

2023-2024



# Student Handbook

Webberville Middle and High School  
**CODE OF CONDUCT**

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

**Webberville Middle and High School**

309 East Grand River, Webberville, MI 48892

Welcome to Webberville Secondary Schools. This student handbook provides school policies and explains student rights and expectations. Please read the policies thoroughly and make yourself aware of the school's expectations at the beginning of 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!

**IMPORTANT CONTACT INFORMATION**

**Webberville Middle/High School Phone: 517-521-3447**

**Administrative Assistant: Liz Davis ext. 7900**

**Student Registrar/Attendance Monitor: Tanja Scifers ext. 7961**

**Attendance Line: Ext. 7907**

**Principal: Jeannette Kiernan**

Office Phone: 517-521-3447 ext. 7901

Cell Phone: 734-904-8470

**Superintendent: Andrew Smith**

Office: 517-521-3447 ext. 7905

Cell: 517-897-2437

**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 he has been discriminated against on the basis of his race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the District's Compliance Officer listed below:

Jeannette Kiernan  
Secondary Principal  
521-3447 ext. 7901

**BLANK/SAMPLE SCHEDULE**

STUDENT NAME: \_\_\_\_\_

**SEMESTER 1**

<b>- CLASS SCHEDULE-</b>			
<b>PERIOD</b>	<b>SUBJECT</b>	<b>TEACHER</b>	<b>ROOM</b>
1			
2			
3			
4			
5			
6			
7			

**SEMESTER 2**

<b>- CLASS SCHEDULE-</b>			
<b>PERIOD</b>	<b>SUBJECT</b>	<b>TEACHER</b>	<b>ROOM</b>
1			
2			
3			
4			
5			
6			
7			

<b><u>High School Bell Schedule</u></b>		<b><u>Middle School Bell Schedule</u></b>	
1st Hour	8:00 – 8:52	1st Hour	8:00 – 8:52
2nd Hour	8:56 – 9:48	2nd Hour	8:56 – 9:48
3rd Hour	9:52 – 10:46	3rd Hour	9:52 – 10:46
Lunch	10:46 – 11:16	4th Hour	10:50 – 11:42
4th Hour	11:20 – 12:12	Lunch	11:42 – 12:12
5th Hour	12:16 – 1:08	5th Hour	12:16 – 1:08
6th Hour	1:12 – 2:04	6th Hour	1:12 – 2:04
7 <sup>th</sup> Hour	2:08 – 3:00	7 <sup>th</sup> Hour	2:08 – 3:00

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# **ADMINISTRATION & WMS/WHS STAFF**

## **Administration**

Andy Smith, Superintendent/Athletic Director  
Jeannette Kiernan, 6-12 Principal/Curriculum Director/Special Education Supervisor  
Liz Davis, Administrative Assistant/School Secretary  
Tanja Scifers, Student Registrar/Attendance Monitor/Online Coordinator

## **Middle School Teaching Staff**

Aaron Mayes, ELA  
Katie Petty, Science  
Suzanne Cloudman, Math  
Joe Foldenaur, Social Studies

## **Social Emotional Support Staff**

Lindsay Kadlatz, Behavior Interventionist  
Curtis LaFond, Mental Health Student Support

## **Special Education Teachers & Staff**

Alexandra Harris, Middle School Special Education  
Becky Goodman, Elementary Special Education &  
Teacher/Autism Consultant/LINKS Coordinator  
Danielle Williams, Social Worker  
Alex Bradford, School Psychologist  
Dr. Laura Grant, Speech and Language Pathologist  
Katie Gorkowski, Occupational Therapist

## **Additional Staff Members**

Dawn Preadmore, Food Service Director  
Josh Depue, Head of Transportation  
Steve Nelson, Head of Maintenance & Custodial  
Rachel Zemla, College Advisor

## **High School Teaching Staff**

Alex Katona, Social Studies  
April Vogel, Math  
Chris Allen, Science  
Jeff Belding, ELA

## **Elective Teachers**

Josh Weaver, PE  
Rachel Schlicker Ag Science  
Rachel Schlicker, Spanish Teacher  
Suzanne Cloudman, Journalism & Yearbook  
Dean Wilson, Art  
Gary Franks, Band Director

## **Paraprofessionals**

Sam Brownell  
Tracy Bucchannon  
Cam Brown  
Jennifer Whitt

**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.

**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, teach-in-place, 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 emergency medical information 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 must 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 he has been discriminated against on the basis of his race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the Districts Compliance Officer listed below:

Jeannette Kiernan  
PK-12 Principal/  
Curriculum Director  
521-3447 ext. 7901

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 – EXPECTATIONS OF STUDENTS**

**CODE OF 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 being 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 parents. Webberville Middle and High School’s 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 he has been assigned. Administration requires, from the parent or guardian of each student, a phone call on the attendance line (517-521-3447 ext.7907) verifying his student's absence within 24 hours. Students under age 18 and any students who are living at home, over age (18) are not allowed to excuse themselves without parent permission. The board reserves the right to verify such statements and to investigate the cause of each single absence or repeated unexplained absences or tardies. 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 an 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 as may be acceptable to the superintendent or his 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 shortened to accommodate graduation and preparation for commencement ceremonies. School sponsored senior activities are not considered absences from school. 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 two weeks of the end of the grading period. If the student fails to do so, he may lose credit in that class. **Parent 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 parent(s) shall be subject to the truancy laws of the state. An unexcused absence may result in detention or suspension in relation to the number of hours missed. Repeatedly truant students are subject to suspension. Each time a student is unexcused he may be assigned escalating consequences.

### **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. 7907) 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, and may result in disciplinary consequences. Voicemail has been provided to record attendance information when the office is not open. Parents are required to contact the attendance line in the event of a prolonged absence so that books/assignments may be sent home. Unexcused absences from classes on the day of an athletic contest, a practice, or a band/choir activity may disqualify the student from that activity. School related absences and professional appointments that are approved by administration are exempt.



### **Tardiness**

Each student is expected to be in his assigned location throughout the school day. If a student is late in arriving to school, he is to report directly to his assigned class. 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 class will be marked ~~VT (very tardy)~~, U (unexcused) 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 (bell) of each class. If a student is tardy to class, teachers may assign a classroom level consequence for the 1<sup>st</sup>-4<sup>th</sup> tardies of the quarter as part of their classroom expectations. If a student fails to serve the consequence, office level discipline may result.

### **Closed Campus/Leaving School Building and Grounds**

Webberville Secondary Schools maintains a closed campus policy for the safety of the student body. All students, including adult (18) 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 administrative permission. Failure to abide by these guidelines may result in disciplinary action.

### **Make-Up Tests and Other School Work**

Students who are absent and excused from school, or 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 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 test due to an excused absence, he may make arrangements with the teacher to take the test. If he 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 school.

## **STUDENT DRESS CODE**

Webberville High School is proud of all students who accept responsibility for maintaining dress and grooming habits that are proper in an academic setting and provide a healthy and safe teaching/learning environment. Together, students, parents/guardians, and staff support expectations of dress and grooming that promote a positive educational atmosphere.

The following minimum standards of dress apply:

- Appropriate student attire covers the upper torso, including breasts, and covers the belly button.
- Tank tops may be worn if the breasts, upper torso, and belly button are covered.
- Appropriate student attire covers the buttocks and all undergarments (boxers and/or underwear) must be covered.
- Clothing cannot be worn that displays obscenities, tobacco, alcohol, drugs, sexual implications, or double-meanings to imply any of these prohibited displays.
- Appropriate clothing does not contain wording, insignia, style or ornament that is distracting, discriminating, degrading or defamatory to any individual, race, religion, or group.
- No clothing may be worn that represents gang affiliation or identifies with a secret society.
- Sunglasses may ~~not be~~ worn during the school day with teacher approval and/or medical documentation.
- Students must wear footwear, at all times. Cloth bottomed footwear will be considered slippers and may be worn at the discretion of the teacher.
- Any fashion, dress, or grooming that disrupts the educational setting or presents a health or safety risk to person or property is not within the guidelines of the dress code even if the style is otherwise within the dress code.
- Teachers may ask students to comply with altered expectations within their classroom to meet the educational needs of the class.

Repeated infractions of the dress code may result in the following consequences: 1<sup>st</sup>-3<sup>rd</sup> staff may discuss the concern with the student and offer suggestions and/or potential solutions. Ongoing issues may be addressed with escalating consequences beginning with lunch detention consistent with the student handbook expectation for “The Common Good.”

### **CARE OF PROPERTY**

Students are responsible for the security and safety of their personal property. A lock may be obtained from the front office at the beginning of the school year for hallway lockers. For locker rooms, students may obtain a lock from the P.E. teacher or from the Athletic Director. Students are responsible for locks issued to them. If a student loses his lock, he will be fined at the current cost for replacement.

### **USE OF SECURITY CAMERAS**

Video cameras have been installed throughout campus. The purpose of these cameras is to increase security and safety.

It will be considered vandalism to tamper with the security cameras in any way. A student who repositions or damages a camera in any way will be subject to suspension and fined for any costs of resetting and recalibrating the camera and/or camera system.

### **GENERAL TECHNOLOGY GUIDELINES**

1. No personal programs, including games, are to be stored on school computers or devices.
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. Use of email, messaging, or social networking sites (Facebook, SnapChat, Instagram, Kik, Myspace, My Yearbook, etc.), game sites, music sites, and chat rooms for personal reasons is prohibited.
5. Technology devices provided by the school are to be used for educational purposes, and are the property of Webberville Community Schools. Care and use of these devices are the responsibility of the student, and must be handled according to the User Agreement form.

Unless permission is granted by staff for assignments, students violating this policy will be removed from the technology, and subject to disciplinary action. Students who continue to misuse technology may lose technology privileges altogether.

## **ACCEPTABLE STUDENT USE OF TECHNOLOGY / GUIDELINES**

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 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 a diligent 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 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.

### **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 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.
- Detention 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 be addressed with disciplinary action, as this act represents a premeditated violation of school safety measures.

## **Traditional Online Courses and Independent Studies**

### **ATTENDANCE**

Online students are expected to maintain regular "attendance" by logging on to the online system and completing course work daily. Students must take notes on lectures and provide their own ear buds. Students must spend AT LEAST 5-10 hours EACH WEEK working online. Students showing a lack of time spent or progress made will be contacted to correct the situation.

### **GRADING & COURSE COMPLETION**

Students will receive credit for an online course when they have successfully completed the course. Students must pay close attention to their "Relative Grade." Students enrolling in an online course section will have the same grading period to complete their course as students who are taking traditional coursework. At the end of the grading period, student grades will be permanently stored. Any mitigating circumstances will be considered on a situation by situation basis.

### **COURSE ASSESSMENTS**

Quiz and Test Retakes: Students will be allowed 2 additional retakes for quizzes and tests above the standard course set up. If they do not pass on the first attempt. Retakes will be awarded ONLY if students are taking notes throughout the lesson and make a legitimate attempt on all questions. Students will be required to show evidence of their notes from the lesson. After the additional attempts, the score earned will be recorded and the student must continue to the next topic.

### **MICHIGAN VIRTUAL HIGH SCHOOL (MVHS)**

Student progress will be monitored by the online instructor and the mentor teacher will be notified. Students must read the entire syllabus and record their class due dates. Students must spend a MINIMUM 5-10 hours EACH WEEK working online. Students showing a lack of time spent or progress made will be contacted to correct the situation.

### **LANSING COMMUNITY COLLEGE (LCC)**

Students must plan and be prepared for off campus labs and testing. It is the student's responsibility to meet the testing requirements of the course instructor. The Howell campus provides additional options for meeting these requirements. Students must spend a MINIMUM of 5-10 hours EACH WEEK working online. Students showing a lack of time spent or progress made will be contacted to correct the situation. Students must read the entire syllabus and record their course due dates.

### **ACADEMIC INTEGRITY**

Students coursework must always reflect their OWN work. If work submitted by a student is called into question, disciplinary action may be taken in accordance with the school's policy on cheating.

### **STUDENT ACTIONS FOR ONLINE SUCCESS**

- Log into your online platform daily to check for announcements or message from your teachers or learning coaches. This includes checking your school email daily.
- Create a weekly schedule of when and where you will work on your coursework. Stick to it.....it's extremely easy to get distracted when working from home. Make sure you have a quiet place to work.
- If you miss a day, plan a make-up a day.
- Stay on track for course completion in ALL of your courses throughout the year.
- Utilize the note-taking feature of the program. This is often overlooked by students and is an extremely effective learning tool. (Evidence of notes is required in the event you need to re-take a quiz or test).
- Study for all quizzes and tests just as you would with any other class.

### **EXPECTATIONS:**

- Students must show respect for all school rules, equipment, staff, and fellow students
- Work on Edgenuity/online coursework ONLY; other programs or websites should not be accessed
- Students must work quietly in the lab and not interrupt the learning of others

- Cell phones may be prohibited while students are working at a computer. The teacher may require phones to be placed in the defined location upon entering the room.
- Non-school related websites are prohibited while working in the online learning lab including: YouTube, all social media, and other websites or apps deemed non-scholarly by the teacher or online learning lab supervisor.
- Food and drink are not allowed at any computer station.

## **DISCIPLINE**

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. In all cases, the school shall attempt to make discipline prompt and equitable and to have the discipline match the severity of the incident.

### *Detention*

A student may be detained after school, during lunch, or asked to come to school early, or on Saturday, by staff with student and parent notice. The student/parents are responsible for transportation.

### *Lunch Detention*

Students are required to report to detention immediately after they are released to lunch and have received their lunch. A student missing any portion of his 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 lunch detention and after-school 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, electronics, cards, games, or other recreational articles shall be allowed in the room.

### *Saturday School*

Saturday School will be in session from 8:00 a.m. to 2:00 p.m. on scheduled Saturdays, but students may be assigned segments shorter than the full six hours. Assigned students shall arrive at the secondary schools' main entrance (by the office) prior to 8:00 a.m. with sufficient educational materials to be busy during the entire period assigned. Students who do not bring appropriate materials to work on, who do not attend, and/or who arrive late for Saturday School may be issued escalating consequences.

Students in Saturday School will receive a five-minute break for every two hours assigned and will be allowed to eat a lunch they brought with them from home at a designated time (around 12:00) if they have been assigned five hours or more of Saturday School. Any Saturday School assigned 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 is not subject to the appeals process. Students are not allowed to be on campus or at any school activity for any reason during a suspension without prior approval from administration.

### *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 all district property and all 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 – possession, sale, distribution, or use of drugs, alcohol, nicotine, fake drugs, steroids, inappropriately used prescription drugs is prohibited. This includes non-alcoholic beer, wine, steroids, etc. Violations of this rule will result in a minimum 5-day suspension up to expulsion and contact with law enforcement agencies.

2. *Marijuana*: possession of marijuana on school property or at any school-related event will result in a minimum 10-day suspension. Escalating circumstances including but not limited to: sales, distribution, quantity, etc. may result in elevated consequences including expulsion. Law enforcement contact will occur.
3. *Smoking/Tobacco*: Possession, distribution, sale, or use of tobacco or tobacco look-alikes in any form on school grounds or school-sponsored events may result in suspension and or expulsion.
4. *Vaporizers/Vape Pens/E-Cigarettes*: possession, use, sale, distribution of these items will result in suspension and/or expulsion regardless if they contain nicotine or other illegal substances.
5. *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 group of students or a student feels there is a need to organize some form of demonstration, 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.
6. *Possession of a weapon, ammunition, explosives*: A weapon/ammunition/explosive include conventional objects such as guns, pellet guns, knives, ammunition, explosive or flammable powders or liquids not possessed for a verifiable good cause 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 as a weapon. This rule also includes, but is not limited to; padlocks, pens, chairs, jewelry, etc. Violation of this rule may result in suspension or expulsion and notification to law enforcement agencies.
7. *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.
8. *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.
9. *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 may be suspended. Students are disciplined based on their involvement.
10. *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.
11. *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.

12. *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.
13. *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.
14. *False alarms and false reports*: A false emergency alarm or report endangers the emergency team's response to the call, the citizens of the community, and the persons in the building, and is considered a dangerous stunt. Violations of this rule will result in suspension or expulsion and notification to law enforcement agencies.
15. *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.
16. *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.
17. *Theft*: When a student is caught stealing property belonging to the school or an individual, 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. Students are responsible for securing their own property.
18. *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.
19. *Damaging property*: Vandalism and disregard for school property will not be tolerated. Violations will result in suspension or expulsion, and restitution must be paid. Any repositioning or damaging of security cameras will fall under this policy.
20. *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).
21. *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.
22. *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.
23. *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.



24. *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.
25. *Possession of electronic equipment:* The school supplies most electronic equipment necessary in school. Electronic equipment such as cell phones, I-Pods, MP3 players, e-readers (Kindle, Nook, etc.) and the like may be brought to school with the understanding that the school is not responsible for these items. Once in school, the cellular phones must be turned off and stored. If electronic equipment creates a disruption, it will be confiscated and disciplinary action will be taken. Violations of this rule could result in suspension or expulsion. Teachers may elect to allow specific students to use electronic devices at specific times to support curricular objectives. That should not be viewed as a change of policy or permission for others.
26. *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.
27. *Violation of bus rules:* Please refer to “Section V – transportation” for bus rules.
28. *Disruption of the educational process:* Any action 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.
29. *Persistent disobedience:* The repeated refusal to obey school rules and regulations will result in parent contact, suspension or expulsion, and/or possible legal action.
30. *Gross Misbehavior:* Misconduct exceeding reasonable limits will result in parent contact, suspension, possible expulsion, and/or possible legal action.
31. *Profanity/vulgarity:* Inappropriate language is not acceptable. Violations of this rule could result in detention, suspension, or expulsion.
32. *False Accusations:* Students making false accusations or false reports are subject to detention, suspension and/or expulsion.
33. *Reckless Driving:* Speeding and other forms of reckless driving are strictly prohibited. Violation will result in loss of driving privileges, possible detention, and/or suspension.
34. *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 verbal 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 coercing bodily contact.

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

- A. Verbal: Written or verbal 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 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) 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 school officials. It is not considered double jeopardy (being tried twice for the same crime) when school rules and the law are violated.

### **BULLYING AND OTHER AGGRESSIVE BEHAVIOR**

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

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

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes

written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student which cause, or threaten to cause bodily harm or reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all “at school” activities in the district, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school’s supervision, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

### **Notification**

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

### **Implementation**

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the district reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

### **Procedure**

Any student who believes he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to a school administrator (Principal, Dean of Students, or Special Education Director). The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

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

A school administrator shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as circumstances permit and should be completed within three (3) school days after a report or complaint is made.

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

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

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

Retaliation or false allegations against any person who reports bullying or aggressive behavior, is thought to have reported bullying or aggressive behavior, files a complaint regarding bullying or aggressive behavior, participates in

an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying or aggressive behavior.

Making intentionally false reports about bullying or aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentional false reporting may result in disciplinary action as indicated above.

### **Definitions**

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

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

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

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

- A. Substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. Adversely affecting the ability of a student to participate in or benefit from the school district’s educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. Having an actual and substantial detrimental effect on a student’s physical or mental health; and/or
- D. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

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

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

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

This policy was created to align with M.C.L 380.1310B (Matt’s Safe School Law, PA 241 of 2011) Policies on Bullying, Michigan State Board of Education Model Anti-Bullying Policy, Michigan State Board of Education.

### **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 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 and his 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, 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 parents, legal counsel, and/or by a person of his 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 Middle and High School 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 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.

### **CELL PHONES/TECHNOLOGY DEVICES**

Cell phone/Technology Device use is permitted before school, during lunch and passing times, and after school. Cell

phone/technology device use is not permitted during classroom instruction and class work time without teacher permission. Students using cell phones or technology devices during class without teacher approval will result in the following consequences: 1<sup>st</sup>-3<sup>rd</sup> staff may discuss the concern with the student and offer suggestions and/or potential solutions. Ongoing issues may be addressed with escalating consequences beginning with the cell phone/technology device being taken away and then escalating consequences consistent with the student handbook expectation for “The Common Good” and follows the discipline code of conduct.

### **BACKPACKS**

Student backpacks should be kept in student assigned lockers and not taken into classrooms unless a student has a individualized learning plan or medical documentation that is determined as a educational or medical necessity.

### **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 “have a reasonable expectation of privacy.” A student improperly using any device to take or transmit images or to transmit lewd, suggestive, or harassing messages will face disciplinary action – likely suspension from school – 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 Middle and High School 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. Grades will be updated by 10:00 every Monday in PowerSchool. 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 grade will be determined, he should ask the teacher. Students transferring into Webberville High School will receive credit for coursework that was credited to them at their previous school. Grade Point Averages are not transferred from previous schools. Webberville Middle and High School use the following grading system:

### **Grading Scale**

94%-100% = A = 4.0	67%-69% = D+ = 1.33
90%-93% = A- = 3.67	63%-66% = D = 1.00
87%-89% = B+ = 3.33	60%-62% = D- = .67
83%-86% = B = 3.00	0%-59% = E = .00
80%-82% = B- = 2.67	CR = Credit
77%-79% = C+ = 2.33	NC = No Credit
73%-76% = C = 2.00	I = Incomplete
70%-72% = C- = 1.67	P = Pass

### **Grade Point Average**

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 one Grade Point Averages and will be calculated to the nearest 100<sup>th</sup> (ex. 4.0293 = 4.02).

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

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

### **Weighted Grades / Coursework**

Advanced Placement (AP) and dual enrollment (DE) courses that are college level (ex. LCC 120 or higher) in the core content areas of: math, science, language arts, and social science will be weighted and receive an extra grade point. Locally offered coursework that is not Advanced Placement (AP) and dual enrollment (DE), that in outside the content areas described above are not weighted. The intent of this policy is to create an equivalent recognition between dual enrollment and Advanced Placement courses. Every effort will be made to ensure that all students of a graduating class receive the same type of credit for matching coursework.

Students enrolled in Early College are not included in class ranking or grade weighting. These students are recognized individually for their unique high achievement through participation in Early College in lieu of class ranking/grade weighting.

Example:	Algebra II	=	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)

**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**

Middle and high school students will receive a report card at the end of each quarter. Quarter grades in a semester will be averaged to determine a final semester grade. Credits and GPA will be based on final grades for the semester. Students will not be allowed to submit work from the previous quarter of a semester once the next quarter has begun without teacher and/or administrative approval.

### **Chromebooks and Google Classroom**

Students are assigned a chromebook at the start of the school year. Google Classroom is an application in the chromebook that is used as an instructional support tool and allows students to complete some assignments and daily check-ins electronically. Students and/or parents/guardians should not use Google Classroom to check grades. PowerSchool contains the most accurate list of completed assignments and grades.

## **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 the 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.

Any middle school student who fails (receives an E grade) three or more quarters combined from any of the four core classes (science, social studies, English, or math) may be required to either repeat the grade or successfully complete summer school to remediate skills in the necessary areas. (Please note that the quarters are the nine-week quarters. The mid-marking report cards do not factor into potential retention.)

For example, if a student received failing grades for first quarter math and second and fourth quarter science, he would

need to successfully complete summer school credits or be retained in grade. If a student failed three quarters of one core class or failed one quarter in each of the three core classes, this rule would also apply. It is any combination of three failing quarter grades in any combination of the four core classes.

## GRADUATION REQUIREMENTS

### Regular Diploma

A student will complete graduation requirements in four years unless there are extenuating circumstances. A senior will need to meet the Michigan Merit Curriculum (MMC) requirements **AND** meet the required number of credits for Webberville Community Schools. Any changes to the MMC will be applied to student credit requirements.

### Credit Requirements:

Class of 2021: Must earn 24 total credits.

Class of 2022 and beyond: Must earn 26 total credits.

All graduating students must complete the following credits:

English (4), Math (4, including one in the senior year), Science (3), Social Studies (3), Foreign language (2), Physical Education (1/2), Health (1/2), Visual/Performing arts (1), online learning experience.

A student who successfully participates in varsity athletics or marching band may have their PE requirement waived in order to pursue higher level coursework or dual enrollment with administrative approval. This waives the requirement only; it does not result in additional credit or GPA points.

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, such as online offerings or dual enrollment. 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). The personal curriculum is available to students to accelerate or modify the learning environment to succeed with the Michigan Merit Curriculum. To see the MMC Law in its entirety, see MCL 380.1278a and MCL 380.1278b at <http://www.legislature.mi.gov>. A parent, guardian, emancipated student, or school staff 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:

- The PC may not be needed if the MMC for a student can be addressed with other reasonable arrangements.
- When needed, the PC is written by a group of knowledgeable people that includes the parent and school staff.
- The 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.
- The PC may exceed the requirements of the Michigan Merit Curriculum.
- The PC may contain some special provisions for students with documented disabilities.
- The PC must be approved by the Superintendent or his designee.
- The PC may be adjusted during the course of the student's high school education using the same process, as appropriate.

More detailed descriptions of the Michigan Merit Curriculum and a Personal Curriculum are available at [www.michigan.gov/highschool](http://www.michigan.gov/highschool) or at <http://www.webbervilleschools.org/district/special-education/> under the menu items "PC Eligibility Determination" or "Personal Curriculum Option."

### Certificate of Completion

A student who completes a modified curriculum will be eligible to receive a certificate of completion at commencement ceremonies. These students' 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

### Graduation Ceremony Dress Code

In order to participate in graduation ceremonies, students shall come appropriately dressed for this occasion. Formal



or semi-formal attire would be considered appropriately dressed. Shorts, swimsuits, tennis shoes, jeans, or other casual clothing is not permitted. Administration will evaluate weather conditions and reserves the right to modify dress code as needed.

### **Participation**

A senior must be within 1 credit of the required credit total for graduation by 5:00pm on the last scheduled school day for seniors to participate in graduation ceremonies. In order to participate in senior last day activities, building administration must have reasonable assurance the senior has successfully earned the required credits to participate in graduation.

### **Other Participation in Senior Functions:**

A senior of a graduating class must be on track for graduation in order to be included in the senior composite and the senior pages of the yearbook. Participation will be determined by the Principal.

### **Early Graduation**

Seniors, upon application, and with 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**

High school students may enroll in a post-secondary program while attending high school, providing they meet the requirements established by law and the district. Interested students should contact the counselor/principal for approval. Students must take coursework that is approved by the district and principal. Students who do not pass (60% or higher) a dual enrollment class which the district has paid for are not eligible for grade weighting and will be charged for the cost of the class and any materials purchased by the school. Students who drop out of a dual enrollment course after the college deadline for full reimbursement will be charged for the cost of the class and any materials purchased by the school. College level dual enrollment courses (LCC 120 or above and equivalents) and core content areas of math, science, language arts, and social science will receive weighted credit of +1.0 GPA points.

## **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 administration's attention so that students can be recognized when appropriate. Areas that may merit recognition include, but are not limited to: academics, athletics, performing arts, citizenship, and volunteerism.

### **Academic Award 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 to wear during graduation 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 in the top ten of the class, then he 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 High School.

### **Athletic Awards**

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

## **HOMEWORK**

Homework is used to support classroom learning objectives and skills. Homework assignment and requirement are at the discretion of the classroom teacher subject to administrative review.

### **Online Learning Policies**

- Students are to be working on the online class to which they are assigned throughout each hour. The supervising teacher may, at his discretion, allow a student who can demonstrate that he is at least 10% ahead of schedule on his class to work on an assignment for another class. This is not a blanket allowance but situational at the discretion of the supervising teacher.
- Except for online courses where students are required to follow a timeline that goes beyond the scope of our school's semesters, students are required to complete a course by the end of the semester to avoid receiving a failing overall grade.
- Students are only to have one window open on their computer, and only for their online class. If a student believes he needs to have more than one window open for their current assignment, he should notify the teacher.
- Music is only allowed during online learning at the discretion of the staff member and will be determined on a student by student basis. Headphones and earbuds are to be used for listening to course content only.
- Students who disrupt the learning environment or are not engaging in their online coursework are subject to the same disciplinary consequences as any other classroom.
- Retaking tests should be done only when notes from the lesson are satisfactorily produced to the supervising teacher.

### **Student Planners**

Student planners are available in the main office upon request.

## **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 Middle and High School will not violate the rights of consent and privacy of a student participating in any form of evaluation. College entrance testing information can be obtained from the guidance office.

## **CHEATING POLICY**

- A. First offense: "0" on the assignment/test in the class and parent notification.
- B. Second offense in same class: "0" on the assignment/test in the class, suspension and parent

- notification.
- C. Third offense in same class: “0” on the assignment/test in the class, multiple day suspension and parent notification.

### **EDUCATIONAL DEVELOPMENT PLAN (EDPs)**

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: parents/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 Middle and High School 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 school of choice student applicant with attendance issues, behavioral problems, or who is not on track to graduate on time will be subject to administrative review and may be denied enrollment. The student may also be required to develop and sign a behavioral contract on file as a condition of enrollment. Students applying to enroll via schools of choice will not be admitted if they are more than half a credit behind grade level or if they have a significant suspension or expulsion 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 approved by the principal during the first week of the semester. To change classes, students must follow the guidelines contained in this policy:

1. The student must state the *educational rationale* and/or reason for the drop/add request.
2. All drop/adds must be approved by the student's parent(s)/guardian(s) and administration.

### **SPECIAL EDUCATION**

Webberville Middle and High 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. 7901.

### **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 access their education at school should contact Andrew Smith at 521-3447 x7902.

### **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 in another district, records are forwarded to that district and are no longer available at Webberville Middle and High School.

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

If a student plans to transfer from Webberville Middle and High School, 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 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 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 Middle and High School 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 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 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, mental, or emotional disability.

Parents should contact school administration regarding procedures for such instruction. The District will provide homebound instruction only for arrangements that are expected to last five (5) days or more. The instructional time is mutually agreed upon by the parent/guardian and the instructional service provider. The district will provide a minimum of 5 hours per week for the duration of the arrangement during the normal school calendar.

### **NOTIFICATION TO PARENTS—BLOODBORNE 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 Middle and High School 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. 7941. Full lunches or a la 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, Teach-In-Place and evacuation drills will be conducted in accordance with policies as dictated by the Homeland Security Agency.

**Fire Evacuation Drill**- students will be expected to leave the building in under 60 seconds

**Tornado Drill** – students will seek shelter within the building in pre-determined areas under the direction of staff

**Teach-In-Place Drill** – staff will secure the rooms and educational instruction with continue without further disruption.

**Lockdown Drill**- staff will secure rooms and move students out of sight and sound of any windows and doors

### **EMERGENCY CLOSINGS AND DELAYS**

If the School must be closed, or the opening delayed because of inclement weather or other conditions, the District will notify local radio and television stations and send an Alert Now Message to parents. Only parents whose contact information is accurate and up to date will receive this communication. Parents and students may also check local news media to learn of closings and delays. Parents may also be notified via the School Messenger system of these closings.

### **VISITORS**

Adult visitors over the age of 18, particularly parents/guardians, are welcome at the school for educationally-related purposes. If a person wishes to talk with a member of the staff in person, 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 at least one week prior to the start of the fund raising event. 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 available for student use at the discretion of school staff. 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 or an adult approved by administration. Authorized groups include: Student Council, National Honor Society, Journalism, FFA, school musical, Robotics, Science Club, Girls/ Boys Golf, and 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 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 main 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.

### **INTRA-CURRICULAR, CO-CURRICULAR, FIELD TRIPS, & SPECIAL EVENTS**

Students must be passing all classes in order to attend out of school events that are not part of their regularly scheduled curriculum or coursework. Sponsors must communicate the projected participation list to staff members in advance of the trip and request a grade review to ensure they are passing all classes prior to attending the trip or activity.

### **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. Extra-curricular field trips that would remove students from class for all or a portion of the day will not be permitted for students who are not passing all of their current classes.



## **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 he must maintain a job in addition to attending school, 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 in the main 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. 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 must be aware of the school dance policies which are intended to provide a safe and fun environment.

- School dances are limited to WHS students and their approved high school student guests. Student guests must be a currently enrolled high school student or high school graduates within one year of graduation to be considered for attendance.
- WHS students are limited to submitting one guest application. The host student shall be responsible for the behavior of the guest. All guests must be registered with the office one week ahead of the dance. Guest must be age appropriate.
- All school rules shall apply.
- Inappropriate dancing will not be allowed.
- Students choosing to ignore any rules shall be asked to leave the dance.
- Only one person per chair will be permitted; sharing seats is not allowed.
- The music for the dance must not contain foul language or suggestive lyrics.
- 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.
- Students must arrive at the dance within one hour of the dance starting time.
- 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 11:00 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, academic, 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 sufficient chaperone coverage and have the planned coverage approved by administration.

### **ASSEMBLIES**

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

- Students shall show respect and courtesy to all speakers and performers.
- Students will sit in designated areas.
- Students should remain seated until the end of the assembly.
- 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 Office at 521-3447 Ext. 7976.

### *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 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 lose 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 himself in a manner that jeopardizes the safe operation of the bus. 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 – Parent / Student contact by administration.

SECOND VIOLATION – Up to three (3) day suspension of riding privileges. Written notice sent to parent.

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

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

FIFTH VIOLATION - Riding privileges may be suspended for up to 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, or other significantly inappropriate behavior may result in immediate suspension from school.

### **Driving / Parking Privileges**

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.
- 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.
- 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 – Short-term suspension of driving privileges.

Second offense – Long-term suspension of driving privileges.

Third offense - Permanent suspension of driving privileges.

Driving privileges may be revoked for attendance issues, including truancy and tardiness.

When the School provides transportation, students shall not drive to school sponsored activities unless written permission is granted by parents and approved by the principal and superintendent. Students are not allowed to transport other students during the school day for school related activities or after school hours for a school activity.

## **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 he receives help through programs and services available in the community. Students and their parents should contact the administration whenever such help is needed.

### **Building and Staff Communication Expectations**

The office will send out an electronic weekly school newsletter to families on Fridays. Teachers are expected to communicate electronically to all parents/families for each subject taught on a weekly basis. Webberville staff is

committed to communicating with students and families and will return calls, messages, or emails to the best of their ability within 24 hours (on school business days) of receiving the message and/or email.

**CHAIN OF COMMUNICATION**

**FOR STUDENTS**

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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