

SECONDARY SCHOOLS CODE OF CONDUCT

	Classroom	Hallways	Restrooms/ Locker rooms
Do Your Best	<ul style="list-style-type: none"> -Complete all assignments -Give your personal best. -Monitor your progress. -Engage in education. -Always study for tests and quizzes. -Ask questions appropriately. 	<ul style="list-style-type: none"> -Be on time. -Organize and prepare. -Practice positive citizenship. 	<ul style="list-style-type: none"> -Use for intended purpose. - Be efficient and timely.
Do What Is Right	<ul style="list-style-type: none"> -Have empathy for others. -Follow directions. -Complete your own work 	<ul style="list-style-type: none"> -Conduct yourself with integrity. 	<ul style="list-style-type: none"> -Deposit waste appropriately. - Monitor your own behavior. -Be environmentally conscious
Honor the Team	<ul style="list-style-type: none"> -Fulfill a positive role in every group or class activity. -Assist those in need. -Be a problem solver. -Show respect for all team members. 	<ul style="list-style-type: none"> -Be courteous. -Be safe. -Be clean. -Be respectful of others' space and property. 	<ul style="list-style-type: none"> -Respect personal space -Be safe

	Cafeteria	Gym	Events	Office
Do Your Best	<ul style="list-style-type: none"> -Make healthy choices. 	<ul style="list-style-type: none"> -Work for personal excellence. 	<ul style="list-style-type: none"> -Be prepared mentally and physically. -Give your best effort from start to finish. 	<ul style="list-style-type: none"> -Act responsibly. -Listen actively.
Do What Is Right	<ul style="list-style-type: none"> -Never cut in line; respect others' time as much as your own. -Be neat and considerate. -Clean up after yourself. -Push your chair in or return it you moved it. 	<ul style="list-style-type: none"> -Practice positive sportsmanship. 	<ul style="list-style-type: none"> -Always conduct yourself with integrity, character, and class. -Positively represent your community. 	<ul style="list-style-type: none"> -Use a quiet, indoor voice. -Be polite. -Ask for permission. -Wait your turn patiently. -Use appropriate language. -Follow directions.
Honor the Team	<ul style="list-style-type: none"> -Don't make anyone sit alone. -Keep volume polite & reasonable. -Leave others' food alone. 	<ul style="list-style-type: none"> -Respect yourself, teammates, opponents, equipment, and the environment. 	<ul style="list-style-type: none"> -Be supportive of spectators and/or participants. -Communicate positively with participants. 	<ul style="list-style-type: none"> -Be respectful.

Webberville Secondary Schools

Student Handbook

School Year 2011-12

ACT SCHOOL CODE 233-725

Welcome to Webberville Secondary Schools. This student handbook provides school policies and explains student rights. Please read the policies thoroughly and make yourself aware of the school's expectations early in the school year. This will provide the framework to allow you to arrive at school prepared to learn. It is your responsibility to arrive on time and participate fully in the educational program. If for some reason this is not possible, you should seek help from the guidance counselor. All students, including adult students (age 18 or older), are expected to comply with all school rules.

This handbook supersedes all prior handbooks and other written or oral statements regarding any item contained herein. Should you have any questions that are not addressed in this handbook, contact the secondary school office.

Best wishes for a school year full of challenges and successes!

Superintendent Brian Friddle 521-3442, ext. 101

Principal Tim Dowker 521-3447, ext. 312

Athletic Director, 521-3447, ext. 352

Special Ed. Director Pam Jones, 521-3447, ext. 323

Counselor Tia Vassilakos, 521-3447 ext.310

Attendance Line, 521-3447, ext. 324

SCHOOL COLORS

Blue and Gold

SCHOOL MASCOT

Spartan

WEBBERVILLE FIGHT SONG

On for Webberville

Our hearts with gladness fill

And as we go to victory on to victory

We will cheer you

Be the victors! Be victors!

On for BLUE and GOLD

How high our banners flow

Return home the CHAMPIONS

Of Webberville the school we love the BEST!

NON-DISCRIMINATION STATEMENT

It is the policy of Webberville Community Schools to provide an equal education opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the Districts Compliance Officer listed below:

Pam Panozzo-Jones

Special Education Director

521-3447 ext. 323

STUDENT NAME: _____

SEMESTER 1

- CLASS SCHEDULE-

PERIOD	SUBJECT	INSTRUCTOR	ROOM

SEMESTER 2

- CLASS SCHEDULE-

PERIOD	SUBJECT	INSTRUCTOR	ROOM

Webberville High School Schedule

1st Period 8:00 ó 9:15
 2nd Period 9:19 - 10:34
 3rd Period 10:38 ó 11:53
 Lunch 11:53 ó 12:23
 4th Period 12:27 ó 1:42
 5th Period 1:46 ó 3:00

Webberville 7th & 8th Grade Schedule

1st Period 8:00 ó 8:55
 2nd Period 8:59 ó 9:54
 3rd Period 9:58 ó 10:53
 Lunch 10:53 ó 11:23
 3.5th Period 11:27 ó 12:23
 4th Period 12:27 ó 1:42
 5th Period 1:46 ó 3:00

Webberville 6th Grade

Schedule with Band

Science 8:00 ó 9:15
 Ms. Kommit 9:19 - 10:53
 Lunch 10:53 ó 11:23
 Ms. Kommit 11:27 ó 12:23
 Band 12:27 ó 1:42
 Choir/Spanish 1:46 ó 3:00

Webberville 6th Grade

Schedule – no Band

Comp. Lit/Art 8:00 ó 9:15
 Spanish/Choir 9:19 - 10:34
 Science 10:37 ó 10:53
 Lunch 10:53 ó 11:23
 Science 11:27 ó 12:23
 Ms. Kommit 12:27 ó 3:00

Section III – General Information (Cont.)

Americans with Disabilities Act Section 504.....25
FERPA.....25
Transfer out of the District.....25
Withdrawal from School.....25
Student Records25
Medication Policy.....26
Injury and Illness.....26
Driving Privileges.....27
Notification to Parents of Blood-Borne Pathogens.....27
Pesticide Application.....27
Control of Casual Contact Communicable Diseases and Pests.....27
Control of Non-Casual Contact Communicable Diseases.....27
Student Fees, Fines and Charges.....27
Review of Instructional Materials28
Meal Service28
Emergency Drills.....28
Emergency Closings and Delays.....28
Visitors28
Use of the Library Media Center.....28
Use of School Equipment and Facilities.....28
Lost and Found.....28
Student Sales.....29
Use of Telephones.....29

Section III – Student Activities

School Authorized Clubs and Activities.....29
Non-School Sponsored Clubs and Activities.....29
Field Trips.....29
Student Employment29
Publication Policy30
Posting Privileges30
School Dance Policy.....30
Assemblies31

Section V – Transportation

Transportation31

Section VI – Miscellaneous Items

School Board Policy on Drug-Free Schools32
Chain of Communication.....33
Frequently Used Terms33
MLA Works Cited Samples.....34

2011-12 SCHOOL CALENDAR

Semester I

Sept 6 ó First Day of School
 Sept 15 ó Secondary Open House 6:00 ó 7:00
 Oct 5 ó Progress reports sent out
 Oct 19 ó P/T Conferences 4:00 ó 7:00
 Oct 20 ó P/T Conferences 4:00 ó 7:00
 Oct 21 ó HALF DAY for students
 Nov 4 ó End of First Quarter
 Nov 23-25 NO SCHOOL ó Thanksgiving
 Dec 7 ó Progress reports sent out
 Dec 19-Jan 2 NO SCHOOL ó Winter Recess
 Jan 10-13 Secondary Exams
 Jan 16 ó NO SCHOOL MLK, Jr. Day
 Jan 20 ó End of Semester 1

Semester II

Jan 23 ó Beginning of Semester II
 Feb 17-20 NO SCHOOL ó PresøDay Weekend
 Feb 22 ó Progress reports sent home
 Feb 23 ó P/T Conferences 4:00 ó 7:00
 March 23 ó End of Third Quarter
 April 2-6 NO SCHOOL Spring Break
 May 2 ó Progress reports sent home
 May 15-17 Senior Exams
 May 18* - SeniorsøLast Day
 *Subject to change if there is a øskip day(s)
 May 23-25 Secondary Exams
 May 24 ó Graduation 7:00
 May 25 ó Last Day of School

SECONDARY SCHOOL VISION

PRIDE = Providing Relevant, Inspiring, Diverse Education for all students.

DISTRICT MISSION

The mission of Webberville Community Schools is to guarantee a progressive, personalized education in a safe and caring environment by a dedicated, vision-driven staff.

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CORE VALUES

Respect

Integrity

Communication

Dedication

STUDENT WELL-BEING

Student safety is a responsibility of both staff and students. All staff members are familiar with emergency procedures such as fire, lock down, and tornado drills and accident reporting procedures (exit maps are posted). Should a student be aware of any dangerous situation or accident, s/he must notify a staff person immediately.

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

Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician to the School office.

EQUAL EDUCATION OPPORTUNITY

It is the policy of Webberville Community Schools to provide an equal education opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the Districts Compliance Officer listed below:

Pam Panozzo-Jones
Special Education Director
521-3447 ext. 323

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

SECTION I – STUDENT CONDUCT

All elements of student conduct, from attendance to behavior in class and participation in extracurricular events, should be governed by the three cardinal expectations of Webberville Secondary Schools:

- Do what is right.
- Do your best.
- Honor the team.

These simple measures will allow students to judge for themselves whether they are upholding the expectations and honoring the traditions of a Webberville Spartan.

ATTENDANCE

Attending school is both necessary and required by Michigan law. State law requires school attendance until the age of eighteen. A student who does not maintain good attendance will likely fail courses, lose certain privileges, and/or have legal proceedings instituted against his/her parents. Webberville Secondary Schools' attendance policy is designed to avoid these consequences.

Attendance is required of all district students, except those exempted under policy 5223 or by other provisions of State law, during the days and hours that the school is in session, or during the attendance sessions to which s/he has been assigned. The Administration requires, from the parent or guardian of each student, a phone call on the attendance line (521-3447 ext. 302) verifying his/her student's absence within 24 hours. Students who are living at home, including those who have reached majority age (18) are not allowed to excuse themselves. The board reserves the right to verify such statements and to investigate the cause of each single absence or repeated unexplained absences or tardiness. The administration may report to local law enforcement or the Intermediate School District infractions of the law regarding attendance of students below the age of sixteen. Repeated infractions of board policy requiring the attendance of enrolled students may result in a citation or court action. The board considers the following factors to be reasonable excuses for time missed at school: (1) illness; (2) recovery from accident; (3) required court attendance; (4) professional appointments (though parents are encouraged to schedule their child's appointments with doctors/dentists during non-school hours); (5) death in the immediate family; (6) observation or celebration of a bona fide religious holiday; and (7) such other good causes may be acceptable to the superintendent or his/her designee.

The board authorizes the administration to suspend a student from a particular class or from school if sincere efforts by the staff and parents cannot rectify the pattern of absence. In keeping with its philosophy, the Board supports efforts to provide for out-of-school alternative education opportunities for truant students rather than to heighten the effects of absence through suspension.

The senior students' calendar is already shortened to accommodate graduation and preparation for commencement ceremonies. Organization of a "senior skip day" or similar mass absence will result in a day (or days) being added to the senior schedule and a subsequent adjustment of the senior exam schedule so exams occur until seniors' final day.

Attendance Requirements

A 90% attendance rate is required in all classes for all students. Any student not in attendance 90% of the days on which a class is held has failed to fulfill a class requirement and may not earn credit in the class. A student who is absent more than nine days (excluding school-related absences) in a class during a semester must make up the hours on an hour-for-hour basis within a two-week period. If the student fails to do so, she/he will lose credit in that class. Excused absences count against the daily attendance requirement unless a doctor's note or similar documentation (approved by the attendance officer) is submitted.

Extended Absences

Extended absences which are beyond the student's control such as an accident, hospitalization, death in the immediate family, or severe illness, may be discounted from the total days absent if the following conditions are met: (1) the parent contacts the office at the beginning of the extended absence and provides verification upon

request; (2) the student returns with a note from a doctor, when appropriate, stating the number of days it was necessary for the student to be absent.

Unexcused Absences/Skipping

Any student who is absent from school for all or any part of the day without a parent excusing the absence shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the state. An unexcused absence will result in a detention or suspension in relation to the number of hours missed. Repeatedly truant students are subject to suspension. Each time a student is unexcused she/he will be assigned escalating consequences. Failure to serve a detention will result in an in-school or out-of-school suspension. Teachers are not required to allow make-up of tests, homework, or other assessments given or collected in a period for which a student's absence is not excused.

Notification of Absence

If a student is going to be absent for all or part of the school day, a parent or guardian must contact the school (521-3447 Ext. 302) and provide an explanation for the absence. Absences not excused by parents within 24 hours of the student's absence will be considered an unexcused absence, resulting in disciplinary consequences. Voicemail has been provided to record attendance information when the office is not open. Parents are required to contact the attendance office in the event of a prolonged absence so that books/assignments may be sent home. Absences from regular classes on the day of an athletic contest, a practice, or a band/choir activity will disqualify the player from that activity. School related absences are exempt.

Tardiness

Each student is expected to be in his/her assigned location throughout the school day. If a student is late in arriving to school, he/she is to report to his/her assigned location. The teacher will assign a tardy if the student arrives within 10 minutes of the start of class. Students arriving to class more than 10 minutes late for his or her class will be marked VT (very tardy), which registers as an unexcused absence and counts against the absence limit.

Students will be considered tardy upon entering the classroom after the start time of each class. After the third tardy (total) during the 9-week marking period, the student will serve a lunch detention and face escalating consequences thereafter..

Closed Campus/Leaving School Building and Grounds

The Webberville Secondary Schools has adopted a closed campus policy for the safety of the student body. All students, including adult and legally emancipated students, must receive administrative permission to leave the building after arriving on campus. No student under the age of 18 is permitted to leave campus without permission from a properly identified custodial parent/guardian. Each student must sign out before leaving. This will be validated by office personnel's initials. **Failure to sign out, or invalid sign-out, registers the absence as unexcused.** Students are not allowed to be in the parking lot at any time during the school day without permission. Failure to abide by these guidelines will result in disciplinary action.

Make-Up Tests and Other School Work

Students who are absent and properly excused from school or who have been suspended shall be given the opportunity to make up work that has been missed. It is the student's responsibility to consult with their teachers upon his or her return to obtain assignments. For extended, excused absences the student will have the same number of class days to make up his/her homework as the number of days he/she was absent. If a student misses a teacher's test due to an excused absence, he/she may make arrangements with the teacher to take the test. If he/she misses a standardized test, the student should consult with the counselor to arrange for taking the test.

FOR THE COMMON GOOD

Conduct that supports the educational process is encouraged and supported. Any action, conduct, or attitude that is disruptive to the orderly conduct of the school routine, tends to impede the learning process, or adversely affects the safety, health, and welfare of any student, shall be considered grounds for disciplinary action.

STUDENT CONDUCT

Expected Behaviors

Each student shall be expected to abide by national, state, and local laws, as well as the rules of the school; to respect the civil rights of others; to act courteously to adults and fellow students; to be prompt to school and attentive in class; to work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background; to complete assigned tasks on time and as directed; to help maintain a school environment that is safe, friendly, and productive; and to act at all times in a manner that reflects pride in self, family, and in the school. We have summarized these behaviors in the Secondary Code of Conduct on page 5.

Dress and Grooming

Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines:

- (1) Student clothing should be neat and clean.
- (2) Clothing that will damage school property such as cleats, wallet chains, or studded jewelry must not be worn.
- (3) Hats and bandanas are not to be worn before or during school unless specific permission is given by the administration for theme days or for fund-raising purposes.
- (4) No clothing may be worn that advertises tobacco products, alcohol, drugs, or that has any message or image with sexual implications.
- (5) No clothing may be worn that identifies gang affiliation or that is worn in a manner that identifies gang affiliation.
- (6) No coats or jackets may be worn in school without specific permission. A teacher has the discretion of allowing coats or jackets in his/her classroom for a specified period because of temperature in the room or a planned excursion outside of the building. This allowance, however, does not constitute a change of the policy prohibiting outerwear on a regular basis. Coats and jackets should be kept in student lockers during the school day.
- (7) Student clothing is expected to be modest. All shirts must cover the shoulders and stomach. (Sleeveless shirts are allowed only if they cover the top of the shoulder and are tight under the arm.) Sweats and other thin pants cannot be skin-tight and clinging. Spandex, Under Armor and the like are to be worn only under appropriate clothing. The following clothing and accessories are not permitted:
 - ◇ Tank tops/muscle shirts
 - ◇ Backless tops
 - ◇ Low cut blouses and shirts
 - ◇ Pants that are sufficiently low-cut or sagging to expose undergarments
 - ◇ Lounge pants
 - ◇ Pajamas
 - ◇ Slippers
- (8) Shoes must be worn at all times in school. Footwear with a cloth sole is deemed a slipper rather than a shoe and is prohibited.
- (9) All shorts and skirts must be at least finger-tip length (with the shoulders relaxed) after walking several steps (prior to being adjusted by the student).
- (10) Pants may not have holes or patched or otherwise fringed areas, or any other rip or frayed area above fingertip length.

If a student is wearing inappropriate clothing, a parent/guardian will be called to bring proper clothing for the student to wear. If the item in violation is an accessory (hats, chains, bandanas, etc.) it can be confiscated. Repeated infractions will result in escalating disciplinary action.

Care of Property

Students are responsible for their personal property. When leaving items in the locker rooms, students must lock up their belongings. Locks can be obtained from the PE teacher or from the Athletic Director. Students are responsible for locks issued to them. If a student loses his/her lock, he/she will be fined \$5.00 for replacement.

Computer Use Guidelines

1. No personal programs, including games, are to be stored on school computers.
2. No deleting of files other than your own.
3. All data should be saved to USB, CD-ROM, DVD, floppy disk or to your account on the fileserver.
4. Do not use another person's fileserver account.
5. Use of email, instant messaging, social networking sites (Facebook, MySpace, My Yearbook, etc.), Internet game sites, music sites, and chat rooms for personal reasons is prohibited.

Unless permission is given personally by the student's teacher for school assignments, students violating this policy will be removed from the computer, and may be assigned a detention. Students who continue to misuse the computer may lose computer privileges altogether.

INTERNET USER AGREEMENT Student Acceptable Use of Technology Policy Revised 2006

Webberville Community Schools acquires and makes available certain materials, in the category of technology hardware and software, to aid the effective conduct of teaching, learning and non-instructional operations. These technologies are acquired with the understanding that they contribute access to information, methods of presentation, and communication. Staff and students as well as interested persons outside the Webberville Community Schools recognize that these technologies are a productive means of carrying out the mission and instructional goals of the Webberville Community Schools.

The uses of technology carry with them certain responsibilities. Technology uses should be consistent with the tasks to which they are assigned. *Technology* is defined as including, but not limited to, electronic media, hardware, software, services [Internet, Phone] and equipment owned or leased by Webberville Community Schools.

Disclaimer:

Webberville Community Schools makes no warranty of any kind, whether expressed or implied, for the service it is providing. Access to people all over the world, via the computer brings with it an availability of material that may not be considered educationally valuable. It is impossible to control access to all material, but WCS will make every effort to block access to inappropriate material. We firmly believe that the availability of valuable information and the potential for interaction on the Internet far outweigh the possibility that users may be exposed to material not consistent with the educational goals of the Webberville Community Schools. As with all educational materials, teachers will do their best to supervise student access while under their instruction. Webberville Community Schools will not be liable for damages or injuries resulting in violations of the Acceptable Use Policy or any misuse of technology.

Technology Usage Guidelines

Hardware/Software:

In general, users have the conditional right to make use of authorized technology found on school grounds in order to facilitate personal academic growth and greater understanding of the utilization of technology.

Only software purchased by Webberville Community Schools or software purchased by staff but approved by the WCS Technology Department may be stored or installed on district hardware. No software may be downloaded from the Internet via browser, file sharing application, etc. without the permission of the WCS technology department. **The installation of software by students is strictly prohibited.**

No personal programs, including games, are to be stored locally or on centralized district file servers. Students are to save files created for academic purposes to portable media or to their file server account.

Only hardware approved by Webberville Community Schools may be attached to the district network.

It is the user's responsibility to ensure that district equipment and software are not destroyed, modified, or abused in any way.

District hardware and software may not be moved to other locations within the district, or removed from the district unless authorized by the WCS Technology Department.

Internet Access:

The purpose of the Internet access provided by Webberville Community Schools is to promote and enhance the educational environment. Student use of the Internet must be consistent with the educational objectives of Webberville Community Schools. Transmission of any material in violation of any U.S. or State regulation is strictly prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, and pornographic images. Use for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited.

The use of the Internet is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. Building administrators will determine what appropriate use is and their decision is final. Also, the building administrator may close any account at any time, as required. The administration, faculty, and staff of Webberville Community Schools may request the system administrator deny, revoke, or suspend specific user accounts. Students who violate the acceptable use policy for internet access may also receive school discipline.

Network Access:

Each student has been granted access to the WCS network. Network access is controlled through rights assigned to user names. Students cannot for any reason share their username or password with any other WCS user. Students may not attempt to represent themselves as other users, or steal login information [user name and password].

WCS file server accounts are not private, and may be monitored for inappropriate use.

The storage of executable files on network servers is strictly forbidden. The storage of media files including movies, music, and images for non-academic purposes is strictly forbidden. Storage of media files for academic purposes is allowed with permission of the Technology Department. The decision regarding the size of user file server accounts resides with the WCS Technology Department, and may change at any time.

The storage of executable files and/or media files for non-academic purposes in compressed folders containing any of the following aforementioned file types is strictly forbidden.

Electronic Communication:

Student use of e-mail, chat rooms, instant messaging is not acceptable, unless approved by a teacher to support a curricular objective. The transmission of network messages to any other user is strictly forbidden.

Disciplinary Action for Violation of Acceptable Use Policy:

The guidelines within this document are not all-inclusive, but only representative and illustrative. A user who commits an act of misconduct which is not listed may also be subject to disciplinary action.

Violation of the Webberville Community Schools Acceptable Use Policy may result in suspended computer privileges, school discipline, and monetary reimbursement. The need to replace or repair files that a student maliciously damages will result in suspended computer rights and fees.

Disciplinary actions for technology violations are based on the disciplinary procedures of Webberville Community Schools. Possible disciplinary actions include but are not limited to the following:

- Student conference or reprimand.
- Parent contact.
- Behavioral contract.
- Full financial restitution.
- Denial of participation in class and/or school activities.
- Ban from using all computer equipment for a period of time as determined by building administration.
- Saturday School.
- In-school and/or out-of-school suspension.
- Removal from a course resulting in loss of credit.
- Expulsion.

Students who are caught using proxy sites or other programs designed to circumvent the school's filter system will receive at least in-school suspension on the first occurrence, as this act represents a premeditated violation of school safety measures.

DISCIPLINE

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

Detentions

A student may be detained after school or asked to come to school early by a teacher after giving the student and his/her parents notice. The student or his/her parents are responsible for transportation. Detentions by a teacher are 30-60 minutes after school with the teacher who assigned the detention. Students are to bring enough homework for the duration of this period. Detentions assigned by the office are an hour in length and are served in the office.

Lunch Detention

Students are required to report to the AIR room immediately after they are released to lunch. A student missing any portion of his/her assigned time in lunch detention will be assigned additional consequences. Failure to be in attendance may result in a meeting with parents before coming back to school. The following rules shall apply to both in-school suspension and to after-school or lunch detention:

- Students are not to communicate with each other unless given special permission to do so.
- Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- Students are not allowed to sleep.
- No radios, cards, games, or other recreational articles shall be allowed in the room.
- No food or beverages shall be consumed during In-School Suspension.

In-School Suspension

In-school suspension will be in session from 8:00 a.m. to 3:00 p.m. Assigned students shall arrive with sufficient educational materials to be busy during the entire class day. The students will receive two five-minute breaks and will be sent to the cafeteria to get lunch, but must return to the ISS room immediately after getting their food. Any In-School Suspension will be in accordance with district guidelines on suspension and expulsion.

Out-of-School Suspension

Students who receive out-of-school suspension can be removed for a portion of a day or up to 10 days for violations of school disciplinary policies. Out-of-school suspension for less than 1 day are not subject to the appeals process.

Long-Term Suspension and Expulsion

Exclusion of a student of more than ten days is considered a long term suspension and must be administered by board action. Expulsion is the permanent prohibition of a student from the district and district functions.

EXPLANATION OF TERMS APPLYING TO STUDENT DISCIPLINE CODE

Students referred to the office should report directly to the office staff, be seated, and remain quietly seated until an administrator can talk with him or her.

1. *Use of drugs:* The use of illicit drugs and the unlawful possession or abuse of alcohol is illegal and harmful. The school has a Drug Free zone that extends 1,000 feet beyond the school boundaries as well as to any school activity including during transportation. This means that any activity of possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, inappropriately used prescription drugs, or look-alike drugs is prohibited. This includes non-alcoholic beers and wines, steroids, etc. Violations of this rule will result in a minimum 5-day suspension up to expulsion and contact with law enforcement agencies.
2. *Smoking/Tobacco:* Possession, distribution, or use of tobacco in any form on school grounds or school-sponsored events will result in suspension.
3. *Student disorder/demonstration:* Students will not be denied their rights to freedom of expression, but the expression may not infringe upon the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is a need to organize some form of demonstration, s/he is encouraged to contact an administrator to discuss the proper way to plan such an activity. All student petitions or demonstrations should be conducted through the student council. Students who cause, attempt to cause, or disrupt the educational process may be subject to suspension or expulsion.
4. *Possession of a weapon:* A weapon includes conventional objects such as guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon or an object converted from its original use to an object used to threaten or injure another. This includes, but is not limited to; padlocks, pens, chairs, jewelry, etc. Violation of this rule will result in suspension or expulsion and notification to law enforcement agencies.
5. *Use of an object as a weapon:* Any object that is used to threaten or harm another may be considered a weapon. Intentional injury to another can be a felony and/or a cause for civil action. Violation of this rule will result in expulsion and notification to law enforcement agencies.
6. *Purposely setting a fire (arson):* Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony. Violation of this rule will result in expulsion and notification to law enforcement agencies.
7. *Physically assaulting a staff member/student/person associated with the district:* Physical assault of a staff member will result in expulsion and charges being filed. Physical assault of a student or other person may result in charges being filed and suspension or expulsion. The school has jurisdiction during the school day, at school activities, on school grounds, and when students are en route to and from school. Students fighting in school, at school activities, or on school property will be suspended. Students are disciplined based on their involvement.
8. *Verbally threatening a staff member/student/person associated with the district:* Any statement or non-contact action that a staff member, student, or other person associated with the district feels to be a threat will be considered an assault as will profanity directed toward a staff member in a threatening tone. Letters, pictures, or e-mails containing vulgarity, profanity, or threats will also be a violation of this policy.

Electronic communications containing threatening content are also inappropriate and prohibited under this policy. Violations of this rule will result in suspension or expulsion.

9. *Extortion*: Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule will result in suspension or expulsion and notification to law enforcement agencies.
10. *Gambling*: Gambling includes casual betting, betting pools, organized sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule will result in suspension or expulsion and notification to law enforcement agencies.
11. *Falsification of schoolwork, identification, forgery or plagiarism*: Forgery of passes is unacceptable. Use of another student's documents, electronic or hard copies, is a violation of this policy. Plagiarism, or using another's material, without giving credit to the source, is not acceptable. Violation of this rule will result in failing the assignment, possibly failing the course, and possible detention or suspension.
12. *False alarms and false reports*: A false emergency alarm or report endangers the emergency teams responding to the call, the citizens of the community, and the persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule will result in suspension or expulsion and notification to law enforcement agencies.
13. *Explosives*: Explosives, fireworks, and chemical-action objects such as smoke bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule will result in suspension or expulsion and may be referred to law enforcement agencies.
14. *Trespassing*: Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the administrator. Violations of this rule will result in additional suspension or expulsion, law enforcement action, and possible legal consequences. During the suspension or expulsion period the student is neither allowed to participate in nor attend any school district sponsored activities.
15. *Theft*: When a student is caught stealing property belonging to the school or an individual, s/he will be disciplined and may be reported to law enforcement officials. Violations of this rule will result in suspension or expulsion. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the office.
16. *Insubordination/Disobedience*: School staff is acting *in loco parentis*, which means they are allowed, by law, to direct a student as a parent would. This applies to all staff, not just teachers assigned to a student. If given a reasonable directive by a staff member, the student is expected to comply. Violations of this rule can result in suspension or expulsion.
17. *Damaging property*: Vandalism and disregard for school property will not be tolerated. Violations will result in suspension or expulsion, and restitution must be paid.
18. *Persistent absence or tardiness*: Attendance laws require students to be in school all day or to have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world of work. Violations of this rule could lead to suspension or expulsion from school (refer to attendance and tardy policies).

19. *Unauthorized use of school or private property:* Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. Violations of this rule could result in suspension or expulsion.
20. *Refusing to accept discipline:* The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in more severe consequences such as suspension or expulsion.
21. *Aiding or abetting violation of school rules:* If a student assists another student in violating any school rules, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.
22. *Displays of affection:* Students demonstrating affection toward each other is personal and not appropriate in school. This includes kissing or any other contact that may be considered sexual in nature. Such behavior may result in contact with a parent or guardian, suspension, or possible expulsion.
23. *Possession of electronic equipment:* The school supplies most electronic equipment necessary in school. Students are not allowed to bring radios, boom boxes, portable televisions, pagers, etc. without the permission of an administrator. Laser pointers will be considered a violation of this rule and may result in detention or suspension. The school staff will confiscate laser pointers. Cellular phones may be brought to school. Once in school, the cellular phones must be turned off and stored out of sight. If electronic equipment is seen, it will be confiscated and disciplinary action will be taken. Violations of this rule could result in suspension or expulsion.
24. *Violation of individual school/classroom rules:* Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. Violations of school or classroom rules could result in suspension or expulsion.
25. *Violation of bus rules:* Please refer to "Section V ó transportation" for bus rules.
26. *Disruption of the educational process:* Any action and or manner of dress that interferes with school activities or disrupts the educational process are unacceptable. Such disruptions also include delay or prevention of classes, assemblies, field trips, athletic, and performing arts events. Violations of this rule could result in exclusion from the activity and suspension or expulsion.
27. *Persistent disobedience:* The repeated refusal to obey school rules and regulations. This will result in parent contact, suspension or expulsion, also possible legal action.
28. *Gross Misbehavior:* Misbehavior - misconduct exceeding reasonable limits. This will result in parent contact, suspension, possible expulsion, and/or possible legal action.
29. *Profanity/vulgarity:* Inappropriate language is not acceptable. Violations of this rule could result in detention, suspension, or expulsion.
30. *False Accusations:* Students making false accusations or false reports are subject to detention, suspension and/or expulsion.
31. *Reckless Driving:* Speeding, burnouts, power sliding, turfing, and other forms of reckless driving are strictly prohibited. Violation will result in loss of driving privileges, and possible detention and /or suspension.

32. *Areas off limits:* Students are not allowed to be in the gymnasium, weight room, computer labs, or classrooms unless they are under the supervision of a teacher or coach. **Under no circumstances are students to climb the closed bleachers.**

HARASSMENT

Harassment of students is prohibited and will not be tolerated. This includes inappropriate conduct by other students, employees, board members, parents, guests, contractors, vendors, volunteers, and any other person in the school environment. Harassment is defined as inappropriate conduct that is repeated enough, or is serious enough, to negatively impact a student's educational, physical, or emotional well-being. This includes harassment based on any of the legally protected characteristics such as sex, race, color, national origin, religion, height, weight, marital status, or disability. The policy is not limited to these legal categories and includes any harassment that negatively impacts students.

Harassment through any means, including electronically transmitted methods (e.g. internet, telephone cell phone, personal digital assistant (PDA), computer or hand held devices may be subject to district disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Sexual Harassment

- A. Verbal: Written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats.
- B. Nonverbal: Placing sexually suggestive objects, pictures, or graphic commentaries in the school environment or making sexually suggestive or insulting gestures, sounds, leering, whistling, etc.
- C. Physical: Threatened, attempted, or actual unwanted bodily contact, including but not limited to, patting, pinching, pushing the body, or coerced sexual intercourse.

Gender/Ethnic/Religious/Disability/Height/Weight Harassment

- A. Verbal: Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning another person's gender, national origin, religious beliefs, etc. or conducting a "campaign of silence" toward a fellow student, staff member, or other person, associated with the District by refusing to have any form of social interaction with the person.
- B. Nonverbal: Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures.
- C. Physical: Any intimidating or disparaging action directed at another person.

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

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

The student must submit a report in writing and sign it. If the report is made in person or by telephone, the student must follow up with a signed report within two school days. The reporting student should provide the name of the person(s) s/he believes to be responsible for the harassment and the nature of the harassing incident(s). The report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by

law or in the context of a legal or administrative proceeding. No one involved will discuss the subject outside of the investigation.

If the investigation reveals that the complaint is valid, prompt, appropriate remedial and/or disciplinary action will be taken immediately to prevent the continuance of the harassment or its recurrence. Discipline may include expulsion, suspension, verbal or written warning, in-school suspension, restriction of privileges (extra and/or co-curricular).

All students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges against fellow students, a staff member, or others associated with the district. Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which will require that the student-abuser be reported to the proper authorities.

Any criminal activity related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime) when school rules and the law are violated.

BULLYING

Webberville Secondary Schools will not tolerate any gestures, comments, threats or actions to a student which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation.

This policy applies to all activities in the district, including activities on school property and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where the school is represented, or where an employee is engaged in school business.

Bullying ó intimidation of others by acts, such as but not limited to:

1. Threatened or actual physical harm;
2. Unwelcomed physical contact;
3. Threatening or taunting verbal, written or electronic communications;
4. Taking or extorting money or property;
5. Damaging or destroying property;
6. Blocking or impeding student movement;
7. Electronically transmitted acts ó i.e., Internet, telephone or cell phone, wireless communication devices, text messaging, instant messaging, blog web sites or online bullying through social networking sites (e.g., facebook.com, my yearbook.com, my space.com, and the like) to harass through threatening or aggressive messages.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics such as sex, race, color, national origin, sexual preference, or disability. It would include, but not be limited to, such behaviors as bullying, hazing, stalking, intimidating, coercion, name-calling, taunting, and making threats.

Any students who believes s/he has been or is the victim of aggressive behavior including bullying or hazing should immediately report the situation to a building administrator (principal, athletic director, special education director, etc.)

CONFIDENTIALITY

Every reasonable effort will be made to maintain confidentiality during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

DUE PROCESS RIGHTS

Before a student may be suspended or expelled from school, the following must be observed:

Suspension from School

When a student is being considered for a suspension of one to ten days, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the administrator will make a decision whether or not to suspend. If a student is suspended, he/she and his/her parent/guardian will be notified within one day, if possible, of the reason for and the length of the suspension. The suspension may be appealed within ten days after receipt of the suspension notice to the principal. The request for an appeal must be in writing.

During the appeal process, the student shall not be allowed to remain in school. The appeal shall be conducted in a private meeting and the student may be represented. Sworn recorded testimony shall be given.

When a student is suspended, s/he is allowed to make up work missed while on suspension and receive credit. Any learning that cannot be made up such as labs, field trips, skill-practices, and the like or any learning that they choose not to make up will be reflected in the grades earned. Students who are suspended are not allowed to attend any school functions on or off school campus. A student being considered for suspension for more than ten days will be given due process as described in the long-term suspension section below.

Long-Term Suspension and Expulsion from School

When a student is being considered for long-term suspension or expulsion, the student will receive a formal letter of notification addressed to the parents which will contain the charge and related evidence, the time and place of the board meeting, the length of the recommended expulsion, a brief description of the hearing procedure, a statement that the student may bring parents, guardians, or counsel, a statement that the student may give testimony, present evidence, and provide a defense, a list of witnesses, and a statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction.

Students being considered for long-term suspension and expulsion may or may not be immediately removed from school. A formal hearing is scheduled with the administration during which the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice. Within ten days after notification of long-term suspension or expulsion, the disciplinary measure can be appealed in writing to the superintendent. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. A student may engage the right to representation at any point in the process. All opportunity to earn credit ends when a student's expulsion is finalized.

Webberville Secondary Schools makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school.

SEARCH and SEIZURE

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

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right to hold items that have been confiscated and/or to turn over these items to police as appropriate. These items could include, but are not limited to, electronic equipment such as pagers, cell phone, MP3 players, and jump drives.

ZERO TOLERANCE TOWARD GANGS

Gangs which initiate, advocate, or promote activities which threaten the safety or well-being of persons or are disruptive to the school environment are prohibited. Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the building principal.

CELL PHONES

The use of cell phones during the school day is not allowed at Webberville Community Schools. Cell phones must be out of sight and turned off during the school day, 8:00 am ó 3:00 pm. The first instance when cell phones ring, are in student's hands, or are a disruption will result in confiscation for the remainder of the school day and the following consequences will be applied.

1st incident: cell phone sent to the office where student can retrieve it after school

2nd incident: cell phone sent to the office where parent/guardian can retrieve it after the school day or call the principal to make arrangements for the phone to be picked up.

3rd incident: cell phone sent to the office where parent/guardian can retrieve it after the school day or call the principal to make arrangements for the phone to be picked up. Two lunch detentions assigned.

4th ó 6th incidences: cell phone sent to the office where parent can retrieve it after the school day or call the principal to make arrangements for the phone to be picked up. Escalating in-school suspension assigned beginning with a half-day.

7th incident and any thereafter: cell phone sent to the office where parent can retrieve it after the school day or call the principal to make arrangements for the phone to be picked up. Escalating out-of-school suspension assigned.

INAPPROPRIATE ELECTRONIC RECORDING AND COMMUNICATION

The school prohibits the use of any video device from any restroom, locker room, or other location where students and staff ðhave a reasonable expectation of privacy.ö A student improperly using any device to take or transmit images or to transmit lewd, suggestive, or harassing messages will face disciplinary action ó likely suspension from school ó up to recommendation for expulsion. Such conduct not only is potentially dangerous to the involved students, but can lead to unwanted exposure of the messages and images to others and could result in criminal violations. The electronic device used to create or transmit the image or message will be confiscated by the investigating staff member for the investigation.

SECTION II – ACADEMICS

GRADES

Webberville Secondary Schools has a standard grading procedure as well as additional notations that indicate work in process or incomplete work. Teachers are required to enter assessment grades in PowerSchool once a week to allow parents and students to proactively monitor grades. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will inform the students at the beginning of the course. If a student is not sure how his/her grade will be determined, s/he should ask the teacher. Students transferring into Webberville will receive credit for coursework that was credited to them at their previous school. Grade Point Averages are not transferred from previous schools. The Webberville Secondary Schools use the following grading system:

Grading Scale

94%-100% = A = 4.00	77%-79% = C+ = 2.33	60%-62% = D- = .67
90%-93% = A- = 3.67	73%-76% = C = 2.00	0%-59% = E = .00
87%-89% = B+ = 3.33	70%-72% = C- = 1.67	CR = Credit
83%-86% = B = 3.00	67%-69% = D+ = 1.33	NC = No Credit
80%-82% = B- = 2.67	63%-66% = D = 1.00	I = Incomplete

Grade Point Average

Semester final marks are computed as follows: 1st nine weeks = 40%, 2nd nine weeks = 40%, Final exam = 20% using the percentage grade. Current and cumulative Grade Point Averages are calculated on semester final marks only. Class rank is based upon cumulative Grade Point Average standing, and cumulative Grade Point Average standing is calculated using ninth, tenth, eleventh, and twelfth grade semester Grade Point Averages and will round out to the nearest 100th.

Example:	Algebra I	=	87%-89%	=	B+	=	3.33
	English 9	=	90%-93%	=	A-	=	3.67
	US History	=	77%-79%	=	C+	=	2.33
	Physical Science	=	70%-72%	=	C-	=	<u>1.67</u>
							11.00

Total points (11) divided by the number of courses (4) = semester Grade Point Average (2.75).

Advanced Placement (AP) and other advanced courses are weighted and receive an extra grade point because of their rigor and academic difficulty. These courses include Calculus, Physics, AP US History, AP Government, AP Economics, Chemistry II, Spanish IV, Anatomy and Physiology, and rigorous Advanced and AP courses including distance and dual enrollment courses with prior approval. Weighted courses will be designated with a W at the end of the course title..

Example:	Algebra I	=	87%-89%	B+	=	3.33
	English 11	=	90%-93%	A-	=	3.67
	AP Government	=	87%-89%	B+	=	<u>3.33 + 1.00 = 4.33 (weighted)</u>
						11.33

Total points (11.33) divided by the number of courses (3) = semester Grade Point Average(3.77)

Advanced placement students who take AP classes will receive weighted credit and have the opportunity to take the AP test for college credit at the completion of the class.

A passing grade is determined by percentage. The minimum percentage required to pass a course is 60%. Students receiving a D are in jeopardy of failing the course. A D- represents a warning that something is wrong and without appropriate measures, there is likelihood that the student will fail. It is recommended that parents contact their child's teacher if they receive a D or lower.

Grading Periods

High school students will receive a progress report by mail every mid-quarter and a report card at the end of each marking period indicating their grades for each course.

Student Planners

All students will be provided with a student planner at the beginning of the year at no charge. The student planner will be used to track homework assignments and may provide a way for parents to stay in communication with their child's teacher. Passes out of class are recorded in the student planner. All students are required to have their planners with them daily and will be required to replace lost planners at a cost of \$5.00.

PROMOTION, PLACEMENT, AND RETENTION

Completing required coursework and earning the necessary credits determine a student's progress toward graduation and receiving a diploma. It is the **student's responsibility** to keep in contact with his/her counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the guidance office and the counselor is available to answer any questions.

GRADUATION REQUIREMENTS

Regular Diploma

A student will complete graduation requirements in four years unless there are extenuating circumstances. In order to receive a diploma and graduate in the 2011-12 school year, a senior will need to meet the Michigan Merit Curriculum (MMC) requirements and earn the total number of 28 credits. Course credit requirements for students graduating in the 2011-12 school year include: English (4), mathematics (4), science (3), social studies (3), physical education (1/2), health (1/2), visual/performing arts (1).

Because of the change to a 5x5 schedule in the 2011-12 school year, the following credit requirements will be in effect until such time as there is a change in the number of available credits per year.

Class of 2013 ó Must earn 31 total credits, including: English (4), math (4, including one in the senior year), science (4), social studies (3), physical education (1/2), health (1/2), visual/performing arts (1).

Class of 2014 ó Must have 34 total credits, including: English (4), math (5, including one in the senior year), science (4), social studies (4), physical education (1/2), health (1/2), visual/performing arts (1).

Class of 2015 ó Must have a total of 37 total credits, including: English (4), math (6, including one in the senior year), science (4), social studies (4), physical education (1/2), health (1/2), visual/performing arts (1).

Class of 2016 and thereafter ó Must have a total of 37 total credits, including: English (4), math (6, including one in the senior year), science (4), social studies (4), foreign language (2) physical education (1/2), health (1/2), visual/performing arts (1).

While we hope that the MMC requirements will improve the quality of education for ALL Michigan public high school students, we are aware that students have very different learning needs. Some students may benefit by accelerating the curriculum to accommodate their special talents and interests. Other students may have disabilities that require some accommodations to keep the MMC meaningful and fair. Students who meet either of these criteria may benefit from a Personal Curriculum (PC). A parent, guardian, emancipated student, or teacher must make a request for consideration of a PC; then a team will be formed to determine what curriculum changes are appropriate.

The MMC law requires the following when considering a Personal Curriculum:

- ÉThe PC must be requested by the parent, legal guardian or emancipated student.
- ÉThe PC may not be needed if the MMC for a student can be addressed with other reasonable arrangements.
- ÉWhen needed, the PC is written by a group of knowledgeable people that includes the parent and school staff.
- ÉThe PC must adhere to the MMC content standards as much as is possible for the student. In other words, the essential content expectations for graduation must still be met.
- ÉThe PC may exceed the requirements of the Michigan Merit Curriculum.
- ÉThe PC may contain some special provisions for students with documented disabilities.
- ÉThe PC must be approved by the Superintendent or his/her designee.
- ÉThe PC may be adjusted during the course of the student's high school education using the same process, as appropriate.
- ÉThe PC process requires that parents/guardians play an active role in the quarterly monitoring of the PC.

More detailed descriptions of the Michigan Merit Curriculum and a Personal Curriculum are available at www.michigan.gov/highschool or at <http://www.webbervilleschools.org/district/specialservices/> under the menu items öPC Eligibility Determinationö or öPersonal Curriculum Option.ö

Certificate of Completion

A student who completes a modified curriculum will be eligible to receive a certificate of completion at commencement ceremonies. These students's educational development plan would be modified to meet the requirements of the extended core curriculum expectations that align with or relate to the student's IEP goals and objectives.

COMMENCEMENT / GRADUATION INFORMATION

Dress Code

In order to participate in graduation ceremonies, students shall come appropriately dressed for this occasion. Girls shall wear dresses, skirts, or dress slacks, blouses and appropriate footwear. Boys shall wear slacks, sport shirts, and appropriate footwear. Shorts, swimsuits, tennis shoes, jeans, or other casual clothing is not permitted.

Participation

A senior must have 27 credits by 5:00 on the Wednesday prior to graduation to participate in the 2011-12 graduation ceremonies. To be eligible to follow the senior schedule (last day approximately one week prior to last day for other students), a senior must have reasonable assurance (taking into account exams that have not yet been graded) that he/she has successfully fulfilled the 28 credits necessary to receive a diploma.

Other deadlines to participate in senior functions include:

- A senior of the graduating class of 2012 must have at least 17.5 credits by the date of the senior composite picture (usually early October) to be included in the picture.
- A senior of the graduating class of 2012 must have at least 22.5 credits by the end of 1st semester to be included in the yearbook as a member of the graduating class.

Early Graduation

Seniors, upon application, and with committee and administrative approval, may graduate at the end of the first term of their senior year according to provisions of early graduation in Board Policy 5464.

DUAL ENROLLMENT

Any student in the 11th or 12th grade may enroll in a post-secondary program while attending high school providing s/he meets the requirements established by law and the District. Any interested student should contact the counselor and should plan to take the ACT PLAN or PSAT in their sophomore year.

RECOGNITION OF STUDENT ACHIEVEMENT

Students who have displayed significant achievement during the course of the year are recognized for their accomplishments. Student achievements made outside of the school should be brought to the administrations attention so that student can be recognized when appropriate. Areas that may merit recognition include, but are not limited to: academics, athletics, performing arts, citizenship, and volunteerism.

Academic Letter Recipients

High school students will be eligible for academic awards at the end of each semester in which they have acquired a Grade Point Average of 3.0 or better. Additional recognition will be given each term to students who have acquired a Grade Point Average of 3.5 - 4.0.

National Honor Society

Membership in local chapters of the National Honor Society is an honor bestowed upon a student. No student has the right to be selected for membership. Each eligible student must apply for National Honor Society to be considered. Members from the sophomore, junior, and senior classes are chosen by majority vote of a five-person faculty council and is based on outstanding scholarship, character, leadership, and service. Students must have, and maintain, a minimum of 3.3 out of 4.0 Grade Point Average. The faculty council considers the uniqueness of each student's character, leadership, and service when making its decision on membership. At no time will the faculty deliberations be discussed either in private or public. It should be noted that membership in NHS is neither guaranteed nor permanent. **A student can be dismissed from the chapter for falling below the organization's academic standards, violating school rules or the law, and/or failing to meet membership obligations.** The local chapter follows the dismissal procedures outlined by the National Honor Society of Secondary Schools.

Honors Distinction

Students, who have excelled academically over a four year period, as indicated by their Grade Point Average, will obtain honors distinction and will receive honor cords representing their level of academic success.

Honors Distinction for transfer students

If a transfer student of less than two years earns a Grade Point Average that ranks him/her in the top ten of the class, then he/she will be recognized in the top ten. However, a transfer student will not displace other students from their ranking in the class, but will be recognized at the same level, resulting in more than ten students in the top ten. These students may not be recognized in local papers that only allow ten students to be published. All transfer students must have completed at least four core courses to be eligible for recognition in the top ten. Valedictorian and Salutatorian recognition will be reserved for students who have completed at least two years at Webberville Secondary Schools.

Athletic Awards

Each head coach, with the approval of the athletic director, develops requirements for athletic awards. These requirements will be reviewed with interested students by the appropriate coach. Student athletes may also be recognized by the state through the scholar athlete program.

HOMEWORK

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for state and national assessments and graduation. Homework will not generally be used for disciplinary reasons, but to enhance the student's learning.

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with state standards and District policy. Unless exempted by an Individualized Education Plan, each student will be expected to take the appropriate state assessment test. Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are also used to help the staff determine instructional needs. Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives. Vocational and interest surveys may be given to identify particular areas of student interest or talent. If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services. Depending on the type of testing, specific information and/or parental consent may need to be obtained. Webberville Secondary Schools will not violate the rights of consent and privacy of a student participating in any form of evaluation. College entrance testing information can be obtained from the guidance office.

CHEATING POLICY

- A. First offense: 00 on the assignment/test in the class and parent notification.
- B. Second offense in same class: 00 on the assignment/test in the class, suspension and parent notification.
- C. Third offense in same class: 00 on the assignment/test in the class, multiple day suspension and parent notification.

EDUCATIONAL DEVELOPMENT PLAN (EDP's)

An Educational Development Plan (EDP), is a document that each student will be expected to create and maintain on an annual basis. This document allows students to list their academic and athletic achievements and their educational goals for the future. Students will update their EDPs each year in the spring. The seven components of an EDP are as follows:

1. Personal Data: students record personal information (i.e. name, birth date, and grade level)
2. Career Goals: students identify career goals.
3. Educational Goals/Training: students identify level of educational preparation they want to attain.
4. Career Assessment Highlights: students summarize the results of assessments, highlighting information relevant to making career decisions.
5. Career Awareness/Exploration and Work-Based Activities: students list activities in which they plan to participate to gain a better understanding of career options and characteristics.
6. Course Selection: students develop a sequential plan of courses that provide academic and career-related preparation relevant to the achievement of career goals and continuing education.
7. Parent Endorsement: parent/guardians should have the opportunity to review and endorse their child's EDP.

SECTION III – GENERAL INFORMATION

ENROLLING IN THE SCHOOL

Students are expected to enroll in the school district in which they live or to complete a School of Choice form allowing them to attend Webberville Community Schools. Students who are new to Webberville Secondary Schools are required to enroll with their parents or legal guardian. Adult students (18 years of age or older) may enroll themselves, but if residing with their parents, are required to include them in the process. The following are required for enrollment:

- birth certificate or similar document
- proof of residence
- proof of immunizations
- most recent report card or transcript
- custody papers from the court (in the case of guardianship or divorce)

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

Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. The counselor will assist in obtaining the transcript if not presented at the time of enrollment. In addition, any student with attendance issues, behavioral problems, or a criminal record may be required to attend an alternative education program. Students may petition to return to Webberville Secondary Schools from an alternative school. To be eligible, they must not have any recent attendance, discipline, or academic problems. Upon receipt of the petition, district administrators will make a professional judgment as to whether the student will be accepted. The student may be required to develop and sign a behavioral contract on file as a condition of return. Personal Curriculum created in a previous district does not automatically transfer and will be reviewed to make appropriate changes. Students applying to enroll via schools of choice will not be admitted if they have been suspended from a public or private school in the prior school year.

SCHEDULING AND ASSIGNMENTS

At the beginning of the school year, or upon enrollment, each student is provided a schedule. Students enrolled are expected to complete a full schedule. The schedule is based upon the student's needs and available class space. It is important to note that students may be denied some courses because of lack of available space or inadequate preparation for the course.

Drop/Add Guidelines

Any changes in a student's schedule should be processed through the Guidance Office during the first week of the semester. To change classes, students must follow the guidelines contained in this policy:

- (1) The student must state in writing the *educational rationale* for the drop/add request.
- (2) The educational rationale must support the career goals the student has established with his/her parents and the counselor.
- (3) All drop/adds must be approved by the parents, counselor, administration, and by the teachers involved.
- (4) Students enrolled in first session CACC will only be allowed to schedule *two* courses at WHS. Students enrolled at CACC are expected to be in attendance every day and will only be excused from classes when there is a conflict with the Webberville High School schedule.

SPECIAL EDUCATION

Webberville Secondary School provides a variety of special education programs for students identified as having a disability defined by the Individuals with Disabilities Education Improvement Act (IDEIA). A student can access special education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parents to be active participants. To inquire about the procedure or programs, a parent should contact the special education office at 521-3447 ext. 323.

AMERICANS WITH DISABILITIES ACT – SECTION 504

The Americans with Disabilities Act (A.D.A.) requires the School to ensure that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals. Students with disabilities may be served within the general education program with an accommodation plan developed by school staff. Parents who believe their child has a disability that substantially limits the child's ability to function properly in school should contact the administration at 521-3447.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY (FERPA)

School Records: School records are available for review by parents or adult students upon request. Requests to review records must be submitted to the school principal. If parents or adult students believe that the records are inaccurate, they may initiate formal processes to correct the problems. Access to records by agencies outside the school is limited by state and federal law and by school policy. When a student enrolls or intends to enroll in another district, records are forwarded to that district and are no longer available at Webberville Secondary Schools.

TRANSFER OUT OF THE DISTRICT

If a student plans to transfer from Webberville Secondary Schools, the parent must notify the counselor or principal. Transfer will be authorized only after the student has completed a Drop/Transfer Form, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer process is not properly completed. Parents are encouraged to contact the Secondary School office for specific details.

WITHDRAWAL FROM SCHOOL

No student under the age of 18 will be allowed to withdraw from school without the written consent of his/her parents. The student must complete the proper forms, return all school textbooks and materials, and pay any fees or fines that are due before being allowed to withdraw.

STUDENT RECORDS

Webberville Secondary Schools keeps two formal kinds of records regarding students – directory information and confidential records.

Directory information can be given to any person or organization for non-profit making purposes when requested, unless the parents of the student restrict the information in writing to the principal. Each year, the District will provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information". The Board designates as student "directory information" a student's name, major field of study, participation in officially recognized activities and sports, height and weight, if a member of an athletic team, dates of attendance, date of graduation, awards received, or any other information which would not generally be considered harmful or an invasion of privacy if disclosed. Parents and adult students may refuse to allow the District to disclose any or all of such "directory information" upon written notification to the District within ten (10) days after receipt of the District's public notice. The District may disclose "directory information" on former students without student or parental consent.

Whenever parental consent is required for the inspection and/or release of a student's educational records or for the release of directory information, either parent may provide such consent unless stipulated otherwise by court order. No liability shall be attached to any member, office, or employee of this District specifically as a consequence of permitting access or furnishing student records in accordance with this policy and regulations.

20 U.S.C. Section 1232g345C.F.R.99 26 U.S.C. 152 Education of the Handicapped Act-Part B of 1975

20 U.S.C. Section 1232g(b) (I) (H) The Family Educational Rights & Privacy Act of 1974 (FERPA)

Revised 1/4/92

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Michigan law. This information can only be released with the written consent of the parents, the adult student, or a surrogate. The only exception to this is to comply with State and Federal laws that may require release without consent.

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

Students and parents have the right to review all educational records generated by the school district, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requestor. If a review of records is desired, please contact the superintendent's office in writing, (309 East Grand River Avenue, Webberville MI, 48892) stating the records desired. The records will be collected and an appointment will be made with the appropriate person present to answer any questions there may be.

MEDICATION POLICY

Failure to follow correct procedures for possessing, using, or distributing prescription and/or non-prescription drugs will likely result in suspension from school. Students who require prescription medications administered during the school day must have a medication form signed by a physician on file in the office before medications can be administered. This form must be updated annually. Prescription medications must be in a prescription bottle, with the prescribed dosage clearly stated. Approved medications will be distributed from the main office. It is a suspension-level violation for students to have any prescription or non-prescription drugs on their person or in their locker without specific permission from an administrator.

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the school principal and updated annually. If a student has allergies or asthma that require the use of an Epi-pen or inhaler, the parent or student should report the condition prior to the start of school each year with any relevant information or updates regarding treatment.

Webberville School Board Policy allows for bandaging of minor cuts, bruises and burns without permission from parents. Medication, including aspirin, ointments, cold tablets, etc. will only be administered to students with written instructions on a form provided by the school. This form must be signed by the parent or guardian and a physician.

INJURY and ILLNESS

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

A student who becomes ill during the school day should request permission from the teacher to go to the office. Office personnel will consult with the student as to whether s/he should remain in school or go home. If they determine that it is necessary for the student to go home, parents will be contacted. No student will be released from school without parental consent. If a student exhibits severe symptoms, it is recommended that s/he seek medical attention before returning to school.

Homebound Instruction

The District shall arrange for individual instruction to students of legal school age who are not able to attend class because of physical or emotional disability.

Parents should contact school administration regarding procedures for such instruction. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in this state, parent, student, or other caregiver. A physician must certify the nature and existence of the medical condition, state the probable duration of the confinement, request such instruction, and present evidence of the student's ability to participate in an educational program.

DRIVING PRIVILEGES

Students who are licensed to drive are allowed to drive on campus and park their car on campus through the school day. Upon arrival, students must enter the building and cannot hang out in the parking lot. Upon arrival, students cannot go to their cars prior to the end of the school day without administrative permission.

Driving and parking on campus is a privilege and not a right. Campus driving and parking privileges will be suspended for students who are habitually late to school, who do not drive cautiously on campus, who drive off campus during the school day or transport students who are not allowed to leave campus, or other driving offenses.

Repeated infractions, attendance issues, or failure to comply with a driving suspension or revocation will result in escalating consequences.

NOTIFICATION TO PARENTS OF BLOOD-BORNE PATHOGENS

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

Because of the very serious consequences of contracting HBV or HIV, the District is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment. That way, if the situation does develop, you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading.

PESTICIDE APPLICATION

In accordance with Public Act 131 of 1993 be advised that pesticides will be applied at the school on the third Thursday of the month at approximately 3:30 P.M.

CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS

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

CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES

In the case of non-casual contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people including the County Health Department, to insure that the rights of the person affected and those in contact with that person are protected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion. Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (acquired immune deficiency syndrome), ARC-AIDS Related Complex, HIV (human-immunodeficiency virus), Hepatitis B, and other diseases that may be specified by the State Board of Health. As required by federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

STUDENT FEES, FINES AND CHARGES

Webberville Secondary Schools charges specific fees for many non-curricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The amount of the fine assessed is intended to cover the cost of the damage. The standard fee for checks returned to us for insufficient funds is \$35.

REVIEW OF INSTRUCTIONAL MATERIALS

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction should contact the principal at 521-3447 to arrange an appointment for this review.

MEAL SERVICE

The School participates in the National School Lunch Program which provides students lunches for fees based on the student's ability to pay. Applications for the school's Free and Reduced Priced Meal program are distributed to all students. If a student does not receive an application and believes that he/she is eligible, contact the food service director at 521-3447 Ex. 349. Full lunches or ala carte items are available. Students may also bring their own lunch to school for consumption in the school's cafeteria. Students are expected to clean up after themselves when eating lunch at school. Failure to do so will result in disciplinary action including clean-up duty and possible detention or suspension. Students are expected to stay in the cafeteria for the duration of the lunch period. Food and candy are not allowed in the halls or classrooms.

EMERGENCY DRILLS

The School conducts fire drills in accordance with state law. Specific instructions on how to proceed are provided to students who are responsible for safe, prompt, and orderly evacuation of the building under the direction of school staff. Evacuation plans will be posted in classrooms. Tornado drills will be conducted to make students aware of the safest location in case of severe weather. Lockdown and evacuation drills will be conducted in accordance with policies as dictated by the Homeland Security Agency.

EMERGENCY CLOSINGS AND DELAYS

If the School must be closed, or the opening delayed because of inclement weather or other conditions, the District will post the delay on the district's website and notify local radio and television stations. Parents and students must check these media to learn of emergency closings and delays. Parents who have released contact information to the AlertNow system will be notified via the system of these closings.

VISITORS

Adult visitors over the age of 18, particularly parents, are welcome at the school for educationally-related purposes. If a person wishes to talk with a member of the staff in person, s/he should call for an appointment prior to coming to the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. Students may not bring visitors, including siblings, to school during the regular school day without prior approval from the principal. Students are not allowed to have visitors at lunch. New student visitation should be set up through student services.

USE OF THE LIBRARY MEDIA CENTER

The library media center is open to teachers to check out as a computer lab or for signing books out to students. All library materials are on loan to students for a period of 28 days (excluding audio-visual and overnight/reference materials). If materials are not returned promptly, a fine will be assessed to the student to whom the materials are checked out. The fine will be equal to the full replacement cost of the items. The fine will stay on the student's record until the materials are returned in acceptable condition or the fine is paid. No food or drink except bottled water will be allowed in the library during the school day.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive permission from the teacher before using any equipment or materials in the classroom and permission from the principal or responsible adult to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are permitted to use.

LOST AND FOUND

The lost and found area is in the cafeteria. Students who have lost items may retrieve their items if they give a proper description. Unclaimed items will be given to a charity at the end of each marking period. Students are encouraged

to mark all personal items with their name and report losses to the office immediately. Students are encouraged not to bring valuables to school. The school is not responsible for lost or broken items that students bring to school.

STUDENT SALES

The Board allows student fund raising in the school, on school property, or at any school-sponsored event only when the sale is sponsored by a recognized school class, club or organization whose funds are managed by the district, and when profit is to be used for school purposes or for an activity connected with the school. If the fundraising is to take place on school grounds, it must be approved by the principal. Such fundraising off school grounds must be approved by the superintendent.

Fund raising by students on behalf of school related organizations whose funds are not managed by the district may be permitted on school grounds with approval by the superintendent. Students are not permitted to sell any item or service in school for personal gain without the approval of the principal. Violation of this may lead to disciplinary action.

USE OF SCHOOL TELEPHONES

Classroom and office phones are not to be used for personal calls. Telephone messages received in the office from a parent or guardian will be delivered at lunch time, between classes or at the end of the school day. Classes will not be interrupted for this purpose except for emergencies.

SECTION IV – STUDENT ACTIVITIES

SCHOOL AUTHORIZED CLUBS AND ACTIVITIES

The School has many student groups that are authorized by the School. It is the District's policy that the only authorized groups are those approved by the Board of Education and sponsored by a staff member. Authorized groups include: Student Council, National Honor Society, SADD, Journalism, FFA, school musical, PALS, and the Spanish Club.

Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, etc. Any student is permitted to participate in extra-curricular activities as long as s/he meets the eligibility requirements.

NON-SCHOOL SPONSORED CLUBS AND ACTIVITIES

Non-school sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The application for permission may be obtained from the principal's office. The application must verify that students are initiating the activity, that attendance is voluntary, and that the event will not interfere with school activities. School rules will still apply regarding behavior and equal opportunity to participate. Any organization not sponsored by the school is prohibited from using the name of the school or school mascot.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent. Suspended students are not eligible for participation in field trips.

STUDENT EMPLOYMENT

The school does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes that s/he must maintain a job in addition to attending school, s/he should first make contact with the counselor to discuss any legal requirements and to obtain the needed documents. Work permits are issued by Webberville Community Schools, and can be obtained from the secondary school office. Work permits may be withdrawn for attendance issues following the guidelines given by the State of Michigan.

SCHOOL PUBLICATION POLICY

The school reserves the right to designate and prohibit the distribution of publications and productions which are not protected by the right of free expression because they violate the rights of others. Such unprotected materials are those which are grossly prejudicial to an ethnic, religious, racial, or other delineated group; libel any specific person or persons; seek to establish the supremacy of a particular religious denomination, sect, or point of view over any other religious denomination, sect, or point of view; advocate the use of or advertise the availability of any substance or material which may reasonably be believed to constitute a direct and substantial danger to the health of students; contain obscenity or material otherwise deemed to be harmful to impressionable students who may receive them; incite violence; advocate the use of force; or urge the violation of law or school regulations.

The school also prohibits publications and productions which fail to identify the student or organization responsible for distribution or that solicits funds for non-school organizations or institutions when such solicitations have not been approved by the Board.

POSTING PRIVILEGES

Approval for posting privileges will be granted to individual students, recognized school sponsored organizations, and community groups whose activities are of benefit to the student body. In order for a sign to be posted it must be approved by the principal; otherwise it will be removed by the custodians. The organization or individual requesting the privileges shall assume the responsibility for removal of material. The school reserves the right to deny posting privileges and to remove posted material considered not in the best interest of the school.

SCHOOL DANCE POLICY

School dances are held in the school cafeteria. Students planning to attend a school dance should be aware of the school dance policies which are intended to provide a safe and fun environment.

- É School dances are limited to WHS students and their guests.
- É WHS students may bring no more than one non-WHS student. The host student shall be responsible for the behavior of the guest. All guests must be registered with the office no later than the end of the school day on which the dance will be held or day before if the dance falls on a Saturday. Guest must be age appropriate.
- É All school rules shall apply.
- É Breaking, freaking, slam dancing, or any inappropriate dancing will not be allowed.
- É Students choosing to ignore any rules shall be asked to leave the dance.
- É Only one person per chair will be permitted; sharing seats is not allowed.
- É The music for the dance must not contain foul language or suggestive lyrics.
- É Any chaperone at any time may dismiss any dance participant if they feel the guidelines have been broken. If this occurs a call will be made to the parents/guardian of those asked to leave the dance.
- É Students must arrive at the dance within one hour of the dance starting time.
- É Students leaving early for any reason may not re-enter the dance.

School parties, dances, and activities are sponsored by classes and organizations primarily to promote a wholesome social life. All school rules apply to all school parties, dances, and activities. Attendance at these activities is a privilege, not a right. All high school dances will end at or before 11:30 P.M. All middle school dances will end at or before 9:00 P.M. Attendance at such events may be prohibited for students with attendance and/or behavioral issues.

Middle school events are restricted to middle school students and high school events are restricted to high school students.

It is expected that a building use permit form for dances be turned in five (5) days before the dance date. In order for a dance or activity to take place, the class or club holding the activity must secure sponsors consisting of three (3) teachers and two (2) parents.

ASSEMBLIES

Student assemblies will be held in the gymnasium. All students are expected to follow assembly procedures and rules.

- É Students shall show respect and courtesy to all speakers and performers.
- É Students will sit in designated areas.
- É Students should remain seated until the end of the assembly.
- É Food and drinks are not allowed in the gymnasium.

SECTION V - TRANSPORTATION

Bus Transportation to School

The School provides bus transportation as a service to eligible students. The bus schedule and route is available by contacting the Transportation Director at 521-3422 Ext. 107.

Bus Conduct

Students who are riding to and from school on transportation provided by the School are required to follow basic safety rules. This applies to school owned buses as well as any contracted transportation that may be provided. The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following behaviors are expected of all students:

Prior to loading (on the road at school)

Each student shall be on time at the designated loading zone five minutes prior to the scheduled stop; stay off the road at all times while walking to and waiting for the bus; line up single file off the roadway to enter; wait until the bus is completely stopped before moving forward to enter; refrain from crossing a highway until the driver signals it is safe; and go immediately to a seat and be seated.

During the trip

Each student shall remain seated while the bus is in motion; keep head, hands, arms, and legs inside the bus at all times; do not litter in the bus or throw anything from the bus; keep books, packages, and all other objects out of the aisle; be courteous to the driver and to other bus riders; do not eat or play games, cards, etc. and; do not tamper with the bus or any of its equipment.

Leaving the bus

Each student shall remain seated until the bus has stopped; cross the road, when necessary, at least 10 feet in front of the bus but only after the driver has signaled that it is safe and; be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from the transportation department. Notes to the bus driver are not acceptable. School buses cannot provide transportation to a friend's home or to work.

Discipline Procedures for Infractions

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

The routes and bus stops are such that they provide safe and economical operation. No student is allowed to conduct him/herself in any manner that jeopardizes the safe operation of the bus. Any distraction or disturbance which draws the driver's attention from the road could result in an accident causing injury or possible death to other students. Thoughtless actions by students can cause accidents. The driver's authority on the bus is absolute. Thus, disturbance on buses will be handled according to the severity of the act and the age of the student and may result in suspension of the privilege of riding the bus. Disturbances may result in any of the following:

FIRST VIOLATION - Disciplinary slip sent to parent. Student contacted by administration.

SECOND VIOLATION ó Three (3) day suspension of riding privileges. Written notice sent to parent.

THIRD VIOLATION ó Five (5) day suspension of riding privileges. Conference with parent, student, principal and bus driver prior to reinstatement of bus riding privileges.

FOURTH VIOLATION ó Riding privileges suspended for two (2) weeks. A conference with parent is necessary before reinstatement on the bus.

FIFTH VIOLATION - Riding privileges may be suspended for the remainder of the school year. A parent conference with the Superintendent of Schools will be necessary to determine the final resolution of the violation.

NOTE: Severe cases of discipline, malicious destruction of property, fighting, smoking, disrespect of the bus driver, etc. may result in immediate suspension from school.

Driving on school grounds is a privilege, which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the School. The following rules will apply: The parking lot speed is 5 miles per hour. Students are not allowed in their cars during the school day including lunch hours. No student will be allowed to drive during the school day without special permission.

Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for the student. *First offense* ó One-month suspension of driving privileges. *Second offense* ó driving suspension for the remainder of the school year. Driving privileges can also be revoked for attendance issues, particularly truancy and tardiness resulting from the student's driving privileges.

When the School provides transportation, students shall not drive to school sponsored activities unless written permission is granted by their parents and approved by the coach or administration. Students are not allowed to transport other students during the school day for school related activities or after school hours for a school activity in which they will participate.

SECTION VI – MISCELLANEOUS

SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS

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

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

**CHAIN OF COMMUNICATION
FOR THE STUDENT**

Do you have an issue with a teacher?	→	Discuss the issue in person, on the phone, or by email, but do it privately.	→	If the issue is not resolved, involve your parents in the discussion with your teacher.	→	If the issue is still not resolved, include administration in the discussion.
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**ADMINISTRATION INTERVENTION
WITH STUDENT AND PARENT**

A student and/or parent bring a problem to the administration. The administrator will ask if this was discussed with the teacher.	→	If discussed with the teacher, the administration will meet with teacher, student and/or parent and identify the problem, setting measurable outcomes.	→	Action will be taken by teacher, student, and/or parent.	→	If the problem is not resolved, then the student may pursue other options.
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**STUDENT REFERENCES
FREQUENTLY USED WRITING TERMS**

Discuss:

- Examine a subject completely
- Talk about its most important parts or main ideas
- Include what you already know
- Use comparisons and/or contrasts
- Give details
- Use examples

Describe:

- Give a detailed view or picture of something
- Using adjectives draw a picture with words
- Use examples (can be real or sensory)
- Tell about the parts: who, what, when, where

Prior Knowledge

- What do you already know about this topic?

Contrast:

- Show how things are different

Compare:

- Show how things are alike or similar

Identify:

- Make a list
- Name

Predict:

- Tell what MIGHT or COULD happen
- Base your response on what you know (fact that you have)
- Give LOGICAL outcome

Justify-Persuade-Support: (to show or prove to be right)

- What are your reasons?
- Back up your reasons
- Give proof (evidence)
- Use facts and knowledge of the topic
- Tell why or why not

Illustrate-Show-Demonstrate:

- Support a point by giving examples
- Use appropriate vocabulary (vocab. That applies to the topic)

Explain-Give-Provide:

- Make something plain or clear
- Give reasons for something being the way it is (the ðwhyö)
- Give causes for something being the way it is
- Provide facts

MLA WORKS CITED SAMPLES

For a complete list of samples, see the *Writers Inc.* handbooks or visit www.mla.org.

A. For a typical book or pamphlet:

Crane, Stephen. *The Red Badge of Courage*. New York: Bantam Books, 1992.

B. For a book with two or three authors;

Miller, Kenton, and Laura Tanglely. *Trees of Life: Saving Tropical Forests and Their Biological Wealth*. Boston: Routledge, 1991.

C. For a work in an anthology:

Bambara, Toni Cade. ðMy Man Bovanne.ö *Breaking Ice: An Anthology of Contemporary Afro-American Fiction*. Ed. Terry McMillan. New York: Penguin, 1990. 33-38.

D. For a newspaper or magazine article:

Fuerbringer, Jonathan. ðBudgetary Rhythms.ö *New York Times*. 20 March 1987: A5.

E. For an interview you conducted:

Pei, I.M. Personal Interview. 17 July 1996.

F. For a recording:

Handel, George Frederick; *Messiah*. Cond. Charles Mackerras. English Chamber Orchestra and the Ambrosian Singers. Angel, R 67-2682, 1967.

G. For a videotape:

It's a Wonderful Life. Videocassette, Dir. Frank Capra. With James Stewart, Donna Reed, Lionel Barrymore and Thomas Mitchell. RKO, 1946.

H. For a television program:

“An Interview with Elton John.” Barbara Walters Special. ABC. WISN, Milwaukee. 21 March 1994.

I. For the Internet (World Wide Web):

“Nouns and Pronouns.” Portuguese Language Page. University of Chicago. 1 May 1997
<<http://humanities.uchicago.edu/romance/port/>>.