

# Mason County Eastern

Middle School/High School  
Student Handbook  
2024-2025



**Dr. Mark Forner, K-12 Principal**

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**School mascot:** Cardinals

**School colors:** Red and Gold

**School Fight Song:** (On Wisconsin)

*Hail to Eastern, School of promise, With our Red and Gold  
Hail to Cardinals, Hail to our team, Fight them as of old Fight! Fight! Fight!  
Win us this game. For our fair fame, We are backing you!  
On to victory, team of scarlet, for we know you're true. Fight! Fight! Fight!  
Come on, old, Eastern High let's fall in line.  
We're going to win this game this time!  
And for the dear old school we know so well.  
And for the basketball team we'll Yell and Yell and Yell.  
We're going to Fight, Fight, Fight for every score!  
We're going to circle around a make a goal  
We're going to show them how to with this game  
That's our aim: GO! FIGHT! WIN!*

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**Confirmation of Receipt of  
Middle School/High School Student Handbook  
And  
Internet Acceptable User Agreement (on back)**

I have received the Mason County Eastern MS/HS Student Handbook for the 2024-25 school year.

I understand my child/ward is expected to follow all the rules and regulations set forth in this handbook and that failure to do so may result in disciplinary action as stated in the Mason County Eastern Schools' Board of Education policies.

\_\_\_\_\_  
Grade Level

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Name

Disclaimer: The failure to sign and return this document will in no way negate the disciplinary action as stated in the MS/HS Student Handbook.

By signing below, the user and parent or guardian (if applicable) certify that they have read the Mason County Eastern Schools Policy on District-Provided Access to Electronic Information Services and Networks and agree to follow the policy and this Acceptable User Agreement. Each party further agrees to contact the Mason County Eastern Schools Internet Administrator if he or she has questions about the District's Policy or this Acceptable Use Agreement.

I understand and will abide by the above Internet Use Agreement. I further understand that violation of the Agreement may constitute a criminal offense. Should I commit any violation, Mason County Eastern Schools may revoke any access privileges, and I may be subject to disciplinary and/or legal action.

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

User's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(If the user is under the age of 18, a parent or guardian must also read and sign this agreement.)

As the parent or guardian of this student, I have read the Internet Use Agreement. I understand that this access is designed for educational purposes and that Mason County Eastern School District has taken precautions to eliminate controversy. However, I also recognize it is impossible for the school district to restrict access to all controversial materials and I will not hold the District responsible for materials my child acquires on the network. Further, I accept full responsibility for supervision if and when my child is not in a school setting or accesses inappropriate material via a device not maintained by Mason County Eastern Schools.

I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

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

Parent of Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parents/guardians who do not want their child to have access to the Internet should write a note below expressing their wishes. For those students who do not receive permission to use the Internet, the District will provide alternative research tools that the student can use to complete the work.

## **SCHOOL MISSION STATEMENT**

At Mason County Eastern Schools we believe that **all** students can learn. We believe that students will reach their full potential in an environment of **Teamwork, Trust** and **Pride**.

### **MCE Student Code of Conduct**

*MCE Board Policy 5600 reads: “The Board shall require each student of this District to adhere to the Student Code of Conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. The Board of Education acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment, which is, in part, reflected in the behavior of students.”*

*MCE Board Policy 5600 reads: “The Superintendent shall promulgate administrative guidelines for student conduct which: a) are not arbitrary, b) do not discriminate among students, c) do not demean students and d) do not violate any individual rights constitutionally guaranteed to students.”*

*MCE Board Policy 1210 reads: “The Superintendent shall be given the latitude to determine the best method of implementing the policies of the Board.”*

### **A Welcome Letter From The Principal**

Dear Students and Parents:

Welcome to Mason County Eastern Middle School/High School! It is a great day to be a Cardinal! We are going to have a terrific school year and we are excited to get started.

This handbook contains important information about our school and school rules as well as important Board of Education policies. Students and parents: please take the time to read it carefully.

At Mason County Eastern, we have established a school culture based upon high expectations for student growth and student conduct. We believe that EVERY student at Mason County Eastern can and will be academically successful.

We believe students thrive when there is a shared commitment between families and the school community to provide the support each student needs to be successful. Sometimes that support comes in the form of honest, difficult conversations when a student is not performing to their fullest potential.

Our school's mission statement reads as follows: "At Mason County Eastern Schools we believe that all students can learn. We believe that **ALL** students will reach their full potential in an environment of **Teamwork, Trust and Pride.**"

We are honored and pleased that you have selected Mason County Eastern as your school of choice. In turn, we promise to do everything in our power to prepare your student for a long, happy and successful life.

GO RED! GO GOLD!

Sincerely,  
Dr. Mark Forner  
K-12 Principal

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## **Accommodating Persons With Disabilities**

Persons with disabilities will be provided an opportunity to participate in all school-sponsored services, programs or activities. Persons with disabilities having questions about accessibility or needing accommodations should contact the superintendent or building principal. Notification of the need for accommodation should occur as far in advance as possible of the school-sponsored function, program or meeting.

## **Adding and Dropping Classes**

Adding or dropping of classes will be allowed during the first week of the semester. Starting the second week, the student must stay in that class for the rest of the semester. Any schedule changes must be made at least one (1) week prior to the beginning of the new semester. At any time, administration has the authority to make changes in the best interest of the student.

## **Age of Majority**

Students who reach the age of 18 are legally recognized as adults and, except as noted below, policies and procedures set forth in this handbook apply to them as students:

- 1) May have the same privilege as their parent(s)/guardian(s) as it relates to their student records.
- 2) May represent themselves during disciplinary conferences and be the address for their grade reports.
- 3) May sign themselves in and out of school and verify their own absences. However, all school attendance policies continue to all students regardless of age.
- 4) A parental waiver must be signed by the parent of an 18 year-old student prior to that student signing him/herself out of the building. By law, the custodial parent of the student must be notified of a student's release and may overrule their child's decision.

Students who wish to assert these rights should register their intent in writing with the High School office. A copy of the student's written intent to assert rights as an adult will be sent to the student's parent/guardian.

### **Animals On School Property**

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a disability. This rule prohibiting animals on school property may be temporarily waived by the building principal in the case of a unique educational opportunity for students, provided that: (a) the animal is appropriately house, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or unhealthy environment.

### **Assemblies**

School time is provided during the school year for assemblies. This takes valuable time from regular classes and can be justified only if there is a definite learning experience. Students are expected to be courteous and attentive at all times. Full cooperation with speakers and assembly leaders is expected at all times.

### **Athletics**

**Academic Eligibility:** A high school/middle school student athlete must be successfully passing all classes each week during the athletic season in order to be eligible to participate in competition the following week.

**Grade Checks:** Grade checks will be conducted at the end of each week. Students who possess a failing grade in a particular class will have until the end of the school day on the following Monday to meet the standard. Students who do not have a passing grade in a particular class by the end of the school day on Monday will be ineligible to compete in competition that week.

**Ineligibility:** Once an athlete is ineligible, s/he will remain ineligible until the next weekly report. Student-athletes must have passed four (4) subjects the previous semester in order to be eligible for athletic competition the following semester. .

### **Offerings**

Fall Sports:           6 - 12 Varsity Cross Country (Boys & Girls)  
                              6 - 12 Volleyball: Girls Varsity & Junior Varsity  
                              9-12 Girls Equestrian: Varsity

Winter Sports:       6-12 Boys Basketball: Varsity & Junior Varsity  
                              6-12 Girls Basketball: Varsity & Junior Varsity  
                              6-12 Cheerleading  
                              9-12 Bowling (Boys & Girls) Varsity

Spring Sports:       6-12 Track (Boys & Girls) Varsity  
                              9-12 Boys Baseball Varsity  
                              9-12 Girls Softball Varsity  
                              6-8 Girls Equestrian Middle School

### **Attendance Policy and Procedure**

Michigan law requires that whoever has custody or control of any child between the ages of 6 and 18 (unless the child has already completed high school graduation requirements) shall assure that the child attends public school during the entire school year. Michigan law requires that the student's attendance be continuous and consecutive for the school year fixed by the school district.

### **Parent/Guardian Procedure for School Notification of Student Absence**

When a student is absent, notification, including the reason for the absence, must be in the office within 48 hours. Notification of type of illness is required based on Mason County Health Department requirement. The Attendance Office phone number is (231) 757-3733 option 5. It is available 24 hours per day, seven days a week.

## **Types of Absences**

**Excused** - A student is absent for a valid reason and is accepted by the Attendance Office and the reason is cleared according to the attendance procedure.

**Unexcused** - A student is absent and has an unacceptable reason or no explanation, and/or fails to clear the absence in accordance with the attendance procedure.

**Pre-Arranged** - A student should pick up a pre-arranged absence form in the Attendance Office at least three (3) days prior to the planned absence.

**School-Related** - A school related absence is an absence for a pre-approved school function.

**College Visit** - Juniors and seniors are eligible for college visitation absences as long as they are pre-approved and arranged by the school counselor.

**Court Absence** - A court absence is when a student has been ordered to appear in court or to participate in other judicial activities. A signed note from the court stating the date and time the student was required to appear is required.

**Suspension** - A suspension is when the student is suspended from school for a behavior or discipline-related matter.

**Funeral** - A funeral absence is for a family member or a friend of the family.

**Assignments During Absence** - Missed assignments and classwork are expected to be completed and are the responsibility of the student. Assignments are to be completed and returned to the appropriate teacher by the due date established.

**Leaving School Early** - If a student must leave school during the school day for any reason, he/she must report to the office prior to leaving. A parent/guardian must sign a student out before the student may leave. **Only parents/guardians and/or adults listed on the student's emergency card may sign a student out early.**

## **Backpacks**

Backpacks may be brought to school but they are to be taken directly to and left in the student's locker until the end of the school day.

## **Bullying and Other Aggressive Behavior Towards Students**

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff or third parties, including Board members, parents, guests, contractors, vendors and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal and psychological abuse, including hazing, gestures, comments, threats or action to a student, which causes or threatens to cause bodily harm, reasonable fear for personal safety or personal degradation.

### **Procedure**

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

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

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

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

### **Non-Retaliation/False Reports**

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

## Definitions

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

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

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

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

- 1) substantially interfering with education opportunities, benefits or programs of one or more students;
- 2) adversely affecting the ability of a student to participate in or benefit from the school districts’ educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;

- 3) having an actual and substantial detrimental effect on a students' physical or mental health; and/or
- 4) causing substantial disruption in, or substantial interference with, the orderly operation of the school.

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

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

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

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

**“Staff”** includes all school employees and Board members.

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

## **Bus Regulations**

Riding the bus is a **PRIVILEGE, NOT A RIGHT** of all students at MCE. Bus privileges are available to eligible students to and from school and various activities. To ensure a safe and enjoyable ride, bus expectations must be understood. While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems are investigated and handled by school administration. Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

*In the interest of student's safety, students are expected to observe the following rules:*

- 1) Students must always follow the bus driver's directions.
- 2) Students who create disturbances on the bus will be issued a student discipline referral and could be denied bus privileges.
- 3) Students are to use classroom conduct, no profane or vulgar language.
- 4) Vandalism to a bus will be charged to the student/parent.
- 5) No smoking, tobacco products, or flammable products are permitted on the bus. (This will result in the loss of bus privileges.)
- 6) Non-bussing students will be permitted to ride the bus in certain or emergency situations. A note from their parents and signed by the principal is required.

Students may be suspended from riding the school bus for engaging in misconduct. In accordance with Board policy, the District may use video cameras to record student conduct on the interior of the bus. The District's transportation director is responsible for reviewing the tapes to ensure that bus safety procedures are being followed and that the buses are operated in accordance with district guidelines and state law.

## **Cafeteria**

All students will receive a half hour lunch period each day. A hot lunch is available every day. A breakfast program is available from 8:00 - 8:15 AM and will be served in the cafeteria. In addition, Mason County Eastern participates in the National School Lunch Program, which enables students that qualify to have free or reduced lunches.

Students may not leave campus during lunch, except with permission by administration or authorized staff. During lunch, students must proceed to their designated lunch area and, after getting their lunch, shall immediately sit in a chair at a table located in the cafe or common area. Students shall clean the area in which they are seated, dispose



of any trash in the appropriate receptacle, and exit the cafeteria to their assigned location.

Misbehavior in the cafeteria will result in disciplinary action according to the school's disciplinary procedures.

### **Communication**

The following is a sequence of steps which should be followed by students and parents/guardians when they are in need of clarification about grades, assignments, tests, projects, discipline, absences and/or tardies:

1. Teacher
2. Counselor
3. Principal
4. Superintendent

### **Counseling**

Counseling services are provided for students and consultations are available for parents/guardians regarding situations which will have an impact on school performance/well-being. Confidentiality is maintained in all person/private matters with the exceptions of disclosure of intended harm to someone else, self, or abuse/neglect.;

### **Daily Announcements**

Daily announcements are announced over the public address system each day during in school sessions. Emergency-type announcements will be made over the P.A. system whenever it is necessary to do so.

### **Daily Schedule**

#### **Middle School Schedule**

7:50 AM - 8:20 AM	Teacher's Time
8:16 AM	Warning Bell
8:20 AM - 9:11 AM	1st Hour
9:15 AM - 10:06 AM	2nd Hour
10:10 AM - 11:01 AM	3rd Hour
11:05 AM - 11:35 AM	Lunch
11:39 AM - 12:31 PM	4th Hour

12:35 PM - 1:26 PM	5th Hour
1:30- PM - 2:21 PM	6th Hour
2:25 PM - 3:10 PM	Academic Center
3:10 PM - 3:20 PM	Teacher's Time

### **High School Schedule**

7:50 AM - 8:20 AM	Teacher's Time
8:16 AM	Warning Bell
8:20 AM - 9:11 AM	1st Hour
9:15 AM - 10:06 AM	2nd Hour
10:10 AM - 11:01 AM	3rd Hour
11:05 AM - 11:56 AM	4th Hour
11:56 AM - 12:31 PM	Lunch
12:35 PM - 1:26 PM	5th Hour
1:30- PM - 2:21 PM	6th Hour
2:25 PM - 3:10 PM	Academic Center
3:10 PM - 3:20 PM	Teacher's Time

### **Drama**

Drama "letters" may be given to a participant if they have participated fully and are a student passing all classes. Extra-curricular activities require a tremendous amount of time and effort. Therefore, students will be required to maintain a satisfactory academic status in order to participate in extracurricular activities. To earn a Drama club letter a student must have achieved one of the following:

- 1) Perform in two plays in the same year and meet the academic and attendance guidelines.
- 2) Perform in three plays in consecutive productions and meet the academic and attendance guidelines.
- 3) Work backstage in three plays in consecutive productions and meet the academic and attendance guidelines.

In order to receive a letter, students must be passing all classes and gain all credits through the duration of the play.

### **Drug-Free Schools & Student Services Policy**

The District seeks to provide all students with an education needed to participate as responsible citizens in an ever-changing world. The District is committed to providing a

tobacco, alcohol and other drug-free environment for students and staff. The possession/use of alcohol, controlled substances, mind/mood altering substances, drug paraphernalia, and/or other illicit drugs is prohibited in any attendance center on school district grounds or at any school sponsored activity (this list is not all inclusive). Those in violation will be subject to disciplinary procedures. Tobacco use by all students is prohibited at all times and by staff members during regular working hours. The safe environment will help students accomplish the educational outcomes of the District.

The District acknowledges that some students and staff have academic, physical, emotional, social, alcohol, or other drug problems that interfere with learning. Prevention programs and student services are designed to help students and staff learn skills to live productive lives, avoid mind/mood altering substance use problems and deal with issues that might deter their academic, personal and professional success.

The District accepts the concept that chemical dependency and other related problems are treatable. The prevention programs and student services provide appropriate options for prevention education, assessment, intervention and referral.

## **Dual Enrollment**

Freshman, sophomores, juniors and seniors must receive a qualifying score in each subject area on a readiness assessment in order to take all eligible courses; otherwise, he/she can only take courses in the area for which a qualifying score was achieved. Information regarding minimum test scores is available in the Guidance office.

If no qualifying score was achieved, the student is limited to a course in computer science or foreign language or a course in fine arts as permitted by the District.

Eligible courses cannot be a course that is offered by the District or if offered but poses a scheduling conflict beyond the student's control.

The college courses cannot be a hobby, craft, recreation, physical education or theology/divinity, religious education course.

Students must take a total of six (6) classes per semester with at least one (1) being taken on the Mason County Eastern campus.

Participating students will have tuition for these courses (the number of courses cannot exceed 10) paid for by the District, but the students are responsible for textbooks, fees and their own transportation. Any course taken over ten (10) may be taken, but the student is responsible for all costs, including tuition. Additionally, if a student fails a dual

enrolled class, they are responsible to reimburse Mason County Eastern Schools for tuition cost for that class.

### **Enrollment Requirements**

Entering 9th grade student:

- 9th grade - 2 course limit for academic year
- 10th grade - 2 course limit for academic year
- 11th grade - 2 course limit for academic year
- 12th grade - 4 course limit for academic year

Entering 10th grade student:

- 10th grade - 2 course limit for academic year
- 11th grade - 4 course limit for academic year
- 12th grade - 4 course limit for academic year

Entering 11th or 12th grade student:

Not more than ten (10) courses total for those academic years

### **Emergency School Closings**

In case of bad weather and other local emergencies, you will be notified by the Mason County Eastern Schools power school notification system or please listen to any local radio or television station to be advised of school closings or early dismissals. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information. For your child's safety, make certain your child knows ahead of time where to go in case of early dismissal. If we dismiss early for an emergency, all after-school functions are automatically canceled.

### **Entering and Exiting The Building**

Specific doors are designated for entering and exiting the building. Bus students will be dropped off in the South parking lot and enter the school building through the High School office entrance or Superintendent office entrance. Students and visitors arriving at the building after the start of classes (8:20 AM) are to enter through the High School office entrance. All visitors and guests to the building are to check in at the High School office.

### **Exam Policy**

- 1) All students will take first semester exams.

2) Freshmen, Sophomores and Juniors will take second semester exams. Seniors will be excused from second semester exams provided they pass both the third and fourth marking periods.

### **Field Trips**

Field trips are considered to be an educational experience and an extension of the classroom. A student's past behavior and attitude will have a direct bearing on whether he/she will be included on field trips or outings. When a student's unacceptable behavior results in a second suspension from school, he/she forfeits the privilege of attending any or all future trips for that school year. In some cases, it will be necessary for a parent/guardian to accompany his/her student in order for the student to attend the field trip or outing. There may be requirements for a student to attend a specific field trip, outing or activity. Participation in some field trips, outings and/or activities may be contingent upon specific behavioral requirements and/or student responsibilities.

### **Foreign Exchange Students**

Foreign Exchange Students will be automatically enrolled as seniors. If the student/host family chooses not to enroll the student as a senior, the student will be enrolled as a sophomore because of state-mandated testing at the junior level. This decision will be binding even if the student chooses to relocate to another host family.

### **Grading**

Letter grades (A, B, C, D, E) will be earned by all students in all classes except for the following:

- 1) AP courses and/or online courses may be taken either for grades or as credit/no-credit.
- 2) Any senior may choose to take one (1) upper level elective class under the credit/no credit option as long as he/she declares that in the first five (5) days of class.
- 3) Credit = C- or better; No Credit = D+ or lower in the class
- 4) Middle School exploratory classes will receive CR or NCR.

Final semester grades will be figured on a 40%/40%/20% basis:

- 1) First nine weeks grade = 40%
- 2) Second nine weeks grade = 40%
- 3) Semester exam = 20%

## **Graduation Requirements**

To graduate from high school with a high school diploma, each student must:

- 1) Complete all District and State of Michigan graduation requirements: 21 credits are required to receive a Mason County Eastern Schools Diploma.
- 2) 4-Credits in ELA, 4-Credits in Math, 3-Credits in Science, 3-Credits in Social Studies, 1-Credit in Health/PE, 1-Credit in Visual, Performing, Applied Arts, 2-Credits in a foreign Language, 1-Credit Online Experience and One-half Credit of Academic Center each year for grades nine through twelve.

## **Head Lice Policy**

Any student found to be carrying head lice is to be sent to the office immediately. That student will then be sent home until he/she is found to be nit free.

## **Honors Criteria**

Students will be honored upon graduation by the following academic standards:

Highest Honors	3.66 - 4.00
High Honors	3.26 - 3.65
Honors	3.00 - 3.25

## **Honor Roll**

The honor roll will adhere to the following standards:

- 1) All "A" Honor Roll - the requirement of an "A" in all subjects during grading period
- 2) All "A" and "B" Honor Roll - the requirement of an "A" or a "B" in all subjects during the grading period.
- 3) "B" Honor Roll - the requirement of a "B" average (3.00 GPA) during the grading period.

## **Illness**

In case of illness during the school day, students must report to the office. Students are not permitted to go home unless contact is first made with the parents or legal guardian. Parents must make certain that the school has emergency numbers should a student become ill and needs to be sent home.

## **Internet Acceptable User Agreement - Mason County Eastern Schools**

Internet access is available to students and teachers. The goal in providing this service to teachers and students is to promote educational excellence at MCE by facilitating resource sharing, innovation, communication and research.

With access to computers and people all over the world also comes the availability of material that may not be considered of educational value in the context of a public school. The District has taken steps to restrict access to controversial issues and materials.

MCE believes that valuable information and interaction available on this worldwide network is an asset to the District's educational goals. This policy may be revised from time to time as necessary.

### **Internet Conditions of Use and Etiquette**

The use of your account must be in support of education and research and consistent with the laws, rules, and regulations of Mason County Eastern Schools, the State of Michigan, and the Federal Government (including the Children's Internet Protection Act).

The District will make its best effort to install server and/or client software which will restrict access to most inappropriate material.

The following uses of school-provided Internet access are not permitted:

- 1) To access, upload, download or distribute pornographic, obscene or sexually explicit material;
- 2) To transmit obscene, abusive, sexually explicit, harassing, or threatening language or suggestions;
- 3) To violate any local, state or federal law;
- 4) To access another person's materials, information or files without permission;
- 5) To violate copyright or otherwise use the intellectual property of another person or organization without permission; and
- 6) To engage in commercial, political, or profit-making enterprises. Notify your teacher or administrator immediately if you accidentally encounter or obtain materials in violation of this policy.

*Privileges* - The use of the Internet is a privilege, not a right. An inappropriate use will result in the cancellation of those privileges and other appropriate consequences, including discipline.

All users must obtain prior approval before receiving an account. Each student and teacher who receives an account will be instructed in the proper use of the network. The system administrators may close an account at any time as required. The administration, faculty and staff of MCE may request the system administrators deny, revoke or suspend specific user accounts.

Accounts will be terminated upon your departure from MCE.

*Network Etiquette and Use* - you are expected to abide by acceptable usage rules and by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- 1) Be polite. Do not get abusive or use profane language or vulgarities.
- 2) Do not engage in personal attacks, cyberbullying or harassment of another person.
- 3) Do not reveal personal information about yourself or others such as address, phone number or credit card information, and do not agree to meet with someone you have met online without your parent's approval and participation.
- 4) Watch humor and sarcasm when using email. The meaning of messages can be easily misconstrued.
- 5) You should consider all communication and information accessible via the network to be public property.
- 6) Do not post private information about another person.
- 7) All downloads will be saved to network drives or removable storage, not on the hard drive.
- 8) All users must obtain prior approval from the Internet administrator before joining a list server.
- 9) Do not respond to unsolicited online contact from anyone.

REMEMBER: MCE may review and monitor your use of District computers, including but not limited to, the Internet sites you access and email you send and receive. You should have no expectation of privacy when using district computers.

*Responsibilities* - The user is responsible for all materials received via his/her user account and accepts responsibility for keeping all prohibited material, inappropriate text files or files dangerous to the integrity of the center network, equipment, or software from entering the school via the network.



The user will not plagiarize or illegally download works (including music) he/she finds on the Internet and will respect the rights of copyright owners.

*Security* - If you identify a security problem on the Internet, you must notify the MCE Technology Administrator immediately. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

*Vandalism* - Vandalism will result in cancellation of privileges and discipline to the offering party. Vandalism is defined as any attempt to harm or destroy data of another user. Technology Administrators' decisions to discontinue use of privileges will be final in every attempt of vandalism.

MCE makes no warranties of any kind, whether expressed or implied, for the service it is providing. MCE will not be responsible for delays, non-deliveries, mis-deliveries or service interruptions caused by its own negligence or your errors or omissions. MCE specifically denies any responsibilities for the accuracy or quality of information obtained through its services.

Any misuse of passwords, abusive or inappropriate conduct on the Internet, or another inappropriate action while connected to the Internet, under MCE's discretion, may lead to disciplinary action.

### **Education, Supervision and Monitoring**

It shall be the responsibility of all members of the MCE staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act (CIPA), the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

The Technology Administrator or designated representatives will provide age appropriate training for students who use MCE's Internet facilities. The training provided will be designed to promote MCE's commitment to:

- 1) The standards and acceptable use of Internet services as set forth in the Mason County Eastern School Internet Safety Policy;
- 2) Student safety with regard to: a) Safety on the Internet, b) Appropriate behavior while on online, or social networking Websites and in chat rooms, and c) Compliance with E-rate requirements of the CIPA.

Following the receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies.

## **Lockers**

Each student will be assigned a locker. Personal padlocks are not permitted. Damage to the lockers must be replaced at the expense of the student. Lockers shall only be used for books, apparel, shoes, boots and lunches. Stale food, alcoholic beverages, cigarettes, vapes, drugs or weapons of any kind are not to be stored in school lockers. An administrator may inspect student lockers when there is a reasonable cause to believe that prohibited articles are stored within. The locker may be searched to ensure school safety and student welfare.

## **Medication Policy**

Administration of medication will be as follows:

- 1) The student's physician must provide written orders detailing diagnosis, dosage of medicine, times when medication should be administered and a telephone number where the physician can be contacted. A medication form is available from the secretary in the office.
- 2) The parent/guardian must provide a written request and permission for the school to administer the medication and a telephone number where the parent/guardian can be contacted in case of emergency.
- 3) The student or parent/guardian must bring the medicine to school in a container appropriately labeled by the pharmacy or physician.
- 4) All medication shall be clearly identified on the outside of the container and the medication will be stored in a cabinet at school.
- 5) School personnel shall administer the medication in the presence of another adult and in compliance with the instructions of the physician.
- 6) In case of an emergency when a student's life or health is threatened, a school administrator, teacher or designated staff member may give medication to that student without a second person being present.
- 7) School personnel will communicate regularly with parents/guardians and the physician about any problems or effects of administering medication to students during school hours.
- 8) In an emergency, a designated staff member will notify the parent/guardian as quickly as possible.

9) No medication, including aspirin, ointments, cold tablets, etc. will be administered to a student without written permission of a parent/guardian and the completion of the school medication form.

10) School personnel will work closely with the physician so the medical program can be modified as changes in the student's physical condition warrant it.

11) School personnel shall not administer any medication where the administration of the medication requires specialized knowledge or training, such as injection of medication, unless that person has required knowledge or training.

12) If the seal is broken on any medication container, the parent/guardian shall affirmatively state the container contains the medication that is identified on the outside of the container.

13) School personnel shall exercise the utmost care in administering medication to students.

### **National Honor Society**

The object of the Iva S. Calkins Chapter of the National Honor Society shall be to create an enthusiasm for scholarship, stimulate a desire to render service, promote worthy leadership, and encourage the development of character in all students of the Mason County Eastern High School. Membership in the Iva S. Calkins Chapter is an honor bestowed upon a student. Selection for membership is by a faculty council and is based on outstanding scholarship, character, leadership and service.

To be eligible for membership selection in this chapter, a student must:

1) Be a member of the sophomore or junior class.

2) Have been in attendance at Mason County Eastern High School for a period equivalent to three (3) semesters.

3) Have a minimum cumulative grade point average of 3.2 on a 4.90 scale. This scholarship level of achievement shall remain fixed and shall be the required minimum scholastic level of achievement for admission to candidacy. Candidates shall then be evaluated on the basis of service, leadership and character.

4) Be selected by a majority vote of the faculty council. The faculty council shall consist of five (5) voting faculty members appointed by the Principal. The chapter advisor shall be a non-voting sixth (6th) member of the faculty council. An administrator will be included as a non-voting member.

Once selected, members have the responsibility to continue to demonstrate the qualities of scholarship, leadership, service and character. Members who fall below the standards which were the basis for their selection shall be promptly warned in writing by the chapter advisor and given a reasonable amount of time to correct the deficiency.

## **NCAA Academic Eligibility**

Many college sports are regulated by the National Collegiate Athletic Association (NCAA), an organization founded in 1906 that has established rules on eligibility, recruiting and financial aid. The NCAA has three (3) membership divisions - Division I, Division II and Division III. Institutions are members of one or another division according to the size and scope of their athletic programs and whether they provide scholarships.

A student who is planning to enroll in college as a freshman and who wishes to participate in Division I or Division II sports, must be certified by the NCAA Initial-Eligibility Clearinghouse. High school counselors will analyze academic standing to determine whether or not the student meets NCAA's initial-eligibility requirements.

## **Physical Education Participation**

A parent/guardian may keep his/her child out of physical education activities for up to two (2) days. Any period longer than that must have a physician's note stating inability to participate.

## **Safety Drill Procedures**

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. Each school shall conduct fire drills, tornado drills and lock-down drills during the school year in compliance with state and local regulations. Drills will not be preceded by a warning to the students.

Fire drills and tornado drills are held periodically throughout the year. The route for leaving in case of fire or tornado is posted in each room. Students must walk quickly and quietly in a single file to the designated area. Do not take books, coats, or other personal belongings and listen carefully to all safety instructions. An all-clear will be used to call students/staff back to class.

## **School Records**

The District, in compliance with the Family Educational Rights and Privacy Act of 1974, maintains directory information of the following types and makes this information available to interested parties.

- 1) Honors and awards

- 2) Participation in school activities
- 3) Height and weight of athletes
- 4) Information generally found in yearbooks

Names and addresses of students may be released to any organization offering bonafide post-high school education or training, including the United States Armed Forces.

Parents/guardians and students 18 years of age or older have the right to refuse disclosure of any or all of the above designated directory information pertaining to that particular student by informing school officials, in writing, within five (5) days of the publication of this notice.

Parents/guardians and students 18 years of age or older have the right to review the contents of individual student records. Arrangements may be made through the building administration.

### **Search And Seizures**

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, desks, storage areas or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. School officials will attempt to have the student present whenever such searches are conducted, but such searches may be conducted in the student's absence.

As used in this policy, the term "unauthorized" means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission or process of the school, or any item described as unauthorized in school rules available beforehand to the student.

A student's failure to permit searches and seizures are provided in this policy will be considered grounds for disciplinary action.

### **Personal Searches**

A student's person and/or personal effects (e.g., purse, bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

## **Locker, Desk and Storage Area Searches**

Student lockers, desks and storage areas are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Inspections of lockers, desks and storage areas may be conducted by school authorities for any reason at any time without notice, without student consent and without a search warrant.

## **Automobile Searches**

Students are permitted to park on school premises as a matter of privilege, not a right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. Such patrols and inspection may be conducted without notice, without student consent and without a search warrant. Interiors of registered vehicles will be searched only in the presence of the student, where possible, whenever a school authority has reasonable suspicion to believe that there are unauthorized materials in the vehicle.

## **Seizure of Illegal Materials**

If a search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

## **Section 504 Policy**

It is the intent of the Board of Education to provide a free and appropriate public education to each student with a disability within its jurisdiction regardless of the nature or severity of the disability.

It is furth the intent of the District to ensure that each student with a disability, within the meaning of Section 504 of the Rehabilitation Act of 1973, is defined, evaluated and provided with reasonable accommodations and adaptations to ensure appropriate educational services.

The Superintendent will appoint a Section 504 coordinator who will serve as administrator for the policy within the District.

## **Sexual Harassment & Unlawful Discrimination Policy**

### **Policy Statement**

This District supports and maintains a learning and working environment that is free from unlawful harassment and discrimination, including sexual harassment. The District's policy is to provide an environment free from acts of harassment and discrimination based on a person's gender, race, color, national origin, marital status, religion, disability, height, weight, veteran status, or any other protected characteristic. This policy applies to all Board members, employees, students, and any other individual on school premises or at school events related to Board members, employees or students.

Each administrator shall be responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws, and Board policy and procedures governing sexual and other unlawful harassment within his/her building or office.

### **Definition**

Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- 1) Submission to such conduct is made a term or condition of a person's employment or of a student's participation in school programs or activities; or
- 2) Submission to or rejection of such conduct is used as the basis for decisions affecting the employee or student; or
- 3) Such conduct creates an intimidating, hostile or offensive work environment so that it unreasonably interferes with an individual's performance.

Sexual harassment may include, but is not limited to, the following:

- 1) Verbal harassment or abuse;
- 2) Pressure for sexual activity;
- 3) Repeated remarks with sexual or demeaning implications;
- 4) Unwelcome touching;
- 5) Sexual jokes, posters, cartoon, etc.;
- 6) Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job or performance of public duties.

### **Reporting Procedure**

If you believe you are a victim of harassment or discrimination, you should report it immediately. Students should report such conduct to the building principal or guidance counselor.

## **Investigation and Discipline**

The District will conduct a prompt and thorough investigation of all reports of unlawful harassment and discrimination. **A police report may follow.** Information will be kept as confidential as possible and will be disclosed only to persons with a need for the information. Any student found to have committed harassment or discrimination will be disciplined, up to and including suspension or expulsion.

## **Student Awards**

**Academics** - Academic letters, lamps and bars will be given for a 3.00 grade point average (GPA) for the year (1st year = academic letter; 2nd year = lamp, 3rd and 4th years = bar).

**Perfect Attendance** - Certificates are given out each semester for perfect attendance.

**Honor Roll** - Recognition will be given each nine (9) weeks for attaining honor roll standards.

**Student of the Month** - One (1) student from each grade (6-12) is selected by school personnel. This award encompasses academic success and student behavior.

**High School Awards/Scholarships** - The following awards are attainable:

All-Around Senior Award  
Senior Citizenship Award  
Senior Girl and Boy Athlete Awards  
Joey Giammalva Student Christian Athlete Award  
Student Council Awards  
Shoup Family Music Award  
Scott Baker Power Award  
“AAA” WMD League Awards  
Various Academic/Athletic Scholarships  
Core Subject Awards  
Art Palette Award

## **Student Code of Conduct**

### **School Citizenship and Student Responsibilities**



Knowing that a quality school with a respected reputation can be of great value to our future lives, and, therefore, to the future of America, we, the students of Mason County Eastern, adopt this code of school citizenship and student responsibilities:

**A Good Citizen:** there are many characteristics that define a good citizen:

- A good citizen is someone that always respects other people and their property regardless of past issues.
- A good citizen respects the environment and they do not harm it in any way.
- A good citizen is always ready to help and put others first. They listen to the opinions of other people and take into consideration what they have to say. They are always willing to help people that are not in a position to help themselves.
- A good citizen is very hard working and productive. They are always willing to learn.
- A good citizen is well mannered and fun to be around.
- A good citizen always obeys the law and respects people that have authority over them (for example: parents, teachers). They also respect all nationalities and people of different cultures. They stand up for the rights of others.

**Student Responsibilities:** Students of Mason County Eastern are expected to adhere to the following individual responsibilities. A student shall:

- Know and comply with the rules and regulations of the school.
- Be regular and punctual in attendance.
- Demonstrate proper behavior in school, on school grounds, at school, at school activities, and en route to and from school.
- Take pride in school facilities and equipment.
- Dress appropriately for school and meet commonly recognized standards of health and cleanliness.
- Show respect to all people and property in our building.

**Where The Code Of Student Conduct Applies**

**“At School”** means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event, whether or not it is held on school premises.

**When a student’s conduct at any other time or place**, including communication via digital or social media, has a direct and immediate effect on maintaining order and discipline, or protecting the safety and welfare of students or school district staff.

**When a student is using school telecommunications** networks, accounts and other district services.

### **Closed Campus - Lunch Time**

Once students arrive on campus in the morning, they will not be allowed off school grounds without permission from the Principal’s office. CTE/ Dual Enrollment students with driver permission slips may leave campus to drive to CTE after lunch.

Students are not permitted into classrooms during the lunch hour without teacher supervision. The gymnasium/lobby area will be open for supervised noon time activity at specified time.

Students should not be in the hallways during lunch as instruction is taking place during that time for some classes.

### **Telephone Use**

The use of the office telephone will be granted only in **an emergency or for school business**. If a student is ill, he/she should report to the office so his/her parent/guardian can be notified.

### **Bus Pass**

To ride a different bus or to get off a bus at a different stop, a note from the student’s parent/guardian is required.

### **Parking**

Students driving cars to school should park in the south parking lot. Parking is allowed in designated areas. Vehicles may be towed if parked improperly. All vehicles are off-limits to students during the school day. This includes sitting in cars or riding in cars

with other people without the principal's permission. Students operating vehicles should be especially watchful for elementary students and other pedestrians. Any student driving recklessly will have his/her driving privileges revoked.

### **Transportation - CTE/Dual Enrollment Students**

Bus transportation will be provided for all students enrolled in the CTE program. A student may NOT drive his/her own vehicle unless written permission from the student's parent/guardian has been received by the principal. A student may ride with another student with written permission from his/her parent/guardian. Violations of these rules may result in the student having to ride the bus and/or the student being DROPPED from the CTE program.

### **Student Guests**

Students are prohibited from bringing guests into the building. Students wanting to visit for the purpose of enrollment should contact the Principal to arrange a visit. All authorized visitors must report directly to the MS/HS Office.

### **Dress and Grooming**

The dress and apparel of students must be deemed appropriate for an educational setting. Dress guidelines are an appeal to students to be clean, well groomed and dressed suitably for any occasion or activity in which they participate. The guidelines below do all for a variation in individual test and permit latitude for those who desire modern, casual or conservative attire. The responsibility for the dress and grooming of a student rests primarily with the student and the student's parent/guardian.

The Principal/Counselor will have the final authority of determining violations and assessing penalties. School personnel will be responsible to check for appropriate dress and grooming throughout the day.

Examples of dress and apparel requirements include, but are not limited to, and apply to all school days, including special dress day such as Halloween:

- 1) Attire should not present a health or safety problem.
- 2) Attire should not cause disturbances, disruptions, distractions or infringe upon the rights or safety of others.
- 3) Clothing should be clean.
- 4) Clothing or accessories which present alcohol, illicit drug products, gang association, tobacco products or explicit sexual messages are prohibited.

- 5) Halter tops, tank tops, spaghetti straps, muscle shirts or shirts with less than a three (3) inch strap cannot be worn alone (i.e. there must be a shirt covering).
- 6) No bare backs, midriffs, shoulders, navel and/or cleavage.
- 7) No see through attire and/or transparent clothing.
- 8) No visible undergarments.
- 9) Outdoor wear such as jackets are not to be worn in the classroom unless approved by the classroom teacher.
- 10) Skirts, mini-skirts, dresses and shorts are to be long enough to touch the tip of the middle finger when the area is fully extended downward.
- 11) Spiked apparel and chains are prohibited.
- 12) Hats or headwear are not to be worn in the building, with the exception of school sponsored activity day.

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

**The possession and use of a cell phone or other electronic device(s) while at school is a school-related privilege and not a right.** This school-related privilege may be revoked by the Principal if the student:

- 1) Has the device out, turned on, active and in use during instructional time, or
- 2) Is sent out of the classroom, cafeteria, or library by a teacher or adult supervisor due to misbehavior or for causing a substantial disruption to the education setting.

Item (1) listed above does not apply if there is a bona fide health or safety emergency and the student's parent/guardian has notified the Principal of the situation in advance.

**Electronic devices may be used during class time per teacher discretion based on the academic needs during that hour.**

In school-wide emergency situations, ALL cell phones are to be turned off until directed otherwise by school administration or law enforcement.

Consequences for misuse of cell phones and/or electronic devices:

**1st offense:** Teacher/Staff Member asks for device and gives it to School Counselor. Counselor calls parent/guardian with warning. Device returned to the student.

**2nd offense:** Teacher/Staff Member asks for device and gives it to Principal. Device held for twenty-four hours. Device returned to the student.

**3rd offense:** Teacher/Staff member asks for device and gives to Principal. Device held for five (5) days and returned to the parent.

**4th offense:** Non-compliance. Device will be confiscated and returned to parent. Student banned from possessing device for the remainder of the school year.

**Refusal To Comply/Insubordination:** If Teacher/Staff Member asks for device and student refuses to comply, this will be considered an act of insubordination and progress discipline (up to and including suspension) will be administered.

### **Violations of Code of Conduct**

**Due to the severity of any of these offenses, police personnel may be contacted for further action.** The definitions of misconduct are not all-inclusive, but only representative and illustrative. A student who commits an act of misconduct not listed herein is nonetheless subject to disciplinary action.

School district staff may use intervention strategies such as teacher/student conferences, auxiliary staff/student intervention, and teacher/parent/guardian contacts for violation. Staff will refer violations directly to school administrators. At the option of school administration, a student accused of any violation may be referred to a school social worker or counselor, in conjunction with or in lieu of other disciplinary procedures. However, where the misconduct is subject to mandatory discipline under state law, the Board of Education will act to impose any mandatory sanctions.

<b>Category</b>	<b>Definition</b>	<b>Step</b>
Loitering	Unauthorized presence	1,2
Inappropriate Language	Use of inappropriate language In or on school property during The day or at any school event. Profanity/obscenity towards or About school personne.	3, 5, 6
Inappropriate Display of Affection	More than holding hands	1, 2, 3
Truancy/Skip Class	Skipping one or more classes	3, 4
Leaving Campus	Unauthorized leaving of school	3, 4, 5

	Grounds in direct violation of Closed campus policy.	
Defiance/Disrespect	Any behavior which infringes on The rights and/or safety of others Specifically the use of inappropriate Language and/or verbal abuse Towards staff member or another Student.	3, 5, 6, 7, 8, 9
Bullying	To force into or deter from some Action by inducing fear (physical, Verbal, cyber) student to student, Or student to staff	5 - 9
Fighting/Physical	Intentional physical contact with Intent to harm or provoking a fight.	5 - 9
Harassment	Sexual/other	5 - 9
Forgery	False making or alteration of A writing or signature by assuming Another's identity by which the legal rights/obligations of another person Are affected.	3, 5-9
Theft	Unlawful taking of another's property	3, 5-9
Plagiarism	Claiming others' work as their own	3, 5-9
Lying	Making false statements	1 - 4
Property Damage/ Vandalism	Destruction of property, school or personal. Restitution will be made.	5 - 9
Non-Compliance	Refusal to comply with reasonable Request made by school personnel Or the continual disregard of Handbook rules.	3, 5-9
Tobacco	Possession of, use of, distribution	5 - 9

	Of smokeless tobacco, e-cigarette And vaporizing products, and Incendiary devices.	
Use/Possession of Alcohol and/or Drugs	Sale of or distribution of alcohol or drugs, or look alike drugs Alcohol: use/under the influence of or Possession of on school property. Drugs or look alike: Use/under the Influence of or in possession of on School property.	7 - 9
Arson	The deliberate burning of any school Property or building.	9
*Weapons	Unauthorized sale, possession Or use of illegal or dangerous weapons	8, 9
*Assault/Battery	An unlawful attack upon another; An attempt to offer to do violence To another by holding a weapon in a Threatening manner; beating or Wounding or even harming in an Offensive manner Student to Student Student to Staff	7 - 9 8, 9
*False Alarm	Intimidation/intentional threat to Harm school or personnel, Fire or any other Bomb threat	8, 9
*Explosives	Illegal use of or possession of Firecrackers, smoke bombs and Other incendiary devices Possession of Use/Damage/Injury	6-9
*Burglary	Felony of breaking into and entering Of any buildings by day or night; Possession of stolen property `	8, 9

\* It is understood that a student may be suspended immediately when the health, welfare and/or safety of a student or school personnel is in question. School Administration may add to or deviate from the above infractions and the stated discipline in the interest of the safety and welfare of students and school personnel. This policy will be administered consistently with the requirements of State and Federal law.

### **Student on Suspension**

**A student on suspension from school cannot be on school grounds, including the St. Mary's ball fields, and he/she cannot attend any school hosted events on or off campus, i.e. homecoming, prom, dances, plays, etc. Should a student, on suspension attend such school activities, his/her suspension could be lengthened and/or law enforcement contacted for trespassing.**

### **Weapons, Arson, Criminal Sexual Conduct**

In compliance with State and Federal law, the Board (Superintendent) shall expel any student who possesses a dangerous weapon in a weapon free school zone in violation of State law or commits either arson or criminal sexual conduct 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. The term "firearm" is defined as: a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of the explosive; b) the frame or receiver of any such weapon; c) any firearm muffler or firearm silencer; or d) any destructive device. Such a term does not include an antique firearm.

The Board (Superintendent) does not need to expel for possession of a dangerous weapon if the student can establish, in a clear and convincing manner, to the satisfaction of the Board (Superintendent) at least one of the following:

- 1) That the object or instrument possessed by the student was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon;
- 2) The weapon was not knowingly possessed by the student;
- 3) The student did not know or have reason to know that the object or the instrument possessed by the student constituted a weapon or dangerous weapon; or



4) That the weapon was possessed by the student at the suggestion, request, or direction of, or with the express permission of school or police authorities.

There is a rebuttable presumption that expulsion for possessing the weapon is justified if the Board (Superintendent) determines in writing that the student has established that he or she fits under one of the exceptions above by clear and convincing evidence, and that the student has no previous history of suspension or expulsion.

## **Student Council**

The function of the student government is carried on by the Student Council. Representatives are selected by the advisor through an application process. Officers are elected through an all-school election (unless running unopposed) held in the spring of the year.

The following are the objectives of the Student Council:

- 1) Enable the student body to work as a group promoting the interest of the school.
- 2) To afford opportunities for the education development in business meetings and parliamentary procedures, to develop increased responsibility through participation in these meetings, and to gain experience in self-government.
- 3) To serve the school and student body in any way possible.
- 4) Requirements for Homecoming Court eligibility:
  - a) Students must not have been suspended from school (includes ISS or OSS) during the current school year.
  - b) Students must be enrolled/attend prior to senior year to be eligible for court.
  - c) Foreign exchange students in any grade are not eligible for court.
  - d) Students who have been selected to court during ninth (9th) through eleventh (11th) grades are not eligible again until their senior year.

## **Student Progressive Discipline Procedure**

It has been established that use of the progressive discipline system may be used **to deny the right to attend school and all school functions**. This list is **NOT** exhaustive or all-encompassing. The school may discipline students and determine appropriate consequences for conduct not included or described in this handbook.

These rules and regulations are an attempt by the school community to provide an atmosphere to encourage students to study and learn. This system provides for a fair and firm enforcement of regulations.

Parents/guardians and students will be aware of the consequences for improper conduct and **persistent disobedience**. **Persistent disobedience will be defined as the continuous disregard and violation of building and school district rules and regulations.**

A student sent out of the classroom, library or cafeteria for misbehavior or causing a disturbance will receive an Office Discipline Referral from his/her teacher or the adult supervisor in charge. The ODR will be documented in the student's discipline file and another copy may be provided to the parent/guardian.

Prior to being sent to the office for a behavior referral, it is expected that the student has had at least one of the following consequences given:

- 1) Teacher verbal warning
- 2) Teacher/student conference
- 3) Parent/guardian notification by teacher (phone or email)
- 4) Student referral to office by teacher for a "time-out" period
- 5) Student referral to the Administrative Assistance/Counselor with teacher referral

In each disciplinary case, it is assumed that a conference will be held with the student as an initial step prior to any disciplinary consequences taking place. When a student is referred for discipline, he/she may have one of the following discipline steps assigned to him/her:

- 1) Denial of school-related privileges
- 2) Lunch time detention
- 3) In-School Suspension
- 4) Community Service
- 5) Short term suspension: 1 - 3 days
- 6) Moderate suspension: 4 - 6 days
- 7) Serious suspension: 7 - 10 days
- 8) Long term suspension: more than 10 days (Superintendent discretion)
- 9) Expulsion from school (Board of Education's discretion)

### **Student Suspension and Expulsion**

It is the belief of Mason County Eastern Schools that the school staff make every effort to solve discipline problems with the school setting and without excluding a student from class or school.

Exclusion may fall into the following categories:

- 1) **Community Service Opportunities.**
- 2) “**Suspension**” defined as the exclusion of a student from class or school for a **short-term** period (less than 10 days) or a **long-term** period (more than 10 days but less than 60 days) for disciplinary reasons.
- 3) “**Expulsion**” is defined as the exclusion of a student from school for a period of 60 days or more for disciplinary reasons.
- 4) “**Permanent Expulsion**” is defined as when the student’s educational opportunities, with the school district, are terminated forever.

Section 380.1311 of the School Code authorizes suspension or expulsion for the following reasons:

- 1) Gross misdemeanor
- 2) Non-Compliance
- 3) Possesses a dangerous weapon in a Weapon Free School Zone
- 4) Commits arson in a school building or on school grounds
- 5) Commits criminal sexual conduct in a school building or on school grounds.

**Short-Term Suspensions** (up to 10 days): School administration has the authority to suspend a student from school or specific class(es) for up to ten (10) days.

**Long-Term Suspensions** (more than 10 days but less than 60 days). The Superintendent has the authority to suspend a student for more than ten (10) days but less than sixty (60) days.

**Student Expulsion.** The Board of Education retains unto itself the authority to expel a student.

### **Factors To Be Considered Before Suspending or Expelling A Student**

Prior to suspending or expelling a student for any or the above statutorily mandated reasons, except as noted below, the Superintendent shall consider the following factors:

- 1) The student’s age
- 2) The student’s discipline history
- 3) Whether the student has a disability
- 4) The seriousness of the violation or behavior
- 5) Whether the violation or behavior committed by the student threatened the safety of any student or staff member
- 6) Whether restorative practices will be used to address the violation or behavior

7) Whether a lesser intervention would properly address the violation or behavior.

The Superintendent or his/her designee will exercise discretion over whether or not to suspend a student and the Board will exercise discretion over whether or not to expel a student for statutorily mandated reasons. In exercising that discretion for a suspension of more than ten (10) days or for expulsion, there is a rebuttable presumption that a suspension or expulsion is not justified unless the Superintendent/Board can demonstrate that it considered each of the factors listed above. For a suspension of ten (10) days or fewer, there is no rebuttable presumption, but the Superintendent or his/her designee will still consider the factors.

Exception: If a student possesses a firearm in a weapon free school zone, the student will be permanently expelled without considering the above factors, unless the student can establish mitigating factors by clear and convincing evidence.

### **Due Process**

The District has set standards for students for the best interest of all, as well as an appeal process to insure “Due Process”. When there are repeated violations of the rules and regulations, appropriate action will be taken by teachers and building administrators. The building administrators may find it necessary to use parent/guardian conferences, suspension, or other means of ensuring appropriate student behavior. Students may expect that “Due Process” will be provided in the administration of disciplinary action. Essential parts of the “Due Process” include the following conditions.

- 1) Prior notification and explanation of rules and regulations
- 2) Fair treatment of students under the rules and regulations
- 3) The rights of the student affected to be heard
- 4) The right of a student accused, if he/she chooses, to be accompanied or represented in an appeal process by a parent or guardian.

Suspensions are short periods of time that students are denied the right of attending school by administration. Expulsions are specifically stated periods of time that a student is denied the right of attending school. Only the Board of Education has the authority to expel a student from school.

By authority of Section 613 of the Michigan School Code, the Mason County Eastern Schools Board of Education authorizes the suspension or expulsion of any pupil guilty of gross misdemeanor or persistent disobedience whenever, in its judgment and in the interest of the school, shall occur.

## **Restorative Practices**

If the District determines that it will utilize restorative practices in addition to or as an alternative to suspension or expulsion of a student, it will engage in restorative practices which emphasize repairing the harm to the victim and school community caused by the student's misconduct.

Restorative practices may include victim-offender conferences that:

- 1) Are initiated by the victim;
- 2) Are approved by the victim's parent or legal guardian or, if the victim is at least fifteen (15), by the victim;
- 3) Are attended voluntarily by the victim, a victim advocate, the offender, members of the school community, and supporters of the victim and the offender ("the restorative practices team");
- 4) Would provide an opportunity for the offender to accept responsibility for the harm caused to those affected, and to participate in setting consequences to repair the harm, such as requiring the student to apologize; participate in community service, restoration of emotional or material losses, or counseling; pay restitution; or any combination of these.

## **Petitions For Reinstatement**

Students expelled pursuant to this policy (or their parent/legal guardian if the student is unemancipated) may petition the Board for reinstatement to school. If the student is in sixth grade or above at the time of the expulsion, the parents, legal guardian, the adult student or emancipated minor may submit a request for reinstatement after 150 school days from the date of the expulsion, but the student may not be reinstated before 180 school days from the expulsion date.

## **Tardy Policy**

An unexcused tardy occurs when a student is late to school or a class and does not have an excuse from a parent, guardian or school personnel. When a student misses over five (5) minutes or more of a class, it will be considered an unexcused absence.

A student who is late to school must obtain an admission slip from the High School Office. Tardiness due to a late bus will be excused. Tardiness to school due to any other reason will require a phone call and/or a parent/guardian note requesting the tardy to be excused.

The following disciplinary action and requirements will apply:

1) **1st - 3rd Excused/Unexcused Tardy per Semester per class:** The teacher uses appropriate classroom techniques to encourage promptness.

2) **4th - 6th Excused/Unexcused Tardy per Semester per class:** The tardy will result in lunch time detention in a chosen teacher's classroom. Any student who receives more six (6) tardies will be written up for insubordination per handbook policy.

## **Textbooks**

Each student will be issued the necessary textbooks for each of the classes he/she is scheduled to take. The textbooks are owned by the District and may be used free of charge unless they are defaced, destroyed or lost. All student books will be assessed at the end of the school year and parents/guardians will be billed for unnecessary damages or lost books. All fines and outstanding debts must be paid prior to registration for the following year. If fines go unpaid, they must be paid prior to the student participating in his/her Commencement Exercise.

## **Tuancy**

### **Introduction**

Tuancy is repeated absence from school without a valid excuse. A valid excuse must be documented in writing by a doctor, agency or parent. Repeated absences, which can include an absence reported by a parent, may be considered unexcused if not supported by a justifiable valid written excuse.

### **Tuancy Enforcement Goals**

- 1) Improve student attendance
- 2) Ensure an education for every child
- 3) Reduce juvenile crime
- 4) Increase parental involvement and accountability
- 5) Uniform enforcement throughout the West Shore Educational Services District.

### **Tuancy Enforcement Policy**

The adoption of this Tuancy Enforcement Policy is intended to create and facilitate an efficient and uniform response regarding truancy enforcement action. Only unexcused absences are counted for truancy. It is understood that the Student Support Specialist

or his designee shall be selected pursuant to MCL 380.1571 and are separate and distinct from a law enforcement police officer as set forth herein.

### **Level I - Local School Intervention**

The Student Success Specialist or his designee shall:

- 1) Track and document history of attendance for the entire school year.
- 2) Identify the nature of absences (illness, suspension, etc.).
- 3) Evaluate the classification of student and identify any special needs (EI, LD, etc.).
- 4) Determine if the student is achieving passing grades.
- 5) Apply early prevention measures
- 6) Discuss truancy concerns with the student and parents.
- 7) Schedule meetings with the Principal, School Counselor, etc.
- 8) Make appropriate community service referrals.

Upon reaching ten (10) unexcused absences the Student Success Specialist will send a letter, advising the parents and student of the truant status and direct that the child immediately and regularly attend school with any further absences. Notification will be sent to local law enforcement and the Mason County Prosecutor's office. The school will continue the intervention efforts described above.

Upon reaching fifteen (15) unexcused absences, the Student Success Specialist will send by first class registered mail a second letter advising the parents and student of the truant status and direct that the child immediately and regularly attend school without any further absences. Notification will be sent to local law enforcement and the Mason County Prosecutor's office. The school will continue the intervention efforts described above.

### **Level II - Referral to Law Enforcement**

Upon reaching sixteen (16) unexcused absences, the Student Success Specialist will refer the matter to law enforcement, and the Mason County Prosecutor's office. A referral packet will be forwarded and all required documents will be included.

### **Weapons-Free School Zone Policy**

The Board of Education ("Board") of Mason County Eastern School District ("District") as both an employer and a public school district, is concerned with and interested in protecting the health, safety and welfare of students, employees and visitors. The Board recognizes that school buildings, facilities, vehicles, grounds and other school property

are best utilized in the educational process in the absence of threats to physical well-being and safety, by individuals possessing weapons and/or dangerous articles.

In this interest, and under the terms of this policy, Mason County Eastern School District shall be designated a Weapons-Free School Zone. No person shall possess a weapon on school property unless:

- 1) They are serving in the capacity of a peace officer; or
- 2) They are a person with prior permission from the Superintendent or his/her designee that a weapon may be possessed for education or safety purposes; or
- 3) They are otherwise exempt under Michigan law.

Accordingly, the Board (or the Superintendent, a Principal or other District official as may be designated by the Board) shall permanently expel a student from attending school in the District, if the student possesses a dangerous weapon, commits arson, or commits criminal sexual conduct in a weapon-free school zone. Such expulsion is mandatory, unless the student establishes, in a clear and convincing manner, at least one of the following:

- 1) That the object or instrument possessed by the student was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon;
- 2) The weapon was not knowingly possessed by the student;
- 3) The student did not know or have reason to know that the object or the instrument possessed by the student constituted a weapon or dangerous weapon; or
- 4) That the weapon was possessed by the student at the suggestion, request, or direction of, or with the express permission of school or police authorities.

There is a rebuttable presumption that expulsion for possessing the weapon is justified if the Board determines in writing that the student has established that he or she fits under one of the exceptions above by clear and convincing evidence, and that the student has no previous history of suspension or expulsion.

The above exceptions will not apply to student misconduct involving sexual conduct or arson.

All expulsions pursuant to this policy Weapon-Free School Zone policy shall be entered and preserved on the student's permanent record. The District shall immediately report any incident involving the possession of a weapon or dangerous weapon on school property, in writing, to the student's parent or legal guardian (if the pupil is unemancipated) and to the local law enforcement agency.



The District shall, within three (3) days of expulsion, refer the expelled student to the appropriate county department of social services or county community mental health agency. The District shall also notify the student's parent/legal guardian or (if the student is at least eighteen (18) years old or otherwise legally emancipated) notify the expelled student of the referral. The District shall also refer, for prosecution, conducted by a student which is believed to violate State or Federal laws establishing a weapon-free or gun-free school zone.

### **Petitions for Reinstatement - Weapons Free Policy**

Students expelled pursuant to this policy (or their parent/legal guardian if the student is unemancipated) may petition the Board for reinstatement to school. A student in sixth grade or above at the time of expulsion may apply for reinstatement after a 150 school day expulsion period and may be reinstated 180 school days from the date of expulsion. A student in fifth grade or below who is found to have possessed a firearm or threatened another person with a dangerous weapon must wait 60 school days to apply for reinstatement and 90 school days to be reinstated. A student in fifth grade or below who is expelled for any other reason under the law (other than possession of a firearm or threatening another with a dangerous weapon) may apply for reinstatement at any time and must supply the reinstatement petition if requested, it need not provide any assistance with the petition's preparation. The petitioner shall provide an authorization and release for the Board and its designated committee to request, receive and review all student records and student record information maintained by any public or private school which the petitioning student has attended. If such records are already in the possession of the District, the parent/legal guardian or student (if emancipated) shall furnish written authorization for review of the same by the committee and Board members.

Upon receipt of a petition for reinstatement, the District shall do the following:

- 1) Not later than ten (10) school days after receiving a petition for reinstatement, the Board shall appoint a committee to review the petition and any supporting information submitted by the parent/legal guardian (if the expelled student is unemancipated) or from the expelled student;
- 2) The committee shall consist of two (2) Board members, one (1) school administrator, one (1) teacher, and one (1) parent of a student attending the District;
- 3) Not later than ten (10) school days after all members are appointed, the committee shall review the petition and any supporting information, including any information provided by the District, and shall submit a recommendation to the Board on the issue of reinstatement;

4) The recommendation of the committee shall be for unconditional reinstatement, for conditional reinstatement, or against reinstatement, and shall be accompanied by an explanation of the reasons for the recommendation and of any recommended conditions for reinstatement.

### **Criteria for Reinstatement - Weapons Free Policy**

The designated committee and the Board shall consider at least the following factors when a petition for reinstatement is submitted:

- 1) Whether the reinstatement would create a risk of harm to other students or school personnel;
- 2) Whether reinstatement would create a risk of liability for the District or Board or District personnel;
- 3) The age and maturity of the expelled student;
- 4) The expelled student's prior school record;
- 5) The expelled student's attitude concerning the incident;
- 6) The expelled student's behavior since expulsion and the prospect for remediation;
- 7) The degree of cooperation and support from the expelled student's parent/legal guardian (if the petition was filed by a parent/legal guardian), including receptiveness toward reinstatement.

Petitions for reinstatement from students expelled by another District shall not be processed if that student has not first submitted a petition for reinstatement to the expelling Board of Education. The District will only consider reinstatement, to the extent required by law, upon receiving written verification of the denial of the student's petition for reinstatement by the expelling Board of Education.

### **Conditions of Reinstatement - Weapons Free Policy**

The Board may require an expelled student (and if the petition was filed by a parent/legal guardian) to agree in writing to specific conditions before reinstating the student. These conditions may include, but are not limited to, the following:

- 1) Signing a behavior contract;
- 2) Participation in or completion of an Anger Management Program or other appropriate counseling (at the expelled student's expense);
- 3) Periodic progress review; and
- 4) Specified immediate consequences for failure to abide by any conditions of reinstatement.

This policy shall be applied in a manner consistent with the rights secured under federal law to pupils who are determined to be eligible for special education programs and services.

### **Definitions - Weapons Free Policy**

“Weapon” or “dangerous weapon” includes: a firearm; gun; revolver; pistol; dagger; dirk; stiletto; knife with blade over three (3) inches in length; pocket knife opened by a mechanical device; iron bar; or brass knuckles.

“Firearm” means (a) a weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by an explosive, or by gas or air; (b) the frame or received of any such weapon; © any firearm muffler or firearm silencer; or (d) any destructive device, including explosives, incendiaries, poison gas, or any weapon which will (or may readily be converted to) expel a projectile by the action of an explosive or other propellant. For purposes of application and enforcement of this policy, a B-B gun and a paint gun are considered to be a “firearm”.

“Weapon Free School Zone” means school property and/or vehicle used by the school to transport students to or from school property.

“School property” means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by the school.

For Weapons Free Policy suspension up to ten (10) days, school work may be requested for full credit, if completed within suspension timelines. If suspension exceeds ten (10) days, efforts shall be made to assist the student to continue his/her education.

### **West Michigan D League**

MCE participates in the Western Michigan D League of local area schools with the opportunity to compete in district, regional and state events. The member school are:

Baldwin, Bear Lake, Big Rapids Crossroad, Marion, Mason County Eastern, Mesick, Pentwater and Walkerville.

The high school has an Athletic Director to organize and schedule a meaningful and active program, teaching students sportsmanship, ethics, competitiveness, teamwork and self-reliance. The students who compete in athletic events are subject to the rules and guidelines in the Athletic Program Handbook.

In all their actions athletes are expected to exemplify the highest qualities of character. They are subject to the general rules governing the student body whether on school property, to and from school, to and from practices and at all away games. If an athlete violates the rules, he/she is subject to further disciplinary actions relative to his/her ability to participate in sporting events. If a student wishes to participate in a sport, he/she should contact the coach and pick up an Athletic Handbook.

### **Work Permits**

Work permits are issued by a main office secretary for students 18 and younger who have a summer job or part-time job outside of school hours. Students need proof of age at the time of applying for the work permit. Permits should be picked up before school, after school or during lunch. Students are not permitted to use class time for permits.