of the entire course. In the past and for the future, final exams may have multiple components (demonstrations, research papers, oral examinations, portfolios, paper/pencil, etc.) as long as the same components are part of the final exam for students taking the course in the normal fashion.

## **GRADUATION REQUIREMENTS**

*For a complete list of Michigan Merit Curriculum High School Graduation Credits, go to [www.michigan.gov](http://www.michigan.gov).*

### **Regular Diploma**

Normally a student will complete graduation requirements in four years with 18 MMC (Michigan Merit Curriculum) credits plus the NCAS Board of education approved elective credits .

The number of credits needed for graduation, beginning with the class of 2022, is 18 MMC Credits and 3 NCAS approved Elective credits, for a total of 21 credits. In order to receive a diploma and graduate, a student must participate in the grade appropriate State Tests, earn a minimum of 21 credits, and complete all required classes including:

English Language Arts -- 4 credits: English 9, 10, 11 and 12

Mathematics -- 4 credits: Algebra I, Geometry, Algebra II, Senior Math course

Science -- 3 credits: Intro to Chemistry, Intro to Physics, Biology and Earth & Space Science

Social Studies -- 3 credits: US History, World History, Civics and Economics

Physical Education and Health -- 1 credit: Health and a PE course

Visual, Performing and Applied Arts -- 1 credit

World Language -- 2 credits, OR, 1 credit in a Foreign Language and 1 credit in Visual or Performing Arts

On-line experience

### **Early Graduation**

All students must attend school for 8 semesters or equivalent. If a student has met all other graduation requirements and has a desire to graduate earlier than their class, he/she must make a request, in writing, with the Principal one semester prior to the expected graduation date. The student may participate in graduation ceremonies with his/her class.

### **Participation in Commencement Ceremonies**

Seniors who have not met *all* the requirements for a North Central Diploma or Certificate of Completion by 4:00 p.m. on the Tuesday prior to the date of graduation will not be permitted to participate in any graduation related ceremonies.

## **HARASSMENT**

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

### **Sexual Harassment**

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

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

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

**Harassment regarding Gender/Ethnic/Religious/Disability/Personal Grooming, including Protective Shields or Masks**

**Verbal:** Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc., toward a fellow student, staff member, or other person associated with the district.

**Non-verbal:** Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the district.

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

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

- A. If the alleged harasser is a student, staff member, or other person associated with the district other than the student's principal, the affected student should, as soon as possible, after the incident, contact his/her principal.
- B. If the alleged harasser is the student's principal, the affected student should, as soon as possible after the incident, contact the superintendent.

The student may submit a report in writing, by telephone, or in person. The reporting student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s).

The report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved will discuss the subject outside of the investigation. If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence.

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

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

Hazing by any school group, club or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be.

Under no circumstances will the school threaten or retaliate against anyone who raises or files a harassment complaint.

## **HAZING**

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, faculty members, and other employees of the District shall be particularly alert to possible situations, circumstances, or events, which might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy, and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law.

## HOMECOMING

Homecoming is a yearly event held in the fall in conjunction with a home football game. The following guidelines will govern the attendance at the homecoming dance:

1. All ninth through twelfth grade students are eligible to attend unless their privileges have been revoked due to suspension or expulsion from school on or during homecoming week.
2. All guests from another school district must be registered in the high school office at least one week prior to the dance.
3. Middle school students (grades 6, 7 & 8) are not eligible to attend under any circumstances.
4. All guests, male or female, must be enrolled in a public or private high school and must be nineteen (19) years of age or younger in order to attend. *No exceptions will be granted.*
5. All attendees are expected to abide by school rules, regardless of enrollment status.

## IMMUNIZATIONS

Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with state law.

### Immunization Requirements for all Public & Non-Public Schools:

#### Hepatitis B

Three (3) dose series

#### Diphtheria, Tetanus, Pertussis

Four (4) or more doses of DTP or DT (pediatric) vaccine or any combination thereof. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.

#### Tdap

One (1) dose for children 11 through 18 years **IF** 5 years since the last dose of tetanus/diphtheria.

#### Polio

Three (3) doses of any appropriate polio vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.

#### Measles, Mumps, Rubella

Two (2) doses on or after 12 months of age.

#### Meningococcal

One (1) dose for children 11 years of age or older upon entry into 7<sup>th</sup> grade or higher.

#### Varicella (Chickenpox)

Two (2) doses of Varicella vaccine at or after 12 months of age OR current lab immunity OR reliable history of disease.

## INDIVIDUALS WITH DISABILITIES

North Central Area Schools provides a variety of special education programs for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA).

A student can access special education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact the principal at 497-5821.

Individuals with Disabilities Education Act: Rules & Regulations 34 CFR 300.347 Content of IEP Transfer of Rights. The State of Michigan transfers rights at the age of majority, beginning at least one year before a student reaches the age of majority. Under state law, the student's IEP must include a statement that the student has been informed of his or her rights under Part B of the act, if any, that will transfer to the student on reaching the age of majority, consistent with 300.517.

Rule 340.1701a Definitions I to P: I "Parent" means the mother, father, or legally designated guardian of the handicapped person. "Parent" also means the affected handicapped person when the person reaches 18 years of age. If a legal guardian has not been appointed by appropriate court proceedings.

## INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures.

A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. *No student will be released from school until a parent or guardian has been notified.*



## LEAVING SCHOOL GROUNDS DURING THE SCHOOL DAY

Students requesting to leave school grounds during the school day, for any reason other than an early dismissal for a scheduled appointment, must first seek permission from the Principal, then call home for parental permission.

## LOCKERS AND LOCKS

Students are assigned lockers as a place of security for outdoor clothing, books, and supplies. Money and other valuable items are not to be left in lockers. The security of stored items can only be possible if lockers are properly closed and locked. All student lockers are the property of the North Central Area Schools.

Students may decorate their locker with non-permanent markers or non-permanent adhesives. Any decoration, writing, photographs or pictures must be school appropriate. Lockers are the property of the NCAS District and are loaned to students to use. All student lockers are subject to search at any time.

## LOST AND FOUND

The lost and found area is in the principal's office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

## MEAL SERVICE

For the 2021-22 school year, grades 6-7-8 will receive FREE breakfast and lunch because of the Community Eligible Provision standards due to federal guidelines. Grades 9-12 have not met the CEP guidelines, therefore, they will need to apply for free and reduced lunches as they have always done in the past.

North Central's cafeteria programs operate on a pre-pay basis. Families who do not apply for or qualify for free meals are expected to make regular deposits into their accounts. Students with a negative balance can and will be denied participation in lunch or breakfast until their account is brought up-to-date.

Breakfast prices are as follows: To be determined at a later date

Lunch prices are as follows: To be determined at a later date

Full lunch service will begin the first full day of the school year. Students may also bring their own lunch to be eaten in the cafeteria. **Students are reminded that there is a \$1.00 charge for each extra helping of an entree.** Extra portion tickets are to be purchased in the office before the school day begins at 8:05.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. Applications are accepted throughout the school year. If a student does not receive an application and believes that s/he is eligible, contact the office. *IF YOU QUALIFY, WE STRONGLY ENCOURAGE YOU TO APPLY. ELIGIBILITY COUNTS ALSO GENERATE MONIES FROM FEDERAL PROGRAMS.*

Food and/or beverages are not allowed to be consumed in the school hallways. Lunch is to be eaten in the cafeteria. Water in CLEAR BOTTLES ONLY is allowed in the classroom.

### USDA Nondiscrimination Statement:

In accordance with Federal Civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication or program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at 900-877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: <http://www.ascr.usda.gov/complaintfilingcust.html>, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410;
- (2) fax: 202-690-7442; or

(3) email: program.intake@usda.gov

North Central Area Schools is an equal opportunity provider.

## PROM

North Central Area Schools recognizes the need, and tradition, of holding a Prom gathering for the junior and senior students of the school district. The following guidelines will be followed for the safety and welfare of all students and their guests attending the Prom:

1. The junior class will initiate and plan for all Prom activities, such as: theme, location, date, time, music, and the method by which the King and Queen are selected.
2. All eleventh and twelfth grade students are eligible to attend Prom unless their privileges have been revoked due to suspension or expulsion from school on or during the date of Prom.
3. If the number of juniors and seniors who sign up to participate in Prom is low, the junior class has the option to invite the sophomore class to attend, **IF** pre-approved by the class advisors and the Principal.
4. Juniors and seniors **must** register their invited guests in the high school office at least one week prior to Prom.
5. Sophomores may only invite guests from the NC District. The student must be in the 10th, 11th, or 12th grade.
6. Junior high students (grades 7 & 8) are not eligible to attend under any circumstances.
7. All guests, male or female, **must** be nineteen (19) years old or younger, and must be enrolled in a public or private school in order to attend Prom. **No exceptions will be granted!**
8. Under no circumstances will a person who has reached the age of twenty-one years old be allowed to attend the Prom as a guest of an eligible student.
9. All attendees are expected to abide by school rules, regardless of enrollment status.

## PROMOTION, PLACEMENT, AND RETENTION

Completing required course work, earning the necessary credits and taking the M-Step and MMC Assessment tests determine a student's progress toward graduation and receiving a diploma. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (I.E.P.). It is the student's responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the guidance office and a counselor will be pleased to answer any questions.

The following number of earned credits designates the grade in which the student will be registered:

### Grades 9-12

Freshman = 0 to 4 credits, Sophomore = 5 to 9 credits, Junior = 10 to 15 credits, Senior = 16 or more credits

### Grades 6 - 8

If a middle school student fails three (3) or more core classes in a school year, the Parent/Guardian will receive written notification from the Principal's office. The Parent/Guardian will then choose one of the following two options: 1) Retain the student in the grade level they failed, or 2) Have the student advance to the next grade level. This document must be signed and returned to the Principal's office indicating which option is preferred. If the Parent/Guardian does not indicate a preference of option 1 or 2, the student will be scheduled to repeat the grade from which they failed.

### Plan of Study

As determined by the North Central IEP Team along with the student's parents or legal guardian; if the Michigan Merit Curriculum has been found to be inappropriate and unachievable for a student to successfully earn a High School Diploma, a "**Team**" comprised of the Intermediate School District personnel, MS/HS Principal, Parent, Special Education Teacher and a General Education teacher, will create a "Plan of Study", which will replace the Michigan Merit Curriculum for the student's High School Years. After successful completion of the "Plan of Study", the student will be awarded a *Certificate of Completion* upon graduation.

As a minimum, the "Plan of Study" must contain:

- |   |                      |          |
|---|----------------------|----------|
| * English (determined by the "Team")    | * Science            | * Civics |
| * Math (determined by the "Team")       | * Social Studies     | * STREAM |
| * Economics                             | * Physical Education | * Health |
| * Classroom in the Community Experience | * Electives          |          |

All classes may be attended in the Resource Room as needed.

## RECOGNITION OF STUDENT ACHIEVEMENT

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include but are not limited to academics, athletics, performing arts, citizenship and volunteerism.

### Honor Roll

Students compiling a “B” average with no grade lower than a “C-” are eligible for the Honor Roll. Students who attain no grade lower than an “A-” be listed on the “A” Honor Roll. In order to be considered for the honor roll a student must be enrolled full time.

### Homework

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the MEAP tests and graduation.

Homework is an important portion of a student's education experience. Each teacher has established a homework policy for his or her classroom. These policies can vary and some will even require that all homework be completed before a student is allowed to take a test. The teachers are required to send their homework policy, at the beginning of the year, home with the student.

## REVIEW OF INSTRUCTIONAL MATERIALS

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

## SCHEDULING AND ASSIGNMENT

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

## SCHOOL DAY

The school is open at 7:00 A.M. The first class begins at 8:05 A.M. and the last class ends at 3:10 P.M. The following schedules represent a normal daily schedule, days when a two-hour delay is necessary, or days when school is released early:

<u>Daily Class Schedule</u>	<u>2 Hour Delay</u>	<u>Early Release @ 12 Noon</u>
8:05- 9:15.....1st Period	10:00 -10:42 .... 1st Period	8:05-8:36..... 1st Period
9:19-10:19.....2nd Period	10:46 -11:28 .... 2nd Period	8:40-9:14..... 2nd Period
10:23-11:23.....3rd Period	11:32 -12:14 .... HS 3rd Pd	9:18-9:48..... 3rd Period
11:27-12:27.....HS 4th Pd	11:28 -11:58 .... MS Lunch	9:52-10:22..... 4th Period
11:23-11:53.....MS Lunch	12:02 -12:44 .... MS 3rd Pd	10:26-10:56.... 5th Period
11:57-12:57.....MS 4th Pd	12:14 -12:44 .... HS Lunch	11:00-11:30.... 6th Period
12:27-12:57.....HS Lunch	12: 48 -1:35 ..... 4th Period	11:30-12:00.... Lunch (All)
1:01-2:01.....5th Period	1:39 - 2:21 ..... 5th Period	
2:05-3:00.....6th Period	2:25 - 3:00 ..... 6th Period	

## SCHOOL POLICY ON VIOLENCE PREVENTION

### Purpose of the Policy:

The Respect & Protect process was adopted by the Board of Education to give students, parents, staff, and the community at large a clear statement concerning the school district's stand against violent behavior and the consequences that will follow violation of the policy.

### Our Philosophy Statement:

We respect and protect our students, their parents, our staff and our community.

**Definition of Violence/Disrespect:**

Violence/Disrespect is any word, look, sign or act that hurts a person’s feelings, body or things.

**Statement of Policy:**

We believe no one is entitled to be violent in any form. No form of violence will be tolerated in school, on school-sponsored transportation, or at school-sponsored activities away from school.

No student, staff member, or any other person shall be allowed (any time, for any reason, whether in the school building, on the school grounds, on school buses, or anywhere else during school-sponsored events) to intimidate, threaten to harm, or cause harm to any person or property.

**Consequences of violating this policy:**

The school administration will determine appropriate consequences for violating this policy.

**SCHOOL SPONSORED CLUBS AND ACTIVITIES**

The school has many student groups that are authorized by the school. It is the district's policy that the only authorized groups are those approved by the Board of Education and sponsored by a staff member. All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

Authorized groups include:

Student Council	Quiz Bowl	Pep Band
HYC (Healthy Youth Coalition)	Jr. High Quiz Bowl	Yearbook
National Honor Society	Robotics	

**SEARCH AND SEIZURE**

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

Students are provided lockers, desks and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

No strip searches will be conducted by any employee of the district, but may be conducted by law enforcement officials, if deemed necessary.

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

The district as part of our Zero Tolerance Policy conducts canine sniff searches. In the high school: lockers, hallways and/or parking lots including cars will be searched.

**SECURITY CAMERAS**

On-site security cameras have been installed at the Jr/Sr High building. These cameras have been placed in such a way that we can now monitor the building perimeter as well as inside the building for student and staff safety. Review of the recorded images is at the discretion of the administration. Any behavior recorded on camera that is considered a violation of this handbook will result in the appropriate disciplinary action.

**STUDENT ASSESSMENT**

To measure student progress, students will be tested in accordance with state standards and district policy. Unless exempted, each student will be expected to take the appropriate M-Step Tests and comply with the MMC. Tests will be given once a year. Make-up dates are scheduled, but unnecessary absences should be avoided.

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

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

Vocational and interest surveys may be given to identify particular areas of student interest or talent. The guidance staff often gives these.

If necessary, intelligence tests, speech and language evaluations individually administered achievement tests and other special testing services are available to students needing these services.

Depending on the type of testing, specific information and/or parent consent may need to be obtained. North Central Jr/Sr High School will not violate the rights of consent and privacy of a student participating in any form of evaluation.

All students will be expected to take student surveys unless their parent in writing excuses them. Students are not identified individually on these surveys.

College entrance testing (SAT) information can be obtained from the guidance office.

## **STUDENT CONCERNS, SUGGESTIONS AND GRIEVANCES**

The school is here for the benefit of the students. The staff is here to assist a student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them.

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

A student has the right to a hearing if the student believes s/he has been properly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may petition to have a change in grade based on current law.

### **Public Complaints and Grievances**

Any person or group having a legitimate interest in the operations of this district shall have the right to present a request, suggestion, complaint, or grievance concerning district personnel, the program, or the operations of the district. At the same time, the Board of Education has a duty to protect its staff from unnecessary harassment.

It is the intent of this policy to provide the means for judging each public complaint and grievance in a fair and impartial manner and to seek a remedy where appropriate.

It is the desire of the board to rectify any misunderstandings between the public and the district by direct discussions of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences, shall more formal procedures be employed.

Any requests, suggestions, complaints, or grievances reaching the board, board members, and the administration shall be referred to the Superintendent for consideration according to the following procedure.

### **Matters regarding a professional staff member:**

- A. First Level:** If it is a matter specifically directed toward a teaching staff member, the matter must be addressed, initially, to the concerned staff member who shall discuss it promptly with the complainant and make every effort to provide a reasoned explanation or take appropriate action within his/her authority and district administrative guidelines. As appropriate, the staff member shall report the matter and whatever action may have been taken to the building principal.
- B. Second Level:** If the matter cannot be satisfactorily resolved at the first level, the complainant, with the building principal shall discuss it. At this level the principal shall make a written record of the incident and provide the complainant with the appeal process outlined. The administrator shall also have the complainant sign a form (developed by the superintendent) to acknowledge receipt of the appeal procedure. The written record shall be maintained by the building administrator and submitted to the superintendent if the complainant appeals.
- C. Third Level:** If a satisfactory solution is not achieved by discussion with the building principal, a written request for a conference shall be submitted to the superintendent by the complainant with a copy to the board. This request should include:
  1. The specific nature of the complaint and a brief statement of the facts giving rise to it;
  2. The respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;
  3. The action, which the complainant wishes taken and the reasons why it is felt that such action be taken.Should the matter be resolved in conference with the superintendent, the board shall be advised of the resolution. The superintendent will reach a decision and inform the parent in writing within five (5) school days after the meeting with the complainant.
- D. Fourth Level:** Should the matter still not be resolved, or if it is one beyond the superintendent's authority and requires a board decision or action, the complainant shall request, in writing, a hearing by the board. The board after reviewing all material relating to the case, may refuse to hear the appeal, or may hear the appeal at a properly called regular or special meeting of the entire board. The complainant shall be advised, in writing, of the board's decision within a reasonable time frame.

**Matters regarding an administrative staff member:**

In the case of a complaint directed toward an Administrative staff member, the general procedure specified in "Matters Regarding a Professional Staff Member" shall be followed. The complaint shall be discussed, initially, with the person toward whom it is directed and if a satisfactory resolution is not achieved at this level, the matter shall be brought, as required, to higher levels terminating with the board.

**Matters regarding a support staff member:**

In the case of a complaint directed toward a support staff member, the complaint is to be directed, initially, toward the person's superior, and the matter then brought as required to higher levels in the manner prescribed as for Professional Staff Members.

**Matters regarding district services or operations:**

If the request, suggestion, complaint, or grievance relates to a matter of district procedure or operation, it should be addressed, initially, to the area supervisor and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding Professional Staff Member".

**Matters regarding the educational program:**

If the request, suggestion, complaint, or grievance relates to a matter of district program, it should be addressed, initially, to the building principal and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding Professional Staff Member".

**Matters regarding instructional materials:**

If the request, suggestion, complaint, or grievance relates to instructional materials such as textbooks, library books, reference works, and other instructional aides used in the district, the following procedures shall be followed:

- A. The criticism is to be addressed to the Superintendent, in writing, and shall include:
  1. Author;
  2. Title;
  3. Publisher;
  4. The complainant familiarity with the material objected to;
  5. Sections objected to, by page and item;
  6. Reasons for objection.
- B. Upon receipt of the information, the Superintendent shall, after advising the board of the complaint, appoint a review committee consisting of:
  1. One or more professional staff members;
  2. A board member;
  3. One or more lay persons knowledgeable in the area.
- C. The Superintendent shall be an ex officio member of the committee.
- D. The committee, in evaluating the questionable material, shall be guided by the following criteria:
  1. The appropriateness of the material for the age & maturity level of the students with whom it is being used;
  2. The accuracy of the material;
  3. The objectivity of the material;
  4. The use made of the material.
- E. The material in question may not be withdrawn from use pending the committee's decision.
- F. The committee's decision shall be reported to the superintendent in writing within ten (10) school days following the formation of the committee. The superintendent will advise the complainant, in writing, of the committee's decision and advise the board of the action taken or recommended.
- G. The complainant may appeal this decision to the board through a written request to the superintendent, who shall forward the request and all written material relating to the matter to the board.
- H. The board shall review the case in committee session and advise the complainant, in writing, of its decision within ten (10) school days.

No challenged material may be removed from the curriculum or from a collection of resource materials except by action of the board, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any board action to remove material will be accompanied by the board's statement of its reasons for the removal.

**Grievances**

The Student Grievance Procedure encourages students and/or parents to discuss their grievance(s) informally with the faculty member, coach or administrator against whom the grievance is directed prior to utilizing the more formal grievance procedure

outlined below. It is expected that the majority of grievances will be settled in this manner. If not, the following procedure shall apply.

Student grievances generally involve academic matters, disciplinary action, and/or student social, physical, or operational conditions:

1. If a student, parent representative, or group of students feels s/he is not being treated fairly with respect to academic matters, such as scheduling, examinations, marks, etc., and cannot resolve the question with the employee involved, s/he may appeal in writing to the principal.
2. If the principal's decision is still unsatisfactory to the student, s/he may appeal step-by-step to the superintendent and then to the Board of Education. The Board, after reviewing all material relating to the case, may refuse to hear the appeal or may hear the appeal at a properly called regular or special meeting of the entire Board.
3. Whenever an appeal is made at or beyond the principal's level, it shall be made in writing.
4. At the principal and superintendent level of appeal, a written response will be provided within five working days.

### **Disciplinary**

If a student (or a group of students) feels that disciplinary action applied to him/her is unfair, s/he may file a written request with the principal, asking for a review of the action.

If the decision is unsatisfactory to the student, the student may follow the steps of appeal described above.

### **Social, Physical, or Operational**

If a student (or group of students) feels that a particular social, physical, or operational condition in the school should be modified or provided, s/he should follow the same procedure used to grieve a disciplinary matter.

## **STUDENT FEES, FINES AND CHARGES**

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine is used to pay for the damage, not to make a profit.

Late fines can be avoided when students return borrowed materials promptly. Others may need the materials.

Failure to pay fines, fees or charges may result in the withholding of report card, diploma and/or participation in extra-curricular activities.

## **STUDENT FUNDRAISING**

Students participating in school sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. All fundraising will be coordinated by the NCAS Fundraiser coordinator. The following general rules will apply to all fundraisers:

1. Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds.
2. A student will not be allowed to participate in a fundraising activity for a group in which s/he is not a member without the approval of the student's sponsor.
3. No student may participate in fundraising activities off school property without written parental consent.
4. House-to-house canvassing is *NOT* recommended by any student for any fundraising activity.
5. A staff member will monitor any fund-raisers that require students to exert themselves physically beyond their normal pattern of activity, in order to prevent a student from over-extending himself/herself to the point of potential harm.
6. No student may participate in a fundraising activity conducted by a parent group, booster club, or community organization on school property without the approval of the principal.

## **STUDENT RECORDS**

The teachers, counselors and administrative staff keep many student records. There are two basic kinds of records -- directory information and confidential records.

Directory information can be given to any person or organization for non-profit making purposes when requested, unless the parents of the student restrict the information, in writing to the principal. Directory information includes:

A student's name; address, telephone number; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; or any other information which would not generally be considered harmful or an invasion of privacy, if disclosed.

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Michigan law. This information can only be released with the written consent of the

parents, the adult student, or a surrogate. The only exception to this is to comply with state and federal laws that may require release without consent.

Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions and communications with the family and outside service providers. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent only with the permission of the originator. Such records shall be placed in a student's file only with the knowledge of the parent. Parents may obtain such records from the originator and should maintain them in a home file. Parents may also provide the school with copies of records made by non-school professional agencies or individuals.

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

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

## **STUDENT RIGHTS AND RESPONSIBILITIES**

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

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals. The school maintains academic records with the WEB based software package Power School. Parents and students can monitor academic progress by accessing this resource from the home computer.

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from the building counselor or principal.

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

## **STUDENT RIGHTS OF EXPRESSION**

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

A material cannot be displayed if it:

1. Is obscene to minors, libelous, indecent or vulgar;
2. Advertises any product or service not permitted to minors by law;
3. Intends to be insulting or harassing;
4. Intends to incite fighting or presents a likelihood of disrupting school purposes.

Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper **regress** and egress to the building. Decorations on any graduates cap and gown is prohibited.

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

## **STUDENT SALES**

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



## **STUDENT VALUABLES**

Students are encouraged not to bring items of value to school. It is strongly recommended all items such as jewelry, expensive clothing, electronic equipment etc., be locked in the students locker or kept at home. The school will not be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.

## **STUDENT WELL-BEING**

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

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

## **TRANSFER OUT OF THE DISTRICT**

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

## **TRANSPORTATION**

each student shall:

- a) Be on time at the designated loading zone;
- b) Stay off the road at all times while walking to and waiting for the bus;
- c) Line up single file off the roadway to enter;
- d) Wait until the bus is completely stopped before moving forward to enter;
- e) Refrain from crossing a highway until the bus driver signals it is safe;
- f) Go immediately to a seat and be seated.

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

### **During the trip, each student shall:**

#### **Bus transportation to & from school**

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal.

A change in a student's regular assigned bus stop may be granted for a special need, if a note from a parent is submitted to the building principal stating the reason for the request and the duration of the change and the principal approves.

The school provides bus transportation for all students who live farther than one (1) mile from school. The bus schedule and route is available by contacting the Bus Transportation Office at 497-5226.

### **Bus conduct**

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided.

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

### **The following behaviors are expected of all students:**

Previous to loading (on the road and at school)

- a) Remain seated while the bus is in motion;
- b) Keep head, hands, arms, and legs inside the bus at all times;
- c) Not litter in the bus or throw anything from the bus;
- d) Keep books, packages, coats, and all other objects out of the aisle;
- e) Be courteous to the driver and to other bus riders;
- f) Not eating or playing games, cards, etc.;
- g) Not tamper with the bus or any of its equipment.

**Leaving the bus, each student shall:**

- a) Remain seated until the bus has stopped;
- b) Cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe;
- c) Be alert to a possible danger signal from the driver.

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

**Penalties for infractions**

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

**Self-transportation to school**

Driving to school is a privilege, which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school.

**The following rules shall apply:**

- a) Students are to have a Parking Lot Application on file in the principal's office from their parents granting permission to drive to school.
- b) Parking lot speed limit is 5 mph.
- c) When the school provides transportation, students shall not drive to school-sponsored activities unless their parents grant written permission and approved by the principal/superintendent.
- d) No other students are allowed to be driven to a school sponsored activity by the approved student driver without a note from parents of passenger students granting permission and approval by the principal or superintendent's designee.
- e) Always lock your car. Do not leave expensive equipment in your car in the school parking lot. The school cannot assure the security of such items.
- f) Students may not go to their car during the school day without permission from the principal or other office personnel.

**USE OF MEDICATIONS**

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication to a student during school hours will be permitted only when failure to take such medicine would jeopardize the health of the student.

For purposes of this policy, "medication" shall include all medicines prescribed by a physician and any patent drug.

The total responsibility for dispensing or administering any non-prescribed (over-the-counter) drugs, preparations, and/or remedies shall rest solely with the parent(s) or legal guardian, and that student. Before any medication may be administered to any student during school hours, the Board shall require the written request of the parent. This document shall be kept on file in the office of the principal.

Only medication in its *original prescription bottle*, labeled with the date of prescription, student's name, and exact dosage will be administered and only in the presence of another adult. Parents or students authorized in writing by parents and a physician, may also administer medication but only in the presence of another adult.

The Board shall not permit the administration of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body unless that staff member is medically trained to do so. Students who may require administration of an emergency medication may have such medication, identified as aforementioned, stored in the principal's office and administered in accord with this policy. Staff members are to administer medication or treatment only in the presence of another adult, except in the case of an emergency that threatens the life or health of the student.

**USE OF SCHOOL TELEPHONES**

Office telephones are available for students to use for parental contact, but not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Students who become ill in the course of the day may use their personal phone to call home, but that call **MUST be made in the office** so that verification can be made that she student either has permission to drive his/herself home, or that someone will be coming to pick them up.

## **USE OF THE SCHOOL EQUIPMENT AND FACILITIES**

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the principal to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use. This includes the weight room and gym area.

## **WITHDRAWAL FROM SCHOOL**

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

## **MEMORANDUM TO PARENTS REGARDING SCHOOL BOARD POLICY ON DRUG FREE SCHOOLS**

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

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

## **NOTIFICATION TO PARENTS ON BLOOD-BORNE PATHOGENS**

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

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

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

If you have any questions or concerns, please contact: Jennifer Eichmeier, Superintendent of Schools at 498-2293.

## NOTIFICATION TO PARENTS OF DIRECTORY INFORMATION

In compliance with federal regulations, the North Central Area Schools have established the following guidelines concerning student records.

- A. The building Principal is the District Records Officer responsible for the processing and maintenance of all student records. This office can be reached by calling 497-5226.
- B. Each student's records will be kept in a confidential file located in the high school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student (eighteen (18) years of age or older), and those designated by federal law or district regulations.
- C. A parent, guardian, or adult student has the right to request a change or addition to a student's records and to either obtain a hearing with district officials or file a complaint with the U.S. Office of Education if not satisfied with the accuracy of the records or with the district's Compliance Officer with the Federal Education Rights and Privacy Act.
- D. The district has established the following information about each student as "directory information" and will make it available upon a legitimate request unless a parent, guardian, or adult student notifies the Principal's Office, in writing, that s/he will not permit distribution of any or all of such information:
  - Name, address, and telephone number; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation and awards received; and any other information the district considers would not be harmful or an invasion of privacy, if disclosed.
- E. A copy of the policy and the accompanying guidelines are available at the superintendent's office. There are also people available to answer any questions concerning this policy or guidelines

# **Student's Technology Acceptable Use and Safety Agreement**

(NEOLA Policy 7540.03 F1)

To access and use the District's Education Technology, including a school-assigned e-mail account and/or the Internet at school, students under the age of eighteen (18) must obtain parent permission and sign and return this form. Students age eighteen (18) and over may sign their own forms.

Use of the Education Technology is a privilege, not a right. The District's Education Technology, including its Internet connection and online educational services, is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation of this privilege and possibly further disciplinary action.

The Board has implemented technology protection measures, which protect against (e.g. block/filter) Internet access to visual displays/depictions/materials that are obscene, constitute child pornography, or are harmful to minors. The Board also monitors online activity of students in a effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication, and/or services on the Internet that the Board has not authorized for educational purposes and/or that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Students accessing the Internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

The Board has the right, at any time, to access, monitor, review and inspect any directories, files and/or messages residing on or sent using the Board's Education Technology. Messages relating to or in support of illegal activities will be reported to the appropriate authorities. Individual users have no expectation of privacy related to their use of the District's Education Technology.

## **Parent/Guardian**

As the parent/guardian of this student, I have read the Student Education Technology Acceptable Use and Safety Policy and Guidelines, and have discussed them with my child. I understand that student access to the Internet is designated for educational purposes and that the Board has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate and/or harmful to minors. However, I recognize that it is impossible for the Board to restrict access to all objectionable and/or controversial materials that may be found on the Internet. I will not hold the Board (or any of its employees, administrators, or officers) responsible for materials my child may acquire or come in contact with while on the Internet. Additionally, I accept responsibility for communicating to my child guidance concerning his/her acceptable use of the Internet – i.e., setting the conveying standards for my daughter/son to follow when selecting, sharing and exploring information and resources on the Internet. I further understand that individuals and families may be liable for violations.

To the extent that proprietary rights in the design of a website hosted on Board-owned or leased servers would vest in my child upon creation, I agree to assign those rights to the Board.

## **Please complete the following information:**

Student User's Full Name (please print): \_\_\_\_\_

School \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian's Name (please print): \_\_\_\_\_

## Parental Permission Check List

**Please check each box that applies:**

- I have received the North Central Jr/Sr High School Handbook. I understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures and policies of the North Central Area School District. I also understand that this handbook supersedes all prior handbooks and other written material on the same subjects.
- I give permission for the NCAS Board and/or designee to issue an Internet/e-mail account to my child.
- I give permission for the Board to transmit “live” images of my child (as part of a group) over the Internet via a web cam only from classroom to classroom.
- I authorize and license the Board to post my child’s class work on the Internet without infringing upon any copyright my child may own with respect to such class work. I understand only my child’s first name will accompany such class work.
- I give permission for my child to participate in local Field Trips where the travel is less than 30 miles one way.
- I give permission for my child’s photograph to be taken & used for identification, sports, activities & awards ceremony purposes. My child's photo may not be released to any agency outside of the NCAS District.
- I give my child permission to take an on-line class at school example: “Foreign Language” or other classes as needed.

Parent/Guardian’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Student**

I have read and agree to abide by the Student Education Technology Acceptable Use and Safety Policy and Guidelines. I understand that any violation of the terms and conditions set forth in the Policy and Guidelines is inappropriate and may constitute a criminal offense and/or may result in disciplinary action. As a user of the Board’s Education Technology, I agree to communicate over the Internet and through the Education Technology in a appropriate manner, honoring all relevant laws, restrictions and guidelines.

Student’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Teachers and building principals are responsible for determining what is unauthorized or inappropriate use. The principal may deny, revoke or suspend access to and use of the Education Technology to individuals who violate the Board’s Student Education Technology Acceptable Use and Safety Policy and related Guidelines, and take such other disciplinary action as is appropriate pursuant to the Student Code of Conduct.**

